



Waco Metropolitan Planning Organization

Annual Performance and Expenditure Report

Fiscal Year 2021
October 1, 2020 to September 30, 2021

Prepared and Submitted: December 2021

FTA/FHWA Review and Acceptance: *pending*

MPO Policy Board Acceptance: *pending FTA/FHWA acceptance*

The preparation of this report has been financed in part through grant[s] from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the State Planning and Research Program, Section 505 [or Metropolitan Planning Program, Section 104(d)] of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation

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TASK 1.0

ADMINISTRATION / MANAGEMENT

TASK SUMMARY

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 management and administration of work tasks and funding sources and by providing for public participation. In addition, this task requires that all federal, state, and local guidelines and regulations are followed and met.

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

The MPO staff will maintain and revise the current UPWP (FY 2022 – 2023) to meet the changing dynamics of the MPO and its study area. In FY 2023, the staff will prepare a new UPWP for Fiscal Years 2024 & 2025, 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, FHWA 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.

Subtask 1.1 Work Performed and Status

The MPO staff prepared and acted upon one revision to the FY 2020 & 2021 UPWP and presented the document to the MPO Policy Board following the timeline within Table 1A. Amendment 2 revised the scope of the Waco Transit System Fixed Route Realignment Study to consider three possible system scenarios and provide route alignment recommendations for each. According to Table 10 in Section 6 of the Waco MPO Public Participation Plan (PPP) the amendment did not meet the thresholds of a major or minor action, and thus, did not necessitate a public process prior to Policy Board action. However, a formal public hearing was required. Information regarding the public hearing can be found within Task 1.2.

The MPO staff prepared the FY 2022 & 2023 UPWP and presented the document to the MPO Technical Committee and Policy Board following the timeline within Table 1B. Information regarding public informational meetings and public hearings can be found within Task 1.2.

In addition, the MPO staff prepared and submitted the FY 2020 Annual Performance and Expenditure Report to the Texas Department of Transportation in February 2021.

Table 1A – FY 2020 & 2021 UPWP Amendment 2 Work Timeline

Committee / Group	Work Performed	Date(s)
MPO Policy Board	Final Public Hearing and Adoption	April 15, 2021*

*Meeting conducted virtually to comply with social distancing requirements from state and local COVID-19 emergency declarations.

Table 1B – FY 2022 & 2023 UPWP Adoption Work Timeline

Committee / Group	Work Performed	Date(s)
MPO Staff	Public Comment Period	May 3, 2021 to June 2, 2021
MPO Staff	Public Informational Meeting - 12 noon	May 10, 2021*
MPO Staff	Public Informational Meeting - 5:30pm	May 10, 2021*
MPO Technical Committee	Adoption Recommendation	June 3, 2021*
MPO Policy Board	Final Public Hearing and Adoption	June 17, 2021*
FHWA/FTA	FY 2022 & FY 2023 UPWP Federal Approval	August 6, 2021

*Meetings conducted virtually to comply with social distancing requirements from state and local COVID-19 emergency declarations.

Subtask 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 more extensively utilize electronic media, including social media, in conjunction with the City of Waco as additional methods of soliciting public comment and feedback regarding various plans, programs and amendments under consideration by the MPO Policy Board. As requested, the MPO will provide information to the public. The MPO will review and revise the public involvement procedures as necessary.

Subtask 1.2 Work Performed and Status

The MPO conducted all meetings and public hearings in accordance with requirements identified within the approved MPO Public Participation Plan. Significant policy actions, as identified in the PPP, require a combination of public comment periods, public informational meetings, and hearings, each of which are identified in Tables 2, 3 and 4

respectively. Presentations made to public interest groups are listed in Table 5. Additionally, as a matter of policy, public hearings are also conducted during each Policy Board meeting to allow visitors to speak on any matter of MPO business regardless of whether the item is on the agenda.

Beginning in April 2020, and in response to COVID-19 social distancing requirements, the Waco MPO utilized virtual meetings for Policy Board and Technical Committee business as well as for public hearings and public informational meetings for the remainder of FY 2020. Federal law was, however, not modified or suspended, thus, to continue using virtual formats, it was determined the MPO PPP must be modified to ensure compliance.

MPO staff determined that a complete rewrite of the PPP was appropriate to provide a more user-friendly format that is clear and easy for the public to understand. Plan goals have been updated to reflect current MPO responsibilities and priorities, and the public involvement process has been “right sized” to reflect the variety of MPO plans and processes. The revised plan provides greater flexibility for public engagement and includes a monitoring and evaluation section to ensure the PPP is helping to meet the plan’s goals.

A draft of the PPP revision was presented to the MPO Policy Board on September 17th during which a public comment period was authorized and initiated the following week. The timeline of the revised PPP is in Table 6. Although the public process began in FY 2020, public information meetings regarding the PPP revision were held in FY 2021 as was Policy Board adoption of the revised PPP.

Table 2 – Public Comment Periods Conducted or Commenced During FY 2021

Period	Effective Dates	Proposed Action	Adoption	Adoption Date
1	September 21, 2020 to November 6, 2020	Adopt the Waco MPO Public Participation Plan (PPP) 2020 Revision	Resolution 2020-10	November 17, 2020
2	January 4, 2021 to January 14, 2021	Adopt 2021-2024 Transportation Improvement Program (TIP) Amendment 1 regarding fiscal constraint	Resolution 2021-1	January 21, 2021
3	January 4, 2021 to January 14, 2021	Support TxDOT’s Adjusted 2022 Pavement and Bridge Condition Targets	Resolution 2021-2	January 21, 2021
4	February 1, 2021 to February 10, 2021	Support Waco Transit System Inc.’s 2021 Public Transportation Asset Condition Targets	Resolution 2021-3	March 18, 2021
5	February 1, 2021 to February 10, 2021	Adopt Adjusted 2020 Travel Time Reliability Targets	Resolution 2021-4	March 18, 2021

Period	Effective Dates	Proposed Action	Adoption	Adoption Date
6	February 1, 2021 to February 10, 2021	Support TxDOT's 2021 Safety Targets	Resolution 2021-5	March 18, 2021
7	May 3, 2021 to June 2, 2021	Adopt 2022-2023 Unified Planning Work Program (UPWP)	Resolution 2021-9	June 17, 2021
8	May 24, 2021 to June 2, 2021	Adopt Connections 2045: The Waco Metropolitan Transportation Plan (MTP) Amendment 2	Resolution 2021-10	June 17, 2021
9	May 24, 2021 to June 2, 2021	Adopt 2021-2024 Transportation Improvement Program (TIP) Amendment 2	Resolution 2021-11	June 17, 2021

Table 3 – Public Informational Meetings Conducted During FY 2021

Meeting Date/Time	Location	Proposed Action	Adoption	Adoption Date
October 19, 2020, 12 noon	Virtual Conference Call	Adopt the Waco MPO Public Participation Plan (PPP) 2020 Revision	Resolution 2020-10	November 17, 2020
October 19, 2020, 5:30 p.m.	Virtual Conference Call	Adopt the Waco MPO Public Participation Plan (PPP) 2020 Revision	Resolution 2020-10	November 17, 2020
January 11, 2021, 5:30 p.m.	Virtual Conference Call	Adopt 2021-2024 Transportation Improvement Program (TIP) Amendment 1	Resolution 2021-1	January 21, 2021
January 11, 2021, 5:30 p.m.	Virtual Conference Call	Support TxDOT's Adjusted 2022 Pavement and Bridge Condition Targets	Resolution 2021-2	January 21, 2021
February 8, 2021, 5:30 p.m.	Virtual Conference Call	Support Waco Transit System Inc.'s 2021 Public Transportation Asset Condition Targets	Resolution 2021-3	March 18, 2021
February 8, 2021, 5:30 p.m.	Virtual Conference Call	Adopt Adjusted 2020 Travel Time Reliability Targets	Resolution 2021-4	March 18, 2021
February 8, 2021, 5:30 p.m.	Virtual Conference Call	Support TxDOT's 2021 Safety Targets	Resolution 2021-5	March 18, 2021
May 10, 2021, 12 noon	Virtual Conference Call	Adopt 2022-2023 Unified Planning Work Program (UPWP)	Resolution 2021-9	June 17, 2021

Meeting Date/Time	Location	Proposed Action	Adoption	Adoption Date
May 10, 2021, 5:30 p.m.	Virtual Conference Call	Adopt 2022-2023 Unified Planning Work Program (UPWP)	Resolution 2021-9	June 17, 2021
May 25, 2021, 5:30 p.m.	Virtual Conference Call	Adopt Connections 2045: The Waco Metropolitan Transportation Plan (MTP) Amendment 2	Resolution 2021-10	June 17, 2021
May 25, 2021, 5:30 p.m.	Virtual Conference Call	Adopt 2021-2024 Transportation Improvement Program (TIP) Amendment 2	Resolution 2021-11	June 17, 2021

Table 4 – Virtual Public Hearings Conducted During FY 2021

Date	Proposed Action	Adoption
November 17, 2020*	Adopt the Waco MPO Public Participation Plan (PPP) 2020 Revision	Resolution 2020-10
December 17, 2020*	Acknowledge and Accept the Public Transportation Agency Safety Plan (PTASP) for Waco Transit System, Inc. and Support Adopted Safety Targets Identified in the Plan	Resolution 2020-11
January 21, 2021*	Adopt 2021-2024 Transportation Improvement Program (TIP) Amendment 1	Resolution 2021-1
January 21, 2021*	Support TxDOT's Adjusted 2022 Pavement and Bridge Condition Targets	Resolution 2021-2
March 18, 2021*	Support Waco Transit System Inc.'s 2021 Public Transportation Asset Condition Targets	Resolution 2021-3
March 18, 2021*	Adopt Adjusted 2020 Travel Time Reliability Targets	Resolution 2021-4
March 18, 2021*	Support TxDOT's 2021 Safety Targets	Resolution 2021-5
April 15, 2021*	Adopt Amendment 2 to the 2020-2021 Unified Planning Work Program (UPWP)	Resolution 2021-6
May 20, 2021*	Support Project Applications for Transportation Alternatives Grants	Resolution 2021-7
May 20, 2021*	Support TTI Legislative Funding Request for IH-35 Innovative Corridor Study	Resolution 2021-8
June 17, 2021*	Adopt the 2022-2023 Unified Planning Work Program (UPWP)	Resolution 2021-9
June 17, 2021*	Adopt Amendment 2 to Connections 2045: The Waco Metropolitan Transportation Plan (MTP)	Resolution 2021-10

Date	Proposed Action	Adoption
June 17, 2021*	Adopt 2021-2024 Transportation Improvement Program (TIP) Amendment 2	Resolution 2021-11

*Public hearing conducted virtually to comply with social distancing requirements from state and local COVID-19 emergency declarations.

When requested, the MPO staff provided information on meetings, demographics, transportation statistics, project, and plan status, etc., to the public. In addition, MPO staff prepared and presented one additional presentation upon request to various groups addressing specific topics identified in Table 5.

Table 5 – MPO Staff Presentations to Citizen / Interest Groups

Group	Topic	Date
Texas Society of Professional Engineers, American Society of Civil Engineers	Review of the Federal Transportation Planning Process and Regional Transportation Priorities	April 28, 2021

Table 6 – MPO Public Participation Plan (PPP) Revision Timeline

Committee / Group	Work Performed	Date(s)
MPO Staff	Public Comment Period	September 21, 2020 to November 6, 2020
MPO Staff	Public Informational Meetings (12 Noon and 6:00 PM)	October 19, 2020
MPO Policy Board	Resolution 2020-10 : Adoption of 2020 Update to the Waco MPO Public Participation Plan	November 19, 2020

*Note: The public process associated with adoption of the PPP revision continued into FY 21 as was the eventual action by the MPO Policy Board. This public process was conducted virtually to comply with social distancing requirements from state and local COVID-19 emergency declarations.

Subtask 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.

Subtask 1.3 Work Performed and Status

The annual budget was administered for FY 2021. The MPO purchased miscellaneous supplies and equipment in accordance with approved purchasing procedures. All required reports and public notices were prepared, filed, and maintained as appropriate or required by the MPO Staff. No individual purchases more than \$5,000 were made during FY 2021.

Subtask 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.

Subtask 1.4 Work Performed and Status

MPO Staff provided Technical Committee and Policy Board members with information as requested or needed. All MPO Policy Board and Technical Committee meetings were conducted in accordance with requirements identified within the approved MPO Public Participation Plan. The Waco MPO utilized virtual meetings for Policy Board and Technical Committee business for all of FY 2021 due to the ongoing COVID-19 pandemic, except the September 2021 Policy Board meeting. Table 7 identifies the meetings conducted for the Policy Board and Technical Committee meetings during FY 2021. Table 8 lists the Work Group meetings conducted during FY 2021.

Table 7 – MPO Technical Committee & Policy Board Meetings during FY 2021

Committee / Group	Date
Technical Committee	October 1, 2020*
Policy Board	November 19, 2020*
Technical Committee	December 3, 3020*
Policy Board	December 17, 2020*
Technical Committee	January 14, 2021*
Policy Board	January 21, 2021*
Technical Committee	February 4, 2021*
Policy Board	March 18, 2021*
Technical Committee	April 1, 2021*
Policy Board	April 15, 2021*
Policy Board	May 20, 2021*
Technical Committee	June 3, 2021*

Committee / Group	Date
Policy Board	June 17, 2021*
Technical Committee	September 9, 2021*
Policy Board	September 16, 2021

*Meetings conducted virtually to comply with social distancing requirements from state and local COVID-19 emergency declarations.

Table 8 – MPO Work Group Meetings during FY 2021

Committee / Group	Date
Bicycle/Pedestrian Work Group Meeting	October 14, 2020*
Bicycle/Pedestrian Work Group Meeting	January 20, 2021*
Bicycle/Pedestrian Work Group Meeting	March 10, 2021*
Bicycle/Pedestrian Work Group Meeting	May 12, 2021*

*Meetings conducted virtually to comply with social distancing.

Subtask 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 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. MPO staff will obtain TxDOT approval in advance of any out of state travel.

At a minimum, MPO staff are authorized by the MPO Policy Board for the following out of state travel but does not constitute TxDOT approval:

- Fall 2020 Association of MPOs Annual Conference at a location yet to be determined.
- Spring 2021 Association of MPOs Technical Symposium at a location yet to be determined.

MPO staff may travel to other out of state conferences or workshops as authorized in advance through appropriate fiscal agent processes and by TxDOT.

Subtask 1.5 Work Performed and Status

Table 9 identifies the training MPO staff members attended during FY 2021. Due to the ongoing COVID-19 pandemic, all trainings were virtual and didn't require travel.

Table 9 – Training Events and Travel for MPO staff during FY 2021

Event	Staff	Location	Date(s)
Texas Chapter American Planning Association Conference	1	Virtual	October 5 to 9, 2020
Association of Texas MPOs Meeting	2	Virtual	October 7, 2020
TxDOT Bicycle Advisory Committee Quarterly Meeting	1	Virtual	October 9, 2020
Association of MPOs (AMPO) Technical Committee Meeting	1	Virtual	October 26, 2020
Association of MPOs (AMPO) Annual Conference	2	Virtual	October 27 to 29, 2020
AMPO Active Transportation Leadership Team Monthly Meeting	1	Virtual	Once a month from October 2020 to September 2021
Texas Freight Advisory Committee Meeting	1	Virtual	November 5, 2020
Texas Freight Strategic Planning Workshop: USMCA and the Texas Freight Network	1	Virtual	November 17, 2020
AMPO Active Transportation Working Group Quarterly Webinar	1	Virtual	December 10, 2020
State of Texas Resiliency Working Group Kickoff Meeting	1	Virtual	December 10, 2020
AMPO Year End Webinar	1	Virtual	December 15, 2020
TxDOT Bicycle Advisory Committee Quarterly Meeting	1	Virtual	January 15, 2021
AMPO Connected and Automated Vehicles Leadership Team Meeting	1	Virtual	January 21, 2021
AMPO Active Transportation Working Group Quarterly Webinar	1	Virtual	February 11, 2021
Highway Funding Flexibility Study – MPO Workshop for TRB Study NCHRP 19-17 Federal Funding Flexibility: Use of Federal Aid Highway Fund Transfers	1	Virtual	February 23, 2021
TTI – Freight Planning Tools Meeting	1	Virtual	March 3, 2021
Association of Texas MPOs Meeting	3	Virtual	March 8, 2021
AMPO Emerging Technologies Working Group Quarterly Webinar	1	Virtual	March 11, 2021
State of Texas Resiliency Working Group Meeting	1	Virtual	March 30, 2021
Regional Roundtable – Texas #8. NCHRP Study on MPOs and the 3C planning process titled “MPOs: Strategies for Future Success.”	1	Virtual	March 31, 2021
AMPO Urban Area Working Group	1	Virtual	April 5, 2021
TxDOT Bicycle Advisory Committee Quarterly Meeting	1	Virtual	April 9, 2021

Event	Staff	Location	Date(s)
TX-FHWA EDC6 Crowdsourcing Kickoff Call	1	Virtual	April 19, 2021
Texas Freight Advisory Committee Meeting	1	Virtual	April 20, 2021
Talking Freight: Rail Freight Growth Opportunities and Challenges Webinar	1	Virtual	April 21, 2021
State of Texas Resiliency Working Group Meeting	1	Virtual	April 27, 2021
AMPO Active Transportation Working Group Quarterly Webinar	1	Virtual	May 13, 2021
Association of MPOs and Transportation Professional Certification Board Automation/Connectivity Peer Exchange	1	Virtual	May 18 and 19, 2021
AMPO Emerging Technologies Working Group Quarterly Webinar	1	Virtual	May 25, 2021
State of Texas Resiliency Working Group Central Texas Listening Session	2	Virtual	June 16, 2021
AMPO Peer Exchange on GIS and Equity	1	Virtual	June 23, 2021
State of Texas Resiliency Working Group Meeting	1	Virtual	June 29, 2021
TxDOT Bicycle Advisory Committee Quarterly Meeting	1	Virtual	July 16, 2021
AMPO Active Transportation Working Group Quarterly Webinar	1	Virtual	August 12, 2021
State of Texas Resiliency Working Group Meeting	2	Virtual	August 24, 2021

Subtask 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.

Subtask 1.6 Work Performed and Status

MPO staff completed a rewrite of the Public Participation Plan (PPP) in FY 2021 to 1) allow the use of virtual public involvement tools on an ongoing basis; 2) update and “right size” the outdated plan to reflect current MPO responsibilities and priorities (which was last adopted in 2007); and 3) provide a more user-friendly format that is clear and easy for the public to understand. The revised plan provides greater flexibility for public engagement and includes a monitoring and evaluation section to ensure the PPP is helping to meet the plan’s goals. The revised PPP was adopted by the Policy Board on November 19, 2020 and it is available on the MPO’s website.

For the majority of FY 2021, in response to COVID-19 social distancing requirements, the Waco MPO utilized virtual meetings for Policy Board and Technical Committee business as well as for public hearings and public informational meetings. Following guidance from the Attorney General of the State of Texas, persons wishing to submit comments for public hearings were requested to register in advance or submit comments in writing to be read into the meeting record by MPO staff. In addition, all virtual meetings were recorded and uploaded to the MPO website. Beginning September 1, 2021, Policy Board business, public hearings, and hearing of visitors must be in person.

The MPO staff also reviewed the LEP in FY 2021 and concluded no amendments were required at this time. The MPO advertised each solicitation of public comment, public informational meetings, public hearings, MPO Policy Board meetings in Spanish through social media outlets provided by the Waco Hispanic Chamber of Commerce and the area wide La Cara Spanish language online newspaper. The MPO staff provided comment forms and other important documents in Spanish at all public informational meetings whether conducted in person or virtually. For meetings conducted in communities with a high percentage of persons speaking Spanish or for which there was a likely need for Spanish translations, a Spanish translator was made available. For all other meetings, the provision of a Spanish translator with advance notice was advertised. All meetings additionally advertised that the MPO would accommodate any special requests for persons requiring special assistance with 24-hour advance notification.

The MPO staff continued the consideration of demographic characteristics, including race / ethnicity, poverty, automobile availability, persons over age 65 and persons with a mobility disability. These data were utilized during development of work tasks for the Public Participation Plan (PPP) rewrite, development of the 2022-2023 Unified Planning Work Program (UPWP), and development of performance targets related to Pavement & Bridge Targets, Cat 2 Pipeline Projects, safety and transit asset condition targets, Active Transportation Plan, support of SRTS & TA Grant applications, and public transportation asset condition targets. MPO staff continued utilizing the latest data from the US Census Bureau and American Community Survey (ACS) for these considerations.

During FY 2021, the Waco MPO reviewed the Title VI Program and Implementation Plan for the Waco Urbanized Area and concluded no amendments were required at this time. The Title VI Program organizes the MPO's nondiscrimination practices already in place and incorporates them into one document. The Program identifies how Title VI procedures and actions are to be used and followed by the MPO and how they are communicated to staff, stakeholders, subcontractors, and the public.

TASK 1.0 FUNDING SUMMARY

Funding Source	Amount Budgeted	Amount Expended	Balance	Percent Expended
Transportation Planning Funds (TPF)	\$102,000.00	\$62,178.18	\$39,821.82	60.9%
General Transportation Planning Funds (GTPF)	\$0.00	\$0.00	\$0.00	\$0.00
Local Funds	\$0.00	\$0.00	\$0.00	\$0.00
FTA	\$0.00	\$0.00	\$0.00	\$0.00
Congestion Mitigation / Air Quality (CMAQ)	Not Applicable	Not Applicable	Not Applicable	Not Applicable
STP/MM	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Total	\$102,000.00	\$62,178.18	\$39,821.82	60.9%

*MPO expenditures for Task 1 were 60.9% of the amount programmed because the MPO Director position was vacant for half of fiscal year 2021. In addition, due to social distancing requirements resulting from various local and state COVID-19 emergency declarations, all travel, training and public meetings were either cancelled or changed from in-person to virtual during fiscal year 2021. This significantly reduced or in some cases eliminated expenditures for these tasks.

TASK 2.0

DATA DEVELOPMENT AND MAINTENANCE

TASK SUMMARY

To provide and analyze current and projected demographic, employment and socioeconomic data for the Study Area which will assist in production and modification of the Metropolitan Transportation Plan, Transportation Improvement Program, and will assist public transportation planning.

Subtask 2.1 Demographic Data Activities – MPO

The MPO will collect and analyze necessary demographic data in support of any revisions of the Metropolitan Transportation Plan, the Regional Public Transportation Coordination Plan, and the Regional Thoroughfare Plan. Analysis will include the study of updated population and migration trends from the most current data available from the US Census Bureau. Analysis will also include further review of how identified demographic changes impact how projects comply with Title VI of the Civil Rights Act. Data regarding the various modes of transportation will also be updated.

A primary focus for FY 2021 will be analysis of demographic data released from the 2020 Census.

Subtask 2.1 Work Performed and Status

The MPO Staff has submitted all data and reports to the Texas Department of Transportation as required. MPO Staff provided traffic counts and traffic model forecasts when requested and technical assistance regarding analysis produced by the MPO when requested. MPO staff also began preliminary analysis of the limited amount of 2020 census data that was released in August 2021.

Subtask 2.2 Geographic Information System - MPO

In conjunction with the City of Waco, the MPO staff will continue to operate, maintain, evaluate, and improve the Geographic Information System as maintained by the City of Waco. Specific geodatabases that will receive focus are: Low Income and Minority Neighborhoods, Streets, Railways, Rail Crossings, Aviation Facilities, Census Geography, Transit, Vehicle Crashes, Traffic Signals, Land Uses (existing and forecasted), Municipal Boundaries, Highway Functional Classification, Bridge Ratings, Environmentally Sensitive Areas, Potential Locations for Environmental Mitigation, Traffic Counts (current and forecasted) and travel time analysis for arterial corridors. The MPO will continue to develop geodatabases for environmental aspects which affect transportation planning.

Subtask 2.2 Work Performed and Status

The MPO Staff provided GIS support to the MPO at-large as required. Each GIS database layer maintained by the MPO was updated when necessary and accuracy verified. The MPO staff updated the following layers to incorporate changes during FY 2021: highway functional classification system, existing and proposed sidewalks, existing and proposed bikeways and active transportation facilities, traffic crashes, bridge structural ratings, and traffic signals, active transportation plan recommendations, online cycling map and brochure, and online active transportation plan project map.

Subtask 2.3 Air Quality Data – MPO, TCEQ, HOTCOG, Consultant

The Waco MPO, in coordination with the Heart of Texas Council of Governments and the Texas Commission on Environmental Quality, will assist in the collection of and subsequent analysis of ozone readings from monitors located within the MPO jurisdiction.

Subtask 2.3 Work Performed and Status

Waco MPO staff regularly monitored air quality data for the region in fiscal year 2021 as described in Task 3.10. No data collection or technical assistance requests were made to the MPO this fiscal year related to air quality.

TASK 2.0 FUNDING SUMMARY

Funding Source	Amount Budgeted	Amount Expended	Balance	Percent Expended
Transportation Planning Funds (TPF)*	\$136,000.00	\$63,957.86	\$72,042.14	47%
General Transportation Planning Funds (GTPF)	\$0.00	\$0.00	\$0.00	\$0.00
Local Funds	\$0.00	\$0.00	\$0.00	\$0.00
FTA	\$0.00	\$0.00	\$0.00	\$0.00
Congestion Mitigation / Air Quality (CMAQ)	Not Applicable	Not Applicable	Not Applicable	Not Applicable
STP/MM	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Total	\$136,000.00	\$63,957.86	\$72,042.14	47%

*MPO expenditures for Task 2 were 47% of the amount programmed because the MPO Director position was vacant for half of fiscal year 2021.

TASK 3.0

SHORT RANGE PLANNING

TASK SUMMARY

To provide innovative and integrated planning for the current transportation needs of the Waco Metropolitan Area. Additionally, the MPO staff will provide a systematic approach to planning for the provision of transit services to improve the overall transit system.

Subtask 3.1 Transportation Improvement Program - FTA, FHWA, TxDOT, MPO, and Waco Transit System

The MPO staff, in conjunction with the Waco District of TxDOT and Waco Transit System, will develop the TIP for fiscal years 2021 through 2024. The MPO will revise the existing TIP for fiscal years 2019 through 2022 as required. The TIP adoption and revision processes will follow approved public participation procedures and review by the Technical Committee prior to adoption by the Policy Board.

Subtask 3.1 Work Performed and Status

The MPO staff reviewed the 2021-2024 Transportation Improvement Program (TIP) and prepared five amendments during FY 2021. The work timeline for the amendments is summarized in Table 10.

MPO staff reviewed and verified accuracy of the Annual Listing provided by TxDOT's Transportation Planning and Programming Division in April 2021.

Table 10 – 2021-2024 TIP Amendments Work Timeline

TIP Amendment	Committee / Group	Work Performed	Date(s)
Amendment 1	MPO Staff	Public Comment Period	September 21, 2020 – October 8, 2020
Amendment 1	MPO Staff	Public Informational Meetings (12 PM and 5:30 PM)	October 5, 2020
Amendment 1	MPO Staff	Public Comment Period	January 5, 2021 – January 14, 2021
Amendment 1	MPO Staff	Public Informational Meeting (5:30 PM)	January 11, 2021
Amendment 1	MPO Technical Committee	Recommendations for Approval	January 14, 2021
Amendment 1	MPO Policy Board	Resolution 2021-1 : Adopt 2021-2024 Transportation	January 21, 2021

TIP Amendment	Committee / Group	Work Performed	Date(s)
		Improvement Program (TIP) Amendment 1	
Amendment 2	MPO Staff	Public Comment Period	May 24, 2021 to June 2, 2021
Amendment 2	MPO Staff	Public Informational Meeting (5:30 PM)	May 25, 2021
Amendment 2	MPO Technical Committee	Recommendations for Approval	June 3, 2021
Amendment 2	MPO Policy Board	Resolution 2021-11 : Adopt 2021-2024 Transportation Improvement Program (TIP) Amendment 2	June 17, 2021
Amendment 3 (Administrative)	MPO Staff	Processed administrative amendment to FHWA and TxDOT / received FHWA approval (no public comment period required))	May 7, 2021
Amendment 4 (Administrative)	MPO Staff	Processed administrative amendment (no public comment period required)	June 30, 2021
Amendment 5 (Administrative)	MPO Staff	Processed administrative amendment (no public comment period required)	August 20, 2021

Subtask 3.2 Grant Preparation - FTA, Waco Transit System

Waco Transit System will develop in coordination with the FTA an application for a Section 5307 Grant for fiscal years 2021 and 2022. Waco Transit System will manage the FY 2021 and FY 2022 grants to ensure funds are expended effectively and in accordance with federal requirements. Documents, certifications, and quarterly reports will be prepared and submitted to the FTA and TxDOT. Waco Transit System will prepare updates to Title VI, National Transit Database, Disadvantaged Business Enterprise listings and Public Participation documents, and analyze effectiveness of current policies related to meeting these requirements. Waco MPO will provide planning services as requested by Waco Transit System in support of Waco Transit System planning efforts.

Subtask 3.2 Work Performed and Status

Waco Transit System, Inc. developed, in coordination with the FTA and with some assistance from the MPO, prepared an application for Section 5307 for fiscal years 2021 and 2022. Due to the pandemic Waco Transit System, Inc. was also awarded emergency funding, including Coronavirus Aid, Relief, and Economic Security (CARES) Act (2020) funds as well as American Rescue Plan (ARP) funds. Waco Transit System, Inc. managed the FY 2021 grant through pre-award authority to ensure that funds were expended effectively and in accordance with federal requirements. Documents, certifications and quarterly reports were prepared and submitted to the FTA and TxDOT. This included reports to the National Transit Database, PTN-128, and FTA's TrAMs website. Public Participation documents and procedures will continue to be analyzed for effectiveness of current policies related to meeting these requirements.

Subtask 3.3 Performance and Quality Evaluation- FTA, MPO, Waco Transit System

Waco Transit System, Inc. will continue to put into practice activities that assure transit services are efficiently and effectively provided to the community through:

- In-depth research on demographic, geographic, and changing needs of the communities served.
- Analysis of route viability including passenger trips, vehicle miles, vehicle hours, passengers per mile, passengers per hour, cost per mile/hour, and operating ratio.
- Service analysis indicators including on-time performance, miles between road calls, and miles between preventable accidents.
- Marketing research through cooperation with Baylor University and the Texas State Technical College (TSTC) administrators. Public hearings will also be conducted to gather further insight.
- Ongoing analysis of security for the Waco Transit System, Inc. facilities and rolling stock. Recommendations on addressing weaknesses will be developed.

Subtask 3.3 Work Performed and Status

Waco Transit System, Inc. completed an analysis of route viability for all operational routes, including all Fixed Routes, Baylor University service, and Marlin. Waco Transit System, Inc. produced an analysis of its service each month during FY 2021 and submitted the results to the National Transit Database.

Monthly ridership for Baylor was recorded and regular meetings were held with Baylor administrators to assess shuttle service and determine future transportation needs for Baylor.

During FY 2021, City of Waco/Waco Transit System, Inc. renewed interlocal agreements with McLennan Community College, Texas State Technical College, and Waco Independent School District. These Interlocal Agreements will allow current students to ride Waco Transit System Inc.'s fixed routes at no cost to the student. Students are only required to present a valid student ID to the bus operator to ride any fixed route.

Waco Transit System, Inc. staff developed transit asset management (TAM) targets for FY 2021 consistent with requirements identified within the FAST Act. TAM targets were adopted in late 2020.

Waco Transit System, Inc. staff reviewed the Public Transit Agency Safety Plan (PTASP) and made minor revisions. The PTASP was originally certified by TxDOT on July 15, 2020. Safety targets for FY 2021 were developed and adopted in late 2020.

Subtask 3.4 Education and Training - FTA, Waco Transit System

Waco Transit System, Inc. personnel will attend workshops and seminars related to transit planning in the State and Southwest Region. Staff will continue to maintain their knowledge on all pertinent regulations and changes.

Subtask 3.4 Work Performed and Status

Waco Transit System, Inc. and RATP Dev personnel attended virtual webinars related to transit planning/management. Transit staff was trained in areas of National Transit Database (NTD), transit related finances, and substance abuse.

Subtask 3.5 Americans with Disability Act Planning - FTA, MPO, Waco Transit System

Waco Transit System will continue to evaluate conformance with ADA requirements and local service provisions relating to those requirements. Corrections to identified problem areas will be addressed as required. Staff will evaluate overall accessibility issues including transit facilities and employment opportunities. In addition, staff will attend training to ensure they are current on all ADA requirements.

Subtask 3.5 Work Performed and Status

Waco Transit System, Inc. continued to evaluate conformance with ADA requirements and local service provisions relating to those requirements. Corrections to identified problem areas were addressed as required. Staff continued to evaluate overall accessibility issues including transit facilities and employment opportunities. The Waco Transit System, Inc. Demand Response Service (DRS) Policy was audited by TX DOT Compliance and passed all ADA requirements.

Subtask 3.6 Public Transit Education Programs - Waco Transit System, Various School Districts

Waco Transit System will continue to develop and distribute audio-visual materials for broadcast on the City of Waco Cable Channel and for public service announcements. Waco Transit System will develop educational items that promote public transportation and will distribute these items at special events. Travel Training videos may be viewed by

request. Waco Transit System will continue involvement with student / parent organizations to help develop knowledge of the transit system and how it functions. These organizations will also be given opportunities to give input on how they would like Waco Transit System to better serve area youths. Waco Transit System's staff is involved in several community organizations.

Subtask 3.6 Work Performed and Status

Waco Transit System, Inc. continued to develop and distribute audio-visual materials for broadcast on the City of Waco Cable Channel and for public service announcements through local media outlets.

Waco Transit System, Inc. has developed educational items that promote public transportation and distributed these items at special events. Also, Waco Transit System, Inc. has continued to translate vital documents such as the transit maps to the Spanish Language. Waco Transit System, Inc. continued involvement with various organizations to help deliver knowledge of the transit system and how it functions with various agencies such as HOT Workforce, Family Abuse Center of Waco, Care Net Pregnancy Center, McLennan Community College, Texas State Technical College and Waco Independent School Districts. Due to COVID-19, majority of the information regarding transit was completed virtually.

Subtask 3.7 Welfare to Work Efforts – FTA, MPO, Waco Transit System, TxDOT, Waco Housing Authority

Waco Transit System will review its routes and schedules for appropriate changes, if necessary. The goal is to provide the best possible public transportation to area employers and increase the ability for persons to access employment opportunities using public transportation. Continued evaluation of expanding demand response and fixed route service will also be considered by the MPO and Waco Transit System. Waco Transit System will also continue the LINK program which provides transportation from Falls County to Waco that allows riders to work in Waco and continue their education. MPO Participation with the LINK program is limited to the portion providing service to communities within McLennan County.

Subtask 3.7 Work Performed and Status

Waco Transit System, Inc. reviewed its routes and schedules based on analysis of ridership and passenger surveys collected during FY 2021 and implemented appropriate changes. Waco Transit System, Inc. ascertained the need to engage the suburban communities of Waco to educate potential customers on employment and educational opportunities that are accessible through use of the local transit system. Additionally, Waco Transit System, Inc. staff conducted a review of the Evening Link Service and concluded that no changes are needed at this time.

In August 2020, Waco Transit System, Inc. initiated a preliminary engineering and environmental review of the selected Locally Preferred Alternative (LPA) route currently

under development to become the first Bus Rapid Transit (BRT) operation in the Waco area. Waco Transit System, Inc. is the study sponsor for the BRT Project and was granted entry into the Federal Transit Administration's (FTA) Project Development phase to advance the project under the FTA's Capital Investment Grants (CIG) Small Starts program. The process to engage the Waco community in the engineering and environmental review was continued into FY 2021. The engineering and environmental review was completed in July 2021. The Waco BRT project has been identified as a high priority within Connections 2045: The Waco Metropolitan Transportation Plan.

Subtask 3.8 Road and Highway Functional Classification – FHWA, TxDOT, MPO

As a result of a review of the National Highway System conducted by TxDOT in 2019, the MPO will review and revise the existing Road and Highway Functional Classification System. The MPO staff will also review, in coordination with TxDOT and FHWA, the classification of non-NHS facilities and update as appropriate.

Subtask 3.8 Work Performed and Status

MPO staff received the FHWA's final National Highway System Modifications in July 2021. MPO Staff presented these changes to the Technical Committee and Policy Board and revised the MPO's GIS layers accordingly.

Subtask 3.9 Coordination of Public Transportation Services – MPO, Waco Transit System, McLennan County, FTA, TxDOT

The MPO and Waco Transit System will assist Waco Transit System and the Rural Transportation Board for McLennan County in reviewing and updating the McLennan County Transit Need Study. The MPO will assist transit providers in McLennan County in grant applications to fund projects identified within the plan that impact residents within the MPO jurisdiction.

Subtask 3.9 Work Performed and Status

MPO staff attended one HOTCOG Regional Transportation Coordination Council (RTCC) meeting during FY 2021 as shown in Table 11.

Table 11 - Regional Transportation Coordination Council (RTCC) Meetings

Committee / Group	Date
Regional Transportation Coordination Council	August 12, 2021

Subtask 3.10 Air Quality Planning – MPO, FHWA, FTA, TxDOT, Waco Transit System

The MPO will continue monitoring air quality for the Waco Region and provide status updates during the May through October ozone season.

Subtask 3.10 Work Performed and Status

MPO staff continued monitoring air quality data and provided periodic reports to the MPO Policy Board and Technical Committee regarding trends. As of September, 2021, the Waco Metropolitan Area remained in attainment for all air pollutants by the EPA.

TASK 3.0 FUNDING SUMMARY

Funding Source	Amount Budgeted	Amount Expended	Balance	Percent Expended
Transportation Planning Funds (TPF)	\$141,000.00	\$77,990.18	\$63,009.82	55.3%
General Transportation Planning Funds (GTPF)	\$0.00	\$0.00	\$0.00	0.00%
Local Funds	\$29,500.00	\$29,500.00	\$0.00	100.00%
FTA	\$118,000.00	\$127,800.00	-\$9,800.00	108.31%
Congestion Mitigation / Air Quality (CMAQ)	Not Applicable	Not Applicable	Not Applicable	Not Applicable
STP/MM	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Total	\$288,500.00	\$235,290.18	\$523,790.18	81.56%

TASK 4.0

LONG RANGE TRANSPORTATION PLANNING

TASK SUMMARY

To prepare an updated long-range transportation plan for the Waco Metropolitan Area, in cooperation with participating agencies, which will meet the current and future transportation needs for the Metropolitan Area and the requirements of federal, state, and local agencies.

Subtask 4.1 Metropolitan Transportation Plan - FHWA, MPO, TxDOT, Waco Transit System

The MPO will adopt Connections 2045 – an update to the Metropolitan Transportation Plan. Adoption of the updated plan will follow approved public participation procedures and review by the Technical Committee prior to approval by the Policy Board. The MPO staff will review and update the 2045 MTP as necessary. Revisions to the plan will follow approved public participation procedures and review by the Technical Committee prior to approval by the Policy Board.

Subtask 4.1 Work Performed and Status

During FY 2021, MPO staff developed and adopted one amendment to the 2045 MTP because of project awards from TxDOT for the Transportation Alternatives program. Adoption of Amendment 2 to the 2045 MTP followed approved public participation procedures and review by the Technical Committee prior to approval by the Policy Board. Table 12 provides a timeline of work tasks associated with adoption of Amendment 2 to the 2045 MTP.

Table 12 – 2045 MTP Amendment 2 Work Timeline

Committee / Group	Work Performed	Date(s)
MPO Staff	Public Comment Period	May 24, 2021 to June 2, 2021
MPO Staff	Public Informational Meeting – 5:30 PM	May 25, 2021
MPO Technical Committee	Recommendations for Approval	June 3, 2021
MPO Policy Board	Resolution 2021-10 : Adoption of Amendment 2 to Connections 2045: The Waco Metropolitan Transportation Plan	June 17, 2021

In addition to the MTP efforts, the MPO Policy Board acted on the following targets related to FAST Act performance measures:

- Acknowledge and Accept Waco Transit System Inc.'s Public Transportation Agency Safety Plan (PTASP) and support of adopted safety targets
- Support of statewide adjusted 2022 pavement and bridge targets
- Support Waco Transit System, Inc.'s 2021 transit asset condition targets
- Adopt revised 2022 travel time reliability targets
- Support 2021 statewide safety targets

Tables 13, 14, and 15 identify the timeline of significant work tasks associated with approval of 2021 performance measure targets.

Table 13 – Waco Transit System, Transportation Agency Safety Plan Approval Timeline

Committee / Group	Work Performed	Date(s)
MPO Technical Committee	Recommendations for Approval	December 3, 2020
MPO Policy Board	Resolution 2020-11 : Acknowledgement and Acceptance of the PTASP for Waco Transit System, Inc. and support of adopted safety targets	December 17, 2020

Table 14 – Adjusted 2022 Pavement and Bridge Targets Approval Timeline

Committee / Group	Work Performed	Date(s)
MPO Staff	Public Comment Period	January 4, 2021, to January 14, 2021
MPO Staff	Public Informational Meeting – 5:30 PM	January 11, 2021
MPO Technical Committee	Recommendations for Approval	January 14, 2021
MPO Policy Board	Resolution 2021-2 : Support TxDOT adjusted pavement and bridge targets for 2022	January 21, 2021

Table 15 – 2021 Safety, 2021 Transit Asset Condition, and Adjusted 2022 Travel Time Reliability Targets Approval Timeline

Committee / Group	Work Performed	Date(s)
MPO Staff	Public Comment Period	February 1, 2021, to February 10, 2021
MPO Staff	Virtual Public Informational Meeting – 5:30 PM	February 8, 2021
MPO Technical Committee	Recommendations for Approval	February 4, 2021

Committee / Group	Work Performed	Date(s)
MPO Policy Board	Resolution 2021-3 : Support Waco Transit System Inc.'s 2020 Public Transportation Asset Condition Targets	March 18, 2021
MPO Policy Board	Resolution 2021-4 : Adoption of revised 2022 travel time reliability targets	March 18, 2021
MPO Policy Board	Resolution 2021-5 : Support TxDOT 2021 Safety Targets	March 18, 2021

Subtask 4.2 Thoroughfare Plan - MPO, TxDOT

The MPO staff will review and update the Waco Metropolitan Area Thoroughfare Plan to reflect changing development trends, shifts in traffic patterns, real population numbers and estimates, land use forecasts, and other relevant factors that would impact future thoroughfare planning. All plan revisions will follow approved public participation procedures and review by the Technical Committee prior to adoption by the Policy Board.

Subtask 4.2 Work Performed and Status

The MPO staff performed a review of the thoroughfare plan network and context areas during FY 2021 at which time it was concluded that an amendment was not needed at this time. The City of Waco Planning Department, as part of a study to consider transportation impact fees, continued their review of their portion (within city of Waco limits) of the Thoroughfare Plan in FY 2021 and are scheduled to provide recommended changes to the MPO in FY 2022.

Subtask 4.3 Active Transportation Plan – MPO, TxDOT, Waco Transit System

MPO Staff will review and update the adopted active transportation plan as necessary. All plan revisions will follow approved public participation procedures and review by the Technical Committee prior to adoption by the Policy Board.

Subtask 4.3 Work Performed and Status

In FY 2021, Waco MPO staff worked with the Bicycle/Pedestrian Work Group and assisted member jurisdictions with the implementation of recommendations from the ATP. MPO staff participated as a stakeholder in the TxDOT BE SAFE BE SEEN pedestrian and bicycle safety campaign for the IH-35 construction project and served on the advisory committee for the City of Waco's City-wide Trails Masterplan effort. Chelsea Schultz, Senior Planner, also continues to serve on the TxDOT Bicycle and Pedestrian Advisory Committee and participate in quarterly meetings. Table 16 lists the major work tasks associated with these ATP efforts. For a list of Bicycle/Pedestrian Work Group meetings, see Table 8 in subtask 1.4.

Table 16 –Active Transportation Plan Implementation

Committee / Group	Work Performed	Date(s)
TxDOT Bicycle Advisory Committee Quarterly Meeting	Participated as member of committee	October 9, 2020
TxDOT Bicycle Advisory Committee Quarterly Meeting	Participated as member of committee	January 15, 2021
Be Safe Be Seen Stakeholder Committee Mtg	Stakeholder participation	March 26, 2021
TxDOT Bicycle Advisory Committee Quarterly Meeting	Participated as member of committee	April 9, 2021
Waco City-Wide Trails Masterplan Advisory Committee	Participated as member of advisory committee to provide MPO/active transportation expertise	May 6, 2021
Waco City-Wide Trails Masterplan Advisory Committee	Participated as member of advisory committee to provide MPO/active transportation expertise	June 28, 2021
Waco McLennan County Health District	Discuss opportunities for collaboration / goal implementation for Health District’s Active Living Plan and MPO’s Active Transportation Plan	July 14, 2021
TxDOT Bicycle Advisory Committee Quarterly Meeting	Participated as member of committee	July 16, 2021
Waco City-Wide Trails Masterplan Advisory Committee	Participated as member of advisory committee to provide MPO/active transportation expertise	August 26, 2021

TASK 4.0 FUNDING SUMMARY

Funding Source	Amount Budgeted	Amount Expended	Balance	Percent Expended
Transportation Planning Funds (TPF)*	\$121,500.00	\$77,639.63	\$43,860.37	63.9%
General Transportation Planning Funds (GTPF)	\$0.00	\$0.00	\$0.00	\$0.00
Local Funds	\$0.00	\$0.00	\$0.00	\$0.00
FTA	\$0.00	\$0.00	\$0.00	\$0.00
Congestion Mitigation / Air Quality (CMAQ)	Not Applicable	Not Applicable	Not Applicable	Not Applicable
STP/MM	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Total	\$121,500.00	\$77,639.63	\$43,860.37	63.9%

*MPO expenditures for Task 4 were 63.9% of the amount programmed as MPO staffing decreased by 1 FTE due to a reorganization within the City of Waco Planning Department.

TASK 5.0

SPECIAL STUDIES

TASK SUMMARY

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.

Subtask 5.1 Waco Transit System Fixed Route Realignment Study – MPO, Waco Transit System, City of Waco, Consultant, TxDOT

Waco Transit System, 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. The study will consider 3 possible scenarios and provide alignment recommendations for each:

- Scenario 1: A Bus Rapid Transit service utilizing the Locally Preferred Alternative Alignment identified within the Bus Rapid Transit Feasibility Study and operating on 15-minute headways
- Scenario 2: A limited stop fixed route service utilizing the aforementioned Locally Preferred Alternative Alignment, operating on 30-minute headways
- Scenario 3: A complete realignment of existing routes with no assumption of an enhanced service operating along the Locally Preferred Alignment

In addition to recommending new fixed route alignments, this study is to accomplish the following tasks: 1.) Provide recommendations to transition from a flag stop system to a dedicated stop system along with identifying infrastructure needs to meet ADA accessibility requirements; 2.) Analyze new route and stop recommendations to ensure that access to proposed fixed routes by transit dependent populations are at least as good as the current system; 3.) Analyze anticipated ridership of the proposed new fixed routes and stops to determine best combination of ridership and reduced travel times.

Subtask 5.1 Work Performed and Status

MPO staff participated in scoring proposals submitted for the fixed route realignment study. Alliance Transportation Group was selected, and the Waco City awarded the contract on August 17, 2021. Work commenced in September 2021, and MPO staff participate in biweekly project management meetings. Most of the study effort will be completed in FY 2022, and the draft study is expected in June 2022.

TASK 5.0 FUNDING SUMMARY

Funding Source	Amount Budgeted	Amount Expended	Balance	Percent Expended
Transportation Planning Funds (TPF)	\$112,500.00	\$0.00	\$112,500.00	0.0%
General Transportation Planning Funds (GTPF)	\$0.00	\$0.00	\$0.00	0.0%
Local Funds	\$0.00	\$0.00	\$0.00	0.0%
FTA	\$0.00	\$0.00	\$0.00	0.0%
Congestion Mitigation / Air Quality (CMAQ)	Not Applicable	Not Applicable	Not Applicable	Not Applicable
STP/MM	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Total	\$0.00	\$0.00	\$0.00	0.0%

*MPO expenditures for Task 5 were 0% of the amount programmed because the Fixed Route Realignment Study didn't commence until September 2021, and no invoices for this work were received in Fiscal Year 2021. This amount has been carried forward to the 2022-2023 UPWP as an amendment.

**TOTAL TRANSPORTATION PLANNING FUNDS (TPF)
BUDGETED AND EXPENDED FOR FY 2021**

UPWP Task	Description	Amount Budgeted	Amount Expended	Balance	Percent Expended
1.0	Administration-Management	\$102,000.00	\$62,178.18	\$39,821.82	60.9%
2.0	Data Development and Maintenance	\$136,000.00	\$63,957.86	\$72,042.14	47.0%
3.0	Short Range Planning	\$141,000.00	\$77,990.18	\$63,009.82	55.3%
4.0	Metropolitan Transportation Plan	\$121,500.00	\$77,639.63	\$43,860.37	63.9%
5.0	Special Studies	\$112,500.00	\$0.00	\$112,500.00	0.00%
TOTAL		\$613,000.00	\$281,765.85	\$331,234.15	45.9%

*MPO expenditures for FY 2021 were 45.9% of the amount programmed for several reasons. One position, the MPO Director, has been vacant for half of fiscal year 2021. Additionally, the UPWP budget conservatively estimates the indirect rate, and this year, the indirect rate was significantly less than budgeted. Ongoing COVID-19 related changes to meetings, travel and training also reduced costs in fiscal year 2021.

**TOTAL FEDERAL TRANSIT ADMINISTRATION SECTION 5307 (9) FUNDS
BUDGETED AND EXPENDED FOR FY 2021**

UPWP Task	Description	Amount Budgeted	Amount Expended	Balance	Percent Expended
1.0	Administration-Management	\$0.00	\$0.00	\$0.000	0.00%
2.0	Data Development and Maintenance	\$0.00	\$0.00	\$0.00	0.00%
3.0	Short Range Planning	\$118,000.00	\$127,800.00	-\$9,800.00	108.31%
4.0	Metropolitan Transportation Plan	\$0.00	\$0.00	\$0.00	0.00%
5.0	Special Studies	\$0.00	\$0.00	\$0.00	0.00%
TOTAL		\$118,000.00	\$127,800.00	-\$9,800.00	108.31%

**TOTAL LOCAL PLANNING FUNDS
BUDGETED AND EXPENDED FOR FY 2021**

UPWP Task	Description	Amount Budgeted	Amount Expended	Balance	Percent Expended
1.0	Administration-Management	\$0.00	\$0.00	\$0.00	0.00%
2.0	Data Development and Maintenance	\$0.00	\$0.00	\$0.00	0.00%
3.0	Short Range Planning	\$29,500.00	\$29,500.00	\$0.00	100.00%
4.0	Metropolitan Transportation Plan	\$0.00	\$0.00	\$0.00	0.00%
5.0	Special Studies	\$0.00	\$0.00	\$0.00	0.00%
TOTAL		\$29,500.00	\$29,500.00	\$0.00	100.00%

**TOTAL GENERAL PURPOSE TRANSPORTATION PLANNING FUNDS
BUDGETED AND EXPENDED FOR FY 2021**

UPWP Task	Description	Amount Budgeted	Amount Expended	Balance	Percent Expended
1.0	Administration-Management	\$102,000.00	\$62,178.18	\$39,821.82	60.96%
2.0	Data Development and Maintenance	\$136,000.00	\$63,957.86	\$72,042.14	47.03%
3.0	Short Range Planning	\$288,500.00	\$235,290.18	\$53,209.82	81.56%
4.0	Metropolitan Transportation Plan	\$121,500.00	\$77,639.63	\$43,860.37	63.90%
5.0	Special Studies	\$112,500.00	\$0.00	\$112,500.00	0.00%
TOTAL		\$760,500.00	\$439,065.85	\$321,434.15	57.73%

NOTE ON CONGESTION MITIGATION AND AIR QUALITY (CMAQ) FUNDS

The Waco Metropolitan Area is in attainment for all air pollutants by the EPA. As a result, the Waco MPO is not eligible for CMAQ funds.

NOTE ON SURFACE TRANSPORTATION PROGRAM / METROPOLITAN MOBILITY FUNDS (STP/MM)

Metropolitan areas where the urbanized area population is less than 200,000 are not eligible for STP/MM funds. According to the U.S. Census Bureau, the Waco Urbanized Area had a population less than 200,000 for 2010 and is therefore not eligible for STP/MM funds.