



“Solving Midland-Odessa’s Transportation Challenges”

FY 2011 ANNUAL PERFORMANCE & EXPENDITURE REPORT (APER)

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Tim Dolan, AICP, Executive Director

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TASK 1.0 – ADMINISTRATION-MANAGEMENT

A. OBJECTIVE

To conduct the urban planning process in a professional manner and in conformity with applicable federal, state and local laws and regulations; To ensure that the urban planning process is a cooperative, comprehensive and continuing activity; To support the functions of the Policy Board and the Technical Advisory Committee; To provide for the administration (Executive Director) of the Midland-Odessa Transportation Organization (MOTOR) and ensure the execution of required public participation processes; To provide technical training for MOTOR staff members and participating entities; To provide reimbursements for travel and training expenses; To provide for equipment and supply purchases, and HR and legal counseling to ensure comprehensive transportation planning.

B. EXPECTED PRODUCTS

1. Prepare and administer Contracts or Agreements between members of the MPO, other agencies, private consultants and organizations; and secure legal counsel when necessary;
2. Prepare and administer billings to TxDOT and participating members for required activities;
3. Maintain, and revise as necessary, the 2012-2013 UPWP;
4. Initiate the development of the 2013-2014 UPWP;
5. The completion of required reports and documents, including technical surveys and public involvement summaries; correspondence and documentation of actions for the record; inventory, accounting and financial management, staff supervision, and personnel administration issues;
6. Integrate planning with MOUTD (Transit) Board, Chamber Transportation Sub-Committees, and City Planning and Zoning Boards, MOTRAN, LEAP (Rail District); working with Consultant in conducting Intercity Bus Route Feasibility Studies that will be conducted in FYs 2010 and 2011. These studies are being funded with 5304 FTA funds, and will be managed under a separate contract with the FTA;
7. Provide training, as available and necessary, for both the staff of MOTOR and member entities;
8. Conduct and support Public Participation activities;
9. Update and upgrade computer systems, as deemed necessary, for the completion of planning activities;
10. FTA Section 5304 Funds were awarded to the MOTOR MPO for FY 2010-2011 for a Mobility Manager to develop/submit various contract deliverables to PTN in Austin for Regionally

Coordinated Transportation Planning activities as they affect the transportation system within the Metropolitan Area Boundary. A portion of the FTA Section 5304 funds are reflected in the funding summary for various subtasks under Task No. 1 in FY 2010-2011 for supplies, office lease, indirect costs, travel, and cooperative development.

D. SUBTASKS

1.1 Administrative Staff

To provide for non-technical administrative staff salaries to manage and complete administrative updating to documents and agreements (including, but not limited to billings, contracts, public participation, and briefings to the Policy Board) needed for the continued operation of an effective transportation planning organization in the Midland-Odessa Urbanized Area, and to provide for staff salaries related to administrative duties.

WORK PERFORMED AND STATUS

The Midland-Odessa Transportation Organization (MOTOR) continues to transform itself by targeting areas where the organization can be more efficient, effective and successful in leading and addressing the transportation planning needs of Midland and Odessa. Over the past five (5) years, we have become a fully engaged MPO that is beginning to cultivate and influence the citizens of both Midland and Odessa.

Financial reports were further refined in FY 2011 after starting the improvements in FY 2007. The report reflects detailed budget summaries of all expenditures incurred by the MPO monthly, with a comparative analysis of current month to previous month expenditures, and a summary of the primary responsibilities of each task, major increases/decreases in expenditures, and an executive summary of the specific reasons for said significant increases/decreases. This expanded report is provided to the Policy Board Members at each Policy Board Meeting which are conducted on the third Monday of each month throughout the year. This report also reflects any major outstanding expenditure(s) anticipated in each task. This practice has proven to be an excellent tool for the MPO Administrative Staff and the Policy Board Members to stay within budget constraints, and timely anticipate any UPWP amendments.

A total of twelve (12) billings were submitted for review and payment during FY 2011. Funds authorized for expenditures in all five (5) tasks were 49% expended in FY 2011. The lower total expenditures in FY 2011 resulted from two (2) key staff positions that were not filled until the latter half of FY 2011: the Executive Director and the Mobility Manager. A portion of the Mobility Manager's salary/benefits (Task 2) are paid from FTA 5304 funds. Funds authorized for Task 1 were 77% expended for FY 2011. The FY 2011 Annual Performance and Expenditure Report will be submitted to the TxDOT-Odessa District Office on or before November 22 for comments, a final document on or before December 21 in order for the APER and Project Listings due to FHWA on December 31.

The FY 2010-2011 UPWP was amended by the Policy Board on October 18, 2010, Amendment No. 4, Resolution No. 15-11-2010 to reflect 5307 Planning funds in the amount of \$191,437.00, for EZ-Rider transit system evaluation and analysis, categorized of Maintenance of Eligibility for all tasks related to federally required activities. No requirements were made of the MOTOR MPO since EZ Rider is responsible for accounting expenditures under the contact.

The FY 2010-2011 UPWP was amended by the Policy Board on December 20, 2010, Amendment No. 5, Resolution No 20-12-2010 to request adjustments to Tasks 1-5 to provide adequate funding in Task 5, Special Studies, for the SH 191 Corridor study/Corridor Management Plan conducted in FY 2011-12. Task 1 adjustment is Administration/Management-\$59,927.00, Task 2 adjustment is Data Development and Maintenance-\$26,824.45, Task 3 adjustment is Short Range Planning-\$1,000.66, Task 4 adjustment is Metropolitan Transportation Plan-\$25,200.45 for a total of \$112,772.56, placed into Task 5, Special Studies for plus \$112,772.56.

We also added additional language that better defined our Mobility Management program for regionally coordinated transportation planning, and the funding sources for this program.

The development of the FY 2012-2013 UPWP included a series of workshops made up of MPO Staff, TxDOT-Odessa District Staff, and participants from the Cities of Midland and Odessa, and the counties of Ector and Midland. The FY 2012-2013 UPWP reflects new vision for the MOTOR MPO that has helped us to effectively and efficiently address regional planning initiatives that have, to date, increased efficiencies, and yielded cost savings, encouraged cost sharing with regional partners, and increased the opportunity for the MPO to apply for additional planning funds as a result of this regionally coordinated effort. The following budget highlights are provided to reflect the results of the comprehensive collaborative planning/visioning efforts in FY 2012 in the development of the FY 2012-2013 UPWP.

FY 2011 BUDGET HIGHLIGHTS:

- The Senior Transportation Planner continued working on developing a regional level operations plan which includes the development and implementation of system performance measures and identification of performance problems, gaps and opportunities in the transportation improvement programs. Regional approaches are used to plan for reduction in greenhouse gas emissions through transportation planning processes. Strategies may include reduced VMT through increased transit/transit oriented development, addressing land use practices, including infill, and increasing system efficiencies. Data research was conducted for the SH 191 Corridor Management Study/Corridor Management Plan.
- The MPO Staff continued research for the feasibility of a Regional Transportation Management Center that may be created as a multi-jurisdictional control facility to enhance and support advanced transportation management capabilities (i.e. Intelligent Transportation System Architecture) for the region. A multi-agency, multi-jurisdictional center would improve the efficiency of traffic, incident, emergency and transit management; provide real-time, useful and timely information so travelers can make smart travel choices; and yield construction, operations and maintenance cost savings. The FHWA is in support of this plan development.

This concept was also recommended by the Kimley-Horn project team in their final report for the Midessa Study that was adopted by the MOTOR MPO Policy Board in June, 2007. Multi-jurisdictional coordination begins to line the MPO up for the possibility of multiple sources of planning funds, and possible in-kind matches for release of federal/state funds. This research will continue in FY 2012.

- MPO Staff began evaluating a centralized 9-1-1 command center for the region to maximize emergency response times and to avoid duplication of agency emergency responses. A multi-agency centralized command center, that would be part of the Regional Transportation Center referenced above, would yield system efficiencies and substantial cost savings. This, too, was one of the recommendations of the Kimley-Horn Midessa Study submitted in June, 2007. This evaluation will continue in FY 2012.

- MPO proposed to hire a full time Mobility Manager that will fill the data development and analysis Task 2 assignments. This new position will require expanded coordination assignments for the regional public transportation providers. The Mobility Manager will develop a customer-driven, market-based approach to public transportation delivery that offers a variety of individualized travel options. This will require close coordination with the fixed route urban provider. The Mobility Management Program Plan will be developed to make innovative use of the transit resources to respond to the demands of customers, which may include providing non-traditional services such as vanpool, ride-share, or demand-responsive services. The Plan may implement technologies that increase travel options and/or convenience for the customer and provide information on all modes at a single coordinated website. These activities will likely be part of the Regional Transportation Management Center discussed earlier in this report.

- MPO worked with funds proposed for a College Intern Program to offer additional transportation planning services/support. We visited with the University of Texas of the Permian Basin to discuss an internship program. This will be further discussed in FY 2012. Transportation planning services/support will include, but not be limited to, the following: Perform research to address issues that may arise in the operation of the Urban and Rural Transit systems and pursue studies arising from the local evaluation of multi-modal transportation services; and, assist with other studies that may be determined of value in the evaluation of transportation projects and services to include corridor/freight movement/inland port studies. Services/Support will also include research of grant availability/eligibility requirements for regional planning, and developing Coordinated Call proposals for regional planning initiatives.

MPO provided consistent communication, support materials and procedures for delivery of updates and MOTOR materials to include Agenda notebooks and packets for the Policy Board Members for the fourteen (12) Policy Board Meetings conducted during the year; and, Agenda and support materials for the Technical Advisory Committee Members for the fourteen (12) Technical Advisory Committee Meetings/Workshops conducted during the year. Important

transportation related news and legislative updates were routinely provided to the Policy Board and Technical Advisory Committee Members.

MPO conducted research/developed presentations for the Technical Advisory Committee and the Policy Board for the SH 191 Corridor Management Study which strategically plans for the management of land development and the transportation facilities within the corridor between West Loop 250 in Midland and East Loop 338 in Odessa, to ensure that development occurs in accordance with adopted land use plans, roadway improvement plans, access management, future ROW needs, or any specially adopted plans or objectives for the corridor. Some of the benefits: 1) Make sure that we have sufficient ROW for the future; 2) Coordinate transportation and land use planning and decision making; 3) Save money and time; 4) Improves safety, reduces congestion and improves mobility; 5) Promotes orderly growth; 6) Has economic impact; and 7) Aesthetics.

MPO enhanced the working relationship with the TxDOT-Odessa District by attending and hosting meetings throughout the fiscal year with the TxDOT-Odessa District Staff as well as with other TxDOT Districts within the region.

MPO continued the second year of an approved grant from the Regionally Coordinated Transportation Planning Group in the amount of \$225,000 for a three (3) year period, and became the lead agency for the regional planning group that includes 22 counties in our region. We executed a project grant agreement between the State of Texas and the MOTOR MPO that was approved by the Texas Transportation Commission Minute Order 111883.

MPO continued implementing the Internal Compliance Program/Policy for the MOTOR MPO that was adopted by the MPO Policy Board. This will make certain that we have met the minimum standards/requirements in order to be eligible for state and federal funding awarded

MPO amended the MOTOR MPO Bylaws. Senate Bill No. 585 required all MPO Policy Boards to adopt amended bylaws establishing an ethics policy for employees of the MPO and Policy Board Members to prevent a Policy Board Member or MPO employee from having a conflict of interest in business before the MPO. The Policy Board adopted a provision in their bylaws which states that they will strictly comply with all terms/provisions of Senate Bill 585, and to officially adopt the terms and provisions of Senate Bill 585 as the ethics policy of the MOTOR MPO.

MPO will continue to monitor the traffic concerns for the FM 1788 corridor since TxDOT-District officials and the Transportation Commission reduced the speed limit along this corridor by 5 mph, and TxDOT-District installed flashing beacon lights to warn of truck traffic on this roadway. The DPS has also increased enforcement along the corridor.

MPO provided support to the Midland Odessa Urban Transit District Board by hosting twelve (12) meetings at the MOTOR MPO offices. Also provided support to the Regional Service Planning Board by hosting several board meetings throughout the year at the MOTOR MPO offices. The MPO Staff provided planning assistance to EZ Rider and the multi-county regional

transit planning project. The MPO provided timely TIP/MTP amendments and administrative revisions to insure that eligible transit projects were approved for the American Recovery and Reinvestment transit funds.

MPO will continue the Interlocal Agreement No. 50-9NEPA003 executed between TxDOT and the MOTOR MPO regarding the NEPAAssist web-based application for environmental review and planning of transportation projects. Under the terms of this agreement, TxDOT will provide access, training and technical assistance on NEPAAssist for MPO Staff. This is the result from the amendment to the interlocal contract to extend the program to September 25, 2012. The Executive Director and Senior Transportation Planner will attend the training sessions at the TxDOT-Odessa in FY 2012.

MPO will continue providing timely posting of notices in area newspapers of all public meetings, as well as documentation of all public involvement efforts for public meetings i.e. Policy Board Meetings, approval of TIP and MTP documents and amendments, and the Public Participation Plan approval/amendments, in compliance with all SAFETEA-LU requirements. The MPO executed a revised Memorandum of Understanding with TxDOT-Odessa District and the Midland-Odessa Urban Transit District to make certain that our planning agreements are in full compliance with the SAFETEA-LU requirements.

1.2 Office Lease

Provide office space for stand alone MOTOR MPO where office administrative and technical staff can perform the planning for the MOTOR MAB, hold MOTOR Policy Board and Technical meetings as well as provide for a meeting place for the public to discuss transportation related materials and technical issues. To promote integrated and cooperative transit planning, the MOTOR MPO hosts the Midland-Odessa Urban Transit Board's monthly meetings and the Regional Service Plan Board's quarterly meetings.

Office space may be expanded to allow for storage necessary for MPO documents for the required retention periods, to eliminate the need for off site storage. Funds have been included in the FY 2012-2013 UPWP to seek professional office space planning review for the expansion 1,319 square feet of space as an area in which FHWA/FTA/TxDOT/GIS and other transportation related training can be conducted in each fiscal year. This area will also be utilized for regional/community visioning workshops, and regionally coordinated transportation planning activities that affect the transportation system within the Metropolitan Area Boundary. This space can also be utilized for a place to begin Regional Transportation Management Center operations. The MPO Staff will explore grant availability for assisting in the total finish-out/furnishing costs, site plan review, engineering plans and space planning for this area.

WORK PERFORMED AND STATUS

The MOTOR MPO has met the goal of providing a nice office facility where administrative and technical staffs can perform the planning for the MOTOR UAB. Twelve (12) Policy Board Meetings and twelve (12) Technical Advisory Committee Meetings were conducted in FY 2011

at the MOTOR offices. In addition, the Midland-Odessa Urban Transit Board conducted twelve (12) meetings and the Regional Service Plan Board conducted quarterly board meetings at the facility. Several planning workshops and technical meetings were conducted throughout the year. The Red Cross, and other Health and Human Service Agencies also conducted meetings at our facility during the year.

We executed a new lease with the City of Midland in FY 2008 for an expanded space of 1,319 square feet at our building site for accommodating the storage of MPO files/equipment. Off site files/equipment have been moved to the MOTOR MPO expanded space which has resulted in a significant cost savings in this account. Discussions continued in FY 2011 regarding utilizing this space for training activities as well as other regional coordination activities.

1.3 Office Supplies & Services

To provide for the purchase of supplies, services and equipment necessary for the continued gathering and enhancement of the data dissemination of planning information needed for local transportation planning processes, and for regionally coordinated transportation planning activities that affect the transportation system within the Metropolitan Area Boundary; and, to provide for the cost of operating the offices and support the daily activities associated with the MOTOR. Office Furniture – expenses necessary to furnish MPO administrative support areas with bookcases, file cabinets, chairs, tables, lamps, etc.; and additional chairs to support larger meetings conducted at MOTOR;

WORK PERFORMED AND STATUS Supplies were generally utilized for a number of day-to-day MPO related functions, including meeting preparations, agenda packet preparation/copying for the TAC Committee and Policy Board, stakeholder meetings, mailings, report preparation, telephone usage, copier lease/maintenance/supplies. No new furniture items were purchased in FY 2011.

1.4 Computers & Communication Services Computer Equipment – Expenses to upgrade and/or replace servers, computers, modems, and software for transportation planning, and/or to provide in-house and contract labor to implement GIS for transportation planning; Upgrades; and, expenses to establish and maintain website. Any and all purchases of automation equipment greater than \$5,000 in value must be pre-approved by TxDOT.

WORK PERFORMED AND STATUS

We continued to work with the City of Odessa, Fiscal Agent in tracking all MPO inventory. The City of Odessa continues maintenance of all MOTOR MPO inventory lists and all MPO capital assets. These assets include property, equipment, and all other tangible and intangible assets purchased or acquired. The established depreciation schedules conform to the schedules of the City Auditor. Depreciable capital assets will be depreciated using the straight line method over the following estimated useful lives as follows: Furniture and Office Equipment – 7 years, and Computer Equipment – 3 years.

Additionally, several upgrades of existing software were made. Software was purchased in FY 2011 that the MPO Administrative Planning Assistant has received training on, and is now maximally utilizing this software to timely update our website with current meeting agendas/minutes, program amendments, maps, special announcements, and newsletters. Other software upgrades were purchased and installed with stimulus funds as follows: Pictometry oblique urban aerial imagery layer software, TransCad/Maptitude transportation planning software, and ArcEditor and ArcView Geographic Information System and mapping software. In addition, a web server was purchased to provide stand alone interactive web service for the coordinated public transit services within the region. Training continued for MPO Staff in FY 2011 to allow them to continue utilizing this software in their transportation planning activities. Upgraded computer equipment was purchased for the Senior Transportation Planner who will be working with the above referenced software. Additional capacity was needed for the MPO to run the model for the MOTOR MPO.

The MOTOR MPO continued the second year of a contract with Musketball Technologies, Odessa, Texas, for our network provider services that yielded a cost savings of \$6,240.00 by year 2. The services includes initial setup, general maintenance and repair, hardware and software installation, hardware and software troubleshooting, needs assessment, systems integration, network security, data backup and data recovery, rapid-response service, 24-hour emergency service, phone system service, and includes casual edits and updates to the website including content and image changes.

1.5 Indirect Cost

Provide for the cost associated with the Fiscal Agent, City of Odessa, processing billings and providing an accounting mechanism and payroll system maintained by City staff; and, for Department Directors providing assistance, guidance and direction on legal issues, human resources, as well as providing procurement procedures and training; and for the cost associated with the Fiscal Agent, City of Odessa, processing FTA Section 5304 billings and providing an accounting mechanism and payroll system maintained by the City staff for Regionally Coordinated Planning activities that affect the transportation system in the Metropolitan Area Boundary. Provide for a process to advertise and pay expenses to recruit candidates for MOTOR staff positions. Expenditures may include travel and relocation assistance costs in accordance with the fiscal agent's policies and procedures.

WORK PERFORMED AND STATUS

The City of Odessa provided support to MPO Staff for the recruitment of the Executive Director and the Mobility Manager. They provided review of new positions outlined in our FY 2012-2013 UPWP, and provided assistance in the development of the job specifications for the Executives Director position that was filled in October 2011, and a Mobility Manager position that is being recruited.

The City of Odessa provided substantial support to the MPO for month-to-month processing of our payment requests and monthly budget account summaries that are utilized in preparing

our monthly billing statements to TxDOT. They maintain our payroll system, and provide support whenever needed to MOTOR staff for questions relating to legal matters, procurement and human resources issues.

The City of Odessa conducted workplace harassment training for MPO staff members.

1.6 Utilities

Expenses i.e. Reverse Osmosis water treatment (water softener), alarm system, and cable network.

WORK PERFORMED AND STATUS

These costs were maintained without any major variances throughout the year.

1.7 Cooperative Development

Public Participation and Community Outreach for MOTOR Plans (TIP, UPWP, MTP, ongoing construction) and revisions to the Public Involvement Plan to comply with SAFETEA-LU Public Participation Plan with a scenario planning mechanism built into the process. Aggressive community outreach mechanism to provide for a collaborative transportation planning effort that is informative to the public in the MOTOR MAB, and for Regionally Coordinated Transportation Planning activities funded by FTA Section 5304 funds that affect the transportation system in the MOTOR MAB. The MOTOR MPO may contract with member entities for website development and support.

Subscriptions to include subscriptions to newspapers, technical bulletins, and trade magazines.

Title VI Civil Rights Evaluation: To assure compliance with existing Minority Business Enterprise goals where contracts are required and managed in compliance with equal opportunity, citizen participation, and intergovernmental regulations and to ensure equitable distribution of benefits without disproportionately high and adverse impacts to environmental justice populations.

Provide for any dues to AMPO, and appropriate planning organizations or community organizations that would benefit from the participation of MOTOR in providing planning information in their goals.

The MOTOR staff and Technical Advisory Committee will evaluate transportation needs and projects, while at the same time determining relevance to Title VI population. All projects received strict analyses during the project selection process for the maintenance and amendments of the 2010-2035 MTP. Any amendments and outcomes continue to be monitored for compliance with the requirements of Title VI.

WORK PERFORMED AND STATUS

The Public Participation Plan for our transportation programs that was adopted by the Policy Board in FY 2007 continues to be implemented in FY 2011. It is SAFETEA-LU compliant, and provides for the greatest possible public involvement in the transportation planning process. The Public Participation Plan continues to be implemented in a continuous, proactive manner, and adheres to the principals of environmental justice and Title VI of the Civil Rights Act.

The SAFETEA-LU compliant public involvement process was followed for implementation of the 2011-2014 TIP; for amendments/revisions to the FY 2005-2030 Metropolitan Transportation Plan (MTP), and for the 2010-2035 MTP development.

As part of the public participation process, the MOTOR MPO continues to refine the MOTOR MPO website. The website was established to provide basic information about the MPO process, members, meeting times, and contact information. All of the MPO work products, to include the Transportation Improvement Program (TIP), Metropolitan Transportation Plan (MTP), Unified Planning Work Program (UPWP), Annual Performance Expenditure Report (APER), Public Participation Plan (PPP), and MOTOR Bylaws are available on the website for public review. Citizens are able to submit comments, which are monitored and responded to by MOTOR MPO staff. The site provides links to member entity sites, and other transportation related sites at the local, state, and national level. The site is being used to list *current* and topical information on both regular and special meetings, planning studies, publications, related public events, and work products. The site also provides a calendar that highlights meeting dates and times of the Technical Advisory Committee and the Policy Board. Technical Advisory Committee and Policy Board Agendas and Minutes are provided for public review. The website was developed by Secured Data Solutions, and is by Musketball Technologies, our network provider, with the assistance of MOTOR MPO staff.

The MOTOR MPO continues the SH 191 Corridor Study/Corridor Management Plan, which received TAC Committee/Policy Board approval. The SH 191 Corridor Study/Access Management Plan will monitor transportation development in the corridor.

The MOTOR MPO Staff worked with the Technical Advisory Committee and the Policy Board to continue monitoring the 2010-2035 MTP. The key outcomes of this process have been the development of strategies to improve land use as it relates to transportation and future transportation decision making, a better understanding of community values and guiding principles, and increased public support through a greatly expanded public participation process.

The MOTOR MPO Executive Director is a member of the Chambers of Commerce of both the City of Midland and City of Odessa, and participated in Chamber mixers and networking meetings as part of public outreach. The Executive Director will serve on the Transportation Committees in both communities. The Executive Director attended Planning and Zoning and strategic planning meetings in both the City of Odessa and the City of Midland. The Executive Director participated in the City of Midland Mayor's 2020 strategic planning committee.

The MOTOR MPO Staff continued to expand the master database of businesses, federal, state and local agencies and interested public. The database has been, and will continue to be used to establish and maintain a list of e-mail contacts for electronic meeting notification and announcements. The database is being used to enhance public participation with the MOTOR MPO.

The MOTOR MPO Executive Director attended economic development meetings with the Cities of Midland and Odessa, the Permian Basin Regional Planning Commission, and met with economic development leaders within the communities to discuss economic development and transportation needs.

The MOTOR MPO maintained subscriptions to newspapers, technical bulletins, and trade magazines throughout FY 2011.

The Executive Director maintained dues in planning organizations and community organizations and attended meetings and workshops provided by said organizations.

The MOTOR staff and Technical Advisory Committee met monthly to evaluate transportation needs and projects. All projects went through strict analyses during the project selection process for the completion of the 2010-2035 MTP. The selection process and its outcomes were monitored for compliance and maintenance with the requirements of Title VI.

1.8 Travel & Training

To provide necessary expenses for staff to participate in, and travel to, needed training workshops, courses and seminars. This subtask is to provide funding for airfare, car rental, mileage, per diem, registration fees, training materials and conference costs. Training may include Project Management, Project Development Process, Environmental and Public Participation process, TransCAD training, Micro station training, GIS training, Highway Capacity/Level-of-Service (LOS) training, Regionally Coordinated Transportation Planning (Mobility Manager/Staff) training to be funded by FTA Section 5304 funds for planning activities that affect the transportation system in the MOTOR MAB, Freight modeling, Innovative Financing, Scenario Planning and Land Use, Title VI, MS Project training, and travel expenses to study with cities exhibiting best practices when embarking on new program/plan development.

WORK PERFORMED AND STATUS

The Executive Director attended meetings with the Midland-Odessa Transportation Alliance (MOTRAN). House Transportation Committee Hearing – Austin, MPO Structure and Funding in Austin, Texas Transportation Forum in Austin, and a TxDOT Workshop-Planning Development of Transportation Rules in Austin.

The Mobility Manager attended a Region 9 GPS Study with the Civil Engineering Department of Texas Tech University in Lubbock, a TxDOT Coordinated Call for Projects Workshop in San Angelo, and a Transportation Provider Meeting with Citibus in Lubbock.

The Senior Transportation Planner attended a TransCAD Training Workshop, West Texas Railway Corridor Study Work in San Angelo, 2012 UTP Meeting in Lubbock, Title VI requirements to MPO's Planning Activities in Austin, TAC Training for MPO's in Lubbock and a TEMPO meeting in Austin.

Mileage reimbursement was provided for trips that the staff made to deliver Policy Board Meeting Packets, to attend meetings in Midland and Odessa, to deliver billing information to the TxDOT-Odessa District Office and to the City of Odessa, Fiscal Agent, and to pick up supplies for various meetings that are conducted at the MPO Conference Room throughout the year.

1.9 Travel (Administration)

To provide necessary expenses for staff to be reimbursed for local business trips necessary to conduct and coordinate MPO activities. Additionally, this subtask is to provide necessary funding for MPO staff and regionally coordinated Transportation Planning (Mobility Manager/Staff) to conduct travel outside the MPO boundary, not related to training, to attend required working groups, planning conferences, association meetings (TEMPO & AMPO), and travel expenses to study with cities exhibiting best practices when embarking on new program/plan development. Regionally Coordinated Transportation Planning (Mobility Manager/Staff) travel to be funded by FTA Section 5304 funds for planning activities that affect the transportation system in the MOTOR MAB.

WORK PERFORMED AND STATUS

Executive Director attended the following meetings in FY 2011:

TEMPO Meeting in Arlington, Texas on March 22, 2011 at the North Central Texas Council of Governments.

House Transportation Committee Hearing at the Capitol in Austin, Texas to discuss MPO structure and funding with the Committee Members in October 2011.

West Region Workshop at the TxDOT District Office in Lubbock, Texas in June, 2011, to discuss the regional process/procedures.

House Transportation Committee Hearing at the Capitol in Austin, Texas to further discuss MPO structure and funding with the Committee Members in October, 2011.

Local VTC Conferences conducted by TP&P-Austin, and local travel to attend meetings with MPO partners, planning organizations, and economic development groups to coordinate MPO activities.

1.10 Audit Support Services/Inventory Control System

To contract for audit support services; and, to establish and maintain an inventory control system.

WORK PERFORMED AND STATUS

The MOTOR MPO continuously worked with the City of Odessa, Fiscal Agent for the MPO, to improve the management for the n-house tracking system for all MPO inventory. A complete fixed asset list continues improvement. These assets include property, equipment, and all other tangible and intangible assets purchased or acquired. We have completed the process of tagging all assets with an inventory control identification number.

TASK 1.0 FUNDING SUMMARY IN DOLLARS

Subtask	Responsible Agency	Transportation Planning Funds(TPF) ¹	FTA Sect 5307	FTA Sect 5304	Total
1.1	MOTOR	200,090.00			200,090.00
1.2	MOTOR	101,550.00		6,264.00	107,814.00
1.3	MOTOR	22,500.00		2,579.00	25,079.00
1.4	MOTOR	20,500.00			20,500.00
1.5	MOTOR	12,000.00		6,245.00	18,245.00
1.6	MOTOR	2,504.00			2,504.00
1.7	MOTOR	27,058.00		5,036.00	32,094.00
1.8	MOTOR	20,273.00		3,263.50	23,536.50
1.9	MOTOR	20,000.00		3,263.50	23,263.50
1.10	MOTOR	15,000.00			15,000.00
		441,475.00	TOTAL:	26,651.00	\$468,126.00
		441,475.00	TOTAL:	26,651.00	\$468,126.00

TASK 2.0 - DATA DEVELOPMENT AND MAINTENANCE

A. OBJECTIVE

The Transportation Planner who was the coordinator of the Regional Service Plan and worked as an employee of West Texas Opportunities, Inc., providing part-time transportation planning to the MOTOR MPO, was transferred to a full time position with the MOTOR MPO to provide mobility management for the regionally coordinated transportation planning activities that affect the transportation system in the MOTOR MAB. The Transportation Planner's title was changed to Mobility Manager. The Mobility Manager is tasked with implementing a Mobility Management Program for the MOTOR MPO. Regional efforts will be performed as follows: data collection and analysis activities relating to land use, demographics, travel/traffic information/coordination of services that affect the MOTOR MAB. This is in compliance with the Texas Administrative Code, Title 43, Transportation, Chapter 15, Subchapter A, Transportation Planning, Rule No. 15.4, and Unified Planning Work Program (UPWP). The Mobility Management Program will offer greater efficiency in the use of transportation resources that will yield substantial cost savings and increased service effectiveness. The Program will offer an inclusive one-stop shop through a regional coordinated website for transportation services in the region. Through partnerships with multiple transportation providers and stakeholders, and by using new and emerging technology such as Intelligent Transportation Systems (ITS), mobility management will provide community members with more information and greater choices to enhance their decision-making process.

The Metropolitan Planning Process involves extensive use of data, including population, income, household size, employment, traffic counts, land use inventories, socio-economic and other related transportation data that will be used in travel demand modeling, and to generate reports and complete complimentary tasks. The purpose of this task is to coordinate the local, state and regional efforts in developing and updating the data needed for transportation planning and development, and to establish a data bank in the MPO for this data. The MPO continues to evolve the GIS database for use in the MTP, Texas Urban Mobility Plan (TUMP), Regionally Coordinated Transportation Planning, Title VI Civil Rights Evaluation, and other reports and studies that are produced by the MPO; MPO coordination with the Cities of Odessa and Midland with regard to accessing various traffic counts, database maintenance and mapping improvements for transportation planning.

B. EXPECTED PRODUCTS

1. Update and maintain Geography Information System (GIS) data layers to reflect regional changes;
2. Review the 2010 Census Data, when available and update census data, land use information, traffic data, and crash data;
3. Review the 2010 Census Data for the probability of updating the Metropolitan Area Boundary to reflect potential new Census boundaries.

4. To utilize census data in determining locations of low income and minority populations in comparison with existing transportation facilities, critical destinations and programmed projects to ensure that environmental justice populations are not adversely affected or denied benefits by proposed projects;
5. Update and maintain TransCAD data base to reflect regional changes and TransCAD Modeler to analyze transit routes/operations, and increase level of expertise in Travel Demand Modeling utilizing TransCAD software methodology by attending TransCAD training Facilities provided by TxDOT;
6. Develop an action plan to integrate GIS system with the MOTOR MPO website to produce an interactive information media
7. Develop a customer-driven, market-based approach to public transportation delivery that offers a variety of individualized travel options;
8. Expand multi-agency partnerships that can reduce costs through efficient and effective coordination of public transportation delivery and public transportation assets.
9. Develop the Mobility Management Program Plan to make innovative use of the transit resources to respond to the demands of customers, which may include: providing non-traditional services such as vanpool, ride-share, or demand-responsive services; implement technologies that increase travel options and/or convenience for the customer; provide information on all modes, and ridesharing information at a single website or command center; and influencing land use in favor of transit;
10. Assessment Study for adequacy of current fixed-route system and assisting Consultant with feasibility studies for interconnectivity of the transit system between the Cities of Odessa and Midland. These studies are being funded with 5304 FTA funds, and are being managed under a separate contract;

D. SUBTASKS

2.1 Administrative

To provide for technical staff salary and benefits for a Mobility Manager/Data Analyst with specific duties of coordinating with MOUTD, the Cities of Midland and Odessa, the Counties of Ector and Midland, and all rural public transportation service providers, and collect, accumulate and analyze census and other data to ensure that minority and low-income interests are considered in the development of local projects, studies and other activities. In determining Title VI compliance the MOTOR MPO will develop maps with Environmental Justice (EJ) information (race, income or proxies) with existing and planned transportation facilities (including transit, bicycle) overlaid, and will work with the NEPAAssist, a web based tool to evaluate environmental issues in the early stages of project development. The Mobility Manager/Data Analyst will also have the following duties: help communities develop

coordination plans, programs, and policies, and build local partnerships, and work to promote land-use policies that favor transit-oriented development, public transportation, and pedestrian/bicycle access; coordinate transportation services among all customer groups, urban and regional service providers that provide services that affect the transportation system in the MOTOR MAB, and funding agencies; and work with human service agencies and/or workforce centers to help coordinate the travel and trip planning needs of individuals who receive human service program assistance.

WORK PERFORMED AND STATUS

The former Mobility Manager, Edward Escamilla, began the process of developing an updated Regionally Coordinated Transportation Plan that will be submitted to Austin in FY 2011. The Senior Transportation Planner, is completing the GIS/trans Cad applications. Assistance in performing the work expected for this task in FY 2011 was provided by TxDOT-Austin, TxDOT-Odessa District, and the Cities of Midland and Odessa.

The Cities of Midland and Odessa continuously maintained and updated its internet GIS mapping systems to make available information including property zoning, subdivision of land parcels, roadway right-of-way, building locations, utility availability and other geospatial information, all of which is used in the transportation planning process.

A portion of the Mobility Manager's salary/benefits is paid by a separate FTA 5304 Contract awarded to the MPO as the lead agency for Regionally Coordinated Transportation planning. Lower expenditures in this task result from the position not being filled for a large part of FY 2010, and from the FTA 5304 Funds that were provided for a portion of the salary/benefits of the Mobility Manager.

A Mobility Manager will be very involved in the SH 191 Corridor Study/Corridor Management Plan in the evaluation of transit needs along the SH 191 Corridor.

2.2 Equipment

TransCAD Tran Modeler Simulator – Software that integrates with TransCAD, to provide complete solutions for evaluating the traffic impacts of future planning scenarios. It can simulate public transportation, as well as car and truck traffic.

WORK PERFORMED AND STATUS

MPO Staff will purchase additional software for processing the data.

TASK 2.0 FUNDING SUMMARY IN DOLLARS

Subtask	Responsible Agency	Transportation Planning Funds(TPF) ¹	FTA Sect 5307	FTA Sect 5304	Total
2.1	MOTOR	64,038.67		107,650.0	171,688.67
2.2	MOTOR	10,000.00			10,000.00
		74,038.67		107,650.	181,688.67
				TOTAL:	181,688.67

We did not purchase the TransCAD Modeler Simulator in FY 2010; the Mobility Manager position was not filled until late Fiscal Year 2010 and resigned in July 2011; a portion of the Mobility Manager Salary/ benefits is paid from FTA 5304 Regionally Coordinated Transportation Planning Funds.

TASK 3.0 - SHORT RANGE PLANNING

A. OBJECTIVE

Conduct short-range transportation planning activities with an implementation focus; provide citizens, affected public agencies, private transportation providers, and other interested parties with notice of, and an opportunity to comment on proposed transportation projects, plans and programs; Support member agencies as they integrate mobility management and regional transportation management considerations into project prioritization. This will include all modes of transportation, thereby developing an efficient, safe and secure network for all traveling citizens; all planning activities associated with the management of the 2010-2011 UPWP, development of the 2011-2012 UPWP.

B. EXPECTED PRODUCTS

The FY 2012-2013 UPWP will be revised as required to ensure consistency throughout the document, and to identify the responsible agency and dollar amount for each subtask.

1. Maintain and revise 2012-2013 UPWP as required and assist in the development of the 2013-2014 UPWP;
2. Assist in the continued implementation of an effective public participation and information program, and carry out the MOTOR Public Participation Plan;
3. Provide guidance and assistance on the further development of the Regional Service Plan.
4. Develop a strategy to manage lump sum urban mobility funding – Category 3
5. Safe Routes to School Program – discussions between TxDOT, Cities of Odessa and Midland and schools within the MAB;
6. Review TxDOT – Odessa District’s ADA inventory and log;
7. Assessment Study/Transit System Evaluation and Analysis for adequacy of current fixed-route system to include all tasks related to federally required activities; and, assisting Consultant with feasibility studies for interconnectivity of the transit system between the Cities of Odessa and Midland. These studies are being funded with 5304 FTA funds, and are being managed under a separate contract;
8. Grant Research/Coordination/Management.

D. SUBTASKS

3.1 Administrative

To provide for the salary and benefits for an Administrative Planning Assistant whose principle duties are to provide guidance, direction and assistance to ongoing multi-county land use and scenario planning initiatives; Assist with ongoing efforts between MPO and transit agency in development of the regional transit service areas and plans. This may include sharing data, preparing maps, attending or sponsoring meetings, and providing general transportation planning/administrative assistance to the effort.

WORK PERFORMED AND STATUS

The Administrative Planning Assistant has provided assistance in FY 2011 in developing and timely filing 2011-2012 UPWP amendments, amendments and administrative revisions to the 2008-2011 TIP. The Administrative Planning Assistant has played a key role in maintaining the MPO's data base, and in the implementation of a very proactive public participation plan, and has provided assistance to the multi-county land use, scenario planning and community visioning initiatives, and has also provided support to the Regional Service Plan Committee for monthly Stakeholder and Provider Meetings in FY 2011. The Administrative Planning Assistant manages all planning contracts/billings for the MOTOR MPO. The Administrative Planning Assistant remains very involved in public outreach initiatives for the SH 191 Corridor Study/Corridor Management Plan in FY 2011. The Administrative Assistant worked on the selection process of the RFP for the SH 191 Corridor Study, and continues working with selected firm with newsletters and the coordination of public workshops.

TASK 3.0 FUNDING SUMMARY IN DOLLARS

Subtask	Responsible Agency	Transportation Planning Funds(T	FTA Sect 5307	FTA Sect 5304	Total
3.1	MOTOR	115,789.83			115,789.83
3.2	EZ Rider		191,437.00		191,437.00
Total		115,789.83	191,437.00	Total	307,226.83

TASK 4.0 - LONG RANGE PLANNING

A. OBJECTIVE

To complete the work necessary to implement the MTP that meets both federal and state transportation planning requirements under the SAFETEA-LU and the 3C Planning process and planning factors; To amend the 2005-2030 MTP; To update the cost of the scheduled projects listed for letting; To develop, maintain, and update the 2010-2035 MTP; Integrate the Texas Urban Mobility Plan goals and objectives into the MTP; and, provide member entities with needs based reports using the Travel Demand Model. To maintain and revise 2011-2014 Transportation Improvement Program as needed;

B. EXPECTED PRODUCTS

Maintain and revise 2011-2014 Transportation Improvement Program as needed; Assist Director with keeping the FY 2011-2014 TIP current by doing necessary amendments reflecting scope or funding changes for streets and transit projects based on a cooperative interagency input process and extensive public participation.

Review and coordinate member entity comprehensive plans with the MOTOR planning network;

1. Maintaining and revising the 2007 TUMP;
2. Maintain the 2010-2035 MTP; the 2010-2035 MTP will be evaluated annually, and project evaluation criteria will be reviewed on a regular basis;
3. Increase level of expertise in Travel Demand Modeling utilizing TransCAD software methodology by attending TransCAD training provided by TxDOT;
4. Planning Workshops in FY 2010-2011;
5. Assist with completing some of the products expected in Task 2, Section B, and coordinating with TxDOT-Austin, TxDOT-Odessa District and the City of Midland Planning Department/GIS Division to accomplish this goal;
6. Develop quarterly newsletters to keep the public informed about the planning progress of the MPO.
7. Study/Evaluation of the feasibility of a Regional Transportation Management Center that would provide the following levels of management: arterial, freeway, transit, incident, emergency (to include hazardous materials management, emergency law enforcement and medical services, and response and recovery), traveler information, crash prevention and safety, and roadway weather management. 9-1-1 Operations will be part of this evaluation;

8. Assessment Study for adequacy of current fixed-route system and assisting Consultant with feasibility studies for interconnectivity of the transit system between the Cities of Odessa and Midland. These studies are being funded with 5304 FTA funds, and are being managed under a separate contract;
9. Development of a regional level operations plan that will include the development and implementation of system performance measures and identification of performance problems, gaps and opportunities in the transportation improvement programs.

D. SUBTASKS

4.1 To provide salary and benefits for a Senior Transportation Planner, whose primary duties are to coordinate with member entities to integrate their comprehensive plans into the MTP/TIP, and ensure environmental sensitivity in the planning process; Develop scopes of work/cost estimates for construction, determination of needed right-of-way, environmentally sound (NEPA process) corridor/route planning to include working with the NEPAassist, a web based tool, to evaluate environmental issues in the early stages of project development.

WORK PERFORMED AND STATUS

MPO continues to provide training for the Senior Transportation Planner to improve the system capabilities on all the above referenced tasks. The Senior Transportation Planner continues research on the Regional Center for Transportation Operations, and assisted the Executive Director in developing presentations for the Technical Advisory Committee and the Policy Board regarding the SH 191 Corridor Study/Corridor Management Plan. This will help to strategically plan for the management of land development and the transportation facilities within the corridor between West Loop 250 in Midland and East Loop 338 in Odessa, to ensure that development occurs in accordance with adopted land use plans, roadway improvement plans, access management for the corridor.

The Senior Transportation Planner participated in several amendments/revisions made to the 2008-2011 TIP and 2005-2030 MTP to add projects for the American Recovery and Reinvestment Act funds and Proposition 14 Bond Funds.

The Senior Transportation Planner was in contact with TxDOT-Austin requesting certain Travel Demand Model software components that will be necessary for the MOTOR MPO to run the MPO model. The Senior Transportation Planner attended training in San Angelo, Texas on the Travel Demand Model in October, 2011. We hope to begin running the model in FY 2012.

The Senior Transportation Planner has coordinated with TxDOT-Austin, TxDOT-Odessa District, and with the Cities of Midland and Odessa Planning Departments/GIS Divisions to assist with accomplishing tasks detailed in Task 2, Section B.

4.2 Reproduction costs to develop quarterly newsletter in FY 2011-2012.

WORK PERFORMED AND STATUS

The Senior Transportation Planner will continue of a quarterly newsletter in FY 2012.

TASK 4.0 FUNDING SUMMARY IN DOLLARS

Subtask	Responsible Agency	Transportation Planning Funds(TPI	FTA Sect	FTA Sect 5304	Total
4.1	MOTOR	170,935.28			170,935.28
4.2	MOTOR	2,500.00			2,500.00
		173,435.28		TOTAL	173,435.28

TASK 5.0 - SPECIAL STUDIES

A. OBJECTIVE

To provide special studies which may be required to complete corridor and sub-area planning activities needed to identify and prioritize projects to be included in the TIP and MTP as they are revised and updated; To address issues that may arise in the operation of the Urban and Rural Transit systems; and, to pursue studies arising from the local evaluation of multi-modal transportation services, regional freight movement, and inland port feasibility.

B. EXPECTED PRODUCTS

A College Intern Program will be considered to offer additional transportation planning services/support. Transportation planning services/support will include, but not limited to, the following:

1. To provide support to the Senior Transportation Planner and Consultants for the MTP Development/Scenario Planning/Community Visioning Project and the proposed amendments to the 2010-2035 MTP;
2. Perform Research to address issues that may arise in the operation of the Urban and Rural Transit systems that affect the transportation system in the MOTOR MAB, and pursue studies/grants arising from the local evaluation of multi-modal transportation services; and pursue/assist with other studies/grants that may be determined of value in the evaluation of transportation projects and services, to include freight movement/inland port feasibility, sustainable community development, and the Mobility Management program in support of regionally coordinated transportation planning.
3. Assist with completing some of the products expected in Task 2, Section B, and coordinating with TxDOT-Austin, TxDOT-Odessa District and the City of Midland Planning Department/GIS Division to accomplish this goal. Research grant availability/eligibility requirements for regional planning; provide administrative assistance to the Regional Service Plan Meetings; and, develop RFPs and Coordinated Call proposals for regional planning initiatives. Continue proactive public outreach efforts through community surveys.

WORK PERFORMED AND STATUS

The Mobility Manager funding was moved under Task No. 2 and resigned in July 2011. For this reason, fewer expenditures were incurred in this task during FY 2011. The Policy Board approved funds in this task to cover any studies that would be determined of value in the evaluation of transportation projects and services in FY 2011.

TASK 5.0 FUNDING SUMMARY IN DOLLARS

Subtask	Responsible Agency	Transportation Funds (TPF)¹	Pl	FTA Sect. 5307	FTA Sect 5304	Total
5.1	MOTOR	405,720.44				\$405,720.44
TOTAL:						\$405,720.44

We moved the Planner position (salary/benefits) to Task No. 2, Mobility Manager Position. No work was performed in this Task in FY 2010. Funds were preserved in this task for important studies that might be identified. The Policy Board decided in FY 2010 that the fund balance will be carried forward into FY 2011 to conduct the SH 191 Corridor Study/Corridor Management Plan, and to possibly fund a College Intern to provide support to the MOTOR MPO.

BUDGET SUMMARY IN DOLLARS
TOTAL TRANSPORTATION PLANNING FUNDS (TPF)
BUDGETED AND EXPENDED FOR FY 2011

UPWP	FTA Task	Description	TPF ¹ Funds	FTA 5307	FTA Sect 5304	Total Funds
1.0	44.21.00	Administration-Management	441,475.00	0	26,651.00	468,126.00
2.0	44.22.00	Mobility Management/Data Maintenance & Ar	74,038.67		107,650.00	181,688.67
3.0	44.24.00	Short Range Plan	115,789.83	191,437.00	0	307,226.83
4.0		Long range planni	173,435.28	0	0	173,435.28
5.0		Special Studies	405,720.44	0	0	405,720.44
Total			1,210,459.22	191,437.00	134,301.00	1,536,197.22

NOTE:

¹ TRANSPORTATION PLANNING FUNDS
 FHWA (PL-112)² \$ 640,000.00
 FTA Section 5303 (Sect. 8) ² \$ 194,890.00
 Estimated Unexpended Carryover \$ 375,569.22

TOTAL TPF \$1, 210,459.22
 (TOTAL FTA SEC. 5304) \$ 134,301.00
 (TOTAL FTA SEC. 5307) \$ 191,437.00
 \$1, 536,197.22

² Estimate based on prior years authorizations; approvals are made contingent upon legislation for continued funding.

By Minute Order, the Texas Transportation Commission authorizes the use of transportation development credits as TxDOT's non-Federal share for FHWA (PL-112) and FTA 5303 funds. As the credits reflect neither cash nor man-hours, they are not reflected in the funding tables.