

BROWNSVILLE METROPOLITAN PLANNING ORGANIZATION

F.Y. 2014 ANNUAL PERFORMANCE & EXPENDITURE REPORT

Developed by:

Brownsville MPO Staff
at the Planning Department
and Brownsville Metro
City of Brownsville
P.O. Box 911
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Sponsoring Government Agencies:

City of Brownsville
City of Los Fresnos
Town of Rancho Viejo
Cameron County
Texas Department of Transportation
Brownsville Navigation District
Brownsville Independent School District
Los Fresnos Consolidated Independent
School District

I. INTRODUCTION

The City of Brownsville, Texas was incorporated February 7, 1853 and adopted a Council/Manager form of government on January 1, 1916. Brownsville, Texas, and its sister City of H. Matamoros, Tamaulipas, Mexico are located on the Rio Grande River border, about 22 miles inland from the Gulf of Mexico.

The Brownsville Urban Transportation Study Area covers all of the City of Brownsville and parts of Cameron County. The study area boundary was amended in 2006, extending northward to F.M. 510. It is a large area and includes all of the City of Brownsville, Town of Rancho Viejo and the City of Los Fresnos. The MPO area contains almost 200 traffic serial zones and MPO staff keep track of all of these zones for the purpose of development of the Travel Demand Model (TDM).

These three municipalities are currently experiencing growth in several areas within the Metropolitan Planning Organization boundary. The current city limits of Brownsville covers approximately 147 square miles. The Town of Rancho Viejo is experiencing growth and the City of Los Fresnos will continue to grow as well. **The Brownsville MPO boundary covers an area of approximately 292 square miles.**

The Unified Planning Work Program for F.Y. 2014 addressed comprehensive transportation planning issues, including the issue of urban growth.

A. Purpose

The purpose of the Unified Planning Work Program (U.P.W.P.) adopted on an annual basis by the Brownsville MPO is to provide continuous, cooperative and comprehensive transportation planning for the area. This serves to promote both the general welfare and economic development of the Brownsville Metropolitan area. Securing broad-based and on-going public involvement in the transportation planning process is an integral part of this public purpose.

B. Definition of Area

The Brownsville MPO area is shown on a map labeled Brownsville Metropolitan Area boundary maintained in the files of the Brownsville Planning Department, 3rd Floor, El Tapiz Building, 1150 E. Adams Street. In addition to the Brownsville City Limits, areas outside of the City to the east, north, and west are included within the MPO area. The City of Los Fresnos and the Town of Rancho Viejo are within the MPO study area.

The Census Bureau has identified Brownsville, Texas as an urbanized area with a population of more than 217,000 persons in 2010. Accordingly, the Secretary of

Transportation designated the Brownsville Metropolitan Planning Organization (MPO) as a new Transportation Management Area (TMA) in the Federal Register on July 18, 2012.

C. Organization

Transportation planning in the Brownsville urbanized area is performed by the **Brownsville Metropolitan Planning Organization**, the designated MPO for the area, in close cooperation with the Texas Department of Transportation. The Brownsville MPO is organized into two committees: the **Technical Committee**, an advisory group that examines technical information and makes recommendations, and the **Policy Committee** that makes final decisions for the MPO.

Staffers housed at the Brownsville Planning Department provide administrative support and services to carry out these tasks. This MPO staff works closely with the MPO Technical Committee and TxDOT staff in implementing the MPO work tasks. Three staffers at the Planning and Community Development Department provide full-time support to the two MPO Committees. The City of Brownsville employs two (2) Transportation Planners and an Administrative Specialist II in this capacity.

The Transit Planner at Brownsville Metro is the fourth staffer employed by the City of Brownsville on behalf of the MPO. Program support, grant administration, interagency coordination on transit issues and liaison with TxDOT and the Federal Transit Administration are activities carried out by this staffer. The work tasks performed and outlined herein show that the Transit Planner devoted time to tasks funded by Federal Transit Administration (FTA) Sections 5303 and 5307.

D. Private Sector Involvement

The private sector is often utilized to develop plans that ultimately improve and benefit the transportation system in the Brownsville MPO. In F.Y. 2011, a contract was awarded to a consultant firm (Jacobs Engineering Group Inc.) in regards to provision of professional services for the MPO's Congestion Management Study. Recently, Alliance Transportation Group Inc. (ATG) completed a contract to assist the MPO with the Rail Feasibility Study in F.Y. 2012.

E. Planning Issues and Emphasis

Planning activities carried out by the Brownsville MPO began the process of examining the factors identified in MAP-21, including both long-range and short-range strategies. The goal is the development of a multimodal transportation system by including within the focus, not only highway and

transportation improvements, but such considerations as port access routes, airport access routes, major freight terminal access routes, intermodal facilities, as well as safe bicycle and pedestrian travel.

Plans will be developed based on current and future land use patterns and take into account the environmental, social, and energy conservation objectives of the area. The planning activities also consider and address proposed transportation planning for bicycle and pedestrian improvements.

As mentioned above, MPO planning activities in F.Y. 2014 included the examination of the MAP-21 Performance Measures, listed below:

- National Highway Performance Program
- Highway Safety Improvement Program
- Transit Safety
- Transit Asset Management

The MPO's goal is the development of a transportation system that facilitates access for people, as well as the efficient movement of goods. Also, the MPO is developing performance measures for the MPO's use to comply with MAP-21. Delays in the federal rule-making on these matters have thereby delayed the MPO activities.

The City of Brownsville's adopted City Thoroughfare Plan is based on the MPO's long-range or Metropolitan Transportation Plan. **This is the legal document that protects needed roadway right-of-way for future improvements.** The City of Brownsville coordinates planning activities with Cameron County to assure roadway connectivity with the County Thoroughfare Plan adopted by the Cameron County Commissioner's Court.

II. TASK 1.0—ADMINISTRATION/MANAGEMENT

A. Task Summary

To provide support for both the MPO Technical and Policy Committees.

To provide direct program support and interagency coordination for all transportation planning activities and work tasks.

To solicit and obtain public input and participation in the transportation planning process. To continue a comprehensive training program for transportation planning personnel.

Subtask 1.1 – Administration/Management

MPO staff provided direct program support, grant administration and assistance to both the MPO Policy and Technical Committees. Other tasks included oversight and coordination with Transit Planning efforts, fostering citizen participation, public information, U.P.W.P. and T.I.P. development and producing Monthly Performance Reports related to MPO billings. **In addition to providing direct support and organization of monthly MPO Policy Committee meetings, MPO staff provide support for the MPO Technical Committee and set up special MPO public meetings, as needed.**

Training courses and educational activities for the benefit of MPO staff are also charged to this account.

Some other costs such as postage, advertising and miscellaneous expenses were charged to this category. In those cases where it is appropriate, such indirect costs, (e.g., postage, etc.), are charged to the specific work, task (e.g., short-range planning), for which the cost is incurred.

Subtask 1.1 – Work Performed and Status

MPO staff, in cooperation with the members of the MPO Policy and Technical Committees, performed the following tasks:

- On-going support to the MPO Policy and Technical Committees. These two MPO Committees met at least once each month. On a periodic basis, the MPO staff conducted liaison work with local, regional, state and federal agencies. MPO staff prepared F.Y. 2014 Monthly Summary Reports (plus review of billings) for submittal to the TP&P staff at TxDOT.
- MPO staff provided status reports to MPO Policy Committee members regarding contents of U.P.W.P. and the progress made towards achieving various work tasks.
- MPO staff obtained approval of both the MPO Technical and Policy Committee members on various TIP revisions.
- MPO staff prepared and delivered meeting (briefing materials) packets for the regular MPO Policy and Technical Committee meetings.
- MPO staff prepared minutes for MPO Policy meetings held during the fiscal year.
- MPO staff reviewed TxDOT notices and e-mails about TxDOT policies and funding issues.
- MPO staff finished work on the F.Y. 2013 APER and provide copies to members of both MPO Committees.
- MPO staff maintained the MPO's inventory list of MPO equipment and related software.

- MPO staff secured approval of the MPO Policy Committee members to recruit a new MPO staff person to fill an MPO Planner II position.
- MPO Director briefed MPO Policy Committee members regarding the Texas-Oklahoma Passenger Rail Study.
- MPO Director made arrangements with TxDOT to secure a Management Review of MPO functions via assistance from Texas A&M Transportation Institute (TTI).
- MPO staff prepared and delivered MPO materials to new Policy Committee members, including the MPO Bylaws & Operating Procedures.
- MPO Director attended the Tools of the Trade Conference in Burlington, VT in July 2014.
- MPO staff attended TEMPO meetings. TEMPO meetings often involve collaborative discussions with TxDOT staff on several different matters, including funding issues.
- MPO Committees adopted Category 7 Evaluation Policies. MPO staff worked with Technical Committee members over several months to develop both criteria and a scoring system for evaluation of proposed Category 7 improvement projects. In addition, the MPO Technical Committee members proposed a two-year 10% “set aside” of annual Category 7 monies, to implement operational improvements. Both items were later approved of by the MPO Policy Committee members.
- MPO staff started work on compiling the F.Y. 2014 Annual Performance & Expenditure Report by listing of MPO staff activities.
- MPO staff briefed MPO Committee about proposed Bylaw Amendments, which reflect changes (MPO’s TMA status).
- MPO staff attended an FHWA quarterly meeting with Greg Wood of FHWA at the Brownsville Planning Department to discuss planning issues on August 2014.
- MPO staff completed mandatory TML online training courses.
- MPO staff formulated policies for Limited English Proficiency (LEP) and finalized its contents after review by the MPO Technical and Policy Committee members.
- MPO Director, in cooperation with City of Brownsville Human Resources Department staff, interviewed candidates seeking to be hired to serve in the new MPO Planner II position on 09-18-14.
- MPO Director researched federal regulations which apply to Transportation Management Areas (TMAs).
- MPO staff attended the 2040 TxDOT Plan meeting held in Pharr, Texas in July 2014.

- MPO Director followed up with City HR staff regarding job applicants seeking to be hired as the new MPO Planner II.
- MPO Director worked with Oscar Salinas, City of Brownsville, HR Department Director, to revise MPO staff job descriptions and related salary adjustments.
- At the MPO meetings held in August and September 2014, the MPO Director briefed the MPO Policy Committee members about rankings of Category 7 improvement projects.
- MPO staff forwarded Category 7 submittals to Policy Committee members.
- MPO staff completed TML training required by the City of Brownsville in September 2014.
- MPO Director attended and participated in the AMPO Conference held in Portland, OR in October 2013.
- MPO staff arranged to have Bill Frawley of Texas Transportation Institute brief the Policy Committee members on the Draft TTI Management Report for the Brownsville MPO. This workshop took place in May 2014 at the meeting held in Rancho Viejo, Texas.
- MPO staff met with TxDOT Regional staff (site visit) to discuss on-going issues.
- MPO staff completed monthly TML on-line training sessions required of all City of Brownsville employees.
- MPO staff drafted text changes for the MPO Bylaws, to reflect the MPO's new (TMA) status. These bylaw changes were modified after review by the MPO Technical Committee members. Then, these bylaw amendments were reviewed and adopted by the MPO Policy Committee members. Changes were made to include the Los Fresnos Consolidated I.S.D. as part of the MPO Technical Committee.
- Alfonso Vallejo, MPO Planner, attended the TxDOT Forum held in San Antonio, Texas in January 2014.

Status: This task is on-going due to the need to provide administrative support to the MPO.

Subtask 1.2 – Transit/Administration & Direction

To provide direct program support, grant administration, interagency coordination, foster citizen participation, public information and local assistance. This involves participation with and support provided to both the MPO Policy and Technical Committees. Transit Planning for participation on the Regional Transit Advisory Panel (RTAP) activities are charged to this work task, unless another work task more directly pertains to those activities.

Subtask 1.2 – Work Performed and Status

The Brownsville Metro Transit Planner provides direct program support and coordinated transit planning activities with the Brownsville MPO, City of Brownsville, TxDOT, the Federal Transit Administration and local Intercity Bus Companies operating out of Brownsville Metro's Multi-Modal Facility. Administrative tasks for transit planning completed in fiscal year 2014 included the following:

- Brownsville Metro Transit Planner completed MPO F.Y. 2014 UPWP timesheets. Contacts were made with TxDOT and FTA Region VI staff for guidance.
- Collected transit data for FTA National Transit Database.
- Brownsville Metro Transit Planner outlined work tasks implemented in current fiscal year for inclusion in the MPO Annual Performance Report.
- Brownsville Metro Transit Planner provided assistance to the Brownsville Metro Director and the Brownsville MPO Director on a number of transit issues.
- Brownsville Metro Transit Planner compiled and submitted Brownsville Metro quarterly reports to TxDOT and to the Federal Transit Administration.
- Brownsville Metro Transit Planner reviewed several public requests for new service and transit changes.
- Brownsville Metro Transit Planner participated in City mandatory TML training.
- Brownsville Metro Transit Planner developed and submitted transit work task descriptions and budget allocations for listing in the new (F.Y. 2015) UPWP.
- Brownsville Metro Transit Planner participated and attended Regional Transit Advisory Panel meetings.
- Brownsville Metro Transit Planner participated in on-going meetings with other MPO members and Bill Frawley, TTI staffer, and TxDOT staff to aid in the MPO Certification process.
- Brownsville Metro Transit Planner offered on-going support to the MPO Technical and Policy Committees on transit planning issues.
- Brownsville Metro Transit Planner aids and guides all Inter-City Bus Companies in their video board necessities, including but not limited to: graphics, video, schedules, etc.
- Brownsville Metro Transit Planner updated all video boards located within the La Plaza at Brownsville. This includes, but is not limited to, adding schedules, maps, ads, etc.

- Brownsville Metro Transit Planner helped maintain BMetro's efforts to geocode and GPS every bus stop within our transit system to work inside a GIS system.
- Brownsville Metro Transit Planner briefed Metro staff about on-going work activities prior to his departure (last day) on 09-05-14.

Status: This task is on-going due to the need to provide administrative support to the MPO regarding transit planning functions.

Subtask 1.3 – MPO Public Participation & Involvement

MPO staff routinely undertake activities designed to encourage public participation in the transportation planning process. Some of the strategies to encourage public input may include the following:

- posting of MPO information on the MPO's website;
- legal and display advertising in the local newspaper;
- direct mailings to groups or individuals likely to be affected by a proposed transportation improvement.

Subtask 1.3 – Work Performed and Status

- Furnished maps and reports to help answer citizen queries regarding on-going transportation planning activities.
- Due to requests received from various citizens, MPO staff added more names to the MPO's mailing list for the MPO Newsletter. Distributed issues of the Brownsville MPO Newsletter.
- On a periodic basis, MPO staff posted TIP information and various maps and other applicable meeting date information on the MPO's website.
- MPO Director consulted with Rancho Viejo officials and officials at the City of Los Fresnos regarding on-going MPO funding issues.
- A variety of visualization techniques (eg. use of charts, maps and graphs) were used to brief MPO Policy Committee members Re: MTP matters and other issues.
- MPO staff organized a series of MTP workshops to solicit input. These workshops were held during evening hours to make it easier for citizens to attend. An advertisement in the Bargain Book provided notice to citizens about these MPO workshops.
- MPO staff posted the Annual Listing of Projects and Annual Performance Report on the MPO's website.
- MPO staff posted meeting notices on the MPO website Re: Draft F.Y. 2015 UPWP.

- MPO staff provided notice about the contents of a proposed F.Y. 2014-2018 TIP on the MPO's website, prior to MPO adoption of the TIP. In addition, the date, meeting time and place of the pending action (at the MPO meeting) were posted as well.
- MPO staff routinely addressed phone calls (questions) from citizens and local officials.
- MPO Director spoke to members of the Brownsville Rotary Club regarding MPO planning issues.
- MPO staff provided traffic count information to G. Garza at the LRGVDC on 09-15-14.
- MPO staff posted items on the MPO's website and published a legal ad regarding formation of the MPO's F.Y. 2015-2018 TIP.
- MPO Director addressed questions posed by Jose Gavito regarding the removal of the rail in Brownsville.
- MPO staff provided an update Re: West Rail completion to Dutch Fisher in July 2014.
- MPO Director distributed notices to local churches Re: MPO evening workshops.
- MPO staff held evening MPO workshops at various locales in Brownsville, as well as in Rancho Viejo and Los Fresnos. Good input from local citizens was obtained on a number of issues.

Status: This task is on-going.

Subtask 1.4 – Title VI/Civil Rights Evaluation

MPO staff undertake steps to assess the MPO's performance regarding Environmental Justice issues.

Subtask 1.4 – Work Performed and Status

- MPO Director reviewed HGAC website regarding work completed on Environmental Justice.
- MPO staff discussed Title VI policies with FHWA staffer, Mark Arrington, on 08-27-14.
- MPO staff reviewed low-income demographic information pertaining to neighborhoods within the Brownsville MPO study area.

Status: This task is on-going.

Subtask 1.5 – Safety & Security in the Transportation Planning Process

MPO activities which focus on addressing security and safety issues within the transportation planning process.

Subtask 1.5 – Work Performed and Status

- MPO staff met with TxDOT staff and Robert Esparza, Brownsville Traffic Department Director, to look at safety conditions on U.S. 281 on 09-09-14. Due to numerous curb cuts (drives) on this highway, the group examined the design for widening of the roadway. TxDOT staff drove the segment with the MPO Director and Robert Esparza.
- MPO staff forwarded a memo to Juan Bosquez, TxDOT Area Engineer, and City of Brownsville staff regarding the need to fix non-functioning pedestrian walk signals at U.S. 77/83 Expressway intersections.
- MPO staff discussed bicycle safety issues with Teri Kaplan and Steve Walker in July 2014.
- MPO staff organized and facilitated an FHWA Safety Workshop on 07-17-14. Mr. Morris, an FHWA staffer, provided guidance on safety issues. Alfonso Vallejo attended a TxDOT-sponsored Distracted Driving workshop held in Pharr, Texas.

Status: This task is on-going due to MPO efforts to coordinate security and safety issues with other agencies.

Table 1.0 Funding Summary

Funding Sources	Amount Budgeted	Amount Expended	Balance	% Expended
Transportation Planning Funds (TPF)	\$226,012.90	\$122,201.83	\$103,811.07	54%
Local Planning Funds	\$0.00	\$0.00	\$0.00	0%
FTA (Other than Sec. 5303)	\$0.00	\$0.00	\$0.00	0%
TPF /TOTAL:	\$226,012.90	\$122,201.83	\$103,811.07	54%

TASK 1.0 – EXPLANATION OF UNDERRUN:

This subtask had a higher budget amount than what was needed. MPO staff had expected to hire a fourth staff member (housed at the Planning Department), which did not occur. It was delayed to the next fiscal year.

III. TASK 2.0—DATA DEVELOPMENT AND MAINTENANCE

Task Summary

Socioeconomic data is collected by the Brownsville MPO on a continuous basis. This information is used to update travel demand modeling. In turn, TxDOT and MPO staff help forecast future traffic volumes and traffic assignments by using the Brownsville “model”.

Subtask 2.1 – Geographic Information System (GIS)

MPO staff periodically work on analysis of socioeconomic data, including Traffic Analysis Zone (TAZ) development to support the Travel Demand Model for submittal to TxDOT. Part of this work involves field work to assess on-going build-out rate at residential subdivisions.

Subtask 2.1 – Work Performed and Status

MPO staff undertook and completed the following work tasks:

- MPO staff created a variety of maps including MTP, TIP, TAZs for Travel Demand Model use and other purposes.
- MPO staff assessed build-out rate at residential and commercial subdivisions to compare with previous MPO demographic forecasts.
- MPO staff conducted field visits at a limited number of subdivisions. Such visits are conducted to assess build-out rates.

Status: This task is on-going due to the need to collect socio-economic data as growth takes place within the Brownsville urbanized area.

Subtask 2.2 – Plat Advisory Committee Participation/Review of Proposed Subdivision

By participation on the Plat Advisory Group assessment, the Brownsville MPO obtains demographic information as part of the MPO's data collection function. Another by-product of MPO staff participation on this group is the acquisition of roadway right-of-way through the subdivision process. The MPO's Thoroughfare Plan and the City of Brownsville Thoroughfare Plan provide the basis for acquisition or protection of these right-of-way parcels.

Subtask 2.2 – Work Performed and Status

- MPO staff participated in the Plat Advisory Group meetings held every two weeks. The Plat Advisory Group meets each month to review proposed subdivision plats.
- MPO staff met periodically with local developers and engineers to help answer their questions Re: plat requirements due to the MPO Thoroughfare Plan.
- Alfonso Vallejo, MPO Planner, compiled records as to the number of lots and subdivisions approved by the Brownsville Planning & Zoning Commission. This information was formatted and the report will be shared with MPO Committee members.

Status: This task is on-going due to the need to review new plats proposed by the area's developers.

Subtask 2.3 – Socioeconomic Data/Data Entry

MPO staff routinely prepare demographic forecasts for future years. MPO staff have continued collecting socioeconomic and demographic data.

On a continuous basis, MPO staff collect and update socioeconomic data (population, dwelling units and employment figures) available from local sources. This data is maintained so as to assess changes that occur within the traffic serial zones. These changes can directly affect the future travel demand in the Brownsville MPO area. **MPO staff continued to use a tracking sheet to record right-of-way obtained for City and County roadways through the subdivision ordinance.** This tracking form also provides useful information concerning socioeconomic data, both current year demographic data and data about housing that is useful for forecasting.

Subtask 2.3 – Work Performed and Status

Completed work on the following:

- MPO staff filled out subdivision tracking forms for the purposes of tracking and allocating demographic data to the Traffic Analysis Zones (TAZs) within the Brownsville MPO area.
- Alfonso Vallejo consulted with Planning staff on which subdivision plats were approved in fiscal year 2014. A review was made of files kept by staff at the City of Brownsville Zoning & Plat Administration Division.
- Alfonso Vallejo completed tracking forms for subdivision plats approved in fiscal year 2014. An MPO Staff Report was compiled for MPO Policy Committee members on F.Y. 2014 Subdivision Platting Activities (Tracking Sheets).

- MPO staff collected and analyzed information regarding international border crossing data. The MPO will incorporate this data within the Freight/Intermodal Section text of the MPO's MTP before the end of the calendar year. An MPO report will be prepared and will be issued on this topic to MPO Technical Committee members, before the end of the calendar year.
- MPO staff devoted time and effort to making various maps to illustrate Travel Demand Model (TDM) and TAZ delineation issues, as well as for other transportation planning purposes.
- MPO staff reviewed Census data and local socio-economic data.

Status: This task is on-going due to the need to prepare demographic forecasts and monitor build-out activities.

Task 2.0 Funding Summary

Funding Sources	Amount Budgeted	Amount Expended	Balance	% Expended
Transportation Planning Funds (TPF)	\$78,025.08	\$21,235.48	\$56,789.60	27%
Local Planning Funds	\$0.00	\$0.00	\$0.00	0%
FTA (Other than Sec. 5303)	\$0.00	\$0.00	\$0.00	0%
TPF /TOTAL:	\$78,025.08	\$21,235.48	\$56,789.60	27%

TASK 2.0 – EXPLANATION OF UNDERRUN:

The platting activities have diminished within the City of Brownsville, so MPO staff have spent less time on Subtasks 2.1 and 2.2.

IV. TASK 3.0—SHORT RANGE PLANNING

Task Summary

Planning activities were carried out to deal with issues pertaining to near time frame topics, such as: Transit/General Development and Comprehensive Planning. Transit/Short Range Planning, Transit/(TIP) Transportation Improvement Program, Short Range Planning/Non-Transit, Bicycle & Pedestrian Planning and MPO Project Selection Criteria.

Subtasks 3.1 – Transit/General Development & Comprehensive Planning

Includes transit planning activities that relate to other planning policies, such as land use, housing, human services and natural resource and public facility plans.

Also, the BUS Transit Planner collects data and maintains the BUS GIS under this subtask.

Subtask 3.1 – Work Performed and Status

- Brownsville Metro Transit Planner gathered GIS data to analyze system wide transit operations.
- Brownsville Metro Transit Planner examined New Freedom Projects and related issues.
- Brownsville Metro Transit Planner collaborated with other MPO staff (Alfonso Vallejo) on mapping products.
- Brownsville Metro Transit Planner maintained and kept up to date all of the Brownsville Metro GIS system. The GIS system is often used to make a variety of maps, demographic analysis and forecasting.
- Brownsville Metro Transit Planner updated the GIS database (bus routes, bus stop inventory and ridership trends) to support the continuous transit planning process.
- Brownsville Metro Transit Planner devised report forms for Metro Connect Service.
- Brownsville Metro Transit Planner monitored reporting from various agencies for the new Metro Connect service.

Status: This task is on-going.

Subtask 3.2 – Transit/Short Range Planning

Transit staff conducted comprehensive transit service planning, monitored farebox polices and fares and routinely revised system wide routes to accommodate riders and their ongoing needs. Transit staff also researched new ITS technologies for purchase and implementation in the near future to aid in the collection of data needed for several reports TxDOT and FTA require.

Transit staff along with other agencies (Metro McAllen, The Wave and VTC) established a brand new intercity bus service. This new intercity bus service connects all major transit hubs in the Rio Grande Valley providing seamless transit from one end of the region to the other. Metro staff organized the forms for transit reporting by diverse agencies.

Subtask 3.2 – Work Performed and Status

- Prepared public notices for bus route and system changes. Worked on items for Brownsville Metro Route Performance Review.
- Brownsville Metro Transit Planner prepared descriptions of transit subtasks within the proposed F.Y. 2015 UPWP.
- Brownsville Metro Transit Planner reviewed bus Farebox Revenue Computer System data, oftentimes due on a daily basis.
- Brownsville Metro Transit Planner conducted Brownsville Metro Fixed Route on-board checks.
- Brownsville Metro Transit Planner reviewed Demand Response service performance issues.
- Brownsville Metro Transit Planner completed and automated National Transit Database Surveys for current sampling year.
- Brownsville Metro Transit Planner completed annual NTD report and submitted it.

Status: This task is on-going due to the need to perform short-range transit planning.

Subtask 3.3 – Transit/Transportation Improvement Program (TIP)

Activities related to the development and monitoring of transit improvement projects listed in the MPO’s Transportation Improvement Program (TIP).

Subtask 3.3 – Work Performed and Status

Brownsville Metro Transit Planner, along with other staff members, completed work on TIP revisions by adding other funding categories and projects due to new MAP-21 regulations and listing of “Metro Connect”.

Status: This task is on-going.

Subtask 3.4 – Transit/Welfare-to-Work/Job Access & New Freedom Programs

Activities which were undertaken to develop transit strategies and policies to promote mobility for job applicants, trainees and others under these federal

initiatives. Also, reporting for JARC and New Freedom projects undertaken by Brownsville Metro.

Subtask 3.4 – Work Performed and Status

- Brownsville Metro Transit Planner monitored and evaluated existing JARC service effectiveness and efficiency. Also, work was completed on preparing monthly and quarterly service reports to TxDOT and the National Transit Database (NTD) regarding the University Route.

Status: Task is on-going.

Subtask 3.5 – Short Range Transportation Planning (Non-Transit)

Planning activities were conducted related to projects in both short-term and mid-term time frames. This includes work on projects prior to their inclusion in the TIP, and sometimes after TIP placement. MPO staff undertook liaison work with other government agencies.

Subtask 3.5 – Work Performed and Status

The work activities consisted of the following:

- MPO staff prepared TIP revisions for F.M. 803 and U.S. 77/83 Ramp Improvements, to account for funding changes.
- MPO staff participated in two (2) Functional Classification telephone conferences (via internet as well) with TxDOT and FHWA staff in April/May 2014.
- MPO Director and Alfonso Vallejo, MPO Planner, prepared information about local roadways (collectors and arterials) as part of the MPO's Functional Classification (FC) update.
- MPO staff discussed progress on East Loop (S.H. 32) environmental studies with County Administration.
- MPO staff reviewed Morrison Road drawings with City of Brownsville staff to examine new metes and bounds completed by Mejia & Rose.

Status: This task is on-going due to examine short range transportation needs.

Subtask 3.6 – Bicycle & Pedestrian Planning Activities

Under this task, MPO staff maintained liaison and monitored on-going municipal (local) and TxDOT activities to ensure that projects were planned in accordance with the MPO Bicycle and Pedestrian Plan.

Subtask 3.6 – Work Performed and Status

- MPO staff attended a Brownsville Metro/Bike Texas conference call Re: Bicycle/Pedestrian issues on 09-04-14.
- MPO Director met with Fernando Martinez of Bike Texas and Ramiro Gonzalez, Brownsville Planning Department to discuss bicycle and pedestrian planning issues. New improvements could be funded via Category 7 by the MPO, based upon the Master Plan for the City of Brownsville.
- MPO Director furnished written materials Re: use of Category 7 to fund bicycle improvements to City Commissioner Rose Gowen.
- With help from other Valley MPOs, MPO staff helped sponsor a “Navigate MAP-21 Workshop” on August 1st to aid and educate the bicycle/pedestrian advocates (citizens) about MPO procedures that lead to funding of such improvements.
- MPO Director met with Brenda Joyas on 09-08-14 to discuss establishment of an MPO Bicycle Advisory Committee and a City of Brownsville Bicycle Advisory Committee.
- MPO staff assisted Michael Warrix, Brownsville Planning Director, regarding Historic Battlefield Trail (extension to Ft. Brown).
- MPO Director met with Brownsville City Commissioner Rose Gowen to discuss bicycle/pedestrian planning issues in April 2014.
- MPO Director prepared memos and forwarded them to MPO Technical Committee members Re: selection of Category 7 improvement projects, including possible funding of trail projects.

Status: This task is on-going.

Subtask 3.7 – MPO Project Selection Criteria

As a Transportation Management Area (TMA), the Brownsville MPO receives STP/MM-Category 7 funds. To enable the MPO Policy Committee to make efficient Category 7 allocations, MPO staff, with MPO Technical Committee help, prepared selection criteria. In addition, this work task covers Transportation Alternatives Program projects and the evaluation process for ranking of TAP submittals by MPO members agencies.

Also, Category 9 funds are provided to the MPO. Category 9 monies fund improvements for bicycle and pedestrian projects under the Transportation Alternatives Program (TAP).

Subtask 3.7 – Work Performed and Status

- MPO Director met with City of Brownsville staff (City Manager) and various department staff in May 2014 to discuss the need for project development to qualify for Category 7 MPO funds.
- MPO provided STP Implementation Guidance (Category 7) information to members of both MPO Committees and addressed questions on these issues from members at the MPO Policy Committee meeting.
- MPO Director forwarded Category 7 (STP Guidance) information to Mark Milum, City Manager of City of Los Fresnos and discussed funding issues over the telephone.
- MPO staff sent Category 7 submittal information to all Committee members on 05-28-14, so they could begin reviews.
- MPO staff resolved issues Re: Category 7 scoring and achieved consensus after holding several MPO Technical Committee meetings.
- MPO staff issued a call for TAP submittals.
- MPO staff provided TAP guidance to MPO agency staff.
- MPO staff tabulated results of Technical Committee evaluations/scoring of proposed Category 7 improvements.
- MPO staff forwarded Category 7 results to members of both MPO Committees.
- MPO staff, in cooperation with Technical Committee members, developed TAP Evaluation Methodology.

Status: This subtask is on-going.

Task 3.0 Funding Summary

Funding Sources	Amount Budgeted	Amount Expended	Balance	% Expended
Transportation Planning Funds (TPF)	\$93,789.72	\$95,426.97	-1,637.25	102%
Local Planning Funds	\$3,750.00	\$1,230.91	2,519.09	33%
FTA (Other than Sec. 5303)	\$15,000.00	\$4,920.00	10,080.00	33%
TPF /TOTAL:	\$112,539.72	\$101,577.88	10,961.84	90%

V. TASK 4.0—METROPOLITAN TRANSPORTATION PLAN

Task Summary

Development and management of the planning work program, focusing on activities involved with long range planning. Develop 10 and 20-year traffic assignments based on the most accurate future projections of the population and land use forecasts.

Activities Re: MTP development and subsequent MTP amendments are charged to this task.

Subtasks 4.1 – Transportation Planning/Long-Range Plans

Identification of transportation improvement projects (and funding sources) that address infrastructure needs on a long-term basis (approximately 10 or more years into the future). Such transportation planning activities must take into account population forecasts and projected area development and land use. Coordination with TxDOT routinely takes place on development of the (UTP) Unified Transportation Program and development of future projects for inclusion in the (TIP) Transportation Improvement Program or placement in a revised (future) Metropolitan Transportation Plan.

Work activities on MTP amendments are charged to 4.1.

Subtask 4.1 – Work Performed and Status

Long-range planning activities were conducted:

- MPO staff reviewed socioeconomic data with Gabriel Contreras for TDM preparation.
- MPO staff reviewed 2009 Employment figures and Alfonso Vallejo met with Harlingen-San Benito MPO staff Re: Travel Demand Model work.
- MPO staff collaborated on 2035 TDM issues with TxDOT's TP&P staff.
- MPO staff met with Maria Hall in October 2014 to discuss how the MPO and the Chamber will work together on various issues, including the Passenger Rail Study.
- MPO staff provided input into TxDOT's Passenger Rail Study.
- MPO staff worked on MTP spreadsheets needed for some (S.H. 550 and F.M. 803) MTP amendments.
- MPO Director attended workshop held in connection with TxDOT's Freight Advisory Committee.
- MPO staff issued a call for suggested MTP projects sent to all MPO member agencies.
- MPO Director talked with Rebeca Castillo of HSBMPO by telephone to discuss MAB issues on several occasions.
- Alfonso Vallejo, MPO Planner, prepared maps illustrating proposed roadways for inclusion in the new MTP.
- MPO staff developed candidate MTP improvements and MTP Evaluation Methodology for review by the MPO Technical Committee members.
- MPO staff started work on formulating the MPO's MTP Financial Plan.
- MPO Director discussed MTP: CMP linkage over the telephone with Pharr District staff in late September 2014.
- MPO staff met with TxDOT staff at the Pharr District to formulate the MTP Financial Plan on 09-22-14.

Status: This task is on-going due to the need to address long-range transportation planning issues.

Subtask 4.2 – MPO Thoroughfare Plan

Examination of conditions that might warrant changes or amendments of the MPO Thoroughfare Plan. Also, MPO staff routinely coordinate with local municipalities and Cameron County staff to assure connectivity of the MPO's Thoroughfare Plan and the other thoroughfare plans for these agencies.

Subtask 4.2 – Work Performed and Status

- MPO staff consulted with County staff Re: MPO:County Thoroughfare Plan issues.
- Alfonso Vallejo contacted Cameron County staff to discuss mapping and connectivity of the County and MPO Thoroughfare Plans.

Status: This subtask is on-going due to the need to secure and protect right-of-way for future roadways.

Subtask 4.3 – Transit Metropolitan Transportation Plan

Brownsville Metro Transit Planner will keep the MTP current by updating the transit element, including the identification of current and future transit improvements.

Subtask 4.3 – Work Performed and Status

The Brownsville Metro Transit Planner performed the following activities under this subtask:

- Brownsville Metro Transit Planner examined long range planning issues connected to various future land use scenarios and the delineation of the transit service area for Metro.
- Brownsville Metro Transit Planner started formulation of MTP text and shared this draft document with BMetro Director and MPO Director.

Status: This subtask is on-going due to the requirement to address future transit needs based on the latest population forecast and land development trends.

Subtask 4.4 – Long Range Transit Planning-System Level

Long range transit system planning, including forecasting of future needs, data base development and maintenance and transit location studies.

Subtask 4.4 – Work Performed and Status

The Brownsville Metro Transit Planner performed the following activities under this subtask:

- Brownsville Metro Transit Planner participated and reviewed documentation, plans and minutes from the Regional Transit Advisory Panel (RTAP) meetings to ensure coordination of transit goals and objectives in the region.

- Brownsville Metro Transit Planner reviewed these planning work tasks with Sarah D. Dziubanek, new BMetro Grant Writer.

Status: This task is on-going.

Task 4.0 Funding Summary

Funding Sources	Amount Budgeted	Amount Expended	Balance	% Expended
Transportation Planning Funds (TPF)	\$91,459.74	\$60,553.30	\$30,906.44	66%
Local Planning Funds	\$0.00	\$0.00	\$0.00	0%
FTA (Other than Sec. 5303)	\$0.00	\$0.00	\$0.00	0%
TPF /TOTAL:	\$91,459.74	\$60,553.30	\$30,906.44	66%

TASK 4.0 – EXPLANATION OF UNDERRUN:

This task was budgeted for a high amount, due to uncertainty about the extent of Subtask 4.1. All planning work which was required was indeed completed.

VI. TASK 5.0—SPECIAL STUDIES

This task provides a format for inclusion of a variety of topics, such as special conditions, geographic locations or other unique problems which are beyond the scope of the other regularly programmed tasks.

Subtask 5.1 – Roadway Right-of-Way Inventory & Evaluation Study

This MPO study was finished in F.Y. 2013. This is an “in-house” study meaning that MPO staff conducted research and analyses and formulated the study findings. Proofing (final editing) of the document took place in 2014. Also, printing and distribution of the final documents to MPO staff members.

- MPO staff proofed or edited the study text.
- MPO staff met with Eddie Santillan to discuss right-of-way issues on Morrison Road to update the study document.
- MPO staff adjusted/corrected maps to illustrate mobility needs for various roadway corridors.
- MPO staff printed the final study document. The final document was distributed to all members of the two MPO Committees.

Status: This study was completed.

Subtask 5.2 – Congestion Management Process Planning (CMPP) and Data Collection

The CMP process is continuing with analysis of congestion data. Proposed operational improvements for congested corridors for possible funding will be assessed by the Technical Committee members.

Subtask 5.2 – Work Performed and Status

- MPO Director reviewed NHS road performance measures on the FHWA website on 09-16-14.
- MPO staff discussed CMP issues via telephone with Lev Wood, a private consultant, in August 2014 and on September 12, 2014.
- MPO staff discussed CMP issues and helped organize an Access Management Workshop in Brownsville by William Frawley of the Texas Transportation Institute. Mr. Frawley provided information at three workshops held in Brownsville in December 2013.
- MPO staff discussed CMP issues with William Frawley of TTI. Mr. Frawley suggested that delay studies (floating car method) could be done when MPO packet deliveries occur, via use of a voice recorder.
- MPO Director conducted research about CMP work products and past efforts by other MPOs in Texas via the TEMPO website.

Status: This subtask is on-going to the need to comply with federal regulations that apply to large MPOs.

TASK 5.0 – EXPLANATION OF UNDERRUN:

The estimate of needed funds was a bit on the high side. The MPO's expenditure level was slightly less than 75% as a result.

Task 5.0 Funding Summary

Funding Sources	Amount Budgeted	Amount Expended	Balance	% Expended
Transportation Planning Funds (TPF)	\$14,800.56	\$10,770.00	\$4,030.56	73%
Local Planning Funds	\$0.00	\$0.00	\$0.00	0%
FTA (Other than Sec. 5303)	\$0.00	\$0.00	\$0.00	0%
TPF /TOTAL:	\$14,800.56	\$10,770.00	\$4,030.56	73%

**TOTAL TRANSPORTATION PLANNING FUNDS (TPF)
PROGRAMMED AND EXPENDED FOR F.Y. 2014**

Subtasks	Amount Budgeted	Amount Expended	Balance	% Expended
1.0 Administration	\$226,012.90	\$122,201.83	\$103,811.07	54%
2.0 Data Development	\$78,025.08	\$21,235.48	\$56,789.60	27%
3.0 Short-Range Planning	\$93,789.72	\$95,426.97	-\$1,637.25	102%
4.0 Metropolitan Transportation Plan	\$91,459.74	\$60,553.30	\$30,906.44	66%
5.0 Special Studies	\$14,800.56	\$10,770.00	\$4,030.56	73%
TOTAL:	\$504,088.00	\$310,187.58	\$193,900.42	62%

(1) TRANSPORTATION PLANNING FUNDS:

FHWA (PL112)	\$ 402,751.00
FTA (SECT 5303)	\$ 101,337.00
TOTAL:	\$ 504,088.00