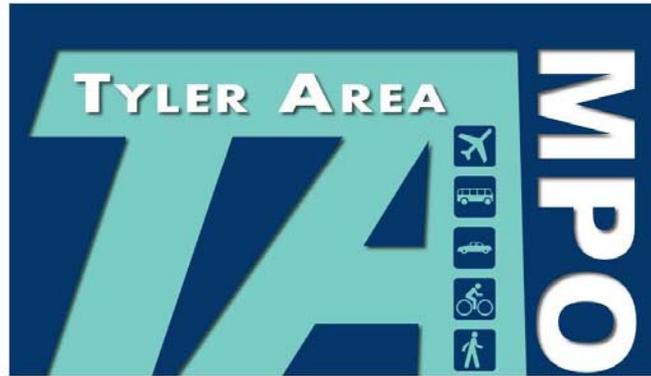


**EXAMPLE**

**ANNUAL PERFORMANCE**

**and**

**EXPENDITURE REPORT (APER)**



# Tyler Area MPO

ANNUAL PERFORMANCE and EXPENDITURE REPORT

FY 2008

## TASK 1.0

### ADMINISTRATION / MANAGEMENT

#### **TASK SUMMARY**

To ensure the cooperative, comprehensive and continuing planning for the Tyler Urban Transportation Study; to see that the necessary arrangements and contractual agreements have been secured; to monitor the ongoing planning activities in order that schedules are met and financial commitments are adhered to; and to provide for the management and administration of work tasks and funding sources; to provide for public participation; and to ensure that all federal, state and local guidelines and regulations are followed and met.

**Subtask 1.1 Program and Support Administration** – Prepare and submit required documents to maintain the continuity and credibility of the planning process. Sponsor and conduct meetings and provide support to policy and advisory committees. Prepare budgets, maintain financial records, and ensure monies are spent appropriately. Coordinate activities among participating agencies and other public and private interests. Assist participating agencies as needed.

Purchase/lease supplies, computer equipment and other equipment necessary to carry out planning efforts. Maintain current licenses for all GIS software and purchase most current versions of software when beneficial to the MPO. Equipment/ computer purchases of \$5,000 or greater require prior approval.

**Subtask 1.1 Work Performed and Status** – Regular meetings of the MPO staff ensured the progress of the transportation planning activities as described in the FY 2008-2009 UPWP. Billing statements and financial tracking of PL 112 funds were analyzed, calculated, and submitted. The 2008-2009 UPWP was approved and adopted July 10, 2007. The UPWP was revised on Jan. 31, 2008. The annual listing of projects was also distributed through the Public Notification Process for projects completed or let in the Planning Area for FY 07. The MPO continued leases on computer equipment to carry out planning. Policy Committee meetings were held on Jan. 31, 2008, April 25, 2008 and Sept. 19, 2008.

**Subtask 1.2 Title VI Civil Rights Evaluation** – The MPO will continue to implement procedures compliant with federal law, which will analyze the areas of minority and low income that have been historically underserved communities. The MPO will continue to develop the appropriate Title VI Analysis Tools and Performance Measures and Indicators. Additionally, the MPO will educate and inform the Technical and Policy Committees concerning Title VI topics.

**Subtask 1.2 Work Performed and Status** – Staff attended 'Fundamentals of Title VI and Environmental Justice' course hosted by Texas Department of Transportation (TxDOT). Conformity with Federal Environmental Justice Order, Title VI, was monitored.

**Subtask 1.3 Public Outreach** – Continue public participation process. Conduct public meetings during the development and update of Metropolitan Transportation Plan (MTP) and other planning documents as appropriate to keep the public informed. Develop opportunities to efficiently obtain public input in all aspects of multi-modal transportation planning, including participation from the Title VI target population. Provide information to the public as requested. The MPO will review and amend the Public Participation Plan as necessary to ensure Title VI issues are addressed properly, including minority and low-income communities, air quality conformity, and federal and state requirements for public participation are maintained.

**Subtask 1.3 Work Performed and Status** – The Tyler Area MPO held three MPO Policy Committee Meetings, which were open to the public, on Jan. 31, 2008; April 25, 2008; and Sept. 19, 2008. The City of Tyler Mayor Barbara Bass was elected Chairperson and the Smith County Judge Joel Baker as Vice Chairperson at the Sept. 19, 2008 meeting.

On Jan. 31, 2008, MPO staff reviewed amendments to the Transportation Improvement Program (TIP), the Metropolitan Transportation Plan (MTP), and Unified Planning Work Program (UPWP). The Policy Committee adopted the changes and they were posted on the website. A public meeting for the amendments was held Dec. 20, 2007, also starting the public comment period.

On April 25, 2008, representatives of the North East Texas Regional Mobility Authority (NETRMA) presented draft documents of legislation regarding terms and conditions for toll projects.

On Sept. 19, 2008, the Policy Committee adopted revised Tyler Area MPO By-laws and reviewed and adopted amendments to the Transportation Improvement Program (TIP), which were posted on the website. Public meeting for amendments was held Aug. 9, 2008, also starting the public comment period. The Tyler Area MPO created a new address for the website for easy and direct use, located at <<http://www.tylerareampo.org>>.

The Tyler Area MPO held a public meeting, along with consultants Planning Concepts, on Aug. 14, 2008. This meeting was part of the planning process for the Regional Trail Plan.

**Subtask 1.4 Staff Training and Education** – The MPO staff will participate in conferences, seminars, meetings, and other training opportunities to remain acquainted with the latest regulations and techniques related to the transportation planning field as provided by the Federal Transit Administration (FTA), Federal Highway Administration, Environmental Protection Agency, Texas Commission on Environmental Quality (TCEQ), TxDOT and other agencies. Attend, as necessary, any meetings concerning transportation or air quality hosted by TxDOT, Environment Protection Agency (EPA), Northeast Texas Air Care (NETAC), Texas Association of Metropolitan Planning Organizations (TEMPO) or other agencies.

**Subtask 1.4 Work Performed and Status** – Tyler Area MPO staff traveled as a result of the following: TEMPO meetings, East Texas Council of Governments (ETCOG) meetings, NETAC meetings, North East Texas Regional Mobility Authority (NETRMA) and TxDOT District Study Office meetings. Staff also attended the 3<sup>rd</sup> Annual Texas Transportation Forum; National Highway Institute (NHI) Training: Fundamentals of Title VI/ Environmental Justice; NHI Training: Administration of FHWA Planning and Research Grants; Texas American Planning Association (APA) Conference; and the Association of Metropolitan Planning Organizations (AMPO) Training: Integrating Transportation & Land Use Workshop.

**TASK 1.0 FUNDING SUMMARY FY 2008**

Funding Source	Amount Budgeted	Amount Expended	Balance	% Expended
Transportation Planning Funds (TPF)	\$112,984.00	\$114,135.63	(\$1,151.63)	101%
General Transportation Planning Funds (GTPF)	\$0.00	\$0.00	\$0.00	0%
Local Planning Funds	\$0.00	\$0.00	\$0.00	0%
FTA	\$0.00	\$0.00	\$0.00	0%
Congestion Mitigation / Air Quality (CMAQ)	\$0.00	\$0.00	\$0.00	0%
STP / MM	\$0.00	\$0.00	\$0.00	0%
<b>TOTAL</b>	<b>\$112,984.00</b>	<b>\$114,135.63</b>	<b>(\$1,151.63)</b>	<b>101%</b>

## TASK 2.0

### DATA DEVELOPMENT AND MAINTENANCE

#### **TASK SUMMARY**

Include overall description of general data collection and analysis primarily from ongoing activities. Include all subtasks listed from the UPWP with a description of each subtask, product received or work accomplished and agency responsible. If subtask was completed by a consultant/subcontract, then please indicate.

**Subtask 2.1 Socioeconomic Data and Forecast** – Prepare updates and maintain data and maps related to population, building permits, land use, housing, and employment. Develop current estimates and forecasts of population and employment. Prepare documents for non-attainment status, if needed. Continue compilation and mapping of data on existing alternative transportation systems, such as bikeways, pedestrian ways, rail, air, etc. Contract with a consultant to provide a 2040 socio-economic forecast to include population, dwelling units, income, special generators and employment by SIC and extrapolated into traffic analysis zones. This project began in FY 2007 and will finish in FY 2008.

**Subtask 2.1 Work Performed and Status** – The socioeconomic data and forecast was contracted in the spring of 2007 with a consultant, Alliance Transportation Group, and is expected to be complete in February of 2009. Final report contingent on the model presentation scheduled for Feb. 3, 2009. The Final Report task will cost \$13,500.00 and will be charged to the FY 2009. Staff attended Development Review Committee (DRC) meetings for data compilation and land use analysis. Staff prepared updates to population estimates.

**Subtask 2.2 Geographic Information System** – Continue to develop the Geographic Information System (GIS) database. Compile all available data into a series of maps for use in the transportation planning process.

Continue lease and maintenance of computer hardware and software to improve GIS system and perform other data collection activities. Equipment/computer purchases of \$5,000 or greater will be sent to the TxDOT Study Office for their submittal to TxDOT Transportation Planning & Programming Division (TP&P).

The established inter-local agreements and combined GIS database will allow for easier exchange of data between government entities and will reduce redundant work. The exchange and sharing of data will assist the MPO with future analysis of various data layers. Reproduce maps created in GIS as necessary.

Continue development of applications to streamline land development services for eventual use in the transportation planning process. Monitor consistency of physical addresses of structures within the Study Area.

**Subtask 2.2 Work Performed and Status** – Continued to update and maintain GIS database as it relates to the Tyler Area MPO. Staff collaborated in the development of the new user-friendly public GIS Viewer. Created and reproduced maps created in GIS as necessary. City limits and Extraterritorial Jurisdiction (ETJ) boundaries were verified within the MPO Study area. Staff monitored consistency of physical addresses of structures within the Study Area.

**Subtask 2.3 Traffic Counts** – Contract a traffic data collection program, which will collect data on major thoroughfares to be done by a consultant from the private sector. This data would include such information as roadway volumes, intersection traffic counts with turning movements, travel speed data accident data, etc. This data will be used to determine high traffic areas for future projects.

**Subtask 2.3 Work Performed and Status** – Traffic counts were obtained through a contract with Yvonne Newman Engineering. The traffic data collection program collected turning movement counts for 35 intersections and 24-hour counts for five intersections.

**Subtask 2.4 Digital Aerial Photography** – Current aerial photography is a valuable tool utilized during the planning process. The MPO along with other local agencies including City of Tyler, Smith County 911, Smith County Appraisal District, Neches River Authority, and other entities will assist in the acquisition of digital aerial photography provided by a consultant at a total cost of \$193,544. The coverage area will consist of the Tyler city limits, including the 5-mile ETJ (6-inch) aerials and the remainder of the MPO area in 1-inch color aerial photography. The raster data will meet the City of Tyler's digital data base map at NAD 83, and the Texas State Plane Coordinate System.

**Subtask 2.4 Work Performed and Status** – The aerial photography will be obtained through a contract with consultant, Stewart GeoTechnologies, Inc., and is an ongoing project. No charges for the FY 2008 were accrued for the aerial photography. The Tyler Area MPO will be doing aerial photography updates in FY 2009 and will be adjusting task budget to allocate surplus funds to other projects.

**TASK 2.0 FUNDING SUMMARY FY 2008**

Funding Source	Amount Budgeted	Amount Expended	Balance	% Expended
Transportation Planning Funds (TPF)	\$106,154.50	\$72,983.59	\$33,170.91	68.8%
General Transportation Planning Funds (GTPF)	\$0.00	\$0.00	\$0.00	0%
Local Planning Funds	\$0.00	\$0.00	\$0.00	0%
FTA	\$0.00	\$0.00	\$0.00	0%
Congestion Mitigation / Air Quality (CMAQ)	\$0.00	\$0.00	\$0.00	0%
STP / MM	\$0.00	\$0.00	\$0.00	0%
TOTAL	\$106,154.50	\$72,983.59	\$33,170.91	68.8%

## TASK 3.0

### SHORT RANGE PLANNING

#### **TASK SUMMARY**

Include planning activities associated with immediate implementation and relating to the near time frame. Include all subtasks listed from the UPWP with a description of each subtask, product received or work accomplished and agency responsible. If subtask was completed by a consultant / subcontractor then please indicate.

**Subtask 3.1 Transportation Improvement Program** – Quarterly Revisions of the FY 2008-2011 TIP as needed. Ensure public involvement as part of the development of the 2008-2011 TIP. Review project selection procedures to determine effect on low-income, minorities, the disabled and senior citizens.

**Subtask 3.1 Work Performed and Status** – Amendments were made to the 2008-2011 Transportation Improvement Program (TIP) on Jan. 31, 2008 and Sept. 19, 2008. A portion of the budget amount is anticipated to be reallocated to special projects and the remainder will be on target for FY 2009.

**Subtask 3.2 Air Quality Activities and Planning** – Coordinate with North East Texas Air Care to develop promotions and education programs that promote ozone awareness. Continue coordination with TxDOT, TTI, ETCOG, and the TCEQ on air quality conformity -- preparation of plans, documents, strategies and other necessary work activities.

**Subtask 3.2 Work Performed and Status** – MPO Staff participated in NETAC Policy and Technical Committee meetings; several of the NETAC Technical Committee meetings were held on a conference call. MPO Staff participated in quarterly meetings of the Technical Working Group for Mobile Source Emissions (TWG). The Tyler Area is in attainment of national ambient air quality standards, therefore, preparations of documents and plans are minimal. NETAC has not requested assistance from the MPO in current air quality promotions programs. Expenditures are expected for FY 2009 for various meetings and coordination as the Tyler Area MPO potentially may become a non-attainment area.

**Subtask 3.3 Public Transportation Planning** – To be performed by Tyler Transit with assistance by the MPO as needed: Prepare FTA grant for City of Tyler. Manage current grant to ensure monies are spent according to federal requirements. Prepare updates to the Title VI, Section 15 and Public Participation documents and analyze effectiveness of current policies related to meeting those requirements.

Gather and analyze rider ship indicators including passenger trips, vehicle miles,

vehicle hours, and passengers by hour. Gather and analyze performance indicators such as on-time performance, miles between road calls and miles between preventable accidents. Analyze cost per mile, cost per hour and operating ratio.

Have a consultant develop a feasibility study for the establishment of a transfer station for Tyler Transit bus system. Tyler Transit has been utilizing for several years a bus shelter along a right of way area in Tyler as the main transfer point. The current transfer point has buses stopped in the right of way, restroom facilities are not available, and more space is needed for the expected growth.

Evaluation of ADA requirements and local service provision relating to those requirements. Investigate the applicability of video surveillance systems on fixed-route buses. Attendance of workshops and seminars related to transit planning. Members of MPO staff actively participate in Regional Public Transportation Steering Committee and monthly Task Force meetings.

**Subtask 3.3 Work Performed and Status** – MPO Staff assisted transit manager with a variety of planning data analysis as it relates to facilities planning studies for the transit system. The MPO is in coordination with the Tyler Transit department in conducting a transfer point feasibility study, expected to be expended during FY 2009.

**TASK 3.0 FUNDING SUMMARY FY 2008**

Funding Source	Amount Budgeted	Amount Expended	Balance	% Expended
Transportation Planning Funds (TPF)	\$16,664.00	\$2,283.58	\$14,380.42	13.7%
General Transportation Planning Funds (GTPF)	\$0.00	\$0.00	\$0.00	0%
Local Planning Funds	\$0.00	\$0.00	\$0.00	0%
FTA	\$0.00	\$0.00	\$0.00	0%
Congestion Mitigation / Air Quality (CMAQ)	\$0.00	\$0.00	\$0.00	0%
STP / MM	\$0.00	\$0.00	\$0.00	0%
<b>TOTAL</b>	<b>\$16,664.00</b>	<b>\$2,283.58</b>	<b>\$14,380.42</b>	<b>13.7%</b>

## TASK 4.0

### METROPOLITAN TRANSPORTATION PLAN

#### **TASK SUMMARY**

Include overall activities associated with publishing or updating the Metropolitan Transportation Plan (MTP), formerly called the Long-Range Plan. Include all subtasks listed from the UPWP with a description of each subtask, product received or work accomplished and agency responsible. If subtask was completed by a consultant / subcontractor then please indicate.

**Subtask 4.1 Metropolitan Transportation Plan Development** – The project will consist of contracting with a consultant to assist with the development of the MTP through 2035 for the Tyler Metropolitan Planning Area. Continue to update land use maps in order to keep the information accurate as possible. The project will consist of contracting with a consultant to assist with the draft of the MTP. Public hearings will be held, in accordance with the MPO Public Participation Policy (PPP), throughout the process. Staff will oversee the entire process and will monitor plan implementation, including the eight factors.

**Subtask 4.1 Work Performed and Status** – The MPO published a Request for Proposals with a July 11, 2008 deadline, for the Metropolitan Transportation Plan. A consultant for the update has been selected and the project will continue through FY 2009 and is set to conclude in the first quarter of FY 2010. The contract is designed to pay for tasks as they are completed and presented to the Tyler Area MPO. The project is anticipated to expend funding through FY 2009 to the budgeted amount.

**TASK 4.0 FUNDING SUMMARY FY 2008**

Funding Source	Amount Budgeted	Amount Expended	Balance	% Expended
Transportation Planning Funds (TPF)	\$35,000.00	\$6.72	\$34,993.28	.0192%
General Transportation Planning Funds (GTPF)	\$0.00	\$0.00	\$0.00	0%
Local Planning Funds	\$0.00	\$0.00	\$0.00	0%
FTA	\$0.00	\$0.00	\$0.00	0%
Congestion Mitigation / Air Quality (CMAQ)	\$0.00	\$0.00	\$0.00	0%
STP / MM	\$0.00	\$0.00	\$0.00	0%
TOTAL	\$35,000.00	\$6.72	\$34,993.28	.0192%

## TASK 5.0

### SPECIAL STUDIES

#### **TASK SUMMARY**

Include all Special Studies as listed from the UPWP with a description of each subtask, product received or work accomplished and agency responsible. If subtask was completed by a consultant / subcontractor then please indicate.

**Subtask 5.1 Regional Greenbelt and Trail Corridor Study** – Contract with a consultant to provide a Regional Greenbelt and Trail Corridor Study to increase public awareness and encourage alternate modes of transportation. The Regional Greenbelt and Trail Corridor Study began in FY 2007 and will conclude in FY 2008.

**Subtask 5.1 Work Performed and Status** – Contract with consultant, Planning Concepts, is still in effect for the Regional Trail Plan. The planning process began in the summer of 2007 and is set to conclude in the second quarter of the FY 2009. Planning Concepts presented a project overview and discussed strategic connections for the trail plan with the Regional Trail Advisory Committee on Dec. 13, 2007. The Tyler Area MPO held a public meeting, along with consultants Planning Concepts, on Aug. 14, 2008. This meeting was part of the planning process for the Regional Trail Plan. Planning Concepts has also held a series of meetings with the advisory committee of the project through FY 2009. The study did not bill for FY 2008 due to the schedule of the project and the funds will be expended in full during the first half of FY 2009.

**TASK 5.0 FUNDING SUMMARY FY 2008**

Funding Source	Amount Budgeted	Amount Expended	Balance	% Expended
Transportation Planning Funds (TPF)	\$17,500.00	\$0.00	\$17,500.00	0%
General Transportation Planning Funds (GTPF)	\$0.00	\$0.00	\$0.00	0%
Local Planning Funds	\$0.00	\$0.00	\$0.00	0%
Texas Commission on Environmental Quality (TCEQ) Funds	\$0.00	\$0.00	\$0.00	0%
FTA	\$0.00	\$0.00	\$0.00	0%
Congestion Mitigation / Air Quality (CMAQ)	\$0.00	\$0.00	\$0.00	0%
STP / MM	\$0.00	\$0.00	\$0.00	0%
TOTAL	\$17,500.00	\$0.00	\$17,500.00	0%

**BUDGET SUMMARY** – Include a table showing a recap of the funding budgeted, expended, remaining balance (if any), and a total percent (%) expended. A table for each funding source, as identified in the UPWP, should be reported.

Examples of funding sources are as follows: Transportation Planning Funds (TPF), General Transportation Planning Funds (GTPF), FTA (Section 5307), Local Funds, TxDOT District (not the in-kind match), Texas Commission on Environmental Quality (TCEQ), Congestion Mitigation/Air Quality (CMAQ), STP/MM, FAA, TxDOT Aviation Division, etc.

**TOTAL TRANSPORTATION PLANNING FUNDS (TPF)  
BUDGETED AND EXPENDED FOR FY 2008**

UPWP Task	Description	Amount Budgeted	Amount Expended	Balance	Percent Expended
1.0	Administration and Management	\$112,984.00	\$114,135.63	(\$1,151.63)	101%
2.0	Data Development and Maintenance	\$106,154.50	\$72,983.59	\$33,170.91	68.8%
3.0	Short Range Planning	\$16,664.00	\$2,283.58	\$14,380.42	13.7%
4.0	Metropolitan Transportation Plan	\$35,000.00	\$6.72	\$34,993.28	0.0192%
5.0	Special Studies	\$17,500	\$0.00	\$17,500.00	0%
Total		\$288,302.50	\$189,409.52	\$98,892.98	65.7%