

# **SHERMAN-DENISON METROPOLITAN PLANNING ORGANIZATION**

## **ANNUAL PERFORMANCE and EXPENDITURE REPORT**

**Fiscal Year 2018  
October 1, 2017 to September 30, 2018**

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 2018**

## 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 (2017 & 2018) 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.*

**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: December 6, 2017, December 19, 2017, January 22, 2018, March 7, 2018, May 2, 2018, May 25, 2018, July 18, 2018, and September 5, 2018.*

*Conducted Technical Advisory Committee (TAC) meetings: January 17, 2018, February 7, 2018, February 21, 2018, April 27, 2018, May 16, 2018, July 11, 2018, and August 22, 2018.*

*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 Association of MPOs 2017 and 2018 Annual Conferences, Texas Transportation Commission meetings, Regionally Coordinated Transportation Planning PERFORM Workshop, Decision Lens Workshop, Semiannual Transit Operators Business Meeting, Effective Target Setting for Transportation Performance Management Workshop, 9th Annual Northeast Tarrant Transportation Summit, Multi-Jurisdictional Coordination for the Greater Texas Region,*

**TASK 1.0 FUNDING SUMMARY**

Fund Source (1.0)	Amount Budget	Amount Expended	Balance	% Expended
Transportation Planning Funds (TPF)	\$41,155.00	\$41,154.38	\$0.62	100.00%
State Planning & Research Funds (SPR)	\$0.00	\$0.00	\$0.00	
Local Planning Funds	\$0.00	\$0.00	\$0.00	
<b>TOTAL</b>	<b>\$41,155.00</b>	<b>\$41,154.38</b>	<b>\$0.62</b>	<b>100.00%</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 Land Use and Socio-Economic/Demographic Data Base Updates and Maintenance** – MPO staff will work with local governmental staff to determine anticipated areas of growth, possible changes to land uses over the next 25 years, and to incorporate local comprehensive land use plans into the MTP. On-going updates and maintenance of data and maps related to population, minority populations, low-income population, building permits, land use, housing, and employment within the current Metropolitan Area Boundary (MAB) will be geared towards developing a socio-economic base for the MTP. Areas of primary trip-generation activity will be inventoried, tabulated and grouped by Traffic Analysis Zones (TAZ).

In addition, staff will work with Grayson County staff and consultants as needed to:

1. Collect and maintain databases that identify, rank and analyze traffic accident locations, up-to-date-traffic counts, and the transportation system.
2. Collect and organize data for the Geographic Information System.
3. Collect and analyze data regarding Title VI/Environmental Justice on minority and low-income populations.

In an effort to address the requirements of Environmental Justice, additional work will be undertaken including the following:

1. Identify low-income/minority populations relevant to environmental justice issues;

2. Define the geographic areas where the noted low-income/minority conditions exist in the MPO area, utilizing data from the 2010 Census, and other relevant data sets;
3. Examine the existing transportation and transit system as it relates to the areas noted above;
4. Examine the location of future transportation projects via the MTP and the TIP, and study the correlation of these future projects to the areas noted above;
5. Create maps, and/or charts, and/or other relevant graphics to depict the existing and potential future conditions relevant to environmental justice, utilizing GIS and other automated tools;
6. Reference these maps in the MPO's/PB discussion of its Title VI activities (UPWP, MTP, Public Participation Plan);
7. Consider maps when organizing public involvement activities and consulted during project selection; and
8. Create a summary report that documents the process and findings of this analysis.

The findings of this analysis should be taken into consideration for future transportation planning and capital projects in the MPO study area.

**Subtask 2.1 Work Performed and Status** – *Land Use and Socio-Economic/Demographic Data for the 2013 Travel Demand Model have been reviewed, and efforts coordinated between the consultant preparing the 2013 Travel Demand Model as part of the Grayson County Thoroughfare Plan and TxDOT-TPP. Additionally, staff has been coordinating with the U.S. Census Bureau regarding the 2020 Census.*

**Subtask 2.2 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.

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** – *Staff prepared maps for staff projects, planning, technical and PB meetings, and public information.*

*This task included funds necessary for license maintenance for the ESRI ArcGIS software. Grayson County has offered the use of an enterprise license, which presents a savings to the MPO. Therefore, this task came in slightly under budget.*

**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 continuing work on the 2013 Travel Demand Model. This phase of the project should be complete by June 2019. Once complete, the Travel Demand Model will be forwarded to TxDOT for their use in compiling a statewide model. Additionally, it will be utilized in the formation of the 2045 Metropolitan Transportation Plan (MTP).*

**TASK 2.0 FUNDING SUMMARY**

Fund Source (2.0)	Amount Budget	Amount Expended	Balance	% Expended
Transportation Planning Funds (TPF)	\$13,790.00	\$12,851.83	\$938.17	93.20%
State Planning & Research Funds (SPR)	\$0.00	\$0.00	\$0.00	
Local Planning Funds	\$0.00	\$0.00	\$0.00	
<b>TOTAL</b>	<b>\$13,790.00</b>	<b>\$12,851.83</b>	<b>\$938.17</b>	<b>93.20%</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 2018-2019 Unified Planning Work Program (UPWP) and revisions to the 2017-2020 Transportation Improvement Program (TIP), and development of the new 2019-2022 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 developed an amendment to the 2017-2020 TIP that was adopted by the Policy Board on January 22, 2018 and the new 2019-2022 TIP that was adopted by the Policy Board May 25, 2018.*

**Subtask 3.2 Unified Planning Work Program** – Update and revise the biennial 2018-2019 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 2018-2019 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 2020-2021 UPWP will be developed incorporating all appropriate provisions of transportation re-authorization bill MAP-21 in Fiscal Year 2019.

**Subtask 3.3 Work Performed and Status** – *The 2016 – 2017 UPWP was amended by the Policy Board on December 6, 2017 and September 5, 2018 to incorporate the use of State Planning and Research (SPR) funds to complete the Grayson County Freight Mobility Plan, Phases 1 and 2 and the bicycle and pedestrian portion of the 2045 MTP.*

**Subtask 3.3 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** – Staff worked with TAPS, our local transit provider, in the development of the 2019-2022 TIP, Transit Asset Management (TAM) Plan, and the drafting of a Memorandum of Understanding Between the Sherman-Denison MPO, the Texoma Area Paratransit System, Inc., and the State of Texas acting through the Texas Department of Transportation Regarding Public Participation.

**TASK 3.0 FUNDING SUMMARY**

Fund Source (3.0)	Amount Budget	Amount Expended	Balance	% Expended
Transportation Planning Funds (TPF)	\$19,235.00	\$19,208.36	\$26.64	99.86%
State Planning & Research Funds (SPR)	\$0.00	\$0.00	\$0.00	
Local Planning Funds	\$0.00	\$0.00	\$0.00	
<b>TOTAL</b>	<b>\$19,235.00</b>	<b>\$19,208.36</b>	<b>\$26.64</b>	<b>99.86%</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 developed an amendment to the 2040 Metropolitan Transportation Plan that is anticipated to be adopted by the Policy Board on December 5, 2018.

**Subtask 4.2 Bicycle and Pedestrian Plan Update** – The update to the Bicycle and Pedestrian Plan include all of the Metropolitan Planning Area. Scope of services for the project will include:

- Assessment of existing bicycle and pedestrian facilities;
- Identify safe school access needs;
- Identify potential intercity trails;
- Recommend performance measures for alternative transportation systems;
- Identify potential transportation alternatives funding sources; and



- Prepare a map of existing and proposed conditions.

**Subtask 4.2 Work Performed and Status** – *No funds included for Fiscal Year 2018.*

**TASK 4.0 FUNDING SUMMARY**

Fund Source (4.0)	Amount Budget	Amount Expended	Balance	% Expended
Transportation Planning Funds (TPF)	\$4,180.00	\$4,159.27	\$20.73	99.50%
State Planning & Research Funds (SPR)	\$0.00	\$0.00	\$0.00	
Local Planning Funds	\$0.00	\$0.00	\$0.00	
<b>TOTAL</b>	<b>\$4,180.00</b>	<b>\$4,159.27</b>	<b>\$20.73</b>	<b>99.50%</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.) developed 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 and upgraded the thoroughfare plan. This included a public involvement process, which provided the public an opportunity to provide feedback on the Thoroughfare Plan.*

**Subtask 5.2 Freight Mobility Plan** – The Freight Plan would focus on the needs of Grayson County’s freight industry and businesses. Additionally, it would identify challenges, investment strategies, policies and data needed to enhance freight mobility; to provide efficient, reliable and safe freight transportation; and to improve the economic competitiveness of Grayson County. Finally, it would develop a comprehensive approach for facilitating the efficient and safe movement of people and freight in Grayson County. Scope of services for the project would include:

- Determine the impact of freight on the regional economy;
- Identify supply chains in the region;

- Identify freight transportation assets;
- Identify warehousing, distribution and industry clusters;
- Prepare a map of the freight network in Grayson County utilizing GIS;
- Assess the condition of the freight system in Grayson County;
- Determine the strengths, weaknesses, opportunities and threats (SWOT) of the freight network in Grayson County;
- Determine funding and financing needs and options;
- Conduct stakeholder engagement throughout the process; and
- Develop an implementation strategy.

**Subtask 5.2 Work Performed and Status** – *Under direction of MPO staff, the consulting team (led by Cambridge Systematics, Inc.) developed the Grayson County Freight Mobility Plan. This included two Freight Advisory Committee meetings, which gave the freight industry in Grayson County the opportunity to provide feedback on the freight plan.*

**TASK 5.0 FUNDING SUMMARY**

Fund Source (5.0)	Amount Budget	Amount Expended	Balance	% Expended
Transportation Planning Funds (TPF)	\$111,805.00	\$111,792.31	\$12.69	99.99%
State Planning & Research Funds (SPR)	\$95,000.00	\$95,000.00	\$0.00	100.00%
Local Planning Funds	\$0.00	\$0.00	\$0.00	
<b>TOTAL</b>	<b>\$206,805.00</b>	<b>\$206,792.31</b>	<b>\$12.69</b>	<b>99.99%</b>

**TOTAL FUNDS  
BUDGETED AND EXPENDED FOR FY18**

UPWP Task	Description	Amount Budgeted	Amount Expended	Balance	% Expended
1.0	Administration / Management	\$41,155.00	\$41,154.38	\$0.62	100.00%
2.0	Data Development and Maintenance	\$13,790.00	\$12,851.83	\$938.17	93.20%
3.0	Short Range Planning	\$19,235.00	\$19,208.36	\$26.64	99.86%
4.0	Metropolitan Transportation Plan	\$4,180.00	\$4,159.27	\$20.73	99.50%
5.0	Special Studies	\$206,805.00	\$206,792.31	\$12.69	99.99%
<b>TOTAL</b>		<b>\$285,165.00</b>	<b>\$284,166.15</b>	<b>\$998.85</b>	<b>99.65%</b>

**TOTAL TRANSPORTATION PLANNING FUNDS (TPF)**  
**BUDGETED AND EXPENDED FOR FY18**

UPWP Task	Description	Amount Budgeted	Amount Expended	Balance	% Expended
1.0	Administration / Management	\$41,155.00	\$41,154.38	\$0.62	100.00%
2.0	Data Development and Maintenance	\$13,790.00	\$12,851.83	\$938.17	93.20%
3.0	Short Range Planning	\$19,235.00	\$19,208.36	\$26.64	99.86%
4.0	Metropolitan Transportation Plan	\$4,180.00	\$4,159.27	\$20.73	99.50%
5.0	Special Studies	\$111,805.00	\$111,792.31	\$12.69	99.99%
<b>TOTAL</b>		<b>\$190,165.00</b>	<b>\$189,166.15</b>	<b>\$998.85</b>	<b>99.47%</b>

**TOTAL STATE PLANNING & RESEARCH FUNDS (SPR)**  
**BUDGETED AND EXPENDED FOR FY18**

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	\$95,000.00	\$95,000.00	\$0.00	100.00%
<b>TOTAL</b>		<b>\$95,000.00</b>	<b>\$95,000.00</b>	<b>\$0.00</b>	<b>100.00%</b>

**TOTAL LOCAL PLANNING FUNDS**  
**BUDGETED AND EXPENDED FOR FY18**

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	\$0.00	\$0.00	\$0.00	
<b>TOTAL</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	