

Brownsville Metropolitan Planning Organization  
Technical Committee Meeting  
Wednesday, April 5, 2017

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THE STATE OF TEXAS )  
CITY OF BROWNSVILLE )  
COUNTY OF CAMERON )

NOTICE OF PUBLIC MEETING OF THE  
BROWNSVILLE MPO TECHNICAL COMMITTEE

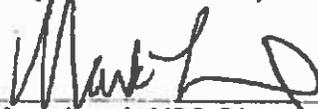
Pursuant to Chapter 551, Title 5 of the Texas Government Code, the Texas Open Meeting Act, NOTICE IS HEREBY GIVEN that a meeting of the MPO TECHNICAL COMMITTEE of the BROWNSVILLE METROPOLITAN PLANNING ORGANIZATION, (MPO) of the City of Brownsville will be held on **Wednesday, April 5, 2017 at 2:00 p.m.**, Brownsville City Plaza, 1034 E. Levee St., 2<sup>nd</sup> floor (Blue Room), Brownsville, Texas 78520. At said meeting, the following items will be considered:

- I. Welcome and Introduction of Guests.
- II. Roll call of Technical Committee Members.
- III. Discussion, Consideration and Action on Adoption of Minutes for the Technical Committee meeting held on March 1, 2017.
- IV. Review/Discussion concerning proposed Adoption of TIP and MTP Amendments, as follows:
  - TIGER/Connecting Communities Component 1A/Phase 1. Description: Rehab of transit maintenance facility. Limits: Jose Colunga at Billy Mitchell Blvd. Funding: Local funds \$1,800,000; Total Project Cost \$1,800,000. Project Sponsor: City of Brownsville. Date: F.Y. 2017.
  - TIGER/Connecting Communities Component 1A/Phase 2. Description: Construct Eastside Transfer Station. Limits: Jose Colunga at Billy Mitchell Blvd. Funding: TIGER grant \$3,140,141; TAP/Cat 9 \$509,356; Local funds \$1,662,503; (NOTE: Phase 1 of Component 1A serves as a match) Total Project Cost \$5,312,000. Project Sponsor: City of Brownsville. Date: F.Y. 2017.
  - TIGER/Connecting Communities Component 1B. Description: Purchase of eight transit buses, four hybrid diesel and four 40 ft. ULSD buses. Funding: TIGER grant \$2,020,000; Local funds \$1,555,000; 5311(f) \$1,825,000; Total Project Cost \$5,400,000; (NOTE: Phase 1 of Component 1A serves as a match) Project Sponsor: City of Brownsville. Date: F.Y. 2017.
  - TIGER/Connecting Communities Component 1C. Description: Improvements of approximately 54 bus stops. Funding: TIGER grant \$539,859; Local funds \$450,000; CDBG \$350,000; BCIC/Cameron County \$660,141; Total Project Cost \$2,000,000; (NOTE: Phase 1 of Component 1A serves as a match) Project Sponsor: City of Brownsville. Date: F.Y. 2017.
- V. Discussion, Consideration and Action on the Technical Committee's recommendation as to amending the MPO's Bicycle & Pedestrian Plan to include a bike lane on F.M. 803, between S.H. 100 and the IH-69E frontage roads.
- VI. Brief Reminder of Off-System Quarterly Reporting regarding MPO-sponsored studies.
- VII. Discussion concerning the contents of the MPO's Draft (Proposed) F.Y. 2018 Unified Planning Work Program (UPWP).
- VIII. Discussion concerning Category 12 Clear Lanes funds to be allocated by the Texas Transportation Commission.
- IX. Review and Discussion of the draft MPO Policy Committee meeting agenda for April 12, 2017.

X. New business, (if any).

XI. Adjournment.

NOTE: The City of Brownsville does not discriminate on the basis in the admission of, access to, treatment of, or employment in its programs, activities, or public meetings. Any individual with a disability in need of an accommodation is encouraged to contact the ADA Coordinator at 956-548-6035 (voice or Relay TX) to make proper arrangements.



Mark Lund, MPO Director

I certify that a copy of the **April 5, 2017** agenda of items to be considered by the Brownsville MPO Technical Committee was posted in the bulletin area at City Hall on March 30, 2017.



Michael L. Lopez, City Secretary

# **BROWNSVILLE MPO MEMORANDUM**

**TO:** MPO Technical Committee Members  
**FROM:** Mark Lund, MPO Director  
**DATE:** March 30, 2017  
**SUBJECT:** MPO Technical Committee Meeting set for Wednesday, April 5, 2017 at 2 pm, City Plaza, 2<sup>nd</sup> floor Blue Room, 1034 E. Levee St., Brownsville, TX

Attached, please find an agenda for the next MPO Technical Committee meeting.

Please find meeting minutes for the meeting held last month. Please review soon. We hope to take action on their adoption at this upcoming meeting.

In other business, MPO staff have listed the TIGER TIP revisions and MTP amendments. We have adjusted the TIP forms after consulting about them with TxDOT PTN staff. If you have any questions, please let us know.

MPO staff have been asked by staff from all three municipalities (Brownsville, Los Fresnos and Town of Rancho Viejo) to list F.M. 803 as a bicycle route on the MPO's plans. In addition, a few months ago, the MPO Policy Committee members adopted an MPO resolution in support of the Cameron County Active Transportation & Tourism Plan. The "Active Plan" includes F.M. 803 as a future bicycle route.

Accordingly, MPO staff have placed a discussion item about adding F.M. 803 with a bike lane designation to the MPO's Bicycle & Pedestrian Plan. If the members are inclined to add F.M. 802 to the MPO's Bicycle & Pedestrian Plan, then we will forward this proposal to the MPO Policy Committee. Due to the MPO's public involvement procedures and the need to provide notice, an action item will not go before the MPO Policy Committee members until the following month – May 2017. If you have any questions, please raise your concerns at the upcoming meeting.

Another item is listed on the agenda for discussion. Please examine the MPO's Draft (Proposed) F.Y. 2018 Unified Planning Work Program (UPWP). Please review the MPO's draft work program. This document is subject to change. We will review it again at the Technical Committee meeting to be held in May 2017.

We listed a discussion item concerning Category 12 Clear Lanes Funding. Please read the enclosed email message send to the Valley MPOs by Homer Bazan PE of the Pharr District for more information.

Lastly, we will review the draft meeting agenda for the April meeting of the Policy Committee members. Please read this draft document prior to the upcoming meeting, so that we can take action on this matter.

If you have any questions on these matters, please call me at (956) 548-6150. Thank you.

**Meeting Minutes  
of the Brownsville Metropolitan Planning Organization (MPO)  
Technical Committee on  
Wednesday, March 1, 2017**

Present

Mark Lund, MPO Director  
Antonio Zubieta, MPO Planner  
Tracie Orcillez, BMetro Transit Planner  
RJ Garza, BMetro  
Dorene Fourar, BMetro  
Carlos Lastra, City of Brownsville-Engineering Dept.  
Homer Bazan, TxDOT Pharr  
Ariel Chavez, Port of Brownsville  
Paolina Vega, Cameron County  
Andres Espinoza, TxDOT San Benito  
Constanza Miner, City of Brownsville-Planning Dept.  
Robert Esparza, City of Brownsville-Traffic Dept.  
Steve Perez, Fast Port  
Miles Bullion, Halff Associates

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Item I—Welcome and Introduction of Guests.

Meeting called to order by Mark Lund.

Item II—Roll Call of Technical Committee Members.

Item III—Discussion, Consideration and Action on Adoption of Minutes for the Technical Committee meeting held on February 1, 2017.

Antonio Zubieta made a motion to approve the minutes.

Homer Bazan seconded the motion.

All ayes – Motion carried.

Item IV—Discussion Re: Quarterly Reporting on MPO-sponsored studies.

Mark Lund encouraged the members to submit their reports by the end of the month. He stated that the form is to be used for off-system projects.

Homer Bazan asked if the reports will be included in the meeting packets for their Policy Committee to review.

Mark Lund responded 'yes'.

Ariel Chavez asked if the reporting forms are for studies and/or construction projects.

Mark Lund responded that the forms are for studies.

Item V—Discussion concerning a proposed TIGER TIP Revision (for BMetro).

Mark Lund announced the addition of Components 1B (purchase of eight buses) and 1C (improvements of approximately 54 bus stops).

Robert Esparza asked if large buses will be purchased.

RJ Garza responded 'yes'. The hybrid buses are approximately \$640,000 each unit. Regular diesel buses are approximately \$400,000 each unit.

Item VI—Review and Discussion of the draft MPO Policy Committee meeting agenda for March 8, 2017.

Draft Agenda Item IV:

Mark Lund stated that the TIGER TIP revisions would be presented at the Policy Committee meeting for discussion only.

Draft Agenda Item V:

Homer Bazan asked what studies are being considered when submitting the Quarterly Report.

Mark Lund responded that the studies involve local agencies under Category 7 consisting of engineering and environmental assessments.

Item VII—New business, (if any).

Mark Lund announced that notice has been given to Halff Associates Inc. to proceed with consultant work for the Town of Rancho Viejo Master Bicycle & Pedestrian Plan. A kick-off meeting is scheduled for Tuesday, March 21, 2017 and a meeting on Wednesday, March 22, 2017. Mark Lund stated that an Advisory Panel will be formed to review the work.

Other new business:

Another study underway is the Transit Comprehensive Strategic Plan. The consultant firm, Nelson\Nygaard, have met with BMetro and MPO staff in person, as well as via telephone. The Technical Committee will review their documents. The study is expected to be completed this summer.

Other new business:

Mark Lund stated that a Draft F.Y. 2018 Unified Planning Work Program (UPWP) will be included in the April 5<sup>th</sup> meeting packet.

Item VIII—Adjournment - (Unanimous decision to adjourn the meeting.)

**FY 2017 TRANSIT PROJECT DESCRIPTIONS  
BROWNSVILLE MPO TRANSPORTATION IMPROVEMENT PROGRAM**

General Project Information		Funding Information	
<b>Project Sponsor</b>	City of Brownsville	<b>Fiscal Year:</b>	2017
<b>MPO Project Information</b> (reference number, etc)	BMPO-TGR1	<b>Federal Funding Category</b>	N/A
		<b>Federal (FTA) Funds</b>	\$ -
		<b>State Funds from TxDOT</b>	\$ -
<b>Apportionment Year</b>	2017	<b>Other Funds</b>	\$ 1,800,000
<b>Project Phase</b>	Component 1A Phase 1	<b>Fiscal Year Cost</b>	\$ 1,800,000
<b>Brief Project Description</b>	Rehabilitation of transit maintenance facility. Local funds to serve as local match towards other projects.	<b>Total Project Cost</b>	\$ 1,800,000
		<b>Trans. Dev. Credits Requested</b>	\$ -
<b>Sec 5309 ID Number</b>	N/A	<b>Trans. Dev. Credits Awarded</b> (Date & Amount)	

General Project Information		Funding Information	
<b>Project Sponsor</b>	City of Brownsville	<b>Fiscal Year:</b>	2017
<b>MPO Project Information</b> (reference number, etc)	BMPO-TGR2	<b>Federal Funding Category</b>	N/A
		<b>Federal (FTA) Funds</b>	\$ -
		<b>State Funds from TxDOT</b>	\$ -
<b>Apportionment Year</b>	2017	<b>Other Funds</b>	\$ 5,312,000
<b>Project Phase</b>	Component 1A Phase 2	<b>Fiscal Year Cost</b>	\$ 5,312,000
<b>Brief Project Description</b>	BMetro's Eastside Transfer Station - Construction of passenger transfer station with site and safety improvements. (Note: Local funds from Component 1A/ Phase 1 serve as a local match)	<b>Total Project Cost</b>	\$ 5,312,000
		<b>Trans. Dev. Credits Requested</b>	\$ -
<b>Sec 5309 ID Number</b>	N/A	<b>Trans. Dev. Credits Awarded</b> (Date & Amount)	

**FY 2017 TRANSIT PROJECT DESCRIPTIONS  
BROWNSVILLE MPO TRANSPORTATION IMPROVEMENT PROGRAM**

General Project Information		Funding Information	
<b>Project Sponsor</b>	City of Brownsville	<b>Fiscal Year:</b>	2017
<b>MPO Project Information</b> (reference number, etc)	PHRBMPO82	<b>Federal Funding Category</b>	N/A
		<b>Federal (FTA) Funds</b>	\$ -
		<b>State Funds from TxDOT</b>	\$ -
<b>Apportionment Year</b>	2017	<b>Other Funds</b>	\$ 2,000,000
<b>Project Phase</b>	Component 1C	<b>Fiscal Year Cost</b>	\$ 2,000,000
<b>Brief Project Description</b>	Bus Stop Improvements - Improvements of approximately 54 bus stops. (Note: Local funds from Component 1A/ Phase 1 serve as a local match)	<b>Total Project Cost</b>	\$ 2,000,000
		<b>Trans. Dev. Credits Requested</b>	\$ -
<b>Sec 5309 ID Number</b>	N/A	<b>Trans. Dev. Credits Awarded</b>	
<b>Amendment Date &amp; Action</b>		<b>(Date &amp; Amount)</b>	

General Project Information		Funding Information	
<b>Project Sponsor</b>	City of Brownsville	<b>Fiscal Year:</b>	2017
<b>MPO Project Information</b> (reference number, etc)	PHRBMPO82	<b>Federal Funding Category</b>	N/A
		<b>Federal (FTA) Funds</b>	\$ -
		<b>State Funds from TxDOT</b>	\$ 1,825,000
<b>Apportionment Year</b>	2017	<b>Other Funds</b>	\$ 3,575,000
<b>Project Phase</b>	N/A	<b>Fiscal Year Cost</b>	\$ 5,400,000
<b>Brief Project Description</b>	Purchase of Hybrid Buses- Purchase of eight transit buses, four hybrid diesel and four 40 ft. ULSD buses. (Note: Local funds from Component 1A/ Phase 1 serve as a local match)	<b>Total Project Cost</b>	\$ 5,400,000
		<b>Trans. Dev. Credits Requested</b>	\$ -
<b>Sec 5309 ID Number</b>	N/A	<b>Trans. Dev. Credits Awarded</b>	
<b>Amendment Date &amp; Action</b>		<b>(Date &amp; Amount)</b>	

**FY 2017 TRANSIT PROJECT DESCRIPTIONS**  
**BROWNSVILLE MPO TRANSPORTATION IMPROVEMENT PROGRAM**

<b>Total Federal 5307 Share</b>	<b>\$</b>	<b>-</b>
<b>Total Federal 5310 Share</b>	<b>\$</b>	<b>-</b>
<b>Total Federal 5311(f) Share</b>	<b>\$</b>	<b>1,825,000</b>
<b>Total TIGER share</b>	<b>\$</b>	<b>5,700,000</b>
<b>Total State - TxDOT Share</b>	<b>\$</b>	<b>-</b>
<b>CDBG</b>	<b>\$</b>	<b>350,000</b>
<b>BCIC / Cameron County</b>	<b>\$</b>	<b>660,141</b>
<b>MPO - CAT 9</b>	<b>\$</b>	<b>509,356</b>
<b>Total Local Share</b>	<b>\$</b>	<b><u>5,467,503</u></b>
<b>Grand Total Cost of Project:</b>	<b>\$</b>	<b><u>14,512,000</u></b>

**STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM**

**TXDOT PHARR DISTRICT  
FY 2018**

DISTRICT	COUNTY	CSJ	HWY	PHASE	CITY	PROJECT SPONSOR	YOY COST
21 - Pharr	Cameron	0684-01-068	SH 550	C, E	Brownsville	CCRMA	\$17,424,266
<b>LIMITS FROM:</b> .203 mi S of F.M. 1847						<b>REVISION DATE:</b>	05/2017
<b>LIMITS TO:</b> 1.13 mi SE of UPRR OVRPSS FM 3248						<b>MPO PROJ NUM:</b>	BMPO-RM6
<b>PROJECT DESCRIPTION:</b> Construct controlled access tolled facility; length approximately 3.9 miles						<b>FUNDING CAT(S):</b>	Cat. 12 & 7, Local
<b>REMARKS:</b>						<b>PROJECT HISTORY:</b> N/A	

TOTAL PROJECT COST INFORMATION			AUTHORIZED FUNDING BY CATEGORY SHARE					
				FEDERAL	STATE	LOCAL	Local Contribution	TOTAL
PRELIMINARY ENG.	\$ 480,000.00	COST OF APPROVED PHASES \$17,424,266	Cat. 12 Cost:	\$4,883,680	\$1,220,920	\$0	\$0	\$6,104,600
CONST. COST	\$14,911,268		Cat. 7 Cost:	\$4,400,000	\$1,100,000	\$0	\$0	\$5,500,000
CONST. ENG.	\$847,000		Local Contribution	\$0	\$0	\$0	\$5,819,666	\$5,819,666
CONTING.	\$1,188,000			\$0	\$0	\$0	\$0	\$0
INDIRECT COSTS				\$0	\$0	\$0	\$0	\$0
POTENTIAL CH ORD				\$0	\$0	\$0	\$0	\$0
<b>TOTAL PROJ COST:</b>	<b>\$17,424,268</b>		<b>Total Funding by Share:</b>	<b>\$9,283,680</b>	<b>\$2,320,920</b>	<b>\$0</b>	<b>\$5,819,666</b>	<b>\$17,424,266</b>

PHASE: C = CONSTRUCTION  
 E = ENGINEERING  
 R = ROW  
 T = TRANSFER

**STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM**

**TXDOT PHARR DISTRICT  
F.Y. 2017**

DISTRICT	COUNTY	CSJ	HWY	PHASE	CITY	PROJECT SPONSOR	YOY COST
21-Pharr	Cameron	0921-09-305	511/INDIANA AV	E	Brownsville	City of Brownsville	\$312,500
<b>LIMITS FROM:</b>	0.1 MILE CALIFORNIA RD.					<b>REVISION DATE:</b>	05/2017
<b>LIMITS TO:</b>	0.62 MILE NORTH OF F.M. 1419 (SOUTHMOST RD.)					<b>MPO PROJ NUM:</b>	BMPO-LP4
<b>PROJECT DESCRIPTION:</b>	CONSTRUCT 2 LANE RURAL ROADWAY					<b>FUNDING CAT(S):</b>	Cat 7

**REMARKS:** E= PRELIMINARY ENGINEERING (STUDY PHASE) PROJECT HISTORY: N/A

TOTAL PROJECT COST INFORMATION			AUTHORIZED FUNDING BY CATEGORY SHARE						
Prelim. Engineering	\$	312,500	COST OF APPROVED PHASES:						
ROW Purchase	\$	-		Cat. 7	FEDERAL	STATE	LOCAL	Local Contribution	TOTAL
Construction Const	\$	2,000,000			\$250,000	\$0	\$62,500	\$0	\$312,500
Construction Eng.	\$	100,000			\$0	\$0	\$0	\$0	\$0
Contingency	\$	90,000		Local Contribution:	\$0	\$0	\$0	\$0	\$0
Indirect Costs		20,000		Total Funding by Share:	\$250,000	\$0	\$62,500	\$0	\$312,500
Bond Financing		0							
Potential Chg Ord		0							
<b>TOTAL PROJ COST:</b>	<b>\$</b>	<b>2,522,500</b>							

PHASE: C = CONSTRUCTION  
E = ENGINEERING  
R = ROW  
T = TRANSFER

**BROWNSVILLE  
METROPOLITAN PLANNING  
ORGANIZATION**

*Draft*

**F.Y. 2018  
UNIFIED PLANNING WORK PROGRAM**

**October 1, 2017 to September 30, 2018**

Pending Adoption: July 2017

**F.Y. 2018**  
**UNIFIED PLANNING WORK PROGRAM**

*October 1, 2017 - September 30, 2018*

**Preparation**

By: MPO staff housed at the  
Brownsville City Plaza

**Participating Governmental Agencies**

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

**Approval**

by

**The Brownsville Metropolitan Planning Organization  
Technical & Policy Committees**

Prepared in Cooperation with the Texas Department of Transportation  
and the United States Department of Transportation,  
Federal Highway Administration and Federal Transit Administration.

# Brownsville Metropolitan Planning Organization

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## **INTRODUCTION**

This document presents the MPO's F.Y. 2017 Unified Planning Work Program (UPWP) for the Brownsville Urbanized metropolitan planning area. It outlines the Brownsville Metropolitan Planning Organization's (MPO's) proposed transportation planning activities to be undertaken during the fiscal year, which is the period of time from October 1, 2016 through September 30, 2017. Funding allocations and different agency responsibilities are also detailed herein.

MPO planning activities included in this work program are coordinated with participating agencies to ensure that the short-range and long-range transportation needs of the Brownsville urbanized metropolitan planning area are met. This Unified Planning Work Program for F.Y. 2017 will address planning issues related to consideration of all modes of the transportation system.

The Brownsville MPO complies with the applicable federal regulations under Fixing America's Surface Transportation (FAST) that govern planning for surface transportation investments.

The Census Bureau has identified Brownsville, Texas as an urbanized area with a population of more than 200,000 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.

### **A. Purpose:**

The purpose of the Unified Planning Work Program (U.P.W.P.), is to provide continuous, cooperative and comprehensive transportation planning for the Brownsville metropolitan study area. The UPWP is required by the Federal Highway Administration (FHWA) regulations to assure coordination of planning efforts among local political jurisdictions and the Texas Department of Transportation (TxDOT).

The development of a multimodal transportation system 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.

Planning activities carried out by the Brownsville MPO will address the factors identified in Federal law, including both long-range and short-range strategies. The goal is the development of a multimodal transportation system by examining not only highway and transit improvements, but also such considerations as port access routes, airport access routes, major freight terminal access routes and intermodal facilities.

Under 23 Code of Federal Regulations (CFR), Part 420, the MPO's work program for transportation planning activities must include a description of work to be accomplished and cost estimates by activity or task. In addition, the MPO's proposed work program should include a summary that outlines the following:

- federal share by type of fund
- matching by type of fund
- state and/or local matching share
- other state and local funds

Under 23 Code of Federal Regulations (CFR), Part 450.308, the MPO's UPWP shall identify proposed work activities in sufficient detail to indicate who (eg. MPO, state, public transportation operator, local government or consultant) will perform the work, the schedule for completing the work, the resulting products, the proposed funding by activity/task and a summary of the total amounts and sources of federal and matching funds.

Federal legislation requires the Metropolitan Planning Organizations (MPOs), to utilize a performance-based planning to aid decision making and as part of the process of UPWP planning, and other planning efforts.

Performance –based planning efforts shall include the following:

- The Brownsville MPO will establish performance targets that address the MAP-21 surface transportation performance measures.
- The performance targets selected by the Brownsville MPO will be coordinated with TxDOT to ensure consistency to the maximum extent practical.
- Performance targets selected by the Brownsville MPO will be coordinated with the MPO's Designated Recipient of Federal Transit Funds, which is Brownsville Metro.
- The Brownsville MPO will establish performance targets no later than 180 days after the date that TxDOT and Brownsville Metro establish such targets.

MPO staff, in cooperation with MPO Committee members, routinely make information about transportation plans and policies available for public viewing in electronic formats.

### **The Transportation Planning Process:**

The MPO Policy Committee membership, in cooperation with local governments within the study area, are responsible for advancing the transportation planning process in a manner consistent with local agreements.

The following descriptions of functional responsibilities for each agency are not intended to limit the participation of agencies or local governments. Rather, these brief descriptions outline areas of primary responsibilities.

### **Brownsville Metropolitan Planning Organization:**

The Brownsville MPO, in cooperation with TxDOT, local planning agencies, local municipalities and governmental units, as well as Brownsville Metro (the City of Brownsville's transit provider), is responsible for carrying out and maintaining the urban transportation planning process, including:

- Unified Planning Work Program (UPWP);
- Transportation Improvement Program (TIP);
- Metropolitan Transportation Plan (MTP);
- Efficient use of FHWA, PL and FTA Sec. 5303 planning funds;
- Provision of a forum for cooperative decision-making by the elected officials of local governments; and
- Develops and maintains transportation databases and analytical tools.

## **Texas Department of Transportation:**

The Texas Department of Transportation (TxDOT) with regard to transportation planning has the following responsibilities for the Brownsville MPO study area:

- Highway and Freeway Planning;
- Participatory and/or lead agency in many transportation studies; and
- Review of all FTA Section 5307 and Se 5311 capital grant applications which may involve state funding.

## **MPO Staff:**

MPO staff have the following general responsibilities:

- Provide administrative and staff support to the MPO Committees;
- Propose and report on items on the agenda(s) for the MPO Committees;
- Coordinate and perform the planning and data collection activities detailed in the MPO's UPWP;
- Prepare and submit an annual budget for work activities outlined in the UPWP for MPO Policy Committee approval;
- Receive and review all bills submitted by consultants that the MPO has contracted to perform for the MPO;
- Review bills for routine expenditures to assure that charges are correct and proper;
- Prepare and submit grant applications for federal assistance in transportation planning;
- Prepare and submit periodic status reports and prepare and distribute an Annual Performance & Expenditure Report;
- Perform other administrative duties as required by the Policy Committee; and
- Address questions posed by MPO Committee members and members of the public concerning transportation planning issues.

## **Cameron County:**

Cameron County has the primary responsibility for the planning of those roads outside of incorporated areas that are not on the State (TxDOT) system. The County coordinates its planning activities with TxDOT, the MPO and adjacent municipalities in developing plans for extraterritorial jurisdictional areas.

## **Cameron County Regional Mobility Authority (CCRMA):**

The Cameron County Regional Mobility Authority is a political subdivision of the State of Texas. The Regional Mobility Authority in Cameron County has the following powers:

- To establish tolls.
- To acquire or condemn property for transportation purposes.
- To use surplus revenue for other local transportation projects.
- To enter into comprehensive development agreements.

The MPO Committees and MPO staff work cooperatively with CCRMA Board members and County staff on diverse transportation planning issues.

## **B. Definition of Area:**

In 2010, the Brownsville Urban Transportation Study Area had a population of 217,585. Based upon the MPO's Census designated urbanized area population, the Brownsville MPO became a Transportation Management Area (TMA) in July 2012.

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 Town of Rancho Viejo is located in the northwest quadrant of the MPO's study area. The City of Los Fresnos is located north of Brownsville. These smaller municipalities are also within the Brownsville Metropolitan Planning Organization (MPO) study area.

The Brownsville Metropolitan Area continues to experience growth in the northern and western sectors of the study area. Brownsville, the county seat of Cameron County, contains the largest share of the urban area population. The City of Los Fresnos and the Town of Rancho Viejo provide a share of the MPO's population and a significant percentage of the urbanized area's acreage. The current city limits of Brownsville covers approximately 145 square miles. The Brownsville MPO boundary covers an area of less than 290 square miles.

To comply with federal regulations, the MPO's Metropolitan Area Boundary was expanded in 2015. The MPO's proposal for MAB changes was submitted some years ago and is pending approval by Governor Abbott. The Brownsville MPO planning area is shown on a map (in Appendix B) labeled Brownsville Metropolitan Area Boundary, (MAB), which is maintained in the files of the Brownsville MPO staff, 2<sup>nd</sup> floor, City Plaza, 1034 E. Levee Street. A minor adjustment of part of the Metropolitan Area Boundary (MAB) of the Brownsville MPO shared with the Harlingen-San Benito MPO MAB was adopted by both MPOs. Also, please check the MPO's website at <http://www.cob.us/mpo/> for more information about map products.

## **C. Organization:**

Transportation planning in the Brownsville metropolitan urbanized area is coordinated by the Brownsville Metropolitan Planning Organization, the designated MPO for the area, in close cooperation with the Texas Department of Transportation. The City of Brownsville is the fiscal agent for the MPO.

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 which makes final decisions for the MPO.

### **MPO Policy Committee:**

The Policy Committee approves all MPO policy procedures for transportation planning in the metropolitan planning area. The MPO Policy Committee also reviews and approves the Metropolitan Transportation Plan, the Metropolitan Transportation Improvement Program and the MPO's Unified Planning Work Program, as well as any amendments or subsequent revisions.

Although the City of Brownsville is the largest city within the MPO by population and land area, the City of Los Fresnos and the Town of Rancho Viejo are encompassed within the

Brownsville urbanized area. In 2005, representatives from the City of Los Fresnos and the Town of Rancho Viejo began participation in the meetings of the MPO Policy Committee, as voting members. Cameron County, the Brownsville Navigation District, the Brownsville Independent School District, the Texas Department of Transportation, the Brownsville Economic Development Council, the Brownsville Chamber of Commerce and the Brownsville/South Padre Island International Airport are the other agencies represented on the MPO Policy Committee. Representatives on the MPO Policy Committee are listed in Appendix A.

### **TMA MPO Policy Board Representation**

Brownsville Metro is the public transit provider within the Brownsville MPO study area. The City of Brownsville established this public transit system in 1979. The bus system, at first named Brownsville Urban System (BUS), is operated by the City of Brownsville. The Bylaws & Operating Procedures of the Brownsville MPO provide that the City of Brownsville will be afforded three (3) voting members on the MPO Policy Committee, as follows: (1) Mayor, MPO Chair (2) a City of Commissioner, by appointment of the Brownsville City Commission (3) City Manager, City of Brownsville.

By such policy board representation, the Brownsville MPO includes representation for the area's public transportation provider, (BMetro); as the City Manager of the City of Brownsville oversees this City department. In addition, the MPO Transit Planner serves on the MPO Technical Committee. This MPO staff member helps to keep the Committee members informed about public transportation issues.

Cameron County Commissioners from Precincts One and Two serve on the MPO Policy Committee, so transit and other issues are discussed with these representatives on a regular basis.

### **MPO Technical Committee:**

The Technical Committee assists with preparation of short and long-range plans and helps to inform the Policy Committee about all aspects of the planning process. The Technical Committee also reviews the output of the various MPO activities identified in the work program.

The Technical Committee is comprised of representatives of all of the sponsoring agencies of the MPO, and additional representatives from the following: Brownsville Metro, Brownsville Public Utilities Board (PUB), Brownsville/South Padre Island International Airport-Aviation Department, Brownsville Economic Development Council (BEDC), Los Fresnos Consolidated Independent School District, Brownsville City Engineering Department, TxDOT—TP&P Division, Cameron County Engineer's Office, Brownsville Navigation District, Brownsville Traffic Division and the TxDOT Area Engineer.

Also, representatives from the Town of Rancho Viejo, the City of Los Fresnos and the City of Brownsville invariably often participate and contribute ideas at the MPO Technical Committee meetings.

### **MPO Staff Set-Up:**

Four MPO staff at one location (housed with the Brownsville Planning & Development Services Department) and a fifth person, the Brownsville Metro Transit Planner, provide administrative support to both the Policy Committee and Technical Committee to carry out these

tasks. MPO staff works closely with the MPO Technical Committee and TxDOT staff in implementing the MPO planning work tasks.

Five MPO staff provide full-time support to the two MPO Committees. The MPO Director, MPO Deputy Director, one MPO/Transportation Planner and an Administrative Specialist II are employed on a full-time basis by the City of Brownsville on behalf of the MPO. These four MPO staff members are housed on the 2<sup>nd</sup> floor of City Plaza. The MPO and Brownsville Planning & Development Services Department share costs for janitorial services provided at their offices at City Plaza at 1034 E. Levee Street in Downtown Brownsville.

A fifth MPO staff person is employed at Brownsville Metro. The Brownsville Metro Transit Planner advises both MPO Committees about transit planning issues. The Brownsville Metro Department is located at the Multi-modal Terminal or Facility at 755 International Blvd.

Each month, the MPO staff make arrangements for the delivery of packets, (meeting agendas and back-up materials), for members of the MPO Technical Committee and Policy Committee. Typically, each Committee holds one meeting per month. Also, each Technical Committee member routinely receives materials for all MPO Policy Committee meetings. Typically, the MPO staff deliver most of these packets. Private vendors are paid to help deliver the remaining MPO meeting packets.

The MPO Director and Brownsville Metro Director have signed a Memorandum of Understanding (MOU) that outlines the duties and responsibilities of the MPO Transit Planner who is employed by the City of Brownsville on behalf of the MPO. The work program outlined herein details the work tasks to be performed by the Transit Planner on tasks funded via both FTA Section 5303 and FTA Section 5307.

### **Brownsville Metro:**

Brownsville Metro (B-Metro), formerly known as Brownsville Urban System (BUS), is the transit provider for the City of Brownsville. B-Metro provides 13 fixed routes and offers para-transit services for those who meet the criteria. Annually, B-Metro provides an average of 1.4 million passenger trips between fixed route and para-transit services.

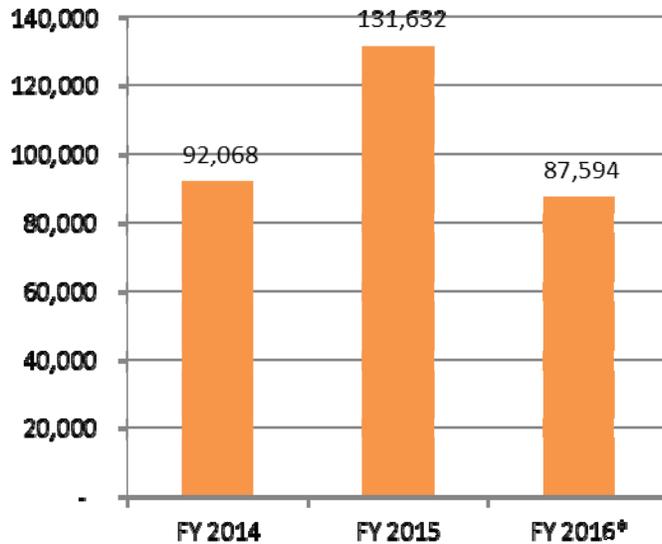
Brownsville Metro is responsible for the undertaking of various short and long-range transit studies and maintaining all transit data. Also, Brownsville Metro, with MPO assistance, conducts transit planning within a large share of the study area. Brownsville Metro also works in conjunction with private transit providers who operate statewide, nationwide and/or internationally service out of La Plaza at Brownsville.

### **Metro Connect:**

Brownsville Metro along with Metro McAllen (City of McAllen), The Wave (South Padre Island), and Valley Transit Company (VTC) have partnered together to secure funding for a regional mode of transit transportation, Metro Connect. Metro Connect is a transportation system which connects the cities of Edinburg, Brownsville, South Padre Island and communities in between through three different routes: the Redline, Greenline and Blueline. Metro Connect runs approximately 10 times a day across the region, beginning service at 5:00 a.m. and ending at 10:00 p.m.

## Metro Connect Ridership

FY 2014-FY 2016



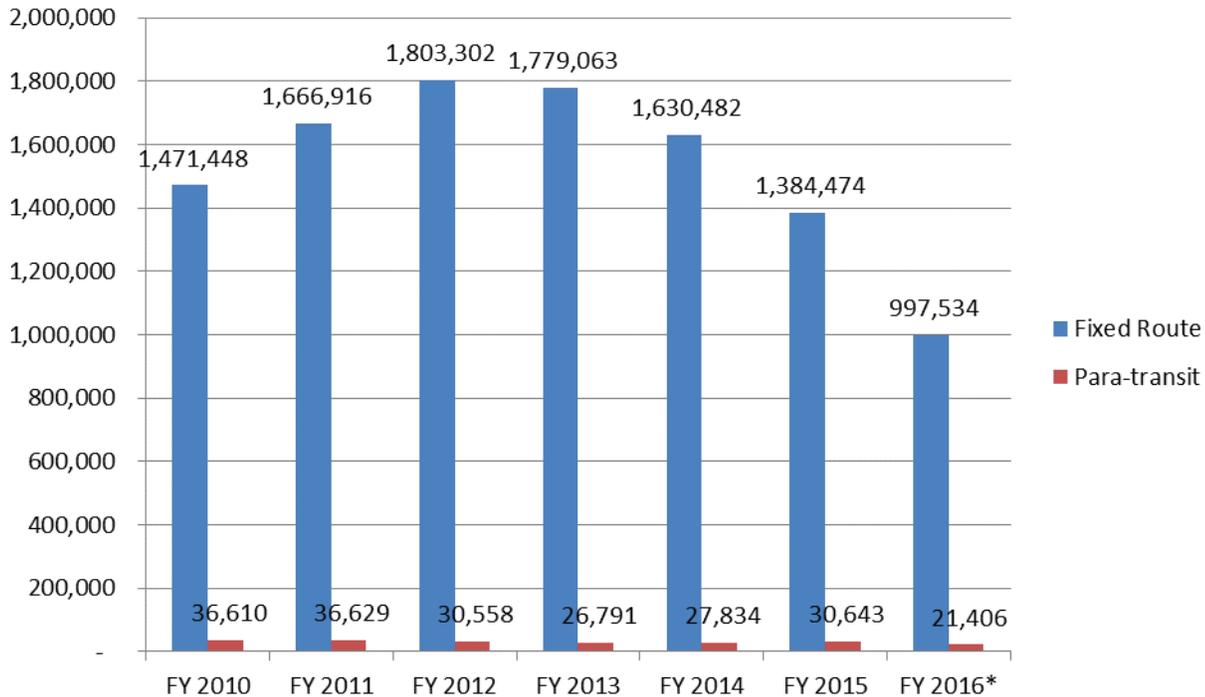
In providing a regional service (Metro Connect), Brownsville Metro staff is actively training and providing ongoing support to other partners (Metro McAllen, The Wave, VTC) in areas such as collecting data, reporting data, turning data into information that can be used to improve services within the area.

### **Public Transportation:**

Brownsville Metro provides fixed route and para-transit services, services for the elderly and disabled, for a large portion of the Brownsville Metropolitan Planning Organization (MPO) area. Brownsville Metro, operated by the City of Brownsville, provides services to visitors and residents. B-Metro provides service to 164 square miles of the MPO area from 6:30 a.m.–8:00 p.m., Monday thru Saturday. Peak hours are usually between 7:00-9:00 a.m. and 4:00-6:00 p.m.

## Brownsville Metro

### FY 2015-FY 2016 Ridership



#### **Maintenance Facility Rehabilitation & Eastside Transfer Station:**

Brownsville Metro has completed the first Phase of the rehabilitation of the transit maintenance facility located in east Brownsville on Jose Colunga Jr. Street. The rehab plan includes upgrades to minimize environmental impacts through expanding a retention pond and swells, upgrading water/oil separator and converting underground fuel tanks to above ground storage facilities. In F.Y. 2018, a subsequent phase will begin via TIGER funding and MPO Transportation Alternative Program (TAP) monies. The next phase involves ADA enhancements and construction of 2 bus bays to complete the Eastside Transfer Station (ESTS).

#### **Fleet Plan Replacement:**

The continuation of Brownsville Metro's Fleet Plan Replacement Plan will progress throughout the following years. According to the plan, every two years, two buses will be replaced as per Federal Transit Administration (FTA) regulations of Vehicle Useful Life.

#### **D. Private Sector Involvement:**

- MPO staff maintains and periodically updates a list of consultant firms that provide transportation services.

- The Brownsville MPO continually informs the private sector about the opportunities to bid for professional services. The MPO typically issues one or more Request for Proposals, RFP(s), by mail, advertising, or other notification each year or two.
- In F.Y. 2017, the MPO employed two consultant firms to help conduct MPO-sponsored studies: (1) BMetro Comprehensive Strategic Transit Plan and (2) Town of Rancho Viejo Master Bicycle & Pedestrian Plan.

#### **E. Planning Issues and Emphasis:**

Plans will be developed based on current and future land use patterns that take into account the environmental, social and energy conservation objectives of the area. The MPO promotes consistency between the MPO's plans and local land use and economic development plans. Also, the MPO seeks development of a transportation system that facilitates access for people, as well as provide for the efficient movement of goods.

#### **MAP-21 Implementation- Transition to Performance Based Planning and Programming**

MAP-21, the Moving Ahead for Progress in the 21<sup>st</sup> Century Act, was signed into law by President Obama on July 6, 2012. This federal legislation will focus the Federal-aid program on the following national goals: safety, infrastructure condition, congestion reduction, system reliability, freight movement and economic vitality, environmental sustainability and reduced project delivery delays.

TXDOT in cooperation with the Association of Texas Metropolitan Planning Organizations (TEMPO), has outlined a collaborative process to address the MAP-21 performance requirements. TXDOT and Texas MPOs, including the Brownsville MPO, have agreed that common data sourcing will be used to generate system performance indicators.

TXDOT has purchased system performance data and will have the Texas A&M Transportation Institute (TTI) compile the system performance results. TTI will share the performance indicators with the MPOs, along with other freight, safety, bridge and pavement condition data collected by TXDOT. After TXDOT develops condition and safety performance targets, the Brownsville MPO will provide input on system performance.

TxDOT staff will assess the following: Condition of Pavements: Interstate System and National Highway System (excluding the Interstate); Condition of Bridges: National Highway System; Performance of: Interstate System and National Highway System (excluding Interstate); Performance Measures- for the purpose of carrying out the Highway Safety Improvement Program, USDOT shall establish measures for TXDOT to use to assess: Serious injuries per vehicle mile traveled, Fatalities per vehicle mile traveled, Number of Serious injuries, Number of fatalities and Measures used to assess safety on all public roads.

#### **Performance Targets:**

- The Brownsville MPO will coordinate, to the maximum extent practical, with TXDOT in the selecting of a target to ensure consistency.
- The Brownsville MPO will integrate other performance plans, such as the Congestion Management Plan (CMP), into the MPO's overall performance-based process.

The MPO's TIP must include to the maximum extent practical:

- A discussion of anticipated effects of the improvement program towards achieving the performance targets established in the MTP
- A linkage of investment priorities to performance targets

The Metropolitan System Performance Report is required in the MPO's MTP every four years and includes:

- Evaluation of the condition and performance of the transportation system
- Progress achieved in meeting performance targets in comparison with the performance in previous reports
- Evaluation of how preferred scenario has improved conditions and performance, where applicable
- Evaluation of how local policies and investments have impacted costs necessary to achieve performance targets, where applicable.

Transit Performance Plans are required under MAP-21 as follows:

- Transit Asset Management Plan

Public Transportation Agency Safety Plan:

- Comprehensive agency safety plan required to be established by each designated recipient of federal transit funds.

Transit Performance Reporting:

- 49 USC 5326(c)(3) – requires each designated recipient (Note: Brownsville Metro is this MPO's designated recipient) of federal transit financial assistance to submit to FTA an annual report that describes (listed below):
- The progress of the recipient during the fiscal year towards meeting the performance targets established.
- The performance targets established by the recipients for the subsequent year.

USDOT will establish State of Good Repair (SGR) standards for measuring the condition of capital assets of recipients including:

- Equipment
- Transit Fleet
- Infrastructure
- Facilities

In developing the MTP and the TIP, the MPO, in cooperation with the TXDOT and Brownsville Metro, shall provide citizens and other interested parties with reasonable opportunities to comment on the proposed program. Methods to provide reasonable opportunities to comment include holding public meetings at convenient and accessible locations and times, employing visualization techniques to describe plans and making public information available in electronically accessible formats and means, such as placement on the World Wide Web.

## **FAST Act**

Fixing America's Surface Transportation (FAST) requires that the MPO's planning process, including adoption of the TIP and MTP, provide consideration of projects and strategies that will involve the following:

- support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency
- increase the safety of the transportation system for motorized and nonmotorized users
- increase the security of the transportation system for motorized and nonmotorized users
- increase the accessibility and mobility of people and for freight
- protect and enhance the environment, promote energy conservation, improve the quality of life and promote consistency between transportation improvements and State and Local planned growth and economic development patterns
- enhance the integration and connectivity of the transportation system, across and between modes, for people and freight
- promote efficient system management and operation
- emphasize the preservation of the existing transportation system
- improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation
- enhance travel and tourism

### **MPO Use of Scenario Planning**

The Brownsville MPO completed a Scenario Planning exercise in 2008. By examining various growth scenarios associated with different land use policies, the MPO assessed future outcomes in terms of vehicle miles traveled. The findings of this MPO-sponsored study remain valid. If updates are warranted, the Brownsville MPO will undertake additional studies. At the present time, MPO staff will focus on sharing the findings and past analyses of this MPO study.

The Brownsville MPO has no zoning powers. However, the Brownsville MPO can indirectly influence or encourage local entities (municipalities) to adopt new land use policies.

Brownsville, Los Fresnos and Rancho Viejo officials have sponsored local initiatives in recent years via municipal-sponsored improvements towards becoming “walkable” communities. MPO staff will continue to provide information to decision-makers and the public on these issues.

### **MPO Staff Training**

The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) provide MPOs with opportunities to exchange ideas and learn more about innovative planning practices through the Transportation Planning Capacity Building Program, as well as offering other training opportunities. Depending upon course availability and scheduling, MPO staff will avail themselves of various training opportunities. Training will be conducted via both the federally-sponsored websites and other training course offerings.

## **I. TASK 1.0 – ADMINISTRATION/MANAGEMENT:**

### **A. Objective:**

The objective is to provide administrative support, liaison work and coordination of transportation planning activities in the Brownsville MPO area. To accomplish, on a continuing basis, studies and plans needed to guide the development of the transportation system. The MPO staff will promote the transportation planning process in accordance with federal law. This serves to support transportation decision-making by the MPO Policy Committee.

## **B. Transit Planning:**

The purpose is to provide direct program support, grant administration, interagency coordination, foster citizen participation, public information, local assistance, address questions from MPO Committee members regarding UPWP and TIP development while also identifying future needs of transit service, etc. Support is provided to both the MPO Policy and Technical Committees. Transit planning training activities is charged to this work task, unless another work task more directly pertains to that training.

Program Management: tasks include provision of assistance to the Brownsville Metro Director and the MPO Director with the preparation of budgets, grant applications, technical reports and public presentations. Review of state and federal regulations take place in relation to transit planning requirements.

## **C. Expected Products:**

Support is provided to the MPO Policy and Technical Committee members. Typical activities include preparing reports to MPO Committees and TXDOT, monitoring planning projects, advising the Technical and Policy Committees of the MPO on both the UPWP and TIP products, preparing Request for Proposals, (RFPs), and monitoring the work of consultant firms on transportation planning studies.

Also, another important function involves MPO public involvement activities. MPO staff provide prior notice of pending UPWP and TIP adoptions and revisions to Brownsville, Rancho Viejo and Los Fresnos citizens to encourage public input to the transportation planning process.

Copies of the MPO Metropolitan Transportation Plan will be printed and made available to interested persons. Whenever MTP amendments are proposed for consideration, the proposed amendments to the Metropolitan Transportation Plan will be placed on the MPO's website to inform citizens and to solicit comments and input. Other on-going MPO work products are often posted on the MPO's website.

Proposed TIP revisions that may be considered will be posted on the website as well. MPO compliance with FHWA regulations is an expected product. On-going communication with TXDOT, FHWA and/or FTA staff aids the MPO's efforts to meet the federal requirements that pertain to the transportation planning process.

### **• Annual Performance Report and Other Documents**

An Annual Performance & Expenditures Report for F.Y. 2017 and other documents pertaining to MPO/ TXDOT coordination of the planning process will be produced, including items such as the following:

- 1) MPO reports and review of billing statements
- 2) Transit/Brownsville Metro reports
- 3) Public Participation Program, including posting of items on the MPO's website
- 4) Annual Listing of Projects, (F.Y. 2017 in cooperation with TXDOT and Brownsville Metro)
- 5) Routine correspondence
- 6) Status reports. Many, if not all, of these documents will be posted on the Brownsville MPO's website for the public to view.

- **Budget**

- 1) UPWP budget preparation;

- **MPO Newsletter**

MPO staff will continue preparation and distribution of the quarterly Brownsville MPO Newsletter. The MPO Newsletters are available for viewing via the MPO's website.

- **Reports**

Other products include the transcripts of MPO Meeting Minutes, to be approved by MPO Policy Committee members on a regular basis.

- **Transportation Management Area (TMA)**

The Brownsville MPO staff will prepare reports pertaining to the MPO's TMA status. These actions will be made as required to satisfy FHWA and FTA requirements.

- **Training & Travel**

MPO staff, in cooperation with TXDOT staff, may conduct periodic workshops for the Policy and/or Technical Committee. MPO staff routinely takes advantage of training workshops and courses offered by TXDOT, the Federal Highway Administration, (FHWA), the Federal Transit Administration, (FTA), Association of Texas Metropolitan Planning Organizations, (TEMPO) and the Texas Transportation Institute, (TTI). MPO staff training or coursework in TransCAD proficiency, (if available), is one of the higher priorities of the MPO, so we will take advantage of opportunities to advance MPO staff knowledge of this software.

- **Conference Attendance**

MPO staff regularly participates in information-sharing and mutual problem solving at the TEMPO/Association of Texas Metropolitan Planning Organization meetings held each year among the 26 MPOs in Texas. If scheduling permits, MPO staff will attend the 2017 and 2018 AMPO Conferences and the 2018 Tools of the Trade Conference.

- **TMA Certification**

In October 2015, the MPO's Certification Session was held during a visit by FHWA and FTA staff. Based on FHWA/FTA comments, MPO staff have responded with new procedures. MPO staff will undertake other tasks upon receipt of written comments about this successful MPO:FHWA Certification.

Please see more information on this topic under Subtask 3.4.

**D. Previous Work:**

- The MPO's new F.Y. 2017-2020 TIP was adopted on April 13, 2016.
- Several volumes of the Brownsville MPO Newsletter were produced and distributed to various

agencies and members of the community.

- In the past year, MPO staff continued extensive use of the MPO's independent website through GoDaddy.com. The website hosting and domain name were purchased at an introductory rate.
- MPO staff completed mandatory City of Brownsville-sponsored Texas Municipal League on-line training courses.
- Transit Planner completed Quarterly Progress Reports for Section 5307 and 5309 funding submitted to the Federal Transit Administration.
- MPO staff assisted Municipal and County officials with short-term transportation planning issues.
- Various MPO documents, proposed allocations and reports were posted on the MPO's website.
- MPO Director met with local officials and representatives of the Rails to Trails Conservancy at the School of Public Health.
- MPO staff completed the F.Y. 2016 Annual Performance & Expenditure Report (APER) and the Annual Listing of Projects.
- MPO staff, in cooperation with the MPO Committees, formulated and adopted scoring methodologies for TIP inclusion.
- The MPO Policy Committee adopted revisions in the MPO's TIP document—the F.Y. 2017-2020 Metropolitan Transportation Improvement Program (TIP). Copies of this document were printed for distribution to interested citizens and developers.
- MPO staff amended the MPO's MTP and TIP documents to list transit improvements funded via TIGER grant monies.

## **Regional Coordination**

Regional collaboration work performed by MPO staff included activities described below.

### **Development of an RGV Travel Demand Model**

In F.Y. 2017, significant process was made in preparing input for a new Travel Demand Model (TDM). All three Valley MPOs have worked cooperatively as a part of this TDM process. A Delphi workshop was held in March 2017 to develop population and employment forecasts for the Rio Grande Valley.

### **RTAP**

Brownsville MPO and Brownsville Metro both participate as a partner or member of the Regional Transit Advisory Panel (RTAP). RTAP meets quarterly to undertake planning activities for regional public transportation improvements for the Lower Rio Grande Valley and to stay

involved in each organization's efforts to improve transportation services in their area.

## Bicycle/Pedestrian Planning

MPO staff collaborated with local (municipal) staff on development of the "The Active Transportation/Tourism Plan". This County-wide planning effort involved numerous municipalities.

## BMetro Brochures

Along with the new bus stop sign designs, our schedule brochures were also redesigned to pay homage to the sign itself. These new brochures incorporate Brownsville Metro's new color scheme (Blue & White) and feature new and innovative technology in the form of QR Codes (Quick Response Code). The QR Code has become a popular system due to its fast readability and greater storage capacity relative to its size. Applications include but are not limited to product tracking, time tracking, document management, and general marketing.



Our newly designed brochures are packed with new information that the public can be utilized in tandem with today's large assortment of mobile phones. Social media as it relates to Brownsville Metro is apparent on the back of the brochure that will provide our passengers with real time updates, exciting news and events. The B-Metro brochures provide individual route specific information such as locations of interest, departure times, and time-points, as well service wide information: hours of service, cost per ride/passes, and procedures to acquire a bus I.D.

## Annual and Monthly Reporting

Brownsville Metro staff is tasked with completing Monthly Ridership and Quarterly Progress Reports for Section 5307, 5310, 5339, and 5311(f) funding submitted to the Federal Transit Administration, as well as completion of grant reporting (sent to TXDOT).

Transit statistical data such as miles and hours, passenger counts and route deviations are studied and evaluated on a monthly basis. The transit data is gathered using a variety of methods including ITS software (RouteMatch) and data gathered manually from B-Metro drivers and maintenance staff. Both methods of data collection are accurate and efficient for these reporting purposes.

### E. Subtasks:

#### Subtask 1.1 – Administration/Management

To provide direct program support, grant administration, oversee MPO/Consultant firm contracts, direct assistance to both the MPO Policy and Technical Committees, oversight and coordination with Transit Planning efforts and provide public information.

Each year, MPO staff compile the MPO's Annual Performance & Expenditure Report which is sent to the Pharr District of TxDOT. Also, an Annual Listing of Projects is produced by the MPO staff, in cooperation with TxDOT staff. In addition to providing direct support and organization of monthly MPO Policy Committee meetings, MPO staff provide support for the MPO Technical Committee.

Program Management: Prepare the MPO's budget for FHWA, FTA, TxDOT and City of Brownsville; prepare and/or review billings for reimbursement and review of new state and federal regulations regarding transportation planning.

MPO staff will assist the MPO Committees in development and adoption of the F.Y. 2019 Unified Planning Work Program, and any revisions to be made in this current (F.Y. 2018) planning work program.

MPO staff will assist the MPO Committees, when needed, by gathering information concerning authorizing legislation and possible toll policies that the MPO Policy Committee members may consider regarding proposed Cameron County Regional Mobility Authority (CCRMA) projects and related matters.

To provide information to allow for the periodic review of MPO activities by TxDOT, FHWA and the FTA. To propose, implement and/or coordinate studies for the preservation, maintenance or improvement of the area transportation system.

To advise MPO Committee members about FHWA and FTA requirements of Transportation Management Areas (TMAs).

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

MPO staff time is routinely devoted to on-going compliance with FHWA/FTA requirements for Transportation Management Areas (TMA). Some years ago, the Brownsville MPO attained TMA status due to the MPO's 2010 U.S. Census population figures. The Brownsville MPO has adopted procedures and policies to meet (certification) requirements for TMA status. MPO staff reviewed FHWA comments regarding the official FHWA/FTA Certification held in October 2015, although there was a significant delay in FHWA issuance of comments.

An MPO:FHWA Certification is likely to be scheduled for F.Y. 2019. MPO staff will undertake additional work in F.Y. 2018 to prepare for this upcoming TMA Certification.

In addition to billing for staff time devoted to the above tasks, some other costs, such as postage, color photocopies and miscellaneous expenses will be charged to this category. In those cases where it is appropriate, such indirect costs, (e.g., postage, etc.), will be charged to the specific work, task (e.g., Short-Range Planning), for which the cost is incurred. Printing of MPO maps is often charged to Subtask 2.1/GIS, as most maps employ GIS references.

### **Subtask 1.2 – Transit Administration and Direction**

The Brownsville Metro Transit Planner will administer, coordinate and monitor the associated transit planning activities in the area for compliance with federal and state requirements of Map-21.

The Transit Planner duties are to maintain close communications and coordination with the TXDOT District Office, FTA Region VI and the Brownsville MPO, as well as involve the public at all levels of planning and decision-making. The Transit Planner must also monitor planning activities, program and project development in the area related to transit.

Brownsville Metro staff will undertake activities to secure public input to the transit planning

process. Brownsville Metro provides citizens, public agencies and private businesses reasonable opportunities to comment prior to changes taking place with regard to the long-range transit plan, the TIP, Brownsville Metro grant applications, service and fare changes.

## **The Transit Comprehensive Strategic Plan**

This plan was recently completed. It identified specific capital programs and operational services to be prioritized and implemented within the proposed planning horizon. Transit planning activities will continue based on this Strategic Plan's recommendations.

### **Subtask 1.3 – MPO Public Participation & Involvement**

MPO staff undertake activities designed to encourage public participation in the transportation planning process. For instance, the existing MPO Public Participation & Involvement Policy requires one or more public meetings to be held to present amendments or updates to the MPO's Metropolitan Transportation Plan, prior to their adoption by the Policy Committee. Similarly, one or more public meetings will be held to present the Transportation Improvement Program, (TIP), at least thirty (30) days prior to its adoption.

The MPO staff, with the assistance of the MPO Committees, periodically review and revise the MPO Public Participation & Involvement Policy. The MPO staff and MPO Committees will identify and confirm that stakeholders, interest groups and the general public have reasonable opportunities to comment on proposed plans and policies.

Public Involvement strategies may include the following:

- legal and display advertising in the Brownsville Herald;
- posting of MPO meetings on the City of Brownsville's Public Access TV Bulletin Board;
- direct mailings to groups likely to be affected by proposed transportation improvement projects;
- holding of special public meetings, formation of special advisory committees and posting of MPO information, public meeting notices, etc. on the MPO's website.
- posting of information on the City of Brownsville's website.

In developing the MTP and TIP, the Brownsville MPO, in cooperation with the Texas Department of Transportation (TxDOT) and Brownsville Metro, shall provide citizens, affected public agencies, representatives of transportation agency employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transit with a reasonable opportunity to comment on the proposed program.

MPO staff each month send MPO meeting packets to representatives of federal resource agencies (U.S. Fish & Wildlife Service), to solicit/gain input towards formation of MPO plans and policies. MPO staff routinely advise staff at other agencies (federal, state and local) of opportunities to provide input.

MPO staff will produce and distribute a quarterly Brownsville MPO Newsletter to inform the public about the on-going plans and MPO activities. Also, an Annual Listing of Projects is produced, in cooperation with TxDOT staff. This document will be distributed to any interested parties by the MPO staff and made available on the MPO's website.

MPO staff make transportation plans and programs available for public viewing in electronic formats. Sometimes, various visualization techniques are employed by MPO staff to help convey to the public proposed Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP) impacts.

MPO staff routinely update the MPO's website by posting of MPO reports, maps, documents and/or proposed MPO plans and policy amendments to help inform citizens, stakeholders and other parties. In addition, public notices about upcoming MPO Policy Committee meetings are typically posted on this website.

The MPO's webpage is accessible via the City of Brownsville's website. To establish a more user-friendly MPO webpage, the MPO recently set up an independent webpage. However, the MPO will retain its webpage on the City of Brownsville website.

The Brownsville MPO will continue their independent website hosting through GoDaddy.com. Renewal of this service is expected to cost less than \$1,500.

The MPO's website will be used to share information through use of social media best practices.

Once or twice a year, the MPO Policy Committee members may decide to hold their regular MPO meeting during evening hours. Under new legislation signed by Governor Abbott, the Brownsville MPO must provide over the Internet video and audio of each open meeting held by the MPO Policy Committee. The Brownsville MPO shall utilize funds from subtask 1.3 to reimburse the City of Brownsville for these services of City staff. In addition, the MPO shall make available to the public via the MPO's website, archived video and audio for each meeting hereby recorded of the MPO Policy Committee members.

Complimentary items (eg. pens and other small items) are periodically purchased by the MPO staff for distribution to members of the public. In this manner, more citizens become aware of what activities are performed by the Brownsville MPO.

Other MPO staff work activities involve responding to citizen requests for information about transportation issues.

Brownsville Metro staff has outlined the goals and requirements for public involvement in the Public Participation Plan, approved by the B-Metro TAC. Under these guidelines the Brownsville Metro Grant Writer and Public Outreach Manger is responsible for spreading Brownsville Metro information across the community. Along with the Transit Planner the Grant Writer and Public Outreach Manger must engage with the community when there is a proposed change in transit service.

#### **Subtask 1.4 – Title VI Civil Rights Evaluation**

MPO staff periodically conduct reviews of the MPO's policies, procedures and practices to ensure/enhance Title VI compliance. Last year, the MPO adopted a Title VI Complaint Policy and related procedures. Some anticipated actions in this regard may include the following:

- Briefing the MPO Committees on Title VI topics and on-going compliance activities and/or reporting efforts;

- Review of and possible amendments to the MPO's Public Participation & Involvement Policies or procedures to enhance Title VI compliance; and
- Compiling and providing progress reports on the above topics to TxDOT and the FHWA.

MPO staff periodically examine various analysis tools for use as related to Title VI evaluation. When appropriate, such tools and other strategies may be used as part of MPO project selection for MTP and TIP placements. MPO staff recognize that evaluation can involve many complicated issues involved in conducting such analyses.

One analysis tool employed by the MPO staff has been the use of an Environmental Justice Map. The map features census data concerning minority and/or low-income populations. Periodically, the MPO staff update this map for use in examining transportation investments, as well as the relative access to social services and health services, such as medical clinics and local hospitals. If training opportunities become available to the MPO on how to undertake Title VI compliance, the MPO staff will take advantage of such training this fiscal year.

### **Access to Essential Services**

MPO staff used maps to analyze the transportation system's connectivity to essential services. Essential services include housing, employment, health care facilities, schools/educational facilities, as well as recreational opportunities and sites (parks). Connectivity to such services (above) are periodically examined to identify gaps in connectivity that impair access by the public, including traditionally underserved populations. Some additional work might occur on these issues in F.Y. 2018.

### **Subtask 1.5 – Safety & Security in the Transportation Planning Process**

MPO staff will maintain liaison with other local state and federal stakeholders, (Fire, Police, EMS staff at local municipalities, as well as international bridge operators and relevant federal agency staff), to discuss strategies and planning policies to increase the safety and security of the Brownsville area transportation system.

In partnership with the FHWA, FTA and TxDOT, the MPO staff work cooperatively to advance the state-of-practice in addressing safety and security issues within the Transportation planning process. The Texas Strategic Highway Safety Plan outlines many safety objectives and the Brownsville MPO will cooperatively work towards the achievement of these objectives.

MPO staff periodically review roadway accident information from local municipalities (the City of Brownsville and the City of Los Fresnos), if available. Those roadway intersections or roadway locations with three or more injury crashes will be examined if data is available. The purpose of the assessment is to see if any safety countermeasures might be devised. The goal is to remedy problem conditions. MPO findings will be shared with municipal staff. One goal is to determine if detailed engineering studies are needed, or if other less costly measures can be taken to augment safety and reduce accidents.

Another MPO staff activity concerns Hurricane Preparedness liaison and training. The work products for this subtask will vary, depending on the activities undertaken by the MPO staff with other stakeholders.

**F. Funding Summary:**

**Task 1 – F.Y. 2018**

<b>Subtask</b>	<b>Responsible Agency</b>	<b>TPF (1)</b>	<b>FTA 5307</b>	<b>Local</b>	<b>Total</b>
1.1	MPO	\$98,630.75	\$0.00	\$0.00	\$98,630.75
1.2	MPO	\$35,778.00	\$15,000.00	\$3,750.00	\$54,528.00
1.3	MPO	\$92,432.15	\$0.00	\$0.00	\$92,432.15
1.4	MPO	\$4,800.00	\$0.00	\$0.00	\$4,800.00
1.5	MPO	\$8,360.00	\$0.00	\$0.00	\$8,360.00
<b>TOTAL</b>		<b>\$240,000.90</b>	<b>\$15,000.00</b>	<b>\$3,750.00</b>	<b>\$258,750.90</b>

TxDOT will apply transportation development credits sufficient to provide the match for TPF funds. As the credits reflect neither cash nor man-hours, they are not reflected in the funding tables.

1) TPF funding includes both FHWA PL-112 and FTA Section 5303 funds.

**II. TASK 2.0 – DATA DEVELOPMENT AND MAINTENANCE:**

**A. Objective:**

MPO staff regularly monitor growth patterns in the MPO study area for their impact upon the community's transportation system.

Socioeconomic data is collected by the Brownsville MPO on a continuous basis. This information is used to update the MPO's Travel Demand Model. In turn, the Brownsville area "model" is used by TxDOT staff and MPO staff to help forecast future traffic volumes and traffic assignments. MPO databases are periodically utilized for other purposes, such as analysis of Environmental Justice issues by use of geographical data.

As key participants of the City of Brownsville's Plat Advisory Committee, MPO staff will review proposed subdivision plats to identify the future roadway network and secure needed right-of-way parcels for future arterials or expansion of existing roadways.

TxDOT Data Collection – To conduct travels surveys and/or traffic saturation counts in the MPO region for use in the travel demand models and transportation analysis for pavement and geometric design. Work is being conducted by TxDOT and funding is being provided through the Texas State Planning and Research (SPR) Work Program Part I.

**B. Transit Planning:**

The MPO Transit Planner collaborates with MPO staff on the development of a variety of maps.

**C. Expected Products:**

A system for maintaining the MPO's database will be utilized to provide future transportation-related forecasts. A Geographic Information System, (GIS), will be utilized to support the transportation planning process.

MPO staff periodically produce a variety of transportation-related maps for various planning activities. Some maps are printed for use by the MPO committees, depending upon the

receipt of requests for additional information. GIS maps showing environmental constraints will be produced to help assess candidate improvements for possible inclusion in TxDOT's Unified Transportation Program (UTP) or MTP Amendments.

Each year, MPO staff utilize a tracking sheet for all Subdivision Platting in the City of Brownsville to assess the impacts of future development and improvements. This tracking sheet is to be used for data entry for socioeconomic data associated with growth taking place at new subdivisions, and review of changes that occur at other Traffic Analysis Zones, (TAZs). A report will be produced by MPO staff at the end of the fiscal year summarizing the following:

- 1) the right-of-way obtained via participation on the Plat Advisory Committee; and
- 2) a summary of the number and types of plats filed in F.Y. 2018. This report will be distributed to all members of both MPO Committees.

Demographic data of low-income and minority groups within the MPO boundary area is periodically reviewed and analyzed. A report will be produced on both international border crossing data and analysis of such data during this fiscal year. This report will be provided to the members of the MPO Technical Committee.

Travel time data will be acquired by the Brownsville MPO. Also, MPO staff will monitor any operational improvements that are completed with MPO funds.

#### **D. Previous Work:**

MPO staff produced a variety of maps, including census boundaries, Urbanized Area Boundary (UAB) maps, Thoroughfare Plan maps and MPO Bicycle & Pedestrian Plan maps, as well as other maps. Many of these maps have been placed on the MPO's website for viewing by citizens.

MPO staff submitted information to TxDOT staff for use in the formulation of the 2014-2045 Regional Travel Demand Model.

- MPO staff utilized TransCAD software to conduct travel demand modeling.
- MPO staff updated demographic databases for both the travel demand forecast model, as well as the GIS.
- MPO staff monitored on-going build-out of subdivisions within selected Traffic Analysis Zones (TAZs) to assess growth rates.
- MPO staff participated in bi-weekly Plat Advisory Committee meetings to screen proposed subdivision plats to assure that roadway dedications occur in conformance with the MPO/City Thoroughfare Plan.

MPO staff prepared a report on F.Y. 2016 Subdivision Plat activities and distributed the results with both MPO Committees. Also, the MPO staff continued to monitor and record demographic data regarding "build-out" activities, as well as the acquisition of roadway right-of-way.

The MPO staff utilize (and often modify) the Public Utilities Board/Geographic Information System base map for transportation purposes.

## **E. Subtasks:**

### **Subtask 2.1 – Geographic Information System (GIS)**

MPO staff periodically undertake analysis, produce reports and associated graphics for socio-economic data collected for geographic areas via the Geographic Information System, (GIS). The MPO has collected data in previous years for the MPO's Traffic Analysis Zones, (TAZs). Data from these geographic areas is periodically updated.

MPO staff will purchase Geographic Information System (GIS) software and obtain training as offered through the City of Brownsville and/or outside sources.

Other GIS software (TransCad), acquired by the MPO, will be utilized to make a variety of maps. MPO staff periodically utilize Genasys software for transportation planning purposes. MPO staff will participate in TxDOT-sponsored training in the use of TRANS-CAD as pertains to the Brownsville Travel Demand Model, from time-to-time, when this training is offered. The MPO staff will take steps to obtain current information, by one of several means...by purchase of software, or by acquiring the information from another agency.

### **Subtask 2.2 – Plat Advisory Committee Participation/Review of Proposed Subdivisions**

Each month, MPO staff examine and assess the transportation issues involved in approval of new plats, MPO staff regularly attend and participate in the review of proposed subdivisions as voting members of the Plat Advisory Committee. All subdivisions submitted to the Brownsville Planning & Zoning Commission are screened by the Plat Advisory Committee prior to forwarding to the Planning & Zoning Commission. The Plat Advisory Committee forwards its recommendation to the Planning & Zoning Commission on whether or not the plat should receive approval or denial.

The plat review process includes both plats within the City of Brownsville and plats for unincorporated areas of Cameron County that are outside of the Brownsville City limits, but within the Brownsville Extra Territorial Jurisdiction. One aspect of the committee's work is to assure that good planning practices are followed in the platting of proposed subdivisions, so as to prevent unsafe roadway design. Also, the connectivity of proposed collectors with the MPO's existing network is reviewed and analyzed. Brownsville's Extra Territorial Jurisdiction, in large measure, is encompassed by the Metropolitan Area Boundary. MPO staff routinely coordinate with County staff on these Thoroughfare Plan issues.

MPO staff periodically confer with municipal officials in Los Fresnos and Rancho Viejo to examine and assess the transportation impact of subdivision plats filled in those communities.

An important by-product of MPO staff participation on this Committee involves acquisition of roadway right-of-way through the subdivision process. The City's Thoroughfare Plan correlates with the MPO's Thoroughfare Plan. This is the legal basis for the City's acquisition of right-of-way to be used for future improvements. The amount of roadway right-of-way to be provided by the developers is based on the cross-section outlined for various roadway functional classifications within the Metropolitan Transportation Plan.

MPO staff will produce a report, which summarizes subdivision platting activities, as well as the amount (in terms of acreage) roadway right-of-way obtained during the fiscal year.

### **Subtask 2.3 – Socioeconomic Data/Data Entry**

Each year, MPO staff collect and update socioeconomic data (population, dwelling units, and employment figures) available from local sources. This data collection includes the gathering of socio-economic data for low-income and/or minority groups residing within Brownsville's MAB. This data will be maintained so as to assess changes that occur within the traffic serial zones.

In support of evaluating and conducting analysis for Title VI Civil Rights compliance, MPO staff periodically collect demographic data and perform analysis on minority and low-income areas within the MPO boundary area.

The Brownsville MPO staff routinely use the computer network provided by the City of Brownsville as part of the data entry function. Upon occasion, the MPO staff will purchase new software to improve the efficiency of performing these functions. The combined total for these software purchases is not expected to exceed \$1,000.00. MPO staff will review and act upon any computer hardware/software needs.

MPO staff enter data on tracking sheets on a routine basis. MPO staff also inspect some of the larger new subdivisions to assess the number of completed units or "build-outs," and/or the number of housing units that are occupied. An Annual report will be produced summarizing platting activities at the end of the fiscal year. The MPO staff will distribute this report for review by the MPO Technical Committee members.

Periodic data collection conducted by the MPO staff is used for the purpose of building the Travel Demand Model (TDM). Demographic data is needed to establish the base year and forecast year of the MPO's TDM. All three Valley MPOs worked cooperatively with TxDOT on a periodic basis (five year cycle) to develop a 2009-2040 Regional TDM. Another 2014-2045 TDM is being developed with on-going work extending into F.Y. 2018. Alliance Transportation Group Inc. is assisting the MPOs and TxDOT with these efforts.

Each year, MPO staff review information about intermodal connections, such as data regarding monthly figures for Brownsville International bridge crossings. MPO staff regularly maintain liaison with both local agencies and federal agencies at the Brownsville Port of Entry. Oftentimes, such liaison work helps the MPO staff to identify improvements and strategies to improve (integrate) the various modes of transportation, particularly roadway, (private auto, trucking and public transit), railroad, bikeways, pedestrians, airport and seaport.

Liaison with the Brownsville Port of Entry is beneficial in terms of learning about operational or procedural changes that affect travel demand. MPO staff routinely monitor possible international truck route changes or other developments to help determine the possible impact upon the urban transportation system. MPO staff periodically assess yearly changes in traffic volumes on area roadways by the examination of data provided by TxDOT.

### **Subtask 2.4 – Congestion Management Process Planning (CMPP) and Data Collection**

The MPO completed a Congestion & Delay Study in 2011-2012. MPO work products allowed the MPO to select operational improvements for funding and implementation. Such improvements can increase mobility and reduce roadway delay and congestion. MPO staff will continue monitoring of the CMP, which is Step 8 of the process. Work under this subtask involves the continuous monitoring of congestion, which is required of all Transportation Management Areas (TMAs).

MPO staff periodically collect speed or travel time data on area roadways.

Monitoring of the MPO's CMP will include roadways affected by implementation of operational improvement projects. These evaluation efforts will be done to determine if improvement projects had the desired effects in terms of lessening congestion.

Also, CMP performance data will be analyzed for use in setting performance targets (for MAP-21 compliance).

**F. Funding Summary:**

**Task 2 – F.Y. 2018**

<b>Subtask</b>	<b>Responsible Agency</b>	<b>TPF (1)</b>	<b>FTA 5307</b>	<b>Local</b>	<b>Total</b>
2.1	MPO	\$20,000.00	\$5,000.00	\$1,250.00	\$26,250.00
2.2	MPO	\$12,000.00	\$0.00	\$0.00	\$12,000.00
2.3	MPO	\$13,000.00	\$0.00	\$0.00	\$13,000.00
2.4	MPO	\$10,100.00	\$0.00	\$0.00	\$10,100.00
<b>TOTAL</b>		<b>\$55,100.00</b>	<b>\$5,000.00</b>	<b>\$1,250.00</b>	<b>\$61,350.00</b>

TxDOT will apply transportation development credits sufficient to provide the match for TPF funds. As the credits reflect neither cash nor man-hours, they are not reflected in the funding tables.

(1) TPF includes both FHWA PL-112 and FTA Section 5303 funds.

**III. TASK 3.0 – SHORT-RANGE PLANNING:**

**A. Objective:**

Planning activities to be carried out in the near future include the following: Transit/General Development and Comprehensive Planning, Transit/Short Range Transportation Planning, Transit/Planning Transportation Improvement Program, Short Range Planning (Non-Transit), Bicycle/Pedestrian Planning, TAP and Category 7 Project Selection & Implementation.

Other tasks involve the development of the UPWP on an annual basis, including revisions.

**B. Transit Planning:**

**Route Match**



ITS technology has been purchased for our para-transit service. This technology will offer the ability to track each and every vehicle in real time using GPS (Global Positioning Systems). Tracking aside, this technology will also aid in capturing data needed for reporting purposes and for review of the B-Metro system.



Also, Brownsville Metro has incorporated Route Match into the Fixed Route system. This allows for improved statistical reporting and tracking. The data gathered from the ITS software is used for accurate data input in Federal, State and Local reports.

From time to time, Brownsville Metro will evaluate public requests for service and investigate possible route modifications or reconfigurations, pedestrian and bus stop improvements. With this software B-Metro is able to better analyze current service and assess the

impacts of the public's request.

Brownsville Metro will monitor current revenue collection policies and data collection processes to insure proper reporting standards and offer recommendations to remedy any discrepancies.

**C. Expected Products:**

Typical activities include preparing reports to the MPO Committees and TxDOT, monitoring planning projects and advising the Technical and Policy Committees of the MPO on UPWP and TIP products.

A new F.Y. 2019-2022 TIP will be formulated and adopted.

The preparation of the UPWP and TIP, along with revisions, is an on-going activity. MPO staff will provide guidance to property owners and developers to achieve compliance with the City's/MPO's Thoroughfare Plan, for introduction of new businesses or development of major traffic generators.

MPO staff will assist City of Brownsville staff by provision of information on Environmental Assessment issues, such as data sharing and evaluation of socio-cultural factors when needed. Discussions between the MPO staff and both City of Brownsville and Los Fresnos staff will likely focus on new MPO-sponsored studies.

If necessary, revisions or additions will be made to the MPO's F.Y. 2017-2020 TIP.

To maintain liaison with the Cameron County Regional Mobility Authority (CCRMA), MPO staff routinely attend the monthly meetings of the Cameron County Regional Mobility Authority (RMA) to learn about the activities of this organization, to share information about the MPO's plans and policies and to ensure close coordination and communication that takes place. MPO Bicycle & Pedestrian Plan revisions, if needed, will be adopted as well.

The Brownsville Metro Transit Planner will provide reports on transit planning activities, such as the evaluation of the relationship of land use and public transportation; as well as reports on any public requests for service, route modifications or reconfigurations.

The Brownsville Metro Transit Planner prepares reports for the Federal Transit Administration concerning surveys of Brownsville Metro passengers, Brownsville Metro driver surveys and survey findings.

On-going assistance will be provided by the Brownsville Metro Transit Planner for any revisions, if needed, of the multi-county public transportation service plan. MPO staff attend meetings and provide technical assistance to the Regional Transit Advisory Panel (RTAP) and share data collected for areas within the MPO's study area.

On-going support is provided to both the MPO Policy and Technical Committees. The Transit Planner will utilize the Brownsville Metro GIS to examine the MPO transportation system as well as all transit routes and service planning functions.

## **D. Previous Work:**

The MPO, in cooperation with TxDOT, adopted several TIP revisions to list the following transit projects:

### **Connected Communities**

- Component 1A/Phase 1 – Rehab of BMetro Transit Maintenance Facility. Total Cost: \$1,800,000.00 local funds.
- Component 1A/Phase 2 – Establish Eastside Transfer Station. Total Cost: \$5,312,000.00.
- Component 1C – Bus Stop Improvements at various locations. Total Cost: \$2,000,000.00.
- Component 1D – Purchase of eight transit buses. Total Cost: \$5,400,000.00.

The FTA Grants Management Information System software, otherwise known as TRAMS (Transit Award Management System), is utilized at Brownsville Metro for transit planning, financing purposes, and to help expedite the Brownsville Metro grant management process. This application and its data in conjunction with other reports, such as the National Transit Database (NTD), aids greatly in producing the Annual Project Listing.

### **Brownsville Metro Strategic Plan Completion**

A Strategic Transit Plan was completed for BMetro. This MPO-sponsored study was conducted with assistance provided by a private firm, Nelson\Nygaard. Alternative transit service scenarios were developed and shared with the public, including transit patrons. This was done to solicit input as to the preferred service changes to best meet the needs of these patrons, while making cost-sharing changes to benefit BMetro.

## **E. Subtasks:**

### **Subtask 3.1 – Transit/General Development & Comprehensive Planning**

The Transit Planner at Brownsville Metro will work closely with human service agencies to collect data and evaluate service effectiveness to the transit dependent population. Furthermore, Brownsville Metro typically evaluates any planning document developed by local planning agencies to determine potential effects on public transportation.

Staff will keep up to date and maintain the Brownsville Metro GIS system. The GIS system will be used to make a variety of maps, demographic analysis, forecasting and target marketing.

The Brownsville Metro Transit Planner will work closely with the MPO and the Brownsville Metro staff to re-evaluate the entire transit system both in the marketing and planning perspectives to ensure all TMA regulations is being adhered to.

### **Subtask 3.2 – Transit/Short Range Planning**

Transit staff participation in the MPO's planning process is essential for the coordination and implementation of transit and transportation planning programs. The Brownsville Metro Transit Planner's involvement in the transit and transportation planning process includes participation in planning work sessions, review committees and work groups. This task also includes staff support in different standing committees (MPO, Technical Advisory Committee, Regional Transportation Advisory Panel, etc.).

### **Subtask 3.3 – Transit/Transportation Improvement Program (TIP)**

The Brownsville Metro Transit Planner will review on-going plans that affect transit. Furthermore, on behalf of Brownsville Metro, the Transit Planner will prepare and submit recommended transit TIP revisions and present to the Technical Committee and Policy Committee.

### **Subtask 3.4 – Transportation/Short Range Planning (Non-Transit)**

MPO staff, in cooperation with MPO Technical Committee members, will identify, develop and examine improvement projects for listing in the F.Y. 2019-2022 TIP.

MPO staff activities typically include liaison work with TXDOT staff and other MPO local agency staff. MPO staff assist with provision of data and input regarding studies carried out by TXDOT with provision of data and input Re: studies carried out by TXDOT.

A key consideration of any proposed toll road project is the anticipated impact on Environmental Justice (EJ) populations within the MPO study area. The Federal Highway Administration (FHWA) and TXDOT issued “Joint Guidance for Project and Network Level Environmental Justice, Regional Network Land Use and Air Quality Analyses for Toll Roads” on April 23, 2009.

Accordingly, the Cameron County Regional Mobility Authority (CCRMA) will need to comply with FHWA requirements. This involves certain analyses for toll projects proposed for implementation within the Brownsville MPO area. If required, such analysis shall likely focus on Environmental Justice (EJ) issues, including some or all of the following:

- Non-toll facilities, travel time differences, toll rates and policies regarding transit vehicles and HOVs, use of toll revenues
- EJ-related demographic data for the toll road user groups
- Illustration of potential economic impact to individuals using the toll facilities.
- Since the economic impact of tolls will be greater for low-income populations, mitigation measures (e.g., transit service improvements, toll subsidies, HOV discounts) can be recommended for consideration. If the analysis does find disproportionately high and adverse effects, mitigation measures must be considered. Mitigation measures may be addressed in a region’s/MPO’s toll policy.
- Accommodations provided by the tolling authority to allow populations with Limited English Proficiency (LEP) and the disabled to access the toll facilities.
- Potential users of the toll facility and revenue projections.

MPO staff may need to review analyses performed by the Cameron County Regional Mobility Authority (RMA) or its agents on such matters. If warranted, MPO staff will comment on the accuracy and thoroughness of such analyses.

Other MPO staff activities include development of a F.Y. 2019 UPWP. Also, MPO staff will undertake work on the MPO’s Annual Listing of Projects and liaison work with TXDOT staff. Using updated TxDOT Unified Transportation Plan (UTP) forecast information, MPO staff and TXDOT staff will prepare any needed TIP revisions for inclusion in the F.Y. 2017-2020 TIP.

MPO staff will conduct collection of data and work with TxDOT and other parties on targets

for the MPO study area. These activities will be undertaken to comply the performance based planning requirements of MAP-21. Other activities might be implemented via Subtask 5.1 regarding CMP activities.

### **Subtask 3.5 – Bicycle/Pedestrian Planning & Activities**

MPO staff activities typically include liaison with both Municipal staff and TXDOT staff to assure connectivity of bike routes to comply with the Brownsville Metropolitan Transportation Plan. Planning activities and liaison with the Brownsville City Traffic Division routinely take place towards development of bike routes and pedestrian improvements on local streets and in downtown Brownsville.

With adoption of the Active Transportation Plan for Brownsville and Cameron County, MPO staff will continue the examination of improvement projects. Formation of Brownsville's Master Bicycle & Pedestrian Plan allows projects to be considered for implementation via TAP monies. Any amendments of the MPO's Bicycle/Pedestrian Plan that may be indicated will be acted upon by the MPO staff. Activities may involve MPO staff taking proposed changes to both MPO Committees for their review and possible action.

The MPO staff will assist municipalities and/or school districts in developing improvement projects for consideration under the MPO's Transportation Alternatives Program (TAP). MPO staff can provide assistance via mapping of pedestrian and/or bike routes, as well as identifying potential improvements for subsequent implementation. (Please see Subtask 3.6 for more information.)

Other MPO planning activities may include coordination and discussions with agency staff concerning trail development and funding of trails by local government agencies. In addition, MPO staff will discuss other bicycle and pedestrian improvements and activities with MPO member agency staff, including the Town of Rancho Viejo and the City of Los Fresnos.

MPO staff encourage public input from citizens and other interested parties as to any amendments needed to update the MPO's Bicycle & Pedestrian Plan. If required, new maps will be produced and distributed detailing any proposed changes.

On-going work sometimes includes assessing the safety and condition of pedestrian and bicycle facilities by the MPO staff. These activities may identify deficiencies to be addressed by the MPO and by MPO member agencies. Such improvements, when they are safe facilities, can help provide access to essential services by disadvantaged populations.

### **Subtask 3.6 – Transportation Alternatives Program (TAP) & MPO Category 7 Project Selection & Implementation**

As a Transportation Management Area (TMA), the Brownsville MPO receives both STP-MM/Category 7 funds and funding for the Transportation Alternatives Program (TAP). In the previous fiscal year, the Brownsville MPO developed and adopted methods of evaluating (scoring) proposed improvement projects. Using these methodologies, various improvement projects for each funding category were selected by the MPO Policy Committee members for funding allocations/awards. In the case of Category 7 projects, the MPO Policy Committee members allocated funds for projects for the next nine years. With the TAP projects, a smaller timeframe was used. TAP allocations were made for six years up to and including fiscal year 2018. Awarding such allocations does not halt the need for MPO staff to work on these issues.

MPO staff will assist both local agency staff and TXDOT staff as they develop projects in the both of these funding categories. Compliance with NEPA, collaboration with stakeholders and neighborhood groups on design issues as well as other matters will take place prior to project implementation.

The MPO Technical Committee will evaluate new Category 9 nominations or suggested improvements.

Upon request, MPO staff provides guidance to Brownsville MPO Committee members and agency staff about selection criteria for their use.

MPO staff aid local agencies with project development activities. MPO staff activities include provision of project development guidance and assessment of proposed improvement projects. It is likely that as some proposed improvements encounter obstacles which may make it necessary to re-prioritize MPO funding allocations based on new information.

In addition, it should be noted that operational improvement projects have been given serious consideration for at least a 10% share funding award. This MPO policy or “set-aside” represents a share of the MPO’s funding total (for Category 7) for a two-year period. The MPO’s Congestion Management Process (see Subtask 5.2) will help inform the MPO Committees about the relative merits of proposed improvements.

### **Subtask 3.7 – Brownsville Metro ADA Bus Stop Enhancement Project**

The Brownsville Metro ADA Bus Stop Enhancement Project was developed with the intent of improving bus stops city-wide through ADA improvements, shelters, benches, and sidewalk. This project is scheduled to be completed over the next five (5) years through four (4) phases, beginning with the areas with a high low-income population and high B-Metro ridership.

Brownsville Metro was awarded funding through Brownsville Community Improvement Corporation (BCIC) for Planning & Engineering and Community Development Block Grant (CDBG) funding for Construction of the B-Metro ADA Bus Stop Enhancement Project- Phase 1. In 2017, B-Metro staff began planning tasks for Phase 1 while pursuing funding for Phase 2 of the ADA Bus Stop Enhancement Project. The MPO Transit Planner will take a lead role in some of these work tasks.

**F. Funding Summary:**

**Task 3 – F.Y. 2018**

<b>Subtask</b>	<b>Responsible Agency</b>	<b>TPF (1)</b>	<b>FTA 5307</b>	<b>Local</b>	<b>Total</b>
3.1	MPO	\$10,000.00	\$0.00	\$0.00	\$10,000.00
3.2	MPO	\$30,998.00	\$22,500.00	\$5,625.00	\$59,123.00
3.3	MPO	\$4,800.00	\$0.00	\$0.00	\$4,800.00
3.4	MPO	\$26,168.00	\$0.00	\$0.00	\$26,168.00
3.5	MPO	\$13,958.10	\$0.00	\$0.00	\$13,958.10
3.6	MPO	\$9,800.00	\$0.00	\$0.00	\$9,800.00
3.7	MPO	\$7,000.00	\$0.00	\$0.00	\$7,000.00
<b>TOTAL</b>		<b>\$102,724.10</b>	<b>\$22,500.00</b>	<b>\$5,625.00</b>	<b>\$130,849.10</b>

TxDOT will apply transportation development credits sufficient to provide the match for TPF funds. As the credits reflect neither cash nor man-hours, they are not reflected in the funding tables.

(1) TPF includes both FHWA PL-112 and FTA Section 5303 funds.

**IV. TASK 4.0 – METROPOLITAN TRANSPORTATION PLAN (MTP)**

**A. Objective:**

Activities will focus on issues involved with long-range planning. If required, the MPO will amend the MPO’s 2015-2040 MTP. MPO staff periodically update network maps and socio-economic data for use in building an updated Travel Demand Model.

Transit improvements from the newly-adopted Strategic Plan will be incorporated within the MPO’s Metropolitan Transportation Plan. The MPO’s 2015-2040 serves as a “blueprint” of how the MPO intends to meet the MPO’s future transportation needs. The MPO’s Thoroughfare Plan will be maintained and amended, if necessary.

Also, the MPO staff and MPO Committees will coordinate with TXDOT on development of TXDOT long range plans and the 10-year Unified Transportation Plan (UTP).

MPO staff periodically examine demographic data for Travel Demand Model (TDM) development.

**B. Transit Planning:**

Brownsville Metro Transit Planner will keep the 2015-2040 MTP current by reviewing and updating the transit component with involvement of public officials and citizens. Work will include identification of transit improvements and other activities needed for completion of an MTP update. Brownsville’s new TMA designation will also be taken into account as I changes will take place in the near future that will not only affect the City of Brownsville staff, but all residents and non-residents of Brownsville.

**C. Expected Products:**

MPO staff may provide additional information regarding socioeconomic estimates and forecasts for Travel Demand Model (TDM) development.

Work is expected in terms of modeling future traffic volumes on the loaded Highway Network Map. On some occasions, such analyses suggest MTP candidate improvement projects. Any necessary amendments of the MPO's 2015-2040 MTP will be considered and examined.

MPO staff periodically assess changes in land use and economic development in accordance with the MTP. Alternative networks may require testing for projected traffic on various roadways, from the 2040 Forecast Year Travel Demand Model for Brownsville. MTP amendments will be processed, if required.

Public MPO workshops will be held to solicit public comments about transportation improvements, for possible inclusion in a new MTP, to be adopted in 2019.

Printing of the MTP documents and maps is another important product. Some expenses, such as the purchase of paper for the plotter (for maps) will be charged to this subtask. Any repairs to departmental equipment, used for MTP printing and MPO use, will be charged on a cost:share basis.

#### **D. Previous Work:**

The MPO Thoroughfare Plan was amended to delete a segment of Central Collector #1 located east of Dana Avenue.

MPO staff met with Cameron County staff to assure that the MPO's Thoroughfare Plan matches or correlates with the County Thoroughfare Plan.

The MTP was amended to include BMetro improvements funded via a TIGER grant.

#### **E. Subtasks:**

##### **Subtask 4.1 – Transportation Planning/Long-Range Plans**

Activities in this subtask include identification of transportation improvement projects (and funding sources) that address infrastructure needs on a long-term basis (approximately 20 years into the future). Such transportation planning activities must take into account population forecasts and projected area development and land use. Coordination with TXDOT on development of TXDOT's Statewide Mobility Plan and development of future projects for eventual inclusion in the TIP.

MPO staff, in cooperation with TxDOT and the other Valley MPOs, will begin work on development of a Rio Grande Valley Metropolitan Transportation Plan (RGV MTP). This Rio Grande Valley Metropolitan Transportation Plan will need to be a fiscally-constrained plan, but will focus on use of Category 12 funds to implement regional improvements.

The Brownsville MPO will identify future transportation infrastructure projects that are large-scale and of regional significance for inclusion in a joint MPO MTP. These planning efforts to address future mobility needs will be conducted in collaboration with staff of the Harlingen-San Benito MPO and the Hidalgo County MPO, as well as TxDOT staff at TxDOT's Pharr District.

MPO staff consults with local municipal agencies to assess land use policies and the potential impact upon the area network.

MPO staff coordination activities with TxDOT will occur regarding UTP listing and/or revisions. The MTP guides development of the transportation system through implementation of a prioritized list of potential improvement projects. If needed, the MPO's MTP will be amended in F.Y. 2018 to account for changes in funding or other issues.

The MPO will continue work, as needed, to produce Traffic Analysis Zone (TAZ) data as part of the demographic forecasts for development of the Travel Demand Model (TDM). This data is used in developing a new travel demand model. Coordination with TXDOT's TP&P staff and staff at the other Valley MPOs will be required.

MPO public workshops will be held to solicit ideas and public input that will influence or shape the MPO's preparation and development of a new MTP in F.Y. 2019.

MPO staff from the Valley MPOs will devise strategies to make use of the existing Regional Travel Demand Model (TDM).

MTP maps and document preparation is an on-going activity for the Brownsville MPO. To maintain/repair the plotter, which is used to produce MPO maps, the MPO may contribute (cost-share) or reimburse funds to the City of Brownsville for rehab or replacement of equipment used to produce such maps. Or, outside vendors may be used to undertake such printing work.

#### **Subtask 4.2 – MPO Thoroughfare Plan**

This subtask involves amending the MPO Thoroughfare Plan when new conditions, changes in land use or other factors warrant the need to make changes or adopt amendments. Also, MPO staff routinely coordinate activities with Cameron County staff, to ensure that the MPO Thoroughfare Plan and the Cameron County Thoroughfare Plan match or correlate in the proper manner.

New (proposed) roadways might need to be delineated on the MPO's Thoroughfare Plan map(s). Examination of such issues by the MPO staff is a recurrent activity. Another issue concerns existing roadway alignments which might need to be modified under proposed amendments of the MPO's Thoroughfare Plan Map(s).

The City of Brownsville Thoroughfare Plan follows or correlates with the MPO's Thoroughfare Plan. Also, MPO staff regularly consult with City of Brownsville staff and City of Los Fresnos staff on Thoroughfare Plan issues, when the need arises.

#### **Subtask 4.3 – Transit Metropolitan Transportation Plan**

The purpose of this subtask is to update the 2015-2040 MTP when transit activities require amendments; such amendments likely involve political officials. Existing federal legislation require the development of a transportation plan addressing a twenty-year planning horizon and be reviewed and updated every five years. The plan shall include both long-range and short-range strategies and transit improvements.

The Brownsville Metro Transit Planner will keep the 2015-2040 MTP current by reviewing and updating the transit portion with the involvement of public officials and citizens. Updates will be amended as needed throughout the life of the MTP. Any amendments required will be forwarded to the MPO Committees for comment and approval.

## Subtask 4.4 – Long Range Transit Planning-System Level

This subtask consists of Long Range Transit system planning and analysis, including but not limited to the following activities: forecasting future needs, travel data base development and/or maintenance, system analysis for example, transit needs, route efficiencies and other issues as well as location studies and planning for future Brownsville Metro investments in accordance with the City of Brownsville's new TMA designation.

### F. Funding Summary:

#### Task 4 – F.Y. 2018

Subtask	Responsible Agency	TPF (1)	FTA 5307	Local	Total
4.1	MPO	\$149,325.00	\$0.00	\$0.00	\$149,325.00
4.2	MPO	\$3,000.00	\$0.00	\$0.00	\$3,000.00
4.3	MPO	\$2,000.00	\$0.00	\$0.00	\$2,000.00
4.4	MPO	\$2,000.00	\$0.00	\$0.00	\$2,000.00
<b>TOTAL</b>		<b>\$156,325.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$156,325.00</b>

TxDOT will apply transportation development credits sufficient to provide the match for TPF funds. As the credits reflect neither cash nor man-hours, they are not reflected in the funding tables.

(1) TPF includes both FHWA PL-112 and FTA Section 5303 funds.

### V. TASK 5.0 – SPECIAL STUDIES:

#### A. Objective:

The Special Studies section of the Unified Planning Work Program provides a format for inclusion of a variety of topics, such as planning for one mode of transportation, special conditions, geographic locations, or other unique problems which are beyond the scope of the other regularly programmed activities and tasks.

#### B. Expected Products:

The completion of the Town of Rancho Viejo Master Bicycle & Pedestrian Plan is expected.

Distribution of study documents of the completed BMetro Strategic Plan is expected in F.Y. 2018.

#### C. Previous Work:

MPO staff finished work on the Comprehensive Strategic Transit Plan, although distribution of documents remains. Work was almost finished on the Town of Rancho Viejo Master Bicycle & Pedestrian Plan.

Also, the Congestion Management Process is an on-going MPO function. MPO activities will include assessing conditions after signal improvements are completed for the S.H. 4/S.H. 48 Corridor (Padre Island Highway).

**D. Subtasks:**

**Subtask 5.1 – Town of Rancho Viejo – Development of Bicycle & Pedestrian Master Plan**

The MPO will finish work to enable the Town of Rancho Viejo to complete a Master Bicycle & Pedestrian Plan. A large part of these planning efforts have been completed. Remaining tasks will be completed within the first quarter of F.Y. 2018.

In 2016, a consultant firm was hired by the MPO to examine existing conditions pertaining to shared use paths, sidewalks and crosswalks, hike and bike trails, bicycle facilities, tying into other (private) facilities (eg. golf course). Also, the study included examination of available right-of-way and analysis of how to deal with existing constraints

Not all the funding in this subtask will be used to pay consultant fees. It is expected that MPO staff's time to conduct this master plan's development will also be charged to this subtask.

**Subtask 5.2 – Special Study-Brownsville Metro Transit Comprehensive Strategic Plan**

A Strategic Plan was developed for B-Metro and the surrounding areas for 2015-2030. The Transit Comprehensive Strategic Plan was completed in F.Y. 2017. It identified specific capital programs and operational services to be prioritized and implemented within the proposed planning horizon. This plan outlines strategies for Brownsville Metro to maximize its investments in the short term while also identifying opportunities for long-range projects.

With the completion of the Brownsville Metro Market Study and the Transit Comprehensive Strategic Plan, B-Metro will take steps to secure funds to develop a new Transit Development Plan (TDP).

MPO activities will be limited to distribution of printed copies of the Strategic Plan to MPO members, stakeholders and interested citizens. Also, MPO staff will address questions about the Transit Plan from citizens, MPO members, as well as from local elected officials.

**E. Funding Summary:**

**Task 5 – F.Y. 2018**

<b>Subtask</b>	<b>Responsible Agency</b>	<b>TPF (1)</b>	<b>FTA 5307</b>	<b>Local</b>	<b>Total</b>
5.1	MPO	\$28,530.00	\$0.00	\$0.00	\$28,530.00
5.2	MPO	\$1,680.00	\$2,400.00	\$600.00	\$4,680.00
<b>TOTAL</b>		<b>\$30,210.00</b>	<b>\$2,400.00</b>	<b>\$600.00</b>	<b>\$33,210.00</b>

TxDOT will apply transportation development credits sufficient to provide the match for TPF funds. As the credits reflect neither cash nor man-hours, they are not reflected in the funding tables.

(1) TPF includes both FHWA PL-112 and FTA Section 5303 funds.

**Table 1 – Brownsville Urban Transportation Study F.Y. 2018:**

UPWP Task	FTA Task	Description	TPF (1) Funds	**FTA (Sec. 5307)	**Local Funds	Total Funds
1.0	44.21.00	Administration Management	\$240,000.90	\$15,000.00	\$3,750.00	\$258,750.90
		Data				
2.0	N/A	Development & Maintenance	\$55,100.00	\$5,000.00	\$1,250.00	\$61,350.00
	44.22.00					
3.0	44.24.00	Short-Range Planning	\$102,724.10	\$22,500.00	\$5,625.00	\$130,849.10
	44.25.00					
		Metropolitan				
4.0	44.23.01	Transportation	\$156,325.00	\$0.00	\$0.00	\$156,325.00
	44.23.02	Planning				
5.0	44.27.00	Special Studies	\$30,210.00	\$2,400.00	\$600.00	\$33,210.00
		TOTAL:	\$584,360.00	\$44,900.00	\$11,225.00	\$640,485.00

(1) TPF – This includes both FHWA PL-112 and FTA Section 5303 funds. TxDOT will apply transportation development credits sufficient to provide the match for TPF funds. As the credits reflect neither cash nor man-hours, they are not reflected in the funding tables.

(2) Combined Transportation Planning Funds:	\$523,316.00
Estimated Unexpended Carryover:	\$61,044.00
TOTAL TPF:	\$584,360.00

(2) Estimate based on prior year’s authorization. Approvals are made contingent upon passage of legislation for continued funding.

**\*\* Please Note: Section 5307 and local funding amounts shown represent expected funding. The assumption is that the FY 2017 allocation of Sec. 5307 funds will be \$42,500.00 with a local match of \$10,625.00.**

(3) By Minute Order, the Texas Transportation Commission authorizes the use of transportation development credits as TxDOT’s non-Federal share for FHWA (PL-112) and FTA 5303 funds. As the credits reflect neither cash nor man-hours, they are not reflected in the funding tables.

**APPENDIX A**  
**POLICY COMMITTEE**  
**MPO MEMBERSHIP**

## BROWNSVILLE MPO POLICY COMMITTEE

<b>Member:</b>	<b>Representing Agency:</b>
Tony Martinez, Mayor MPO Chairman	City of Brownsville
Deborah Portillo, City Commissioner	City of Brownsville
Charles Cabler, City Manager	City of Brownsville
Yolanda H. Cruz, Mayor Pro-Tem	City of Los Fresnos
Bitty Truan, Alderwoman	Town of Rancho Viejo
Alex Dominguez, County Commissioner	Cameron County
Sofia Benavides, County Commissioner MPO Vice-Chairman	Cameron County
Eddy Hernandez, Chamber of Commerce	Brownsville Chamber of Commerce
John Wood, Port Commissioner	Brownsville Navigation District
Manuel Alcocer, Airport Advisory Committee	Brownsville/South Padre Island International Airport Advisory Committee
Carlos Elizondo, BISD Trustee	Brownsville Independent School District
Janie Velasquez, BEDC	Brownsville Economic Development Council
Toribio Garza, District Engineer	TxDOT (Pharr District)
Frank Parker *, Chairman	Cameron County Regional Mobility Authority

\* Ex-officio member

## **APPENDIX B**

### **METROPOLITAN AREA BOUNDARY (MAP)** (TEXAS GOVERNOR OR GOVERNOR'S DESIGNEE APPROVED)

**APPENDIX C**  
**DEBARMENT CERTIFICATION**

## **Debarment Certification (Negotiated Contracts)**

- (1) The **Brownsville MPO** as CONTRACTOR certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended for debarment, declared ineligible or voluntarily exclude for covered transactions by any federal department or agency;
  - (b) Have not within a three year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public \*transaction or contract under a public transaction; violation of federal or state statutes or commission of embezzlement, theft, bribery, falsification or destruction of records, making false statements or receiving stolen property;
  - (c) Are not presently indicated for or otherwise criminally or civil charged by a governmental entity \*with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
  - (d) Have not within a three year period preceding this application/proposal had one or more public transactions \*terminated for cause of default.
- (2) Where the CONTRACTOR is unable to certify to any of the statements in this certification, such CONTRACTOR shall attach an explanation of this certificate.

\* federal, state or local

\_\_\_\_\_  
Name

**Chairperson**  
\_\_\_\_\_  
Title

**Metropolitan Planning Organization**  
\_\_\_\_\_  
Firm

\_\_\_\_\_  
Date

**APPENDIX D**  
**LOBBYING CERTIFICATION**

## **CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS**

The undersigned certifies to the best of his or her knowledge and belief, that:

- 1) No federal appropriated funds have been paid or will be paid by or behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
  
- 2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
  
- 3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclosure accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of act no less than \$10,000.00 and not more than \$100,000.00 for each such failure.

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Name

**Chairperson**

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Title

**Metropolitan Planning Organization**

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Firm

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Date

**APPENDIX E**

**CERTIFICATION OF COMPLIANCE**

## CERTIFICATION OF COMPLIANCE

I, **Mayor Tony Martinez, Chairperson**, a duly authorized officer/representative of **the Brownsville Metropolitan Planning Organization**, do hereby certify that the contract and procurement procedures that are in effect and used by the forenamed MPO are in compliance with 2 CFR 200, "Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments," as it may be revised or superseded.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson, MPO Policy Committee

Attest:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

**APPENDIX F**

**CERTIFICATION OF INTERNAL ETHICS &  
COMPLIANCE PROGRAM**

# Certification of Internal Ethics and Compliance Program

I, Mayor Tony Martinez, Chairperson, a duly authorized officer/representative of the Brownsville Metropolitan Planning Organization, do hereby certify that the forenamed MPO has adopted and does enforce an internal ethics and compliance program that is designed to detect and prevent violations of law, including regulations and ethical standards applicable to this entity or its officers or employees and that the internal ethics and compliance program satisfies the requirements of by 43 TAC § 31.39. “Required Internal Ethics and Compliance Program” and 43 TAC § 10.51 “Internal Ethics and Compliance Program” as may be revised or superseded.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson, MPO Policy Committee

Attest:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

**From:** Homer Bazan Jr [mailto:Homer.Bazan@txdot.gov]  
**Sent:** Monday, March 13, 2017 11:20 AM  
**To:** Andrew Canon (acanon@hcmpo.org); Mark Lund; Garza, J. Joel  
**Cc:** Toribio Garza Jr; Hector Gonzalez Jr; Raymond Sanchez Jr  
**Subject:** Texas Transportation Commission Discussion on MPO Merger

MPO Directors,

Here is a link to a portion of last month's Texas Transportation Commission Meeting on February 23, 2017: <http://txdot.swagit.com/play/02232017-593/#3>. In this clip, there is discussion between TxDOT Commissioner Jeff Austin and State Senator Chuy Hinojosa and Pharr Mayor Ambrosio Hernandez related to the merger between the three MPOs in the Valley. Senator Hinojosa begins to speak at 34:06 and he introduces Mayor Hernandez at 37:34.

I wanted to summarize what the Commission is saying to our valley officials. Commissioner Jeff Austin stated that if the three MPOs were to merge they would be eligible to receive Cat 12 Clear Lanes funding since the population of a single RGVMPo would be over the 1,000,000 threshold. The TxDOT Commission is in charge of selecting projects in Category 12, and per the current UTP (Unified Transportation Program, TxDOT's 10-year planning document) it amounts to approximately \$10 Billion over the next ten years. Last year, the Commission announced that they were allocating half of the total Cat 12 amount, or \$5 Billion, to the five metro districts (Dallas, Ft Worth, Austin, San Antonio, Houston) to address congestion. At this month's Commission meeting, they will be selecting approximately \$2.5 Billion worth of projects for the Cat 12 Clear Lanes initiative. This leaves approximately \$2.5 Billion remaining in this initiative, with the next round of projects to be selected at the August 2017 Commission meeting. That is why Commissioner Austin stated that if the MPO merger were to occur prior to the August Commission meeting, then the RGVMPo would be eligible to receive Cat 12 Clear Lanes funding.

Please forward this to all your technical and policy committee members. Thanks.

Homero Bazan, Jr., P.E.  
TxDOT Pharr District  
Director of Transportation Planning & Development (TP&D)  
Office: 956-702-6214  
Mobile: 956-279-6702

CONNECTING TEXANS TO WHAT MATTERS MOST



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THE STATE OF TEXAS )  
CITY OF BROWNSVILLE )  
COUNTY OF CAMERON )

NOTICE OF PUBLIC MEETING OF THE  
BROWNSVILLE MPO POLICY COMMITTEE

Pursuant to Chapter 551, Title 5 of the Texas Government Code, the Texas Open Meeting Act, NOTICE IS HEREBY GIVEN that a meeting of the MPO POLICY COMMITTEE of the BROWNSVILLE METROPOLITAN PLANNING ORGANIZATION, (MPO) of the City of Brownsville will be held on **Wednesday, April 12, 2017 at 10:00 am at the Brownsville City Hall, 2<sup>nd</sup> floor Commission Chambers, 1001 E. Elizabeth St., Brownsville, TX 78520**. At said meeting, the following items will be considered:

- I. Welcome and Introduction of Guests.
- II. Roll call of Policy Committee Members.
- III. Discussion, Consideration and Action on Adoption of Meeting Minutes for March 8, 2017.
- IV. Discussion, Consideration and Action on Adoption of TIP Revisions, as follows:
  - TIGER/Connecting Communities Component 1A/Phase 1. Description: Rehab of transit maintenance facility. Limits: Jose Colunga at Billy Mitchell Blvd. Funding: Local funds \$1,800,000; Total Project Cost \$1,800,000. Project Sponsor: City of Brownsville. Date: F.Y. 2017.
  - TIGER/Connecting Communities Component 1A/Phase 2. Description: Construct Eastside Transfer Station. Limits: Jose Colunga at Billy Mitchell Blvd. Funding: TIGER grant \$3,140,141; TAP/Cat 9 \$509,356; Local funds \$1,662,503; (NOTE: Phase 1 of Component 1A serves as a match) Total Project Cost \$5,312,000. Project Sponsor: City of Brownsville. Date: F.Y. 2017.
  - TIGER/Connecting Communities Component 1B. Description: Purchase of eight transit buses, four hybrid diesel and four 40 ft. ULSD buses. Funding: TIGER grant \$2,020,000; Local funds \$1,555,000; 5311(f) \$1,825,000; Total Project Cost \$5,400,000; (NOTE: Phase 1 of Component 1A serves as a match) Project Sponsor: City of Brownsville. Date: F.Y. 2017.
  - TIGER/Connecting Communities Component 1C. Description: Improvements of approximately 54 bus stops. Funding: TIGER grant \$539,859; Local funds \$450,000; CDBG \$350,000; BCIC/Cameron County \$660,141; Total Project Cost \$2,000,000; (NOTE: Phase 1 of Component 1A serves as a match) Project Sponsor: City of Brownsville. Date: F.Y. 2017.

Public Comments/Questions, (if any).

- V. Discussion, Consideration and Action on Adoption of MPO Metropolitan Transportation Plan (MTP) Amendments, as follows:
  - Connecting Communities/Rehab of Transit Maintenance Facility/Component 1A Phase 1 – MTP ID #BMPO-TGR1. Description: Rehab of BMetro Maintenance Facility. Limits: Jose Colunga at Billy Mitchell Blvd. Estimated Total Cost: \$1,800,000; Funding Categories: Local funds; Time frame: Short-Range; Proposed Action: Add project.
  - Connecting Communities/Eastside Transfer Center/Component 1A Phase 2 – MTP ID #BMPO-TGR2. Description: Construct transfer center. Limits: Jose Colunga at Billy Mitchell Blvd. Estimated Total Cost: \$5,312,000; Funding Categories: Cat. 3 and 9, Local; Time frame: Short-Range; Proposed Action: Add project. NOTE: Local funds from Component 1A Phase 1 serve as a match.
  - Connecting Communities/Hybrid Transit Buses/Component 1B – MTP ID #BMPO-TGR3. Description: Purchase 4 hybrid buses and 4 ULSD buses. Limits: N/A. Estimated Total Cost: \$5,400,000; Funding Categories: Cat. 3, Sec. 5311(f), Local; Time frame: Short-Range; Proposed Action: Add project. NOTE: Local funds from Component 1A Phase 1 serve as a match.

- **Connecting Communities/Bus Stop Improvements/Component 1C – MTP ID #BMJPO-TGR4.**  
Description: Construct bus stop improvements. Limits: Various locations. Estimated Total Cost: \$2,000,000; Funding Categories: Cat. 3, CDBG, Local; Time frame: Short-Range; Proposed Action: Add project. NOTE: Local funds from Component 1A Phase 1 serve as a match.

Public Comments/Questions, (if any).

**VI. Discussion, Consideration and Action on Acknowledgement of (TIP) Administrative Modification, as follows:**

- **S.H. 550 – CSJ #0684-01-068.** Description: Construct controlled access tolled facility (approximately 3.9 miles). Limits: from .203 mile south of F.M. 1847 to 1.13 mile SE of UPRR Overpass at F.M. 3248; YOE Cost: \$17,424,286; Project Sponsor: CCRMA; Date: F.Y. 2017. Proposed Change: Reduce Category 12 funds from \$8,104,600 to \$6,104,600.

Public Comments/Questions, (if any).

**VII. Discussion, Consideration and Action on Acknowledgement of (TIP) Administrative Modification, as follows:**

- **Indiana Avenue Realignment – Description: Construct 2 lane rural roadway/Study Phases 1 and 2.** Limits: from 0.1 mile north of California Road to 0.62 mile north of F.M. 1419; YOE Cost: \$312,500; Project Sponsor: City of Brownsville; Date: F.Y. 2017. Proposed Change: Make a correction / CSJ #0921-06-305.

Public Comments/Questions, (if any).

**VIII. Discussion concerning Category 12 Clear Lanes Funding to be allocated by the Texas Transportation Commission.**

**IX. Brief Presentation: Off-System Quarterly Reporting regarding MPO-sponsored studies.**  
By: Various Agency Staff

**X. Presentation and Discussion of TxDOT's Project Status Report.**

**XI. Presentation and Discussion of Off-System Projects, as follows:**

- (a) City of Brownsville
- (b) Cameron County
- (c) Cameron County Regional Mobility Authority (RMA)
- (d) Port of Brownsville

**XII. New business/Discussion items, (if any).**

**XIII. Adjournment.**

NOTE: The City of Brownsville does not discriminate on the basis in the admission of, access to, treatment of, or employment in its programs, activities, or public meetings. Any individual with a disability in need of an accommodation is encouraged to contact the ADA Coordinator at 956-548-6035 (voice or Relay TX) to make proper arrangements.

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Mark Lund, MPO Director

I certify that a copy of the **April 12, 2017** agenda of items to be considered by the Brownsville MPO Policy Committee was posted in the bulletin area at City Hall on April 7, 2017.

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Michael L. Lopez, City Secretary