



# **Tyler Area Metropolitan Planning Organization**

ANNUAL PERFORMANCE AND  
EXPENDITURES REPORT

FY 2013

## TASK 1.0

### ADMINISTRATION / MANAGEMENT

#### TASK SUMMARY

The purpose of task 1 is to ensure the cooperative, comprehensive and continuing planning for the Tyler Urban Transportation Study Area. The organization ensures necessary arrangements and contractual agreements have been secured and monitor the ongoing planning activities in order that schedules and financial commitments are met. The Tyler Area MPO is responsible to ensure that all federal, state and local guidelines and regulations are followed. The organization uses a public participation plan for comprehensive participation opportunities within the transportation planning process.

**Subtask 1.1 Program and Support 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).

**Subtask 1.1 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 2012-2013 Unified Planning Work Program (UPWP). Billing statements and financial tracking of PL 112 funds were analyzed, calculated, and submitted. The 2012-2013 UPWP was approved and adopted July 28, 2011. The annual listing of projects was also distributed through the Public Notification Process for projects completed or let in the Planning Area for FY 2013. The Tyler Area MPO continued to lease computer equipment to carry out transportation planning activities. Policy Committee meetings were held on November 29<sup>th</sup>, 2012, January 31<sup>st</sup>, 2013, March 28<sup>th</sup>, 2013, May 23<sup>rd</sup>, 2013, July 25<sup>th</sup>, 2013, September 26<sup>th</sup>, 2013 and November 20<sup>th</sup>, 2013.

**Subtask 1.2 Title VI Civil Rights Evaluation** – The MPO will continue to implement procedures compliant with Federal law, which 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. Additionally, the MPO will educate and inform the Technical Advisory Committee and the Policy Committee concerning Title VI topics.

**Subtask 1.2 Work Performed and Status** – The Policy Committee adopted and updated Title VI program covering both the MPO and Tyler Transit on November 29, 2012. The Tyler Area MPO attended Disability Issues Review Board meetings on November 1, 2012, January 3<sup>rd</sup>, 2013, March 7<sup>th</sup>, 2013, May 2<sup>nd</sup>, 2012, September 5<sup>th</sup>, 2013 and November 7<sup>th</sup>, 2013.

**Subtask 1.3 Public Outreach** – Continue public participation process. Conduct public meetings during the development and update of the Metropolitan Transportation Plan (MTP) and other planning documents as appropriate to keep the public informed. Develop opportunities to obtain public input efficiently 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 are maintained.

**Subtask 1.3 Work Performed and Status** – The Tyler Area Metropolitan Planning Organization held six MPO Policy Committee Meetings, which were open to the public on November 29<sup>th</sup>, 2012, January 31<sup>st</sup>, 2013, March 28<sup>th</sup>, 2013, May 23<sup>rd</sup>, 2013, July 25<sup>th</sup>, 2013, September 26<sup>th</sup>, 2013 and November 20<sup>th</sup>, 2013.

The Tyler Area MPO website, at <http://www.TylerAreaMPO.org>, was routinely updated to include all planning documents revisions. A calendar of MPO events was also included and is now displayed with the City of Tyler master event calendar for all department events.

The Policy Committee adopted the 2013 – 2016 Transportation Improvement Program on April 26, 2012 and was amended on November 29<sup>th</sup>, 2012, March 28<sup>th</sup>, 2013 and September 26<sup>th</sup>, 2013. The Tyler Area MPO held public meetings on February 12<sup>th</sup>, 2013, April 4<sup>th</sup>, 2013, June 4<sup>th</sup>, 2013 and July 9<sup>th</sup>, 2013.

**Subtask 1.4 Staff Training and Education** – The MPO staff will participate in conferences, seminars, meetings, and other training opportunities to remain acquainted with the latest regulations and techniques related to the transportation planning field as provided by the Federal Transit Administration, Federal Highway Administration, 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 (NETAC), Association of Texas Metropolitan Planning Organizations (TEMPO) or other agencies.

**Subtask 1.4 Work Performed and Status** – Tyler Area MPO staff traveled for the following: Texas Association of MPOs (TEMPO) meetings, Tyler Chamber of Commerce Surface Transportation Committee meetings, the Smith County Transportation Advisory Committee, the Texas American Planning Association Conference, the National American Planning Association Conference, East Texas Council of Governments (ETCOG) for East Texas Regional Transportation Coordination Planning meetings, North East Texas Regional Mobility Authority (NET RMA) meetings, East Texas Passenger Rail Coalition Meetings in association with NET RMA and Dallas Area Rapid Transit, and Texas Department of Transportation (TxDOT) meetings held both at the district office in Tyler and at the department offices in Austin. Staff also attended the 8<sup>th</sup> Annual Texas Transportation Forum.

**TASK 1.0 FUNDING SUMMARY FY 2013**

Funding Source	Amount Budgeted	Amount Expended	Balance	% Expended
Transportation Planning Funds (TPF)	\$155,147	\$193,735.91	\$-38,588.91	124%
General Transportation Planning Funds (GTPF)	\$0.00	\$0.00	\$0.00	0%
Local Planning Funds	\$0.00	\$0.00	\$0.00	0%
FTA	\$0.00	\$0.00	\$0.00	0%
Congestion Mitigation / Air Quality (CMAQ)	\$0.00	\$0.00	\$0.00	0%
STP / MM	\$0.00	\$0.00	\$0.00	0%
<b>TOTAL</b>	<b>\$155,147</b>	<b>\$193,735.91</b>	<b>\$-38,588.91</b>	<b>124%</b>

## TASK 2.0

### DATA DEVELOPMENT AND MAINTENANCE

#### TASK SUMMARY

Include overall description of general data collection and analysis primarily from ongoing activities. Include all subtasks listed from the UPWP with a description of each subtask, product received or work accomplished and agency responsible. If subtask was completed by a consultant/subcontract, then please indicate.

**Subtask 2.1 Socioeconomic Data and Forecast** – Prepare updates and maintain data and maps related to population, building permits, land use, housing, and employment. Develop current estimates and forecasts of population and employment. Prepare documents for the non-attainment status, if needed. Continue compilation and mapping of data on existing alternative transportation systems, such as bikeways, pedestrian ways, rail, air, etc.

**Subtask 2.1 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.

The Policy Committee expanded the Tyler Area MPO Boundary to include all the urbanized areas in Smith County plus a five year growth horizon. The urbanized area of Bullard was added including 32 acres in Cherokee County. The Policy Committee amended the boundary on November 20<sup>th</sup>, 2013.

**Subtask 2.2 Geographic Information System** – Continue to develop the GIS database for the purpose of spatial analysis in development of transportation plans and technical analysis. Compile all available data into a series of maps for use in the transportation planning process.

Continue lease and maintenance of computer hardware and software to improve GIS system and perform other data collection activities. Equipment/computer purchases of \$5,000 or greater will be sent to the TxDOT Study Office for their submittal to TxDOT TPP. The established inter-local agreements and combined GIS database will allow for easier exchange of data between government entities and will reduce redundant work. The exchange and sharing of data will assist the MPO with future analysis of various data layers. Reproduce maps created in GIS as necessary.

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. The 2010 decennial census is using addressing authentication to determine population location. Nonresidential addresses provided the basis for traffic attractors for Traffic Analysis Zones.

**Subtask 2.2 Work Performed and Status** – Continued to update and maintain GIS database as it relates to the Tyler Area MPO. Created and reproduced maps for the Metropolitan Transportation Plan and for development of the Transportation Improvement Program for projects. The mapping allows demographic data to be analyzed and population and transportation trends to be recognized and studied. The Metropolitan Transportation Plan and Transportation Improvement Program benefitted from this activity.

**Subtask 2.3 Traffic Counts** – Contract for traffic data collection program to collect data on major thoroughfares to be done by a consultant from the private sector. This data would include such information as roadway volumes, intersection traffic counts with turning movements, travel speed data, accident data, etc. This data will be used to determine high traffic areas for future projects.

**Subtask 2.3 Work Performed and Status** – Traffic counts were removed from the FY 2013 UPWP.

**Subtask 2.4 Digital 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 will consist 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.

**Subtask 2.4 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 2.0 FUNDING SUMMARY FY 2013**

Funding Source	Amount Budgeted	Amount Expended	Balance	% Expended
Transportation Planning Funds (TPF)	\$78,000	\$74,108.02	\$3,891.98	95%
General Transportation Planning Funds (GTPF)	\$0.00	\$0.00	\$0.00	0%
Local Planning Funds	\$0.00	\$0.00	\$0.00	0%
FTA	\$0.00	\$0.00	\$0.00	0%
Congestion Mitigation / Air Quality (CMAQ)	\$0.00	\$0.00	\$0.00	0%
STP / MM	\$0.00	\$0.00	\$0.00	0%
<b>TOTAL</b>	<b>\$78,000</b>	<b>\$74,108.02</b>	<b>\$3,891.98</b>	<b>95%</b>

## TASK 3.0

### SHORT RANGE PLANNING

#### TASK SUMMARY

Include planning activities associated with immediate implementation and relating to the near time frame. Include all subtasks listed from the UPWP with a description of each subtask, product received or work accomplished and agency responsible. If subtask was completed by a consultant / subcontractor then please indicate.

**Subtask 3.1 Transportation Improvement Program** – Quarterly revisions of the FY 2013-2016 TIP as needed. Ensure public involvement as part of the revisions to the 2013-2016 TIP. Review project selection procedures to determine effect on low-income, minorities, the disabled and senior citizens.

**Subtask 3.1 Work Performed and Status** – The 2013 – 2016 Transportation Improvement Program was adopted April 26, 2012. The 2013 – 2016 TIP was developed to outline the work projects for the Tyler Area Metropolitan Planning Organization over the next four years. The plan was developed as part of the State Transportation Improvement Program. The 2013-2016 TIP was amended on November 29th, 2012, March 28th, 2013 and September 26th, 2013.

**Subtask 3.2 Air Quality Activities and Planning** – Coordinate with North East Texas Air Care (NETAC) to develop promotions and education programs that promote ozone awareness. Continue coordination with TxDOT, Texas Transportation Institute, East Texas Council of Government, Texas Commission on Environmental Quality, Longview Metropolitan Planning Organization and the Texas Technical Working Group for Mobile Source Emissions on air quality conformity – the preparation of plans, documents, strategies and other necessary work activities.

**Subtask 3.2 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 current grant to ensure monies are spent according to federal requirements. Prepare updates to the Title VI, 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.

**Subtask 3.3 Work Performed and Status** – The MPO enlisted the Transit Department in refining routes from the recently completed Tyler Transit Route Study. These refinements slightly altered the Red line to include Gentry Parkway, route re-classification of Red 1-A to Purple Line and added the City Center Shuttle for the Tyler Downtown Park & Ride. **TPF funds are used strictly for planning activities and FTA Sec. 5303 funds are used for the implementation of transit.**

**TASK 3.0 FUNDING SUMMARY FY 2013**

Funding Source	Amount Budgeted	Amount Expended	Balance	% Expended
Transportation Planning Funds (TPF)	\$4,000	\$2,470.54	\$1,529.46	62%*
General Transportation Planning Funds (GTPF)	\$0.00	\$0.00	\$0.00	0%
Local Planning Funds	\$0.00	\$0.00	\$0.00	0%
FTA	\$0.00	\$0.00	\$0.00	0%
Congestion Mitigation / Air Quality (CMAQ)	\$0.00	\$0.00	\$0.00	0%
STP / MM	\$0.00	\$0.00	\$0.00	0%
<b>TOTAL</b>	<b>\$4,000</b>	<b>\$2,470.54</b>	<b>\$1,529.46</b>	<b>62%*</b>

\*Expenditures were less than 75% due to the Tyler air shed remaining in air quality conformance.

## TASK 4.0

### METROPOLITAN TRANSPORTATION PLAN

#### TASK SUMMARY

Include overall activities associated with publishing or updating the Metropolitan Transportation Plan (MTP), formerly called the Long-Range Plan. Include all subtasks listed from the UPWP with a description of each subtask, product received or work accomplished and agency responsible. If subtask was completed by a consultant or subcontractor then please indicate.

**Subtask 4.1 Metropolitan Transportation Plan Development** – The plan was adopted by the Policy Committee on December 4, 2009.

**Subtask 4.1 Work Performed and Status** – The Metropolitan Transportation Plan was amended on March 28<sup>th</sup>, 2013 to update the project listings to include new bus shelters, refurbished fare boxes, surveillance equipment, Automated Vehicle Locators (AVL) and a corridor study for Old Jacksonville Highway (FM 2493).

The MTP was amended on May 5<sup>th</sup>, 2013 to include reconfigured portions of Rice and Shiloh Road between Old Jacksonville and Rhones Quarter. The pavement will be striped to convert the existing four lanes into two lanes one direction, with a center left turn lane and one lane in the other direction.

The MTP was amended on September 26<sup>th</sup>, 2013 for the 2013 Transportation Enhancement Call for the construction of sidewalks at seven locations in the City of Tyler for the amount of \$2,060,403.

**TASK 4.0 FUNDING SUMMARY FY 2013**

Funding Source	Amount Budgeted	Amount Expended	Balance	% Expended
Transportation Planning Funds (TPF)	\$1,500	\$1,115.65	\$384.35	75%
General Transportation Planning Funds (GTPF)	\$0.00	\$0.00	\$0.00	0%
Local Planning Funds	\$0.00	\$0.00	\$0.00	0%
FTA	\$0.00	\$0.00	\$0.00	0%
Congestion Mitigation / Air Quality (CMAQ)	\$0.00	\$0.00	\$0.00	0%
STP / MM	\$0.00	\$0.00	\$0.00	0%
TOTAL	\$1,500	\$1,115.65	\$384.35	75%

## TASK 5.0

### SPECIAL STUDIES

#### TASK SUMMARY

Include all Special Studies as listed from the UPWP with a description of each subtask, product received or work accomplished and agency responsible. If subtask was completed by a consultant / subcontractor then please indicate.

**Subtask 5.1 Regional Transit Study** – Perform a study of fixed-route needs within the Tyler Area MPO boundary in coordination with Tyler Transit fixed-route services and rural providers. The study is to address transit issues of all Tyler Area MPO member cities and the unincorporated Smith County within the boundary including: transit needs, funding, service options, and coordination options with other regional transit providers.

**Subtask 5.1 Work Performed and Status** – Per UPWP Subtask 5.1 no planning activities are programmed for FY 2013.

**Subtask 5.2 Master Street Plan Update** – Contract with a consultant to complete an update to the City of Tyler Master Street Plan. The report will evaluate the policy set forth by the current plan regarding the functional classification and general locations of transportation facilities needed to accommodate the mobility needs of Tyler’s citizens. The update will evaluate the current Master Street Plan and make recommendations to modify the plan with consideration of recent developments.

**Subtask 5.2 Work Performed and Status** – Per UPWP Subtask 5.2 no planning activities were programmed for FY 2013. The Policy Committee approved the Master Street Plan Update on August 8<sup>th</sup>, 2012. The Tyler City Council approved the Master Street Plan Update on September 12<sup>th</sup>, 2012.

**Subtask 5.2 Downtown Park & Ride Shuttle Study** - Downtown Park & Ride Shuttle study that would examine the possibility of creating a park and ride service between the downtown square and a temporary parking lot next to City Hall to manage parking during the construction of a new parking garage at South Broadway Ave. and East Elm St.

**Subtask 5.2 Work Performed and Status** - The Downtown Park & Ride Shuttle Study was completed in FY 2013 and approved by the Policy Committee on July 25<sup>th</sup>, 2013. The City Center Shuttle started operations in August of FY 2013.

**TASK 5.0 FUNDING SUMMARY FY 2013**

Funding Source	Amount Budgeted	Amount Expended	Balance	% Expended
Transportation Planning Funds (TPF)	\$60,000	\$33,242.36	\$26,757.64	55%*
General Transportation Planning Funds (GTPF)	\$0.00	\$0.00	\$0.00	0%
Local Planning Funds	\$0.00	\$0.00	\$0.00	0%
Texas Commission on Environmental Quality (TCEQ) Funds	\$0.00	\$0.00	\$0.00	0%
FTA	\$0.00	\$0.00	\$0.00	0%
Congestion Mitigation / Air Quality (CMAQ)	\$0.00	\$0.00	\$0.00	0%
STP / MM	\$0.00	\$0.00	\$0.00	0%
<b>TOTAL</b>	<b>\$60,000</b>	<b>\$33,242.36</b>	<b>\$26,757.64</b>	<b>55%*</b>

\*Expenditures were less than 75% due to the change in projects from a Regional Transit Study to a Downtown Park and Ride study.

**BUDGET SUMMARY** – The Tyler Area MPO strives to ensure the cooperative, comprehensive and continuing planning for the Tyler Urban Transportation Study Area. Tyler Area MPO is responsible to ensure that all federal, state and local guidelines and regulations are followed. We are good stewards of the funds entrusted to us and work cooperatively to advance all modes of transportation in the region.

**TOTAL TRANSPORTATION PLANNING FUNDS (TTPF)  
BUDGETED AND EXPENDED FOR FY 2013**

UPWP Task	Description	Amount Budgeted	Amount Expended	Balance	Percent Expended
1.0	Administration and Management	\$155,147	\$193,735.91	\$-38,588.91	124%
2.0	Data Development and Maintenance	\$78,000	\$74,108.02	\$3,891.98	95%
3.0	Short Range Planning	\$4,000	\$2,470.54	\$1,529.46	62%
4.0	Metropolitan Transportation Plan	\$1,500	\$1,115.65	\$384.35	75%
5.0	Special Studies	\$60,000	\$33,242.36	\$26,757.64	55%
Total		\$298,647	\$304,672.48	\$-6,025.48	102%

**TOTAL TWO YEAR TRANSPORTATION PLANNING FUNDS (TTPF)  
BUDGETED AND EXPENDED FOR FYs 2012 – 2013**

UPWP Task	Description	Amount Budgeted	Amount Expended	Balance	Percent Expended
1.0	Administration and Management	\$354,684	\$315,168.70	\$49,924.88	89%
2.0	Data Development and Maintenance	\$156,600	\$147,860.75	\$12,530.23	94%
3.0	Short Range Planning	\$8,000	\$4,434.31	\$3,569.18	55%
4.0	Metropolitan Transportation Plan	\$2,000	\$1,524.84	\$475.16	76%
5.0	Special Studies	\$168,050	\$137,902.24	\$30,303.98	82%
Total		\$689,334	\$606,890.84	\$96,803.43	88%