



ACCEPTED

02/25/2025

by J. Morgan
(FHWA)

Tyler Area Metropolitan Planning Organization

Annual Performance and Expenditure Report

FY 2024

Task 1 – ADMINISTRATION AND MANAGEMENT

Task 1 – Overall Description

To initiate and properly manage the “3-C” planning process, ensuring that it is continuous, cooperative, and comprehensive, and in compliance with applicable State and Federal laws and regulations. This document may be amended by the Policy Board from time to time, as needed.

Subtask 1.1 - Program Support and Administration

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

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

*Outside legal counsel may be utilized with prior approval from the Federal Highway Administration.

Work Performed and Status

Regular meetings of the Tyler Area MPO ensured the progress of the transportation planning activities as described in the FY 2024-2025 Unified Planning Work Program (UPWP). The MPO staff created PowerPoint presentations, meeting handouts, agenda packets, project maps, detailed spreadsheets, technical documentation, reports, Request for Qualifications (RFQ) activities, and a wide variety of presentation materials for the Technical Advisory Committee (TAC) and Transportation Policy Committee (TPC) meetings.

The MPO Director performed work program tasks, supervised staff, delegated tasks and monitored progress of the UPWP to track the progress of transportation planning activities. The Director served as the MPO's representative during various meetings with local and regional government agencies. Other routine administrative duties included annual employee performance evaluations, preparation of meeting minutes, bi-weekly timesheet monitoring and payroll entry.

Billing statements of FHWA PL 112 were created, calculated, reviewed, balanced, and submitted monthly. A quarterly reconciliation process was performed to verify accurate year-to-date totals between the City of Tyler Finance Department's expenditure report and the billing statements submitted for reimbursement. The end-of-year reconciliation process greatly assisted with audits, both internal and external. The MPO purchased supplies and equipment in accordance with current City of Tyler purchasing procedures. The MPO continued to lease computer equipment to carry out transportation planning activities.

Subtask 1.2 - Title VI Civil Rights Evaluation

The MPO will continue to implement procedures compliant with Federal law (42 USC 2000d-1) that will analyze the areas of minority and low income that have been historically underserved communities. The MPO will continue to develop the appropriate Title VI analysis tools and performance measures and indicators. Specifically, performance measures and analytical methods will be identified to measure the transportation system's connectivity to essential service by underserved communities. Information will be utilized to identify solutions to gaps in the system. (PEA: "Ladders of Opportunity") Additionally, the MPO will educate and inform the Technical Advisory Committee and the Policy Committee concerning Title VI topics.

Work Performed and Status

The MPO used the Justice40 [Climate and Economic Justice Screening Tool](#) (CEJST) to identify the number of burden categories associated with an area and used the results to add point to projects being scored in the 2050 Metropolitan Transportation Plan.

The staff also supported the City of Tyler in reviewing Tyler's current ADA compliance data and assisted the City in drafting a project scope to hire a consultant to review the City's facilities and update the City's ADA self-assessment.

Subtask 1.3 - Public Outreach

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

Work Performed and Status

The MPO advertised all public meetings according to the adopted Public Participation Plan (PPP). The public notification process, as outlined in the PPP, was completed prior to all MPO Policy Board and other public meetings. Notices for public meetings were distributed to the MPO's public distribution notification list via email. The print and broadcast media received the public notice. Public notices were distributed to state, county, and local government officials, news media, chambers of commerce, special interest groups, tribes and freight and transportation providers, as required by the PPP. Social media outlets, including Facebook, were utilized to promote public engagement for regional planning efforts.

The MPO staff maintains a website for posting notice of meetings as well as sharing planning documents, current TAC and TPC members, maps and information.

Subtask 1.4 - Staff Training and Education

The MPO staff will participate in conferences, seminars, meetings, and other training opportunities to remain familiar with the latest regulations and techniques related to the transportation planning field as provided by the Federal Transit Administration, Federal Highway Administration, American Planning Association (APA), Environmental Protection Agency (EPA), Texas Commission on Environmental Quality (TCEQ), Texas Department of Transportation (TxDOT) and other agencies. Attend, as necessary, any meetings concerning transportation or air quality hosted by TxDOT, EPA, TCEQ, Northeast Texas Air Care, Association of Texas Metropolitan Planning Organizations, Northeast Texas

Regional Mobility Authority (NETRMA), East Texas Council of Governments or other agencies. The MPO understands that out-of-state travel requires prior approval from TxDOT-Transportation Planning & Programming Division.

Work Performed and Status

Staff attended trainings, webinars, forums and conferences held by various entities including: Federal Highway Administration (FHWA), Texas A&M Transportation Institute (TTI), Association of Metropolitan Planning Organizations (AMPO), American Planning Association (APA) and the Texas Chapter of American Planning Association (APATX).

Task 1 - Funding Summary

Funding Source	Amount Budgeted	Amount Expended	Balance	% Expended
Transportation Planning Funds (PL 112 & FTA 5303)	\$ 260,000	\$ 189,032.45	\$ 70,967.55	73%
Local Planning Funds	\$ 0	\$ 0	\$ 0	N/A
FTA (Sec. 5307)	\$ 0	\$ 0	\$ 0	N/A
TOTAL	\$ 260,000	\$ 189,032.45	\$ 70,967.55	73%

Totals in Task 1 came in below estimated forecasts due to staff vacancies. The fulltime transportation planner/analyst position was not filled until late into the fiscal year.

Task 2 – DATA DEVELOPMENT AND MAINTENANCE

Task 2 – Overall Description

To create, update, and maintain spatial information, demographic data and analysis to support planning efforts. To monitor and identify development trends in the study area in an effort to determine their impact on the area's transportation system. To analyze the data for travel demand model activities.

Subtask 2.1 - Socioeconomic Data and Forecast

The MPO along with other local agencies including the City of Tyler and TxDOT will prepare updates and maintain data and maps related to population, building permits, land use, housing, and employment. The staff will continue compilation and mapping of data on existing alternative transportation systems, such as bikeways, pedestrian ways, rail, air, etc.

Work Performed and Status

The MPO works with the City of Tyler to maintain data for land use and housing information. MPO maintains a GIS dashboard on the website that provides data on growth trends and demographic shifts.

Subtask 2.2 - Geographic Information System

Continue to develop the GIS database for the purpose of spatial analysis in the development of transportation plans and technical analysis. Compile all available data into a series of maps for use in the transportation planning process.

The established inter-local agreements and combined GIS database will allow for easier exchange of data between government entities and will reduce redundant work. The exchange and sharing of data will assist the MPO with transportation analysis from various data layers. Maps created in GIS are reproduced as necessary to continue development of applications to streamline land development services for eventual use in the transportation planning process and Title VI data collection and analysis, monitor consistency of physical addresses of structures within the Study Area for purposes of demographic analysis, and support for the decennial census.

Work Performed and Status

The City of Tyler GIS Department operates and maintains the GIS server and all software upgrades, to which MPO staff has access. The MPO staff created various maps and other visual aids to enhance presentations to the public and MPO Committee members.

The City of Tyler's GIS Department pays for an Enterprise ArcGIS License through ESRI, which allows for unlimited licensing throughout all departments. All departments that use GIS pay a maintenance fee, which is paid for through the MPO monthly billings. The GIS department then provides ESRI ArcGIS software, software updates, and technical support. MPO staff is able to utilize the GIS Helpdesk for any questions or concerns regarding GIS functions and software. The GIS department routinely performs maintenance, software updates, and backups of all GIS data. This is an on-going subtask.

Subtask 2.3 - Aerial Photography

Current aerial photography is a valuable tool utilized during the planning process. The GIS Consortium, made up of the City of Tyler/Tyler Area MPO, Smith County, Smith County 911, and Smith County Appraisal District, will purchase of digital aerial photography provided by a consultant. The coverage area consists of the Tyler city limits, including the 5-mile ETJ (6-inch) aerials and the remainder of the MPO area in 1-inch color aerial photography. The raster data will meet the City of Tyler's digital data base map at NAD 83 and the Texas State Plane Coordinate System.

Work Performed and Status

The aerial photography is obtained through a consultant contract, and is an ongoing project. The GIS consortium is made up of Tyler Area MPO, 911, Smith County Appraisal District and Smith County with each entity contributing equally.

Task 2 - Funding Summary

Funding Source	Amount Budgeted	Amount Expended	Balance	% Expended
Transportation Planning Funds (PL 112 & FTA 5303)	\$ 62,000	\$ 23,402.75	\$ 38,597.25	38%
Local Planning Funds	\$ 0	\$ 0	\$ 0	N/A
FTA (Sec. 5307)	\$ 0	\$ 0	\$ 0	N/A
TOTAL	\$ 62,000	\$ 23,402.75	\$ 38,597.25	38%

Totals in Task 2 came in below estimated forecasts due to staff vacancies. The fulltime transportation planner/analyst position was not filled until late into the fiscal year.

TASK 3 – SHORT RANGE PLANNING

Task 3 – Overall Description

To provide innovative and integrated planning for the current transportation needs of the Study Area within a five-year period. Promote air quality and maintenance of ozone attainment status through voluntary community actions. Provide an integrated planning approach for the provision of transit service to improve the overall transit system.

Subtask 3.1 - Transportation Improvement Program

Adopt and maintain a fiscally constrained listing of short-range projects to be constructed. Revise the TIP as needed to ensure the plan maintains compliance with federal legislation. Conduct public hearings in accordance with the Public Participation Plan (PPP). Staff will oversee the entire process and monitor plan implementation.

Work Performed and Status

The MPO amended the fiscal year 2023-2026 TIP as needed. The MPO also adopted the fiscal year 2025-2028 (TIP) and made amendments as needed. Public outreach was conducted in accordance with the Public Participation Plan.

Subtask 3.2 - Air Quality Activities and Planning

Coordinate with Northeast Texas Air Care (NETAC) to develop promotional and educational programs that promote ozone awareness. Continue coordination with TxDOT, Texas Transportation Institute, East Texas Council of Governments, Texas Commission on Environmental Quality, Longview Metropolitan Planning Organization and the Technical Working Group for Mobile Source Emissions (TWG) on air quality conformity – the preparation of plans, documents, strategies and other necessary work activities.

Work Performed and Status

MPO staff coordinated with NETAC to monitor air quality events and issues of national and regional significance. NETAC is a voluntary association of elected and appointed public officials and representatives of local industry and public interest groups from Gregg, Harrison, Rusk, Smith, and Upshur counties. Its primary goal is to develop and implement plans to reduce ground-level ozone concentrations in order to maintain compliance with adopted air quality standards.

The MPO also attended quarterly WebEx meetings for the Technical Working Group Mobile Source (TWG) which is a technical group composed of representatives from TxDOT, MPOs, FHWA, TCEQ, and EPA.

The Tyler Area MPO is currently in attainment of national ambient air quality standards. This is an on-going subtask.

Subtask 3.3 - Public Transportation Planning

To be performed by Tyler Transit with assistance by the MPO as needed, this task is to prepare FTA grant for City of Tyler. Evaluation of ADA requirements and local service provision relating to those requirements. This also includes participation in regional transportation coordination planning activities through EasTexConnects.

Work Performed and Status

The Tyler Transit staff worked on developing new service delivery methods as well as bringing cashless payment options to the citizens of Tyler. Tyler Transit is also working on updating several bus shelter signs to begin construction in FY 2025.

Task 3 - Funding Summary

Funding Source	Amount Budgeted	Amount Expended	Balance	% Expended
Transportation Planning Funds (PL 112 & FTA 5303)	\$ 5,000	\$ 5,422.99	(\$ 422.99)	108%
Local Planning Funds	\$ 32,365.00	\$ 39,998.00	(\$ 7,633.00)	124%
FTA (Sec. 5307)	\$ 129,460	159,988.00	(\$ 30,528.00)	124%
TOTAL	\$ 134,460	\$ 165,410.99	(\$ 30,950.99)	123%

TASK 4 – METROPOLITAN TRANSPORTATION PLAN

Task 4 – Overall Description

To develop, document, amend and publish the Metropolitan Transportation Plan (MTP) in accordance with local needs and federal and state regulations; to continue to study and analyze projects and data

for long-range planning elements and long-range project level studies as needed. The plan shall be evaluated and updated at least every five years in attainment areas.

Subtask 4.1 - Metropolitan Transportation Plan

The subtask includes the adoption of the 2050 MTP and subsequent amendments as needed or as requested by the Policy Committee. Public hearings will be held in accordance with the Public Participation Plan (PPP) throughout the process. Staff will oversee the entire process and monitor plan implementation.

Work Performed and Status

The staff made amendments to 2045 MTP as needed. Staff also worked with a consultant to develop the 2050 MTP. Public outreach was conducted in accordance with the PPP.

Subtask 4.2 - Complete Streets Planning

The MPO staff will ensure that, at a minimum, 2.5% of its PL funds will be used to increase safe and accessible options for multiple travel modes for people of all ages and abilities as prescribed in Section 11206 of the Infrastructure Investment and Jobs Act.

Staff will compile and share data and information on active transportation, evaluate active transportation system to understand system performance needs to identify regional activities, hold public outreach sessions to share information and encourage active transportation, work with other interested parties to advance and improve the program, look for innovative ways to optimize funding for active transportation projects, and support and align statewide and regional active transportation strategies and actions.

Work Performed and Status

Staff coordinated with City of Tyler staff to review adopted MPO plans related to bicycle and pedestrian facilities to prioritize projects.

Task 4 - Funding Summary

Funding Source	Amount Budgeted	Amount Expended	Balance	% Expended
Transportation Planning Funds (PL 112 & FTA 5303)	\$ 161,673	\$ 147,899.78	\$ 13,732.22	91%
Local Planning Funds	\$ 0	\$ 0	\$ 0	N/A
FTA (Sec. 5307)	\$ 0	\$ 0	\$ 0	N/A
TOTAL	\$ 161,673	\$ 147,899.78	\$ 13,732.22	91%

TASK 5 - SPECIAL STUDIES

Task 5 – Overall Description

To further the goals and objectives of the transportation planning process through special studies undertaken by MPO staff or consultants in support of existing or projected local needs.

Subtask 5.1 - Railroad Inventory and Analysis

The MPO will hire a consultant to develop an inventory of rail lines to determine their ownership and level of activity and to perform an analysis of the rail and street intersections to determine the level of service at each site. In addition to consultant fees, the process will involve purchasing data from Union Pacific Railroad.

Work Performed and Status

The staff oversaw the completion of this project.

Subtask 5.2 - Light Rail Plan

The MPO will hire a consultant to produce a plan to create a vision for a light rail system in the MPO that connects the various communities to major destinations and eventual connection to the proposed high speed rail line connecting Dallas to Atlanta. The plan will contain an action plan to guide implementation of the vision.

Work Performed and Status

No work was budgeted nor completed for this item in fiscal year 2024.

Task 5 - Funding Summary

Funding Source	Amount Budgeted	Amount Expended	Balance	% Expended
Transportation Planning Funds (PL 112 & FTA 5303)	\$ 85,777	\$ 85,776.65	\$ 0.35	100%
Local Planning Funds	\$ 0	\$ 0	\$ 0	N/A
FTA (Sec. 5307)	\$ 0	\$ 0	\$ 0	N/A
TOTAL	\$ 85,777	\$ 85,776.65	\$ 0.35	100%

BUDGET SUMMARY

Total Transportation Planning Funds (TPF) Budgeted and Expended FY 2024

UPWP Task	Amount Budgeted	Amount Expended	Balance	% Expended
1.0	\$ 260,000	\$ 189,032.45	\$ 70,967.55	73%
2.0	\$ 62,000	\$ 23,402.75	\$ 38,597.25	38%
3.0	\$ 5,000	\$ 5,422.99	(\$ 422.99)	108%
4.0	\$ 161,673	\$ 147,899.78	\$ 13,732.22	91%
5.0	\$ 85,777	\$ 85,776.65	\$ 0.35	100%
TOTAL	\$ 574,450	\$ 451,534.62	\$ 122,915.38	79%

Local Planning Funds Budgeted and Expended FY 2024

UPWP Task	Amount Budgeted	Amount Expended	Balance	% Expended
1.0	\$ 0	\$ 0	\$ 0	N/A
2.0	\$ 0	\$ 0	\$ 0	N/A
3.0	\$ 32,365.00	\$ 39,998.00	(\$ 7,633.00)	124%
4.0	\$ 0	\$ 0	\$ 0	N/A
5.0	\$ 0	\$ 0	\$ 0	N/A
TOTAL	\$ 32,365.00	\$ 39,998.00	(\$ 7,633.00)	124%

FTA (Sec. 5307) Funds Budgeted and Expended FY 2024

UPWP Task	Amount Budgeted	Amount Expended	Balance	% Expended
1.0	\$ 0	\$ 0	\$ 0	N/A
2.0	\$ 0	\$ 0	\$ 0	N/A
3.0	\$ 129,460	159,988.00	(\$ 30,528)	124%
4.0	\$ 0	\$ 0	\$ 0	N/A
5.0	\$ 0	\$ 0	\$ 0	N/A
TOTAL	\$ 129,460	159,988.00	(\$ 30,528)	124%