



## Waco Metropolitan Planning Organization

# Annual Performance and Expenditure Report

**Fiscal Year 2022**  
**October 1, 2021 to September 30, 2022**

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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 and soliciting public participation. The MPO may use consultants to assist in the completion of a task. 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, in cooperation with TxDOT and Waco's Transit operator. The MPO will collaborate on the format and timeline with TxDOT and the MPO Policy Board must approve the UPWP and any subsequent revisions. Once adopted or revised by the MPO Policy Board, USDOT is responsible for approval. All UPWP documents produced will be submitted electronically to appropriate agencies, and hard copies may be duplicated and distributed as requested. 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 two revisions to the FY 2022 & 2023 UPWP and presented the documents to the MPO Technical Advisory Committee and Policy Board following the timelines within Table 1A and 1B. Amendment 1 amends the FY 2022 & 2023 UPWP to allow MPO staff to use consultants to complete routine tasks and to reflect the formation and anticipated work of a strategic planning work group. According to Table 10 in Section 6 of the Waco MPO Public Participation Plan (PPP), Amendment 1 did not add or delete a task or include a budget change, and thus, did not necessitate a public process prior to Policy Board action. However, a formal public hearing was required. Amendment 2 revises budget items to account for unexpended funds and for work to be completed by temporary staff. Information regarding public informational meetings and public hearings can be found within Task 1.2.

The MPO staff prepared and submitted the FY 2021 Annual Performance and Expenditure Report to the Texas Department of Transportation in February 2022.

**Table 1A – FY 2022 & 2023 UPWP Amendment 1 Work Timeline**

Committee / Group	Work Performed	Date(s)
MPO Policy Board	Final Public Hearing and Adoption	March 17, 2022

**Table 1B – FY 2022 & 2023 UPWP Amendment 2 Work Timeline**

Committee / Group	Work Performed	Date(s)
MPO Staff	Public Comment Period	April 8, 2022 to May 8, 2022
MPO Staff	Public Informational Meeting - 12 noon	April 11, 2022*
MPO Staff	Public Informational Meeting - 5:30pm	April 11, 2022*
MPO Technical Advisory Committee	Adoption Recommendation	May 5, 2022
MPO Policy Board	Final Public Hearing and Adoption	May 19, 2022

\*Meetings conducted in person and virtually and in accordance with the Texas Open Meetings Act.

**Subtask 1.2 Public Involvement - TxDOT and MPO**

The MPO will continue to evaluate its Public Participation Plan (PPP) 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, and virtual meetings and tools, 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.

During FY 2022, the MPO PPP was amended to further define and classify types of actions taken by our MPO Policy Board. The PPP described two types of Policy Board actions – major and minor. However, these did not cover all types of actions. The amendment adopted in June, 2022 added a third category – routine action – to accommodate actions that are smaller in scope and not covered under the major and minor types.

A review of PPP requirements to determine their effectiveness in soliciting public input identified needed administrative corrections and updates that were also included in this amendment. These were aimed at refining the transportation planning process for area citizens including adding a discussion of performance targets and noting that MPO meetings may be in-person, hybrid or virtual to the extent allowed by the Texas Open Meetings Act.

During FY 2022, Policy Board and TAC meetings were conducted in person and voting members were required to be physically present as were members of the public wishing to address the Board in accordance with the Texas Open Meetings Act. A virtual option to attend was offered to stakeholders and interested citizens whenever technically feasible. Public hearings were conducted in person. However, the Waco MPO utilized videoconference tools to conduct public informational meetings in accordance with the Texas Open Meetings Act.

**Table 2 – Public Comment Periods Conducted or Commenced During FY 2022**

Period	Effective Dates	Proposed Action	Adoption	Adoption Date
1	January 24, 2022 to February 2, 2022	Support Waco Transit System Inc.'s 2022 Public Transportation Asset Condition Targets (TAM)	<u>Resolution 2022-1</u>	February 17, 2022
2	January 24, 2022 to February 2, 2022	Support of Waco Transit System Inc.'s 2022 Safety Targets contained in its Public Transportation Agency Safety Plan (PTASP)	<u>Resolution 2022-2</u>	February 17, 2022
3	January 24, 2022 to February 2, 2022	Support TxDOT's 2022 Roadway Safety Targets	<u>Resolution 2022-3</u>	February 17, 2022
4	April 8, 2022 to May 8, 2022	Adopt 2022-2023 Unified Planning Work Program (UPWP) Amendment 2	<u>Resolution 2022-7</u>	May 19, 2022
5	April 8, 2022 to May 8, 2022	Adopt Connections 2045: The Waco Metropolitan Transportation Plan (MTP) Amendment 3	<u>Resolution 2022-8</u>	May 19, 2022
6	April 8, 2022 to May 8, 2022	Adopt 2023-2026 Transportation Improvement Program (TIP)	<u>Resolution 2022-9</u>	May 19, 2022

Period	Effective Dates	Proposed Action	Adoption	Adoption Date
7	April 8, 2022 to June 2, 2022	Adopt Waco MPO Public Participation Plan (PPP) Amendment 1	<u>Resolution 2022-10</u>	June 16, 2022
8	May 23, 2022 to June 1, 2022	Adopt 2022-2026 Travel Time Reliability Targets (TTR)	<u>Resolution 2022-11</u>	June 16, 2022

**Table 3 – Public Informational Meetings Conducted During FY 2022**

Meeting Date/Time	Location	Proposed Action	Adoption	Adoption Date
January 24, 2022 12 noon	In Person/Virtual Conference Call	Adopt Waco Transit System Inc.'s 2022 Public Transportation Asset Condition Targets (TAM)	<u>Resolution 2022-1</u>	February 17, 2022
January 24, 2022 12 noon	In Person/Virtual Conference Call	Support Waco Transit System Inc.'s 2022 Public Transportation Safety Targets (PTASP)	<u>Resolution 2022-2</u>	February 17, 2022
January 24, 2022 12 noon	Virtual Conference Call	Support TxDOT's 2022 Safety Targets (PM1)	<u>Resolution 2022-3</u>	February 17, 2022
April 11, 2022 12 noon	In Person/Virtual Conference Call	Adopt (Administrative) Amendment 1 to 2022-2023 Unified Planning Work Program (UPWP)	<u>Resolution 2022-6</u>	May 19, 2022
April 11, 2022 5:30 PM	In Person/Virtual Conference Call	Adopt Amendment 2 to 2022-2023 Unified Planning Work Program (UPWP)	<u>Resolution 2022-7</u>	May 19, 2022
April 11, 2022 12 noon	In Person/Virtual Conference Call	Adopt Amendment 3 to Connections 2045: The Waco Metropolitan Transportation Plan (MTP)	<u>Resolution 2022-8</u>	May 19, 2022
April 11, 2022 5:30 PM	In Person/Virtual Conference Call	Adopt Amendment 3 to Connections 2045: The Waco Metropolitan Transportation Plan (MTP)	<u>Resolution 2022-8</u>	May 19, 2022
April 11, 2022 12 noon	In Person/Virtual Conference Call	Adopt 2023-2026 Transportation Improvement Program (TIP)	<u>Resolution 2022-9</u>	May 19, 2022
April 11, 2022 5:30 PM	In Person/Virtual Conference Call	Adopt 2023-2026 Transportation Improvement Program (TIP)	<u>Resolution 2022-9</u>	May 19, 2022

Meeting Date/Time	Location	Proposed Action	Adoption	Adoption Date
April 11, 2022 12 noon	In Person/Virtual Conference Call	Adopt Amendment to the Waco MPO Public Participation Plan (PPP) 2020 Revision	<u>Resolution 2022-10</u>	June 16, 2022
April 11, 2022 5:30 PM	In Person/Virtual Conference Call	Adopt Amendment to the Waco MPO Public Participation Plan (PPP) 2020 Revision	<u>Resolution 2022-10</u>	June 16, 2022
May 23, 2022 5:30 PM	In Person/Virtual Conference Call	Adopt 2022-2026 Travel Time Reliability Targets (TTR)	<u>Resolution 2022-11</u>	June 16, 2022

**Table 4 – Public Hearings Conducted During FY 2022**

Date	Proposed Action	Adoption
February 17, 2022	Adopt Waco Transit System Inc.'s 2022 Public Transportation Asset Condition Targets (TAM)	<u>Resolution 2022-1</u>
February 17, 2022	Support Waco Transit System Inc.'s 2022 Public Transportation Safety Targets (PTASP)	<u>Resolution 2022-2</u>
February 17, 2022	Support TxDOT's 2022 Safety Targets (PM1)	<u>Resolution 2022-3</u>
February 17, 2022	Appointment of Strategic Planning Work Group	<u>Resolution 2022-4</u>
March 17, 2022	Establish Bylaws for the Waco MPO Technical Advisory Committee (TAC)	<u>Resolution 2022-5</u>
March 17, 2022	Adopt Amendment 1 to the 2022-2023 Unified Planning Work Program (UPWP)	<u>Resolution 2022-6</u>
May 19, 2022	Adopt Amendment 2 to the 2022-2023 Unified Planning Work Program (UPWP)	<u>Resolution 2022-7</u>
May 19, 2022	Adopt Amendment 3 to Connections 2045: The Waco Metropolitan Transportation Plan (MTP)	<u>Resolution 2022-8</u>
May 19, 2022	Adopt 2023-2026 Transportation Improvement Program (TIP)	<u>Resolution 2022-9</u>
June 16, 2022	Adopt Amendment to the Waco MPO Public Participation Plan (PPP) 2020 Revision	<u>Resolution 2022-10</u>
June 16, 2022	Adopt 2024 and 2026 Travel Time Reliability Targets (PM3)	<u>Resolution 2022-11</u>
June 16, 2022	Support Pursuit of Comprehensive Safety Action Plan Development	<u>Resolution 2022-12</u>



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
Waco Area Sunrise Rotary Meeting	MPO Mobility Planning & the Federal Transportation Planning Process	January 11, 2022
Greater Waco Chamber of Commerce's 1000 Friends of Waco Roundtable Discussion	MPO Mobility Planning & the Federal Transportation Planning Process	February 16, 2022
Waco Sustainability Network's Green Communities Annual Conference	Carbon reduction opportunities in communities in the Waco area	September 14, 2022

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

Committee / Group	Work Performed	Date(s)
MPO Staff	Public Comment Period	April 8, 2022 to June 2, 2022
MPO Staff	Public Informational Meetings (12 Noon and 5:30 PM)	April 11, 2022
MPO Policy Board	<u>Resolution 2022-10</u> : Adoption of Amendment to the Waco MPO Public Participation Plan (PPP) 2020 Revision	June 16, 2022

### **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 (including annual maintenance agreements). 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 2022. 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 2022.

### Subtask 1.4 Policy Board and Technical Advisory 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 Advisory 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, as well as any subject matter work group.

### Subtask 1.4 Work Performed and Status

MPO Staff provided Technical Advisory Committee and Policy Board members with information as requested or needed. All MPO Policy Board and Technical Advisory Committee meetings were conducted in accordance with requirements identified within the approved MPO Public Participation Plan. Table 7 identifies the meetings conducted for the Policy Board and Technical Advisory Committee meetings during FY 2022. Table 8 lists the Work Group meetings conducted during FY 2022.

**Table 7 – MPO Technical Committee & Policy Board Meetings during FY 2022**

Committee / Group	Date
Policy Board	November 18, 2021
Technical Advisory Committee	December 2, 2021
Technical Advisory Committee	January 13, 2022
Policy Board	January 20, 2022
Technical Advisory Committee	February 10, 2022
Policy Board	February 17, 2022
Technical Advisory Committee	March 3, 2022
Policy Board	March 17, 2022
Technical Advisory Committee	April 7, 2022
Policy Board	April 21, 2022
Technical Advisory Committee	May 5, 2022
Policy Board	May 19, 2022
Technical Advisory Committee	June 2, 2022

Committee / Group	Date
Policy Board	June 16, 2022
Technical Advisory Committee	September 1, 2022
Policy Board	September 15, 2022

**Table 8 – MPO Work Group Meetings during FY 2022**

Committee / Group	Date
Bicycle/Pedestrian Work Group Meeting	October 20, 2021
Bicycle/Pedestrian Work Group Meeting	February 16, 2022
Bicycle/Pedestrian Work Group Meeting	May 18, 2022
Bicycle/Pedestrian Work Group Meeting	August 17, 2022

**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:

- October, 2021 – Association of MPOs Annual Conference in Scottsdale, AZ
- Fall, 2022 – Association of MPOs Annual Conference in Minneapolis, MN
- Spring, 2022 – Association of MPOs Technical Symposium in Fort Lauderdale, FL.

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 2022.

**Table 9 – Training Events and Travel for MPO staff during FY 2022**

Event	Staff	Location	Date(s)
Association of MPOs (AMPO) Annual Conference	2	Scottsdale, Arizona	October 5 to 8, 2021
Association of Texas MPOs (TEMPO) Meeting	1	Virtual	October 16, 2021
Association of Texas MPOs (TEMPO) Meeting	2	Virtual	November 16, 2021

Event	Staff	Location	Date(s)
Infrastructure & Investment Jobs Act (IIJA) Webinar (FHWA)	1	Virtual	November 17, 2021
Waco Area Sunrise Rotary Meeting	1	Hewitt, Texas	January 11, 2022
State of Texas Resiliency Working Group Meeting	1	Virtual	January 19, 2022
Travel Demand Model for Waco MPO's 2050 Metropolitan Transportation Plan (MTP) - Texas Transportation Institute (TTI) & TxDOT Transportation Planning & Programming (TPP)	3	Virtual	January 21, 2022
Discussions with Killeen-Temple MPO (KTMP) & Capital Area MPO (CAMPO)	1	Austin, Texas	January 28, 2022
TexPACK Training/Discussions - Texas Transportation Institute (TTI) & TxDOT Transportation Planning & Programming (TPP)	3	Virtual	February 9, 2022
Greater Waco Chamber of Commerce's 1000 Friends of Waco Roundtable Discussion	1	Waco	February 16, 2022
Travel Demand Model for Waco MPO's 2050 Metropolitan Transportation Plan (MTP) - TxDOT Transportation Planning & Programming (TPP)	3	Virtual	February 18, 2022
Texas Department of Transportation (TxDOT) Traffic Data User Meeting	2	Virtual	March 15, 2022
State of Texas Transportation Innovation Council (TxSTIC) Meeting	1	Virtual	March 29, 2022
State of Texas Statewide Safety Taskforce MPO Meeting	2	Virtual	April 5, 2022
Discussions with Killeen-Temple MPO (KTMP) & Capital Area MPO (CAMPO)	1	Belton, Texas	April 8, 2022
Association of Texas MPOs (TEMPO) Meeting	2	Virtual	April 13, 2022
Getting Ready for the Safe Streets and Roads For All (SS4A) Program Training Webinar (FHWA)	2	Virtual	May 2, 2022
Demographic Development Training - TxDOT Transportation Planning & Programming (TPP)	1	Virtual	May 3, 2022
TexPack Network & Traffic Analysis Zone (TAZ) Development - Texas Transportation Institute (TTI)	1	Virtual	May 3, 2022
Joint Military Base Power Projection Platform (PPP) Route Study Virtual Field Visit - Group 4 (Fort Hood)	1	Virtual	May 16, 2022
Texas Department of Transportation (TxDOT) Traffic Data User Meeting			May 17, 2022
State of Texas Demographic Center Conference	2	Virtual	May 24 - 26, 2022

Event	Staff	Location	Date(s)
Discussions with Killeen-Temple MPO (KTMPPO) & Capital Area MPO (CAMPO)	1	Waco, Texas	June 10, 2022
Safe Streets and Roads For All (SS4A) Program Training Webinar (FHWA) – Application Process	2	Virtual	June 15, 2022
Joint Military Base Power Projection Platform (PPP) Route Study – Group 4 (Fort Hood)	1	Virtual	June 22, 2022
Safe Streets and Roads For All (SS4A) Program Training Webinar (FHWA) – Implementation Grants	1	Virtual	June 23, 2022
2050 Demographic Forecast for Waco MPO's Travel Demand Model - TxDOT Transportation Planning & Programming (TPP)	1	Virtual	June 28, 2022
Association of Texas MPOs (TEMPO) Meeting	2	In person & Virtual	July 12, 2022
Texas Department of Transportation (TxDOT) Bicycle & Pedestrian Advisory Committee Meeting	1	Virtual	July 15, 2022
Virtual Public Involvement (VPI) Focus Group - Small/Medium MPOs)	1	Virtual	August 1, 2022
State of Texas Statewide Safety Taskforce MPO Meeting	1	Virtual	August 23, 2022
State of Texas Transportation Innovation Council (TxSTIC) Meeting	1	Virtual	August 23, 2022
Texas Department of Transportation (TxDOT) 2023 Planning Forecast	1	Virtual	August 29, 2022
Waco Sustainability Network's Green Communities Annual Conference	2	Waco, Texas	September 14, 2022
Discussions with Killeen-Temple MPO (KTMPPO) & Capital Area MPO (CAMPO)	1	Austin, Texas	September 23, 2022

### **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**

During FY 2022, the MPO's Public Participation Plan (PPP) was amended to add a third category - "routine action" - to capture Policy Board actions that are smaller in scope and not covered under major or minor actions. Examples of routine actions include a Policy Board statement, resolution or support letter, or a revision to an existing task in the UPWP with an associated budget change of less than \$25,000. The Policy Board still acts on routine actions, and the public will have an opportunity to comment during the associated public hearing. However, a separate public comment period will not be required. The PPP was also amended with administrative corrections and updates aimed at refining the transportation planning process for area citizens including adding a discussion of performance targets and noting that MPO meetings may be in-person, hybrid or virtual to the extent allowed by the Texas Open Meetings Act.

MPO staff conducted all public informational meetings, public hearings, Policy Board, Policy Board Subcommittee and Technical Advisory Committee (TAC) meetings during FY 2022 in accordance with requirements identified within the PPP and Limited English Proficiency Plan. All public hearings, Policy Board and TAC meetings were conducted in person and held at locations within ¼ mile of the Waco Transit System fixed route system.

All solicitations of public comment identified in Task 1.2 included at least one public informational meeting conducted within ¼ mile of the Waco Transit System fixed route system. A hybrid meetings system was used to conduct public informational meetings and solicitations of public comment to allow the public to participate virtually or in person. In accordance with requirements of the Texas Open Meetings Act, specifically Section 551.127 regarding videoconference calls, the MPO Director and staff were physically present at the meeting location and members of the public were invited to attend in person or by videoconference. Public comments could be submitted in person and via the MPO website.

The MPO staff also reviewed the LEP in FY 2022 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 one amendment to the Public Participation Plan (PPP), two amendments to the 2022-2023 Unified Planning Work Program (UPWP), one amendment to Connections 2045: The Waco Metropolitan Transportation Plan (MTP), development of the 2023-2026 Transportation Improvement Program (TIP), Category 2 pipeline projects, development of performance targets related to roadway safety, travel time reliability, public transit safety and public transportation asset condition, and support of Transportation Alternatives (TA) grant applications. MPO staff continued utilizing the latest data from the US Census Bureau and American Community Survey (ACS) for these considerations.

During FY 2022, 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)	\$121,700.00	\$67,005.62	\$54,694.38	55.1%
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
<b>Total</b>	<b>\$121,700.00</b>	<b>\$67,005.62</b>	<b>\$54,694.38</b>	<b>55.1%</b>

\*MPO expenditures for Task 1 were 55.1% of the amount programmed because an MPO planner position was vacant for half of fiscal year 2022 and an MPO Engagement Specialist position was not filled until September 19, 2022. This significantly reduced expenditures for all administrative tasks including travel and training related 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. The MPO may use consultants to assist in the completion of a task.

#### **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 2022 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 performed analysis of 2020 census data in order to evaluate possible Transportation Management Area (TMA) designation and to prepare socio-economic data forecasts for the Waco travel demand model update in FY 2023.

#### **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.

In addition, the MPO will continue to develop and monitor data necessary for performance-based planning evaluations and target setting including: travel time reliability, transit asset condition, pavement and bridge conditions, highway crash performance and transit safety.

### **Subtask 2.2 Work Performed and Status**

For the first 6 months of FY 2022, 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 2022: 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. Due to staff departures midway through FY 2022, maintenance of many GIS layers was suspended through the remainder of FY 2022.

### **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 2022 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)*	\$145,240.00	\$80,712.69	\$64,527.31	55.6%
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
<b>Total</b>	<b>\$145,240.00</b>	<b>\$80,712.69</b>	<b>\$64,527.31</b>	<b>55.6%</b>

\*MPO expenditures for Task 2 were 55.6% of the amount programmed because an MPO planner position was vacant for half of fiscal year 2022.

## 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. The MPO may use consultants to assist in the completion of a task.

#### 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 (WTS), will develop the TIP for fiscal years 2023 through 2026. The TIP will describe the anticipated effect toward achieving performance targets and demonstrate the link between the investment priorities of those performance targets. The TIP adoption and revision processes will follow approved public participation procedures and review by the Technical Advisory 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 concluded no amendments were required. Thus, no revisions to the FY 2021-2024 Transportation Improvement Program were produced or acted upon during FY 2022, and no public informational meetings or public hearings regarding the FY 2021-2024 Transportation Improvement Program were conducted.

The MPO staff prepared the 2023-2026 Transportation Improvement Program during FY 2022 which was adopted by the MPO Policy Board on May 19, 2022 (Resolution 2022-9). Table 10 provides the timeline of work tasks associated with the 2023-2026 TIP.

MPO staff reviewed and verified accuracy of the Annual Listing provided by TxDOT's Transportation Planning and Programming Division in April 2022.

**Table 10 – 2023-2026 TIP Adoption Work Timeline**

Committee / Group	Work Performed	Date(s)
TxDOT / Waco District Staff	Discussion regarding projects to include within draft TIP	December 8, 2021
MPO Technical Advisory Committee	Review draft TIP	March 3, 2022

MPO Staff	Public Comment Period	April 8, 2022 to May 8, 2022
MPO Staff	Public Informational Meeting – 12 noon	April 11, 2022*
MPO Staff	Public Informational Meeting – 5:30pm	April 11, 2022*
MPO Technical Advisory Committee	Adoption Recommendation	May 5, 2022
MPO Policy Board	Final Public Hearing and Adoption	May 19, 2022

\*Meetings conducted in person and virtually and in accordance with the Texas Open Meetings Act.

### **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 2023 and 2024. Waco Transit System will manage the FY 2022 and FY 2023 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 developed, in coordination with the FTA and with some assistance from the MPO, prepared an application for Section 5307 for fiscal years 2022 and 2023. During the pandemic, Waco Transit System was also awarded emergency funding, including Coronavirus Aid, Relief, and Economic Security (CARES) Act (2020) funds as well as American Rescue Plan (ARP) funds that were utilized during FY2022 with some remaining on the CARES balance that will roll over for FY2023. Waco Transit System managed the FY 2022 grant, as well as the ARP and CARES grants, 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 completed an analysis of route viability for all operational routes, including all Fixed Routes, Baylor University service, and Marlin. Waco Transit System produced an analysis of its service each month during FY 2022 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 2022, City of Waco/Waco Transit System 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 and the City of Waco renewed the interlocal agreement with McLennan County Rural Transit District as well during FY2022, and this will continue to provide service to rural areas of McLennan County thru FY2024.

Waco Transit System also released a Request for Proposals (RFP) in FY2022 requesting a 3<sup>rd</sup> party service provider to perform trips for the elderly and disabled individuals in McLennan County, and this contract was awarded to Central Texas Senior Ministries, or CTSM.

Waco Transit System staff worked with TxDOT regarding transit asset management (TAM) targets for FY 2023-2026 and the became part of the TxDOT Group Sponsored Plan. FTA requires compliance with the TAM Rule (49 CFR Part 625) for any recipients or subrecipients that own, operate, or manage capital assets used for providing public transportation. Participation in the TxDOT Group Sponsored TAM Plan ensures compliance with the TAM Rule.

Waco Transit System staff reviewed the Public Transit Agency Safety Plan (PTASP) and updated it based on new provisions under 49 U.S.C 5329d. The PTASP was originally certified by TxDOT on July 15, 2020. Transit Asset Management and Safety targets for FY 2022 were adopted in by the Waco City Council in December 2021, and by the Waco MPO Policy Board in January 2022.

### **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 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, procurement, cybersecurity, crisis communication, safety and security, Americans with Disability Act (ADA), Diversity, Equity and Inclusion (DEI), Equal Opportunity and Employment (EEO), the Open Records/Public Information Act 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 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 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 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. In addition to advertisements and digital outlets, Waco Transit System worked alongside the City of Waco's IT department to create a new website for Waco Transit System to be implemented in FY 2023.

Waco Transit System has developed educational items that promote public transportation and distributed these items at special events. Also, Waco Transit System has continued to translate vital documents such as the transit maps to the Spanish Language. Waco Transit System 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. These events were conducted in person as well as 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 reviewed its routes and schedules based on analysis of ridership and passenger surveys collected during FY 2022 and implemented appropriate changes. Waco Transit System 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 staff conducted a review of the Evening Link Service and concluded that no changes are needed at this time.



In September 2021, Waco Transit System issued a Request For Qualifications (RFQ No. 2021-029) for the procurement of a Fixed Route Realignment Study. The purpose of this study was to redesign the fixed route system for Waco Transit System to better connect transit dependent populations within the Waco Urbanized Area to regional centers of employment and other important destinations. Three scenarios were evaluated to provide additional options to enhance transit mobility for the Waco community, and each scenario built an infrastructure that enhanced the current transit ecosystem. The analysis included the identification of applicable costs for each alternative, to include capital, operating, and maintenance. Scenario 2 was selected, which was a redesign of the Fixed Route System from a blank slate. The implementation of the redesign will begin in 2023.

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

The MPO will update and revise as necessary the existing Road and Highway Functional Classification System in FY 2023. 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**

In conjunction with the Waco District of TxDOT, the MPO staff reviewed the functional classification system. MPO staff determined that no changes were required during FY 2022.

**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 six HOTCOG Regional Transportation Coordination Council (RTCC) meetings during FY 2022 as shown in Table 11.

**Table 11 - Regional Transportation Coordination Council (RTCC) Meetings**

Committee / Group	Date
Regional Transportation Coordination Council	October 14, 2021
Regional Transportation Coordination Council	November 16, 2021
Regional Transportation Coordination Council	December 14, 2021

Regional Transportation Coordination Council	January 11, 2022
Regional Transportation Coordination Council	February 15, 2022
Regional Transportation Coordination Council	February 22, 2022

### **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 Advisory Committee regarding trends. As of September, 2022, the Waco Metropolitan Area remained in attainment for all air pollutants by the EPA.

### **TASK 3.0 FUNDING SUMMARY**

<b>Funding Source</b>	<b>Amount Budgeted</b>	<b>Amount Expended</b>	<b>Balance</b>	<b>Percent Expended</b>
Transportation Planning Funds (TPF)	\$166,840.00	\$89,139.20	\$77,700.80	53.4%
General Transportation Planning Funds (GTPF)	\$0.00	\$0.00	\$0.00	0.00%
Local Funds*	\$30,750.00	\$66,175.00	\$0.00	215.20%
FTA**	\$225,573.00	\$264,700.58	\$0.00	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
<b>Total</b>	<b>\$423,163.00</b>	<b>\$420,014.78</b>	<b>\$3,148.22</b>	<b>99.26%</b>

\*This value is lower than the UPWP (2022-2023) value of \$30,800 and reflects the adjustments by Waco Transit System, Inc.

\*\*This value is higher than the UPWP (2022-2023) value of \$122,800 and reflects the adjustments by Waco Transit System, Inc. to account for leftover CARES, and carryover 5307 funds.

## 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. The MPO may use consultants to assist in the completion of a task.

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

The MPO will review and amend as necessary, Connections 2045: The Waco Metropolitan Transportation Plan. Revisions to the plan will reflect the connection between transportation investments and regional system performance and will follow approved public participation procedures and review by the Technical Advisory Committee prior to approval by the Policy Board.

#### **Subtask 4.1 Work Performed and Status**

During FY 2022, MPO staff developed and adopted one amendment to Connections 2045: The Waco Metropolitan Transportation Plan (2045 MTP) with revisions to meet FAST Act requirements regarding public transportation safety performance targets and to update project recommendations to maintain consistency with the draft FY 2023-2026 TIP. Adoption of Amendment 3 to the 2045 MTP followed approved public participation procedures and review by the Technical Advisory Committee prior to approval by the Policy Board. Table 12 provides a timeline of work tasks associated with adoption of Amendment 3 to the 2045 MTP.

**Table 12 – 2045 MTP Amendment 2 Work Timeline**

<b>Committee / Group</b>	<b>Work Performed</b>	<b>Date(s)</b>
MPO Staff	Public Comment Period	April 8, 2022 to May 8, 2022
MPO Staff	Public Informational Meeting - 12:00 PM	April 11, 2022
MPO Staff	Public Informational Meeting - 5:30 PM	April 11, 2022
MPO Technical Advisory Committee	Recommendations for Approval	May 5, 2022
MPO Policy Board	<u>Resolution 2022-8</u> : Adoption of Amendment 2 to Connections 2045: The Waco Metropolitan Transportation Plan	May 19, 2022

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 for 2022
- Support Waco Transit System's 2022 transit asset condition targets
- Adopt 2024 and 2026 travel time reliability targets
- Support 2022 statewide roadway 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 (Revision) Approval Timeline**

Committee / Group	Work Performed	Date(s)
MPO Technical Advisory Committee	Recommendations for Approval	February 3, 2022
MPO Policy Board	<u>Resolution 2022-2:</u> Acknowledgement and Acceptance of PTASP (Revision) for Waco Transit System	February 17, 2022

**Table 14 – 2022 Safety, Transit Asset Condition and Transit Safety Targets Approval Timeline**

Committee / Group	Work Performed	Date(s)
MPO Staff	Public Comment Period	January 24, 2022, to February 2, 2022
MPO Staff	Public Informational Meeting – 12:00 PM	January 24, 2022
MPO Technical Advisory Committee	Recommendations for Approval	February 3, 2022
MPO Policy Board	<u>Resolution 2022-1:</u> Adopt Waco Transit System Inc.'s 2022 Public Transportation Asset Condition Targets	February 17, 2022
MPO Policy Board	<u>Resolution 2022-2:</u> Support Waco Transit System 2022 Public Transportation Safety Targets	February 17, 2022
MPO Policy Board	<u>Resolution 2022-3:</u> Support TxDOT 2022 Safety Targets	February 17, 2022

**Table 15 –2024 and 2026 Travel Time Reliability Targets Approval Timeline**

Committee / Group	Work Performed	Date(s)
MPO Staff	Public Comment Period	May 23, 2022, to June 1, 2022
MPO Staff	Virtual Public Informational Meeting - 5:30 PM	May 23, 2022
MPO Technical Advisory Committee	Recommendations for Approval	June 2, 2022
MPO Policy Board	<u>Resolution 2022-4</u> : Adoption of revised 2022 travel time reliability targets	June 16, 2022

**Subtask 4.2 Thoroughfare Plan - MPO, TxDOT**

The MPO staff will use information provided from the City of Waco’s impact fee study process to 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 Advisory 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 2022 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 FY 2022 and are scheduled to provide recommended changes to the MPO in FY 2023.

**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 Advisory Committee prior to adoption by the Policy Board.

**Subtask 4.3 Work Performed and Status**

In FY 2022, 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, served on the TxDOT Bicycle and Pedestrian Advisory Committee and participate in quarterly meetings for the first half of FY 2022. 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**

<b>Committee / Group</b>	<b>Work Performed</b>	<b>Date(s)</b>
TxDOT Bicycle Advisory Committee Quarterly Meeting	Participated as member of committee	October 8, 2021
TxDOT Bicycle Advisory Committee Quarterly Meeting	Participated as member of committee	January 14, 2022
TxDOT Bicycle Advisory Committee Quarterly Meeting	Participated as member of committee	April 25, 2022
Waco City-Wide Trails Masterplan Advisory Committee	Participated as member of advisory committee to provide MPO/active transportation expertise	May 26, 2022
Waco City-Wide Trails Masterplan Advisory Committee	Participated as member of advisory committee to provide MPO/active transportation expertise	June 23, 2022
Waco City-Wide Trails Masterplan Advisory Committee	Participated as member of advisory committee to provide MPO/active transportation expertise	August 25, 2022

**TASK 4.0 FUNDING SUMMARY**

<b>Funding Source</b>	<b>Amount Budgeted</b>	<b>Amount Expended</b>	<b>Balance</b>	<b>Percent Expended</b>
Transportation Planning Funds (TPF)*	\$147,400.00	\$97,462.14	\$49,937.86	66.1%
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
<b>Total</b>	<b>\$147,400.00</b>	<b>\$97,462.14</b>	<b>\$49,937.86</b>	<b>66.1%</b>

\*MPO expenditures for Task 4 were 66.1% of the amount programmed because an MPO planner position was vacant for half of fiscal year 2022.

## 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. The MPO may use consultants to assist in the completion of a task.

#### **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 while not significantly increasing operating costs. This study was recommended by consultants that produced the Waco Rapid Transit Corridor Feasibility Study. That study made 2 recommendations: 1.) Establishing a bus rapid transit line (BRT) along the US 84 / Franklin Ave corridor in place of a single point of transfer in Downtown Waco and 2.) Realigning the entire fixed route system to operate on 20-to-30-minute loops that begin and end at one of the BRT stops instead of all routes beginning and ending in Downtown Waco. As the BRT line will be nearing the completion of the engineering and design phase, this study will accomplish the 2<sup>nd</sup> recommendation of the earlier feasibility study.

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**

Alliance Transportation Group (ATG) was selected to conduct the fixed route realignment study, and the Waco City awarded the contract on August 17, 2021. Work commenced in September 2021. MPO staff provided technical assistance and participated in biweekly project management meetings throughout the study effort in FY 2022. The study is expected to be completed in January 2023.

## TASK 5.0 FUNDING SUMMARY

Funding Source	Amount Budgeted	Amount Expended	Balance	Percent Expended
Transportation Planning Funds (TPF)	\$112,500.00	\$111,937.12	\$562.88	99.5%
General Transportation Planning Funds (GTPF)	\$0.00	\$0.00	\$0.00	0.0%
Local Funds	\$37,500.00	\$37,204.08	\$295.92	99.2%
FTA	\$150,000.00	\$148,816.30	\$1,183.70	99.2%
Congestion Mitigation / Air Quality (CMAQ)	Not Applicable	Not Applicable	Not Applicable	Not Applicable
STP/MM	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Total	\$300,000.00	\$297,957.50	\$2,042.50	99.3%



**TOTAL TRANSPORTATION PLANNING FUNDS (TPF)  
BUDGETED AND EXPENDED FOR FY 2022**

UPWP Task	Description	Amount Budgeted	Amount Expended	Balance	Percent Expended
1.0	Administration-Management	\$121,700.00	\$67,005.62	\$54,694.38	55.1%
2.0	Data Development and Maintenance	\$145,240.00	\$80,712.69	\$64,527.31	55.6%
3.0	Short Range Planning	\$166,840.00	\$89,139.20	\$77,700.80	53.4%
4.0	Metropolitan Transportation Plan	\$147,400.00	\$97,462.14	\$49,937.86	66.1%
5.0	Special Studies	\$112,500.00	\$111,937.12	\$562.88	99.5%
<b>TOTAL</b>		<b>\$693,680.00</b>	<b>\$446,256.77</b>	<b>\$247,423.23</b>	<b>64.3%</b>

\*MPO expenditures for FY 2022 were 64.3% of the amount programmed for several reasons. MPO planner position was vacant for half of fiscal year 2022 and a public relations specialist position was not filled until September of 2022. This significantly reduced expenditures for all administrative tasks including travel and training related tasks

**TOTAL FEDERAL TRANSIT ADMINISTRATION SECTION 5307 (9) AND  
CARRYOVERSFUNDS  
BUDGETED AND EXPENDED FOR FY 2022**

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	\$225,573.00	\$264,700.58	\$0.00	117.35%
4.0	Metropolitan Transportation Plan	\$0.00	\$0.00	\$0.00	0.00%
5.0	Special Studies	\$150,000.00	\$148,816.30	\$1183.70	99.21%
<b>TOTAL</b>		<b>\$375,573.00</b>	<b>\$413,516.88</b>	<b>\$0.00</b>	<b>110.10%</b>

**TOTAL LOCAL PLANNING FUNDS  
BUDGETED AND EXPENDED FOR FY 2022**

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	\$30,750.00	\$66,175.15	\$0.00	215.20%
4.0	Metropolitan Transportation Plan	\$0.00	\$0.00	\$0.00	0.00%
5.0	Special Studies	\$37,500.00	\$37,204.08	\$295.92	99.21%
<b>TOTAL</b>		<b>\$68,250.00</b>	<b>\$103,379.23</b>	<b>\$0.00</b>	<b>151.47%</b>

**TOTAL GENERAL PURPOSE TRANSPORTATION PLANNING FUNDS  
BUDGETED AND EXPENDED FOR FY 2022**

UPWP Task	Description	Amount Budgeted	Amount Expended	Balance	Percent Expended
1.0	Administration-Management	\$121,700.00	\$67,005.62	\$54,694.38	55.06%
2.0	Data Development and Maintenance	\$145,240.00	\$80,712.69	\$64,527.31	55.57%
3.0	Short Range Planning	\$423,163.00	\$420,014.93	\$3,148.07	99.26%
4.0	Metropolitan Transportation Plan	\$147,400.00	\$97,432.14	\$49,937.86	66.12%
5.0	Special Studies	\$300,000.00	\$297,957.50	\$2,042.50	99.32%
<b>TOTAL</b>		<b>\$1,137,503.00</b>	<b>\$963,152.88</b>	<b>\$174,350.12</b>	<b>84.67%</b>

**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.