

# **SHERMAN-DENISON METROPOLITAN PLANNING ORGANIZATION**

## **ANNUAL PERFORMANCE and EXPENDITURE REPORT**

**Fiscal Year 2017  
October 1, 2016 to September 30, 2017**

Prepared by the Sherman - Denison Metropolitan Planning Organization in cooperation with:

County of: Grayson  
Texas Department of Transportation  
U.S. Department of Transportation  
Federal Highway Administration  
Federal Transit Administration

**November 2017**

## TASK 1.0

### ADMINISTRATION/MANAGEMENT

#### TASK SUMMARY

Work elements in this activity are administrative and management tasks associated with the function, coordination and day-to-day activities of the MPO and the multi modal transportation planning process. The development of goals, objectives, and policies; committee structures and staffing; interagency linkage and information; and staffing of various work elements are the main concerns of transportation planning coordination. Required duties include: informing the public and committee members of meetings, preparation of meeting packets, attendance at meetings, coordination of projects/programs, and oversight of planning activities. Additionally, this task will meet the technical objectives of the organization regarding computer equipment and/or software packages.

**Subtask 1.1 Administration** – Prepare and submit required reports, certification and administrative documentation to maintain continuity and credibility of the Study. Prepare budgets, maintain financial records, equipment inventory and ensure monies are spent appropriately. Coordinate activities between participating agencies and other public and private interests. Prepare request for proposals, as required, and solicit for contractual services and supervise the work. Assist participating agencies as needed. The MPO will review and evaluate the work accomplished during the previous fiscal year under this work program. An Annual Performance and Expenditure Report will be prepared at the end of each fiscal year (2016 & 2017) in accordance with TxDOT policy and procedures.

Maintain the computer equipment and software, funding is allocated and/or service contracts are in operation for the maintenance and upgrade of all automated information processing equipment and software purchased. Staff will continue updating MPO equipment and software when appropriate. Staff must stay abreast of current trends in technology, as they are applicable to the urban transportation planning process and effectiveness of operations and the planning process. All computer equipment will continue to be inventoried by identification number, physical location and staff member(s) responsible.

**Subtask 1.1 Work Performed and Status** – *All administrative tasks, day-to-day activities and operations of the urban transportation planning process were devised, implemented and accomplished through coordination by the Sherman-Denison Metropolitan Planning Organization (MPO) and Texas Department of Transportation (TxDOT) Area staff. The majority of administrative tasks are on-going and carry-over fiscal years.*

*This task also includes office supplies and equipment. Funds for these types of purchases were expended very frugally resulting in a remaining fund balance of close to five percent (5%) at year end.*

**Subtask 1.2 Public Involvement** – Community involvement and input, vital elements in transportation planning and design, will be sought in the developmental stages of all transportation plans, TIP, and UPWP, to acknowledge community transportation needs, demands, and goals. Public participation will include: public and private agencies, transit providers, civic groups, local and regional interest groups, elected officials and concerned citizens. In accordance with the MPO's published Public Participation Plan, all Policy Board meetings will be advertised and open to the public. Open forums will precede any changes in the MTP and the TIP. Media outlets will be used whenever necessary to ensure public notification and encourage maximum public participation.

This sub-task for Public Involvement covers the day-to-day responses to the public (via email and/or phone) as well as maintenance of the MPO's website. The internet web site: [www.sdmpo.org](http://www.sdmpo.org) will be maintained and updated as needed. The Annual Project Listings document will be developed and published.

The *Public Participation Plan* was recently updated but will be reviewed and updated on a five year cycle or as needed. The MPO continues its visibility among minority and low income communities. This is accomplished through announcements of meetings, etc. via neighborhood churches, or other local organizations.

**Subtask 1.2 Work Performed and Status** – *Conducted Policy Board meetings: October 12, 2016, December 7, 2016, February 1, 2017 (Joint Workshop with TAC), April 5, 2017, April 26, 2017, May 31, 2017, June 5, 2017, June 30, 2017, and July 21, 2017.*

*Conducted Technical Advisory Committee (TAC) meetings: November 30, 2016, January 18, 2017, February 1, 2017 (Joint Workshop with PB), March 22, 2017, May 26, 2017, and May 31, 2017.*

*Meetings were posted and advertised according to federal, state and SDMPO's Public Participation Plan.*

**Subtask 1.3 Staff Education and Training** – To ensure that the local urban transportation planning process remains viable and productive, the MPO staff will attend relevant seminars, workshops, conferences, and courses appropriate to a continued increase in staff expertise with regard to urban transportation planning techniques, methodologies, and recent developments. In addition, the Director will attend all TEMPO meetings as well as participate in TEMPO Subcommittee meetings. The participation in training events which include FHWA, FTA, TxDOT meetings, workshops, conferences, and Texas Planning and Transit Association's meetings, as well as local options (community and four year college courses on pertinent skill sets) will assist the staff in developing skills and expertise in all forms of transportation planning and gather information to share with communities and transit service providers. This Subtask includes funds to reimburse MPO staff, for travel expenses when traveling on MPO related duties.

**Subtask 1.3 Work Performed and Status** – *Staff attended Texas Metropolitan Planning*

*Organization (TEMPO) meetings and workshops, the Texas Transportation Forum, and Association of MPOs Planning Tools & Training Symposium and Annual Conference.*

**TASK 1.0 FUNDING SUMMARY**

Fund Source (1.0)	Amount Budget	Amount Expended	Balance	% Expended
Transportation Planning Funds (TPF)	\$67,765.00	\$64,583.06	\$3,181.94	95.30%
State Planning & Research Funds (SPR)	\$0.00	\$0.00	\$0.00	
Local Planning Funds	\$0.00	\$0.00	\$0.00	
<b>TOTAL</b>	<b>\$67,765.00</b>	<b>\$64,583.06</b>	<b>\$3,181.94</b>	<b>95.30%</b>

**TASK 2.0**

**DATA DEVELOPMENT AND MAINTENANCE**

**TASK SUMMARY**

Urban transportation planning requires constant monitoring and maintenance of a myriad of databases and mapping/graphic inventories. This provides the knowledge necessary to make accurate evaluations of existing conditions and to make logical estimates of future transportation system upgrades. This is a continuing ongoing process.

**Subtask 2.1 Geographic Information System** – This subtask provides the MPO with a tool for mapping and analyzing gathered geographic information. The MPO will work with county staff to use local development statistics and base data to update the components of the travel demand model as needed. This information will be used to improve the MPO’s ability to link future land use plans to an adequate future transportation network. This task provides the personnel costs for the ongoing development of maps to develop a compatible GIS program to allow for data sharing.

To fully allow the MPO to utilize the GIS in its work program, there are necessary enhancements and routine maintenance efforts that must be undertaken as part of its work program. These efforts include: vehicle traffic counts, transit rider ship, pavement condition monitoring, functional classification, demographic analysis, linking of Travel Demand Model data to GIS data.

**Subtask 2.1 Work Performed and Status** – *Staff assessed and analyzed the GIS information needed for the 2013 Travel Demand Model, which included demographics, and existing/proposed land uses.*

**Subtask 2.2 Map Development** – Maps will be produced for staff projects, planning, technical and PB meetings, and public information, showing various population and transportation related characteristics within the planning area based on a variety of factors such as, but not limited to, traffic analysis zones, various levels of census designations, and other geographic levels. Base

mapping capabilities and presentation graphics will be improved so that the region's road network, land use, environmental constraints, etc. can be displayed. This information will be used to improve the MPO's ability to link future land use plans to an adequate future transportation network. Maps will be made available to the public according to the MPO's approved policies.

**Subtask 2.2 Work Performed and Status** – *GIS layers were compiled and sent to TxDOT-Public Transportation Division (PTN) for the Bicycle Tourism Trails Study.*

**Subtask 2.3 Demographic data for 2013 travel demand model base year** – The collection of 2013 socioeconomic data and allocation of the data to the traffic analysis zones for the purpose of updating the Sherman-Denison MPO's travel demand model for the next Metropolitan Transportation Plan update due in November 2019. The 2013 base year demographic data includes population and employment data for the MPO modeling area. Socioeconomic data required for the travel demand model includes retail employment, service employment, basic employment, special generators, population, number of households, distribution of households by household size, and median income. The MPO will work cooperatively with Texas Department of Transportation (TxDOT) Transportation Planning and Programming Division to develop the travel demand model. After MPO staff completes the network coding of the 2013 base year conditions, the base network and 2013 socioeconomic data are submitted to TxDOT for travel demand model calibration and validation. Data collection and allocation work to be performed by MPO staff and consultant.

**Subtask 2.3 Work Performed and Status** – *Under direction of MPO staff, the consulting team (led by Huitt-Zollars, Inc.) is developing demographic projections out to the horizon year of 2045 including population, employment, and growth and the impacts of transportation as they relate to underserved populations. This phase of the project should be complete first quarter FY 2018. Once complete, the Travel Demand Model will be forwarded to TxDOT for their use in compiling a statewide model.*

### TASK 2.0 FUNDING SUMMARY

Fund Source (2.0)	Amount Budget	Amount Expended	Balance	% Expended
Transportation Planning Funds (TPF)	\$4,030.00	\$4,019.44	\$10.56	99.74%
State Planning & Research Funds (SPR)	\$65,317.00	\$65,317.00	\$0.00	100.00%
Local Planning Funds	\$0.00	\$0.00	\$0.00	
<b>TOTAL</b>	<b>\$69,347.00</b>	<b>\$69,336.44</b>	<b>\$10.56</b>	<b>99.98%</b>

## TASK 3.0

### SHORT RANGE PLANNING

#### TASK SUMMARY

The objective of this task is to complete those planning activities that are more specific and are necessary for the planning process. This includes those required by MAP-21 such as the update of the 2016 – 2017 Unified Planning Work Program (UPWP) and revisions to the 2015 – 2018 Transportation Improvement Program (TIP), and development of the new 2017 – 2020 TIP.

**Subtask 3.1 Transportation Improvement Program (TIP) and Self Certification** – Projects in the TIP will be consistent with the 2040 Metropolitan Transportation Plan. Any TIP updates will incorporate input from citizens, public agencies, transit operators and other interested parties. Project selection will ultimately rest with the State, via TxDOT, in cooperation with the PB. Update or amend the 2015 – 2018 TIP as needed and allow citizens, public agencies, and private transportation providers an opportunity to comment on the program.

The Self-Certification Statement requires that the planning process results in plans and programs that address local needs. The process must consider regionally economic, social, environmental, and energy conservation objectives. Consideration must also be given to local land uses and how the functional performance of the transportation system affects these uses.

**Subtask 3.1 Work Performed and Status** – *Staff worked with district and area TxDOT staff through the Technical Advisory Committee to develop a prioritized list of projects for the 2018 Unified Transportation Program. This resulted in two TIP amendments, which were approved by the Policy Board on February 1, 2017 and July 21, 2017.*

**Subtask 3.2 Development of 2017-2020 Transportation Improvement Program (TIP)** – Every two years each MPO is required to develop a new TIP. In FY 2016 the Sherman-Denison MPO will be required to develop a new TIP covering the years 2017 through 2020.

**Subtask 3.2 Work Performed and Status** – *Staff continued monitoring the current TIP and its effect on transportation projects and decisions within the SDMPO study area.*

**Subtask 3.3 Unified Planning Work Program** – Update and revise the biennial 2016 – 2017 Unified Planning Work Program as needed. Submit for review and approval by appropriate committees and agencies. Distribute and provide information as requested or required to keep members current on MPO activities.

The 2016 – 2017 UPWP will be monitored and revised as necessary by the Policy Board. Work program tasks will be dedicated to provide continuing and coordinated multimodal transportation planning for the MPO region. The 2018 – 2019 UPWP will be developed incorporating all appropriate provisions of transportation re-authorization bill MAP-21.

**Subtask 3.3 Work Performed and Status** – *The 2016 – 2017 UPWP was amended by*

*the Policy Board on April 5, 2017 to allocate funds for the Travel Demand Model update and completion of a Thoroughfare Plan.*

*The 2018 - 2019 UPWP was approved by the Policy Board on July 21, 2017. It was submitted to TxDOT Transportation Planning and Programming's (TP&P) office as required. An amendment is anticipated to incorporate the use of State Planning and Research (SPR) funds to complete the Grayson County Freight Mobility Plan and roll over the unexpended funds on the Thoroughfare Plan into FY 2018 under the same subtask in order to complete the Thoroughfare Plan.*

**Subtask 3.4 Public Transportation Planning** – The staff will offer planning assistance to the Texoma Area Paratransit System (TAPS). This may include sharing data, preparing maps, attending or sponsoring meetings, and providing general transportation planning expertise to the effort.

**Subtask 3.4 Work Performed and Status** – *No work performed.*

### **TASK 3.0 FUNDING SUMMARY**

Fund Source (3.0)	Amount Budget	Amount Expended	Balance	% Expended
Transportation Planning Funds (TPF)	\$20,305.00	\$20,250.31	\$54.69	99.73%
State Planning & Research Funds (SPR)	\$0.00	\$0.00	\$0.00	
Local Planning Funds	\$0.00	\$0.00	\$0.00	
<b>TOTAL</b>	<b>\$20,305.00</b>	<b>\$20,250.31</b>	<b>\$54.69</b>	<b>99.73%</b>

### **TASK 4.0**

#### **METROPOLITAN TRANSPORTATION PLAN (MTP) UPDATE**

##### **TASK SUMMARY**

A transportation plan must look into the future to address a 20 to 25-year planning horizon to include both long and short-range strategies that will lead to the development of an integrated intermodal metropolitan transportation system. The current plan, the 2040 MTP which was adopted in October of 2014, will be reviewed on a regular basis to ensure that it accommodates any changes that may occur prior to the next major update.

**Subtask 4.1 Metropolitan Transportation Plan** – MPO will continue to update the current 2040 MTP as needed. MPO will publish any revisions to the MTP on the Internet. Staff will review the 2040 MTP to ensure all TIP projects are listed, and to ensure that the MTP conforms to revised Federal and State guidelines, such as those for Environmental Justice.

**Subtask 4.1 Work Performed and Status** – *Staff worked with district and area TxDOT staff through the Technical Advisory Committee to develop a prioritized list of projects*



for the 2018 Unified Transportation Program. This resulted in an amendment to the 2040 MTP, which was approved by the Policy Board on July 21, 2017.

**Subtask 4.3 Travel Demand Model Update** – The MPO staff will continue to update the model as needed as well as utilize this tool for analysis of proposed improvements.

**Subtask 4.3 Work Performed and Status** – Under direction of MPO staff, the consulting team (led by Huitt-Zollars, Inc.) is developing demographic projections out to the horizon year of 2045 including population, employment, and growth and the impacts of transportation as they relate to underserved populations. This phase of the project should be complete first quarter FY 2018. Once complete, the Travel Demand Model will be forwarded to TxDOT for their use in compiling a statewide model.

**TASK 4.0 FUNDING SUMMARY**

Fund Source (4.0)	Amount Budget	Amount Expended	Balance	% Expended
Transportation Planning Funds (TPF)	\$8,850.00	\$8,823.89	\$26.11	99.70%
State Planning & Research Funds (SPR)	\$0.00	\$0.00	\$0.00	
Local Planning Funds	\$0.00	\$0.00	\$0.00	
<b>TOTAL</b>	<b>\$8,850.00</b>	<b>\$8,823.89</b>	<b>\$26.11</b>	<b>99.70%</b>

**TASK 5.0**

**SPECIAL STUDIES**

**TASK SUMMARY**

Occasionally, a study is warranted for projects of special interests that staff does not have the resources to complete without support staff. The objective of this task is to provide funding for the completion of such projects. Information gathered will aid staff in transportation plan development and revisions. These studies may include, but are not limited to: hazardous materials, goods movement, safety issues, and parking needs.

**Subtask 5.1 Thoroughfare Plan** – The MPO desires to develop a countywide Thoroughfare Plan. The thoroughfare plan is to be comprehensive in nature and provide a roadmap for the MPO study area as it grows.

**Subtask 5.1 Work Performed and Status** – Under direction of MPO staff, the consulting team (led by Huitt-Zollars, Inc.) is developing demographic projections out to the horizon year of 2045 including population, employment, and growth and the impacts of transportation as they relate to underserved populations. This phase of the project should be complete first quarter FY 2018. Once this phase is complete, the consulting team will proceed with the upgrade to the thoroughfare plan. This will include a public involvement process, which will provide the public an opportunity to provide feedback on



*the Thoroughfare Plan. Completion of the Thoroughfare Plan is anticipated in the third quarter of 2018.*

*Only 33.19% of the budget was expended due to the length of time needed to execute a contract with the consultant team. The 2018 – 2019 UPWP will be amended to roll these funds into FY 2018 under the same subtask in order to complete the Thoroughfare Plan.*

**TASK 5.0 FUNDING SUMMARY**

Fund Source (4.0)	Amount Budget	Amount Expended	Balance	% Expended
Transportation Planning Funds (TPF)	\$75,923.00	\$25,195.62	\$50,727.38	33.19%
State Planning & Research Funds (SPR)	\$0.00	\$0.00	\$0.00	
Local Planning Funds	\$140,000.00	\$0.00	\$140,000.00	0.00%
<b>TOTAL</b>	<b>\$215,923.00</b>	<b>\$25,195.62</b>	<b>\$190,727.38</b>	<b>11.67%</b>

**TOTAL FUNDS  
BUDGETED AND EXPENDED FOR FY17**

UPWP Task	Description	Amount Budgeted	Amount Expended	Balance	% Expended
1.0	Administration / Management	\$67,765.00	\$64,583.06	\$3,181.94	95.30%
2.0	Data Development and Maintenance	\$69,347.00	\$69,336.44	\$10.56	99.98%
3.0	Short Range Planning	\$20,305.00	\$20,250.31	\$54.69	99.73%
4.0	Metropolitan Transportation Plan	\$8,850.00	\$8,823.89	\$26.11	99.70%
5.0	Special Studies	\$215,923.00	\$25,195.62	\$190,727.38	11.67%
<b>TOTAL</b>		<b>\$382,190.00</b>	<b>\$188,189.32</b>	<b>\$194,000.68</b>	<b>49.24%</b>

**TOTAL TRANSPORTATION PLANNING FUNDS (TPF)**  
**BUDGETED AND EXPENDED FOR FY17**

UPWP Task	Description	Amount Budgeted	Amount Expended	Balance	% Expended
1.0	Administration / Management	\$67,765.00	\$64,583.06	\$3,181.94	95.30%
2.0	Data Development and Maintenance	\$4,030.00	\$4,019.44	\$10.56	99.74%
3.0	Short Range Planning	\$20,305.00	\$20,250.31	\$54.69	99.73%
4.0	Metropolitan Transportation Plan	\$8,850.00	\$8,823.89	\$26.11	99.70%
5.0	Special Studies	\$75,923.00	\$25,195.62	\$50,727.38	33.19%
<b>TOTAL</b>		<b>\$176,873.00</b>	<b>\$122,872.32</b>	<b>\$54,000.68</b>	<b>69.47%</b>

**TOTAL STATE PLANNING & RESEARCH FUNDS (SPR)**  
**BUDGETED AND EXPENDED FOR FY17**

UPWP Task	Description	Amount Budgeted	Amount Expended	Balance	% Expended
1.0	Administration / Management	\$0.00	\$0.00	\$0.00	
2.0	Data Development and Maintenance	\$65,317.00	\$65,317.00	\$0.00	100.00%
3.0	Short Range Planning	\$0.00	\$0.00	\$0.00	
4.0	Metropolitan Transportation Plan	\$0.00	\$0.00	\$0.00	
5.0	Special Studies	\$0.00	\$0.00	\$0.00	
<b>TOTAL</b>		<b>\$65,317.00</b>	<b>\$65,317.00</b>	<b>\$0.00</b>	<b>100.00%</b>

**TOTAL LOCAL PLANNING FUNDS**  
**BUDGETED AND EXPENDED FOR FY17**

UPWP Task	Description	Amount Budgeted	Amount Expended	Balance	% Expended
1.0	Administration / Management	\$0.00	\$0.00	\$0.00	
2.0	Data Development and Maintenance	\$0.00	\$0.00	\$0.00	
3.0	Short Range Planning	\$0.00	\$0.00	\$0.00	
4.0	Metropolitan Transportation Plan	\$0.00	\$0.00	\$0.00	
5.0	Special Studies	\$140,000.00	\$0.00	\$140,000.00	0.00%
<b>TOTAL</b>		<b>\$140,000.00</b>	<b>\$0.00</b>	<b>\$140,000.00</b>	<b>0.00%</b>