

# **BROWNSVILLE METROPOLITAN PLANNING ORGANIZATION**

## **F.Y. 2018 ANNUAL PERFORMANCE & EXPENDITURE REPORT**

### **Developed by:**

*Brownsville MPO Staff at  
City Plaza  
1034 E. Levee St., 2<sup>nd</sup> 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, 2<sup>nd</sup> 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 are 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. A few years ago, the Brownsville MPO secured professional services to help conduct two MPO-sponsored studies: (1) Brownsville Metro Strategic Transit Plan and (2) Rancho Viejo Bicycle & Pedestrian Master Plan. A contract for the Brownsville Metro Strategic Transit Plan was signed with Nelson/Nygaard. And the other MPO-sponsored study involved Halff 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. 2018 included the examination of the FASTAct and 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 in Austin, Texas to discuss issues pertaining to MPO funding and TxDOT planning issues.

- MPO Director attended and participated in sessions held at the AMPO Conference scheduled to be held in Savannah, GA in October 2017.
- In December 2017, MPO staff attended a BTAC meeting held in Corpus Christi, TX to discuss freight issues.
- MPO staff completed work on the F.Y. 2017 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 2018.
- MPO staff attended Decision Lens Training in January 2018.
- Also, the MPO Policy Committee members acknowledged the F.Y. 2017 ALP as well.
- 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.
- MPO Planner attended the Collaborative Action Board (CAB) meetings in F.Y. 2018.
- MPO Director attended the TEMPO meeting held in Austin, TX on March 2, 2018.
- MPO staff attended TransCAD/TexPACK training held in Corpus Christi, TX in April 2018.
- MPO staff participated at the TEMPO meeting via telephone and WEBEX Re: discussion of Category 2 funding on May 14, 2018.
- 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 Cesar de Leon, GBIC Chair and Brownsville City Commissioner, including the MPO Bylaws & Operating Procedures.
- MPO staff started work on compiling the F.Y. 2018 Annual Performance & Expenditure Report by listing of MPO staff activities.
- MPO staff completed mandatory TML online training courses.
- MPO staff, with Technical Committee input, formulated a F.Y. 2019 UPWP.
- MPO staff secured MPO Policy Committee approval of the F.Y. 2019 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.

- MPO staff contacted Greg Wood, FHWA staffer and discussed Certification issues Re: schedule and upcoming tasks.
- MPO Director attended a Records Management Workshop at La Plaza on August 3, 2018.
- MPO Director attended an EEOC training for supervisors at the Brownsville Events Center on August 29, 2018.
- MPO Director secured City Commission approval of the MPO:TxDOT Planning (Funding) Agreement. Subsequently, the signed agreement was forwarded to Peter Smith at TxDOT.
- MPO Director attended the Tools of the Trade Conference held in Kansas City, MO in August 2018.
- Alfonso Vallejo and Antonio Zubieta attended the AMPO Conference in San Antonio, TX on September 24-28, 2018.

**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 2018 included the following:

- Each month, the Brownsville Metro Transit Planner completed and submitted MPO F.Y. 2018 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. 2018.
- Brownsville Metro Transit Planner attended MPO Technical and Policy Committee meetings to assist with transit planning issues.

- Brownsville Metro Transit Planner reported on work tasks implemented in current fiscal year for inclusion in the MPO Annual Performance Report & Expenditure.
- Brownsville Metro Transit Planner provided assistance to the Brownsville Metro Director and the Brownsville MPO Director on a number of transit issues.
- Brownsville Metro Transit Planner compiled and submitted Brownsville Metro quarterly reports to TxDOT and to the Federal Transit Administration.
- Brownsville Metro Transit Planner participated at Regional Transit Advisory Panel meetings.
- Brownsville Metro Transit Planner participated in City mandatory TML training.
- MPO Director attended Brownsville Metro:FTA Triennial Review to address questions from FTA staff.
- Brownsville Metro Transit Planner developed and submitted transit work task descriptions and budget allocations for listing in the new F.Y. 2019 UPWP.
- MPO Director aided Brownsville Metro's work on a Categorical Exclusion Text for the Eastside Transfer Center/TIGER project.
- MPO staff secured approval of MOU between the MPO, TxDOT and Brownsville Metro regarding cooperative transportation planning and consultation.
- Brownsville Metro Transit Planner distributed marketing materials (posters, brochures, etc.) and educated the community about contents of the materials.

**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.

- MPO staff participated in Brownsville Metro's Fall Fest at La Plaza on October 27, 2017 to advise citizens about the Brownsville MPO.
- Given requests received from various citizens, MPO staff added more names to the MPO's mailing list for the MPO Newsletter.
- MPO staff posted notices for the public Re: F.Y. 2017 APER and F.Y. 2017 ALP.
- On a periodic basis, MPO staff posted TIP information and various maps and other applicable meeting date information on the MPO's website.
- On February 14, 2018, MPO staff used a variety of visualization techniques (eg. use of charts, maps and graphs) were used to brief MPO Policy Committee members Re: a proposed UPWP Amendment.
- MPO staff posted meeting notices on the MPO website Re: formation of Draft F.Y. 2019 UPWP.
- MPO Planner created a Facebook account to share news, MPO public notices, events and other MPO updates.
- 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 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) improvement projects to be included in the MPO's F.Y. 2019-2022 TIP.
- MPO staff developed and distributed several MPO Newsletters in F.Y. 2018.
- MPO staff continued to make use of the independent MPO website hosted through GoDaddy.com.
- MPO staff held an Evening Open House on April 11, 2018 at the Historic Brownsville Museum to solicit public input for MPO policies and programs. Comments were gathered from citizens by MPO staff on both short-term and long-range transportation needs.
- MPO staff addressed citizens' questions and took comments (both verbal and written).
- MPO staff secured approval of a TIP Administrative Amendment Re: funding for the Internal Port Roads Project. Notice 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 to include posting of meeting information notices, newsletters and planning document.

- 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 social media training Re: posting on both webpages. This training was provided by City of Brownsville Public Information staff.
- MPO Planner worked on an online survey (via Survey Monkey) Re: transportation planning issues and posted items on MPO webpages and Facebook.
- MPO staff distributed flyers to over 90 businesses located on S.H. 48/Boca Chica Blvd. to inform persons about the upcoming TxDOT Open House on July 17<sup>th</sup>, regarding the proposed S.H. 48 median project.
- 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 staff invited citizens to attend the July MPO Policy Committee meeting to provide public comments Re: transportation needs. This meeting was held during evening hours to facilitate input.

**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 Planner, Antonio Zubieta, collected socioeconomic data via EJ screen for use with the Special Study, Neighborhood Assessment.
- MPO staff reviewed EJ screen reports and 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 developed a draft MPO resolution Re: MPO support for the State Highway Safety Improvement Program (HSIP), which was reviewed by the MPO Technical Committee members.
- Subsequently, the MPO Resolution Re: Safety was adopted by the MPO Policy Committee members.
- MPO staff forwarded a memo to TxDOT-San Benito staff Re: dangerous conditions at the NB IH-69E frontage road. TxDOT remedied this dangerous situation by extending the curb to the south, to prevent motorists from crossing to enter the northbound ramp.
- Alfonso Vallejo participated in a WEBEX Re: TxDOT's Highway Safety Improvement Program (HSIP) Program Call on June 14, 2018.
- MPO Director reviewed safety information (various topics) available on the FHWA's website.

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

**Task 1.0 – Explanation of Underrun: This overall task was generously budgeted. We came very close to our estimated expenditure level.**

**Table 1.0 Funding Summary**

<b>Funding Sources</b>	<b>Amount Budgeted</b>	<b>Amount Expended</b>	<b>Balance</b>	<b>% Expended</b>
<b>Transportation Planning Funds (TPF)</b>	\$258,000.90	\$181,351.05	\$76,649.85	70%
<b>Local Planning Funds</b>	\$3,000.00	\$3,196.00	-\$196.00	107%
<b>FTA (Other than Sec. 5303)</b>	\$13,000.00	\$12,784.00	\$216.00	98%
<b>TPF/TOTAL:</b>	\$274,000.90	\$197,331.05	\$76,669.85	72%

### **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 (TDM) use and other purposes. The

TDM work activities by Alfonso Vallejo were coordinated with Jim Harvey of Alliance Texas Engineering Co.

- Transit Planner conducted geographic analysis of selected transit service areas.
- MPO staff inspected or visited a number of subdivisions in Brownsville. Such inspections are conducted to assess build-out rates.
- MPO Planner attended and participated 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 Brownsville Plat Advisory Group meetings held periodically at City Plaza. 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, formulated 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 Technical Committee members.
- MPO Director attended a meeting with City of Brownsville staff and various property owners on April 20, 2018 to discuss future plats that would impact Dana Road and Piñeda Blvd.

**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 continue to collect and review socioeconomic and demographic data for various census block groups and other geographic areas. Also, MPO staff review projections and figures provided by the Texas State Data Center.

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:

- Each year, MPO staff employ and fill 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 2018. A report will be formulated based on the review of files kept by staff at the Brownsville Zoning & Plat Administration Division.
- 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.**

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

MPO staff periodically collect speed data of area roadways. Some information has been made available by staff at the Texas Transportation Institute (TTI). Also, CMP data is examined as part of the MPO's TIP/MTP Project Selection Process.

### **Subtask 2.4 – Work Performed and Status**

- MPO staff discussed MS2 software with Lev Wood via conference call on January 30, 2018 to learn more about data collection used to monitor and remedy congested roadway conditions.
- 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.
- MPO staff participated in a Special (Morning) Chamber Meeting in June regarding TxDOT plans for introduction of a median on a two mile segment of S.H. 48. Said median improvements will lessen congestion and constitute a CMP strategy adopted by the Brownsville MPO.
- MPO Deputy Director reviewed and analyzed travel time data (delay studies) on area roadways, said data provided by TTI staff as part of the “100 Most Congested”.

**Status: This task is on-going due to need to monitor MPO CMP issues.**

**Task 2.0 – Explanation of Underrun: There was a slight underrun due to more time spent on Tasks 3.0.**

**Task 2.0 Funding Summary**

<b>Funding Sources</b>	<b>Amount Budgeted</b>	<b>Amount Expended</b>	<b>Balance</b>	<b>% Expended</b>
<b>Transportation Planning Funds (TPF)</b>	\$62,600.00	\$46,328.05	\$16,271.95	74%
<b>Local Planning Funds</b>	\$1,000.00	\$200.00	\$800.00	20%
<b>FTA (Other than Sec. 5303)</b>	\$4,000.00	\$800.00	\$3,200.00	20%
<b>TPF/TOTAL:</b>	\$67,600.00	\$47,328.05	\$20,271.95	70%

#### 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 Brownsville Metro/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 utilized the Brownsville Metro GIS system to make a variety of maps and demographic analyses.
- 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 met with Tom Logan of Valley Metro to discuss Metro Connect service.

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

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

Transit staff conducted comprehensive transit service planning, monitored farebox polices and fares and routinely revised system wide routes to accommodate riders and their ongoing needs. Transit staff also researched new ITS technologies for purchase and implementation in the near future to aid in the collection of data needed for several reports which 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.
- MPO Planner attended and participated in Regional Transit Advisory Panel (RTAP) meetings.
- 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 Director discussed Transit Asset Management (TAM) issues 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 assisted with adding two (2) years of transit listings to the new TIP.
- MPO Planner aided Sarah Dziubanek, Brownsville Metro Grant Writer, with formulation of TIP Transit Financial Summary. This summary was part of the new F.Y. 2019-2022 TIP, adopted in May 2018.

**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 various improvements funded by TxDOT.
- MPO Policy Committee members approved four TIGER listings as TIP revisions.
- MPO staff prepared and sent a list of unfunded transportation projects to Valley Partnership for their use in November 2017.
- MPO prepared materials in support of a Functional Classification change (addition) of South Port Connector and secured MPO approval. FHWA approval of this Functional Classification change was granted in late 2017.
- MPO Director made a presentation to the Brownsville Chamber of Commerce board members Re: Boca Chica raised center median project on January 25, 2018.
- In January 2018, MPO staff issued a Call of TIP projects to MPO member agency staff.
- MPO staff aided Technical Committee members in evaluating of proposed improvement projects. Based on evaluation of proposed improvements, TIP listings were recommended for adoption by the Policy Committee members.
- The Brownsville MPO Committee members reviewed and adopted the F.Y. 2019-2022 TIP.
- MPO staff uploaded the TIP Revision to the eSTIP Portal.
- MPO Director met with Jim Kruse, TTI staffer and Port staff to discuss potential ITS deployments to ease freight congestion on April 27, 2018.
- MPO staff uploaded TIP changes to the STIP Portal Re: Internal Port Roads/ Phase II.
- MPO staff attended a meeting at CCRMA office to discuss funding of South Port Connector, with TxDOT and Port staff.
- MPO Director joined Pete Sepulveda, CCRMA Director, at a meeting held at TxDOT's Pharr District office to discuss various improvement projects with TxDOT staff on July 18, 2018.
- MPO Planner worked with TxDOT staff at the Pharr District regarding TIP:MTP issues.
- MPO staff secured MPO Policy Committee approval of TIP Administrative Modifications for Morrison Road and Whipple Road.

**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**

- MPO Planner II participated in Brownsville Cyclobia events and provided MPO information to citizens.
- In January 2018, MPO Director attended an evening meeting of the Brownsville Advisory Bicycle Committee to discuss bicycle planning issues.
- Brownsville Metro Transit Planner attended several Bicycle and Pedestrian Planning meetings to coordinate Brownsville Metro services with current and future hike and bike trails.
- On February 6, 2018, MPO Director participated in a Committee Call Re: next steps on 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 provided comments at a meeting held to discuss implementation of the Active Transportation & Tourism Plan.
- Antonio Zubieta attended an Active Plan Committee meeting on June 19, 2018 to provide input.
- MPO staff aided Brownsville Grants Department staff with provision of Peter Ewin’s contact information. Subsequently, Peter Ewin, FHWA staffer, discussed with City of Brownsville staff via phone conference, possible traffic calming measures for E. 15 Street.

**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 discussed Category 7 funding issues with TxDOT staff and MPO Technical Committee members as part of the TIP development process.
- 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.
- MPO staff reviewed the TAP Evaluation/Scoring Methodology with the MPO Technical Committee members.
- In late July, MPO staff issued a Call for TAP/Category Improvement Project submittals. Subsequently, the MPO Technical Committee members set Friday, September 21<sup>st</sup> as the deadline for submittals.
- MPO staff distributed Category 9 application materials to MPO member agency staff.
- MPO staff provided guidance to the County Engineer Re: TAP guidance and project eligibility.
- On August 16<sup>th</sup>, MPO staff attended an Active Plan meeting to explain about TAP funds.
- MPO Technical Committee members met on September 27, 2018 to evaluate TAP submittals Re: proposed improvements. Rankings were posted in early October 2018. Subsequently, MPO Policy Committee members allocated TAP funds based on these rankings.

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

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

Under this subtask, MPO staff (Assistant Director and Brownsville Metro 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 and Phase 2 progress.

### **Subtask 3.7 – Work Performed and Status**

- Transit Planner attended meetings with property owners, towards making arrangements (donations) for bus stops.
- MPO staff produced maps and presentations depicting bus stop locations with low-income areas as a 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 the Southmost area (maps were developed for checking sites before, during and after construction). Note: Funding was received by Brownsville Metro and BCIC and CDBG funds were secured to build improvements.
- CDBG – Bus stop improvement program in the Southmost area. Transit planner attended and participated in meetings, presentations, created maps, checked sites before construction begins.
- TIGER – Bus stop improvement program. Transit planner attended meetings, created and gave presentations, created maps, visited sites and took inventory for future bus stop improvements.
- Transit Planner reviewed information about bus stops and keeps a working inventory sheet up-to-date, checking bus stops continually.

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

### **Task 3.0 Funding Summary**

<b>Funding Sources</b>	<b>Amount Budgeted</b>	<b>Amount Expended</b>	<b>Balance</b>	<b>% Expended</b>
<b>Transportation Planning Funds (TPF)</b>	\$123,724.10	\$104,610.94	19,113.16	85%
<b>Local Planning Funds</b>	\$4,000.00	\$1,112.00	2,888.00	28%
<b>FTA (Other than Sec. 5303)</b>	\$16,000.00	\$4,448.00	11,552.00	28%
<b>TOTAL:</b>	\$143,724.10	\$110,170.94	33,553.16	77%

## **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.

Testing of proposed MTP candidate improvement projects is performed by MPO staff.

Activities Re: MTP development and subsequent MTP amendments are charged to this task. Also, work is done to maintain or keep the MTP Transit Plan current.

### **Subtask 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 and Joel Garza, Harlingen-San Benito MPO Director for TDM preparation.
- MPO staff worked on MTP spreadsheets needed for MTP amendments by incorporating information about improvement projects.
- MPO staff forwarded copies of MPO boundary maps (different historical years) to Peggy Thurin of TxDOT.
- On February 28, 2018, MPO Director met with FHWA staffer Georgi Ann Jasenovec to discuss freight planning issues.
- Alfonso Vallejo, MPO Deputy Director, assisted with tasks on TDM preparation and provision of data to Alliance staff.
- MPO Deputy Director attended and participated in TxDOT-sponsored Border Trade Advisory Committee (BTAC) meetings on behalf of Chairman Martinez.
- In February 2018, MPO staff made arrangements for Tim Juarez and Caroline Mays of TxDOT Freight & International Trade Section, to address MPO members.
- MPO Planner attended the Freight Planning 101 Workshop held in Belton, TX in April 2018.
- 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 Deputy Director participated in a WEBEX meeting regarding Texas-Mexico Trade Lanes Program on July 13, 2018.
- MPO staff secured MPO Policy Committee approval of an MTP Amendment for listing of the S.H. 32/Port Connector.
- MPO Director met with Marina Zolezzi, Grants Dept. Director, on August 8, 2018 to discuss bicycle/pedestrian planning issues, including the MTP update.
- MPO staff met with John Hudson to assist him with issues pertaining to CCRMA-sponsored study of International Bridges and forecasts of future traffic on September 20, 2018.

**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, Raymond Corkhill 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. MPO Deputy Director made extensive adjustments to the MPO's Thoroughfare Plan due to Metropolitan Area Boundary (MAB) changes.

**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.

**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**

<b>Funding Sources</b>	<b>Amount Budgeted</b>	<b>Amount Expended</b>	<b>Balance</b>	<b>% Expended</b>
<b>Transportation Planning Funds (TPF)</b>	\$184,825.00	\$60,431.50	\$124,393.50	33%
<b>Local Planning Funds</b>	\$0.00	\$0.00	\$0.00	0%
<b>FTA (Other than Sec. 5303)</b>	\$0.00	\$0.00	\$0.00	0%
<b>TPF/TOTAL:</b>	\$184,825.00	\$60,431.50	\$124,393.50	33%

**Task 4.0 – Explanation of Underrun: MPO staff spent less time on MTP amendments, as well as UTP planning issues than expected. Also, there was a lot of time spent on short-range planning issues (Task 3.0), especially TIP revisions, than estimated when the UPWP was formulated.**

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

Almost all of the work on this study was completed in F.Y. 2017. Some remaining tasks such as distribution of study reports remain to be done in F.Y. 2018.

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

- MPO staff provided information to local officials about the Town of Rancho Viejo Master Bicycle & Pedestrian Plan.

**Status: This subtask is complete.**

### **Subtask 5.2 – Brownsville Metro Comprehensive Strategic Transit Plan**

This MPO-sponsored study was completed in F.Y. 2017 to outline how Brownsville Metro can improve the entire transit system, including examination of capital improvements.

In F.Y. 2018, MPO staff will complete remaining tasks such as distribution of study documents.

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

- MPO staff spent time on distribution of study documents to interested persons.
- MPO Director discussed transit route changes, as proposed by the study findings, with Tracie Orcillez, Brownsville Metro Transit Planner.
- MPO staff forwarded the study findings to both FHWA and FTA staff for their review.

**Status: This subtask is complete.**

### **Subtask 5.3 – Neighborhood Assessment of Bicycle & Pedestrian Access to Services – Phase 1**

Activities to be implemented under this MPO-sponsored study include the following: select/define neighborhoods, conduct inventory of bicycle/pedestrian

infrastructure, evaluate access to destinations, propose improvements and solicit citizen input upon MPO findings.

### **Subtask 5.3 – Work Performed and Status**

- MPO staff defined “neighborhood” boundaries using school zone boundaries.
- MPO staff developed maps of various neighborhoods for the Neighborhood Assessment.
- MPO staff reviewed proposed improvements listed in the Brownsville 2013 Bicycle & Pedestrian Master Trail Plan.
- MPO staff analyzed existing bike routes within various neighborhoods, in terms of connecting to major destinations and services.
- MPO staff met with Mark Milum, Los Fresnos City Manager, on May 1, 2018 at Los Fresnos City Hall to discuss on-going input and solicit his ideas of what to examine under this MPO-sponsored study.
- MPO staff analyzed existing sidewalks, shared use paths within various neighborhoods.
- MPO staff made/formulated school zones as the defined “neighborhoods”.
- MPO staff gathered socio-economic data for the various Phase I neighborhoods.
- MPO staff analyzed both existing and proposed bicycle and pedestrian facilities.
- MPO staff determined major attractions/destinations for Phase I neighborhoods.
- MPO staff formulated study text describing existing facilities, apparent unmet needs and recommended improvements for Phase I.
- MPO staff discussed study findings and next steps with Damaris McGlone, Director, Brownsville Parks & Recreation Department.
- MPO staff organized and publicized an evening MPO Workshop to be held at the Southmost Community Network Center (Police Substation) on October 3, 2018.

**Status: This subtask is on-going as more work is needed on Phase 2 of this MPO-sponsored Study.**

**Task 5.0 Funding Summary**

<b>Funding Sources</b>	<b>Amount Budgeted</b>	<b>Amount Expended</b>	<b>Balance</b>	<b>% Expended</b>
<b>Transportation Planning Funds (TPF)</b>	\$30,210.00	\$28,334.50	\$1,875.50	94%
<b>Local Planning Funds</b>	\$1,000.00	\$52.00	\$0.00	0%
<b>FTA (Other than Sec. 5303)</b>	\$4,000.00	\$208.00	\$0.00	0%
<b>TPF/TOTAL:</b>	\$35,210.00	\$28,594.50	\$6,615.50	81%

**TOTAL TRANSPORTATION PLANNING FUNDS (TPF)  
PROGRAMMED AND EXPENDED FOR F.Y. 2018**

<b>Subtasks</b>	<b>Amount Budgeted</b>	<b>Amount Expended</b>	<b>Balance</b>	<b>% Expended</b>
<b>1.0 Administration</b>	\$258,000.90	\$181,351.56	\$76,649.34	70%
<b>2.0 Data Development</b>	\$62,600.00	\$46,328.05	\$16,271.95	74%
<b>3.0 Short-Range Planning</b>	\$123,724.10	\$104,610.94	\$19,113.16	85%
<b>4.0 Metropolitan Transportation Plan</b>	\$184,825.00	\$60,431.50	\$124,393.50	33%
<b>5.0 Special Studies</b>	\$30,210.00	\$28,334.50	\$1,875.50	94%
<b>TOTAL:</b>	\$659,360.00	\$421,056.55	\$238,303.45	64%

(1) TRANSPORTATION PLANNING FUNDS:

**FHWA (PL112) & FTA (SECT 5303) TOTAL: \$659,360.00**

**TOTAL FTA (SEC. 5307) PLANNING FUNDS  
BUDGETED AND EXPENDED FOR F.Y. 2018**

<b>U.P.W.P. Task</b>	<b>Description</b>	<b>Amount Budgeted</b>	<b>Amount Expended</b>	<b>Balance</b>	<b>% Expended</b>
<b>1.0</b>	Administration Management	\$13,000.00	\$12,784.00	\$216.00	98%
<b>2.0</b>	Data Development and Maintenance	\$4,000.00	\$800.00	\$3,200.00	20%
<b>3.0</b>	Short-Range Planning	\$16,000.00	\$4,448.00	\$11,552.00	28%
<b>4.0</b>	Metropolitan Transportation Plan	\$0.00	\$0.00	\$0.00	0%
<b>5.0</b>	Special Studies	\$4,000.00	\$208.00	\$3,792.00	5%
	<b>TOTAL</b>	<b>\$37,000.00</b>	<b>\$18,240.00</b>	<b>\$18,760.00</b>	<b>49%</b>

**TOTAL LOCAL PLANNING FUNDS  
BUDGETED AND EXPENDED FOR F.Y. 2018**

<b>U.P.W.P. Task</b>	<b>Description</b>	<b>Amount Budgeted</b>	<b>Amount Expended</b>	<b>Balance</b>	<b>% Expended</b>
<b>1.0</b>	Administration Management	\$3,000.00	\$3,196.00	\$0.00	107%
<b>2.0</b>	Data Development and Maintenance	\$1,000.00	\$200.00	\$800.00	20%
<b>3.0</b>	Short-Range Planning	\$4,000.00	\$1,112.00	\$2,888.00	28%
<b>4.0</b>	Metropolitan Transportation Plan	\$0.00	\$0.00	\$0.00	0%
<b>5.0</b>	Special Studies	\$1,000.00	\$52.00	\$948.00	5%
	<b>TOTAL</b>	<b>\$9,000.00</b>	<b>\$4,560.00</b>	<b>\$4,440.00</b>	<b>51%</b>

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