

FY 2008 – 2009
UNIFIED PLANNING WORK PROGRAM



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TABLE OF CONTENTS

Introduction 5
 History and Background 5
A. Purpose 6
B. Definition of Area..... 6
C. Organization..... 6
 Policy Organization..... 7
 Technical Organization..... 7
 Other Advisory Committees..... 8
 Functional Responsibilities of Planning Agencies..... 8
 Metropolitan Planning Organization 8
 Alamo Area Council of Governments 10
 Texas Department of Transportation..... 10
 City of San Antonio..... 10
 Texas Commission on Environmental Quality..... 11
 VIA Metropolitan Transit..... 11
 Bexar County..... 11
 Northeast Partnership..... 12
 Suburban Cities..... 12
 Public/Private Partnerships 12
D. Private Sector Involvement 12
E. Planning Issues and Emphasis..... 12
 Tasks 12
 Task 1.0 – Administration/Management 15
 Subtask 1.1 ^{1, 8} Program Support 15
 Subtask 1.2 ^{1, 8} Legal Costs 16
 Funding Summary 16
 Task 2.0 - Data Development and Maintenance 17
 Subtask 2.1 MPO Staff Support for Task 2..... 17
 Subtask 2.2 Demographic Forecast Modeling Projects 18
 Subtask 2.3 ¹ Support for Bicycle and Pedestrian Planning..... 18
 Subtask 2.3a ¹ Bicycle and Pedestrian Facility Data Collection 18
 Subtask 2.3b ¹ Road Diet Analysis..... 19
 Subtask 2.4 ⁵ Steps To A Healthier San Antonio (Steps-SA)..... 20
 Subtask 2.5 ^{2, 3} Transportation Planning Surveys 21
 Subtask 2.5a ³ Regional Transportation Attitude Survey II..... 21
 Subtask 2.5b ³ San Antonio Region Visitor Travel Survey 22
 Funding Summary ^{2, 3, 5} 23
 Task 3.0 – Short Range Planning 24
 Subtask 3.1 ⁸ MPO Staff Support for Task 3..... 24
 Subtask 3.2 Support for the Planning Process 25
 Subtask 3.3 Air Quality Planning..... 26
 Subtask 3.4 Walzem Road Revitalization, Accessibility, and Mobility Initiative 26

¹ Amended by the Transportation Policy Board on December 3, 2007.
² Amended by the Transportation Policy Board on January 28, 2008.
³ Amended by the Transportation Policy Board on April 28, 2008.
⁵ Amended by the Transportation Policy Board on July 28, 2008.
⁸ Amended by the Transportation Policy Board on January 26, 2009.

Subtask 3.5 ²	Traffic Signal Re-timing Study II.....	26
Subtask 3.6 ²	Traffic Signal Re-timing Study III.....	27
Subtask 3.7 ⁸	Traffic Signal Re-timing Study IV	28
	Funding Summary ²	29
Task 4.0 – Metropolitan Transportation Plan.....		30
Subtask 4.1	MPO Staff Support for Task 4.....	30
Subtask 4.2 ⁷	Support for the Metropolitan Transportation Plan.....	31
Subtask 4.3 ²	Support for the Metropolitan Transportation Plan: Travel Demand Modeling Assistance	31
Subtask 4.4 ²	Mode Split Model Development	32
Subtask 4.6 ^{2,8}	Support for the Metropolitan Transportation Plan Update	32
Subtask 4.7 ^{5,8}	Fredericksburg Road Corridor Microsimulation Modeling Study	33
Subtask 4.8 ⁹	<u>Long-Range Comprehensive Transportation Plan.....</u>	<u>34</u>
	Funding Summary ^{2,5,9}	36
Task 5.0 – Special Studies.....		37
Subtask 5.1 ⁸	MPO Staff Support for Task 5.....	37
Subtask 5.2	Congestion Management Process (CMP).....	37
Subtask 5.3	Austin – San Antonio Corridor Projects.....	38
Subtask 5.4	South Texas Medical Center Traffic Management Association	39
Subtask 5.5	Priority Access for Transit Analysis on Major Corridors.....	39
Subtask 5.6	Regional Travel Survey	40
Subtask 5.7 ⁴	Rail Master Plan	40
Subtask 5.8 ⁵	Freight Rail Relocation Study	41
Subtask 5.9 ⁵	Freight Rail Adaptive Reuse Study	42
Subtask 5.10 ⁵	Mobility Management Program	42
Subtask 5.11 ⁶	Light Rail Corridor Feasibility Study.....	43
	Funding Summary ^{2,5,6}	45
Budget Summary by Task and Funding Source ^{2,4,5,6,9}		47
Budget Summary by Funding Source ^{4,5,6,9}		49
APPENDIX A:.....		50
Policy Board Membership		
Technical Advisory Committee		
APPENDIX B: Metropolitan Planning Organization Study Area Boundary Map.....		52
APPENDIX C: MPO Self-Certification.....		54
APPENDIX D: Debarment Certification		56
APPENDIX E: Lobbying Certification.....		60
APPENDIX F: Adopted Policies.....		66
Policy 1	San Antonio-Bexar County Transportation Policy Board	68
Policy 2	San Antonio-Bexar County Metropolitan Planning Organization Operations.....	72
Policy 3	General Items	74
Policy 4	Procedures For Unified Planning Work Program Studies	77
Policy 5	Public Participation Plan/Public Involvement Process	81
Policy 6	Guidelines for Programming Projects in the Transportation Improvement Program	89

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Introduction

Transportation is a dominant factor in every person's life. The ability to travel can influence the economic status, social status, and overall standard of living of people. Transportation is important and without its continued growth and improvement, our economy and standard of living may be drastically altered. The basic reason and purpose behind transportation planning is to ensure that the transportation system will be able to meet the future needs of the people and provide for continued growth and development.

History and Background

The Federal Aid Highway Act of 1962 promulgated the requirement that all urban areas of 50,000 or more population develop and maintain a comprehensive, cooperative, and continuing (3-C) transportation planning process. The process would establish a transportation plan and provide the procedure by which it would be maintained and revised on a continuing basis. To accomplish this process in San Antonio, an agreement was attained in 1963 between the City of San Antonio, County of Bexar, and the Texas Department of Transportation (then called the Texas Highway Department) which established the San Antonio-Bexar County Urban Transportation Study (SABCUTS). This agreement was updated and re-executed in 1968, 1974, and 1977. The Metropolitan Transit Authority (VIA Metropolitan Transit) became a signatory party to the agreement in 1978.

The Texas State Legislature established the Alamo Area Council of Governments (AACOG) in 1968 with a planning region of twelve counties, ten of which lie in the Texas Department of Transportation (TxDOT) San Antonio District. The San Antonio District, however, has two additional counties outside of the AACOG region.

In 1974, AACOG was designated by the Governor of Texas as the Metropolitan Planning Organization for the San Antonio urbanized area. In this capacity, AACOG was a forum for cooperative decision-making by principal elected officials of general purpose local governments, and bore responsibility for maintenance of the urban transportation planning process.

In 1975, the City of San Antonio charged the Department of Planning to develop a Master Plan. This Plan forecasted land use, population, and other elements that were input into the development of the transportation plan. The coordination between land use and transportation was insured in planning for the future needs of San Antonio and Bexar County.

In September 1975, the United States Department of Transportation promulgated rules to govern the transportation planning process, and the joint certification of the process by the Federal Transit Administration (FTA) (then called the Urban Mass Transportation Administration) and the Federal Highway Administration (FHWA). It called for the development of a Prospectus and Unified Planning Work Program to establish a multi-year framework and a one-year program within which transportation planning would be accomplished. The requirement for a Prospectus was later removed and the requirement for a Unified Planning Work Program (UPWP) retained to serve as the framework within which the transportation planning activities would be programmed and monitored.

In August 1977, the Governor of Texas designated the San Antonio-Bexar County Urban Transportation Study (SABCUTS) Steering Committee as the Metropolitan Planning Organization for the San Antonio urbanized area. This committee, composed of ten elected officials and nine non-elected officials, provides a forum for cooperative decision-making policy guidance to the transportation planning process.

A. Purpose

This document presents the FY 2008 - 2009 Unified Planning Work Program (UPWP) for the San Antonio-Bexar County area. It delineates the activities to be accomplished during the period of October 1, 2007 through September 30, 2009, the funding requirements, and the agency responsible for accomplishing the tasks. In 2003, The San Antonio-Bexar County MPO was one of five MPOs in Texas to be selected to participate in a pilot project to develop and maintain a two-year UPWP. The two-year UPWP was designed to coincide with the biennial funding cycle of the State of Texas and to provide for a more seamless planning process. After successful implementation and execution of the FY 2004 - 2005 UPWP, the MPO decided to continue with the two-year UPWP planning cycle.

This document is organized in four sections. The first section describes the background and history of transportation planning in the area and the physical planning area within which planning activities will be concentrated. The second section describes briefly the organizational structure of the transportation planning process and the functional responsibilities of the planning agencies. The third section presents an overview of private sector involvement, planning issues, and National Emphasis areas. The fourth section details the work elements of the FY 2008 - 2009 UPWP.

The appendices contain the following:

- Appendix A: Composition of the various committees involved in the planning process, including the policy board
- Appendix B: Metropolitan Area Boundary Map
- Appendix C: MPO Self-Certification
- Appendix D: Debarment Certification
- Appendix E: Lobbying Certification
- Appendix F: Adopted Policies of the San Antonio-Bexar County MPO
 - Policy 1 San Antonio-Bexar County Transportation Policy Board
 - Policy 2 San Antonio-Bexar County Metropolitan Planning Organization Operations
 - Policy 3 General Items
 - Policy 4 Procedures For Unified Planning Work Program Studies
 - Policy 5 Public Participation Process/Public Involvement Process
 - Policy 6 Guidelines for Programming Projects in the Transportation Improvement Program

B. Definition of Area

Appendix B shows the entire MPO study area which encompasses over 1,200 square miles and includes all of Bexar County and small portions of Comal and Guadalupe counties. Nearly 80 percent of the population resides within the incorporated limits of San Antonio which encompasses over 368 square miles. San Antonio is the second largest city in Texas, and the third largest metropolitan area. Like many large urban areas, rapid growth and development have contributed to ever-increasing needs in transportation.

C. Organization

The transportation planning process in San Antonio and Bexar County has two basic organizational units – policy and technical. Both utilize a committee structure to provide a cooperative process for planning. These are described in the following sections.

Policy Organization

The policy organizational unit, as outlined in the most recent designation agreement, is composed of the San Antonio-Bexar County Urban Transportation Study (SABCUTS) Transportation Steering Committee (now referred to as the Transportation Policy Board). The Transportation Policy Board is composed of elected and appointed City, County, State, Metropolitan Transit Authority officials, and Suburban Cities. Its responsibilities are as follows:

- Provide a forum for cooperative decision-making by principal elected officials of general purpose local government;
- Carry out the urban transportation planning process as required by law for urbanized areas in conformity with applicable federal regulations and guidelines;
- Provide routine guidance to the planning process;
- Designate responsibility for the development of the Unified Planning Work Program, Transportation Improvement Program and Metropolitan Transportation Plan.

Approval of the following items and any subsequent revisions is also a responsibility of the Transportation Policy Board:

- Establish and approve policy procedures for transportation planning;
- Examine the adequacy of the continuing planning process;
- Review the limits of the Study Area and, if necessary, make revisions;
- Review and approve an annual budget for transportation planning activities as outlined in the Unified Planning Work Program;
- Designate such technical committees or task forces as necessary to carry out the planning process;
- Approve the National Highway System map, the functional classification system map, the urban area boundary map, and the metropolitan area boundary map.

The present voting membership of this committee is shown in Appendix A.

Technical Organization

The Technical Advisory Committee, which reports directly to the Transportation Policy Board, has the following responsibilities:

- Provides routine guidance to the technical procedures employed in the transportation planning process;
- Reviews the technical accuracy of transportation plans and documents resulting from the transportation planning process and either takes action on the work completed or makes a recommendation to the Transportation Policy Board;
- Reviews any item requested by the Transportation Policy Board and reports its findings to the Transportation Policy Board;

- Reviews and submits a recommendation on the Unified Planning Work Program and subsequent amendments;
- Reviews and submits a technical recommendation on the Transportation Improvement Program, the Metropolitan Transportation Plan and subsequent amendments to each; and
- Establishes and/or approves any technical procedures necessary to carry out the transportation planning process. These will be sent to the Transportation Policy Board for their review and, as necessary, appropriate action.

The membership requirements and present voting membership of the Technical Advisory Committee are shown in Appendix A.

Other Advisory Committees

Additional advisory committees have been established to advise the Transportation Policy Board on an as required or as needed basis. Current committees acting in an advisory capacity to the Transportation Policy Board are the Bicycle Mobility Advisory Committee and the Pedestrian Mobility Advisory Committee. With a focus on bicycle and pedestrian issues these two committees perform the following functions:

- Provide routine guidance to the technical procedures employed in the transportation planning process;
- Review the technical accuracy of transportation documents resulting from the transportation planning process and either takes action on the work completed or makes a recommendation to the Transportation Policy Board; and
- Review any item requested by the Transportation Policy Board and report findings to the Transportation Policy Board.

The MPO also creates multi-agency study oversight committees for certain planning studies and projects in the UPWP.

Functional Responsibilities of Planning Agencies

For the transportation planning process to function properly, the agencies involved must work together. The Transportation Policy Board, AACOG, TxDOT, VIA Metropolitan Transit (VIA), and the local governments within the study area are responsible for carrying out the urban transportation planning process consistent with local agreements. This process includes planning for aviation, highways, bicycling facilities, pedestrian facilities, railways, transit and water transportation activities. Planning for certain modes is delegated to certain agencies.

The following descriptions of functional responsibilities for each agency are not intended to limit the participation of any agency or local government in the study. Rather, they are brief descriptions of primary responsibilities.

Metropolitan Planning Organization

The MPO, in cooperation with the TxDOT, mass transit operators, planning agencies and local governments:

- Is responsible for carrying out and maintaining the urban transportation planning process

to include the:

- 1) Unified Planning Work Program (UPWP);
 - 2) Transportation Improvement Program (TIP);
 - 3) Metropolitan Transportation Plan (MTP);
 - 4) efficient and effective use of FHWA PL and FTA Section 5303, and Environmental Protection Agency (EPA) Section 175 planning funds;
 - 5) development, implementation and surveillance of plans to reduce transportation-caused air pollutants in areas within the study area not meeting National Ambient Air Quality Standards, in accordance with Section 174 of PL 101-549 (1990 Clean Air Act Amendments).
- Is a forum for cooperative decision-making by principal elected officials of general purpose local governments.
 - Executes those contracts and/or agreements necessary to carry out the work outlined in the UPWP.
 - Develops and maintains transportation databases and analytical tools.
 - Maintains a library of all planning products.
 - MPO staff has the following general responsibilities:
 - 1) Provide staff support to the Transportation Policy Board, the Technical Advisory Committee (TAC), the Pedestrian Mobility Advisory Committee (PMAC), and the Bicycle Mobility Advisory Committee (BMAC);
 - 2) Review and report on items on the agenda(s) for the Transportation Policy Board, TAC, BMAC and PMAC;
 - 3) Coordinate and perform the planning, air quality and data collection activities contained in the UPWP;
 - 4) Prepare and submit an annual budget for work outlined in the UPWP for approval;
 - 5) Receive and review all bills from agencies and consultants that the MPO has contracted with to perform work outlined in the UPWP;
 - 6) Submit requests for reimbursement to the appropriate Federal and State agencies for work performed according to the UPWP;
 - 8) Prepare and submit grant applications for federal assistance in transportation planning;
 - 9) Prepare and submit quarterly status reports for approval; prepare annual reports as necessary;
 - 10) Coordinate the activities for the development and maintenance of the Unified

Planning Work Program, the Metropolitan Transportation Plan and the Transportation Improvement Program;

- 11) Refine and maintain a process for obtaining public input and participation in the transportation planning process, with special emphasis on “Environmental Justice/Title VI Civil Rights Evaluation”; and
- 12) Perform any other administrative duties as required by the Transportation Policy Board.

Alamo Area Council of Governments

The Alamo Area Council of Governments (AACOG) has the following primary responsibilities for the study area:

- Participation in the continuing planning process, as both a lead and participating agency, in studies as assigned by the Transportation Policy Board;
- Development and maintenance of specialized transportation databases and analytical tools;
- Preparation and maintenance of demographic forecasts with multi-agency review and input;
- Preparation and maintenance of air quality plans and programs including development of emissions inventories, photochemical modeling and the Alamo Area Commute Solutions Program;
- Review and comment on transportation plans and programs in accordance with the AACOG/MPO Agreement; and
- Coordination of transportation planning with other comprehensive planning functions within AACOG.

Texas Department of Transportation

The Texas Department of Transportation (TxDOT), within the realm of transportation planning, has the following varied responsibilities for the study area:

- Highway planning;
- Participating and lead agency in transportation studies;
- Review of all FTA Section 5307 and Section 5311 capital grant applications which may involve State funding; and
- Coordination, review and monitoring of the Section 5310 Elderly and Disabled Transportation and Assistance Program.

In addition, TxDOT maintains certain transportation data base files and forecasting models, and coordinates its planning efforts with the MPO through the UPWP.

City of San Antonio

The City of San Antonio has five departments that participate in the transportation planning process. These are the City Manager's Office, the Department of Public Works, the

Department of Planning and Community Development, the Development Services Department, and the Department of Aviation.

The City Manager's Office has the primary responsibility of maintaining consistency with policy set by the City of San Antonio City Council as related to transportation planning in the study area.

The Department of Public Works, is responsible for the operation of the transportation system within the City of San Antonio, excluding VIA Metropolitan Transit, the Department of Aviation, and the TxDOT. Divisions within the Public Works Department include Capital Projects, Disability Access Office, Right-of-Way Management, Street Maintenance, and Traffic Operations and Engineering.

The Planning Department's mission is to promote (within the City and its extraterritorial jurisdictions) the development of livable communities and an enhanced quality of life through a framework of orderly growth and development that reflects the unique history, culture and diversity of San Antonio in a manner consistent with the Master Plan Policies, and city established priorities and policies.

The Development Services Department is responsible for subdivision mapping/parcel addressing, zoning administration, subdivision administration, building code administration, landscaping, tree preservation, sign regulation, and development review of drainage and traffic. In addition to protecting the health, safety, and public welfare through regulations of land development and construction, the Department seeks to provide an efficient and effective development process that supports City growth and economic development.

The Department of Aviation is primarily responsible for aviation planning and management of the City of San Antonio Airports. This department will coordinate the implementation and maintenance of the adopted Airport Master Plan (update approved in May 1998).

Texas Commission on Environmental Quality

The Texas Commission on Environmental Quality (TCEQ) is responsible for air quality monitoring in San Antonio and Bexar County. The TCEQ operates continuous air monitoring stations at four locations and non-continuous monitoring devices at six additional locations. The monitoring of air quality is to determine whether or not National Ambient Air Quality Standards (NAAQS) are met.

VIA Metropolitan Transit

VIA has primary responsibility for various short and long-range transit studies, maintains all transit data, and is responsible for transit planning in the study area.

Bexar County

The County of Bexar has the primary responsibility for the planning of all roads outside incorporated areas that are not on the State system. This is done cooperatively with the State. The County coordinates its planning with TxDOT and incorporated areas in extraterritorial jurisdictional areas. Bexar County recently created a county rail district and approved the

formation of a Regional Mobility Authority. Bexar County also acts as the Fiscal Agent for the MPO.

Northeast Partnership

The Northeast Partnership (formerly Randolph Region) provides coordinated input to the planning process for the northeast portion of the Study Area in the IH 35 corridor, which includes portions of Bexar, Comal and Guadalupe counties. The Northeast Partnership works with the other agencies and bodies in achieving a fully coordinated multi-modal transportation plan for the study area.

Suburban Cities

The Greater Bexar County Council of Cities (formerly Bexar County Council of Mayors) assists in ensuring appropriate transportation planning for the incorporated cities (other than San Antonio) as part of the study area's overall multi-modal planning efforts.

Public/Private Partnerships

Over the last few years, the San Antonio-Bexar County Region has actively pursued various partnerships with entities established to advance and improve the area's transportation infrastructure. This includes partnerships with the area's Advanced Transportation District, the Alamo Area Regional Mobility Authority and the San Antonio Mobility Coalition.

D. Private Sector Involvement

One member of the Technical Advisory Committee represents the local private transportation providers.

E. Planning Issues and Emphasis

The tasks in the FY 2008-2009 UPWP fall into five primary activities: Administration/Management, Data Development and Maintenance, Short Range Planning, Metropolitan Transportation Plan, and Special Studies. Each of these work areas is briefly described below.

Tasks

Administration/Management - This activity contains the work associated with administrative support of the coordinated, comprehensive, and continuing (3-C) transportation planning process

Data Development and Maintenance - Contained in this activity are work elements designed to collect, update, and report data required to perform both long and short-range transportation planning.

Short Range Transportation Planning - Contained in this planning activity are projects relating to immediate implementation and near term time frame for transit service and roadway operations.

Metropolitan Transportation Plan - This includes activities associated with the development and updating of the area's long range multi-modal transportation plan and travel demand models.

Special Studies - The objective of this activity is to provide for work elements that are generally outside the scope of the 3-C planning process, but are necessary to the continued development of a viable transportation plan in the area.

The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) contains eight factors that should be considered when developing plans and programs. The following outlines these factors:

- (1) Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
- (2) Increase the safety of the transportation system for motorized and non-motorized users.
- (3) Increase the security of the transportation system for motorized and non-motorized users.
- (4) Increase the accessibility and mobility options available to people and for freight.
- (5) Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
- (6) Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
- (7) Promote efficient system management and operation.
- (8) Emphasize the preservation of the existing transportation system.

Task 1.0 – Administration/Management

A. Objective

To accomplish, on a continuing basis, the plans and programs necessary to administer Federal transportation planning grants and maintain the “3-C” planning process in and for the San Antonio-Bexar County Metropolitan Area.

B. Expected Products

Continued Development of Metropolitan Transportation Plan Update
 Expansion of Metropolitan Area Boundaries (as necessary)
 Public Involvement Program
 Certified Transportation Planning Process
 Updated Website
 Other Appropriate Documents and Reports

C. Previous Related Work

General administrative functions
 Coordination of transportation planning and implementation activities with other agencies and organizations
 Provide support for all meetings of the Transportation Planning Process
 Implementation of policies to maintain the “3-C” Planning Process
 Provide staff access to courses, workshops and seminars

D. Subtask 1.1 Program Support ^{1,8}

The primary activities which will take place under Program Support include the following:

- 1.1.1 Program Administration:** This activity includes development and implementation of those policies and guidelines necessary to carry out and maintain the "3-C" planning process; coordination of transportation planning activities; budgeting and management of transportation planning funds; sponsoring and conducting meetings including providing support to policy and advisory bodies; and coordinating and working with other agencies and organizations involved in planning, programming and implementation of transportation projects.
- 1.1.2 Travel and Training:** This activity supports staff development in the technical activities associated with the transportation planning process through travel to and attendance at appropriate conferences, courses, seminars, and workshops.
- 1.1.3 Computer Hardware/Software:** This activity is for the upgrade/addition of computer hardware and software to ensure suitability for data manipulation and analysis. A description of computer hardware and software purchases in excess of \$5,000 will be submitted to the Texas Department of Transportation for approval prior to acquisition.
- 1.1.4 Legal Services:** This activity is for legal services that are not part of the fiscal agent’s indirect rate. Note: legal services are not part of the fiscal agent’s indirect rate. ¹
- 1.1.5 Purchase Freight Data:** This activity includes the purchase of freight data for the eight county Metropolitan Statistical Area. The data will be used to coordinate transportation

¹ Amended by the Transportation Policy Board on December 3, 2007.

⁸ Amended by the Transportation Policy Board on January 26, 2009.

planning and continue the development of the Metropolitan Transportation Plan update. It is important to note that for freight planning, the area outside the metropolitan area boundary affects the area within the metropolitan area boundary. The cost is expected to not exceed \$100,000. Because the cost exceeds \$5,000, approval will be sought from the Federal Highway Administration prior to purchasing the data.⁸

1.1.6 Purchase Year 2009 Aerial Photography: The MPO plans to purchase year 2009 aerial and oblique photography for Bexar, Comal and Guadalupe counties. Although the MPO boundary does not fully extend throughout Comal and Guadalupe counties, the MPO is developing a five county travel demand model and the area outside the metropolitan area boundary affects the area within the metropolitan area boundary. The cost is expected to not exceed \$40,000. Because the cost exceeds \$5,000, approval will be sought from the Federal Highway Administration prior to purchasing the photography.⁸

Responsible Agency: Metropolitan Planning Organization
 Funding Requirement: \$2,075,000^{1,8}

- Product (s):
- Certified Planning Process
 - Reports on fiscal expenditures and work completed as required
 - Forum for cooperative decision-making by principal elected officials of general purpose local governments
 - Effective coordination of transportation planning activities

Subtask 1.2 Legal Costs^{1,8}

1.2.1 Legal Services: This activity is for legal services that are not part of the fiscal agent's indirect rate and are not paid out of the MPO's operating budget (1.1.4).

Responsible Agency: Metropolitan Planning Organization
 Funding Requirement: \$40,000^{1,8}

E. Funding Summary

Subtask	Subtask Name	Responsible Agency	TPF	FTA Sect. 5307 (Sect. 9)	Local	Total
1.1 ^{1,8}	Program Support	MPO	\$2,075,000			2,075,000
1.2 ^{1,8}	Legal Services	MPO	\$40,000			\$40,000
Total ^{1,8}			\$2,115,000			\$2,115,000
TxDOT State Funds (non-cash)						\$567,000

¹ Amended by the Transportation Policy Board on December 3, 2007.

⁸ Amended by the Transportation Policy Board on January 26, 2009.

Task 2.0 – Data Development and Maintenance

A. Objective

Provide updated information, demographic data and analysis to support the Metropolitan Planning Organization's planning efforts.

B. Expected Products

Series of technical reports documenting the continuing demographic data updating process.
 Pedestrian and Bicycle facility data and updated Bicycle Route Suitability Map
 Traffic Data Collection System
 Updated Website

C. Previous Related Work

Pedestrian Amenities Plan
 Bicycle Route Suitability Study
 Demographic Forecast Modeling Projects (04-07)
 Demographic Forecast Modeling Projects
 Pedestrian and Bicycle Facility Data Collection
 Steps to a Healthier San Antonio (Steps-SA)
 Bicycle Route Suitability Map (versions 1 and 2)

D. Subtask 2.1 MPO Staff Support for Task 2

2.1.1 General Administration: This subtask allows for MPO staff support for administrative activities related to data development and maintenance including procurement, contract management and oversight committee participation and appropriate review/processing of monthly billings for work related to Task 2. Public Involvement activities related to the development and dissemination of technical data will also be completed.

2.1.2 General GIS Activities: Specific activities will include but not be limited to, reviewing and providing direction on the development of demographic data; GIS work to include analyzing meeting attendance data and census data, especially that data related to Title VI/Environmental Justice to include identifying locations of large populations of minorities within the MPO Study Area and mapping planned transportation projects and services that may affect these populations; use and documentation of GIS-ST data and/or NEPAssist in support of efforts to link planning and NEPA; designing and printing presentation materials as needed; continuing website maintenance; and providing oversight and support to Subtask 2.3 Bicycle and Pedestrian Facility Data Collection.

2.1.3 Traffic Data Collection and Management System: This project will identify all local sources of manual traffic data and develop a management system for the collection, common tabulation/formatting, geo-coding and web-based distribution of this information. The data will provide archived records to determine area-wide and specific roadway trends in traffic demands; reduce duplication of data collection efforts for specific objectives; allow data collected by and for local agencies to be utilized by cooperating entities; and provide a means for private and public entities to make use of current and archival data for land use and transportation planning and development.

Responsible Agency: Metropolitan Planning Organization
 Funding Requirement: \$400,000
 Product(s): Contract procurement materials, billing packages, Technical Memoranda, Final Reports, and mappable databases as per specifications

Subtask 2.2 Demographic Forecast Modeling Projects

2.2.1 Conduct demographic support work as background information for transportation planning and air quality decision-making. It must be noted that for transportation and air quality planning, activity that occurs in the area outside the metropolitan area boundary affects the area within the metropolitan area boundary.

The general scope of services is as follows:

1. Develop TAZ level forecast of 2035 population and employment for Guadalupe, Kendall, Comal and Wilson Counties. AACOG staff will work with county staffs to review the forecasts at regular intervals.
2. Assist with developing and running “what-if” demographic scenarios for the next Metropolitan Transportation Plan Update.
3. Complete the transition of the demographic modeling process to the UrbanSim platform.
4. Support the transportation planning process by participating in the 2010 version of TAZ-UP and Work-up. The decennial census requires revision of the census boundaries based on population estimates and size limitations of that geography. The project will create a revised census tract boundary file and a revised traffic analysis serial zone structure for Bexar, Comal, Guadalupe, Kendall and Wilson counties per TAZ-UP and technical working group guidelines.

Responsible Agency: Alamo Area Council of Governments

Funding Requirement: \$450,000

Product(s): Maps, tables, graphs, and presentation materials. Products will also include alternative development scenario maps.

Subtask 2.3 Support for Bicycle and Pedestrian Planning ¹

Subtask 2.3a Bicycle and Pedestrian Facility Data Collection ¹

This project is a third party contract for a consultant to collect information in support of bicycle and pedestrian planning.

2.3a This work element is envisioned to be an extensive data collection effort to update data collected in the previous two Bicycle Route Suitability Studies. Data will be collected on roadways and facilities in the study area for updating the bicycle route suitability map, which will include both on-road and off-road facilities. This work element also supports the work outlined in Subtask 2.3b Road Diet Analysis. The current Bicycle Route Suitability Map will be used a guide in the identification of roadways and corridors for data collection. Data collection will also be conducted on new bicycle facilities (includes paths, routes, and lanes) that have been completed by the transportation agencies but are not currently shown on the Bicycle Route Suitability Map.

The general scope of services is as follows:

1. Work with the Study Oversight Committee to identify an appropriate data collection methodology for roadways and/or corridors in the MPO Study Area.

¹ Amended by the Transportation Policy Board on December 3, 2007.

2. Using the accepted data collection methodology, collect new and compile existing data on geometrics, speed limits, traffic volumes, accident rates, rights-of-way, transit service, sidewalk condition, width, and sidewalk obstructions for designated roadways and/or corridors and sidewalks in the study area as described above. Fully document any secondary data sources.
3. Collect the data in a format (electronic) that can be used in the Bicycle Level of Suitability model for the next update of the Bicycle Route Suitability Map and for the Road Diet Analysis.
4. Document all work in a final report.

Responsible Agency: Metropolitan Planning Organization
Funding Requirement: \$150,000
Product(s): final report and mappable databases as per specifications

Subtask 2.3b Road Diet Analysis ¹

2.3b This work element is envisioned to build on previous data collection efforts, especially those undertaken in Subtask 2.3a Bicycle and Pedestrian Facility Data Collection. The objective is to identify and analyze roadways that would benefit from the “road diet” technique. A road diet is a technique of transportation planning in which the width of a road or lane is narrowed, or lane(s) are eliminated, in order to achieve improvements to the transportation system. The intent of “road diets” are leaner, safer, more efficient and multi-modal streets.

The general scope of services is as follows:

1. Work with the Study Oversight Committee to select and investigate roadways and corridors for which data was collected in Subtask 2.3a.
2. Using a data analysis methodology accepted by the Study Oversight Committee, analyze the data available for the selected roadways and corridors and determine those facilities that could benefit from the implementation of road diet techniques.
3. Develop roadway cross-sections for selected roadways that would benefit from implementing “road diet” techniques.
4. Document all work in a final report.

Responsible Agency: Metropolitan Planning Organization
Funding Requirement: \$75,000
Product(s): technical report, mappable databases as per specifications, roadway cross-sections

¹ Amended by the Transportation Policy Board on December 3, 2007.

Subtask 2.4 Steps to a Healthier San Antonio (Steps-SA) ⁵

2.4.1 This project, Steps to a Healthier San Antonio (Steps-SA), is the result of a federal grant that was applied for by the City of San Antonio. The MPO is a subcontractor to the City. The purpose of the grant is to support better health through physical activity by developing programs that promote healthier lifestyles including reducing the incidence of obesity, asthma and diabetes within the target area. The target area is the geographic school attendance zone of the San Antonio Independent School District (SAISD) in San Antonio, Texas. This is the fourth year the MPO will be participating in the Steps Program and the grant covers only partial MPO staff time. This project supplements but does not duplicate work done in Subtasks 2.3, 3.1 and 3.2.

The general scope of work for FY 2008 is as follows:

1. Encourage and increase physical activity and safety in children/youth and adults through cycling, walking and by teaching safety techniques in the SAISD schools and geographic area.
2. Partner with San Antonio Police Department in bike rodeos at elementary schools to include fitting and distribution bicycle of helmets.
3. Conduct safety classes within SAISD to 3rd through 12th grades.
4. Communicate with school district personnel to develop support for the Walkable Community Program and facilitate workshops.
5. Continue the third year of surveying residents in the area to determine what motivates individuals to walk or cycle for recreation and commuting. This continues the MPO's efforts to participate in the National Bicycle and Pedestrian Documentation Project.
6. Identify, develop and update educational materials, such as brochures and maps that support physical activity and promote safety for children and adults.
7. Support health related activities such as health fairs.
8. Identify audiences and speaking engagements to promote the Steps-SA program. Present to the public using appropriate and multiple communication channels and styles. Develop a program that explains the influence a good transportation system has on encouraging physical activity.
9. Partner and participate in activities sponsored by Steps-SA partners as well as other organizations such as Alamo Area Council Of Governments, the City of San Antonio, Bexar County, Texas Department of Transportation, VIA Metropolitan Transit and other partners so the Steps-SA program is visible to all residents of the target area.

Responsible Agency: Metropolitan Planning Organization
Funding Requirement: \$68,260
Product(s): Survey(s), database(s), progress reports as required

⁵ Amended by the Transportation Policy Board on July 28, 2008.

2.4.2⁵ This project, Steps to a Healthier San Antonio (Steps-SA), is the result of a federal grant that was applied for by the City of San Antonio. The MPO is a subcontractor to the City. The purpose of the grant is to support better health through physical activity by developing programs that promote healthier lifestyles including reducing the incidence of obesity, asthma and diabetes within the target area. The target area has been expanded past the original geographic school attendance zone of the San Antonio Independent School District (SAISD) in San Antonio, Texas. This is the fifth year the MPO will be participating in the Steps Program and the grant covers only partial MPO staff time. This project supplements but does not duplicate work done in Subtasks 2.3, 3.1 and 3.2.

The general scope of work for FY 2009 is as follows:

1. Encourage and increase physical activity and safety in children/youth and adults through cycling, walking and by teaching safety techniques throughout the study area.
2. Partner with San Antonio Police Department, San Antonio Park Police and Bexar County Constables in bike rodeos at elementary schools to include fitting and distribution bicycle of helmets and safety information.
3. Develop support for the Walk & Roll Rally and Fest.
4. Identify, develop and update educational materials, such as brochures and maps that support physical activity and promote safety for children and adults.
5. Support health related activities such as health fairs.
6. Partner and participate in activities sponsored by Steps-SA partners as well as other organizations such as the Alamo Area Council Of Governments, the City of San Antonio, Bexar County, Texas Department of Transportation, VIA Metropolitan Transit and other partners so the Steps-SA program is visible to all residents of the target area.

Responsible Agency: Metropolitan Planning Organization
 Funding Requirement: \$93,140
 Product(s): Status reports, brochures, maps and other promotional items

Subtask 2.5 Transportation Planning Surveys³

This project is a third party contract for a consultant to conduct surveys in support of the MPO's transportation planning process.

Subtask 2.5a Regional Transportation Attitude Survey II²

2.5a A regional transportation attitude study will be undertaken in the San Antonio-Bexar County Area by a third party contract to gather statistically valid data with respect to public perceptions of regional transportation needs and issues and of preferences and

² Amended by the Transportation Policy Board on January 28, 2008.

³ Amended by the Transportation Policy Board on April 28, 2008.

⁵ Amended by the Transportation Policy Board on July 28, 2008.

priorities for future transportation system enhancements. While the focus will be on transportation, the survey will address other aspects of transportation planning including air quality, fuel prices, Edwards Aquifer protection, energy, safety, noise reduction, drainage, neighborhood protection, historical site preservation, protection of trees and other features of the natural landscape. The preferred methodology at this time is a Choice-Based Conjoint Analysis which measures preferences and established priorities by requiring respondents to make a series of choices between specific alternatives rather than simply rating or ranking them.

This project is an update of the San Antonio – Bexar County Regional Transportation Attitude Study conducted in 1997-1998. It is expected the questionnaire and data collection methodology will be similar to the original study to allow for direct comparisons of survey results.

The general scope of services is as follows:

1. Determine the survey methodology, including, but not limited to, the number and type of questions to be asked, the method of contacting the public, the period of time to conduct the survey, and the sample size.
2. Test the survey methodology with a small sample to ensure the questions provide the appropriate information (as directed by the study oversight committee). Make the necessary changes and conduct the survey.
3. Compile the survey results in a manner to allow for analysis and prepare the appropriate documentation for a final report.

Responsible Agency: Metropolitan Planning Organization
Funding Requirement: \$98,117 (Amount carried over from FY 2007) ²
Product(s): Technical Memoranda, Final Report, data file of survey records

Subtask 2.5b San Antonio Region Visitor Travel Survey ³

2.5b A regional visitor travel survey will be conducted in the San Antonio area in support of the update of the MPO's travel demand model. The San Antonio region is a major tourist destination and traditional travel surveys (household travel and workplace surveys) do not capture the travel of this major market segment. It becomes even more important to collect data on this type of travel, which primarily takes place in the summer when our ozone monitor readings are higher, because of our likely air quality nonattainment designation in two years. The survey is scheduled to be conducted in June 2008. The contract already in place for Subtask 2.5a Regional Transportation Attitude Survey II will be amended to add these additional survey tasks:

1. Determine the survey methodology, including, but not limited to, refining the number and type of questions to be asked, the method of surveying visitors, and the sample size.
2. Test the survey methodology with a small sample to ensure the questions provide the appropriate information. Make the necessary changes and conduct the survey.
3. Compile the survey results in a manner to allow for analysis and use in the travel demand model by MPO staff.
4. Prepare and submit a technical memorandum documenting the survey methodology.

Responsible Agency: Metropolitan Planning Organization
 Funding Requirement: \$35,000
 Product(s): Data file of survey records, technical memorandum

E. Funding Summary

Subtask	Subtask Name	Responsible Agency	TPF	Other	Local	Total
2.1	Staff Support	MPO	\$400,000			\$400,000
2.2	Demographic Forecast Modeling Projects	AACOG	\$450,000			\$450,000
2.3a ¹	Bicycle and Pedestrian Route Data Collection	MPO	\$150,000			\$150,000
2.3b ¹	Road Diet Analysis	MPO	\$75,000			\$75,000
2.4.1	Steps-SA (FY 2008)	MPO		\$68,260		\$68,260
2.4.2 ⁵	Steps-SA (FY 2009)	MPO		\$93,140		\$93,140
2.5a ^{2,3}	Regional Transportation Survey II	MPO	\$98,117			\$98,117
2.5b ³	San Antonio Region Visitor Travel Survey	MPO	\$35,000			\$35,000
Total ^{2,3,5}			\$1,208,117	\$161,400		\$1,369,517
TxDOT State Funds (non-cash)						\$344,000

¹ Amended by the Transportation Policy Board on December 3, 2007.
² Amended by the Transportation Policy Board on January 28, 2008.
³ Amended by the Transportation Policy Board on April 28, 2008.
⁵ Amended by the Transportation Policy Board on July 28, 2008.

Task 3.0 – Short Range Planning

A. Objective

To provide the information and basis for the investigation of near term issues related to comprehensive transportation planning. These planning activities have specific time frames, with direct input into implementation strategies.

B. Expected Products

Traffic Signal Re-timing Studies
Air Quality Emissions Inventories
Air Quality Control Strategy Modeling
Air Quality Transportation Network Analysis
Updated Public Involvement Plan

C. Previous Related Work

Support for the Planning Process (01–07)
Geographic Information Systems Support
Air Quality Planning: Emissions Inventory
Air Quality Planning: Control Strategy Modeling
Traffic Signal Re-timing Studies
Microsimulation Modeling Studies

D. Subtask 3.1 MPO Staff Support for Task 3⁸

3.1.1 General Administration: This subtask allows for MPO staff support for administrative activities related to short range planning, including the development and management of agency contracts; procurement, development and management of consultant contracts for projects in Task 3; and review and processing of monthly billings for work related to Task 3.

3.1.2 General Activities: Specific activities will include, but not be limited to, maintenance of the FY 2008-2009 Transportation Improvement Program, development of the FY 2010-2013 Transportation Improvement Program, maintenance of the FY 2008-2009 Unified Planning Work Program, and development of the FY 2010-2011 Unified Planning Work Program.

3.1.3 Air Quality Planning: Includes coordination with the Alamo Area Council of Governments (AACOG) in the maintenance of the area's Early Action Compact. Specific activities include participation in the AACOG AIR Technical Committee, the Near Non-Attainment Area Workgroup, Technical Working Group, the State Implementation Plan Work Group and other air quality related committees at the state and local level. Other activities will include the review and possible implementation of federal regulations affecting the region's air quality status, including the preparation of transportation conformity documentation if the area is declared non-attainment.

3.1.4 Pedestrian and Bicycle Planning Activities: MPO staff will continue to plan and lead activities related to pedestrian and bicycle planning. These activities include continued development and implementation of the Regional Bicycle Master Plan; development of a Pedestrian Master Plan; coordination of annual Walk&Roll events; development, coordination and implementation of the Walkable Community Program which consists of four independent activities: safety classes, bike rodeos, Safe Routes to School Workshop and Walkable Community Workshop. This activity will also include staff coordination and participation in the MPO's Pedestrian Mobility Advisory Committee and the Bicycle Mobility Advisory Committee. This subtask supplements

⁸ Amended by the Transportation Policy Board on January 26, 2009.

but does not duplicate work done in Subtask 2.4.

Product(s): Contract procurement materials and billing packages, meeting packages and materials, Walkable Communities and Safe Routes to Schools reports.

Responsible Agency: Metropolitan Planning Organization

Funding Requirement: \$490,000⁸

Subtask 3.2 Support for the Planning Process

3.2.1 Agency staff participation in the MPO's planning process is essential for the coordination and implementation of local transportation planning programs. Agency staff involvement in the transportation planning process involves participation in planning worksessions and study oversight committees including the following: 1) Air Quality Planning, 2) Traffic Signal Re-timing Studies, 3) Congestion Management Work Group, and 4) other committees as necessary. This task also includes agency staff support for the following standing committees: 1) Transportation Policy Board, 2) Technical Advisory Committee, 3) Pedestrian Mobility Advisory Committee, and the 4) Bicycle Mobility Advisory Committee.

The City of San Antonio will provide essential staff support in the MPO's planning process for the coordination and implementation of local transportation planning programs, which includes temporary funding for a City Pedestrian and Bicycle Coordinator. This position's responsibilities will include, but not be limited to, coordinating pedestrian and bicycling related activities for Walk & Roll events, coordinating bicycle projects that are in the MPO's Transportation Improvement Program, assisting with the Regional Bicycle Master Plan implementation, assisting with the development of a Pedestrian Master Plan, participating in the Walkable Community Program sidewalk evaluation and pedestrian and bicycle facility data collection analysis.

Responsible Agency: Alamo Area Council of Governments

Funding Requirement: \$30,000

Product(s): Monthly Reports

Responsible Agency: Bexar County

Funding Requirement: \$50,000

Product(s): Monthly Reports

Responsible Agency: City of San Antonio

Funding Requirement: \$150,000

Product(s): Monthly Reports

Responsible Agency: VIA Metropolitan Transit

Funding Requirement: \$30,000

Product(s): Monthly Reports

⁸ Amended by the Transportation Policy Board on January 26, 2009.

Subtask 3.3 Air Quality Planning

3.3.1 The purpose of this Subtask is to provide technical analysis for air quality planning in the region. Tasks may include conceptual model update, trend analysis, control strategy analysis and photochemical model refinement. The work will be guided by local and State agencies and will be designed to meet EPA defined standards for reliability and accuracy. Work performed under this subtask will not duplicate tasks being conducted by the Texas Commission on Environmental Quality or the Texas Transportation Institute. It must be noted that for air quality planning, the area outside the metropolitan area boundary affects the area within the metropolitan area boundary.

Responsible Agency: Alamo Area Council of Governments
Funding Requirement: \$275,000
Product(s): Technical Memoranda, status reports and technical report(s).

Subtask 3.4 Walzem Road Revitalization, Accessibility, and Mobility Initiative

3.4.1 The goal of this project is to improve the level of mobility, access, traffic flow and internal traffic circulation throughout San Antonio's northeast quadrant. The mobility corridors which impact the proposed study area include IH 35, Walzem Road, and Loop 410. Planning for mobility in these corridors is the responsibility of TxDOT, the MPO, and the City of San Antonio. However, over the last few years, new players have been added to the picture with the advent of the Alamo Regional Mobility Authority and the Austin San Antonio Intermunicipal Commuter Rail District. As a result, a new approach is needed to deal with the traffic needs of the targeted area. Improvements throughout the Walzem Road corridor will foster business growth and lead to increased investment, new jobs, and an improved quality of life for area residents.

Responsible Agency: City of Windcrest
MPO will administer the contract
Funding Requirement: \$86,000 (Amount carried over from FY 2007)
Product(s): Technical Memoranda and Final Report

Subtask 3.5 Traffic Signal Re-timing Study II ²

3.5.1 This project is a third party contract for a consultant to perform signal system timing analyses for direct implementation in the field. Six signal systems (Alamo Quarry, Fredericksburg Road, St. Cloud, Bandera/Callaghan, Blanco/Fredericksburg and Broadway) comprising 82 coordinated signalized intersections will be analyzed for phasing and timing improvements based on current traffic data. These signals are those determined to be of greatest need for re-timing and the result will be a significant improvement in traffic flow characteristics including fewer vehicle stops, delays and pollutant emissions. The study will consist of a "Before" and "After" evaluation of the systems' performance.

The consultant's general scope of services for the six signal systems is as follows:

1. Collect a.m. and p.m. peak period intersection turning movement count data, road tube traffic count data by roadway direction output for each hour of the day including vehicle classification data.
2. Collect "Before" travel time/delay moving vehicle data.
3. Collect "After" travel time/delay moving vehicle data.
4. With the Study Oversight Committee define the evaluation criteria, basic assumptions,

² Amended by the Transportation Policy Board on January 28, 2008.

traffic plan requirements, and model inputs.

5. Prepare computer simulation runs using Synchro, PASSER II, PASSER III and TRANSYT-7F as appropriate.
6. Conduct computer simulation runs to result in optimized traffic signal timings and coordination parameters.
7. Documentation of optimization results to include traffic plan definition, phasing, phase timings, and offsets for installation in field controllers.
8. Prepare a final report documenting the evaluation of “Before” and “After” data collected to determine the relative improvement and value of improvement for each of the six systems.

Responsible Agency: City of San Antonio
MPO will administer the contract
Funding Requirement: \$0 (Completed in FY 2007)²
Original budget was \$162,000
Product(s): Traffic Count Data, Technical Memoranda and Final Report

Subtask 3.6 Traffic Signal Re-timing Study III²

3.6.1 This project is a third party contract for a consultant to perform signal system timing analyses for direct implementation in the field. Four signal systems (Blanco/West Avenue, Lockhill-Selma, Marbach/Military and Culebra/Grissom) comprising 51 coordinated signalized intersections will be analyzed for phasing and timing improvements based on current traffic data. These signals are those determined to be of greatest need for re-timing and the result will be a significant improvement in traffic flow characteristics including fewer vehicle stops, delays and pollutant emissions. The study will consist of a “Before” and “After” evaluation of the systems’ performance.

The consultant’s general scope of services for the five signal systems is as follows:

1. Collect a.m. and p.m. peak period intersection turning movement count data, road tube traffic count data by roadway direction output for each hour of the day including vehicle classification data.
2. Collect “Before” travel time/delay moving vehicle data.
3. Collect “After” travel time/delay moving vehicle data.
4. With the Study Oversight Committee define the evaluation criteria, basic assumptions, traffic plan requirements, and model inputs.
5. Prepare computer simulation runs using Synchro, PASSER II, PASSER III and TRANSYT-7F as appropriate.
6. Conduct computer simulation runs to result in optimized traffic signal timings and coordination parameters.
7. Documentation of optimization results to include traffic plan definition, phasing, phase timings, and offsets for installation in field controllers.

² Amended by the Transportation Policy Board on January 28, 2008.

8. Prepare a final report documenting the evaluation of “Before” and “After” data collected to determine the relative improvement and value of improvement for each of the six systems.

Responsible Agency: City of San Antonio
MPO will administer the contract
Funding Requirement: \$17,012 (actual FY 2007 carry over) ²
Product(s): Traffic Count Data, Technical Memoranda and Final Report

Subtask 3.7 Traffic Signal Re-timing Study IV ⁸

- 3.7.1** This project is a third party contract for a consultant to perform signal system timing analyses for direct implementation in the field. The Flores/Pleasanton, Rittiman Road, Eisenhower Road, and Commerce/Zarzamora. These signals are those determined to be of greatest need for re-timing and the result will be a significant improvement in traffic flow characteristics including fewer vehicle stops, delays and pollutant emissions. The study will consist of a “Before” and “After” evaluation of the systems’ performance.

The consultant’s general scope of services is as follows:

1. Collect a.m., noon, and p.m. peak period intersection turning movement count data, road tube traffic count data by roadway direction output for each hour of the day including vehicle classification data.
2. Collect “Before” travel time moving vehicle data.
3. Collect “After” travel time moving vehicle data.
4. With the Study Oversight Committee define the evaluation criteria, basic assumptions, traffic plan requirements, and model inputs.
5. Prepare computer simulation runs using Synchro.
6. Conduct computer simulation runs to result in optimized traffic signal timings and coordination parameters.
7. Prepare electronic timing files to optimize signal timings for each intersection and implement and fine-tune timings in the field.
8. Documentation of optimization results to include traffic plan definition, phasing, phase timings, and offsets for installation in field controllers.
9. Prepare a final report documenting the evaluation of “Before” and “After” data collected to determine the relative improvement and value of improvement for each of the four sections.

Responsible Agency: City of San Antonio
Metropolitan Planning Organization will administer the contract
Funding Requirement: \$497,500 (note: \$147,500 from FY 2007 carry over allocation and \$350,000 in new funding)
Product(s): Traffic Count Data, Technical Memoranda and Final Report

² Amended by the Transportation Policy Board on January 28, 2008.

⁸ Amended by the Transportation Policy Board on January 26, 2009.

E. Funding Summary

Subtask	Subtask Name	Responsible Agency	TPF	PTNSF ^a	Local (ATD)	State	Total
3.1 ⁸	Staff Support	MPO	\$490,000				\$490,000
3.2	Support for the Planning Process	AACOG	\$30,000				\$30,000
		BC	\$50,000				\$50,000
		CSA	\$150,000				\$150,000
		VIA	\$30,000				\$30,000
3.3	AQ Planning	AACOG	\$275,000				\$275,000
3.4	Walzem Road Revitalization	Windcrest (MPO)	\$86,000				\$86,000
3.5 ²	Signal Re-Timing II	CSA (MPO)	\$0				\$0
3.6 ²	Signal Re-Timing III	CSA (MPO)	\$17,012				\$17,012
3.7	Signal Re-Timing IV	CSA (MPO)	\$497,500				\$497,500
Total ^{2, 8}			\$1,625,512				\$1,625,512
TxDOT State Funds (non-cash)							\$473,000

^a PTN non-Federal share cash match for FTA 5303 funds.

² Amended by the Transportation Policy Board on January 28, 2008.

⁸ Amended by the Transportation Policy Board on January 26, 2009.

Task 4.0 – Metropolitan Transportation Plan

A. Objective

To develop, maintain and update a multi-modal Metropolitan Transportation Plan for the San Antonio-Bexar County metropolitan area for a 25-year horizon that meets State and regional air quality goals.

B. Expected Products

Revised Texas Metropolitan Mobility Plan
Texas Public Transportation Plan

C. Previous Related Work

Metropolitan Transportation Plan Update: Public Involvement (05-4.5)
Metropolitan Transportation Plan Update: Transit Element (05-4.4)
Metropolitan Transportation Plan Update (05-4.1)

D. Subtask 4.1 MPO Staff Support for Task 4

4.1.1 General Administration: This subtask allows for MPO staff support for administrative activities related to long range planning including procurement, development and management of consultant contracts for projects in Task 4, review and processing of monthly billings for work related to Task 4 and maintenance of the Metropolitan Transportation Plan.

4.1.2 Texas Metropolitan Mobility Plan: In 2003 and 2006 the MPO, in conjunction with the Texas Department of Transportation and other transportation partners, developed the Texas Metropolitan Mobility Plan (TMMP) in order to detail the unconstrained transportation needs of the San Antonio-Bexar County region. MPO staff will continue to update the TMMP, as necessary, in order to expand the modes reviewed in the original plan and refine the true needs of the region. This will include continued work with the statewide TMMP workgroup, public involvement, and various modeling activities to forecast future travel demand.

4.1.3 Texas Public Transportation Plan: The Texas Department of Transportation partnered with areas around the State to undertake an initiative to develop recommendations and goals to improve the future of Texas Public Transportation. While the region adopted the “Alamo Area Regional Public Transportation Coordination Plan” in early 2007 this task will remain in the UPWP for any follow-up work in support of the coordinated public transportation effort.

4.1.4 MPO Modeling Activities: MPO staff will actively conduct transportation modeling activities in order to forecast future demand on the region’s transportation system. This includes thoroughfare planning, the update and coding of the region’s roadway and transit networks along with the integration of regional travel survey information into the regional model. Work will also include participation in the review of demographic forecasts. These activities will be completed in a timeframe that will encompass the migration of the regional travel demand model to TransCad software.

Responsible Agency: Metropolitan Planning Organization

Funding Requirement: \$350,000

Product(s): Planning documents, data sets, contract procurement materials and billing packages, networks, data sets

Subtask 4.2 Support for the Metropolitan Transportation Plan ⁷

4.2.1 Agency staff will assist in the development of the Metropolitan Transportation Plan and other activities related to the long-range planning activities of the MPO. Technical assistance may include development and review of target year demographic forecasts, review of future year travel demand networks and model output.

Responsible Agency: Alamo Area Council of Governments

Funding Requirement: \$30,000

Product(s): Monthly Reports

Responsible Agency: Bexar County

Funding Requirement: \$50,000

Product(s): Monthly Reports

Responsible Agency: City of San Antonio

Funding Requirement: \$30,000

Product(s): Monthly Reports

Responsible Agency: VIA Metropolitan Transit

Funding Requirement: \$30,000

\$20,000

\$10,000 TransCAD, version 4.8 software

Product(s): Monthly Reports, software purchase

Subtask 4.3 Support for the Metropolitan Transportation Plan: Travel Demand Modeling Assistance ²

4.3.1 This project is a third party contract for a consultant to provide technical assistance with the travel demand modeling needs for the next update of the Metropolitan Transportation Plan, the Texas Metropolitan Mobility Plan (TMMP) and for possible transportation conformity should the San Antonio Metropolitan Area be designated non-attainment for ozone. Several model runs will be performed in support of the TMMP process. TripCal5 and Atom2 will be used to complete the trip generation portion of the overall modeling effort.

The consultant's general scope of services is as follows:

1. Provide technical assistance with network coding for proposed roadway and transit improvements.
2. Run the base year and future year travel demand models and review the results with the Study Oversight Committee.
3. Revise network as appropriate and re-run model as necessary.
4. Prepare a Technical Report that fully documents network development, revisions and model run output for use in the Metropolitan Transportation Plan Update.

Responsible Agency: Metropolitan Planning Organization

Funding Requirement: \$55,329 ² (actual FY 2007 carry over); overall budget was \$153,000.

Product(s): Revised transportation networks, model runs, and data summary tables

⁷ Amended by the Transportation Policy Board on December 1, 2008.

² Amended by the Transportation Policy Board on January 28, 2008.

Subtask 4.4 Mode Split Model Development ²

4.4.1 This project is a third party contract for a consultant to develop the MPO's next mode split model. Mode Split/Choice models are mathematical expressions used to estimate the share of travel on each available mode given the time and cost characteristics of each mode and the socio-economic characteristics of trip makers.

The consultant's general scope of services is as follows:

1. Develop and calibrate the mode choice model to predict the ridership among a variety of competing travel modes using results from FY 2006-2007 Subtask 5.7 Regional Travel Survey and FY 2006-2007 Subtask 2.3 On-board Transit Origin/Destination Survey.
2. Stratify mode choice model by trip purpose to estimate or forecast mode shares for Single Occupant Vehicles (SOV), High Occupancy Vehicles (HOV), and Public Transit.
3. Refine the mode choice model by including other features such as considerations for toll usage, special purpose High Occupancy Toll (HOT) usage (managed lanes) and possibly non-motorized travel such as bicycle and pedestrian usage.

Responsible Agency: Metropolitan Planning Organization
Funding Requirement: \$170,029 ² (actual FY 2007 carry over)
Original contract amount was \$200,000
Product(s): Mode choice model and technical documentation.

Subtask 4.6 Support for the Metropolitan Transportation Plan Update ^{2, 8}

This project is a third party contract for a consultant to assist with the development of demographic forecasting scenarios, travel demand modeling and public involvement in the development of the Metropolitan Transportation Plan Update.

The consultant's general scope of services is as follows:

1. Develop a comprehensive public involvement plan that provides the public with opportunities to express their views and methods to demonstrate the team's response to their input. Provide advice and guidance on the structuring of public meetings. Assist the MPO with meeting logistics, facilitation and participant notification. Provide guidance and assistance in the preparation of public meeting materials, publications, and media packages.
2. Assist the MPO with operationalizing various demographic forecast scenarios and testing the forecast scenarios on the transportation system.
3. Provide technical assistance with network coding for proposed roadway and transit improvements. Run the base year and future year travel demand models and review the results with the Study Oversight Committee. Revise network(s) as appropriate and re-run model as necessary.

² Amended by the Transportation Policy Board on January 28, 2008.

⁸ Amended by the Transportation Policy Board on January 26, 2009.

4. In a Technical Report(s), fully document the public involvement process, network development, revisions and model run output for use in the Metropolitan Transportation Plan Update.

Responsible Agency: MPO

Funding Requirement: \$154,758 ^{2,8} (\$79,758 actual FY 2007 carry over)

Original budget amount was \$250,000

Product(s): Public participation plan, meeting materials, roadway and transit networks, technical report(s)

Subtask 4.7 Fredericksburg Road Corridor Microsimulation Modeling Study ^{5,8}

4.7.1 This project is a third party contract for a consultant to develop a corridor-wide traffic microsimulation model for the entire Fredericksburg Road/Medical Center/Westside Multimodal Center Bus Rapid Transit (BRT) line. This will involve data collection along the corridor (some existing data is available from City of San Antonio studies, while other data along parts of the corridor will have to be gathered); development of intersection level Synchro models for optimization of signals and a corridor-wide VISSIM planning model. In order for the BRT to operate optimally, traffic signals throughout the entire corridor must be optimized to account for BRT vehicle priority, account for emergency vehicle preemption, and for parts of the corridor, model traffic and intersection movements with fewer travel lanes than exist today.

The consultant's general scope of services is as follows:

1. Collection of all necessary input data.
2. Evaluation of model outputs for calibration to existing conditions.
3. Development of meaningful and applicable measures of effectiveness.
4. Analysis of existing conditions.
5. Tabulation and evaluation of model outputs to identify operational characteristics of the study area's transportation system and identification of deficiencies for modeling of potential improvements.
6. Travel demand forecasting modeling based on future transportation network and land use including population and employment at the traffic survey zone level, calibration and network traffic demand forecasting.
7. Input of forecast results into area models for alternatives identification, analysis and evaluation.
8. Run two additional scenarios (2012 true no-build, 2032 true no-build) for each peak period, which results in six more new modeling scenarios; modify the other 24 models to reflect VIA's transit assumptions for BRT. ⁸
9. Document all work in a final report.

² Amended by the Transportation Policy Board on January 28, 2008.

⁵ Amended by the Transportation Policy Board on July 28, 2008.

⁸ Amended by the Transportation Policy Board on January 26, 2009.

Responsible Agency: VIA Metropolitan Transit
MPO will administer the contract
Funding Requirement: \$695,000 ⁸ (\$559,860 in TPF and \$135,140 in PTNSF)
Products: Traffic Count Data, Data Files, Technical Memoranda, Technical Report, Networks

Subtask 4.8 Long Range Comprehensive Transportation Plan⁹

4.8.1 VIA Metropolitan Transit intends to develop a Long Range Comprehensive Transportation Plan (CTP) out to the year 2035. The purpose of this plan is to evaluate and identify high capacity transit corridors and a range of transit alternatives for transportation investments along major transportation corridors serving the Bexar County area. The goal of the system plan is to provide mobility within the Bexar County Region, encourage economic development along the corridors and the downtown area and to attract current and future auto users.

The consultant's general scope of services is below:

1. Develop a Project Management Plan (PMP) that will serve as a detailed guide addressing the effort and schedule for the tasks needed to complete the CTP. The PMP will outline team organization, responsibilities, coordination/communication procedures, document format, graphic production standards, and quality procedures/plan. The PMP will identify all project participants (VIA staff, City of San Antonio, Alamo Area Council of Governments (AACOG), Bexar County, Texas Department of Transportation (TxDOT), Federal Transit Administration, SA-BC MPO, other participating governmental agencies, public stakeholder groups, and other interested groups, etc) their roles and responsibilities, and guidelines for effective coordination and communication.
2. The consultant team will prepare a Public Involvement Plan (PIP) document for the development of CTP. This PIP will serve as a guide for VIA staff and the consultants on public and agency outreach. The Public Involvement Plan (PIP) will encourage an open, proactive, and participatory process for maximum opportunities for involvement by the public, including the persons with disabilities community, affected agencies and others. The public and agency involvement program will be conducted in close coordination with VIA staff. The term public shall include all the participants other than VIA staff and the consultants.
3. The Consultant will conduct a feasibility study to identify the proper mode and alignment for a Downtown/Intra City Circulator service. The recommendations will include the following characteristics:
 - a. Existing Conditions
 - b. Needs, Goals and Objectives
 - c. Transit Technology Assessment
 - d. Engineering Constraints
 - e. Ridership Analysis
 - f. Routes and Operating Plan
 - g. Preliminary Capital/Operating Costs
 - h. Economic Development Opportunities
 - i. Funding Options
4. Analyze case studies in similar cities with respect to related strategies and the economic impacts of transit improvements and solutions. Peer cities will be evaluated in terms of their

⁹ Amended by the Transportation Policy Board on June 22, 2009.

success in realizing transit supportive land uses and economic development including real estate development, business attraction and retention, enhanced fiscal revenues, innovative public/private partnerships, transit financing, value capture, and other benefits.

5. The consultant will review previous studies and plans, compile traffic and travel pattern data, review alternative growth scenarios and assess future transportation needs.

6. The Consultant will establish methodology to select and analyze the high capacity transit corridors. The high capacity transit corridors will be developed as a system to serve the San Antonio Metropolitan region workers, residents and visitors. Key components of this task include definition of corridors, identification of technologies appropriate to each corridor, collection of demographic and travel demand data, evaluation of rights-of-way and modeling of travel demand along corridors in the MPO regional plan. Potential future expansion of the VIA service area will be considered for this analysis. Areas will be selected jointly by VIA and the Consultant.

Responsible Agency: VIA Metropolitan Transit
Funding Requirement: FY 2009: Total of \$300,000; \$240,000 in Federal Transit Administration 5307 Funds, VIA will provide the 20% local match (\$60,000).
[FY 2010: Total of \$600,000; \$480,000 in Federal Transit Administration 5307 Funds, VIA will provide the 20% local match (\$120,000).]
Products: Technical memoranda, data files, maps and final report

E. Funding Summary

Subtask	Subtask Name	Responsible Agency	TPF	FTA Section 5307	PTNSF	Local	Total
4.1	Staff Support	MPO	\$350,000				\$350,000
4.2	MTP Support	AACOG	\$30,000				\$30,000
		BC	\$50,000				\$50,000
		CSA	\$30,000				\$30,000
		VIA	\$30,000				\$30,000
4.3 ²	MTP: Travel Demand	MPO	\$55,329				\$55,329
4.4 ²	Mode Split Model	MPO	\$170,029				\$170,029
4.6 ^{2,8}	Support for the MTP Update	MPO	\$154,758				\$154,758
4.7 ^{5,8}	Fred Road Corridor Microsimulation	VIA (MPO)	\$559,860		\$135,140		\$695,000
4.8 ⁹	VIA Long-Range Comprehensive Transportation Plan	VIA		<u>\$240,000</u>		<u>\$60,000</u>	<u>\$300,000</u>
Total 2,5,8,9			\$1,429,976	<u>\$240,000</u>	\$135,140	<u>\$60,000</u>	<u>\$1,865,116</u>
TxDOT State Funds (non-cash)			\$456,000				

² Amended by the Transportation Policy Board on January 28, 2008.

⁵ Amended by the Transportation Policy Board on July 28, 2008.

⁸ Amended by the Transportation Policy Board on January 26, 2008.

⁹ Amended by the Transportation Policy Board on June 22, 2009.

Task 5.0 – Special Studies

A. Objective

To undertake studies of specific aspects of the transportation system in order to provide the specialized information required to adequately develop an efficient, multi-modal mobility system for the San Antonio-Bexar County study area.

B. Expected Products

Congestion Management System
MPO Traffic Safety Planning Study

C. Previous Related Work

Pedestrian Amenities Plan (97-5.7)
Congestion Management System (02-5.2)
Congestion Management System (03-5.2)
Pedestrian Facilities Management System (02-5.4)
Pedestrian Facilities Management System (03-5.4)
Northwest Corridor Alternatives Analysis Study (05-5.6)

D. Subtask 5.1 MPO Staff Support for Task 5⁸

5.1.1 General Activities: This subtask allows for MPO staff support for activities related to special transportation planning studies. Specific activities will include, but not be limited to, coordinating and participating in Congestion Management Process (CMP) activities including the integration of CMP information into all short and long range planning efforts and documents; Austin-San Antonio commuter rail studies; procurement, development and management of consultant contracts for projects in Task 5; and review and processing of monthly billings for work related to Task 5.

5.1.2 MPO Traffic Safety Planning Study: Similar to many major metropolitan areas around the country, the San Antonio-Bexar County Region is no stranger to severe traffic safety problems. The goal of this study is to build a safety planning program that will work to identify problem areas in the region. This will be accomplished through the creation of a GIS based crash information system that will identify motor vehicle crash “hot spots,” including those involving pedestrians and bicyclists. This study will involve close coordination with the Texas Department of Transportation, local governments and local police departments. Once information is collected, additional studies can be conducted in order identify roadway improvements and operational strategies that can be implemented to improve safety.

Responsible Agency: Metropolitan Planning Organization
Funding Requirement: \$80,000
Product(s): Contract procurement materials, billing packages, technical report(s)

Subtask 5.2 Congestion Management Process (CMP)

5.2.1 The purpose of this subtask is to maintain and continue operation of a system for managing traffic congestion within the San Antonio-Bexar County Urban Transportation Study Area.

⁸ Amended by the Transportation Policy Board on January 26, 2009.

Tasks will include providing staff support to the Congestion Management Working Group, developing and maintaining the Congestion Management Database to include updating 8 potential strategies for each congested corridor, updating the Congestion Management Information Guide, evaluating strategy implementation and performance, exploring new and more effective ways to monitor and mitigate congestion, ensuring compatibility with project selection and air quality planning, establishing strategy performance effectiveness measures, measuring strategy effectiveness and preparing the annual Congestion Management Performance Report.

Responsible Agency: Bexar County
Funding Requirement: \$60,000
Product(s): Technical Memoranda and Technical Report

Subtask 5.3 Austin – San Antonio Corridor Projects

5.3.1 During authorization of the Transportation Equity Act for the 21st Century (TEA-21), funds were allocated for High Priority Project #146: transportation projects related to the further development of the Austin-San Antonio Corridor. Project Authorization #146 set aside \$5.625 million for the purpose of funding comprehensive, integrated, and multimodal analyses to enhance freight and passenger movement in the Corridor. The federal grant was subsequently adjusted to \$5.76 million.

In March 2005, Project Authorization #146 was amended to allocate the federal grant to seven tasks:

1. Passenger rail feasibility study update
2. FTA alternatives analysis and New Starts Submittal
3. Public Involvement
4. Freight rail relations
5. Environmental clearance and preliminary engineering
6. Program management
7. Special programs and staff

The RABA [Revenue Aligned Budget Authority] adjustment (\$141,184) increased the total amount of high priority project funds to \$5,766,184.

In FY 2006 the Austin-San Antonio Commuter Rail District received an additional federal earmark in the amount of \$1,980,000.

In FY 2007 the Austin-San Antonio Commuter Rail District transferred \$100,000 from FHWA to FTA to assist member jurisdictions and local communities in the Austin-San Antonio Corridor in developing transit-oriented development ordinances and tax increment financing agreements. The source of the funds is Task 7, special programs.

Responsible: Commuter Rail District
Funding Requirement: \$7,746,184
Products: Technical Memoranda, Final Report(s)

Subtask 5.4 South Texas Medical Center Transportation Management Association

5.4.1 This project is a third party contract for a consultant to examine the feasibility of a Transportation Management Association (TMA) for the South Texas Medical Center, a major activity center. The consultant will work with the project oversight committee and major stakeholders in the area to examine transportation issues associated with the Medical Center and develop a business and financial plan for the TMA. All efforts will lead to improved mobility and reduced congestion in this important area.

The consultant’s general scope of services is as follows:

1. Develop TMA feasibility criteria.
2. Collect peer program information for TMAs with similar characteristics to the study area.
3. Conduct a stakeholder involvement process.
4. Develop a business plan (to include goals, funding, phasing and other components) for TMA start-up.

Responsible: MPO
 Funding Requirement: \$65,000
 Products: Technical Memoranda, Final Report(s)

Subtask 5.5 Priority Access for Transit Analysis on Major Corridors

5.5.1 This project will result in a plan of action for the installation of pilot transit signal priority systems on two key transit corridors within the VIA service area. The effort will include data gathering and analysis of available options. The two corridors for this study will be West and East Commerce and San Pedro. The study will identify key coordination issues between the transit agency, MPO, local government and state department of transportation and identify recommended approaches for addressing these issues.

The consultant’s general scope of work is as follows:

1. Work with the Study Oversight Committee to develop an implementation plan for each identified corridor that documents key issues and possible resolution of those issues, agency roles and responsibilities, installation methods, capital & O&M cost estimates and timeline(s). The corridors are defined as:
 - a. San Pedro Corridor from Downtown to Bitters Road
 - b. West Commerce/Buena Vista Corridor from Downtown to near Loop 410 area via Old Highway 90 West and East Commerce from Downtown to Brooks City-Base via Commerce and New Braunfels
2. Determine intersection level priorities and to prepare cost-benefit analyses by intersection and by corridor.
3. Document all work in a final report.

Responsible Agency: VIA Metropolitan Transit
 Metropolitan Planning Organization will administer the contract
 Funding Requirement: \$150,000 (Amount carried over from FY 2007)

Product (s): Technical Memoranda and Technical Report

Subtask 5.6 Regional Travel Survey

5.6.1 The Texas Department of Transportation has initiated a program of travel surveys to insure that the information necessary for planning, designing and constructing transportation projects is current and up to date. The survey program also supports air quality planning efforts. Five separate, yet integrated data collection efforts are components of the travel survey program: 1) a household travel/activity survey, 2) a work place survey, 3) an external station survey, 4) a commercial vehicle survey, and 5) a travel time and delay survey.

The consultant's general scope of services is below:

1. Household Travel/Activity Survey: collect information (household characteristics, trip and activity data in a 24-hour period) on individuals within 1,500 randomly selected households in Bexar, Comal, Guadalupe, Kendall and Wilson counties.
2. Work Place Survey: collect information on the trips that are attracted to establishments in Bexar, Comal, Guadalupe, Kendall and Wilson Counties. The goal is to conduct 150 partial and 100 full work place surveys in the study area.
3. External Station Survey: collect data on people (commercial and non-commercial vehicle travel) that travel into, out of, and through Bexar, Comal, Guadalupe, Kendall and Wilson counties. Approximately 20 external station locations will be surveyed.
4. Commercial Vehicle Survey: collect data on commercial vehicle traffic in Bexar, Comal, Guadalupe, Kendall and Wilson counties to include number of trips made, routes used, and type of cargo being transported. The goal is to collect 500 commercial vehicle surveys.
5. Travel Time and Delay Survey: collect information on the operational characteristics of roadways in Bexar, Comal, Guadalupe, Kendall and Wilson counties by examining the travel times on the area's roadway network by functional class. The survey will measure average speeds during peak and off-peak periods on area roadways.

Responsible Agency: Texas Department of Transportation

Funding Requirement: \$0 (The MPO's cost share of \$639,000 was paid in FY 2005. The work associated with this project may continue into FY 2008)

Product (s): Technical Memoranda, Technical Report(s), data files as appropriate

Subtask 5.7 Rail Master Plan ⁴

5.7.1 The Texas Department of Transportation currently has a statewide rail plan underway. This project would supplement the statewide plan with local needs.

The consultant's general scope of services is below:

1. Inventory and map the current railroad system. The inventory will include but not be limited to: tracks, yards, bridges infrastructure condition, ROW, and signal systems.
2. Determine quantity, types and origin/destinations of current and projected rail movements.

⁴ Amended by the Transportation Policy Board on June 16, 2008.

3. In coordination with the Austin-San Antonio Intermunicipal Commuter Rail District's efforts, evaluate current and potential passenger service impacts on rail freight operations.
4. Collect data on, map and analyze rail safety issues.
5. Identify current roadway and railway points of connections and conflicts. Analyze for potential adjustments to enhance safety and operations.
6. Conduct public involvement.
7. Develop an implementation plan that will contain at a minimum a list of railway and roadway improvements that is prioritized by safety and economic benefits, cost estimates and potential funding sources.
8. Document the plan and process in a final report to be presented to policy makers.

Responsible Agency: Texas Department of Transportation
Funding Requirement: Revised Allocation: \$400,000 in State Planning and Research Funds, \$0 in PL-112 funds, \$0 from Bexar County and \$0 from the City of San Antonio ⁴

Original allocation: \$500,000 (\$400,000 in State Planning and Research Funds, \$50,000 in PL-112 funds, \$25,000 from Bexar County and \$25,000 from the City of San Antonio) (FY 2007 carry over project)

Product (s): Technical Memoranda, Final Report, data files as appropriate.

Subtask 5.8 Freight Rail Relocation Study ⁵

5.8.1 The Texas Department of Transportation is taking the lead on this Freight Rail Relocation/Land Planning Study. The goal of the study is to develop a land use and transportation network plan along a new through-freight rail alignment and develop basic principles and policies to implement.

The consultant's general scope of services is below:

1. Identify preferred through-freight rail alignment and right-of-way requirements.
2. Identify and engage stakeholders in the planning process.
3. Gather information to include land uses, environmental constraints, and rail operations.
4. Develop land use/transportation network overlay.
5. Develop implementation process.
6. Coordinate with ongoing rail studies.
7. Document the plan and process in a final report to be presented to policy makers.

⁴ Amended by the Transportation Policy Board on June 16, 2008.

⁵ Amended by the Transportation Policy Board on July 28, 2008.

Responsible Agency: Texas Department of Transportation
Funding Requirement: \$1,000,000 in Surface Transportation Program – Metropolitan Mobility funds; TxDOT is providing the 20% local match.
Product (s): Technical Memoranda, Final Report, data files as appropriate.

Subtask 5.9 Freight Rail Adaptive Reuse Study⁵

5.9.1 The Texas Department of Transportation is taking the lead on this freight rail adaptive re-use study. The purpose of the study is to determine the best use of existing rail corridors if through freight rail is relocated around San Antonio.

The consultant's general scope of services is below:

1. Identify and engage stakeholders in the planning process.
2. Collect data to include identifying major traffic generators and existing corridors.
3. Develop and refine reuse concepts and plan. The plan will be integrated with planned mobility improvements in the region
4. Present information to stakeholders.

Responsible Agency: Texas Department of Transportation
Funding Requirement: \$1,000,000 in Surface Transportation Program – Metropolitan Mobility funds; TxDOT is providing the 20% local match.
Product (s): Technical Memoranda, Final Report, data files as appropriate.

Subtask 5.10 Mobility Management Program⁵

5.10.1 The Alamo Area Council of Governments' Alamo Service Connection (Aging and Disability Resource Center for Bexar County) is piloting mobility management services over a three-year period. The New Freedom grant funds are being used to create a Mobility Manager position under the Alamo Service Connection. Mobility Management is the number one recommendation for improving human services transportation coordination in Bexar County as stated in the Alamo Area Regional Public Transportation Coordinated Plan. Tasks include seeking public and private funding, coordinating various operators in the area to avoid duplication and waste and working with planning and economic development staff of the local governments to ensure accessibility.

Responsible Agency: Alamo Area Council of Governments (AACOG)
Funding Requirement: \$93,385 (FY 2008) in FTA Section 5317 New Freedom grant funding (\$74,708); AACOG is providing the 20% local match (\$18,677)

\$96,859 (FY 2009) in FTA Section 5317 New Freedom grant funding (\$77,487); AACOG is providing the 20% local match (\$19,372)

Total of \$190,244; \$152,195 federal and \$38,049 local match

Product (s): meeting notes, records, data files as appropriate.

⁵ Amended by the Transportation Policy Board on July 28, 2008.

Subtask 5.11 Light Rail Corridor Feasibility Study⁶

5.11.1 VIA Metropolitan Transit is the lead agency in a feasibility study to determine the potential of using the Union Pacific railroad track from Probandt Street to The Rim development. This track is known as the Kerrville Subdivision and generally parallels IH 10, Fredericksburg Road and Vance Jackson in the northwest corridor of the MPO study area. The consultants' general scope of work is as follows:

1. Study the feasibility of using the Kerrville Subdivision right-of-way for light rail application.
2. Identify and describe the needs for operations and maintenance of tracks and light rail vehicles.
3. Prepare order of magnitude cost estimates for potential light rail implementation.
4. Outline next steps for environmental analysis.
5. Review potential markets and ridership.
6. Develop conceptual station locations and consider conceptual bus feeder network interface.

Responsible Agency: VIA Metropolitan Transit

Funding Requirement: \$110,000 (\$100,000 from VIA's operating budget and \$10,000 in PL-112)

Product (s): Technical memoranda, maps and data files as appropriate

⁶ Amended by the Transportation Policy Board on October 27, 2008.

E. Funding Summary

Subtask	Subtask Name	Responsible Agency	TPF	High Priority Proj	STP-MM	FTA Section 5317	State Planning and Research Funds	Local	Total
5.1 ⁸	Staff Support	MPO	\$80,000						\$80,000
5.2	CMP	Bexar County	\$60,000						\$60,000
5.3	A-SA Corridor Proj	Rail District		\$7,746,184					\$7,746,184
5.4	STMC TMA	VIA (MPO)	\$65,000						\$65,000
5.5 ³	Priority Access for Transit	VIA (MPO)	\$150,000						\$150,000
5.6	Regional Travel Survey	MPO (TxDOT)	\$0						\$0
5.7 ⁴	Rail Master Plan	TxDOT					\$400,000		\$400,000
5.8 ⁵	Freight Rail Relocation Study	TxDOT			\$800,000			\$200,000	\$1,000,000
5.9 ⁵	Freight Rail Adaptive Reuse	TxDOT			\$800,000			\$200,000	\$1,000,000
5.10 ⁵	Mobility Mgmt Prog	AACOG				\$152,195		\$38,049	\$190,244
5.11 ⁶	Light Rail Corridor Feasibility Study	VIA	\$10,000					\$100,000	\$110,000
Total ^{2,4,5,6,8}			\$365,000 ^{2,4,8}	\$7,746,184	\$1,600,000	\$152,195	\$400,000	\$538,049	\$10,801,428
TxDOT State Funds (non-cash)									\$160,000

² Amended by the Transportation Policy Board on January 28, 2008.

⁴ Amended by the Transportation Policy Board on June 16, 2008.

⁵ Amended by the Transportation Policy Board on July 28, 2008.

⁶ Amended by the Transportation Policy Board on October 27, 2008.

⁸ Amended by the Transportation Policy Board on January 26, 2009.

Budget Summary by Task and Funding Source

Table 1 – San Antonio – Bexar County Urban Transportation Study

UPWP Task	FTA Task	Description	Transportation Planning Funds	High Priority Project Funds	STP-MM	FTA Section 5317	FTA Section 5307	State Funding	Other	Local Match	PTNSF ^b	Total Funds
1.0 ⁸	44.21.00	Administration-Management	\$2,115,000									\$2,115,000
2.0 ^{2,3,5}	44.22.00	Data Development and Maintenance	\$1,208,117						\$161,400			\$1,369,517
3.0 ^{2,8}	44.24.00 44.25.00	Short Range Planning	\$1,625,512									\$1,625,512
4.0 ^{2,5,8,9}	44.23.01 44.23.02	Metropolitan Transportation Plan	\$1,429,976				<u>\$240,000</u>			<u>\$60,000</u>	\$135,140	<u>\$1,865,116</u>
5.0 ^{4,5,6,8}	44.27.00	Special Studies	\$365,000	\$7,746,184	\$1,600,000	\$152,195		\$400,000		\$538,049		\$10,801,428
Total ^{2, 3, 4, 5, 6, 8, 9}			\$6,743,605	\$7,746,184	\$1,600,000	\$152,195	<u>\$240,000</u>	\$400,000	\$161,400	<u>\$598,049</u>	\$135,140	<u>\$17,776,573</u>
TxDOT State Funds ^a			\$567,000 [Task 1]	\$344,000 [Task 2]	\$473,000 [Task 3]	\$456,000 [Task 4]					\$160,000 [Task 5]	\$2,000,000

^a Identifies TxDOT's in-kind match for FHWA (PL-112) funds. The match is applied on a statewide basis and not for each MPO. This is why the TxDOT State Funds column in the UPWP budget does not equal the required 20% in-kind match.

^b although the PTNSF amount was originally allocated to Subtask 4.7 Fredericksburg Road Microsimulation Model, since it was a cash match for the FTA Section 5303 funds, it was charged out by TxDOT in the same manner as the Section 5303, i.e. Section 5303 funds were fully billed out the start of FY 2008, prior to billing FHWA PL-112 funds, regardless of subtask.

² Amended by the Transportation Policy Board on January 28, 2008.

³ Amended by the Transportation Policy Board on April 28, 2008.

⁴ Amended by the Transportation Policy Board on June 16, 2008.

⁵ Amended by the Transportation Policy Board on July 28, 2008.

⁶ Amended by the Transportation Policy Board on October 27, 2008.

⁸ Amended by the Transportation Policy Board on January 26, 2009.

⁹ Amended by the Transportation Policy Board on June 22, 2009.

Budget Summary by Funding Source

Transportation Planning Funds (TPF) ⁴	
FHWA (PL-112) FY 2007 Unobligated Balance	\$ 973,640
FHWA (PL-112) FY 2007 Carry Over Amount	\$918,386
FHWA (PL-112) + FTA Section 5303 FY 2008 Allocation + PTNSF	\$2,569,147
FHWA (PL-112) + FTA Section 5303 FY 2009 Allocation ⁵	\$2,474,015
Total TPF + PTNSF Available to Program ⁵	\$6,935,188
Total TPF Programmed ^{5, 6, 8}	\$6,743,605
Total PTNSF Programmed ⁵	\$135,140
Total TPF + PTNSF Programmed ^{5, 6, 8}	\$6,878,745
TPF Balance ^{5, 6, 8}	\$56,443
Other Funds ^{4, 5}	
High Priority Project Funds	\$7,746,184
Surface Transportation Program – Metropolitan Mobility Funds ⁵	\$1,600,000
FTA Section 5317 ⁵	\$152,195
FTA Section 5307 ⁹	<u>\$240,000</u>
State Planning and Research Funds	\$400,000
Local Match/Contribution ^{5, 6, 9}	<u>\$598,049</u>
STEPS – SA (FY 2008)	\$68,260
STEPS – SA (FY 2009) ⁵	\$93,140
Total Other Funds Programmed ^{5, 6, 9}	<u>\$10,897,828</u>
Total Funds Programmed ^{4, 5, 6, 8, 9}	<u>\$17,776,573</u>

⁴ Amended by the Transportation Policy Board on June 16, 2008.

⁵ Amended by the Transportation Policy Board on July 28, 2008.

⁶ Amended by the Transportation Policy Board on October 27, 2008.

⁸ Amended by the Transportation Policy Board on January 26, 2009.

⁹ Amended by the Transportation Policy Board on June 22, 2009.

Appendix A

Transportation Policy Board Membership

<u>Transportation Policy Board</u>	<u>Representing</u>
1. Senator Carols Uresti	State Delegation, District 19
2. Representative David Leibowitz	State Delegation, District 117
3. Tommy Adkisson, Commissioner **	Bexar County
4. Sergio Rodriguez, Commissioner	Bexar County
5. Lyle Larson, Commissioner	Bexar County
6. Joe Aceves, P.E., Director, Infrastructure Services	Bexar County
7. Mayor Jack Leonhardt, City of Windcrest	Greater Bexar County Council of Cities
8. Diane Cibrian, Councilwoman	City of San Antonio
9. Philip Cortez, Councilman	City of San Antonio
10. Sheila McNeil, Councilwoman *	City of San Antonio
11. Justin Rodriguez, Councilman	City of San Antonio
12. Tom Wendorf, P.E., Director of Public Works	City of San Antonio
13. Emil R. Moncivais, AICP, Director of Planning	City of San Antonio
14. William H. Weeper, Sr., Councilman	Northeast Partnership - City of Selma
15. David Casteel, P.E.	Texas Department of Transportation
16. Clay R. Smith, P.E.	Texas Department of Transportation
17. Melissa Castro-Killen, Board Member	VIA Metropolitan Transit
18. Ruby Perez, Board Member	VIA Metropolitan Transit
19. Gloria Arriaga	Alamo Area Council of Governments

* indicates Chair

** indicates Vice-Chair

Ex - officio (non - voting) membership on the Transportation Policy Board is existent for the following agencies:

1. Texas Department of Transportation - Transportation Planning and Programming Division
2. VIA Metropolitan Transit – President/CEO
3. San Antonio Mobility Coalition
4. Alamo Regional Mobility Authority
5. Federal Highway Administration
6. Federal Transit Administration
7. Non-governmental Member

Technical Advisory Committee

<u>Member</u>	<u>Alternate</u>	<u>Representing</u>
1. Renee Green, P.E.* County Engineer	Richard Higby	Bexar County
2. Jesús Garza** Assistant Director	Bill Burman	City of San Antonio Planning Dept.
3. Christina Delacruz, P.E. City Transportation Engineer	Lilly Banda, P.E., P.T.O.E.	City of San Antonio Public Wks Dept.
4. Brian Wolfe Strategic Planner	Manjiri Akalkotkar	VIA Metropolitan Transit
5. Dean Danos Deputy Director	David Kruse	Alamo Area Council of Governments
6. Ken Zigrang Transportation Planner	Judy Friesenhahn	Texas Department of Transportation
7. Matt Smith City Manager, Live Oak	Vacant	Greater Bexar County Council of Cities
8. Blake Partridge Universal City	Vacant	Northeast Partnership
9. Vacant	Vacant	Private Transportation Providers

* Chairman

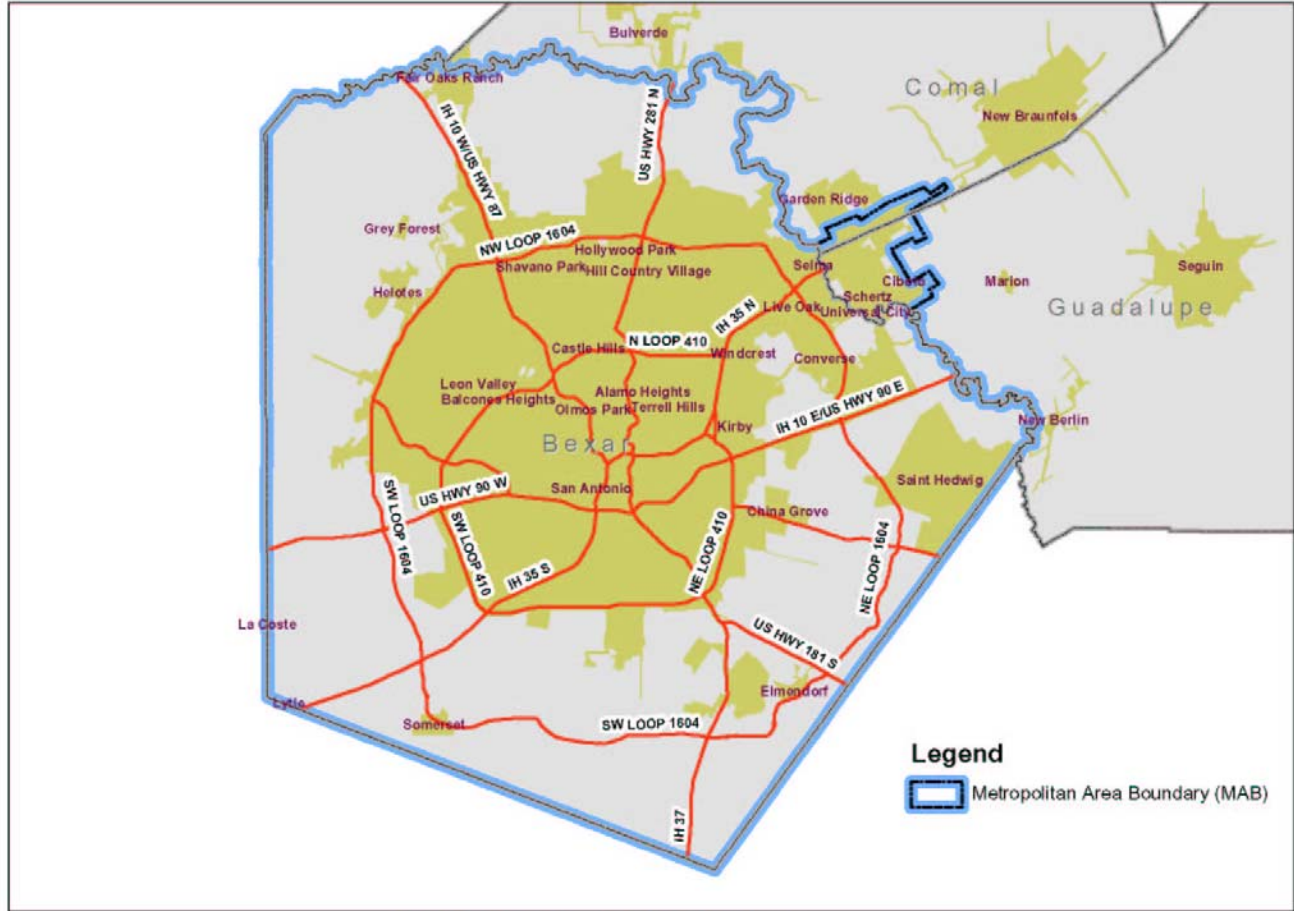
** Vice Chairman

Ex-Officio (non-voting) membership on the Technical Advisory Committee is existent for the following agencies:

1. San Antonio Metropolitan Health District
2. Texas Commission on Environmental Quality
3. City of San Antonio Department of Aviation
4. Texas Department of Transportation--Transportation Planning and Programming
5. Utility Coordination Council

APPENDIX B

METROPOLITAN PLANNING ORGANIZATION STUDY AREA BOUNDARY MAP



0 5 10 Miles

**San Antonio - Bexar County
Metropolitan Area Boundary**

The San Antonio-Bexar County MPO has a Metropolitan Area Boundary that encompasses all of Bexar County as well as small portions of Comal and Guadalupe Counties. This area includes the City of San Antonio, as well as twenty-five suburban cities.

APPENDIX C

MPO SELF-CERTIFICATION

DEBARMENT CERTIFICATION

(Negotiated Contracts)

1. The San Antonio-Bexar County Metropolitan Planning Organization (MPO) certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency;
 - b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public* transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted or otherwise criminally or civilly charged by a governmental entity* with commission of any of the offenses enumerated in paragraph 1. b) of this certification; and
 - d) Have not within a three-year period preceding this application/proposal had one or more public* transactions terminated for cause or default.
2. Where the MPO is unable to certify to any of the statements in this certification, an explanation will be attached to the certification.

*federal, state, or local

Lyle Larson
MPO Chairman

Date

APPENDIX D

DEPARTMENT CERTIFICATION

LOBBYING CERTIFICATION

for Contracts, Grants, Loans, and Cooperative Agreements

The San Antonio-Bexar County Metropolitan Planning Organization (MPO) certifies to the best of its knowledge and belief, that:

- 1) No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification, of any federal contract, grant, loan, or cooperative agreement.
- 2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- 3) The undersigned shall require that the languages of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclosure accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Lyle Larson
MPO Chairman

Date

APPENDIX E

LOBBYING CERTIFICATION

APPENDIX F
ADOPTED POLICIES

Policy 1: Transportation Policy Board (policy is currently under review)

On November 8, 1974, the City of San Antonio, Bexar County, and the State of Texas agreed to participate in a continuing, comprehensive, cooperative transportation planning process for the San Antonio-Bexar County Urban Transportation Study area as provided in the Federal-Aid Highway Act of 1962. On January 12, 1978, the Metropolitan Transit Authority, also known as VIA Metropolitan Transit, became a signatory party to that agreement. The San Antonio – Bexar County Urban Transportation Study Steering Committee, now known as the Transportation Policy Board, has been designated by the Governor as the Metropolitan Planning Organization (MPO) for the San Antonio-Bexar County area with a Metropolitan Area Boundary that encompasses all of Bexar County and small portions of Comal and Guadalupe Counties. The Transportation Policy Board is a one-committee structure composed of elected officials of general-purpose local government, transportation agency staff and other stakeholders which have responsibility for project implementation within the study area.

A. Organization

The Transportation Policy Board will furnish policy guidance and direction for the MPO. This committee will consist of six (6) representatives from the City of San Antonio, four (4) of which shall be members of the San Antonio City Council and two (2) shall be City staff; four (4) representatives from Bexar County, three (3) of which shall be members of Bexar County Commissioners Court and one (1) shall be Bexar County staff; two (2) appointed officials from the Texas Department of Transportation; two (2) members of the Texas Legislature who represent constituency residing within the San Antonio-Bexar County Metropolitan Area Boundary, two (2) representatives from the Metropolitan Transit Authority, one (1) representative from the Greater Bexar County Council of Cities, one (1) appointed official from the Northeast Partnership of Cities, and one (1) representative from the Alamo Area Council of Governments. The voting membership will be as follows:

VOTING MEMBERSHIP	
City of San Antonio	6
County of Bexar	4
Metropolitan Transit Authority	2
Texas Department of Transportation	2
Texas Legislature	2
Greater Bexar County Council of Cities	1
Northeast Partnership of Cities	1
Alamo Area Council of Governments	1

Ex-Officio Membership to the Transportation Policy Board

The non-voting membership of the Transportation Policy Board shall be as follows:

Non-Voting Membership

1. Federal Highway Administration
2. Federal Transit Administration
3. Texas Department of Transportation (Austin Office)
4. President/CEO of the Metropolitan Transit Authority
5. San Antonio Mobility Coalition
6. Regional Mobility Authority (as determined by the RMA Board Chairman)
7. A Non-governmental Member or alternate (as determined by the Transportation Policy Board)

Each agency or coalition shall designate its representative to the Transportation Policy Board and, when necessary, fill vacancies among its members to the Board with the exception of the members of the Texas Legislature. The Transportation Policy Board shall select representatives of the Texas Legislature.

Terms for the representatives of the Texas Legislature and the non-governmental member shall commence January 1 and run for one (1) year through December 31. Members of the Texas Legislature shall be limited to two (2) terms.

The Transportation Policy Board shall attempt to rotate the appointments of the non-governmental member and alternate among the non-governmental groups with interest in transportation issues. The member and alternate shall not represent the same group. The non-governmental member and alternate shall serve one-year terms. The alternate will succeed the member. The member may not succeed the alternate for at least one year.

Non-voting members can neither make nor second motions, but can participate in discussions in all sessions, including executive sessions.

Regular attendance of all Board members is needed to make sound policy decisions that reflect the needs of the entire planning area. After three consecutive absences during one twelve month period, the MPO Chair will consult with the absent member's nominating entity and decide on a course of action for that individual's future participation.

B. Functions of the Transportation Policy Board

1. Provide policy guidance for the transportation planning process.
2. Carry out in cooperation with the State and local governments and annually certify a transportation planning process that is in full compliance with Federal requirements outlined in 23 USC 134, 49 USC 1607, 42 LSC 7504, 7506, (c) and (d), The Clean Air

Act, as amended, Section 174 and 176 (c), as well as other applicable requirements as specified in 23 CFR Part 450.114.

3. Set goals and cooperatively determine the responsibilities of the participating agencies for planning tasks and a budget in the Unified Planning Work Program.
4. Review and adopt the Texas Metropolitan Mobility Plan/Regional Mobility Plan and the Metropolitan Transportation Plan (revised as necessary) which provides for both the near-term and long-term needs of the Study area.
5. Develop in cooperation with the State and local governments and annually endorse a staged multi-year Transportation Improvement Program which includes projects in or serving the metropolitan area, initiated by the implementing agencies, and consistent with the Metropolitan Transportation Plan.
6. Review and revise the limits of the Study area as necessary.
7. Designate a Technical Advisory Committee (TAC) and any other such offices, technical committees, or task forces as found necessary to carry out the transportation planning process.
8. Meet at intervals necessary to perform its function.
9. Appoint an MPO Director.

C. Election of Chair and Vice Chair and Term of Office

Beginning June 1993 and continuing biennially, the Transportation Policy Board will elect a chair and vice chair from their membership.

An individual may serve as chair or vice chair of the Transportation Policy Board for a maximum of four (4) years or the individual's term of membership to the Transportation Policy Board, whichever is less.

D. Absence of Chair

If, for any reason, the Chair of the Transportation Policy Board is unable or unavailable to perform those duties for which he/she has been given authorization, the Vice-Chair of the Transportation Policy Board is hereby authorized to act in his/her behalf to perform those duties. In the absence of both the Chair and Vice-Chair, the Transportation Policy Board will appoint a member to conduct the business meeting.

E. Quorum

A quorum for meetings will consist of fifty (50) percent or greater of the voting members of the Transportation Policy Board. Neither proxies nor alternates will be allowed or recognized

for voting members of the committee. State elected officials' staff may participate in discussions but will not be allowed to vote and attendance will not count towards the quorum.

Policy 2: Technical Advisory Committee

The Technical Advisory Committee (TAC) is a standing committee. The role of the TAC is to provide technical advice to the Transportation Policy Board on elements of the transportation planning process. At a minimum, the TAC provides technical review and recommendation and/or action on:

- Metropolitan Transportation Plan and amendments
- Transportation Improvement Program and amendments
- Unified Planning Work Program (UPWP) and amendments
- Final reports, technical reports, and technical memoranda resulting from studies undertaken with planning funds programmed in the UPWP

In addition, the TAC provides other technical recommendations as requested by the Transportation Policy Board.

The TAC shall be structured as follows:

Voting Membership

Alamo Area Council of Governments:	1 representative
Bexar County (Chair)	1 representative
City of San Antonio (Vice-Chair)	2 representatives
Private Transportation Providers	1 representative
Northeast Partnership	1 representative
Suburban Cities	1 representative
Texas Department of Transportation	1 representative
VIA Metropolitan Transit	1 representative

The representative(s) and alternate(s) of each governmental agency on the TAC will be designated through each agency's internal procedures. The Private Transportation Providers representative will be selected by the TAC. The representative from the Northeast Partnership and the Suburban Cities will be appointed through letters to the MPO from the Transportation Policy Board representative from the Northeast Partnership and the Chairman of the Greater Bexar County Council of Cities, respectively.

Each agency/entity on the TAC will be allowed to designate one alternate from within the same agency or entity for each representative serving on the TAC. If the representative cannot attend the TAC meeting, the designated alternate may attend and vote as the representative of the agency or entity. Proxies will not be allowed.

Ex-Officio Membership

Ex-officio members shall hold non-voting status on the TAC:

Texas Dept. of Transportation - Transportation Planning and Programming Division
Texas Commission on Environmental Quality
Utility Coordination Council

In addition to the voting and ex-officio members, the TAC recognizes individuals and organizations within the community can provide meaningful input into the transportation planning process. These resources will be informed of TAC meetings and invited to provide input as appropriate.

Policy 3: San Antonio- Bexar County Metropolitan Planning Organization Operations

A. MPO Director

A Director acceptable to the Policy Board will be appointed by the Board to work in close cooperation with representatives of various governments and agencies within the Study area. The Director's principal duties will be as follows:

1. Arrange for meetings of the Policy Board and any other subcommittee or task force created by the Board.
2. Maintain the records, meeting minutes, library, and other documents or correspondence associated with the functions of the Policy Board.
3. Maintain liaison and act in an advisory capacity to the Policy Board.
4. Coordinate and maintain liaison between the City, the County, the State, the MTA, and other governmental agencies in the continuing transportation planning process.
5. Coordinate and development of the Unified Planning Work Program, the Metropolitan Transportation Plan, and the Transportation Improvement Program in cooperation with participating agencies.
6. Report to the Policy Board on the status of the transportation planning process and recommend special studies, revisions to the Metropolitan Transportation Plan, the Transportation Improvement Program, or the Unified Planning Work Program.
7. Assemble and maintain an adequate, competent staff to perform all appropriate MPO activities as required by law.

B. Authorizations

Based on action taken by the Transportation Policy Board on consultant contract issues, the MPO Director is authorized to execute, sign, and enter into any and all agreements on behalf of the Metropolitan Planning Organization which are necessary to carry out the transportation planning process as delineated in the latest approved Unified Planning Work Program.

C. Committees

1. Finance Committee

The Finance Committee reports and makes recommendations to the Transportation Policy Board on the annual MPO staff budget.

The Chair of the San Antonio-Bexar County Urban Transportation Policy Board will appoint a Finance Committee composed of four (4) members of the Transportation

Policy Board as follows: City of San Antonio (1), Bexar County (1), Texas Department of Transportation (1), and VIA Metropolitan Transit (1).

2. Other Committees

Other committees such as a Nominating Committee and/or an Audit Committee will be appointed on an as needed basis.

D. Capitalization, Depreciation, and Disposal of Fixed Assets

Purpose

This policy defines capital assets of the San Antonio-Bexar County Metropolitan Planning Organization (MPO) and establishes depreciation and disposal procedures to be applied to all MPO capital assets.

Definitions

Capital Asset an MPO capital asset is defined as tangible, nonexpendable personal property purchased with Federal transportation planning funds allocated through the MPO having a useful life of more than one (1) year and acquisition cost of \$1,000 or more per unit.

Depreciation depreciation of an MPO capital asset shall be computed using the straight line method over the useful life of the asset.

Acquisition

The acquisition of any and all capital assets with Federal transportation planning funds allocated through the MPO is subject to the following:

- 1) The acquisition of the capital asset must be included in the latest approved Unified Planning Work Program as approved by the Transportation Policy Board, the Texas Department of Transportation, and the Federal Highway Administration;
- 2) The estimated cost of the capital asset must be included in an approved annual line item budget;
- 3) A written request to acquire the capital asset must be forwarded to the MPO Director for approval. The written request will include a description of the asset, an estimated cost, and the useful life of the asset. Written authorization by the MPO Director is required prior to the expenditure of Federal transportation planning funds for capital assets;
- 4) Upon receipt of a capital asset, the item will be tagged and cataloged in the MPO's Capital Assets Inventory. If a capital asset is procured by an outside agency, that

agency shall notify the MPO in writing within 30 days of delivery of the item. The MPO will then arrange to tag and catalog the item. Failure to timely notify the MPO of receipt of a capital asset will jeopardize reimbursement for the item.

Inventory of Capital Assets

Any capital asset purchased with Federal transportation planning funds allocated through the MPO that has a positive residual value shall be carried on the MPO's Capital Assets Inventory. Annually, the MPO Director shall verify the location, condition, and use of all assets carried on the MPO's Capital Assets Inventory and prepare a report for the MPO's outside auditor. The annual inventory of the MPO's Capital Assets will require the cooperation of all outside agencies in possession of any MPO capital asset. Failure to cooperate with the MPO staff in this effort may result in the withholding of future Federal transportation planning funds.

Disposal of Assets With No Residual Value

Capital assets will be depreciated over their useful life until they have no residual value. At that time, the capital asset will be removed from the MPO's inventory with written approval of the MPO Director. Each year the MPO Director shall report to the outside auditor all capital assets removed from the inventory through the depreciation process. Once a capital asset has been removed from the MPO's Capital Assets Inventory, the asset becomes the property of the agency that has physical possession. The MPO will not dispose of capital assets that have not fully depreciated unless it becomes cost prohibitive to repair. The MPO shall dispose of capital assets that have fully depreciated either by offering the equipment to qualified agencies or users, re-use or recycling of parts, donation of functional but obsolete equipment, or as a last resort send to a landfill.

Disposal of Capital Assets with Positive Residual Value

The disposal of any and all capital assets purchased with Federal transportation planning funds allocated through the MPO that have positive residual value is subject to the following:

- 1) A written request to dispose of a capital asset shall be forwarded to the MPO Administrator for approval. The written request will include a description of how the asset will be disposed. Written authorization by the MPO Administrator is required prior to the disposal.
- 2) Any gain on the sale of the capital asset shall be reported and remitted to the MPO within 30 days of the sale of the property.

Policy 4: Procedures for Unified Planning Work Program Studies

A. Unified Planning Work Program Development

As required by federal and state regulations, the San Antonio/Bexar County Metropolitan Planning Organization (MPO) adopts a Unified Planning Work Program (UPWP) detailing the transportation planning tasks for the study area for a given time period.

The MPO issues a call for projects to local agencies requesting planning studies to be funded and, thereby programmed in the upcoming UPWP. Additionally, the MPO develops a list of planning needs that must be accomplished during the time frame covered by the UPWP.

Each agency submits a Project Proposal Form for each of the planning issues that their agency wishes to address through the UPWP. This Project Proposal Form requires a project name, project description, preliminary budget, and an analysis of the project's need, benefits, and contribution to transportation planning. **These project proposals are required to be approved by the submitting agency's Policy Board prior to transmittal to the MPO.**

After preliminary approval of the Project Proposal Form by the MPO Director, each agency prepares detailed study designs based on priorities, policy direction, and available funding. Study designs must include more detail concerning the type of work to be performed under each task and how it will be performed. Each detailed study design will outline the following:

- ◆ Objective
- ◆ Previous Work
- ◆ Scope of Work (specifically noting data requirements, including data that already exists and data that will need to be collected)
- ◆ Work Product(s)
- ◆ Status
- ◆ Agency Involvement
- ◆ Budget and Percentage of Effort by Work Element/Deliverable
- ◆ Time Line by Work Element/Deliverable

In consultation with the Agencies as necessary, a draft UPWP is prepared by the MPO staff and presented to the Technical Advisory Committee (TAC) for review. This draft is also submitted to TxDOT (Austin) by the required deadline.

The TAC makes a recommendation concerning the UPWP and submits it to the Transportation Policy Board for final approval.

The Transportation Policy Board gives final approval of studies and budgets for inclusion in the Unified Planning Work Program.

B. Reporting Requirements

Monthly Progress Report

For each Subtask approved in the UPWP, a written monthly progress report (Form "C") will be prepared and submitted to the MPO Director by the appropriate Agency or consultant. This monthly progress report will outline specifically the work accomplished under each work element/deliverable and compare that work, specifically with the objectives and tasks outlined to be accomplished. The progress report will specify and delineate any problems that have occurred as well as indicate whether the study will be completed on time and within the budget as approved. This report will be submitted along with monthly billings and signed in accordance with the agency or consultant's internal procedures.

Annual Performance and Expenditure Report

The annual performance and expenditure report will be prepared by the MPO staff and forwarded to the Texas Department of Transportation and the Federal Funding agencies by the required deadline. The annual report work documents work completed for each Subtask, and provides a year-to-date funding summary.

Technical Memorandum

A Technical Memorandum is a status report of work completed for one or more work elements/deliverable as outlined in the agency or consultant contract, with a timeframe of less than a complete fiscal year. The effort required for each technical memorandum is dependent on the amount of work performed in the timeframe specified in the contract. The technical memorandum format of those products being reviewed by the Technical Advisory Committee will be in report document form. Agencies and consultants will be responsible for providing an electronic version to post on the MPO's website and from which to make hardcopies as necessary.

Technical Report

A Technical Report is the documentation of work accomplished within an entire fiscal year for a Subtask that extends beyond one fiscal year. This document will fully describe the work performed without a requirement for final recommendations or conclusions. Agencies and consultants will be responsible for providing an electronic version to post on the MPO's website and from which to make hardcopies as necessary.

Final Report

A Final Report is a stand alone document that states the objective of the study, describes the planning work accomplished, and provides recommendations or conclusions (this report may consist of work accomplishments in more than a single fiscal year). Agencies and consultants will be responsible for providing an electronic version to post on the MPO's website and from which to make hardcopies as necessary.

C. Study Carry-over Procedures

Each agency who is not going to complete a specified study within the fiscal year it is programmed will be required to submit to the MPO Director in writing, a request to carry the project funding and/or scope of work over to the following fiscal year. The written request must include how and when the study will be completed, as well as an estimated carry-over budget. The written request to carry-over a study needs to be made prior to July 1st.

D. Sanctions

If an agency or consultant fails to submit reports, deliverables, billings, executed contracts, technical memoranda, and/or technical reports in a timely fashion, or have not executed a contract with the MPO after 90 days of original receipt, the agency or consultant will be requested to present to the Transportation Policy Board reasons for not submitting the required documents. The Transportation Policy Board will make a decision concerning future actions.

E. Budget Amendment Approval

The MPO Director is authorized to approve/disapprove agency and consultant line-item budget amendments that stay within the total contract amount.

The following amendments shall be presented to the Technical Advisory Committee and Transportation Policy Board for review and subsequent approval:

- a. Any proposed change in scope of work for any study (Agency or consultant) regardless of dollar amount.
- b. Any request for additional funding.

F. Participation in Planning Studies

Transportation Policy Board members, Technical Advisory Committee members and MPO staff shall not be eligible to participate in contracted work for a period of one year following their departure from one of the aforementioned entities. Any violations of this policy will result in the disqualification of the consulting team from the procurement process for that project.

Member agencies of the MPO are ineligible to compete for studies identified in the UPWP as consultant studies.

UNIFIED PLANNING WORK PROGRAM PROJECT PROPOSAL FORM

Project Name:

Preliminary Budget:

QUESTIONS	YES	NO
1. Does the project meet the primary objective of the funding agency, i.e. the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA)?		
2. What is the proposed project expected to accomplish? What are the benefits of the project?		
3. How is this project related to the Metropolitan Transportation Plan?		
4. Is the project similar to recent existing or previous work? Explain how the project may differ from similar previous work or how it is a logical extension of previous work.		
5. Is the proposed time frame for the project reasonable and does the agency have the resources available to accomplish the work being done?		

Policy 5: Public Participation Plan

The following document constitutes the San Antonio-Bexar County Metropolitan Planning Organization's Public Participation Plan (PPP) as prescribed in SAFETEA-LU. This document has been issued for public comment for a period of not less than 45 days prior to formal adoption or revision by the Metropolitan Planning Organization Transportation Policy Board.

Guiding Principles for Public Participation

Federal transportation law states that an MPO will "... provide citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the transportation plan." The MPO's public participation process must also adhere to the provisions of Title VI of the Civil Rights Act of 1964 and the Americans With Disabilities Act.

The following principles represent the core values of the MPO's public participation process:

1. People should have a say in transportation decisions that affect their lives.
2. The process should strive to reflect the interests and meet the process needs of participants.
3. The process will actively seek out and facilitate the participation of all those potentially affected.
4. The process will provide individuals with various options in how they wish to participate.
5. The process will provide usable information to permit the public's participation in a meaningful manner.

Given these principles, the MPO's Public Participation performance standards include:

1. Early, proactive and continuous public participation efforts;
2. Reasonable public access to understandable technical and other information;
3. Collaborative input on alternatives, evaluation criteria, and mitigation needs;
4. Open public meetings where matters related to transportation policies, programs, and projects are being considered;
5. Open access to the decision-making process prior to closure;
6. Commitment to seeking out and considering the needs of the traditionally underserved population(s)

Purpose of the Public Participation Plan

This Public Participation Plan (PPP) provides the guideline for public participation activities to be conducted by the San Antonio – Bexar County MPO. The PPP contains the goals and actions of the MPO for public participation in four areas:

1. Regular and special business meetings of the MPO and its advisory committees are conducted in an open public forum with prior notification and provisions for receiving

- public comment according to Federal law and the Texas Open Meetings and Public Information Acts.
2. Development of the Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP) and the Metropolitan Transportation Plan (MTP) include opportunities for public comment prior to adoption by the MPO.
 3. Individual planning projects such as corridor studies have individual public participation components, including project-specific Public Participation Plans.
 4. Ongoing updates of MPO activities are provided to the public in several ways, including a bi-weekly e-newsletter, a quarterly hardcopy newsletter and an Internet web site.

Public Participation Goals and Actions

Goal 1: The MPO will actively engage the public in the transportation planning process according to the goals and actions contained in this Public Participation Plan and State and Federal law.

1. The MPO will maintain a current database of contacts including at least the following:
 - a. Elected local, state and federal officials
 - b. Appropriate local, state and federal agency staff
 - c. Transportation agencies (airports, transit, etc.)
 - d. Local media outlets
 - e. Homeowner, neighborhood and resident associations
 - f. Civic and public interest groups
 - g. Business and trade organizations
 - h. City and academic libraries
 - i. Religious organizations
 - j. Community-based associations
 - k. Individuals expressing an interest in transportation planning activities.
2. The MPO will mail and/or e-mail meeting announcements and invitations to the MPO contact database or to other targeted groups for upcoming activities with reasonable lead time. For public meetings, announcements will also be placed in the local general circulation newspaper and media. Suitably sized announcements will be printed in both English and Spanish language publications.
3. All MPO meetings will be conducted in accordance with the Americans With Disabilities Act (ADA) and are accessible to persons with disabilities. Arrangements for special assistance or an interpreter can be made by calling the Metropolitan Planning Organization office at (210)-227-8651, or Relay Texas at 1-800-735-2989 at least two (2) business days in advance. The meetings will also be within a reasonable distance of a VIA Metropolitan Transit route.
4. Public participation for a new Transportation Improvement Program (TIP) will include; opportunities for public comment at two Technical Advisory Committee (TAC) meetings and two Transportation Policy Board (TPB) monthly meetings; three public listening sessions and posting the draft TIP for comment on the MPO website.
5. In conjunction with major updates of the Metropolitan Transportation Plan (MTP), the MPO will host at least four (4) public meetings to involve interested parties in the early stages of

the plan development. After a draft MTP has been developed and prior to Transportation Policy Board adoption, the MPO will host at least one (1) formal public meeting to solicit comments on the draft plan. A final draft MTP will be presented to the Transportation Policy Board with public comments received for consideration prior to adoption.

6. Routine amendments to the TIP occurring between annual updates require a two-step process. To permit adequate public review and comment, amendments to the TIP will be presented at a meeting of the Transportation Policy Board with action on the amendment occurring at the following Transportation Policy Board meeting (approximately 30 days after initial presentation). Amendments that delete or substantially change the scope of a project will be explicitly listed on both the presentation and action agendas for the Transportation Policy Board meetings.

Routine amendments to the MTP occurring between major updates also require a two-step process. To permit adequate public review and comment, amendments to the MTP will be presented at a meeting of the Transportation Policy Board with action on the amendment occurring at the following Transportation Policy Board meeting (approximately 30 days after initial presentation). Amendments to both documents may be initiated concurrently.

Amendments to the TIP or MTP requiring quick action due to impending federal or state requirements or deadlines (or for other reasons deemed in the community's best interest) may be accomplished by a 75% vote of the Transportation Policy Board quorum present to waive the routine two-step process. In these cases, the Transportation Policy Board will hold a special public hearing within their normal meeting agenda to specifically solicit public comment on the proposed amendment(s). These actions will be emphasized on the meeting agenda which is mailed ten (10) days prior to the Transportation Policy Board meeting thus permitting special public attendance to comment on the action prior to adoption by the Policy Board. Amendments that delete or substantially change the scope of a project will be explicitly listed on both the presentation and action agendas for the Transportation Policy Board meetings.

7. The MPO or lead agency will host at least one (1) formal public meeting to solicit comments on all alternative strategies to be considered in the early stages of any significant transportation study. After draft study results are reported to the Transportation Policy Board, at least one (1) formal public meeting will be held to solicit comments on the draft results. The final report will then be presented to the Transportation Policy Board for action and any comments received from the final public meeting will be presented. The minimum requirements of this public involvement process will be in effect for all significant transportation studies regardless of the lead agency.
8. All public input received by the MPO at public meetings will be documented in meeting summaries. This documentation along with any written comments received will be forwarded to the Study Oversight Committee, Technical Advisory Committee and the Transportation Policy Board for consideration and appropriate action. Actions taken will be documented in official meeting minutes. When significant written and/or oral comments are received from the public on the draft TIP, MTP or significant transportation study a summary, analysis, and report on the disposition of such comments will be made a part of the final documents.

9. In the event the Transportation Policy Board adopts a plan, project, program or study that is "significantly" or "substantially" different in form, content or value from that presented at the last public meeting for the subject, members of the public may request in writing that the Transportation Policy Board hold another public meeting for comment on the adopted version of the plan, project or program. If an additional public meeting is deemed necessary by the Transportation Policy Board, comments from that meeting will be duly recorded and provided to the Transportation Policy Board for additional consideration and a final decision on the matter.

Goal 2: The MPO will keep the public informed of transportation related activities on a continuous basis.

1. The MPO will publish a bi-weekly electronic newsletter for distribution to an electronic contact list. The newsletter will include updates on current or recently completed projects, announcements of upcoming meetings, other items of transportation interest and contact information.
2. The MPO will also publish a quarterly hardcopy newsletter for distribution to the contact mailing list and to the electronic contact list.
3. The MPO will make significant transportation publications and work products readily available to the public via the Internet, the Library system and the MPO office staff.
4. MPO staff will be available to provide general and project-specific information at a central location during normal business hours and after hours at the request of individuals or groups with reasonable notice.
5. The MPO will maintain an Internet web site. The web site will be updated and maintained to provide the most current information available. Other transportation agencies, transportation related businesses, local governments, and interested groups will be encouraged to provide a link to the MPO web site on their organization's web site. The web site will, at a minimum, contain the following information:
 - a. Contact information (mailing address, phone, fax, and e-mail)
 - b. Current MPO and advisory committee memberships
 - c. Meeting agendas and package materials
 - d. Brief descriptions of current projects and studies
 - e. Completed work products and publications
 - f. Bicycle and pedestrian program information and event schedules
 - g. Links to related agencies
6. The MPO will provide information for publication and distribution with newsletters and other publications produced by various special interest groups including, but not limited to:
 - a. Media (including Spanish language publications)
 - b. Homeowner and neighborhood associations
 - c. Church groups
 - d. Civic groups
 - e. Business Groups
 - f. Governmental agencies

g. Educational organizations

7. The MPO will produce an Annual Report for FHWA, FTA and TxDOT to report on activities completed each fiscal year and to document revenues and expenditures of the MPO.
8. Copies of materials are available at reproduction and postage costs consistent with the State of Texas Comptroller's policy. Copies of final documents and major updates of the Unified Planning Work Program, Transportation Improvement Program, the Metropolitan Transportation Plan and other major planning studies are posted on the MPO's website for public review.

Goal 3: The MPO will **encourage the participation of all its study area residents**, including those defined by FHWA as "traditionally underserved", in the transportation planning process and strive to ensure full and fair participation in the transportation decision making process by all potentially affected communities.

1. Target audiences will be identified for each planning study conducted by the MPO, including residents, business and property owners and those traditionally underserved populations within the study area.
2. The MPO will attempt to hold public meetings at sites and times reasonably available and convenient to potentially affected citizens.
3. The MPO will use mapping technology in conjunction with data from Census 2000 to identify areas with a concentration of minority or low-income populations. A concentration will be defined as:
 - a. A percentage of the population at the *census block group level* that exceeds 50% for all minority groups.
 - b. An average income at the *census block group level* that is at or below current Department of Health and Human Services poverty guidelines.
4. The MPO will participate in meetings held in traditionally underserved areas.

Goal 4: The MPO will continuously **strive to improve** public participation.

1. The MPO will continuously evaluate public participation techniques.
2. This PPP will be reviewed and adopted, with revisions if necessary, at least every three (3) years.

Goal 5: The MPO will **participate in the public participation efforts of other transportation agencies** and organizations.

1. The MPO will actively assist local governments and transportation agencies in the development and implementation of public participation techniques for transportation planning and other related studies.
2. MPO staff will attempt to attend and participate in as many transportation partner public participation activities as is feasible to enhance public consideration of transportation issues, plans, and programs and to reduce redundancies and costs.

Public Participation Techniques

Public participation is an on-going activity of the MPO with numerous techniques occurring on a continuous basis. Public participation is also an integral part of one-time activities such as corridor studies and recurring activities such as the TIP process and Metropolitan Transportation Plan updates. This section contains descriptions of public participation tools currently used by the MPO. Additional tools used by other agencies are included to present a more complete picture of available techniques.

MPO Web Site

The site was established in 1998 with basic information about the MPO process, members, meeting times and contact information. The site has been expanded to include information about specific projects undertaken by the MPO. Bicycle, pedestrian and trails information and event schedules are also included. Work products such as the UPWP, TIP and MTP are available from the website. The site provides many links to other transportation related sites from the local to national level. The site is continually maintained and updated by MPO staff and is used to promote regular and special meetings, planning studies, bicycle and pedestrian events, publications and work products.

MPO Contact Database

MPO staff maintains a database of all contacts, both business and public, on a continuous basis. The database includes committee membership, mailing information, phone and fax numbers, and e-mail and internet addresses. The database is used for maintaining current committee membership lists, special interest groups and homeowners association contacts and the newsletter mailing list. Membership lists generated using the database are provided to the public, municipalities and other agencies on request. The database will be used to establish and maintain a list of e-mail contacts for electronic meeting notification and announcements.

Meeting Notices

The Texas Open Meetings Act requires notice of any public meeting where a decision could be made or that may be attended by more than one elected official. The MPO regularly posts MPO Transportation Policy Board (TPB), Technical Advisory Committee (TAC), Bicycle Mobility Advisory Committee (BMAC) and Pedestrian Mobility Advisory Committee (PMAC) meetings in the Texas Register and at the Bexar County Courthouse Bulletin Board and with Comal and Guadalupe counties.

MPO Newsletter

1. The MPO publishes an electronic newsletter on a bi-weekly basis and distributes it according to the database e-mail list. Citizens are added to the distribution list at their own request. Opportunities to be added to the list occur during public meetings hosted by the MPO, on the MPO web site, and when citizens contact MPO staff. Each issue of the newsletter includes staff contact information, upcoming meeting schedules, the MPO web site address, project

highlights, and current planning project status reports. Information regarding significant transportation issues, MPO awards, and other one-time activities are also included.

2. The MPO also publishes a quarterly hardcopy newsletter that is mailed to the contact mailing list and e-mailed to the electronic contact list. Included are feature stories about the transportation planning process as well as ongoing studies, projects and issues.

Display Ads

These ads are used to promote meetings that are not regularly scheduled, such as corridor or subarea workshops, project specific meetings, open houses or hearings. They are published in the "Metro" section of the major circulation newspaper as well as in newspapers serving predominantly minority populations in order to reach a larger audience than those that typically read legal ads.

Project Newsletters

For individual projects, such as corridor or subarea studies, that are typically performed using consulting services, newsletters are often used to address specific project issues. These newsletters are mailed to targeted residents, businesses and property owners in the area affected by a particular study. Information regarding upcoming project meetings, alternatives being proposed in the area, and other project news is reported in these newsletters.

Other Newsletters

When project-specific newsletters are not used, articles may be prepared for publication in other newsletters produced by municipalities, homeowner associations, church groups, civic groups, or others that may have an interest in the project. These articles are subject to the publication dates and space restrictions of the individual publishers.

Direct Mailings

These are used to announce upcoming meetings or activities or to provide information to a targeted area or group of people. Direct mailings are usually post cards (5 ½" x 8"), but can also be letters or flyers. An area may be targeted for a direct mailing because of potential impacts from a project. Groups are targeted that may have an interest in a specific issue.

Press Releases

Formal press releases are sent to local media (newspaper, TV and radio) to announce upcoming meetings and activities and to provide information on specific issues being considered by the MPO or their committees.

TV Message Board Scripts

Information about regular MPO Transportation Policy Board meetings, project-specific meetings, workshops, open houses, public hearings and other MPO events or activities meetings is provided to the government access cable channels.

Project-specific Web Sites

For individual projects, such as corridor studies, that are typically performed using consulting services, project-specific web sites may be used. These sites are used when project information is too

extensive to be included on the MPO site. Project web sites can contain study area maps, meeting announcements, descriptions of potential alternatives, comment forms, user surveys and project team contact information. Links to project sites are provided on the MPO site.

Project Workshops/Open-Houses

These are public meetings that are generally open and informal, with project team members interacting with the public on a one-on-one basis. Short presentations may be given at these meetings. The purpose of project-specific meetings is to provide project information to the public and to solicit public comment.

Small Group Meetings

During projects such as planning studies, meetings are held with small groups that have an interest in the project. Meetings could be with homeowners or neighborhood associations, civic groups, special interest groups, or other groups of affected or interested parties.

E-mail Announcements/Internet Message Boards

Meeting announcements and MPO information is e-mailed to interested persons that have submitted their e-mail addresses to MPO staff. Interactive message boards may be used to facilitate discussion and solicit public comment regarding specific MPO projects or issues.

Citizen's Advisory Committees

Citizen Working Groups are formed for various MPO planning activities to provide input from citizens representing potentially affected areas or special interest groups. Individual members are normally appointed by elected officials in the study area. Neighborhoods and traditionally underserved groups with vested interests are also encouraged to join these committees. Typically, these groups meet several times throughout a study with the consultants, MPO and agency staff.

Fact Sheets

These are used to provide summary information regarding MPO policy, programs and projects. Fact sheets can be distributed at public meetings, posted on the MPO web site, and displayed in public places such as libraries and community centers. Individuals and special interest groups can also request fact sheets directly from the MPO staff office.

MPO Logo

A logo representing the MPO is used to identify products and publications of the MPO. The logo helps the public become familiar with the different activities of the MPO by providing a means of recognizing MPO products. The logo will be used on all MPO publications, including those developed by consultants working on MPO sponsored projects.

Revisions and Amendments

This Public Participation Plan reflects the current policies of the San Antonio-Bexar County MPO. At a minimum, these policies will be reviewed, revised if necessary and adopted every three (3) years.

Adopted: May 21, 2007

Policy 6: Guidelines for Programming Projects in the Transportation Improvement Program

This document constitutes the San Antonio-Bexar County Metropolitan Planning Organization's process for programming projects in the Transportation Improvement Program. When considered for amendment, this document shall be subject to a public comment period of not less than 30 days prior to adoption by the Metropolitan Planning Organization Transportation Policy Board.

A. Purpose

The San Antonio-Bexar County Metropolitan Planning Organization (MPO) develops a Transportation Improvement Program (TIP) that programs projects for a minimum of the following four (4) fiscal years. The TIP is forwarded to the Texas Department of Transportation (TxDOT) for inclusion into the Statewide Transportation Improvement Program. The TIP project selection process begins with the long-range Metropolitan Transportation Plan process. The public is invited to fully participate in the Metropolitan Transportation Plan development process thus assisting in the selection and prioritization of transportation improvement projects. Implementing agencies which include the Alamo Area Council of Governments, Alamo Regional Mobility Authority, Bexar County, City of San Antonio, Suburban Cities, the Texas Department of Transportation (TxDOT), and VIA Metropolitan Transit, participate in the Metropolitan Transportation Plan development process with one of the final products of the process being a prioritized list of transportation projects to be eventually considered for inclusion in the TIP.

Projects are either selected by the Transportation Policy Board in consultation with the State (TxDOT) and transit operator (VIA) or selected by the State (TxDOT) in cooperation with the MPO. Projects selected by the Transportation Policy Board are those that are to be funded with Surface Transportation Program - Metro Mobility (STP-MM), Congestion Mitigation & Air Quality (CMAQ), and any other future U.S. Department of Transportation (USDOT) or TxDOT funds suballocated to the local level.

B. Project Funding Categories

Project funding categories include but are not limited to:

- Category 1 Preventative Maintenance & Rehabilitation ⁴
- Category 2 Metro Corridor
- Category 3 Urban Corridor ²
- Category 4 Statewide Connectivity Corridor ²

⁴ These projects are identified through the use of Statewide CSJs and a lump sum dollar amount.

² The San Antonio-Bexar County MPO does not receive these types of funds.

- Category 5 Congestion Mitigation and Air Quality (CMAQ) ²
- Category 6 Structure Rehabilitation ¹
- Category 7 Metro Mobility (Surface Transportation Program – Metro Mobility or STP-MM)
- Category 8 Safety ¹
- Category 9 Enhancements
- Category 10 Miscellaneous ¹
- Category 11 District Discretionary
- Category 12 Strategic Priority
- Federal Transit Administration Section 5307 (Urbanized Area Formula Grant Program)
- Federal Transit Administration Section 5309 (Capital Grant Program)
- Federal Transit Administration Section 5310 (Elderly and Disabled Transportation Assistance Grant Program)
- Federal Transit Administration Section 5316 (Job Access & Reverse Commute Grant Program)
- Federal Transit Administration Section 5317 (New Freedom Grant Program)

C. Use of ‘Grouped’ or ‘Statewide’ CSJs ³

The MPO will use ‘Grouped’ or ‘Statewide’ CSJs for the following types of projects:

- Preliminary Engineering
- Right-of-Way Acquisition
- Preventive Maintenance and Rehabilitation
- Bridge Replacement and Rehabilitation
- Railroad Grade Separations
- Safety
- Landscaping
- Intelligent Transportation Systems Deployment
- Bicycle and Pedestrian
- Safety Rest Areas and Truck Weigh Stations
- Transit Improvements

Projects that fall within these categories will be listed in an appendix of the Transportation Improvement Program. Generally these statewide CSJs will be used for projects funded under Category 1 (Preventive Maintenance & Rehabilitation), Category 6 (Structure Rehabilitation), Category 8 (Safety), and Category 10 (Miscellaneous).

¹ These projects are identified through the use of Statewide CSJs and a lump sum dollar amount.

³ CSJ stands for Control Section Job and is an identifying number used by the Texas Department of Transportation.

Statewide CSJs will not be used for wholly or partially funded Category 2 (Metro Corridor) or Category 7 (STP-MM) projects.

D. Use of Appendix D - Projects Undergoing Environmental Assessment

The purpose of Appendix D is to identify projects that are undergoing preliminary engineering and environmental analysis (PE/EA) consistent with early project development. The Federal Highway Administration allows these projects to be referenced in the current Transportation Improvement Program in order to facilitate the feasibility and PE/EA phases. This Appendix contains projects that are scheduled for implementation beyond the four years of the TIP time frame, and it in no way implies that these projects are programmed in the TIP. Cost estimates are preliminary and do not represent any commitment of construction funding. Consistency with the Metropolitan Transportation Plan will be verified as alternatives are examined in studies or environmental clearance efforts.

Projects listed in Appendix D will include, at a minimum, CSJ Number, MPO ID number, county, TxDOT district, sponsoring entity, street name, project limits, project description, estimated let date and preliminary project cost.

E. Quarterly Review of Projects

Category 2 (Metro Corridor) Projects

The Texas Department of Transportation will submit amendments to the Category 2 (Metro Corridor) projects to the MPO in writing. For cost increases greater than 10%, the Texas Department of Transportation will also submit to the MPO justification for the cost increase and the funding source of the additional amount, i.e. which other Category 2 projects are being amended to cover the requested TIP revision. For new projects being amended into the TIP that are not part of the current Statewide Mobility Plan, TxDOT will also submit to the MPO which other Category 2 projects are being amended to allow for the inclusion of the new project.

Category 7 (STP-MM) Projects

Every three (3) months, a detailed review of Category 7 (STP-MM) funded projects in the TIP will be conducted. These projects will be reviewed for progress towards their letting (contract) dates, cost estimates, description and limits. If warranted by the detailed review, projects may be re-prioritized at the discretion of the Transportation Policy Board.

If the quarterly review warrants amendment(s) to the TIP, such amendment(s) will be presented to the Transportation Policy Board for consideration in sufficient time to allow the amendment(s) to be incorporated into the next regularly scheduled quarterly amendment of the Statewide Transportation Improvement Program.

F. Amendment Process

The following changes will require an amendment to the TIP:

- 1) Adding or deleting project(s)
- 2) Revising the project scope of work
- 3) Revising the project cost
- 4) Revising funding categories
- 5) Revising the phase of work (ex: from P.E. to construction)
- 6) Revising project limits

Amendments to the TIP require a two-step process. To permit adequate public review and comment, amendments to the TIP will be presented at a Transportation Policy Board meeting with action on the amendment occurring at the following Transportation Policy Board meeting (approximately 30 days after initial presentation).

To the extent possible, amendments to delete a project or significantly change the scope of work of a project will be explicitly listed on both the presentation and action agendas for the Transportation Policy Board meetings.

Routine amendments to the Metropolitan Transportation Plan occurring between major updates also require a two-step process. To permit adequate public review and comment, amendments to the Metropolitan Transportation Plan will be presented at a meeting of the Transportation Policy Board with action on the amendment occurring at the following Transportation Policy Board meeting (approximately 30 days after initial presentation). Amendments to both the TIP and the Metropolitan Transportation Plan may be initiated concurrently.

Amendments to the TIP or the Metropolitan Transportation Plan requiring quick action due to impending federal or state requirements or deadlines (or for other reasons deemed in the community's best interest) may be accomplished by a 75% vote of the TPB quorum present to waive the routine two-step process. In these cases, the Transportation Policy Board will hold a special public hearing within their normal meeting agenda to specifically solicit public comment on the proposed TIP or Metropolitan Transportation Plan amendment. These actions will be emphasized on the meeting agenda that is both mailed and e-mailed out ten (10) days prior to the Transportation Policy Board meeting. This will alert the public and permit special attendance to comment on the action prior to adoption by the Transportation Policy Board. To the extent possible, amendments to delete a project or significantly change the scope of work of a project will be explicitly listed on the agenda for the Transportation Policy Board meeting.

Governing bodies of the sponsoring agencies will promptly notify the MPO in writing of any currently programmed projects that are proposed to be deleted from the TIP. The governing body of the sponsoring agency shall state its preference for project replacement in the written notification. The Transportation Policy Board will provide direction and/or may consider action at the next appropriate meeting with respect to amending the TIP.

G. Category 7 (STP-MM) Funded Projects

Basic Requirements for STP-MM Projects

All projects submitted for consideration for funding through the Category 7 (STP-MM) program will meet the following basic requirements:

1. Projects will be submitted to the MPO through an implementing agency (Alamo Area Council of Governments, Alamo Regional Mobility Authority, Bexar County, City of San Antonio, Suburban Cities, Texas Department of Transportation, or VIA Metropolitan Transit) and appropriate commitments of local match shall be made. Approval of the commitment of the local match from the Texas Department of Transportation District Engineer or the policy body of the local agency submitting the project for consideration will be obtained and submitted to the MPO.
2. Each implementing agency is encouraged to address Title VI and Environmental Justice considerations in submitting projects to the MPO for consideration.
3. Pedestrian and bicycle facilities will be included in all future transportation improvement projects. Any exceptions will need to be adequately documented by management of the implementing entity.
4. Projects will be included in the latest approved Metropolitan Transportation Plan. Note: Amendments to the Metropolitan Transportation Plan and the Transportation Improvement Program can be made through the amendment process at the discretion of the Transportation Policy Board. Any required amendments to the Metropolitan Transportation Plan must be made prior to amending the TIP, however amendments to both may be initiated concurrently.
5. A roadway project submitted for consideration must be on a functionally classified facility as defined by the MPO and approved by Federal Highway Administration through the State. Roadway projects on facilities classified as a local street or rural minor collector do NOT qualify for Federal transportation assistance.
6. All deadlines set by the MPO are firm.

Project Leveraging

The intent of project leveraging is two-fold: 1) to bring non-traditional private, non-traditional local (non-transportation dedicated funds), non-traditional state or non-traditional federal dollars to this region that are above and beyond what this area would receive through traditional formula funding distributions, and 2) to encourage the development of

transportation corridors, and not to fund individual projects unless those projects are part of a defined transportation corridor improvement. Non-traditional state or federal dollars are those defined as federal earmarks, federal demonstration, Federal Transit Administration Section 5309 (“New Starts”), or Texas Transportation Commission Strategic Priority Funding.

Beginning with FY 2006, the Transportation Policy Board will dedicate 15% of the Category 7 (STP-MM) funds to be set aside for leveraging or supplementing the budget for transit capital projects and for leveraging or supplementing the budget for non-tolled projects on the functionally classified roadway system. In subsequent fiscal years, this set aside will increase to 25%.

The greatest consideration for funding should be given to those projects with the greatest percentage of their funding through non-traditional means. Additionally, the overall funding share of the full cost of transportation corridor development may be considered in the selection of projects not just the share of the specific project.

The Transportation Policy Board will strongly encourage private sector participation in the funding of transportation improvement projects.

Funding Allocation

On January 22, 2007, the Transportation Policy Board adopted a funding allocation framework by which future Category 7 (STP-MM) projects will be funded. Goals of this framework are to reduce cost overruns, meet regional transportation goals through a multi-modal approach and assist with leveraging non-traditional funding to the area.

Table 1 shows the adopted funding framework for Category 7 (STP-MM) project funding.

1. This table will be updated and presented to the Transportation Policy Board with each subsequent TIP amendment that involves revisions to project budgets.
2. Cost increases for On- and Off-System projects will be drawn from the balances shown by the appropriate line item.
3. Funding for the Alamo Area Council of Government’s (AACOG) Commute Solutions Program, Bus Rapid Transit and Austin-San Antonio Commuter Rail are fixed amounts and are not eligible for funding ‘cost overruns’ at this time.
4. All updates to Table 1 will be incorporated by reference into this policy.

Table 1. Allocation of Category 7 (STP-MM) Funding Framework
(in millions of dollars)

	FY 2009	FY 2010	FY 2011	FY 2012
AACOG Commute Solutions Program	\$0.25	\$0.25	\$0.25	\$0.25
Planning	\$3.00	\$1.00	\$1.00	\$0.00
On-System (State facilities) [includes added capacity, rehabilitation, operational, bicycle and pedestrian projects]	\$6.50	\$2.75	\$3.25	\$4.00
Off System (non-State facilities) [includes added capacity, rehabilitation, operational, bicycle and pedestrian projects]	\$0.81	\$2.50	\$3.50	\$3.75
Bus Rapid Transit	\$14.00	\$14.00	\$0.00	\$0.00
Austin-SA Commuter Rail	\$0.00	\$0.00	\$10.00	\$10.00
Leverage Amount	\$0.00	\$0.00	\$2.09	\$6.00
Note: 100% funding is shown				01/22/07

Project Selection

1. Projects will be primarily selected from priority corridors/projects identified through the Metropolitan Transportation Plan development process. However, the flexibility to incorporate other projects into the Metropolitan Transportation Plan and TIP when essential will be retained.
2. Projects will be developed to the 30% design – 100% Schematic level. The 30% Design – 100% Schematic development level will provide a high degree of confidence in the construction cost estimate. This will allow the MPO to better control the STP-MM construction cost overrun liability thus further ensuring the integrity of the TIP programming process.
3. When the project is submitted to the MPO for funding consideration, the sponsoring agency will include the following information:
 - Project name,
 - Project limits (logical termini)
 - Project description

- Project justification
- Length of roadway (in miles)
- Roadway classification
- Right of way requirements
- Utility and drainage requirements (with initial cost estimates)
- Location map with adjacent land uses shown
- Typical cross-section, existing and proposed
- Bicycle and pedestrian amenities
- Accident rates
- Initial total cost construction estimate

To the extent that data is available, MPO staff will provide the following information for submitted projects:

- Current (base year) and future year volume to capacity ratio
- Congestion Management System status
- Cost/vehicle mile traveled
- Transit route – number of buses
- Number of trucks
- Critical intersection
- Existing and future traffic volumes
- Bicycle level of suitability
- System connectivity

4. Projects will be presented to the Transportation Policy Board for consideration in sufficient time to allow the amendment(s) to be incorporated into the next regularly scheduled quarterly amendment of the Statewide Transportation Improvement Program.

Project Cost Increase Procedure

This section refers only to those Category 7 (STP-MM) projects for which bids have been received. Cost figures for STP-MM projects in the most recently approved TIP are reasonable estimates and in some cases the actual bid amount can be higher than the programmed amount.

Should this occur, in order to avoid any long delays in project implementation and/or construction delays but still retain financial responsibility, the following scale shall be used in these cases of cost increases for projects funded using the Category 7 (STP-MM) funding:

- 1) If the project cost is less than \$1,000,000, implementing agencies can incur a cost increase of no more than 20% without Transportation Policy Board action.
- 2) If the project cost is \$1,000,001 to \$2,000,000, implementing agencies can incur a cost increase of no more than 15% without Transportation Policy Board action.

- 3) If the project costs more than \$2,000,000, implementing agencies can incur a cost increase of no more than 10% without Transportation Policy Board action.

Additionally, implementing agencies do not need to coordinate each project field change request with the MPO and will be allowed to make field changes deemed necessary to complete the project within the intended scope. This is necessary to allow the construction to continue uninterrupted.

H. Public Involvement

The MPO commits to a public involvement process that includes the provision of timely information, provides reasonable public access to technical and policy information, provides adequate public notice, seeks out and considers traditionally underserved populations, and documents significant comments. Please see the MPO Policy 5: Public Involvement Process for additional information on public involvement.

Adopted: March 30, 2007

