

# Public Participation Plan

for the Waco Metropolitan Planning Organization



Waco Metropolitan Planning Organization

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## **Section 1 – Introduction**

### **1.1 – MPO Background**

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

Governing the MPO is a 20-member policy board consisting of elected officials and other representatives from the 19 member cities, McLennan County and the Texas Department of Transportation (TxDOT) (See Appendix A for a map of the Waco Metropolitan Area). Assisting the Policy Board is the MPO staff, producing drafts of necessary plans and programs and providing policy recommendations to the board. The staff also administers the public involvement procedures for the MPO and ensures that public concerns are voiced to the MPO Policy Board.

### **1.2 – Purpose of Public Participation Plan**

The Fixing America's Surface Transportation Act (FAST) and predecessor federal transportation acts require MPOs to develop a Public Participation Plan (PPP) to specify the MPO's efforts to involve the public in the development of the Metropolitan Transportation Plan. Since public involvement is critical within the entire transportation planning process, the MPO has adopted this plan. Its primary purpose is to ensure that all policy actions of the MPO Policy Board are made only after the public and key transportation stakeholders have been informed about the issue and been given a reasonable opportunity to comment.

The MPO creates and amends many documents on a regular basis for adoption and approval by the Policy Board. The following narrative briefly describes these documents and Table 1.1 defines the associated policy actions.

**Metropolitan Transportation Plan (MTP):** A document, also known as the Long-Range Transportation Plan, which identifies existing and future transportation deficiencies and needs, as well as network improvements needed to meet mobility requirements over at least a twenty five year time period. To receive federal funding, a transportation project must be included in the MTP and the TIP.

**Transportation Improvement Plan (TIP):** A four-year transportation investment strategy, required at the metropolitan level which addresses the goals of the long-range plans and lists priority projects and activities for the region.

**Unified Planning Work Program (UPWP):** Biennial report or budget document prepared by the Waco MPO describing transportation planning activities which will be performed by the MPO staff.

**Thoroughfare Plan:** A plan which outlines the functional classification of existing streets and roadways within the Metropolitan Area based on levels of mobility and access as well as proposes long-range facility improvements.

**Transportation System Performance Reports:** A series of 4 reports required by the FAST Act which monitor various performance metrics of the transportation system and compares

progress towards meeting targets established by the State of Texas, Waco Transit or the Waco MPO. These reports include the following metrics: Safety (Fatalities & Serious Injuries), Transit Asset Condition, Pavement & Bridge Condition and Travel Time Reliability. Performance updates on these metrics are also incorporated into the MTP.

**Active Transportation Plan:** A plan which focuses on the improvement and maintenance of non-motorized transportation facilities, primarily bicycle and pedestrian modes, as alternative modes of transportation.

**Annual Listing of Federal Projects (APL):** A listing of projects for which federal funding was obligated in the previous fiscal year. The APL also provides a record of project delivery and is intended to increase awareness of government spending on transportation projects. Note that per federal statute, the APL cannot be released for public review until approved by USDOT. As such, there is no action taken by the MPO Policy Board and the only public involvement for this document is the opportunity to review after USDOT approval.

**Annual Performance and Expenditure Report (APER):** Annual Performance Expenditure Report (APER) is an annual work performance review of all proposed transportation planning and related activities of the Waco MPO as submitted in the Unified Planning Work Program. Note that per federal statute, the APER cannot be released for public review until approved by USDOT. As such, there is no action taken by the MPO Policy Board and the only public involvement for this document is the opportunity to review after USDOT approval.

**Table 1.1 - Policy Actions of the MPO Policy Board**

Document	Major Actions	Minor Actions
Metropolitan Transportation Plan (MTP)	Adopt	Amend
Transportation Improvement Program (TIP)	Adopt	Amend
Unified Planning Work Program (UPWP - MPO Budget)	Adopt	Amend
Thoroughfare Plan	Adopt	Amend
Active Transportation Plan	Adopt	Amend
Transportation System Performance Reports	Target Adoption	2 or 4 year Performance Reports or Target Amendments
Annual Listing of Federal Projects (APL)*		Review
Annual Performance and Expenditure Report (APER)*		Review
All Other Plans and Programs	Adopt	Amend
Policy Board Resolutions		Approval
Administrative Corrections**	NA	NA

\*The APL and APER are approved by USDOT and not by the MPO Policy Board. Per federal statute, neither document can be released for public review until after USDOT approval, usually in February.

\*\*Administrative Corrections applies to an amendment for the sole purpose of correcting a scrivener, clerical, or mathematical error or omission within a document previously approved by the Policy Board. This type of correction does not require Policy Board action.

## **Consistency with Public Transportation Planning Activities**

Many of the planning activities of Waco Transit overlap with the activities of the MPO. Similarly all significant public transportation projects or services are incorporated within the documents produced by the MPO. As a result, this public participation plan will be used to meet Federal Transit Administration public participation requirements for the City of Waco and Waco Transit for Federal Transit Administration Section 5307 funds.

The Waco MPO's public participation process satisfies the public participation process for the Program of Projects (POP), and the public notice for public involvement activities and time established for public review of and comments on the TIP will satisfy the POP requirements for Waco Transit System, Inc., the public transit provider for the City of Waco.

### **1.3 - Public Involvement Goals**

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

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

#### Goal 1: Educate and Inform the Public

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

#### Goal 2: Solicit Input from the General Public

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

A vital aspect of this goal is the provision of opportunities for involvement to a wide range of members of the public; (i.e., citizens with different interests). The Waco MPO will coordinate with individuals, institutions or organizations to use community-based public involvement strategies that will reach out to members of the disabled, minority, special needs and low-income communities.

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

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

#### Goal 4: Consider Public Concerns in Decision Making

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

Goal 5: Provide Visual Representations of Proposed Actions

In addition to verbal descriptions, all proposed actions by the MPO Policy Board that impact specific transportation projects will, when appropriate, provide cartographic, photographic and / or artistic representations to show approximate location, design considerations, possible environmental impacts and potential aesthetic considerations.

Goal 6: Meet Legal Requirements

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

## Section 2 – Outreach Activities

In order to achieve the *Public Involvement Goals* outlined in Section 1, the MPO has identified seven activities that are intended to solicit input into transportation policy decisions. Each activity is identified in the approximate order upon which they will be put into action.

Each Outreach Activity specifies the type of task that will accomplish the goal of public outreach and inclusion in the transportation planning process. Notification prior to any MPO Policy Board action is required and the timeline for notification is outlined with each activity. In addition, each activity is rated by its ability to accomplish the six Public Involvement Goals. The rating key is as follows:

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

### 2.1 - **Activity 1: Survey on Transportation Issues**

- What:** Survey to determine public opinion on important policy decisions facing the MPO Policy Board.
- Who:** Participants may either be McLennan County residents chosen at random or persons with specific interest in a particular topic.
- When:** May be used for any plan or study conducted by the MPO, but required prior to the development of the Metropolitan Transportation Plan (MTP).
- Notification:** Results will be posted to the MPO website within 6 months of the conclusion of the survey ([www.waco-texas.com/cms-mpo/](http://www.waco-texas.com/cms-mpo/))  
Press release will be issued on the day of web posting.  
Results will be presented at the next MPO Technical Committee and Policy Board meetings after web posting.
- Ratings:**
- Educate and Inform the Public
  - Solicit Input from the General Public
  - Facilitate Information Flow between the Public and Policy-Makers
  - Consider Public Concerns in Decision Making
  - Provide Visual Representations of Proposed Actions
  - Meet Legal Requirements

### 2.2 - **Activity 2: Community Workshops**

- What:** Workshops are events that provide the public “hands-on” involvement in the development of plans or programs. “Hands-on” involvement brings together professionals and citizens alike. During these workshops, the public will be invited to identify transportation needs and to propose ideas, concepts or solutions to those or other previously identified needs. A variety of visioning tools and techniques will be used to envision different tradeoffs and public preferences. The result of the workshops will be an agreed upon scenario or solution. The consensus will then lead to a policy framework that, in turn, will be used to guide transportation & land-use decision making.

Who: Open to the general public.

When: Prior to development of updates to the Metropolitan Transportation Plan, the Thoroughfare Plan, the Active Transportation Plan, and in association with special studies, such as a Corridor Study.

Where: 2 different locations, minimum.

Notification requirements prior to the first Community Workshop:  
(Dates of all workshops to be included with each notice requirement listed below.)

2 weeks prior:	Post to MPO Website <a href="http://www.waco-texas.com/cms-mpo/">(www.waco-texas.com/cms-mpo/)</a>
2 weeks prior:	E-Mail (postcard will be sent if E-Mail is unavailable) to key transportation stakeholders & interested parties (See appendix B) and to those agencies required by 23CFR450.516(a) (See appendix E)
1 week prior:	E-mail reminder to key transportation stakeholders & interested parties (See appendix B) and to those agencies required by 23CFR450.516(a) (See appendix E)
Per publication	Legal Notice (Spanish) - advertise in publications as determined in periodic reviews with Hispanic community stakeholders
Per publication	Legal Notice (English) – advertise in publications as specified by City of Waco policy
3 days prior:	Issue Press Release (See Appendix C)
Day of:	Issue 2 <sup>nd</sup> Press Release (See Appendix C)

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

**2.3 - Activity 3: Public Comment Periods**

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

Who: Open to the general public.

When: Major Action: 55 days prior to Policy Board action:  
45 day comment period + 10 day revision period.  
For adoption of new plans or programs or amendments to the Public Participation Plan, the public comment period will begin 55 days prior to the date of proposed action and end 10 days prior to proposed action by the Policy Board.

Minor Action: 20 days prior to Policy Board action:  
15 day comment period + 5 day revision period.  
For amendments to existing plans or programs except the Public Participation Plan, begin 20 days prior to the date of proposed action; end 5 days prior to proposed action by the Policy Board.

Where: Not applicable.

Procedure: The MPO Staff will respond to all formal comments within 10 days of receipt for new plans or programs and 5 days of receipt for amendments to existing plans and programs. In order for the staff to respond, comments must be received via methods posted within the notifications identified below and prior to the posted deadline. All comments and staff responses will be forwarded to the MPO Policy Board prior to proposed actions.

Notification requirements in relation to the time period of the Public Comment Period:

Major Action:

Per publication Advertise in publications as determined in periodic reviews with Hispanic community stakeholders  
Per publication Legal Notice (English) – advertise in publications as specified by City of Waco policy  
Start Date: Post to MPO website  
[\(www.waco-texas.com/cms-mpo/\)](http://www.waco-texas.com/cms-mpo/)  
Start Date: E-mail (postcard will be sent if E-Mail is unavailable) notices to key transportation stakeholders & interested parties (See appendix B) and to those agencies required by 23CFR450.516(a) (See appendix E)  
Start Date: Issue Press Release (See Appendix C)  
7 days before End Date: Issue 2<sup>nd</sup> Press Release (See Appendix C)

Minor Action:

Per publication Advertise in publications as determined in periodic reviews with Hispanic community stakeholders  
Per publication Legal Notice (English) – advertise in publications as specified by City of Waco policy  
Start Date: Post to MPO website  
[\(www.waco-texas.com/cms-mpo/\)](http://www.waco-texas.com/cms-mpo/)  
Start Date: E-mail (postcard will be sent if E-Mail is unavailable) notices to key transportation stakeholders & interested parties (See Appendix B) and to those agencies required by 23CFR450.516(a) (See appendix E)  
Start Date: Issue Press Release (See Appendix C)

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

**2.4 - Activity 4: Informational Meetings**

What: Informational meetings are informal events that are intended to present information regarding major and minor policy decisions and to collect feedback from the general public. Although these meetings are intended to be informal, each meeting will have a short presentation to provide the following information:

1. The purpose of the meeting;
2. A brief description of the document being acted on; and
3. The action being requested from the Policy Board.

Who: Open to the general public.

When: Prior to all major and minor policy actions and conducted during public comment period.

Where: Major and Minor Action:  
Two meetings with one during business hours (9:00am to 5:00pm) and the other in the evening (5:00pm to 7:00pm). The meeting during business hours shall be at a location within 0.25 miles of the Waco Transit fixed route service.

Notification: Since Informational Meetings occur in conjunction with a Public Comment Period, notification of Informational Meetings should occur at the same time as the notification of the Public Comment Period for all major and minor policy actions.

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

**2.5 - Activity 5: Informational Programs on the Waco City Cable Channel**

What: Five to 30 minute programs where basic information is presented regarding the transportation planning process and upcoming major actions on the Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP), or Active Transportation Plan.

Who: Cable television viewers.

When: 6 weeks prior to adoption, programs will be broadcasted at various times and will continue up to the date of adoption.

Notification requirements in relation to the date of the Informational Program(s):  
Web postings, e-mails (postcard will be sent if E-Mail is unavailable) to transportation stakeholders / interested parties, and press release once TV schedule is determined  
([www.waco-texas.com/cms-mpo/](http://www.waco-texas.com/cms-mpo/)).

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

**2.6 - Activity 6:**

**Elected and Appointed Official Briefings**

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

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

When: Prior to adoption of the Metropolitan Transportation Plan (MTP).

Where: Various City Council chambers or the McLennan County Courthouse.

Notification requirements in relation to the Briefing:  
2 weeks prior: Post to MPO Website.  
([www.waco-texas.com/cms-mpo/](http://www.waco-texas.com/cms-mpo/))  
Additional notification to be handled by the respective agency in accordance with their requirements for notification.

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

**2.7 - Activity 7:**

**Public Hearings**

What: Final presentation before the MPO Policy Board where the public is invited to make final comments immediately prior to all policy actions as identified in Table 1.1.

Who: Open to the general public.

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

Where: Various locations, but no further than 0.25 miles of a published fixed route for Waco Transit.

Notification requirements in relation to the Public Hearing for policy action:

10 days prior: E-Mail (postcard will be sent if E-Mail is unavailable) notice to transportation stakeholders and interested parties

Per publication Advertise in publications as determined in periodic reviews with Hispanic community stakeholders

Per publication Legal Notice (English) – advertise in publications as specified by City of Waco policy

3 days prior: E-mail (postcard will be sent if E-Mail is unavailable) reminder to transportation stakeholders, interested parties and to those agencies required by 23CFR450.516(a)

3 days prior: Post agenda and background information to MPO Website ([www.waco-texas.com/cms-mpo](http://www.waco-texas.com/cms-mpo))

3 days prior: Post agenda on bulletin board of the McLennan County Courthouse

2 days prior: Issue Press Release (See Appendix C)

Day of: Issue 2<sup>nd</sup> Press Release (See Appendix C)

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

**2.8 - Activity 8: Federally required consultation with agencies**

What: 23CFR450.516(b) requires that MPOs demonstrate consultation with specific agencies during development of required plans and programs.

Who: Agencies involved with either tourism or natural disaster risk reduction (Appendix F).

When: During development of drafts of Metropolitan Transportation Plan, Transportation Improvement Program, Thoroughfare Plan, the Active Transportation Plan or other relevant special studies.

Where: To be determined by the relevant agencies

Notification requirements:

Direct contact with relevant agencies prior to scheduling of first community workshops

Ratings:

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

# Waco MPO Public Participation Matrix

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

●	Significantly Accomplishes Goal
⊙	Moderately Accomplishes Goal
○	Accomplishes Goal 'A Little'

## Section 3 – Meeting Format

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

### 3.1 - MPO Policy Board Meetings

What: 20-member Board consisting of elected officials and other representatives of member cities, McLennan County and TxDOT.

Actions: Approves adoption and amendment of all plans and programs for the MPO, adopts all transportation policy for the region.

Who: Open to the general public.

When: Scheduled as needed, but not less than quarterly.

Where: Various locations, but no further than 0.25 miles of a published fixed route for Waco Transit.

Participation: General Hearing: The meeting will begin with an opportunity for all persons to address the Policy Board regardless of whether the topic is on the agenda or not. The Policy Board, however, cannot respond if the topic is not on the agenda.

Policy Actions: Additional hearings will be provided on the meeting agenda for any policy action (see page 10).

Hearing Policy: All persons are given 3 minutes to speak, longer if the Policy Board chair permits. If representing a group of persons or an official association recognized by the Policy Board, then the person may speak up to 10 minutes, longer if the Policy Board chair permits.

Notification requirements in relation to scheduled meeting of the Policy Board:

1 month prior:	Post date and time to MPO website ( <a href="http://www.waco-texas.com/cms-mpo">www.waco-texas.com/cms-mpo</a> )
10 days prior:	E-Mail (postcard will be sent if E-Mail is unavailable) notice to transportation stakeholders and interested parties
Per publication	Advertise in publications as determined in periodic reviews with Hispanic community stakeholders
Per publication	Legal Notice (English) – advertise in publications as specified by City of Waco policy
3 days prior:	E-mail (postcard will be sent if E-Mail is unavailable) reminder to transportation stakeholders and interested parties and to those agencies required by 23CFR450.516(a)
3 days prior:	Post agenda and background information to MPO Website ( <a href="http://www.waco-texas.com/cms-mpo">www.waco-texas.com/cms-mpo</a> )
3 days prior:	Post agenda on bulletin board of the McLennan County Courthouse
2 days prior:	Issue Press Release (See Appendix C)
Day of:	Issue 2 <sup>nd</sup> Press Release (See Appendix C)

### 3.2 - MPO Technical Committee Meetings

- What: Committee of professional engineers and planners from member governments as well as community business leaders.
- Actions: Provides recommendations to the Policy Board on all matters requiring technical advice.
- Who: Open to the general public.
- When: Generally one week prior to the MPO Policy Board meeting.
- Where: Various locations, but no further than 0.25 miles of a published fixed route for Waco Transit.
- Participation: The meeting will begin with an opportunity for all persons to address the Technical Committee for items specified on the agenda.
- Hearing Policy:  
All persons are given 3 minutes to speak, longer if a majority of Committee members approve. If representing a group of persons or an association, then the person may speak up to 10 minutes, longer if a majority of Committee members approve.

#### Notification requirements in relation to scheduled meeting of the Technical Committee:

- |                 |  |
|-----------------|--|
| 1 month prior:  | Post date and time to MPO website ( <a href="http://www.waco-texas.com/cms-mpo">www.waco-texas.com/cms-mpo</a> )                     |
| 10 days prior:  | E-Mail (postcard will be sent if E-Mail is unavailable) notice to transportation stakeholders and interested parties                 |
| Per publication | Advertise in publications as determined in periodic reviews with Hispanic community stakeholders                                     |
| Per publication | Legal Notice (English) – advertise in publications as specified by City of Waco policy   |
| 3 days prior:   | Post agenda and background information to MPO Website ( <a href="http://www.waco-texas.com/cms-mpo">www.waco-texas.com/cms-mpo</a> ) |
| 3 days prior:   | Post agenda on bulletin board of the McLennan County Courthouse  |
| 2 days prior:   | Issue Press Release (See Appendix C)   |

### 3.3 - Emergency Meetings

- What: Meetings of the Policy Board to take action on matters of life or death.
- Who: Open to the general public.
- When: Scheduled as needed.
- Where: Various locations.
- Participation: Public participation will be limited to solicitations from board members.
- Notification: 2 hours prior: Post agenda on bulletin board of the McLennan County Courthouse  
2 hours prior: Issue Press Release (See Appendix C)

### **3.4 - Subcommittee Meetings**

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

Who: Open to the general public.

When: Scheduled as needed.

Where: Various locations.

Participation: Same as Policy Board or Technical Committee meetings.

Notification: Same as Policy Board or Technical Committee meetings.

### **3.5 - Executive Sessions**

What: The MPO Policy Board may call executive sessions in order to discuss the following items:

1. Pending or contemplated litigation;
2. A settlement offer;
3. An attorney/client privilege/relationship;
4. The purchase, exchange, lease, or value of real property;
5. A gift and/or donation; or
6. The appointment, employment, evaluation, reassignment, duties, discipline or dismissal of the MPO director or subordinate staff.

Who: Executive sessions are closed to the public.

When: Scheduled as needed.

Where: Various locations.

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

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

### **3.6 - Note on Meeting Cancellations**

From time to time, MPO Policy Board and Technical Committee meetings will need to be cancelled. Should the need to cancel a meeting arise, except for the lack of a quorum, the MPO will post a notice of cancellation at the meeting location, the McLennan County Courthouse no less than 24 hours prior to the scheduled meeting time. In addition, a notice of cancellation shall be announced via press release at the applicable time. For disasters, states of emergency or other situations in which travel is considered unusually hazardous, notice of cancellation will be announced via press release no less than one hour prior to the scheduled meeting time.

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

## **Section 4 – Future Revisions**

### **4.1 - 5 Year Review of the Public Participation Plan**

These public involvement procedures shall be reviewed by the MPO staff at least once every 5 years to ensure compliance with existing federal and state law and to provide an analysis of effectiveness. The results of any review and any recommended changes shall be made available for public review for a minimum of 45 calendar days. A digital copy of the review and proposed changes shall be made available for viewing by the public on the MPO web site ([www.waco-texas.com/cms-mpo/](http://www.waco-texas.com/cms-mpo/)). One hard copy of the review and proposed changes shall be made available at the MPO offices. The public review period shall be posted at the McLennan County Courthouse and the Waco City hall, posted on the MPO web site ([www.waco-texas.com/cms-mpo/](http://www.waco-texas.com/cms-mpo/)), advertised in the Waco Tribune-Herald and announced via press release. Announcements shall also be E-mailed (postcard will be sent if E-Mail is unavailable) to the MPO list of interested or affected parties. All announcements shall mention the locations and times that the review and proposed changes may be viewed and shall also mention how and where to send comments.

Once the public review period has ended, the staff will review all public comments. All public comments and staff recommendations shall be presented to the MPO Policy Board for review and appropriate action. This meeting of the MPO Policy Board shall adhere to the requirements identified for Policy Board meetings in Section 3.

### **4.2 - Interim Amendments to the Public Participation Plan**

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

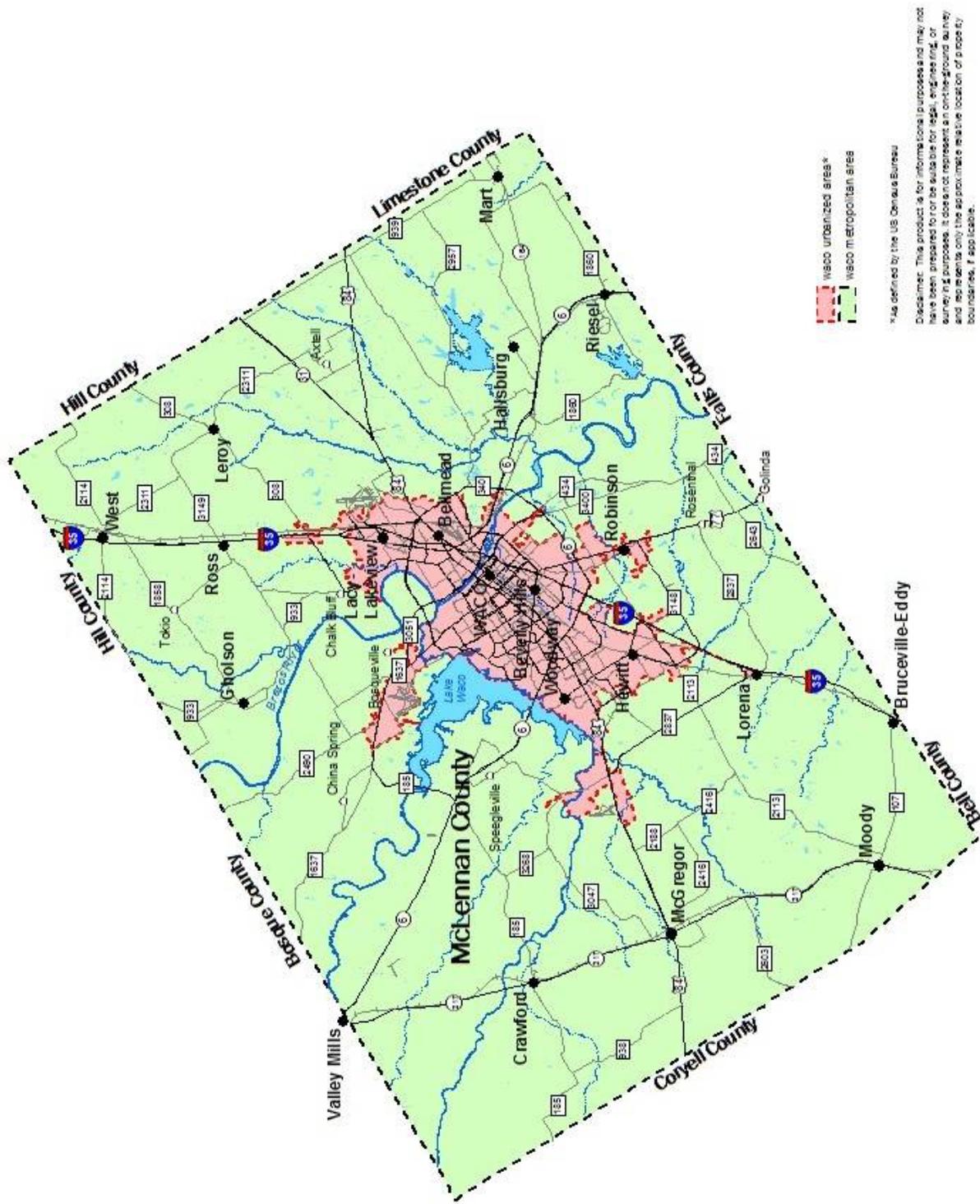
Interim amendments may be recommended by the MPO staff or the MPO Policy Board provided a minimum 45-day public review period be completed prior to Policy Board action. The requirements for public review shall be identical to that for the 5-year review of these procedures.

## **Section 5 – Revision Process for April, 2018 Amendment** **(This section to be updated after action by Policy Board)**

The review and draft document were completed and released for public review on January 24, 2018. At this time the 45-day public comment period commenced. The draft document was then submitted to the MPO Policy Board for discussion at its regularly scheduled meeting on April 19, 2018. Digital copies of the final draft were made available online at the MPO web site. Paper copies of the final draft were made available for viewing at the MPO offices as well as one other location within the Metropolitan Area. This comment period was posted on the MPO web site ([www.waco-texas.com/cms-mpo](http://www.waco-texas.com/cms-mpo)), advertised in publications for English speakers as specified by City of Waco policy, advertised in publications for Spanish speakers as determined in periodic review with Hispanic community stakeholders, and announced via press release. All notices mentioned when and where copies of the draft documents were available for viewing and also mentioned how and where to send comments.

Three public informational meetings were conducted on January 29, 2018 and January 30, 2018, both at 6:00 PM, and a third on January 29, 2018 at 12:00 PM. The January 29, 2018 meetings were conducted at the Waco Transit System Administration Building and the January 30, 2018 meeting at the South Waco Community Center. These hearings were posted on the MPO web site ([www.waco-texas.com/cms-mpo](http://www.waco-texas.com/cms-mpo)), posted at the McLennan County Courthouse and the Waco City hall, advertised in the Waco Tribune-Herald and announced via press release. The MPO Policy Board met on April 19, 2018 and adopted the amended Public Participation Plan. A public hearing was conducted during the meeting prior to Policy Board action. The hearing was posted on the MPO web site, advertised in the Waco Tribune-Herald and announced via press release. All comments received during the public comment period were forwarded to the Policy Board prior to this meeting.

# Appendix A – Metropolitan Area Map



**Appendix B – Key Transportation Stakeholders**

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

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

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

**Appendix C – List of Media for Press Releases**

<b>Company / Agency</b>	<b>Transportation Interest</b>
211 HOTCOG	Public Service
Anchor Newspaper	Newspaper
Clear Channel Communications	Radio
Deaf Link	Public Service
FM 94.5 KBCT	Radio Station
HHSC TX	Television
KWTX Channel 10	Television
KXXV Channel 25	Television
KCEN TV Channel 6	Television
KWKT Channel 44	Television
MIX 92.9 KLRK	Radio
News 8 Austin	Television
Print publications for Spanish speakers	News publications determined per periodic review with Hispanic Community
Print publications for English speakers	News publications as specified by City of Waco policy

## Appendix D – Matrix of Notification Requirements by type of Policy Action

NOTIFICATION REQUIREMENTS BY COMMUNITY OUTREACH AND POLICY ACTION		OUTREACH ACTIVITY							
		Section 2	2.1	2.2	2.3	2.4	2.5	2.6	2.7
			Survey on Transportation Issues	Community Workshops	Public Comment Periods	Informational Meetings	Informational Programs on Waco City Cable Channel	Elected & Appointed Official Briefings*	Public Hearings
<b>TYPE OF POLICY ACTION:</b>			M	M	M, m, a	M, m, a	M	NA	M, m, a
<b>NOTIFICATION REQUIREMENTS:</b>									
Legal Ad	English Publication		√	√	√	√	√		√
	Spanish Publication		√	√	√	√	√		√
Press Release(s)		√ 1	√ 2	√ 1	√ 2	√ 1	√ 1		√ 2
MPO Website		√	√	√	√	√	√	√	√
Mall (postcards)		√	√	√	√	√	√	√	√
E-mail		√	√	√	√	√	√	√	√

Legend: Type of Policy Action as per Section 1:  
 M = Major Action (adoption of a new plan)  
 m = minor action (amend a current plan; resolution)  
 a = abbreviated process (specific to APL & APER)  
 √ = required notification as per Section 2 of Public Participation Plan  
 \* = notification to be handled by respective agency

**Appendix E – Agencies required for direct notification of Major or Minor Policy Board Actions per 23CFR450.516(a)**

- A. Public Ports
- B. Private Providers of Transportation
  - a. Intercity bus operators
  - b. Employer-based commuting programs, such as carpool programs
  - c. Vanpool programs
  - d. Transit benefits programs
  - e. Parking cash-out programs
  - f. Shuttle programs
  - g. Telework programs

As of January 10, 2018 the following agencies located within the Waco Metropolitan Area were identified as meeting the requirements for direct notification under 23CFR450.516(a):

<b>Company / Agency</b>	<b>Location</b>	<b>Agency Type</b>
Greyhound Bus Lines	301 S 8 <sup>th</sup> St, Waco	Intercity bus operator
Tornado Bus Company	1900 Speight Ave, Waco	Intercity bus operator

MPO staff will maintain a separate list of agencies meeting these statutory requirements for direct notification in order that necessary notifications may begin immediately after establishment.

**Appendix F – Agencies involved with Tourism or Natural Disaster Risk Reduction**

Note: List current as of January 10, 2018

<b>Company / Agency</b>	<b>Location</b>	<b>Agency Type</b>
Waco Convention and Visitors Bureau	100 Washington Ave, Waco	Tourism
McLennan County Office of Emergency Management	721 N 4 <sup>th</sup> St, Waco	Natural Disaster Risk Reduction

MPO staff will maintain a separate list of agencies involved in tourism or natural disaster risk mitigation in order to conduct appropriate consultation during development of plans and programs identified in activity 8.