



FY 2018
ANNUAL PERFORMANCE AND
EXPENDATURE REPORT



TYLER AREA METROPOLITAN PLANNING
ORGANIZATION

Revised February 28, 2019

Revised April 2, 2019

Task 1 – ADMINISTRATION AND MANAGEMENT

Task 1 – Overall Description

To initiate and properly manage the “3-C” planning process, ensuring that it 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 & Programming Division. *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 Tyler Area MPO continued to lease computer equipment to carry out transportation planning activities. Policy Committee meetings were held on November 16, 2017, January 25, 2018, March 22, 2018, July 26, 2018, and September 27, 2018.

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 MPO coordinated with representatives from Tyler Transit, East Texas Lighthouse for the Blind and other activists at public meetings and open houses throughout the year. Public notifications were included in minority targeted publications when feasible. Environmental justice was considered during the development of Active Tyler.

Subtask 1.3 – Public Outreach

Continue public participation process. Conduct public meetings during the development of special studies 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 MPO held open houses for amendments to the Transportation Improvement Program and the Public Participation Plan. MPO open houses were also held for the active transportation plan, Active Tyler.

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

The MPO staff traveled for meetings and open houses conducted by the Texas Association of MPOs (TEMPO) and transportation entities which operate within the MPO boundary including: TxDOT and the Northeast Texas Regional Mobility Authority (NET RMA).

Staff attended trainings, forums and conferences held by various entities including: Texas A&M Transportation Institute (TTI), NET RMA, Association of Metropolitan Planning Organizations (AMPO), and the Texas Chapter of American Planning Association (APA).

Task 1 - Funding Summary

Funding Source	Amount Budgeted	Amount Expended	Balance	% Expended
Transportation Planning Funds (PL 112 & FTA 5303)	\$175,000	\$115,478.19	\$59,521.81	66%
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%
TOTAL	\$175,000	\$115,478.19	\$59,521.81	66%

*Additional funds were programed into this account in the event additional staff time was needed. The funds were not needed.

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. The staff will continue compilation and mapping of data on existing alternative transportation systems, such as bikeways, pedestrian ways, rail, air, etc.

Work Performed and Status

The MPO continues to work with the City of Tyler to maintain data for the City of Tyler land use and housing information.

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 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 require prior approval from TxDOT-Transportation Planning & Programming Division.

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 transportation analysis from various data layers. Maps created in GIS are reproduced 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.

Work Performed and Status

The MPO staff created various maps and other visual aids to enhance presentations to the public and MPO Committee members. Staff also worked with the TxDOT Transportation Planning and Programming (TP&P) division to refine the Tyler TransCAD model and gathered GIS information to be used as a part of the Active Transportation Plan and for research for the 2020 Census.

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 2016 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)	\$35,000	\$30,644.73	\$4,355.27	88%
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%
TOTAL	\$35,000	\$30,644.73	\$4,355.27	88%

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 2017-2020 TIP and begin to develop the 2019-2022 TIP. Ensure that revisions are consistent with MAP-21 performance measures. Ensure public involvement as part of the revisions to the 2017-2020 TIP and development of the 2019-2022 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 2017–2020 TIP was amended by the Transportation Policy Committee on January 25, 2018 and a public open house for the 2019-2022 TIP was held on May 8, 2018.

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

The MPO participated in Northeast Texas Air Care (NETAC) meetings and monitored information provided by the Technical Working Group (TWG). 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. Evaluation of ADA requirements and local service provision relating to those requirements. This also includes participation in regional transportation coordination planning activities through EasTexConnects.

Work Performed and Status

The MPO assisted Tyler Transit with information when it was requested and served as a Technical Advisory Committee member of EasTexConnects, the multi-modal transportation planning board for the East Texas Council of Governments (ETCOG).

Task 3 - Funding Summary

Funding Source	Amount Budgeted	Amount Expended	Balance	% Expended
Transportation Planning Funds (PL 112 & FTA 5303)	\$6,000	\$3,021.31	\$2,978.69	50%
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%
TOTAL	\$6,000	\$3,021.31	\$2,978.69	50%

*Additional funds were programed into this account in the event additional work related to FAST Act compliance needed to be completed. The funds were not needed.

TASK 4 – METROPOLITAN TRANSPORTATION PLAN

Task 4 – Overall Description

To develop, document, 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 2040 for the Tyler Area MPO as needed or as requested by the Policy Committee.

Work Performed and Status

The Metropolitan Transportation Plan was amended on October 10, 2018.

Task 4 - Funding Summary

Funding Source	Amount Budgeted	Amount Expended	Balance	% Expended
Transportation Planning Funds (PL 112 & FTA 5303)	\$7,000	\$1,913.45	\$5,086.55	27%
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%
TOTAL	\$7,000	\$1,913.45	\$5,086.55	27%

*Additional funds were programmed into this account in the event additional work related to FAST Act compliance needed to be completed. The funds were not needed.

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.

Subtask 5.1 – Active Transportation Plan “Active Tyler”

The MPO has hired a consultant, Toole Design Group, to complete a comprehensive bicycle and pedestrian planning analysis. The Active Tyler Plan is intended to help establish a clear vision for short- and long-term projects that are needed to build a safer, more connected, and equitable active transportation system for the Greater Tyler Area. The Plan will serve as a resource for the Tyler Area Metropolitan Planning Organization (MPO) to plan, fund, and ultimately build more trail, bicycle, and pedestrian facilities, and will provide guidance for the region’s local municipalities when developing their bicycle and pedestrian improvements. The Plan will describe how the region is working together to connect and support active transportation.

Work Performed and Status

Partnering workshops, stakeholder meetings and pop-up events were held on April 18 and 19, 2018 and May 15, 16 and 17, 2018. A public open house was held on May 17, 2018. Final recommendations will be presented to the public in FY 2019.

Task 5 - Funding Summary

Funding Source	Amount Budgeted	Amount Expended	Balance	% Expended
Transportation Planning Funds (PL 112 & FTA 5303)	\$150,000	\$100,650.81	\$49,349.19	67%
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%
TOTAL	\$150,000	\$100,650.81	\$49,349.19	67%

*The total funding allocation for the Active Transportation Plan was not spent in fiscal year 2018. The remainder of the contract will be spent in fiscal year 2019.

BUDGET SUMMARY

Total Transportation Planning Funds (TPF) Budgeted and Expended for FY 2018

UPWP Task	Amount Budgeted	Amount Expended	Balance	% Expended
1.0	\$175,000	\$115,478.19	\$59,521.81	66%
2.0	\$35,000	\$30,644.73	\$4,355.27	88%
3.0	\$6,000	\$3,021.31	\$2,978.69	50%
4.0	\$7,000	\$1,913.45	\$5,086.55	27%
5.0	\$150,000	\$100,650.81	\$49,349.19	67%
TOTAL	\$373,000	\$251,708.49	\$121,291.51	67%

Local Planning Funds Budgeted and Expended for FY 2018

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%
TOTAL	\$0	\$0	\$0	0%

FTA (Sec. 5307) Funds Budgeted and Expended for FY 2018

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%
TOTAL	\$0	\$0	\$0	0%

**CMAQ Funds
Budgeted and Expended for FY 2018**

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%
TOTAL	\$0	\$0	\$0	0%

**STP – MM Funds
Budgeted and Expended for FY 2018**

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%
TOTAL	\$0	\$0	\$0	0%