

# **BROWNSVILLE METROPOLITAN PLANNING ORGANIZATION**

## **F.Y. 2015 ANNUAL PERFORMANCE & EXPENDITURE REPORT**

### **Developed by:**

*Brownsville MPO Staff*  
at the Planning Department  
and Brownsville Metro  
City of Brownsville  
P.O. Box 911  
Brownsville, TX 78522

### **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 Unified Planning Work Program addressed comprehensive transportation planning issues, including short term and long term transportation needs.

### **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. Four staffers housed at the Planning Department provide full-time support to the two MPO Committees. The City of Brownsville employs the MPO Director, an Assistant MPO Director, an MPO Planner II and an Administrative Specialist II in this capacity.

The Transit Planner at Brownsville Metro is the fifth 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. 2015, services were provided by Bike Texas Inc. to study bicycle/pedestrian routing and connectivity issues between the three (3) municipalities within the MPO study area. Also, 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 continued 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. 2015 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:

- MPO staff provided 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 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 from the MPO 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. 2014 APER and provided copies to members of both MPO Committees. Also, this topic was discussed at the MPO Policy Committee meeting held in January 2015.
- At the MPO meetings held in October and November 2014, the MPO Director briefed the MPO Policy Committee members about rankings of Category 9 improvement projects.
- MPO staff maintained the MPO's inventory list of MPO equipment and related software.
- MPO staff prepared and delivered MPO materials to new Policy Committee members, including the MPO Bylaws & Operating Procedures.
- MPO staff attended the quarterly TEMPO meeting held on April 1, 2015 in Austin, Texas to learn more about MPO and TxDOT planning issues.
- MPO staff started work on compiling the F.Y. 2015 Annual Performance & Expenditure Report by listing of MPO staff activities.
- MPO staff hosted FHWA and FTA staff, including Greg Wood of FHWA at the Brownsville Planning Department to discuss planning issues on MPO Pre-Certification on June 2-4, 2015.
- MPO staff prepared supplemental materials to add to the MPO's Notebook for use with the upcoming MPO Certification to be held in October.
- MPO staff completed mandatory TML online training courses.
- MPO staff formulated policies for MPO Title VI Discrimination Complaint Process, then finalized its contents after review by the MPO Technical and Policy Committees.
- MPO Policy Committee members adopted the proposed Title VI Discrimination Complaint Procedure in June 2015.
- MPO staff conducted a research on federal regulations which apply to Transportation Management Areas (TMAs).
- Extensive work by MPO staff with TTI staff and TxDOT staff on preparation for the Mock (June) Pre-Certification visit to Brownsville by FHWA/FTA staff.
- MPO staff prepared new information for FHWA review as part of the upcoming MPO:FHWA Certification.

**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. 2015 UPWP timesheets. When appropriate, TxDOT and FTA Region VI staff were contacted for guidance.
- Collected and successfully submitted transit data for FTA National Transit Database for transit modes: Fixed Route, Paratransit and the regional bus service, Metro Connect, for F.Y. 2014 and F.Y. 2015.
- Collected and successfully submitted transit data for TxDOT's PTN-128 for transit modes: Fixed Route, Paratransit and the regional bus service, Metro Connect, for F.Y. 2014 and F.Y. 2015.
- 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 attended and participated in Brownsville Metro's monthly Transit Advisory Committee (TAC).
- 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 reviewed several public requests for new service and transit changes.
- Brownsville Metro Transit Planner evaluated current transit system from a marketing and planning perspective to improve ridership and satisfaction of passengers.
- Brownsville Metro Transit Planner completed a variety of service changes to the transit system to increase efficiency and decrease duplication of services where not needed.

- 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. 2016) UPWP.
- Brownsville Metro Transit Planner participated and attended Regional Transit Advisory Panel meetings.
- Brownsville Metro Transit Planner participated in 2015 preparation meetings with other MPO members and Montie Wade, TTI staffer, and TxDOT staff to aid in preparation of the MPO Certification process/Notebook responses.
- Brownsville Metro Transit Planner offered on-going support to the MPO Technical and Policy Committees on transit planning issues.
- Brownsville Metro Transit Planner assists/guides all Inter-City Bus Companies in their video board necessities, including but not limited to: graphics, video, schedules, etc.
- Brownsville Metro Transit Planner oversaw the completion of the new Brownsville Metro website.
- Brownsville Metro Transit Planner oversaw the creation and implementation of General Transit Feed Specification (GTFS) files for Brownsville Metro's participation in Google Transit.

**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.
- MPO staff developed and distributed new MPO Newsletters (Vol. 1, 2 and 3 – 2015).

- Due to requests received from various citizens, MPO staff added more names to the MPO's mailing list for the 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 placed a legal ad in the local newspaper regarding proposed Category 7 allocations.
- 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 posted the F.Y. 2014 Annual Listing of Projects and F.Y. 2014 Annual Performance Report on the MPO's website.
- MPO staff posted meeting notices on the MPO website Re: Draft F.Y. 2016 UPWP.
- MPO staff provided notice about proposed revisions of the F.Y. 2014-2018 TIP on the MPO's website, prior to MPO consideration of TIP changes. 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 Rancho Viejo Town Council regarding MPO planning issues. Re: UPWP Subtask 5.2/Rancho Viejo Master Plan for Bicycle/Pedestrian.
- MPO staff posted items on the MPO's website and published a legal ad regarding (proposed) additional improvement projects to be included in the MPO's F.Y. 2015-2018 TIP.
- MPO Director provided proposed MPO Bicycle/Pedestrian Plan Amendments to Joe Van Hatten in July 2015.
- MPO staff developed and distributed a new MPO Newsletter (Vol. 1 – 2015).
- MPO staff investigated the use of independent websites (supported by private vendors) via phone in contacting various MPOs in Texas.
- MPO staff developed an independent MPO website hosted through GoDaddy.com.
- MPO staff provided traffic counts to Mr. Larry Hollman in July 2015.
- MPO staff periodically updated the existing MPO webpage on City of Brownsville's website.

**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 Alamo Area MPO materials on Title VI.
- MPO staff discussed Title VI policies with TxDOT staff.
- MPO staff reviewed low-income demographic information pertaining to neighborhoods within the Brownsville MPO study area.
- MPO staff prepared a draft Brownsville MPO Title VI Discrimination Complaint Process and forwarded it to the MPO Technical Committee members for their review.
- MPO Director briefed MPO Policy Committee members on 04-08-15 Re: draft MPO Title VI Discrimination Complaint Process.
- MPO Director met with John Chosy, Assistant City Attorney, to review the proposed MPO Title VI Discrimination Complaint Process.

**Status: This task is on-going, as often issues and analysis will need attention in the future.**

### **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**

- Georgina Lopez, MPO Planner II, prepared and sent a memo to Robert Esparza, Brownsville Traffic Department Director, Re: Conditions at 6<sup>th</sup> Street near Ringgold during construction activities.
- MPO staff forwarded a memo to Juan Bosquez, TxDOT Area Engineer from Brownsville City Commissioner Portillo requesting TxDOT to adjust signage on I-69E northbound (during construction).
- MPO staff discussed bicycle safety issues with Fernando Martinez of Bike Texas on April 21, 2015.
- MPO staff reviewed the contents of the Texas Strategic Highway Safety Plan.

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

**Table 1.0 Funding Summary**

<b>Funding Sources</b>	<b>Amount Budgeted</b>	<b>Amount Expended</b>	<b>Balance</b>	<b>% Expended</b>
<b>Transportation Planning Funds (TPF)</b>	\$256,012.90	\$174,030.44	\$81,982.46	68%
<b>Local Planning Funds</b>	\$0.00	\$0.00	\$0.00	0%
<b>FTA (Other than Sec. 5303)</b>	\$0.00	\$0.00	\$0.00	0%
<b>TPF/TOTAL:</b>	\$256,012.90	\$174,030.44	\$81,982.46	68%

**TASK 1.0 – EXPLANATION OF UNDERRUN:**

This subtask had a higher budget amount than what was needed. MPO expenditures came in lower than the 75% threshold, as a result.

**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 visited several locations in Brownsville. This was done to assess the 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 City of Brownsville Planning staff on which subdivision plats were approved in fiscal year 2015. 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 2015. An MPO Staff Report was compiled for MPO Policy Committee members on F.Y. 2015 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**

<b>Funding Sources</b>	<b>Amount Budgeted</b>	<b>Amount Expended</b>	<b>Balance</b>	<b>% Expended</b>
<b>Transportation Planning Funds (TPF)</b>	\$78,025.08	\$29,153.25	\$48,871.83	37%
<b>Local Planning Funds</b>	\$0.00	\$0.00	\$0.00	0%
<b>FTA (Other than Sec. 5303)</b>	\$0.00	\$0.00	\$0.00	0%
<b>TPF/TOTAL:</b>	\$78,025.08	\$29,153.25	\$48,871.83	37%

### **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. All of the required work was completed.

## **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 BMetro/MPO 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 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 monitored reporting from various agencies for the new Metro Connect service on a monthly, quarterly and annual basis.
- Brownsville Metro Transit Planner used U.S. Census data to monitor low-income and minority dense areas and their access to services.

**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.

### **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. 2016 UPWP.
- Brownsville Metro Transit Planner reviewed bus Farebox Revenue Computer System data, oftentimes due on a daily basis.
- Brownsville Metro Transit Planner completed annual NTD and PTN-128 report and submitted it.

- Brownsville Metro Transit Planner helped maintain and update the ITS system, RouteMatch, with every bus route and bus stop within the transit system.
- Brownsville Metro Transit Planner monitored and evaluated existing JARC service effectiveness and efficiency.
- Brownsville Metro Transit Planner completed preparing monthly and quarterly service reports to TxDOT and the National Transit Database (NTD) regarding the University Route.
- Brownsville Metro Transit Planner prepared data and transit plans to renew contracts with UTRGV and TSC.
- Brownsville Metro Transit Planner monitored and prepared a monthly report of the student ridership by route.

**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 on-line training to become familiar with the eSTIP Portal.

**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 examined existing JARC service effectiveness and efficiency.

**Status: Little work was performed under this subtask, since most activities were completed in the previous fiscal year. 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:

- TIP revisions were adopted by the MPO that included funding of two improvements/S.H.100 wildlife crossings to safeguard ocelots.
- MPO staff attended the Resiliency Forum-Coastal Region 4 Cameron, Kennedy and Willacy Counties on December 9, 2014.
- The MPO Transit Planner attended several Bicycle & Pedestrian planning meetings to coordinate BMetro services with current and future hike and bike trails.
- MPO staff uploaded the February TIP Revision to the eSTIP Portal.
- MPO staff uploaded the May TIP Revision to the eSTIP Portal.
- MPO staff uploaded the September TIP Revision to the eSTIP Portal.
- Georgina Lopez, MPO Planner II, worked with TxDOT staff at the Pharr District on TIP:MTP issues.

**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 reviewed the City of Brownsville Master Bicycle/Pedestrian Plan to assess new listings for the MPO's Plan on 05-14-15.
- MPO Director met with Fernando Martinez of Bike Texas and Georgina Lopez, MPO Planner, on 05-11-15 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 met with Brownsville City Planner, Eva Garcia, to discuss bicycle/pedestrian planning issues in April 2015.

- In June 2015 the MPO staff forwarded a list of MPO Bicycle Pedestrian Plan Amendments to the MPO technical Committee members for their review and consideration.
- In August 2015, the MPO Policy Committee members approved on a substantial amendment of the MPO's Bicycle & Pedestrian Plan.
- Brownsville Metro Transit Planner attended several Bicycle and Pedestrian Planning meetings to coordinate Brownsville Metro services with current and future hike and bike trails.

**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 staff, in cooperation with Technical Committee members, developed TAP Evaluation Methodology.
- The MPO Policy Committee members voted to adopt the TAP Evaluation Methodology.
- MPO staff provided TAP (Category 9) information to members of the Technical Committee and addressed questions on these issues from members at the MPO Technical Committee meeting.
- MPO staff resolved issues Re: Category 9 scoring and achieved consensus after holding several MPO Technical Committee meetings.
- MPO staff provided TAP guidance to MPO member agency staff.
- MPO staff tabulated results of Technical Committee evaluations/scoring (October 2014) of proposed Category 9 improvements and forwarded to MPO Policy Committee members, for their review and subsequent adoption (November 2014).
- MPO staff forwarded Category 9 results to members of both MPO Committees.

- MPO Director met with City of Brownsville staff member Robert Esparza in April 2015 to discuss the need for Advanced Funding Agreements with TxDOT to obtain Category 7 MPO funds.
- MPO staff developed a revised TAP Scoring Methodology.
- MPO Transit Planner was a participant at the MPO Technical Committee meetings and assisted with development of a new TAP evaluation process.
- MPO staff forwarded the revised TAP Scoring Methodology to the MPO Technical Committee members for their review.
- The MPO Technical Committee agreed to the proposed changes (in TAP Scoring Methodology). Subsequently, MPO Policy Committee approval was obtained, as well.
- In July, MPO staff issued TAP Program Call #2 to staff at MPO member agencies.
- MPO staff addressed/answered inquiries about TAP submittals from MPO (municipal) Agency staff.

**Status: This subtask is on-going.**

### **Task 3.0 Funding Summary**

<b>Funding Sources</b>	<b>Amount Budgeted</b>	<b>Amount Expended</b>	<b>Balance</b>	<b>% Expended</b>
<b>Transportation Planning Funds (TPF)</b>	\$98,589.72	\$73,619.20	24,970.52	75%
<b>Local Planning Funds</b>	\$3,750.00	\$1,238.34	2,511.66	33%
<b>FTA (Other than Sec. 5303)</b>	\$15,000.00	\$4,954.00	10,046.00	33%
<b>TPF/TOTAL:</b>	\$117,339.72	\$79,811.54	37,528.18	68%

## **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 Director discussed MTP:CMF linkage over the telephone with Pharr District staff in October 2014.
- MPO staff, with TxDOT and Technical Committee assistance, formulated an MTP Update. This MTP Update was subsequently adopted by MPO Policy Committee approval on December 11, 2014.
- MPO staff finished work on formulating the MPO's MTP Financial Plan.
- MPO staff reviewed socioeconomic data with Gabriel Contreras for TDM preparation.
- On December 10, 2014, the new MTP was adopted by the MPO Policy Committee members.
- MPO staff reviewed 2009 Employment figures and Alfonso Vallejo met with Harlingen-San Benito MPO staff Re: Travel Demand Model work.
- MPO staff secured MPO Policy approval for MTP Amendments for two S.H. 100 projects.
- MPO staff worked on MTP spreadsheets needed for MTP update, by incorporating information about improvement projects.

- MPO staff issued a call for suggested MTP projects sent to all MPO member agencies.
- MPO staff forwarded copies of the new MTP to staff at TxDOT.
- MPO Director talked with Janie Temple of TP&P by phone to discuss TDM development in early April 2015.
- On June 30<sup>th</sup>, MPO staff met with Janie Temple and other MPO staff to discuss TDM issues.
- Alfonso Vallejo, MPO Planner, prepared maps illustrating proposed roadways for inclusion in the new MTP.
- MPO Director listened in on a teleconference Re: UTP held by TxDOT in mid-July.
- MPO staff discussed with MPO Technical Committees in November 2014 about steps to formulate the MTP Financial Plan.
- MPO staff formulated the MTP proposed improvement projects and related information for consideration by the MPO Committees.
- MPO staff attended the Freight 2055 Roundtable Discussion in Arlington, Texas on July 8, 2015.

**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. Subsequent MTP Transit Element was included in the MPO document adopted by the MPO Policy Committee members.
- MPO Director reviewed transit portion of the new MTP, which was completed by BMetro staff.

**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 monitored and evaluated the transit system's future growth in accordance with the growth of the MAB.
- Brownsville Metro Transit Planner evaluated route efficiencies to determine benefit of services.
- Brownsville Metro Transit Planner examined the growth of Brownsville to determine the future expansion of the transit system.

**Status: This task is on-going.**

## **Task 4.0 Funding Summary**

<b>Funding Sources</b>	<b>Amount Budgeted</b>	<b>Amount Expended</b>	<b>Balance</b>	<b>% Expended</b>
<b>Transportation Planning Funds (TPF)</b>	\$80,000.00	\$82,575.60	-\$2,575.60	103%
<b>Local Planning Funds</b>	\$0.00	\$0.00	\$0.00	0%
<b>FTA (Other than Sec. 5303)</b>	\$0.00	\$0.00	\$0.00	0%
<b>TPF/TOTAL:</b>	\$80,000.00	\$82,575.60	-\$2,575.60	103%

### **TASK 4.0 – EXPLANATION OF OVERRUN:**

This task went over budget due to the extent of work completed in 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.

- MPO staff conducted “floating car” travel time studies for CMP purposes in March 2015.
- Alfonso Vallejo spent many hours on analysis of INRIX data for the “100 Most Congested” files. This data was reformatted to make better use of the information.
- MPO staff discussed CMP issues with Montie Wade.

**Status: This study was completed.**

### **Subtask 5.1 – 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 5.1 – Work Performed and Status**

- 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.**

### **Subtask 5.2 – Examination of MPO Study Area – Bicycle & Pedestrian Planning Issues**

The Brownsville MPO, in cooperation with local MPO member agencies, will undertake a special study of bicycle/pedestrian planning issues. Specifically, this study will examine how to improve connectivity between municipalities within the MPO, in terms of bicycle/pedestrian connections.

#### **Subtask 5.2 – Work Performed and Status**

- In the fall of 2015, MPO staff conducted a meeting with Fernando Martinez of Bike Texas regarding the upcoming tasks to be addressed concerning this subtask. Roles and responsibilities were defined and agreed upon.
- MPO staff met with Fernando Martinez to discuss his work in the Los Fresnos and North Brownsville area on March 3, 2015.
- MPO staff conducted a meeting with Fernando Martinez to discuss a memo outlining problematic conditions on F.M. 802 and Morrison Road and how to address these deficiencies to allow safe bicycle travel.
- MPO director reviewed invoices/journals submitted by Bike Texas.
- A substantial MPO amendment of about 50% of the listings of the City of Brownsville Master Plan was examined.
- MPO staff attended the Lower Rio Grande Valley Active Transportation and Tourism Plan Stakeholder Workshop on September 17, 2015 in Port Isabel, Texas. This new planning effort will build on some of the findings of

MPO/Bike Texas staff about bike/pedestrian connectivity between Brownsville, Los Fresnos and Rancho Viejo.

**Status: This subtask was completed. Some reports will be distributed to MPO Committee members in the new fiscal year.**

**TASK 5.0 – EXPLANATION OF UNDERRUN:**

The estimate of needed funds was a bit on the high side. The MPO's expenditure of funds was substantially lower as a result.

**Task 5.0 Funding Summary**

<b>Funding Sources</b>	<b>Amount Budgeted</b>	<b>Amount Expended</b>	<b>Balance</b>	<b>% Expended</b>
<b>Transportation Planning Funds (TPF)</b>	\$152,300.30	\$80,929.15	\$71,371.15	53%
<b>Local Planning Funds</b>	\$0.00	\$0.00	\$0.00	0%
<b>FTA (Other than Sec. 5303)</b>	\$0.00	\$0.00	\$0.00	0%
<b>TPF/TOTAL:</b>	\$152,300.30	\$80,929.15	\$71,371.15	53%

**TOTAL TRANSPORTATION PLANNING FUNDS (TPF)  
PROGRAMMED AND EXPENDED FOR F.Y. 2015**

<b>Subtasks</b>	<b>Amount Budgeted</b>	<b>Amount Expended</b>	<b>Balance</b>	<b>% Expended</b>
<b>1.0 Administration</b>	\$256,012.90	\$174,030.44	\$81,982.46	68%
<b>2.0 Data Development</b>	\$78,025.08	\$29,153.25	\$48,871.83	37%
<b>3.0 Short-Range Planning</b>	\$98,589.72	\$73,619.20	\$24,970.52	75%
<b>4.0 Metropolitan Transportation Plan</b>	\$80,000.00	\$82,575.60	-\$2,575.60	103%
<b>5.0 Special Studies</b>	\$152,300.30	\$80,929.15	\$71,371.15	53%
<b>TOTAL:</b>	\$664,928.00	\$440,307.64	\$224,620.36	66%

(1) TRANSPORTATION PLANNING FUNDS:

FHWA (PL112)	\$ 577,277.00
FTA (SECT 5303)	\$ 87,651.00
<b>TOTAL:</b>	<b>\$ 664,928.00</b>

**TOTAL FTA (SEC. 5307) PLANNING FUNDS  
BUDGETED AND EXPENDED FOR F.Y. 2015**

<b>U.P.W.P. Task</b>	<b>Description</b>	<b>Amount Budgeted</b>	<b>Amount Expended</b>	<b>Balance</b>	<b>% Expended</b>
<b>1.0</b>	Administration Management	\$0.00	\$0.00	\$0.00	0%
<b>2.0</b>	Data Development and Maintenance	\$0.00	\$0.00	\$0.00	0%
<b>3.0</b>	Short-Range Planning	\$15,000.00	\$4,954.00	\$10,046.00	33%
<b>4.0</b>	Metropolitan Transportation Plan	\$0.00	\$0.00	\$0.00	0%
<b>5.0</b>	Special Studies	\$0.00	\$0.00	\$0.00	0%
	<b>TOTAL</b>	<b>\$15,000.00</b>	<b>\$4,954.00</b>	<b>\$10,046.00</b>	<b>33%</b>

**TOTAL LOCAL PLANNING FUNDS  
BUDGETED AND EXPENDED FOR F.Y. 2015**

<b>U.P.W.P. Task</b>	<b>Description</b>	<b>Amount Budgeted</b>	<b>Amount Expended</b>	<b>Balance</b>	<b>% Expended</b>
<b>1.0</b>	Administration Management	\$0.00	\$0.00	\$0.00	0%
<b>2.0</b>	Data Development and Maintenance	\$0.00	\$0.00	\$0.00	0%
<b>3.0</b>	Short-Range Planning	\$3,750.00	\$1,238.34	\$2,511.66	33%
<b>4.0</b>	Metropolitan Transportation Plan	\$0.00	\$0.00	\$0.00	0%
<b>5.0</b>	Special Studies	\$0.00	\$0.00	\$0.00	0%
	<b>TOTAL</b>	<b>\$3,750.00</b>	<b>\$1,238.34</b>	<b>\$2,511.66</b>	<b>33%</b>

NOTE: Local monies were used to match the FTA Sec. 5307 expenditures.