

Public Participation Plan

for the Waco Metropolitan Planning Organization



Metropolitan Planning Organization



Waco Urban Transportation Study

Adopted by the Waco MPO Policy Board

July 31, 2007

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Section 1 - Introduction

1.1 - Background

The Waco Metropolitan Planning Organization (MPO) was created in 1974 in order to comply with federal requirements that all areas over 50,000 population must incorporate local input into decisions involving federal highway or transit funds. Today the role of the MPO has expanded to identify all mobility needs for the Waco Region and determine regional transportation policy. Inherent within this role is the need to involve the citizens of McLennan County into the transportation planning process and incorporate their concerns into the various plans, programs and policies adopted by the MPO.

Governing the MPO is an 18 member policy board consisting of elected officials and other representatives from the 19 member cities, McLennan County and the Texas Department of Transportation (TxDOT) (See Appendix A for a map of the Waco Metropolitan Area). Assisting the Policy Board is the MPO staff, producing drafts of necessary plans and programs and providing policy recommendations to the board. The staff also administers the public involvement procedures for the MPO and ensures that public concerns are voiced to the MPO Policy Board.

1.2 – Purpose & Public Involvement Goals

The primary purpose of the Public Participation Plan is to ensure that all significant policy actions of the MPO Policy Board are made only after the public and key transportation stakeholders have been informed about the issue and been given a reasonable opportunity to comment. Table 1.1 defines the significant policy actions.

Table 1.1 – Significant Policy Actions of the MPO Policy Board

Document	Significant Actions
Metropolitan Transportation Plan (MTP)	Adopt or amend
Transportation Improvement Program (TIP)	Adopt or amend
Texas Urban Mobility Plan	Adopt or amend
Unified Planning Work Program (MPO Budget)	Adopt or amend
Thoroughfare Plan	Amend
Bicycle & Pedestrian Plan	Adopt or amend
Annual Listing of Federal Projects	Approval
All Other Plans and Programs	Adopt or amend
Policy Board Resolutions	Approval

In addition to significant policy actions, this plan also defines the tasks the MPO staff will undertake to incorporate public comment into the various activities undertaken by the MPO.

To accomplish this mission, the Waco MPO has adopted the following goals to incorporate public opinion into the transportation planning process.

Goal 1: Educate and Inform the Public

The Waco MPO staff shall educate and present information about the transportation planning process, including the sources of funding and impacts of regional planning decisions. The MPO staff shall also explain the specific tasks and goals of the Waco MPO, as well as related tasks that are not in the MPO's authority to perform. The MPO staff shall also disseminate information regarding upcoming decisions involving federal highway or transit funds within McLennan County.

Goal 2: Solicit Input from the General Public

The Waco MPO shall gather representative input from the public to identify mobility needs, desires, issues and concerns. The Waco MPO shall continuously seek comment from the public throughout the transportation planning process, at key decision points and when final product drafts are issued. The MPO staff will also closely monitor public input received through major project development and corridor studies.

Goal 3: Facilitate Information Flow between the Public and Policy-Makers

The Waco MPO staff is responsible for compiling public issues, comments and concerns into complete and concise documents for presentation to the MPO Policy Board. The MPO staff shall also schedule and organize meetings where the public can present concerns to the staff or the Policy Board.

Goal 4: Consider Public Concerns in Decision Making

The MPO Policy Board shall consider, and when appropriate respond to, the public concerns that are presented to them by the MPO staff as well as those presented to them by individual persons at public meetings. The Waco MPO staff shall also consider public concerns as it prepares draft planning documents.

Goal 5: Provide Visual Representations of Proposed Actions

In addition to verbal descriptions, all proposed actions by the MPO Policy Board that impact specific transportation projects will, when appropriate, provide cartographic, photographic and / or artistic representations to

show approximate location, design considerations, possible environmental impacts and potential aesthetic considerations.

Goal 6: Meet Legal Requirements

The Waco MPO will meet all legal requirements for noticing meetings and providing opportunities for the public to comment on proposed actions of the MPO.

Section 2 – Outreach Activities

In order to achieve the public participation goals outlined in Section 1, the MPO has identified 7 activities that are intended to solicit input into transportation policy decisions. Each activity is identified in the approximate order upon which they will be put into action. In addition, each activity is rated by its ability to accomplish the 5 goals. The rating key is as follows:

- Significantly Accomplishes Goal
- ◉ Moderately Accomplishes Goal
- Accomplishes Goal “A Little”

Activity 1: Bi-Annual Survey on Transportation Issues

What: Survey to determine public opinion on important policy decisions facing the MPO Policy Board during the next 2 years

Who: Participants will be McLennan County residents chosen at random

When: Once every 2 years prior to the development of the Transportation Improvement Program

Notification: Results will be posted to the web prior to development of the TIP

Press release will be issued on the day of web posting

Results will be presented at the next MPO Policy Board meeting after web posting

Ratings:	
Educate and Inform the Public	○
Solicit Input from the General Public	●
Facilitate Information Flow between the Public and Policy-Makers	●
Consider Public Concerns in Decision Making	●
Provide Visual Representations of Proposed Actions	○
Meet Legal Requirements	○

Activity 2: Community Workshops

What: Workshops are events that provide the public “hands-on” involvement in the development of plans or programs. During these workshops, the public will be invited to identify transportation needs and to propose ideas, concepts or solutions to those or other previously identified needs.

Who: Open to the general public

When: Prior to the development of updates to the Metropolitan Transportation Plan, Transportation Improvement Program, Urban Mobility Plan, Thoroughfare Plan or Bicycle & Pedestrian Plan

Where: At least 2 different locations

Notification

1 month prior:	Post to MPO Website
2 weeks prior:	Mail to key transportation stakeholders & interested parties (See appendix B for a list of transportation stakeholders)
1 week prior:	E-Mail reminder to key transportation stakeholders & interested parties

Wednesday prior:	Advertise in Tiempo Spanish language newspaper
Sunday prior:	Advertise in Waco Tribune-Herald
3 days prior:	Issue Press Release
Day of:	Issue 2 nd Press Release

- Ratings:
- Educate and Inform the Public ●
 - Solicit Input from the General Public ●
 - Facilitate Information Flow between the Public and Policy-Makers ⊙
 - Consider Public Concerns in Decision Making ●
 - Provide Visual Representations of Proposed Actions ●
 - Meet Legal Requirements ○

Activity 3: Public Comment Periods

What: A period of time where the public is invited to submit formal comments on any proposed significant policy action by the MPO Policy Board.

Who: Open to the general public

When: Beginning 55 days prior to the date of proposed action, ending 10 days prior to proposed action.

Where: Not applicable

Procedure: The MPO Staff will respond to all formal comments within 10 days of receipt during the comment period. In order for the staff to respond, comments must be received via methods posted within the notifications identified below and prior to the posted deadline. All comments and staff responses will be forwarded to the MPO Policy Board prior to proposed actions.

Notification:

1 week prior:	Post to MPO Website Mail & E-Mail notices to key transportation stakeholders & interested parties (See appendix B for a list of transportation stakeholders)
Wednesday prior:	Advertise in Tiempo Spanish language newspaper
Sunday prior:	Advertise in Waco Tribune-Herald
Beginning Date:	Issue Press Release

Ratings:

Educate and Inform the Public	<input checked="" type="radio"/>
Solicit Input from the General Public	<input type="radio"/>
Facilitate Information Flow between the Public and Policy-Makers	<input type="radio"/>
Consider Public Concerns in Decision Making	<input type="radio"/>
Provide Visual Representations of Proposed Actions	<input checked="" type="radio"/>
Meet Legal Requirements	<input type="radio"/>

Activity 4: Informational Meetings

What: Informational meetings are informal events that are intended to present information regarding significant policy decisions and to collect feedback from the general public.

Who: Open to the general public

When: Prior to all significant policy actions

Where: At least 3 different locations with one during the day and the other two during the evening

Notification:

1 month prior:	Post to MPO Website
2 weeks prior:	Mail to key transportation stakeholders & interested parties (See appendix B for a list of transportation stakeholders)
1 week prior:	E-Mail reminder to key transportation stakeholders & interested parties
Wednesday prior:	Advertise in Tiempo Spanish language newspaper
Sunday prior:	Advertise in Waco Tribune-Herald
3 days prior:	Issue Press Release
Day of:	Issue 2 nd Press Release

Ratings:

Educate and Inform the Public	●
Solicit Input from the General Public	⊙
Facilitate Information Flow between the Public and Policy-Makers	⊙
Consider Public Concerns in Decision Making	●
Provide Visual Representations of Proposed Actions	●
Meet Legal Requirements	●

Activity 5: Informational Programs on the Waco City Cable Channel

What: 5 to 30 minute programs where basic information is presented regarding the transportation planning process and upcoming actions on the Metropolitan Transportation Plan, Transportation Improvement Program or Urban Mobility Plan.

Who: Cable television viewers

When: Program will be broadcasted at various times starting 6 weeks prior to adoption up to the date of adoption.

Notification: Web postings and e-mails to transportation stakeholders / interested parties once TV schedule is determined

Ratings:

Educate and Inform the Public ●

Solicit Input from the General Public ⊙

Facilitate Information Flow between the Public and Policy-Makers ○

Consider Public Concerns in Decision Making ○

Provide Visual Representations of Proposed Actions ●

Meet Legal Requirements ⊙

Activity 6: Elected and Appointed Official Briefings

What: Annual presentations to the City Councils of member cities and McLennan County Commissioners Court to provide updates on MPO projects and information concerning upcoming policy decisions.

Who: Although these briefings will be directed to the elected and appointed members, these presentations will be open to the public.

When: Annually and prior to adoption of the Metropolitan Transportation Plan.

Where: Various City Council chambers or the McLennan County Courthouse

Notification:
3 weeks prior: Provide presentation background information to respective City Council or County Commissioners Court

2 weeks prior:	Post presentation background information to MPO Website
3 days prior:	Post agenda on bulletin board of the respective government
2 days prior:	Issue Press Release

Ratings:

Educate and Inform the Public	⊙
Solicit Input from the General Public	○
Facilitate Information Flow between the Public and Policy-Makers	●
Consider Public Concerns in Decision Making	(
Provide Visual Representations of Proposed Actions	⊙
Meet Legal Requirements	○

Activity 7: Public Hearings

What: Final presentation before the MPO Policy Board where the public is invited to make final comments immediately prior to significant policy actions.

Who: Open to the general public

When: Policy Board meetings at which significant policy actions are scheduled

Where: Various locations, but within walking distance of the Waco Transit fixed route system

Notification:

2 weeks prior:	Post to MPO Website
10 days prior:	E-Mail transportation stakeholders and interested parties
1 week prior:	Post background information to MPO Website

Wednesday prior:	Advertise in Tiempo Spanish language newspaper
Sunday prior:	Advertise in Waco Tribune-Herald
3 days prior:	Post agenda on bulletin boards of the Waco City Hall & McLennan County Courthouse
2 days prior:	Issue Press Release
Day of:	Issue 2 nd Press Release

Ratings:

- Educate and Inform the Public
- Solicit Input from the General Public
- Facilitate Information Flow between the Public and Policy-Makers
- Consider Public Concerns in Decision Making
- Provide Visual Representations of Proposed Actions
- Meet Legal Requirements

Waco MPO Public Participation Matrix

Activities	Educate and Inform Public	Solicit Input from the General Public	Facilitate Information Flow between the Public and Policy-Makers	Consider Public Concerns in Decision Making	Provide Visual Representations of Proposed Actions	Meet Legal Requirements
Bi-Annual Survey on Transportation Issues	○	●	●	●	○	○
Community Workshops	●	●	⊙	●	●	○
Public Comment Periods	○	⊙	⊙	●	○	●
Informational Meetings	●	⊙	⊙	●	●	●
Informational Programs on Waco City Cable Channel	●	⊙	○	○	●	⊙
Elected and Appointed Official Briefings	⊙	○	●	○	⊙	○
Public Hearings	○	⊙	●	⊙	○	●

●	Significantly Accomplishes Goal
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⊙	Moderately Accomplishes Goal
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○	Accomplishes Goal "A Little"
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Section 3 – Meeting Format

Not every meeting conducted by the Waco MPO will contain significant policy actions. Nevertheless the public will be afforded opportunities to participate regardless of the topic of discussion. This section details these opportunities and outlines the format of the various board and committee meetings conducted by the MPO.

MPO Policy Board Meetings

- What:** 18 member Board consisting of elected officials and other representatives of member cities, McLennan County and TxDOT.
- Actions:** Approves adoption of all plans and programs for the MPO, adopts all transportation policy for the region.
- Who:** Open to the general public
- When:** Scheduled as needed, but not less than quarterly
- Where:** Various locations, but within walking distance of the Waco Transit fixed route system
- Participation**
- General Hearing:** The meeting will begin with an opportunity for all persons to address the Policy Board regardless of whether the topic is on the agenda or not. The Policy Board, however, cannot respond if the topic is not on the agenda.
- Policy Actions:** Additional hearings will be on the meeting agenda for significant policy actions (see page 2).
- Hearing Policy:** All persons are given 3 minutes to speak, longer if the Policy Board chair permits. If representing a group of persons or an association, then the person may speak up to 10 minutes, longer if the Policy Board chair permits.

Notification: (see Section 2 for significant policy actions)

1 month prior:	Post date and time to MPO website
2 weeks prior:	Post agenda to MPO Website
10 days prior:	E-Mail transportation stakeholders and interested parties
1 week prior:	Post background information to MPO Website
Wednesday prior:	Advertise in Tiempo Spanish language newspaper
Sunday prior:	Advertise in Waco Tribune-Herald
3 days prior:	Post agenda on bulletin boards of the Waco City Hall & McLennan County Courthouse
2 days prior:	Issue Press Release
Day of:	Issue 2 nd Press Release

MPO Technical Committee Meetings

What:	Committee of professional engineers and planners from member governments as well as community business leaders.
Actions:	Provides recommendations to the Policy Board on all matters requiring technical advice.
Who:	Open to the general public
When:	Generally one week prior to the MPO Policy Board meeting
Where:	Various locations, but within walking distance of the Waco Transit fixed route system
Participation:	The meeting will begin with an opportunity for all persons to address the Technical Committee for items specified on the agenda.
Hearing Policy:	All persons are given 3 minutes to speak, longer if a majority of Committee members approve. If representing a group of persons or an association, then the person may speak up to 10 minutes, longer if a majority of Committee members approve.

Notification:

- 1 month prior: Post date and time to MPO website
- 2 weeks prior: Post agenda to MPO Website
- 10 days prior: E-Mail transportation stakeholders and interested parties
- 1 week prior: Post background information to MPO Website
- Wednesday prior: Advertise in Tiempo Spanish language newspaper
- Sunday prior: Advertise in Waco Tribune-Herald
- 3 days prior: Post agenda on bulletin boards of the Waco City Hall & McLennan County Courthouse
- 2 days prior: Issue Press Release

Emergency Meetings

- What: Meetings of the Policy Board to take action on matters of life or death.
- Who: Open to the general public
- When: Scheduled as needed
- Where: Various locations
- Participation: Public participation will be limited to solicitations from board members.

Notification:

- 2 hours prior: Post agenda on bulletin boards of the Waco City Hall & McLennan County Courthouse
- 2 hours prior: Issue Press Release

Subcommittee Meetings

- What: The MPO Policy Board and Technical Committee may appoint subcommittees to study specific topics and provide recommendations to the Policy Board or Technical Committee.
- Who: Open to the general public

When: Scheduled as needed

Where: Various locations

Participation: Same as Policy Board or Technical Committee meetings

Notification: Same as Policy Board or Technical Committee meetings

Executive Sessions

What: The MPO Policy Board may call executive sessions in order to discuss the following items: 1.) pending or contemplated litigation; 2.) a settlement offer; 3.) an attorney/client privilege/relationship; 4.) the purchase, exchange, lease, or value of real property; 5.) a gift and/or donation; or 6.) the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the MPO director or subordinate staff.

Who: Executive sessions are closed to the public

When: Scheduled as needed

Where: Various locations

Participation: Only persons invited by the Policy Board may attend or participate in executive sessions

Notification

3 days prior: Post notice of executive session on MPO web site and bulletin boards of the Waco City Hall & McLennan County Courthouse

Note on Meeting Cancellations

From time to time, MPO Policy Board and Technical Committee meetings will need to be cancelled. Should the need to cancel a meeting arise, except for the lack of a quorum, the MPO will post a notice of cancellation at the meeting location, the McLennan County Courthouse

and the Waco City Hall no less than twenty-four (24) hours prior to the scheduled meeting time. In addition, a notice of cancellation shall be announced via press release at this time. For disasters, states of emergency or other situations in which travel is considered unusually hazardous, notice of cancellation will be announced via press release no less than one (1) hour prior to the scheduled meeting time.

In the case that a quorum of members should not be achieved for an MPO Policy Board meeting, the Policy Board chair may officially cancel the meeting thirty (30) minutes after the scheduled meeting time. Without action, the meeting is cancelled one (1) hour after the scheduled meeting time should a quorum not be achieved at that time. Subcommittee or Technical Committee meetings are not subject to quorum requirements.

Section 4 - Future Revisions

4.1 - 5 Year Review

These public involvement procedures shall be reviewed by the MPO staff at least once every 5 years to ensure compliance with existing federal and state law and to provide an analysis of effectiveness. The results of any review and any recommended changes shall be made available for public review for a minimum of forty-five (45) calendar days. A digital copy of the review and proposed changes shall be made available for viewing by the public on the MPO web site (www.waco-texas.com/mpo.htm). Hard copies of the review and proposed changes shall be made available at no less than five (5) separate locations. The public review period shall be posted at the McLennan County Courthouse and the Waco City hall, posted on the MPO web site (www.waco-texas.com/mpo.htm), advertised in the Waco Tribune-Herald and announced via press release. Announcements shall also be mailed to the MPO list of interested or affected parties. All announcements shall mention the locations and times that the review and proposed changes may be viewed and shall also mention how and where to send comments.

Once the public review period has ended, the staff review, any recommended changes and any comments from the public shall be presented to the MPO Policy Board for review and appropriate action. This meeting of the MPO Policy Board shall adhere to the requirements identified for Policy Board meetings in section 2.1.

4.2 - Interim Amendments

Interim amendments are defined as any change to the public involvement requirements outside of corrections due to grammar, spelling or other typographic errors.

Interim amendments may be recommended by the MPO staff or the MPO Policy Board provided a minimum forty-five (45) day public review period be completed prior to Policy Board action. The requirements for public review shall be identical to that for the 5 year review of these procedures.

Section 5 - Revision Process

A draft revision was completed and submitted to the MPO Policy Board for comments on April 26, 2007. The final draft was then completed and released for public review on April 27, 2007. At this time a 45 day public comment period commenced. Digital copies of the final draft were made available online at the MPO web site. Paper copies of the final draft were made available for viewing at the MPO offices. This comment period was posted at the McLennan County Courthouse and the Waco City hall, posted on the MPO web site (www.waco-texas.com/mpo.htm), advertised in the Waco Tribune-Herald, Tiempo Spanish language newspaper and announced via press release. All notices mentioned when and where copies of the draft documents were available for viewing and also mentioned how and where to send comments.

Two public informational meetings were conducted on June 7, 2007 and June 12, 2007 both at 6:30 PM and a third on June 14, 2007 at 12:00 PM. The June 7th meeting was conducted at the Hewitt Community Center, the June 12th meeting at the Bellmead Community Center and the June 14th meeting at the Dr. Mae Jackson City of Waco Development Center. These hearings were posted on the MPO web site (www.waco-texas.com/mpo.htm), posted at the McLennan County Courthouse and the Waco City hall, posted on the MPO web site (www.waco-texas.com/mpo.htm), advertised in the Waco Tribune-Herald and announced via press release. The MPO Policy Board met on July 31, 2007 to consider adoption of the revised public involvement procedures. A public hearing was conducted during the meeting prior to Policy Board action. The hearing was posted on the MPO web site (www.waco-texas.com/mpo.htm), advertised in the Waco Tribune-Herald and announced via press release. All comments received during the public comment period were forwarded to the Policy Board prior to this meeting.

Appendix B – Key Transportation Stakeholders

Company / Agency	Transportation Interest
Alta Vista Neighborhood Association	Community Representative
Austin Ave Neighborhood Association	Community Representative
Axtell ISD	School District
Baylor Neighborhood Association	Community Representative
Baylor University	University / College
Baylor University Chamber of Commerce	Business Representative
Bellmead Chamber of Commerce	Business Representative
Bosqueville ISD	School District
Brazos Neighborhood Association	Community Representative
Brazos Valley Travel LLC	Bus Charter / Taxi
Brook Oaks Neighborhood Association	Community Representative
Brookview Neighborhood Association	Community Representative
Bruceville-Eddy ISD	School District
Business Resource Center	Business Representative
Carver Neighborhood Association	Community Representative
Cedar Ridge Neighborhood Association	Community Representative
Cen-Tex African American Chamber of Commerce	Business Representative
Cen-Tex Hispanic Chamber of Commerce	Business Representative
Central Freight Lines, Inc.	Freight / Logistics
Central Texas Senior Ministry	Public Transportation Provider
Central Texas Trails	Bus Charter / Taxi
China Spring ISD	School District
Connally ISD	School District
Crawford ISD	School District
Dean-Highland Neighborhood Association	Community Representative
Durham School Services	Bus Charter / Taxi
East Riverside Neighborhood Association	Community Representative
Gholson ISD	School District
Greater Crawford Chamber of Commerce & Agriculture	Business Representative
Greater Hewitt Chamber of Commerce	Business Representative
Greater Waco Chamber of Commerce	Business Representative
Hallsburg ISD	School District
Harris Creek Homeowners Association	Community Representative

Company / Agency	Transportation Interest
Heart of Texas Builders Association	Business Representative
Heart of Texas Independent Living Center	Social Services
Heart of Texas Neighborhood Association	Community Representative
Hillcrest Health System	Hospital / Large Employer
Heart of Texas Workforce Board	Social Services
Kendrick Neighborhood Association	Community Representative
L-3 Communications Integrated Systems	Large Employer
LaVega ISD	School District
Lacy-Lakeview Chamber of Commerce	Business Representative
Lacy-Lakeview Economic Development Commission	Business Representative
Landon Branch Neighborhood Association	Community Representative
Lorena ISD	School District
Mart Chamber of Commerce	Business Representative
McGregor Chamber of Commerce	Business Representative
McGregor Economic Development Corporation	Business Representative
McGregor ISD	School District
McLennan Community College	University / College
McLennan County Farm Bureau	Agriculture
Midway ISD	School District
Moody Chamber of Commerce	Business Representative
Mid-Way Transportation, Inc.	Freight / Logistics
Moody ISD	School District
Mountainview Neighborhood Association	Community Representative
North Lake Waco Neighborhood Association	Community Representative
North Waco Community Association	Community Representative
Oakwood Neighborhood Association	Community Representative
Parkdale / Viking Hills Neighborhood Association	Community Representative
Providence Health Center	Hospital / Large Employer
Richland Hills Neighborhood Association	Community Representative
Riesel ISD	School District
Robinson Chamber of Commerce	Business Representative
Robinson ISD	School District

Company / Agency	Transportation Interest
Sanger Heights Neighborhood Association	Community Representative
Tejas Logistics	Freight / Logistics
Texas Dept of Mental Health & Mental Retardation	Social Services
Texas Dept of State Health Services	Social Services
Texas State Technical College	University / College
Timbercrest Neighborhood Association	Community Representative
University Neighborhood Association	Community Representative
Valley Mills Chamber of Commerce	Business Representative
Valley Mills ISD	School District
Waco ISD	School District
Waco - McLennan County Economic Development Corporation	Business Representative
West Chamber of Commerce	Business Representative
West ISD	School District
West Waco Neighborhood Association	Community Representative
Woodway Chamber of Commerce	Business Representative
Yellow Cab of Waco	Bus Charter / Taxi