

BROWNSVILLE METROPOLITAN PLANNING ORGANIZATION

F.Y. 2017 ANNUAL PERFORMANCE & EXPENDITURE REPORT

Developed by:

*Brownsville MPO Staff at
City Plaza
1034 E. Levee St., 2nd floor
Brownsville, TX 78520*

Sponsoring Government Agencies:

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

I. INTRODUCTION

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

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

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

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

A. Purpose

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

B. Definition of Area

The Brownsville MPO area is shown on a map labeled Brownsville Metropolitan Area boundary maintained in the files of the Brownsville MPO Department, 2nd Floor, City Plaza, 1034 E. Levee Street. In addition to the Brownsville City Limits, areas outside of the City to the east, north, and west are included within the MPO area. The City of Los Fresnos and the Town of Rancho Viejo are within the MPO study area.

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

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

C. Organization

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

The City of Brownsville is the MPO's fiscal agent. Thus, the City of Brownsville pays the MPO employees or staff and obtains reimbursement for eligible expenses.

MPO staff, housed at City Plaza, 1034 E. Levee Street with other City of Brownsville departments, provide administrative support and services to carry out these tasks. MPO staff work closely with the MPO Technical Committee and TxDOT staff in implementing the MPO work tasks. Four staffers housed at City Plaza on E. Levee Street provide full-time support to the two MPO Committees. The City of Brownsville employs the MPO Director, an Assistant MPO Director, an MPO Planner II and an Administrative Specialist II in this capacity.

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

D. Private Sector Involvement

The private sector is often utilized to develop plans that ultimately improve and benefit the transportation system in the Brownsville MPO. Recently, the Brownsville MPO secured professional services to help conduct two MPO-sponsored studies: (1) BMetro Strategic Transit Plan and (2) Rancho Viejo Bicycle & Pedestrian Master Plan. A contract for the BMetro Strategic Transit Plan was signed with Nelson/Nygaard. And the other MPO-sponsored study involved Half Associates Inc.

E. Planning Issues and Emphasis

Planning activities carried out by the Brownsville MPO continued the process of examining the factors identified in MAP-21, as well as Sec. 1201 of the Fixing America's Surface Transportation (FAST) Act. The goal is the development of a multimodal transportation system by including within the focus, not only highway and transportation improvements, but such considerations as port access routes, airport access routes, major freight terminal access routes, intermodal facilities, as well as safe bicycle and pedestrian travel.

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

As mentioned above, MPO planning activities in F.Y. 2017 included the examination of the MAP-21 Performance Measures, listed below:

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

The MPO's goal is the development of a transportation system that facilitates access for people, as well as the efficient movement of goods. Also, the MPO is developing performance measures for the MPO's use to comply with MAP-21.

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

II. TASK 1.0—ADMINISTRATION/MANAGEMENT

A. Task Summary

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

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

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

Subtask 1.1 – Administration/Management

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

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

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

Subtask 1.1 – Work Performed and Status

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

- MPO staff provided on-going support to the MPO Policy and Technical Committees. These MPO Committees met at least once each month. On a periodic basis, the MPO staff conducted liaison work with local, regional, state and federal agencies. MPO staff prepared Monthly Summary Reports (plus review of billings) for submittal to the TP&P staff at TxDOT.
- MPO staff attended the quarterly TEMPO meeting held on October 2016 in Austin, Texas to learn more about MPO funding and TxDOT planning issues.

- MPO staff completed work on the F.Y. 2016 APER. MPO staff provided copies to members of both MPO Committees. Also, this document was presented and discussed at the MPO Policy Committee meeting held in January 2017.
- MPO staff provided status reports to MPO Policy Committee members regarding contents of UPWP and the progress made towards achieving various work tasks.
- MPO staff prepared and delivered meeting (briefing materials) packets for the regular MPO Policy and Technical Committee meetings.
- MPO staff prepared minutes for MPO Policy meetings held during the fiscal year.
- In February 2017, MPO Director briefed the MPO Policy Committee members about the draft funding formula for Category 2.
- MPO staff provided feedback to Chris Evilia, TEMPO President, regarding the Draft Category 2 Funding Formula, specifically that the crash (accident) rates should be based on a five (5) year average.
- MPO Planner attended TDM Dashboard Webinar Training on October 11, 2016.
- MPO Planner attended the Fall 2016 TransCAD/TexPACK Training at Tyler, Texas on November 8-10, 2016.
- Each week, MPO staff review TxDOT correspondence and e-mails about TxDOT policies and funding issues.
- MPO staff prepared and delivered MPO materials to new Policy Committee member Ben Neece, Brownsville City Commissioner, including the MPO Bylaws & Operating Procedures.
- MPO staff started work on compiling the F.Y. 2017 Annual Performance & Expenditure Report by listing of MPO staff activities.
- MPO staff completed mandatory TML online training courses.
- In July 2017, MPO staff attended a TEMPO meeting held in Harlingen, TX to discuss funding issues. Also, MPO staff met with Greg Wood, FHWA staffer, to discuss transportation planning issues.
- MPO staff secured MPO Policy Committee approval of the F.Y. 2018 UPWP.
- MPO staff discussed use of Category 2 and Category 7 monies for UTP listings with Homer Bazan of TxDOT's Pharr District. Subsequently, both MPO Committees voted to endorse the proposed UTP allocations and listings.
- On July 18, 2017, MPO staff met with Greg Wood, FHWA staffer and discussed Certification issues to discuss both past issues and upcoming tasks.
- MPO Director secured MPO Policy Committee approval to attend the AMPO Conference scheduled to be held in Savannah, GA in October 2017.

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

Subtask 1.2 – Transit/Administration & Direction

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

Subtask 1.2 – Work Performed and Status

The Brownsville Metro Transit Planner provides direct program support and coordinated transit planning activities with the Brownsville MPO, City of Brownsville, TxDOT, the Federal Transit Administration and local Intercity Bus Companies operating out of Brownsville Metro's Multi-Modal Facility. Administrative tasks for transit planning completed in fiscal year 2017 included the following:

- Brownsville Metro Transit Planner completed MPO F.Y. 2017 UPWP timesheets. When appropriate, TxDOT and FTA Region VI staff were contacted for guidance.
- Collected and successfully submitted transit data for FTA National Transit Database for transit modes: Fixed Route, Paratransit and the regional bus service, Metro Connect for F.Y. 2017.
- Brownsville Metro Transit Planner attended MPO Technical and Policy Committee meetings to assist with transit planning issues.
- Brownsville Metro Transit Planner outlined work tasks implemented in current fiscal year for inclusion in the MPO Annual Performance Report.
- Brownsville Metro Transit Planner provided assistance to the Brownsville Metro Director and the Brownsville MPO Director on a number of transit issues.
- Brownsville Metro Assistant Director briefed MPO staff Re: BMetro's Draft Transit Assessment Management Plan (TAM).
- Brownsville Metro Transit Planner compiled and submitted Brownsville Metro quarterly reports to TxDOT and to the Federal Transit Administration.
- Brownsville Metro Transit Planner realigned Routes 2 and 13 to better serve the passenger and community which consisted of creating new maps, updating time tables, public outreach, etc.

- Brownsville Metro Transit Planner participated at Regional Transit Advisory Panel meetings.
- Brownsville Metro Transit Planner participated in City mandatory TML training.
- Brownsville Metro Transit Planner developed and submitted transit work task descriptions and budget allocations for listing in the new F.Y. 2018 UPWP.
- Brownsville Metro Transit Planner assisted several Inter-City Bus Companies in their video board postings at La Plaza, including but not limited to: graphics, video, schedules, etc.
- Brownsville Metro Transit Planner distributed marketing materials (posters, brochures, etc.) and educated the community about contents of the materials.
- Brownsville Metro Transit Planner worked with other MPO staff and Nelson\Nygarrd staff on the finalization of the Transit Comprehensive Strategic Plan.

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

Subtask 1.3 – MPO Public Participation & Involvement

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

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

Subtask 1.3 – Work Performed and Status

- MPO staff furnished maps and reports to help answer citizen queries regarding on-going transportation planning activities.
- Given requests received from various citizens, MPO staff added more names to the MPO's mailing list for the MPO Newsletter.
- On a periodic basis, MPO staff posted TIP information and various maps and other applicable meeting date information on the MPO's website.
- MPO Planner attended the BMetro Fall Fest Public Outreach Event on October 28, 2016.
- MPO Planner attended a public meeting regarding I-69E/U.S. 77/83 overpass improvements on November 15, 2016.

- MPO Planner attended the Border Trade Advisory Committee meeting on December 7, 2016.
- In February 2017, MPO Planner II attended and participated in the Community Advisory Board meeting held at the School of Public Health in Brownsville, TX.
- A variety of visualization techniques (eg. use of charts, maps and graphs) were used to brief MPO Policy Committee members Re: Category 2 Funding Formula proposal and its implications.
- MPO staff posted meeting notices on the MPO website Re: Draft F.Y. 2017 UPWP.
- MPO staff provided notice about proposed revisions of the F.Y. 2017-2020 TIP on the MPO's website, prior to MPO consideration.
- MPO staff routinely addressed phone calls (questions) from citizens and local officials.
- MPO staff posted notices for the public Re: F.Y. 2016 APER and F.Y. 2016 ALP.
- MPO Director placed a legal ad in the local newspaper regarding proposed TIP revisions for BMetro's TIGER grant improvements.
- MPO staff posted items on the MPO's website and published a legal ad regarding (proposed) additional improvement projects to be included in the MPO's F.Y. 2017-2020 TIP.
- MPO staff developed and distributed several MPO Newsletters in F.Y. 2017.
- MPO staff continued to make use of the independent MPO website hosted through GoDaddy.com.
- MPO staff posted a legal ad Re: pending MTP amendment to include Internal Port Roads Project. The date was provided of the MPO meeting wherein the item would be considered, including public comments.
- MPO staff periodically updated the existing MPO webpage on City of Brownsville's website. Also, MPO staff updated the separate (GoDaddy) MPO website.
- MPO staff reviewed timesheets (for accuracy) submitted by Brownsville Library staff, in terms of services provided in taping/recording audio and video of all MPO Policy Committee meetings, prior to these timesheets being submitted to Finance staff.
- Antonio Zubieta, MPO Planner, received training Re: posting on the city webpage. This training was provided by City of Brownsville Library staff.
- MPO Planner attended several meetings with the City of Brownsville Public Relations staff regarding the MPO's Facebook page.
- MPO Planner attended the Community Advisory Board meetings, some of which were held at the School of Public Health.

- MPO Planner attended and participated in meetings regarding Category 2 funding.

Status: This task is on-going.

Subtask 1.4 – Title VI/Civil Rights Evaluation

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

Subtask 1.4 – Work Performed and Status

- MPO Director discussed FHWA materials [Environmental Justice (EJ) Circulars] with Antonio Zubieta, MPO Planner.
- MPO Director discussed use of various EJ maps with MPO staff, including the MPO Transit Planner.
- MPO staff updated some maps regarding depiction of low-income demographic information pertaining to several neighborhoods within the Brownsville MPO study area.
- MPO Director searched for and reviewed via internet EJ activities carried out by other MPOs in the United States.

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

Subtask 1.5 – Safety & Security in the Transportation Planning Process

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

Subtask 1.5 – Work Performed and Status

- MPO staff discussed what to do about some safety issues Re: lane needed at S.H. 550.
- MPO staff asked TxDOT staff at San Benito to investigate SH550:Old Alice Road safety conditions. The issue concerns a problem: lack of a deceleration lane near Old Alice Road on S.H. 550.

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

Table 1.0 Funding Summary

Funding Sources	Amount Budgeted	Amount Expended	Balance	% Expended
Transportation Planning Funds (TPF)	\$246,000.00	\$183,818.98	\$62,181.02	75%
Local Planning Funds	\$3,750.00	\$300.00	\$3,450.00	8%
FTA (Other than Sec. 5303)	\$15,000.00	\$1,200.00	\$13,800.00	8%
TPF/TOTAL:	\$264,750.00	\$185,318.98	\$79,431.02	70%

III. **TASK 2.0—DATA DEVELOPMENT AND MAINTENANCE**

Task Summary

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

Subtask 2.1 – Geographic Information System (GIS)

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

Subtask 2.1 – Work Performed and Status

MPO staff undertook and completed the following work tasks:

- MPO staff produced various maps, including MTP and TIP maps, as well as a map of TAZs for Travel Demand Model use and other purposes.
- Transit Planner conducted geographic analysis of selected transit service areas.
- MPO staff conducted several field visits at a number of subdivisions in Brownsville. Such inspections are conducted to assess build-out rates.
- MPO Planner attended in GIS trainings.

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

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

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

Subtask 2.2 – Work Performed and Status

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

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

Subtask 2.3 – Socioeconomic Data/Data Entry

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

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

Subtask 2.3 – Work Performed and Status

Completed work on the following:

- MPO staff filled out subdivision tracking forms for the purposes of tracking and allocating demographic data to the Traffic Analysis Zones (TAZs) within the Brownsville MPO area.
- Alfonso Vallejo reviewed subdivision plats that were approved in fiscal year 2017. A report will be formulated based on the review of files kept by staff at the Brownsville Zoning & Plat Administration Division.
- Alfonso Vallejo completed tracking forms for subdivision plats approved in F.Y. 2016, which was given to MPO Technical Committee members in F.Y. 2017.

- MPO staff reviewed Census data and local socio-economic data.
- Alfonso Vallejo, MPO Deputy Director, collected and analyzed information regarding international border crossing data. Such data will be shared with MPO Technical Committee members, before the end of the calendar year.
- MPO staff discussed via email pending work by TxDOT on the Travel Demand Model (TDM) by a consultant firm hired by TxDOT.
- MPO staff provided demographic data for various high growth areas within the MPO study area to Alliance Engineering for TDM development purposes.

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

Task 2.0 Funding Summary

Funding Sources	Amount Budgeted	Amount Expended	Balance	% Expended
Transportation Planning Funds (TPF)	\$48,000.00	\$31,623.13	\$16,376.87	66%
Local Planning Funds	\$625.00	\$630.00	(\$5.00)	101%
FTA (Other than Sec. 5303)	\$2,500.00	\$2,522.00	(\$22.00)	101%
TPF/TOTAL:	\$51,125.00	\$34,775.13	\$16,349.87	68%

Task 2.0 – Explanation of Underrun:

There were fewer plats to review by MPO staff as subdivision activities have diminished, as compared to earlier years. As a result, MPO staff spend fewer hours on Subtask 2.2 than expected.

IV. **TASK 3.0—SHORT RANGE PLANNING**

Task Summary

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

Subtasks 3.1 – Transit/General Development & Comprehensive Planning

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

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

Subtask 3.1 – Work Performed and Status

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

Status: This task is on-going.

Subtask 3.2 – Transit/Short Range Planning

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

Subtask 3.2 – Work Performed and Status

- Prepared public notices for temporary bus route and system changes. Worked on items for Brownsville Metro Route Performance Review.
- Brownsville Metro Transit Planner helped maintain and update the ITS system, RouteMatch, with every bus route and bus stop within the transit system.
- Brownsville Metro Transit Planner prepared data and transit plans and presentation to renew contracts with Cameron County (route 3 and 30 subsidy).
- MPO Planner attended and participated in Regional Transit Advisory Panel (RTAP) meetings.
- Brownsville Metro Transit Planner completed two rounds of fixed route scheduling (run bids) and successfully revising and updating run bids.
- Brownsville Metro Transit Planner worked on Bus Stop Inventory, including but not limited to, visiting bus stops, gathering information on current condition of bus stops, assisting in creating an updated data base for all bus stops, assisting in current action plans on bus stop improvements (on-going project).
- MPO Planner attended and participated in Regional Transit Plan stakeholder meetings and public outreach events.
- MPO Planner attended FTA State of Good Repair Performance Targets meeting on May 3, 2017.
- MPO Director discussed Transit Asset Management (TAM) with Robert Garza of Brownsville Metro.

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

Subtask 3.3 – Transit/Transportation Improvement Program (TIP)

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

Subtask 3.3 – Work Performed and Status

- Brownsville Metro Transit Planner, along with other MPO staff members worked on a TIP revision for TIGER grant improvements.
- Brownsville Metro Transit Planner updated TIP documents as it relates to transit projects.
- MPO Planner created TIGER Transit TIP project sheets.

Status: This task is on-going.

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

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

Subtask 3.4 – Work Performed and Status

The work activities consisted of the following:

- TIP revisions were adopted by the MPO for transit improvements funded by a TIGER grant to BMetro.
- MPO Director worked on and submitted a second FASTLANES application to USDOT in December 2016.
- The Brownsville MPO adopted two proposed TIP Administrative Modifications Re: Inclusion of S.H. 550 and Indiana Avenue Realignment.
- MPO Policy Committee members approved four TIGER listings as TIP revisions.
- MPO staff uploaded the TIP Revision to the eSTIP Portal.
- On February 24, 2017, MPO staff met with City of Brownsville Airport staff and TxDOT staff to discuss Indiana Avenue Realignment, along with other transportation planning issues.
- MPO staff uploaded TIP changes to the STIP Portal.
- MPO prepared materials in support of a Functional Classification change (addition) of South Port Connector and secured MPO approval.
- Antonio Zubieta, MPO Planner, participated in a TSMO workshop with others at the TxDOT Pharr District on August 24, 2017.
- MPO staff met with CCRMA and Port staff to discuss East Loop funding issues.
- MPO staff discussed contents of an MPO Resolution Re: funding of Port/S.H. 32 Connector and East Loop.
- MPO staff secured passage of an MPO Resolution (Re: Port/S.H. 32 Connector) by MPO Policy Committee members.
- MPO Planner worked with TxDOT staff at the Pharr District regarding TIP:MTP issues.
- MPO Planner met with Brownsville Chamber of Commerce staff to discuss the Boca Chica raised center median project.

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

Subtask 3.5 – Bicycle & Pedestrian Planning Activities

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

Subtask 3.5 – Work Performed and Status

- In 2017, MPO staff worked on further map updates for the MPO’s Bicycle & Pedestrian Plan.
- Brownsville Metro Transit Planner attended several Bicycle and Pedestrian Planning meetings to coordinate Brownsville Metro services with current and future hike and bike trails.
- MPO staff attended meetings to provide input Re: formation of “The Active Plan. This pedestrian and bicycle plan covers all of Cameron County.
- MPO Deputy Director examined the list of Brownsville Master Plan improvements that were adopted as MPO Bicycle & Pedestrian Plan Amendments.
- MPO Director reviewed the contents of the Draft Active Transportation & Tourism Plan and provided comments to City of Brownsville staff.

Status: This task is on-going.

Subtask 3.6 – TAP & MPO Category 7 & Category 9 Project Selection & Implementation

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

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

Subtask 3.6 – Work Performed and Status

- MPO Director provided TAP (Category 9) information to Eva Garcia, City of Brownsville staffer.

- MPO staff provided TAP guidance to MPO member (City of Brownsville) agency staff regarding development of project information required by TxDOT staff.
- MPO staff prepared an estimate of F.Y. 2019 TAP funds to become available to the MPO.

Status: This subtask is on-going.

Subtask 3.7 – BMetro ADA Bus Stop/Shelters Enhancement Project

Under this subtask, MPO staff (BMetro Transit Planner) gathered information regarding bus stop/shelter locations and submitted several applications for grants. Phase I grant monies were awarded for ADA enhancements earlier. So, MPO staff were reporting on the Phase I progress, as well as seeking new funds for Phase 2.

Subtask 3.7 – Work Performed and Status

- Transit Planner attended meetings with property owner, towards making arrangements (donations) for bus stops.
- MPO staff produced maps depicting bus stop locations with low-income areas as a consideration.
- Transit Planner created maps for grant applications for bus stop improvements for BCIC submittal for consideration.
- Transit Planner attended meetings with local business owners (investors) or potential contributors to explain the benefits of beautifying bus stops, convincing to invest in bus stops.
- BCIC – Bus stop improvement program in Southmost area (maps for checking sites before, during and after presentations). Note: Funding was received by BMetro and BCIC and CDBG funds were secured to build improvements.
- CDBG – Bus stop improvements in Southmost, meetings, maps, checking sites before during and after presentations.
- Oversight of all bus stops and keeping a working inventory sheet up-to-date, checking bus stops.

Task 3.0 Funding Summary

Funding Sources	Amount Budgeted	Amount Expended	Balance	% Expended
Transportation Planning Funds (TPF)	\$102,724.10	\$82,594.50	20,129.60	80%
Local Planning Funds	\$5,625.00	\$4,042.00	1,583.00	72%
FTA (Other than Sec. 5303)	\$22,500.00	\$12,168.00	10,332.00	54%
TOTAL:	\$130,849.10	\$98,804.50	32,044.60	76%

V. TASK 4.0—METROPOLITAN TRANSPORTATION PLAN

Task Summary

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

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

Subtasks 4.1 – Transportation Planning/Long-Range Plans

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

Work activities on MTP amendments are charged to 4.1.

Subtask 4.1 – Work Performed and Status

Long-range planning activities were conducted:

- MPO staff reviewed socioeconomic data with Alliance Transportation Group, Harlingen-San Benito MPO and HCMPO for TDM preparation.
- MPO staff worked with staff at Harlingen-San Benito MPO, HCMPO and TxDOT/Alliance Transportation Group to set-up a Delphi meeting Re: Travel Demand Model projections. Brownsville MPO paid for meals (luncheon) for participants at this workshop.
- MPO staff encouraged participants to attend Joint MPO/Delphi Meeting in Harlingen, TX.
- MPO staff assisted Alliance Staff at Delphi meeting.
- MPO staff worked on MTP spreadsheets needed for MTP amendments by incorporating information about improvement projects.
- MPO staff forwarded copies of the amended MTP to staff at TxDOT.

- Alfonso Vallejo, MPO Deputy Director, spent many hours on TDM preparation and provision of data to Alliance staff.
- MPO Director and Deputy Director met with Jolanda Prozzi and Victoria Wilson of TTI to discuss border transportation improvements.
- In June 2017, MPO Director and Antonio Zubieta met with Homer Bazan at the Pharr District to discuss proposed UTP listings.
- MPO Deputy Director attended TxDOT-sponsored Border Trade Advisory Committee (BTAC) meetings on behalf of Chairman Martinez.
- MPO Planner attended and participated in the Freight Workshop hosted by TxDOT on June 14, 2017.
- MPO staff discussed potential UTP listings with Pharr District staff.
- MPO staff updated UTP table and secured approval of UTP listings from the MPO Policy Committee members.
- MPO staff secured MPO Policy Committee approval of an MTP Amendment for listing of the S.H. 32/Port Connector.

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

Subtask 4.2 – MPO Thoroughfare Plan

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

Subtask 4.2 – Work Performed and Status

- MPO Director discussed a proposed plat that affects Jose Escandon Blvd. with City staff and Oscar Chavez.
- MPO staff met with Paolina Vega, Cameron County Engineer, to discuss MPO:County Thoroughfare Plan issues.
- MPO Director provided information to Ana Hernandez regarding depiction of Jose Escandon Boulevard on the MPO/City Thoroughfare Plan map.
- Alfonso Vallejo, MPO Deputy Director, prepared maps illustrating proposed roadways for inclusion in the MPO Thoroughfare Plan.
- MPO Planner participated in Plat Advisory Group meetings regarding provision of comments based on the Thoroughfare Plan map.

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

Subtask 4.3 – Transit Metropolitan Transportation Plan

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

Subtask 4.3 – Work Performed and Status

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

- Brownsville Metro Transit Planner examined some planning issues connected to various future land use scenarios and the delineation of the transit service area for Metro.
- MPO staff worked on an MTP amendment regarding listing of TIGER grant improvements. This item was approved by MPO Policy Committee members.

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

Subtask 4.4 – Long Range Transit Planning-System Level

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

Subtask 4.4 – Work Performed and Status

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

- Brownsville Metro Transit Planner evaluated route efficiencies to determine benefit of services.
- Brownsville Metro Transit Planner examined the growth of Brownsville to determine the future expansion of the transit system.

Status: This task is on-going.

Task 4.0 Funding Summary

Funding Sources	Amount Budgeted	Amount Expended	Balance	% Expended
Transportation Planning Funds (TPF)	\$43,000.00	\$58,534.75	-\$15,534.75	136%
Local Planning Funds	\$0.00	\$0.00	\$0.00	0%
FTA (Other than Sec. 5303)	\$0.00	\$0.00	\$0.00	0%
TPF/TOTAL:	\$43,000.00	\$58,534.75	-\$15,534.75	136%

Task 4.0 – Explanation of Overrun:

MPO staff spent more time on MTP amendments, as well as UTP planning issues than expected. Also, there was a lot of time spent on the MTP amendment for the TIGER grant listings. Another factor was the reduction of the 4.0 budget (mid-year amendment of UPWP) to move or re-budget monies for Task 5.0

VI. TASK 5.0—SPECIAL STUDIES

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

Subtask 5.1 – Congestion Management Process Planning (CMPP) and Data Collection

The CMP process involves analysis of congestion data. Examination of congested corridors for possible remedies are assessed by MPO staff.

Subtask 5.1 – Work Performed and Status

- Alfonso Vallejo examined data for Brownsville from the 100 Most Congested Roadways provided by TTI staff.
- MPO staff discussed the introduction of S.H. 48 medians with TxDOT staff.
- MPO staff briefed MPO Technical Committee members on congestion issues (Re: S.H. 48) in August 2017.
- MPO staff met with Brownsville Chamber of Commerce staff to discuss the proposed introduction of a center median on S.H. 48. Further, the Chamber could help involve business owners for provision of comments to TxDOT staff regarding this median design.

Status: This subtask is on-going to the need to comply with federal regulations that apply to large MPOs. However, in F.Y. 2018, this subtask will move over to Subtask 2.4 in the MPO's UPWP.

Subtask 5.2 – Town of Rancho Viejo – Development of a Bicycle & Pedestrian Master Plan

The Brownsville MPO will undertake a special study of bicycle/pedestrian planning issues on behalf of the municipality of Rancho Viejo. This will enable the Town of Rancho Viejo to complete a Master Bicycle & Pedestrian Plan.

Subtask 5.2 – Work Performed and Status

- MPO staff, with City of Brownsville staff, prepared a Request for Issuance of SOQs.
- The various SOQs of consultant firms were evaluated and ranked.
- MPO Policy Committee members accepted the rankings.
- MPO staff negotiated a Scope of Work and proposed hours for the Rancho Viejo Master Bicycle/Pedestrian Plan.

- MPO staff forwarded the draft scope of work to TxDOT staff for review and possible comments.
- MPO staff forwarded documents to TxDOT staff for review prior to having the MPO:Consultant Firm contract approved and signed.
- In March 2017, MPO staff and Halff Associates staff held meetings at Rancho Viejo Town Hall with citizens and local officials to serve as a “kick-off” meeting for the start of this study.
- MPO Planner prepared a presentation of the Town of Rancho Viejo Master Bicycle & Pedestrian Plan.
- A phone conference was held between municipal staff, MPO staff and Halff staff to discuss various planning issues.
- MPO staff forwarded e-mails to Rancho Viejo officials Re: proposed cross sections.
- MPO staff met with Christian Lentz, Halff Associates, and Rancho Viejo officials via conference call to discuss proposed roadway cross sections.
- MPO Planner participated in the Town of Rancho Viejo Master Bicycle & Pedestrian Plan WebEx meeting on May 4, 2017.
- On September 6, 2017, MPO Director addressed questions from MPO Technical Committee members Re: final study document.
- MPO staff polled Town of Rancho Viejo officials to determine the best date to hold an Open House session.
- MPO staff participated at an Open House held on September 6, 2017 at Rancho Viejo Town Hall.
- MPO staff reviewed the draft study report and provided comments to Halff staff.
- MPO reviewed invoices submitted by Halff staff.

Status: This subtask is on-going. While 99% of the work was completed, some minor items will be finished in F.Y. 2018.

Subtask 5.3 – BMetro Comprehensive Strategic Transit Plan

This MPO-sponsored study will enable Brownsville Metro to carry out a comprehensive study in re-evaluating the entire transit system, including examination of capital needs.

Subtask 5.3 – Work Performed and Status

- Brownsville Metro Transit Planner and other MPO staff helped organize various meetings to solicit public input to the Brownsville Metro Comprehensive Strategic Plan.

- MPO Planner attended and participated in the Brownsville Transit Plan Open House event at the Westside Community Center, then at the Brownsville Central Library in February 2017 and another open house event at the Northside Transfer Station, UTRGV Brownsville and La Plaza in Brownsville on February 9, 2017.
- Brownsville Metro Transit Planner, with the MPO Director, worked with Nelson\Nygaard staff to gather data on the various transit routes.
- Brownsville Metro Transit Planner coordinated the provision of BMetro transit data to Nelson\Nygaard.
- MPO staff held monthly phone calls with Nelson\Nygaard to review progress on this transit study.
- MPO staff provided feedback to Nelson\Nygaard staff regarding proposed route alignment changes.
- MPO staff collaborated with Nelson\Nygaard to set-up a public input meeting held in Brownsville during February 2017 to solicit comments about proposed (alternate) transit route changes. Brownsville Metro Transit Planner provided documentation, data and all required information to the selected firm.
- MPO staff provided comments/corrections to Nelson\Nygaard after reviewing the draft Transit Plan Report.
- MPO staff forwarded the draft Transit Plan Report to MPO Committee members and Brownsville City Commissioners for their review/feedback.
- MPO staff secured MPO Policy Committee approval of an “Add-On” to the contract, to allow Nelson\Nygaard to provide additional services (run bid information) to be paid for by the City of Brownsville.
- MPO staff forwarded draft “Add-On” MPO:Consultant Firm Contract to TxDOT staff for review and comments.
- MPO staff secured execution of MPO contract.

Status: For this subtask, almost all work was completed. Minor work to be accomplished in F.Y. 2018 involves distribution of study documents.

Task 5.0 Funding Summary

Funding Sources	Amount Budgeted	Amount Expended	Balance	% Expended
Transportation Planning Funds (TPF)	\$261,638.73	\$211,172.09	\$50,466.64	81%
Local Planning Funds	\$2,500.00	\$137.00	\$0.00	0%
FTA (Other than Sec. 5303)	\$10,625.00	\$548.00	\$0.00	0%
TPF/TOTAL:	\$274,763.73	\$211,857.09	\$62,906.64	77%

**TOTAL TRANSPORTATION PLANNING FUNDS (TPF)
PROGRAMMED AND EXPENDED FOR F.Y. 2017**

Subtasks	Amount Budgeted	Amount Expended	Balance	% Expended
1.0 Administration	\$246,000.90	\$183,818.98	\$62,181.92	75%
2.0 Data Development	\$48,000.00	\$31,623.13	\$16,376.87	66%
3.0 Short-Range Planning	\$102,724.10	\$82,594.50	\$20,129.60	80%
4.0 Metropolitan Transportation Plan	\$43,000.00	\$58,534.75	-\$15,534.75	136%
5.0 Special Studies	\$261,638.73	\$211,172.09	\$50,466.64	81%
TOTAL:	\$701,363.73	\$567,743.45	\$133,620.28	81%

(1) TRANSPORTATION PLANNING FUNDS:

FHWA (PL112) & FTA (SECT 5303) TOTAL: \$701,363.73

**TOTAL FTA (SEC. 5307) PLANNING FUNDS
BUDGETED AND EXPENDED FOR F.Y. 2017**

U.P.W.P. Task	Description	Amount Budgeted	Amount Expended	Balance	% Expended
1.0	Administration Management	\$15,000.00	\$1,200.00	\$13,800.00	8%
2.0	Data Development and Maintenance	\$2,500.00	\$2,522.00	-\$22.00	101%
3.0	Short-Range Planning	\$22,500.00	\$17,898.00	\$4,602.00	80%
4.0	Metropolitan Transportation Plan	\$0.00	\$0.00	\$0.00	0%
5.0	Special Studies	\$2,500.00	\$548.00	\$1,952.00	22%
	TOTAL	\$42,500.00	\$22,168.00	\$20,332.00	52%

**TOTAL LOCAL PLANNING FUNDS
BUDGETED AND EXPENDED FOR F.Y. 2017**

U.P.W.P. Task	Description	Amount Budgeted	Amount Expended	Balance	% Expended
1.0	Administration Management	\$3,750.00	\$300.00	\$0.00	8%
2.0	Data Development and Maintenance	\$625.00	\$630.50	-\$5.50	101%
3.0	Short-Range Planning	\$5,625.00	\$4,474.50	\$1,150.50	80%
4.0	Metropolitan Transportation Plan	\$0.00	\$0.00	\$0.00	0%
5.0	Special Studies	\$500.00	\$137.00	\$363.00	27%
	TOTAL	\$10,500.00	\$5,542.00	\$4,958.00	53%

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