



Waco Metropolitan Planning Organization

Unified Planning Work Program For The Waco Metropolitan Planning Organization

Fiscal Years 2016 & 2017
October 1, 2015 to September 30, 2017

Proposed Amendment Three

Submitted By

The Waco Metropolitan Planning Organization
Prepared In Cooperation With
The Member Governments Of

Bellmead
Beverly Hills
Bruceville-Eddy
Crawford
Gholson
Golinda
Hallsburg
Hewitt
Lacy-Lakeview
Leroy
Lorena

Mart
McGregor
Moody
Riesel
Robinson
Ross
Waco
West
Woodway
McLennan County

and

The Heart of Texas Council of Governments
Texas Department of Transportation
US Department of Transportation
Federal Highway Administration
Federal Transit Administration

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TASKS

II. TASK 1.0 – ADMINISTRATION / MANAGEMENT

A. OBJECTIVE

The objective for this task is to ensure continuing, cooperative, and comprehensive transportation planning for the Waco Urban Transportation Study. This objective is accomplished by providing for the management and administration of work tasks and funding sources, and by providing for and soliciting public participation. In addition, this task requires that all federal, state, and local guidelines and regulations are followed and met.

B. EXPECTED PRODUCTS

1. Sustainment of the transportation planning process and enhancement of transportation planning services within the Metropolitan Area.
2. Preparation and adoption of the FY 2016 - 2017 Unified Planning Work Program.
3. Refining and improving the MPO Public Participation Plan.
4. Refining and improved the MPO Limited English Proficiency Plan.

C. PREVIOUS WORK

1. Adoption and subsequent amendments of the FY 2014-2015 UPWP.
2. FY 2013 and FY 2014 Annual Performance & Expenditure Reports preparation and submission.
3. Public Notification and Participation.
4. Annual Listing of Projects – Federal Obligations for FY 2013 and FY 2014.
5. Conducted Policy Board, Technical Committee, and Policy Board Subcommittee meetings.
6. Attended local and statewide MPO meetings, various training courses, and annual conferences.
7. Maintained data on minority and disadvantaged populations for Environmental Justice purposes.
8. Translated several key documents into Spanish and advertised all public hearings in Spanish.
9. Adopted Limited English Proficiency Plan for the MPO.

D. SUBTASKS

1.1 Unified Planning Work Program – FHWA, FTA, TxDOT and MPO

The MPO staff will maintain and revise the current UPWP (FY 2016 – 2017) to meet the changing dynamics of the MPO and its study area. In FY 2017, the staff will prepare a new UPWP for Fiscal Years 2018 & 2019, and ensure it is developed with sufficient input from all appropriate and interested parties. Prior to any revision or new UPWP's adoption, it will be submitted to TxDOT for review. Once adopted or revised by the MPO Policy Board, USDOT is responsible for approval. All UPWP documents produced will be duplicated and distributed to appropriate agencies. Extra copies will be made available to all interested parties. A public hearing will also be conducted prior to adoption or any revisions.

1.2 Public Involvement – TxDOT and MPO

The MPO will continue to evaluate its Public Participation Plan for effectiveness in soliciting public comment and will make appropriate changes when necessary. The MPO will conduct public meetings and hearings in accordance with its established policies and governing regulations. The purpose for this will be to inform the general public and

receive their input on multi-modal transportation planning efforts in the Waco Metropolitan Area. When appropriate the MPO staff will prepare and present briefings and presentations on transportation issues. The MPO will post and advertise public notices of meetings as required. The MPO will maintain a website to further disseminate information to the public. In addition, the MPO will also maintain the Mindmixer forum in conjunction with the City of Waco as an additional method of soliciting comment regarding various plans, programs and amendments adopted by the MPO Policy Board. As requested the MPO will provide information to the public. The MPO will revise the public involvement procedures as necessary.

1.3 Administrative and Management Duties – TxDOT and MPO

The MPO Director will administer all aspects of the day-to-day operation of the MPO. Administrative functions will include: preparation and submittal of reports, document management, recording of meetings, update and review of procedures, preparation of contract proposals and solicitation of services, supervision of contract performance, and the purchase of supplies, equipment, furniture, computer hardware and software. The MPO Director will obtain all necessary prior approvals prior to all purchases totaling over \$5,000. The MPO Director will also prepare budgets, maintain financial records, and ensure funds are expended properly.

MPO staff members will maintain and enhance their knowledge of all governing regulations and procedures. The MPO staff will coordinate activities with participating agencies and other public and private interests and assist them, as needed.

1.4 Policy Board and Technical Committee Support, TxDOT, and MPO

The MPO staff will coordinate and/or provide all aspects of support for both the Policy Board and the Technical Committee. In addition, the MPO will provide the same support for any other committee or sub-committee appointed by the Policy Board on a provisional basis. One area of focus for FY 16 & 17 is to begin live streaming and archiving of MPO Policy Board meetings on the MPO website.

1.5 Training and Travel – FHWA, FTA, TxDOT, and MPO

To ensure professional development and appropriate representation, the MPO staff will attend relevant training, meetings, and conferences. Emphasis for staff training will be on the establishment of transportation performance targets, measurement of transportation performance and improving efforts to solicit public involvement. Sustaining knowledge on pertinent rules, required procedures, and regulations will also continue to be an area of emphasis. Out-of-state travel will seek prior TxDOT approval.

1.6 Title VI Civil Rights Evaluation – FHWA, FTA, TxDOT, and MPO

The MPO staff will maintain public involvement procedures with the goal of ensuring that citizens from minority ethnic or racial backgrounds, citizens with low incomes in the Waco Metropolitan Area and those who have limited proficiency in speaking the English language have an opportunity to participate in the planning process and to meet the requirements of U.S. Title VI compliance. The MPO staff will periodically review the Public Participation Plan to monitor its effectiveness in obtaining input from citizens with minority, ethnic, racial or low income backgrounds. The MPO will revise the Public Participation Plan as necessary based on these reviews. The MPO will review and utilize various analysis tools as related to Title VI and will base those strategies on selected performance measures and indicators as selected by the MPO. Potential analysis tool(s) will be

integrated into project selection for the development of the Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP), and any subsequent revisions.

The MPO will also update as necessary the Limited English Proficiency (LEP) Plan which identifies the potential need for translation services or the translation of MPO documents for those within the Metropolitan Area who have limited ability to speak English. The MPO will translate appropriate documents in Spanish or other languages as determined by the LEP Plan and provide interpretative services for Spanish, sign language or other languages as necessary.

E. FUNDING SUMMARY – TASK 1

Subtask	Responsible Agency	Transportation Planning Funds (TPF) ¹		FTA Section 5307		Local		Total
		FY 16	FY 17	FY 16	FY 17	FY 16	FY 17	
1.1	FHWA, FTA, TxDOT, MPO	\$5,500	\$8,000	\$0	\$0	\$0	\$0	\$13,500
1.2	TxDOT, MPO	\$24,000	\$24,500	\$0	\$0	\$0	\$0	\$48,500
1.3	TxDOT, MPO	\$17,000	\$27,500	\$0	\$0	\$0	\$0	\$44,500
1.4	TxDOT, MPO	\$20,000	\$20,500	\$0	\$0	\$0	\$0	\$40,500
1.5	FHWA, FTA, TxDOT, MPO	\$8,500	\$14,500	\$0	\$0	\$0	\$0	\$23,000
1.6	FHWA, FTA, TxDOT, MPO	\$20,000	\$20,500	\$0	\$0	\$0	\$0	\$40,500
Total		\$95,000	\$115,500	\$0	\$0	\$0	\$0	\$210,500

TxDOT will apply transportation development credits sufficient to provide the match for FHWA PL-112 and FTA Section 5303 programs. As the credits reflect neither cash nor man-hours, they are not reflected in the funding tables.

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

VI. TASK 5.0 – SPECIAL STUDIES

A. OBJECTIVE

To provide objective, thorough, and innovative solutions for meeting current and future transportation needs in the Metropolitan Study Area and to provide current analysis and data which assists in updating the Transportation Plan.

B. EXPECTED PRODUCTS

1. Complete the Business US 77 Corridor Study.
2. Initiate work on a Feasibility Study for Waco Transit Small Starts project.

C. PREVIOUS WORK

1. Completed work on the Valley Mills Dr & Hewitt Dr corridor studies.
2. Completed work on the Downtown Waco Transit Study.

D. SUBTASKS

5.1 Corridor Study: Business US 77 Corridor – MPO, Consultant, TxDOT

The MPO staff, with the assistance of consultants, will complete the corridor study for the Business 77 corridor from Elm Mott to the Brazos River which began in FY 15. The corridor is 70 years old with structural problems on some of the bridges, failing pavements and a hodgepodge of designs ranging from a full freeway to an arterial hybrid with discontinuous frontage roads. In addition, the corridor is significantly underutilized and transitions through a blighted portion of the metropolitan area. The intent is to determine whether the corridor should remain as a freeway or whether the long-term design should be something different. The study will engage residents living in close proximity to these corridors as well as business and property owners adjacent to these corridors. The study will use visualization techniques including artist concepts to present possible conceptual design options. The study will propose recommended concepts for consideration by the MPO Policy Board as projects within the Metropolitan Transportation Plan.

5.2 Waco Transit Small Starts Feasibility Study – MPO, Waco Transit, City of Waco, Consultant, TxDOT

Waco Transit, with the assistance of consultants and MPO staff, will conduct a study to redesign the urban fixed route system with the goals of increasing service frequency and reducing travel times while not significantly increasing operating costs. The study will be centered on recommendations identified within the Downtown Waco Transit Study and will identify recommended route alignments, stop locations, infrastructure & vehicle needs, operational requirements and estimated costs. Tasks to be addressed through the use of Transportation Planning Funds include: 1.) Analysis of potential ridership, 2.) Identification of major trip generators, 3.) Identification of potential service options, 4.) Identification of possible route alignments, 5.) Identifying potential stop locations and 6.) Identifying potential schedules and transfer points. Tasks to be addressed through FTA Section 5307 and local funds include: 1.) Analysis of potential farebox revenue, 2.) Identification of equipment needs, 3.) Identify potential roadway network design, 4.) Identifying bicycle and pedestrian access and ADA requirements, 5.) Identify potential property acquisitions, 6.) Identify operating requirements and costs, and 7.) Determine feasibility of proposed recommendations.

5.3 Waco Transit Needs Study for McLennan County, TX – MPO, Waco Transit, McLennan County Rural Transit District, City of Waco, Consultant, TxDOT

The Waco MPO staff, with assistance from Waco Transit staff, will oversee efforts of a private sector consultant to conduct a transit needs study for McLennan County. The purpose of the study is to identify gaps and overlaps in public transportation services within McLennan County Texas through the year 2045 and provide project recommendations to address these deficiencies. The study will identify: 1.) Current and future demand for public transportation services; 2.) Services currently being provided using public resources, 3.) Existing and future gaps or overlaps in coverage, 4.) Opportunities to streamline services and eliminate duplicative efforts, 5.) Identify projects to address needs, eliminate service gaps and coordinate existing services. Although the intended geographic coverage of this study is McLennan County, TX, the study will identify those services entering into or leaving McLennan County and opportunities to coordinate with services operating within the County. A public transportation stakeholder committee will review work performed and make recommendations to the MPO Policy Board for formal adoption consideration. The overall purpose of the study is to identify solutions that meet the long-term mobility needs of McLennan County residents for whom access to an automobile is beyond their means, to increase the efficiency of the transit system, and to restore a stagnant stakeholder participation process.

Fiscal Year	FTA Sec 5304 (Requested Funds)	Transportation Development Credits	TPF Funds	Total Expenditures	Total plus TDCs
2017	\$80,000	\$20,000	\$40,000	\$120,000	\$140,000
2018	\$20,000	\$5,000	\$10,000	\$30,000	\$35,000
Total Project	\$100,000	\$25,000	\$50,000	\$150,000	\$175,000

E. FUNDING SUMMARY – TASK 5

Subtask	Responsible Agency	Transportation Planning Funds (TPF) ¹		FTA Section 5304 ²		FTA Section 5307		Local		Total
		FY 16	FY 17	FY 16	FY 17	FY 16	FY 17	FY 16	FY 17	
5.1	MPO, Consultant, TxDOT	\$185,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$185,000
5.2	Waco Transit, MPO, City of Waco, Consultant, TxDOT	\$150,000 ³	\$150,000	\$0	\$0	\$100,000	\$140,000	\$25,000	\$35,000	\$500,000
5.3	MPO, Consultant, Waco Transit, TxDOT	\$0	\$40,000	\$0	\$80,000	\$0	\$0	\$0	\$0	\$120,000
Total		\$335,000 ³	\$190,000	\$0	\$80,000	\$100,000	\$140,000	\$25,000	\$35,000	\$805,000

TxDOT will apply transportation development credits sufficient to provide the match for FHWA PL-112 and FTA Section 5303 programs. As the credits reflect neither cash nor man-hours, they are not reflected in the funding tables.

Unused FY 2016 TPF/5303 funds in the amount of \$37,000 and \$3,000 in FY 2017 TPF/5303 funds from Task 3.9 (Coordination of Public Transportation) were redistributed to FY 2017 Task 5.3.

Waco MPO is the recipient of FTA Section 5304 grant funding in the amount of \$100,000; \$80,000 of which is programmed for use in FY 2017 and \$20,000 programmed for FY 2018.

- (1) TPF – This includes FHWA PL-112, FTA Section 5303 funds.
- (2) Transportation Development Credits equivalent to \$25,000 awarded to provide the required 20% non-federal match; 80% of which is programmed for use in FY 2017 and 20% programmed for FY 2018.
- (3) No funds were expended for task 5.2 during FY 2016. The proposed amendment, if approved, would carry over the unexpended funds for this task into FY 2017.

BUDGET SUMMARY

FY 2017 URBAN TRANSPORTATION STUDY

UPWP Task	FTA Task	Description	TPF ¹ Funds	FTA Sec 5304	FTA Sec 5307	Local Funds	Total Funds
1.0	44.21.00	Administration-Management	\$115,500	\$0	\$0	\$0	\$115,500
2.0	44.22.00	Data Development and Maintenance	\$63,000	\$0	\$0	\$0	\$63,000
3.0	44.24.00 44.25.00	Short Range Planning	\$76,500	\$0	\$119,000	\$29,750	\$225,250
4.0	44.23.01	Metropolitan Transportation Plan	\$72,500	\$0	\$0	\$0	\$72,500
5.0	44.22.00	Special Studies	\$190,000	\$80,000	\$140,000	\$35,000	\$345,000
FY 17 Total			\$517,500	\$80,000	\$259,000	\$64,750	\$821,250

TABLE 1 – FY 2016 & 2017 TOTAL: URBAN TRANSPORTATION STUDY

UPWP Task	FTA Task	Description	TPF ¹ Funds	FTA Sec 5304	FTA Sec 5307	Local Funds	Total Funds
1.0	44.21.00	Administration-Management	\$210,500	\$0	\$0	\$0	\$210,500
2.0	44.22.00	Data Development and Maintenance	\$128,000	\$0	\$0	\$0	\$128,000
3.0	44.24.00 44.25.00	Short Range Planning	\$132,000	\$0	\$233,000	\$58,250	\$423,250
4.0	44.23.01	Metropolitan Transportation Plan	\$139,000	\$0	\$0	\$0	\$139,000
5.0	44.22.00	Special Studies	\$525,000	\$80,000	\$240,000	\$60,000	\$805,000
FY 16/17 Total			\$1,134,500	\$80,000	\$473,000	\$118,250	\$1,705,750

¹TRANSPORTATION PLANNING FUNDS

FHWA (PL-112) ²	\$504,800	
FTA Section 5303 (Sect. 8) ²	\$160,524	
Estimated Unexpended Carryover		\$469,176
TOTAL TPF		\$1,134,500

²Estimate based on prior years authorizations

By minute order, the Texas Transportation Commission authorizes the use of transportation development credits as TxDOT's non-Federal share for FHWA (PL-112) and FTA 5303 & 5304 funds.