



UNIFIED PLANNING WORK PROGRAM

FY 2010

**Lubbock Metropolitan Planning
Organization**

Approved by the TPC: 06/16/09

Credit and Disclaimer Statement

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UNIFIED PLANNING WORK PROGRAM FOR TRANSPORTATION PLANNING

FY 2010 Unified Planning Work Program

Adopted: June 16, 2009

LUBBOCK URBANIZED AREA

FY 2010 (October 1, 2009, to September 30, 2010)

Approved:

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**UNIFIED PLANNING WORK PROGRAM FOR TRANSPORTATION PLANNING
LUBBOCK URBANIZED AREA**

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INTRODUCTION

The United States Department of Transportation, through its modal administrations, requires the development of an annual Unified Planning Work Program (UPWP) to describe intermodal comprehensive transportation planning in areas with populations greater than 50,000. This single program was designed to be the basis for application of federal Section 112 ("PL" funds) and Section 5303 (transit) planning funds. The UPWP originated from the Federal-Aid Highway Act of 1973 and is prepared annually to describe the ongoing transportation planning process. The Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) again renewed the necessity of this program as a much greater emphasis was placed on the planning process. The Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) as authorized in 2005 continued the program emphasis, promoting a strong cooperative process between all parties involved in the MPO.

A. PURPOSE - The UPWP has been developed to coordinate the various transportation-planning functions of the City of Lubbock, Lubbock County, the City of Wolfforth, the Texas Department of Transportation (TxDOT), Citibus, the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA) within the Lubbock Metropolitan Planning Organization (LMPO) area.

The transportation planning process is based on eight planning factors that are identified by SAFETEA-LU, the NHS Act, and a continuation of previous ISTEA principles. This UPWP document bases planning activities for the upcoming Fiscal Year 2010 on the following eight SAFETEA-LU factors:

- Support the economic vitality of the U.S., the states and metropolitan areas, especially by enabling global competitiveness, productivity, and efficiency.
- Increase the safety of the transportation system for motorized and non-motorized users.
- Increase the security of the transportation system for motorized and non-motorized users;
- Increase the accessibility and mobility of people and freight.
- Protect and enhance the environment, promote energy conservation, and improve quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
- Promote efficient system management and operation.
- Emphasize the preservation of the existing transportation system.

The LMPO Participation Plan Participation Plan (PP) gives citizens the opportunity to comment during all phases of the transportation planning process. The PP is included in Appendix G.

B. DEFINITION OF AREA - The Lubbock Metropolitan Area Boundary (MAB) contains approximately 233 square miles. The City of Lubbock population was estimated to be 218,327 in 2009. The estimated population for Lubbock County was 267,269. The Cities of Lubbock and Wolfforth are the only urbanized areas located within the MPO boundary. The remaining area is rural with spotted development. The entities, which are part of the study, include the City of Lubbock, City of Wolfforth, Lubbock County, Citibus, the Texas Department of Transportation, and the private sector.

C. ORGANIZATION - The Lubbock Metropolitan Planning Organization consists of a Transportation Policy Committee (TPC), a Transportation Advisory Committee (TAC), and a Transportation Planning Director and staff. (A listing of all committee members may be found in Appendix A.) The LMPO TPC adopted bylaws on October 25, 1995. The Transportation Policy Committee approved the latest revision on July 24, 2007. The City of Lubbock serves as the fiscal agent for the MPO, as per the Designation Agreement executed by and between the TPC of the LMPO and the Governor's Office in November 1993. A second Designation Agreement between the LMPO and the State of Texas was executed on March 14, 1994. The Designation Agreement between the State and the LMPO was renewed in 1998.

The Transportation Policy Committee structure is outlined in the 1973 Designation Agreement and its roles reiterated in the 1988 Designation Agreement, Under I. Organization, Section C., which declares, "Use the Committee structure established pursuant to Section 134 of Chapter 1 of Title 23 U.S.C. as the group responsible for giving the Metropolitan Planning Organization overall transportation policy guidance."

The Metropolitan Planning Contract sheds more light on this issue when it states the TPC's primacy in "Whereas, the Governor of the State of Texas has designated the City of Lubbock, acting through its Transportation Policy Board to be the MPO for the above-mentioned urbanized areas(s)."

- D. PRIVATE SECTOR INVOLVEMENT** - Periodically, the MPO finds it necessary to obtain professional services from the private sector. When so desired, the MPO's Purchasing Procedures shall be used to determine the best overall service. The MPO will employ the use of the City of Lubbock's contract procurement procedures that are consistent with OMB-A-87 guidelines on use and selection of contractors or consultants from the private sector. Under OMB-A-87, the cost of professional and consultant services rendered by persons or organizations that are members of a particular profession or possess a special skill, whether or not officers or employees of the governmental unit, are allowable, subject to section 14 when reasonable in relation to the services rendered and when not contingent upon recovery of the costs from the Federal Government.
- E. PLANNING ISSUES AND EMPHASIS** - There are many issues facing the LMPO. SAFETEA-LU requires development of new policies while providing new direction in transportation.

Urban Growth:

The Lubbock Metropolitan Area is forecast to grow at a rate of 0.7 percent per year based on the City of Lubbock Planning Department estimates. Development is occurring throughout the west, southwest and south sides of the city. The North and East Development Agency continues to aid development in the North and East sector of the City.

Transit Service:

Citibus, the transit provider for service with the City Of Lubbock is undergoing changes necessitated by a loss of funding when the Lubbock Metropolitan Area's population exceeded 200,000 because the Lubbock Metropolitan Area became a Transportation management Area and Citibus' federal funding criteria changed. Citibus lost significant amounts of funding because of the population increase and the inability to flex federal capital funding into the operations portion of its service. This loss of flexibility and funding caused Citibus to decrease hours of service. This loss of flexibility and funding caused Citibus to decrease hours of service. Citibus is currently providing on-hour service during non-peak times and on Saturdays instead of the previous half-hour service. Citibus is continuing to seek means to address the funding issues which, if successful, will allow them to provide additional service. Citibus will complete work as outlined under Task 3.0 during the current year.

Intelligent Transportation System (ITS):

A regional ITS Architecture Plan has been developed and improvements continue to be monitored.

Environmental Justice:

A key issue is the early incorporation of environmental considerations in the planning process, which requires that the projects developed through the planning process meet certain environmental criteria before they can be considered for funding. Another key issue for the Lubbock MPO is providing a multimodal transportation network that can be financially justified. More recently environmental justice issues have become an important aspect of the public involvement process. Staff is addressing this issue through staff education and a greater emphasis on meeting public needs.

Demographics:

The city of Lubbock's 2009 estimated population is 218,327 and increased at a rate of approximately 1% annually since 2000. This 1.0% growth rate is above the annual average for Lubbock of about 0.7% that occurred in the 1990's and 1980's. This increased growth rate is the result of increased job creation and faster growth of college enrollment and life expectancy.

TASK 1.0 - ADMINISTRATION / MANAGEMENT

- A. OBJECTIVE** - Work for this task includes maintaining personnel, an office and equipment for the coordination of local multimodal transportation planning activities. The development of goals, objectives, and policies; committee structures and staffing; interagency linkage and information; and staffing of various work elements are the main concern 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.
- B. EXPECTED PRODUCT** - This Task provides maintaining personnel, correspondence, memoranda, agreements, agenda, record keeping, and minutes necessary to document ongoing activities of the study office. This task provides for the purchase of office supplies, office furniture, computer software, computer hardware and the upgrade of equipment, and the associated costs to post public notices, rent meeting places, and other expenses as appropriate. Other products of this task are training and expenses incurred while members of the study office, or those approved for travel by the study office, travel to training, meetings, conferences, and/or workshops.
- C. PREVIOUS WORK** - Meetings of the TAC and TPC were held on an ongoing basis to make appropriate revisions to documents and approve programs and subsequent revisions. Staff conducted public meetings as required by FHWA, FTA, the State, and local government in the development of transportation planning documents. Staff attended various meetings, workshops, and conferences and made presentations at public meetings.
- D. SUBTASKS**

Subtask 1.1 - Administration

This subtask allows the LMPO to maintain personnel, to monitor ongoing planning tasks, review and submit reimbursement requests, and coordinate all MPO activities with participating agencies. This subtask includes production costs of MPO reports, advertising and publication expenses for public involvement and meetings, and education incentives. This subtask also includes purchases of computers, printers, software, office furniture, office supplies and appropriate charges for meals and lodging as required. Other normal administrative costs are also included. None of the purchases of a computer, printer, hardware or software will exceed \$5,000.

(In accordance with Federal guidelines, the costs of meetings and conferences, where the primary purpose is the dissemination of technical information, transportation, meals, rental of meeting facilities, and other incidental costs are allowable; the costs of alcoholic beverages are unallowable)

This subtask is the responsibility of the LMPO.

Subtask 1.2 - Training

This subtask includes funds to reimburse LMPO Staff, or non-elected TPC members, for travel expenses incurred when traveling on MPO-related duties. It includes travel for staff to attend seminars, workshops, conferences, or other related activities. Expenses for parking and use of private automobiles are included in this subtask.

Travel by MPO staff is for attendance at meetings with the Texas Department of Transportation, and TEMPO. Staff training including GIS and computers, attending conferences hosted by the Texas Department of Transportation, the Association of Metropolitan Planning Organizations (AMPO), the Texas Transportation Summit, Texas Transportation Forum, American Planning Association (APA), Transportation Research Board and other transportation related conferences and meetings, training and work sessions.

Travel costs charged to Section 5303 and Section 112 "PL" funds are subject to approval by the MPO Office and the Texas Department of Transportation for out of state travel prior to making travel arrangements.

This subtask is the responsibility of the LMPO.

E. FUNDING SUMMARY

| Subtask | Responsible Agency | TPF ¹ | FTA Sect. 5307 | GTPF ² | Local | TxDOT State Funds ³ | Total Estimate |
|--------------|----------------------|------------------|----------------|-------------------|-------|--------------------------------|----------------|
| 1.1 | LMPO, Administration | \$137,931 | | | | | \$137,931 |
| 1.2 | LMPO, Training | 15,300 | | | | | 15,300 |
| TOTAL | | \$153,231 | | | | | \$153,231 |

¹ TPF – This includes both FHWA PL – 112 and FTA Section 5303 Funds

² GTPF – General Transportation Planning Funds

³ TxDOT will apply transportation development credits sufficient to provide the match for FHWA PL-112 and FTA Section 5303 programs. As the credits reflect neither cash nor man-hours, they are not reflected in the funding tables.

TASK 2.0 - DATA DEVELOPMENT AND MAINTENANCE

- A. OBJECTIVE** - The objective of this task is to continue the annual update and maintenance of various planning databases. These databases vary from automated land use and census data to manual traffic counts and transit ridership.
- B. EXPECTED PRODUCTS** – Expected products of this task will be the maintenance of the land use database accessible through the Geographic Information System (GIS) and including census information. This task also includes bringing land use information into the MPO database for areas outside the Lubbock and Wolfforth city limits but within the MPO planning boundary. Other products will include data necessary for Citibus to comply with various federal and state regulations. This subtask will also include updating and maintaining the LMPO Travel Demand Model.
- C. PREVIOUS WORK** - Staff gathered and analyzed data, identified performance measures, and used Geographic Information System (GIS) and Traffic Demand Modeling programs to show distribution of benefits, population, allocation of funds by modes and projected population within the Metropolitan Area Boundary. This is ongoing and overlaps fiscal years. LMPO Staff developed a Title VI – Civil Rights Compliance Policy. Title VI data developed and maintained by the LMPO is included in Lubbock area maps as needed.

D. SUBTASKS

Subtask 2.1 - LMPO Land Use Model

Forecasting land use changes, within an acceptable degree of error, is not possible in the Lubbock metropolitan area at this time. The Lubbock Metropolitan Area has no functioning Land Use Model. LMPO staff has attended Land Use Modeling workshops during FY 08. Staff will continue to monitor the development of a reliable land use model for the Lubbock Metropolitan Area.

LMPO staff anticipates increased activity in land use model development in up-coming years. Activities will include integrating GIS data into both the future land use model and the existing travel demand model. Land use model development will be ongoing and will require several years of effort by LMPO.

This subtask is the responsibility of the Lubbock Metropolitan Planning Organization (LMPO).

Subtask 2.2 – Demographic Data Development

The primary focus of the Planning Department efforts for the LMPO relate to the maintenance of statistical data required for the Lubbock Travel Demand Model. There are two major sources for updating the statistical analysis: the Planning Department Land Use Database and Census information as interpreted and updated by the Demographic Planner.

Ongoing update of the City of Lubbock Land Use Database is necessary for the data to be up to date when a Travel Demand Model update is needed. At present, the positions funded by the LMPO are responsible for a majority of the update of the land use database. Products include:

- Updated database information processed from Lubbock Central Appraisal records, plats, building permits and other sources
- Spatial and tabular data, including political and census boundaries, TAZ and Serial Zone and other special areas as needed.

The Demographic Planner coordinates the Travel Demand Update information by Traffic Analysis Zone and prepares additional statistical information. Products include:

- Updated and geo-coded business names and locations,
- Revised statistical data by Traffic Analysis Zone (TAZ) from multiple sources,
- Updated demographic chapter of the Lubbock Metropolitan Plan,
- Furnished demographic information as requested by the LMPO, and
- Updated geographic and political boundaries, including TAZ, for the Census Bureau.

The Planning Department also maintain files, including aerial photography, parcel geometry and database information, on the city's website for convenient download by the MPO. A geo-coded centerline, with segments broken at each 100 block along a street, is also available if needed for traffic modeling.

The City of Lubbock will provide assistance to the MPO in updating its Travel Demand Model as requested by the MPO Staff. The City of Lubbock will also provide GIS assistance including map production, as necessary, to carry out this subtask including any revisions to the Title VI – Civil Right maps.

This subtask is the responsibility of the City of Lubbock Planning Department in cooperation with the LMPO.

Subtask 2.3 - Geographic Information System (GIS)

This subtask provides the LMPO with a tool for mapping and analyzing gathered geographic information. The MPO will use local development statistics and base data to update the components of the travel demand model as needed. GIS analysis, within LMPO, will be coordinated with the City of Lubbock GIS Section, as needed. Maps will be produced for staff projects, planning, TAC and TPC Committee meetings, saturation counts, the Bicycle Planning Guide, public information and for presentation during public meetings and hearings. The maps will show 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, congested areas and other geographic levels. This information will be used to improve LMPO'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.

The LMPO staff is responsible for this subtask in cooperation with the City of Lubbock's GIS Section of the Planning Department.

Subtask 2.4 – Regional Data Analysis

This subtask allows for personnel and other related costs in the development of a demographic database. Staff will continue gathering data, analyzing performance measures, updating the GIS and Traffic Demand Modeling programs to show distribution of benefits, population, allocations of funds by travel modes and projected population within the Metropolitan Area Boundary, as related to Title VI Civil Rights Act. This subtask is ongoing and overlaps fiscal years due to the overlapping release of Census 2000 data. Some tools that may be used include location of population, households and income within a certain area, impact of investments on income, race, gender, and age group. Performance measures may be developed during this process. Some performance measures may include system safety and reliability, preservation of existing systems, accessibility and mobility.

The MPO will monitor and revise the Title VI – Civil Rights Compliance Policy for the Lubbock Metropolitan Planning Organization as needed. LMPO staff will develop maps, based on Title VI policy, that include income and demographic information with existing and planned transportation facilities (including transit and bicycle) overlaid. Additional information such as hospitals, schools, social service agencies and significant points of interest may be included on these maps. The MPO will evaluate the map on an annual basis for updates and enhancements. The MPO will use the map when considering public involvement activities and make reference to this in the MPO’s Public Involvement Policy. The MPO will consult the map after project selections and perform spatial/access analysis.

This task will result in a compilation of demographic data to be used in the development of travel models, project mapping by income, elderly and minority population, and general transportation planning activities.

The LMPO staff is responsible for this subtask in cooperation with the City of Lubbock Planning Department.

E. FUNDING SUMMARY

| Subtask | Responsible Agency | TPF ¹ | FTA Sect. 5307 | GTPF ² | Local | Total |
|--------------|---|------------------|----------------|-------------------|-------|------------------|
| 2.1 | LMPO, Land Use Model Development | \$15,469 | | | | \$15,469 |
| 2.2 | City of Lubbock Planning Department, Demographic Data Development | 60,000 | | | | 60,000 |
| 2.3 | LMPO, GIS Development | 24,789 | | | | 24,789 |
| 2.4 | LMPO, Regional Data Analysis | 18,494 | | | | 18,494 |
| TOTAL | | \$118,752 | | | | \$118,752 |

¹ TPF – This includes both FHWA PL – 112 and FTA Section 5303 Funds

² GTPF – General Transportation Planning Funds

TASK 3.0 - SHORT RANGE PLANNING

- A. OBJECTIVE** - The objective of this task is to complete those planning activities that are more specific and necessary for the planning process. This includes those required by SAFETEA-LU, such as the development of a FY 2010 Unified Planning Work Program (UPWP), revisions to the FY 2008-2011 Transportation Improvement Program (TIP) and FY 2010 Unified Planning Work Program. It is also the objective of the LMPO to ensure that its Participation Plan is kept current and includes methods to include all interested persons in the transportation planning process.
- B. EXPECTED PRODUCTS** - A completed FY 2010 Unified Planning Work Program and any revisions to the FY 2008 - 2011 Transportation Improvement Program. Staff will prepare an annual progress report, which includes a report on past activities.
- C. PREVIOUS WORK** - Previous work includes the preparation of the FY 2009 Unified Planning Work Program and FY 2008 Annual Performance and Expenditure Report. Additional work included developing and amending the FY 2008 – 2011 Transportation Improvement Program. The MPO published quarterly newsletters, maintained and updated its website to include the most current information and notices of agendas for both the Transportation Policy and Advisory Committees. LMPO also posted minutes of all meetings on its website. Citibus provided the transit element and financial plan for transit operations, capital and maintenance costs for the update to the 2032 Metropolitan Transportation Plan. The LMPO also developed a myspace page, a facebook page, and a twitter page to further notify the public of ongoing planning and opportunities to comment.

D. SUBTASKS

Subtask 3.1 - Transportation Improvement Program and Unified Planning Work Program (UPWP)

This subtask includes any revisions to the FY 2008 - 2011 Transportation Improvement Program (TIP), FY 2010 UPWP, development of the FY 2011 UPWP, and publication of the Annual Performance and Expenditure Report.

This subtask is the responsibility of the LMPO.

Subtask 3.2 - Participation Plan

This subtask includes review and revision of the existing project ranking process and the MPO's Participation Plan with an emphasis on complying with Title VI – the Civil Rights Act. Staff will continue producing a quarterly newsletter to keep interested parties up-to-date on the activities of the Lubbock MPO. Staff will seek input for the newsletter from its transportation planning partners and provide it to everyone on the MPO's mailing list. Staff will continue to publish documents as necessary to keep the public informed about the activities of the MPO. Additionally, staff will continue sending agendas to everyone on its mailing list via email if an email address is provided. The MPO will also continue posting its meeting agendas in the public libraries. The MPO will continue to document the number and location of MPO publication and meetings. Attendance at public meetings, by zip code, if possible, will be documented. The Transportation Policy Committee may hold public meetings during the evening hours and at various locations through out the city in an attempt to increase public participation.

This subtask is the responsibility of the LMPO.

Subtask 3.3 –Transit Planning

Citibus wishes to retain the services of a consultant to perform a comprehensive fixed route study. Citibus intends the study to include at least two route designs: the best route design using currently available funding, and a design that best meets the identifiable needs without being constrained by funding levels. The study will also include: integration of fixed routes with bicycle routes, analysis of locations of major employers in the Citibus service area, integration with rural providers and with Greyhound, and the uses of traffic signal preemption systems. The study will also support regional transportation coordination efforts. The last time Citibus conducted a comprehensive fixed route study was in 1991.

This subtask is the responsibility of Citibus.

Subtask 3.4 – Transit System Evaluation and Analysis

These tasks, which fall under the category of Maintenance of Eligibility, include all tasks related to federally required activities. These include preparation of the annual Technical Study Report; preparation of the annual National Transit Database report and related data collection and analysis; preparation of grant applications, quarterly activities reports, and financial status reports; and preparation of the annual DBE program, biannual DBE reports, and DBE program outreach activities. Additionally, Citibus will perform a comprehensive review and update of the security plan. FY2008 was a mandatory trip-sampling year for the National Transit Database. Citibus planning staff was responsible for devising the methodology that randomly selected trips and collected and edited trip data.

This subtask is the responsibility of Citibus.

Subtask 3.5 – System Operational Planning

Activities under this category will include a variety of items related to optimizing the efficiency of the entire Citibus system. Operations functions include schedule development, utilization of personnel, and run cutting. Human resources planning tasks included organizational training, planning and preparation of employee policies and handbook. Training is particularly important as it relates to tracking federally required safety and security training. This category also includes administration of multi-modal coordination, which seeks to optimize efficiencies among Citibus' various transit modes – fixed route, Texas Tech service (both on- and off-campus), CitiAccess, and the Evening Service.

This subtask is the responsibility of Citibus.

E. FUNDING SUMMARY

| Subtask | Responsible Agency | TPF ¹ | FTA Sect. 5307 | GTPF ² | Local | Total |
|--------------|--------------------------------------|------------------|------------------|-------------------|---------------------|------------------|
| 3.1 | LMPO, TIP/UPWP | \$18,361 | | | | \$18,361 |
| 3.2 | LMPO, Public Participation Plan | 15,792 | | | | 15,792 |
| 3.3 | Citibus, Transit Planning | 60,000 | | | | 60,000 |
| 3.4 | Citibus, Transit System Evaluation | | 116,000 | | 29,000 ³ | 145,000 |
| 3.5 | Citibus, System Operational Planning | | 57,407 | | 14,352 ³ | 71,759 |
| TOTAL | | \$94,153 | \$173,407 | | \$43,352 | \$310,912 |

¹ TPF – This includes both FHWA PL – 112 and FTA Section 5303 Funds

² GTPF – General Transportation Planning Funds

³Local match provided by the City of Lubbock.

TASK 4.0 – METROPOLITAN TRANSPORTATION PLANS

- A. OBJECTIVE** - The objective for this task is to provide the personnel necessary to maintain and revise the Metropolitan Transportation Plan (MTP), the Texas Metropolitan Mobility Plan (TMMP). Additionally, this task will provide personnel necessary to maintain and make revisions to the pedestrian facilities inventory and the Bicycle Plan. Public assistance regarding transportation, metropolitan mobility, pedestrian and bike facility planning will be provided.
- B. EXPECTED PRODUCTS** – Revisions to the Metropolitan Transportation Plan as necessary. SAFETEA-LU, itself, will expire in 2009. LMPO staff will continue to develop and maintain data necessary for the update of the 2032 plan. LMPO Staff will continue coordinating TMMP, bike and pedestrian activities with the public and elected officials during FY 10.
- C. PREVIOUS WORK** – The SAFETEA-LU compliant 2032 Lubbock Metropolitan Transportation Plan was developed and formally adopted during FY 08. A Bicycle Plan revision was also completed and adopted in FY 08. LMPO staff attended City of Lubbock and Bicycle Club meetings during FY 09.

D. SUBTASKS

Subtask 4.1 – Texas Metropolitan Mobility Plan

Staff will work on revisions to the Texas Metropolitan Mobility Plan (TMMP) as requested by the Texas Department of Transportation. The TMMP workgroup meets to exchange ideas and solutions to improve the quality of the statewide TMA (Transportation Management Area) planning process. An initial TMMP planning document was produced in 2004. The document was revised in 2006. Because data from the TMMP is used in other planning documents and the state was still revising the 2006 document in late 2007 (FY 08), efforts to keep the TMMP up-to-date are an ongoing process.

This subtask is the responsibility of LMPO in cooperation with the Texas Department of Transportation.

Subtask 4.2 — 2032 Lubbock Metropolitan Transportation Plan

This subtask provides for monitoring the **2032 Metropolitan Transportation Plan** and any revisions to the Plan.

This subtask is the responsibility of the LMPO.

Subtask 4.3 – Local Planning Participation

LMPO staff receives requests from local agencies and officials to participate in local transportation planning activities. LMPO staff currently participates in the Safe Routes to School Committee sponsored by the City of Lubbock Traffic Engineering Department. LMPO staff also attends and participates in regular Citibus Transit Advisory Board meetings as well as the Regional Coordination Meetings.

This subtask is the responsibility of the City of Lubbock in cooperation with LMPO.

E. FUNDING SUMMARY

| Subtask | Responsible Agency | TPF ¹ | FTA Sect. 5307 | GTPF ² | Local | Total |
|---------|------------------------------------|------------------|----------------|-------------------|-------|----------|
| 4.1 | LMPO, TMMP | \$13,278 | | | | \$13,278 |
| 4.2 | LMPO, MTP | 9,963 | | | | 9,963 |
| 4.3 | LMPO, Local Planning Participation | 23,376 | | | | 23,376 |
| TOTAL | | \$46,617 | | | | \$46,617 |

¹ TPF – This includes both FHWA PL – 112 and FTA Section 5303 Funds

² GTPF – General Transportation Planning Funds

TASK 5.0 – SPECIAL STUDIES

- A. OBJECTIVE** - Occasionally, a study is warranted for projects of special interests and LMPO staff does not have sufficient human resources to complete the project. The objective of this task is to provide funding for the completion of such projects.
- B. EXPECTED PRODUCTS** - Work will continue on the adopted Congestion Management Process Plan to update the plan as necessary to incorporate change required by SAFETEA-LU. The City of Lubbock requested the installation of a permanent traffic counter on Slide Road between 56th Street and South Loop 289 frontage road. A comprehensive street listing will aid in the coordination of future project development and congestion mitigation. Funding was requested for FY 09; however the City of unable to complete the project. The project is underway and will carry over to FY 10.

C. SUBTASKS

Subtask 5.1 - Congestion Management Process Plan (CMPP) and Collision/Fatality Data Collection

The City of Lubbock's Traffic Engineering Department will continue updating the LMPO Congestion Management Process Plan as necessary. This subtask will include the continuation of a database that will allow personnel to determine the level of congestion based upon criteria approved by the MPO Transportation Policy Committee. Additionally, the City of Lubbock's Traffic Engineering will provide Collision and Fatality Data as necessary. This is a continuing process to keep the Congestion Management Process Plan data current.

This subtask is the responsibility of the City of Lubbock's Traffic Engineering Department in cooperation with the LMPO.

Subtask 5.2 – City of Lubbock Permanent Traffic Counter Installation

During a regularly scheduled Technical Advisory Committee Meeting conducted in FY 08, the City of Lubbock requested the installation of a permanent traffic counter on Slide Road between 56th Street and South Loop 289 frontage road. This permanent traffic count device will provide data for traffic signalization activities and provide up-to-the-minute traffic counts. The City envisions additional permanent traffic counters in various high volume roadway segments. This should be considered an ongoing project based upon funds available. This project was not completed in FY 09. The project is underway and the funds will carry over to FY 10.

This subtask is the responsibility of the City of Lubbock.

Subtask 5.3 – City of Lubbock Digital Orthophotography, Contours and GIS Feature Collection

The City of Lubbock historically acquires new aerial photography every five years. This request will provide color and color infrared orthophotography for the city and surrounding areas of interest. It also includes acquiring a wide range of GIS data compiled from the photography that will be used by multiple departments, other agencies and citizens. A wide variety of data can be collected by this process in a fairly short time, and the data will be spatially aligned with the photos and contours. This information will be an asset to public and private GIS users throughout the coverage area. Transportation planning uses could include feature identification and inventory, change detection, preliminary design studies for intersection improvements, right-of-way mapping, and

road alignment studies. The orthophotos are also a tool for growth management and land use planning, environmental analysis, hydrology, and floodplain mapping.

This project will result in two-pixel resolution four band-digital color and color infrared orthophotography for approximately 350 square miles (city limits plus stormwater drainage areas and the MPO area). A wide range of GIS data will be collected for 200 square miles, including 1 foot contours, a digital terrain model, and planimetric data. This request includes everything needed for the project, including surveying and ground control and a network server. The total project cost is approximately one million dollars. The request from the City of Lubbock was for \$200,000 over one or two years.

This subtask is the responsibility of the City of Lubbock in cooperation with the LMPO.

D. FUNDING SUMMARY

| Subtask | Responsible Agency | TPF ¹ | FTA Sect. 5307 | GTPF ² | Local | Total |
|--------------|--|------------------|----------------|-------------------|-------|------------------|
| 5.1 | City of Lubbock Traffic Engineering Department LMPO | \$ 7,000 | | | | \$ 7,000 |
| 5.2 | City of Lubbock Traffic Counter Installation | 36,000 | | | | 36,000 |
| 5.3 | City of Lubbock Digital Orthophotography, Contours, & GIS Feature Collection | 141,308 | | | | 141,308 |
| TOTAL | | \$184,308 | | | | \$184,308 |

¹TPF – This includes both FHWA PL – 112 and FTA Section 5303 Funds

² GTPF – General Transportation Planning Funds

BUDGET SUMMARY

Table 1 - LMPO Unified Planning Work Program FY 2009

| UPWP Task | FTA Task | Description | TPF Funds | FTA Sect. 5307 | GTPF | Local Funds | TxDOT State ¹ Funds | Total Funds |
|--------------|----------------------|----------------------------------|------------------|------------------|------------|-----------------|--------------------------------|------------------|
| 1.0 | 41.11.00 | Administration - Management | \$153,231 | 0 | 0 | 0 | | \$153,231 |
| 2.0 | 41.12.00 | Data Development and Maintenance | 118,752 | 0 | 0 | 0 | 0 | 118,752 |
| 3.0 | 41.14.00 41.13.02 | Short Range Planning | 94,153 | 173,407 | 0 | 43,352 | 0 | 310,912 |
| 4.0 | 41.13.01 | Transportation Plans | 46,617 | 0 | 0 | 0 | 0 | 46,617 |
| 5.0 | 41.17.00 | Special Projects | 184,308 | 0 | 0 | 0 | 0 | 184,308 |
| TOTAL | | | \$597,061 | \$173,407 | \$0 | \$43,352 | \$0 | \$813,820 |

08/09 ALLOCATION FHWA PL112)² \$365,376
 08/09 ALLOCATION FTA (5303)² 93,761
TOTAL TPF 08/09 459,137

UNPROG. & UNEXPEND FY 2009 1,500
 UNEXPENDED FY 2009 CARRYOV 105,900
 TASK 5.2 CARRYOVER 36,000

TOTAL FUNDS AVAILABLE TO PROGRAM 09/10
PROPOSED EXPENDITURES 09/10 UPWP
UNPROGRAMMED FUND
BALANCE 09/10

\$602,537
597,061

\$5,476

¹TxDOT will apply transportation development credits sufficient to provide the match for FHWA PL-112 and FTA Section 5303 programs. As the credits reflect neither case nor man-hours, they are not reflected in the funding tables.

²FY08/09 allocation of FHWA (PL112) and FTA (5303) Planning Funds. (Estimate only at this time.)

APPENDIX A
COMMITTEE MEMBERSHIP

Lubbock Metropolitan Planning Organization

Transportation Policy Committee

| Voting Members | | |
|-----------------------------|-----------------------------|-------------------|
| John Leonard - Chairman | City Council | City of Lubbock |
| Patti Jones - Vice-Chairman | County Commissioner | Lubbock County |
| Tom Head | County Judge | Lubbock County |
| Tom Martin | Mayor | City of Lubbock |
| L.C. Childers | Mayor | City of Wolfforth |
| Jim Gilbreath | City Council | City of Lubbock |
| Lee Ann Dumbauld | City Manager | City of Lubbock |
| Doug Eichorst, P.E. | District Engineer | TxDOT |
| John Wilson | General Manager | Citibus |
| Non-Voting Members | | |
| Kirk Fauver | Statewide Planning Engineer | FHWA |
| Lynn Hayes | Community Planner | FTA |
| Diane Lann | Transportation Planner | TxDOT TP&P |
| Randy Ammons | Regional Director | TCEQ |
| Honorable Randy Neugebauer | Member of U.S. Congress | |
| Honorable Robert L. Duncan | Texas State Senator | |
| Honorable Carl Isett | Texas State Representative | |
| Honorable Delwin Jones | Texas State Representative | |

Transportation Advisory Committee

| Voting Members | | |
|----------------------------|---|------------------------------------|
| Bill McCay, Chairman | County Commissioner | Lubbock County |
| Marsha Reed, Vice Chairman | Director of Public Works | City of Lubbock |
| Mark Heinrich | County Commissioner | Lubbock County |
| Frankie Pittman | City Manager | City of Wolfforth |
| Steve Warren, P.E. | Director, Transportation Planning and Development | Texas Department of Transportation |
| Larry Hertel, P.E. | City Engineer | City of Lubbock |
| Randy Henson | City Planning Director | City of Lubbock |
| Melinda Harvey, AICP | Director of Planning | Citibus |
| Nick Olenik | Director, Public Works | Lubbock County |
| Sharmon Owens | Interim Traffic Engineer | City of Lubbock |
| Mike Ellicott | Facilities Management | Texas Tech University |
| Thomas Esparza | Assistant Police Chief | City of Lubbock |
| Steve Shatley | Lieutenant | Texas Department of Public Safety |
| Marsha Reed, P.E. | Director, Public Works | City of Lubbock |
| Non-Voting Members | | |
| Kirk Fauver | Statewide Planning Engineer | FHWA |
| Randy Ammons | Regional Director | TCEQ |
| Diane Lann | Transportation Planner | TxDOT |
| Elena Quintanilla | Director of Regional Services | SPAG |
| James Loomis | Assistant City Manager/Director of Aviation | City of Lubbock |
| Warren Warner | Director of Foreign Trade Zone 260 | LEDA |

Lubbock Metropolitan Planning Organization Staff

FY 2010 Unified Planning Work Program

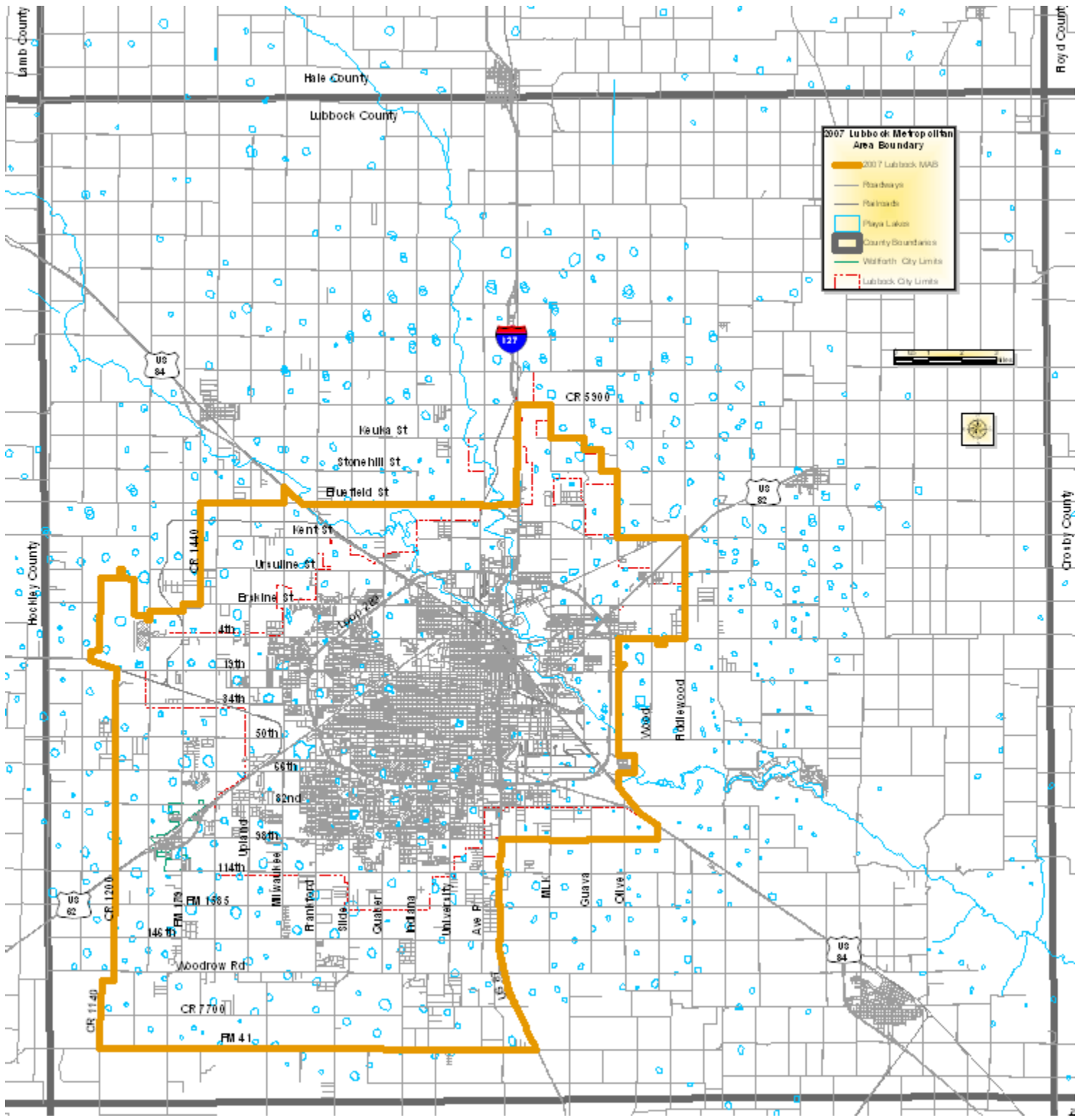
Adopted: June 16, 2009

| MPO Staff | | |
|----------------------------|------------------------------------|--|
| H. David Jones | Transportation Planning Director | |
| Darrell Westmoreland, AICP | Transportation Planner | |
| Tera Davis | Transportation Planning Technician | |
| | | |

APPENDIX B

METROPOLITAN BOUNDARY MAP

(APPROVED BY THE GOVERNOR OF THE STATE OF TEXAS)

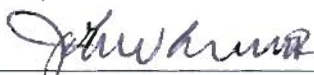


APPENDIX C
DEBARMENT CERTIFICATION

**DEBARMENT CERTIFICATION
(Negotiated Contracts)**

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

*federal, state or local



John Leonard, III
Chairperson, Transportation Policy Committee

7-14-09

Date

APPENDIX D
LOBBYING CERTIFICATION

**CERTIFICATION FOR CONTRACTS, GRANTS,
LOANS AND COOPERATIVE AGREEMENTS**

The undersigned certifies to the best of his or her knowledge and belief, that:

(1) No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclosure accordingly.

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



John Leonard, III
Chairperson, Transportation Policy Committee
Lubbock Metropolitan Planning Organization

7/14/09

Date

APPENDIX E
CERTIFICATION OF COMPLIANCE

Certification of Compliance

I, John Leonard, III, Chairperson, a duly authorized officer/representative of Lubbock Metropolitan Planning Organization, do hereby certify that the contract and procurement procedures that are in effect and used by the forenamed MPO are in compliance with 49 CFR 18, "Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments," as it may be revised or superseded.

7-14-09
Date


John Leonard, III, Chairperson
Transportation Policy Committee

Attest:


H. David Jones
Transportation Planning Director

APPENDIX F
ANNUAL
SELF-CERTIFICATION

MPO SELF-CERTIFICATION FOR MPOS IN ATTAINMENT AREAS

In accordance with 23 CFR Part 450.334 and 450.220 of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users, the Texas Department of Transportation, and the Lubbock Metropolitan Planning Organization for the Lubbock urbanized area(s) hereby certify that the transportation planning process is addressing the major issues in the metropolitan planning area and is being conducted in accordance with all applicable requirements of:


- (1) 23 U.S.C. 134, 49 U.S.C. 5303, and this subpart;
- (2) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- (3) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- (4) Section 1101(b) of the SAFETEA-LU (Pub. L. 109-59) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
- (5) 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- (6) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38;
- (7) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- (8) Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- (9) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.



Texas Department of Transportation
Lubbock District Engineer

7.14.09

Date



Lubbock Metropolitan Planning Organization
Policy Board Chairperson

7-14-09

Date

The MPO maintains the continuing, coordinated, and cooperative planning process with the Texas Department of Transportation, Federal Highway Administration, Federal Transit Administration, Citibus, the City of Lubbock, Lubbock County, elderly and disabled transportation providers, bicycle clubs, and transit users. The MPO also complies with the eight planning factors listed in SAFETEA-LU in the UPWP, TIP, and Metropolitan Transportation Plan.

Additionally, the MPO complies with the public involvement requirement of SAFETEA-LU.

Title VI of the Civil Rights Act of 1964 and Environmental Justice

Lubbock has an active group of neighborhood associations, which represent neighborhoods across the entire city. The database maintained by the MPO contains representatives of each of these groups, as well as representatives of other neighborhood and community organizations.

Citibus routes serve the entire City of Lubbock; recently added routes provide new service to employers who hire large numbers of entry-level positions; significant portions of the new routes are funded with Jobs Access Reverse Commute monies. During the past two years, Citibus planning staff has undertaken a significant public involvement process, hosting a series of meetings with neighborhood groups to determine specific ways that the bus system may more adequately address transit needs.

Disadvantaged Business Enterprises

The City of Lubbock maintains a database, available to interested parties, of historically underutilized businesses through a link with the Texas Department of Transportation. Any RFPs issued by the MPO will abide by 49 CFR, part 26, regarding the involvement of disadvantaged business enterprises in USDOT funded projects.

Americans with Disabilities Act of 1990

All meetings, programs, and projects comply with the provisions of the ADA Act. Each meeting hosted by the MPO is in an accessible facility; all meeting announcements, press releases, and agendas include instructions for persons who may require special assistance in getting to and from the meeting.

All of Citibus' vehicles are handicapped accessible, including fixed routes in the city and on the Texas Tech campus and the paratransit service, CitiAccess. In addition, CitiAccess has produced its rider information package in Braille and route and schedule information is available for the hearing-impaired.

Restriction on Influencing Certain Federal Activities

No MPO funds are used to influence or lobby federal employees or elected officials with regard to the award of federal contract, grants, loans, or cooperative agreements.

Clean Air Act – Air Pollution Prevention and Control

In 1991, a portion of the Lubbock MPO area inside Loop 289 was designated as non-attainment for particulate matter (PM-10) in 1991 after exceeding National Ambient Air Quality Standards (NAAQS) on three separate occasions. After further review by the Environmental Protection Agency (EPA), the PM-10 rating was changed from non-attainment to unclassified pending further study.

The regional office of the Texas Commission on Environmental Quality (TCEQ) monitors the air in Lubbock for particulate matter and carbon monoxide. If any of the MPO area is classified as non-attainment in the future, this Plan

will be revised to include projects that will reduce vehicle emissions. Procedures for, and the conduction of, a conformity analysis will also be completed to determine if the projects in the Plan will succeed in reducing vehicle emissions.

APPENDIX G

LMPO

PARTICIPATION PLAN

TABLE OF CONTENTS

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“PARTICIPATION PLAN” POLICY STATEMENT

It is a Lubbock Metropolitan Planning Organization (MPO) policy to support and encourage early and continuous public participation and input to the planning process and to adhere to the principles of Environmental Justice and Title VI of the Civil Rights Act as part of the metropolitan “3-C” planning process relating to transportation systems and facilities. The MPO’s Participation Plan is designed to ensure early and continuous opportunities for the public to express its views on transportation issues and to become active participants in the regional planning and transportation “3-C” metropolitan decision making process.

A 1994 Presidential Executive Order directed every Federal agency to make Environmental Justice part of its mission by identifying and addressing the effects of all programs, policies, and activities on "minority populations and low-income populations." The MPO’s Environmental Justice initiatives will strive to accomplish this by involving the potentially affected public through a Citizens Outreach Program. This program consists of MPO staff activities designed to develop partnerships with, and enhance the participation in the transportation planning process, by groups and individuals of “traditionally underserved” communities.

These communities include minorities, transit dependent citizens, low income, the elderly, and persons with disabilities. Staff activities include, but are not limited to; MPO staff participation in groups and coalitions serving within these communities, targeted communications with local media outlets, conducting meetings at times and locations that are accessible to transit dependant or non-driving individuals when possible, and publication of MPO documents in non-technical, web-based or other easily accessible formats as necessary and appropriate for purposes of obtaining input and comment into the long-range transportation planning process and for Transportation Improvement Program updates. In carrying out the participation plan, the MPO shall to the maximum extent practical – (i) hold any public meetings at convenient and accessible locations and times; (ii) employ visualization techniques to describe long-range transportation plans; and (iii) make public information available in electronically accessible format and means, such as the MPO website, as appropriate to afford reasonable opportunities for consideration of public comment and opinion. The goal of the MPO’s Outreach Program is to ensure that all citizens regardless of race, color, religion, income status,

national origin, age, gender, disability, marital status, or political affiliation, have an equal opportunity to participate in the MPO's decision-making process.

I. BACKGROUND

With the Federal Aid Highway Act of 1962, Congress passed legislation making urban transportation planning a condition for receipt of federal highway funds in urban areas. This legislation encouraged "a **Continuing, Comprehensive** transportation planning process carried on **Cooperatively** by the states and local communities;" thus, the "3-C" planning process evolved.

An array of subsequent highway bills further increased the need for the transportation planning process. These bills were:

Federal Aid Highway Act of 1970

FHWA/UMTA Joint Regulations (1975)

Federal Aid Highway Act of 1982

Revised FHWA/UMTA Joint Regulations (1983)

Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA)

Transportation Equity Act for the 21st Century of 1998 (TEA-21)

The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA - LU

The City of Lubbock serves as the fiscal agent for the MPO, as per the redesignation agreement executed by and between the TPC of the LMPO and the Governor's Office in November 1993. A second agreement between the LMPO and the State of Texas was executed on March 14, 1994. The agreement between the State and the LMPO was renewed in 1998.

The Transportation Policy Committee structure is outlined in the 1973 Designation Agreement and its roles reiterated in the 1988 Designation Agreement, Under I. Organization, Section C., which declares, "Use the Committee structure established pursuant to Section 134 of Chapter 1 of Title 23 U.S.C. as the group responsible for giving the Metropolitan Planning Organization overall transportation policy guidance." The principal responsibilities of the MPO include the development of a 25-year Long-Range Transportation Plan for the Lubbock Metropolitan Planning area that is unconstrained financially and a Long-Range Transportation Plan for the urbanized area that is fiscally constrained within the projected federal funds available. Planning activities also include a Congestion Management Process System, a four-year Transportation Improvement Program, and related planning studies and projects deemed necessary to address transportation issues in the area. Local transportation needs are re-evaluated annually. Based on this evaluation, project priorities are established and made part of the MPO's Transportation Improvement Program. This information is forwarded to the Texas Department of Transportation for inclusion into its State-TIP. TxDOT then programs these projects, in priority order, giving consideration to production schedules and funding constraints. By Federal and State law, all regionally significant multi-modal transportation improvement projects (regardless of funding source) must be included in and be consistent (to the maximum extent feasible) with the MPO's Transportation Improvement Program and Long-Range Transportation Plan in order to be eligible for Federal-aid and State funding. Therefore, the MPO's Transportation Improvement Program is the primary plan that guides all state and federally funded transportation improvements in the urbanized area.

II. SAFETEA-LU PARTICIPATION PLAN (PP) LEGAL REQUIREMENTS

The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) was enacted August 10, 2005, as Public Law 109-59 and authorizes the Federal surface transportation programs for highways, highway safety, and transit for the 5-year period 2005-2009. The

SAFETEA-LU Act requires the Metropolitan Planning Organizations (MPO) to provide for consideration of projects and strategies that will serve to advance eight (8) transportation planning factors identified under SAFETEA-LU as follows[per Section 6001(h)]:

- A. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency
- B. Increase the safety of the transportation system for motorized and non-motorized users
- C. Increase the security of the transportation system for motorized and non-motorized users
- D. Increase the accessibility and mobility of people and for freight
- E. Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns
- F. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight
- G. Promote efficient system management and operation; and
- H. Emphasize the preservation of the existing transportation system.

Under SAFETEA-LU, the MPO is encouraged to consult with other planning officials responsible for other types of planning activities that are affected by transportation in the area (including State and local planned growth, economic development, environmental protection, airport operations, and freight movements) via Section 6001(g)(3). In addition, the MPO's metropolitan planning process will serve to promote consistency between transportation improvements and State and local planned growth and economic development patterns as part of the Long-Range Transportation Plan update.

As part of the development of a Long-range Transportation Plan update, SAFETEA-LU requires that types of mitigation shall be discussed within the 20-year planning document along with potential sites to carry out the activities, including activities that may have the greatest potential to restore and maintain the environmental functions affected by the plan. The discussion of potential environmental mitigation shall be developed by the MPO in consultation with Federal, State, and tribal wildlife, land management, and regulatory agencies per Section 6001(i)(2)(B)(ii) of SAFETEA-LU.

The MPO shall consult, as appropriate, with State and local agencies responsible for land use management, natural resources, environmental protection, conservation and historic preservation concerning the development of a long-range transportation plan and TIP under Section 6001(i)(4)(A) of SAFETEA-LU. The consultation shall involve as appropriate- (i) comparison of the long-range transportation plans with State conservation plans or maps, if available; or (ii) comparison of long-range transportation plans to inventories of natural or historic resources, if available per Section 6001(i)(4)(B) of SAFETEA-LU.

The MPO shall provide citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested

parties with a reasonable opportunity to comment on the Long-Range transportation plan and TIP and major revisions. [6001(i)(5)(A)]

This MPO's Participation Plan shall be developed in consultation with all interested parties; and shall provide that all interested parties have reasonable opportunities to comment on the contents of the Long-Range transportation plan and TIP updates and major revisions. [6001(i)(5)(B)]

The Participation Plan is a living document and will be continually reviewed for possible revisions. Revisions to previous plans are summarized in Appendix A.

III. PARTICIPATION PROCESS

A. General Guidelines

This Participation Plan is intended to provide direction for public involvement activities to be conducted by the MPO and contains the policies, goals, objectives, and techniques used by the MPO for public involvement. In its public participation process, the MPO will:

1. Provide timely information about transportation issues and processes to citizens, affected public agencies, representatives of transportation agencies, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs and projects (including but not limited to local jurisdiction concerns).
2. Provide reasonable public access to technical and policy information used in the development of the long-range Transportation Plans, the Transportation Improvement Program, and other appropriate transportation plans and projects, and conduct open public meetings where matters related to transportation programs are being considered.
3. Give adequate public notice of public participation activities and allow time for public review and comment at key decision points, including, but not limited to, approval of the Long-Range Transportation Plans, the Transportation Improvement Program, and other appropriate transportation plans and projects. If the final draft of any transportation plan differs significantly from the one available for public comment by the MPO and raises new material issues, which interested parties could not reasonably have foreseen, an additional opportunity for public comment on the revised plan shall be made available.
4. Respond in writing, when applicable, to public input. When significant written and oral comments are received on the draft transportation plan (including the financial plan for the TIP and Long-Range Transportation Plan developed in cooperation with the Regional Transportation Transit Authority) as a result of the public participation process or the interagency consultation process required under SAFETEA-LU, report on the disposition of comments shall be made part of the final plan.
5. Solicit the needs of those under-served by existing transportation systems, including but not limited to the transportation disadvantaged, minorities, elderly, persons with disabilities, and low-income households. SAFETEA-LU requires that the MPO shall provide reasonable opportunities for affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the transportation planning process via Section

6001(i)(5)(A).

6. Provide a public comment period of 45 calendar days prior to the adoption of the Participation Plan and/or any amendments. Notice of the comment period will be advertised in a newspaper of general circulation and various other publications prior to the commencement of the 45-day comment period. Notice will also be mailed to the entire MPO mailing list prior to the start of the 45-day comment period.
7. Provide a public comment period of not less than 30 calendar days prior to adoption of the Long-Range Transportation Plan, the Transportation Improvement Program, and Transit Development Plans.
8. Provide a public comment period of not less than 10 days for any formal amendments or updates, to the Long-Range Transportation Plan, the Transportation Improvement Plan and Transit Development Plans and other appropriate transportation plans and projects. For purposes of defining formal amendments the definition will be any changes to the project scope, project costs exceeding fifty percent (50%) and resulting in an increase of \$1.5 million of the original estimated federal costs, project physical limits or project termini.
9. Coordinate the Public Participation Process with statewide Public Participation Processes wherever possible to enhance public consideration of the issues, plans and programs, and reduces redundancies and costs.

B. Participation Goals, Objectives, and Policies

Goal: To provide the public with thorough information on transportation planning services and project development in a convenient and timely manner.

OBJECTIVE 1

The MPO shall actively engage the public in the transportation planning process according to the policies contained in this Participation Plan and State and Federal Law.

Policy 1.1: The MPO shall maintain an up-to-date database of contacts including at a minimum the following persons to provide that all interested parties have reasonable opportunities to comment on the transportation planning process and products:

- A. Elected Officials
- B. Local Government Staff
- C. Transportation Agencies (Port, Airports, Transit, etc.)
- D. Local Media (TV, Radio, Print, etc.)
- E. Homeowners Associations
- F. Civic Groups
- G. Special Interest Groups (Other Interested Parties)
- H. Libraries (For Public Display)
- I. Consultation with Federal, State and local agencies responsible for land use management, natural resources, environmental protection, conservation and historic preservation, and other environmental issues.
- J. Consultation with parties that would have an interest in the planning and development of the

- transportation network including affected public agencies in the metropolitan planning area
- K. Native American Tribal Council
- L. Private Freight Shippers
- M. Representatives of Public Transportation Employees
- N. Providers of Freight Transportation Services
- O. Private Providers of Transportation
- P. Representatives of Users of Public Transportation
- Q. Representatives of Users of Pedestrian Walkways
- R. Representatives of Users of Bicycle Transportation Facilities
- S. Representatives of the Disabled

Policy 1.2: The MPO shall, when feasible, electronically mail meeting announcements to the MPO contact list or to targeted groups for upcoming activities.

Policy 1.3: The MPO shall employ visualization techniques to depict transportation plans. Examples of visualization techniques include: charts, graphs, photo interpretation, maps, use of GIS systems, artist renderings, physical models, and / or computer simulation.

OBJECTIVE 2

The MPO shall keep the public informed of on-going transportation related activities on a continuous basis.

Policy 2.1: The MPO shall make all publications and work products available electronically to the public via the MPO's web home page (via Internet) and at the MPO office and employ visualization techniques to describe transportation actions as part of the Long-Range Plan.

Policy 2.2: MPO staff shall be available to provide general and project-specific information at a central location during normal business hours and after hours at the request of community interest groups with reasonable notice.

Policy 2.3: The MPO shall produce a regional newsletter for distribution to the MPO contact list.

Policy 2.3.1: The newsletter shall be produced a minimum of four times in a year and will be sent out electronically or in print to all interested parties upon request.

Policy 2.3.2: The newsletter should include, at a minimum, updates on current or recently completed projects, design projects, announcements of upcoming meetings, and contact information.

Policy 2.4: The MPO shall maintain an internet web site.

Policy 2.4.1: The web site shall be updated and maintained to provide the most current and accurate transportation planning information available.

Policy 2.4.2: The web site shall, at a minimum, contain the following information:

- A. Contact information (mailing address, phone, fax, and e-mail)
- B. Current MPO committee membership
- C. Meeting calendars and agendas
- D. Work products and publications (Transportation Improvement Program, Long-Range Transportation Plans, Unified Planning Work Program, etc.)

- E. Comment/Question Form
- F. Links to related agencies
- G. Current By-Laws and Operating Procedures (including the Participation Plan and updates)

OBJECTIVE 3

The MPO shall encourage the involvement of all area citizens in the transportation planning process.

Policy 3.1: Target audiences shall be identified for each planning study conducted by the MPO, including residents, business and property owners and those traditionally underserved and underrepresented populations, including but not limited to, low income and minority households, within the study area.

Policy 3.2: The MPO shall, whenever feasible, hold public meetings or forums at a site convenient to potentially affected citizens.

Policy 3.3: The MPO may, if feasible, hold meetings of the Transportation Policy Committee at night and in locations throughout the Metropolitan Planning Area.

OBJECTIVE 4

The MPO shall strive to continuously improve public participation.

Policy 4.1: The MPO shall continuously evaluate public involvement techniques.

Policy 4.2: This Participation Plan shall be reviewed and adopted, with revisions if necessary, at least every three (3) years in order to improve the effectiveness of public involvement.

OBJECTIVE 5

The MPO shall participate in public participation activities for individual transportation improvement projects from the planning phase through construction.

Policy 5.1: The MPO shall actively assist the Texas Department of Transportation, local government and transportation agencies in the development and implementation of public involvement techniques for planning and other studies, including Arterial Investment Studies, Major Corridor/Feasibility Studies, and Project Development and Environmental Studies or other documents to support planning.

Policy 5.2: The MPO shall cooperate with the Texas Department of Transportation and member cities to implement the MPO Community Assessment Study.

C. Participation Techniques

Public participation is an ongoing activity of the MPO. Public participation is also an integral part of one-time activities such as corridor studies and regularly repeated activities such as the annual Transportation Improvement Program process and Long-Range Transportation Plan updates.

This section contains descriptions of public participation tools currently being used by the MPO:

MPO Web Site

Description: The site was established to provide basic information about the MPO process, members, meeting times and contact information. The site has been expanded recently to include information about specific projects undertaken by the MPO. Work products, such as the Draft, and Adopted, Participation Plan, Unified Planning Work Program, Transportation Improvement Program and Long-Range Transportation Plan are available from the site. Also, citizens are able to submit comments and sign up to be added to the various distribution lists maintained by the MPO. The site provides many links to other transportation related sites at the local and national level.

The website address is www.lubbockmpo.org. The web site is maintained and updated by the MPO Web Site Coordinator and regularly reviewed.

Activities: The web site is used to list current and topical information on regular and special meetings, planning studies, publications, related public events, and work products.

MPO Master Database

Description: MPO staff maintains a master database of business, federal, state and local agencies and interested public. The database includes committee membership, mailing information, phone numbers, fax numbers, e-mail addresses and web sites. The database is used for maintaining up-to-date committee membership lists, special interest groups and homeowner association contacts, and is the foundation of the newsletter mailing list. The database will be used to establish and maintain a list of e-mail contacts for electronic meeting notification and announcements.

Activities: The database is used to enhance public involvement activities.

Legal Advertisements

Description: Texas Government Code, Chapter 551 requires posting a notice of any public meeting where a decision could be made by the Transportation Policy Meeting or when a quorum of the Transportation Policy Committee may be in attendance at another function or meeting. The MPO regularly posts notice of the MPO Transportation Policy Committee meetings.

Activities: Regular and other meetings seeking public input are posted.

Quarterly Newsletter

Description: MPO staff produces a quarterly newsletter that is distributed to citizens, municipalities, media and other agencies. Citizens are added to the distribution list by their own request.

Activities: The newsletter is used to promote regular and special meetings, planning studies, publications, work products and committee member interviews.

Display Ads

Description: Publication of ads that are used to promote meetings that are not regularly scheduled, such as corridor study workshops. They are published in selected newspapers in order to reach a larger audience than those that typically read legal notices.

Activities: Public awareness of project specific meetings, workshops, or open houses.

Other Media

Description: Opportunities are sought for articles in other newsletters produced by municipalities, homeowners' associations, church groups, civic groups, or others that may have an interest in the MPO. Opportunities are also sought to present to civic and social agencies, participate on radio talk shows, and provide television news highlights and to utilize public service notices to create community awareness of planning activities.

Activities: Increased opportunities to make public aware of corridor studies, small-area studies, other planning studies or major activities.

Direct Mailings

Description: Used to announce upcoming meetings or activities or to provide information to a targeted area or group of people. Direct mailings are usually post cards, but can be letters or flyers. An area may be targeted for a direct mailing because of potential impacts from a project. Groups may be targeted that may have an interest in a specific issue, for example avid cyclists and pedestrians may be targeted for pathways and trail projects.

Activities: Project-specific meetings, workshops, open houses, corridor studies, small-area studies, other planning studies, or major activities.

Press Releases

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

Activities: Corridor or other planning studies, workshops, open houses, public hearings, and other MPO activities.

Project Workshops/Open-Houses

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

Activities: Long-range planning studies, prioritization of projects, and other major MPO activities.

E-mail Announcements/Internet Message Boards

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

Activities: Corridor studies, small-area studies, other planning studies, regular meetings, public hearings, workshops, open houses, and other major MPO activities.

MPO Logo

Description: A logo representing the MPO is used to identify products and publications of the MPO. A

logo helps the public become familiar with the different activities of the MPO by providing a means of recognizing MPO products.



Activities: A logo is used on all MPO publications; including those developed by consultants working on MPO sponsored projects to create a community awareness of the MPO deliverables.

Public Hearings

Description: These are public meetings used to solicit public comment on a project or issue being considered for adoption by the MPO. Hearings provide a formal setting for citizens to provide comments to the MPO or another decision-making body. They are recorded and transcribed for the record.

Activities: Long-Range Transportation Plans, Transportation Improvement Program, corridor studies, Project Development & Environmental studies, and other planning studies as needed for other MPO activities.

Public Forums

Description: These are public meetings held in a less formal setting than Public Hearings to solicit public comment on a project or issue being considered for adoption by the MPO. Forums provide an informal setting for citizens to provide comments to the MPO or another decision-making body. They are not recorded or transcribed for the record but comment forms are available.

Activities: Long-Range Transportation Plans, Transportation Improvement Program, corridor studies, Project Development & Environmental studies, and other planning studies as needed for other MPO activities.

Comment Forms

Description: Comment forms are often used to solicit public comment on specific issues being presented at a workshop or other public meeting. Comment forms can be very general in nature, or can ask for very specific feedback. For example, a comment form may ask for comments on specific

alignment alternatives being considered during a corridor study, or may ask for a person's general feelings about any aspect of transportation. Comment forms can also be included in publications and on web sites to solicit input regarding the subject of the publication and/or the format of the publication or web site.

Activities: Public workshops, open houses, hearings and other meetings, general MPO activities.

Surveys

Description: Surveys are used when very specific input from the public is desired. A survey can be used

in place of comment cards to ask very specific questions such as whether a person supports a specific alignment in a corridor study. Surveys are also used to gather technical data during corridor and planning studies. For example, participants may be asked about their daily travel patterns.

Activities: Conduct on-line surveys on issues and needs to provide input into the plans, as needed.

Posters and Flyers

Description: Posters and flyers are used to announce meetings and events and are distributed to public places such as City Halls, libraries and community centers for display. The announcement may contain a brief description of the purpose of a meeting, the time(s) and location(s), and contact information. Posters and flyers may be used to reach a large audience that cannot be reached using direct mailings and/or newsletters.

Activities: Corridor studies, small-area studies, other planning studies, regular and special MPO activities.

Grouping of Projects

Description: MPOs make use of statewide project groupings in their TIP. TxDOT in cooperation with the Federal Highway Administration developed statewide programs identified by a statewide project number that provides a more efficient method of programming and contracting for projects that minimizes the necessity for TIP revisions.

Activities: The MPO recognizes the use of these grouping categories and will use them as appropriate. Individual projects eligible for statewide project groupings may be included in the MPO / TIP for informational purposes only. The information only project lists will be clearly annotated as such and may be included as an appendix.

D. Summary Participation Policy Table

| Program Adoption | Public Meetings or Forums | Comment Period | Remarks |
|--|--|----------------|--|
| Metropolitan Transportation Plan (MTP) | Two meetings or forums prior to TPC approval | 30 Days | A summary of all oral or written comments will be provided to the TPC and available for public review. |
| Transportation Improvement Plan (TIP) | Two meetings or forums prior to TPC approval | 30 Days | |
| Participation Plan (PP) | N/A | 45 Days | Will be held for updates of the PPP as needed |
| | Program | Amendments | |
| Metropolitan Transportation Plan (MTP) | One meeting or forum prior to TPC approval | 10 Days | |

| | | | |
|---------------------------------------|---|----------|--|
| Transportation Improvement Plan (TIP) | One optional meeting to TPC approval | 10 Days | |
| Participation Plan (PP) | N/A | 45 Days | |
| | Open | Meetings | |
| Transportation Policy Committee (TPC) | Regular meetings are held the Second Tuesday of every month | | Dates, times and locations may be changed as needed. |

IV. COMMONLY USED TRANSPORTATION TERMS AND ACRONYMS

ADA - Americans with Disabilities Act of 1990: Federal law that requires public facilities (including transportation services) to be accessible to persons with disabilities including those with mental disabilities, temporary disabilities, and the conditions related to substance abuse.

ADT - Average Daily Traffic: The number of vehicles passing a fixed point in a day, averaged over a number of days. The number of count days included in the average varies with the intended use of data.

AMPO - Association of Metropolitan Planning Organizations: A national nonprofit membership organization serving the interests of metropolitan planning organizations nationwide.

AVO - Average Vehicle Occupancy: The ratio of person trips to vehicle trips; often used as a criteria in judging the success of trip reduction programs.

AVR - Average Vehicle Ridership: The number of employees scheduled to start work during specified hours divided by the number of vehicles arriving at the site during those same hours.

CAAA - Clean Air Act Amendments: 1990 amendments to the federal Clean Air Act which classify non-attainment areas and provide for rules dealing with air pollution in such areas; specifically brought transportation decisions into the context of air quality control.

CIA - Community Impact Assessment: Community impact assessment is “a process to evaluate the effects of a transportation action on a community and its quality of life.” It is a way to incorporate community considerations into the planning and development of major transportation projects. From a policy perspective, it is a process for assessing the social and economic impacts of transportation projects as required by the National Environmental Policy Act (NEPA). The assessment may address a variety of important community issues such as land development, aesthetics, mobility, neighborhood cohesion, safety, relocation, and economic impacts.

CMAQ - Congestion Mitigation and Air Quality Improvement Program: A categorical funding program created under ISTEA, which directs funding to projects that contribute to meeting national air quality standards in non-attainment areas for ozone and carbon monoxide.

CMP - Congestion Management Process: A systematic process required under SAFETEA-LU for all TMAs that shall address congestion management through the metropolitan planning process that provides for effective management and operation, based on a cooperatively developed and implemented metropolitan-wide strategy of new and existing transportation facilities eligible for funding under title 23 and chapter 53 of title 49 through the use of travel demand reduction and operational management strategies. The CMP is required under 23 CFR 500.109 and shall include methods to monitor and evaluate the performance of the multi-modal transportation system, identify causes of congestion, identify and evaluate alternative actions, provide information supporting the implementation of actions, and evaluate the efficiency and effectiveness of implementation actions. The CMP is periodically reviewed for efficiency and effectiveness of the implemented strategies, the results of this evaluation shall be provided to decision-makers to provide guidance on selection of effective strategies for future implementation purposes.

DOT - Department of Transportation: Agency responsible for transportation at the local, state, or federal level. For title 23 U.S.C. federal-aid highway actions, this would mean the Federal Highway Administration and for federal-aid transit actions under title 49 U.S.C, this would mean the Federal

Transit Administration.

EIS - Environmental Impact Statement: A National Environmental Policy Act (NEPA) document that explains the purpose and need for a project, presents project alternatives, analyzes the likely impact of each, explains the choice of a preferred alternative, and finally details measures to be taken in order to mitigate the impacts of the preferred alternative.

Environmental Justice: Describes the impact of transportation plans or projects, either positive or negative, on a particular community or population. Derived from Title VI of the Civil Rights Act of 1964. Environmental Justice strives to ensure public involvement of low income and minority groups in decision making, to prevent disproportionately high and adverse impacts on low income and minority groups, and to assure that these groups receive equal benefits from transportation improvements.

FHPP - Federal High Priority Projects: Discretionary projects earmarked by the U.S. Congress as high priorities at the federal level during the Congressional appropriations and re-authorization process. This amounts to roughly 5% of the total transportation budget.

FHWA - Federal Highway Administration: Division of the U.S. Department of Transportation responsible for administering federal highway transportation programs under title 23 U.S.C..

Fiscal Constraint: A requirement, originally of ISTEA, that all plans be financially constrained, balanced expenditures to reasonably expected sources of funding over the period of the TIP or Long-Range Transportation Plan.

FTA - Federal Transit Administration: Federal entity responsible for transit planning and programs under title 49 U.S.C.

Functional Classification: Functional classification is the process by which streets and highways are grouped into classes, or systems, according to the character of service they are intended to provide. Basic to this process is the recognition that individual roads and streets do not serve travel independently in any major way. Rather, most travel involves movement through a network of roads. It becomes necessary then to determine how this travel can be channelized within the network in a logical and efficient manner. Functional classification defines the nature of this channelization process by defining the part that any particular road or street should play in serving the flow of trips through a highway network.

FY - Fiscal Year: A federal fiscal or budget year; runs from October 1 through September 30 for the MPO and the federal government.

HOV - High Occupancy Vehicle: In Texas, vehicles carrying two (2) or more people receive this designation and may travel on freeways, expressways and other large volume roads in lanes designated for high occupancy vehicles.

IMS - Incident Management System: A systematic process required under SAFETEA-LU to provide information on accidents and identify causes and improvements to the Transportation system to increase safety of all users.

ISTEA - Intermodal Surface Transportation Efficiency Act of 1991: Federal law which restructured transportation planning and funding by requiring consideration of multimodal solutions, emphasis on the movement of people and goods as opposed to traditional highway investments, flexibility in the use of transportation funds, a greater role of MPOs, and a greater emphasis on public participation.

ITE - Institute of Transportation Engineers: An international society of professionals in transportation and traffic engineering; publishes Trip Generation (a manual of trip generation rates by land use type).

ITS - Intelligent Transportation System: Use of computer and communications technology to facilitate the flow of information between travelers and system operators to improve mobility and transportation productivity, enhance safety, maximize the use of existing transportation facilities, conserve energy resources and reduce adverse environmental effects; includes concepts such as “freeway management systems,” “automated fare collection” and “transit information kiosks.”

Intergovernmental Agreement: Legal instrument describing tasks to be accomplished and/or funds to be paid between government agencies.

LOS - Level of Service: A qualitative assessment of a road’s operating condition, generally described using a scale of A (little congestion) to E/F (severe congestion).

MG - Minimum Guarantee: A funding category created in TEA-21 that guarantees a 90% return of contributions on formula funds to every state.

MPO Activities: Are plans, programs and projects related to the MPO process.

MPO - Metropolitan Planning Organization: The forum for cooperative transportation decision-making; required for urbanized areas with populations over 50,000.

MTP - Metropolitan Transportation Plan: A 25- year forecast plan required of state planning agencies and MPOs; which must consider a wide range of social, environmental, energy, and economic factors in determining overall regional goals and consider how transportation can best meet these goals.

NHS - National Highway System: Specific major roads to be designated September 30, 1995; the NHS will consist of 155,000 (plus or minus 15%) miles of road and represents one category of roads eligible for federal funds under ISTEA.

Officials: Are people who have governmental decision-making, planning or administrative responsibilities that relate to MPO activities.

PMS - Pavement Management System: A systematic process utilized by state agencies and MPOs to analyze and summarize pavement information for use in selecting and implementing cost-effective pavement construction, rehabilitation, and maintenance programs; required for roads in the National Highway System as a part of ISTEA; the extent to which the remaining public roads are included in the process is left to the discretion of state and local officials; criteria found in 23 CFR 500.021-209.

PTMS - Public Transportation Facilities and Equipment Management System: A systematic process (required under ISTEA) utilized by state agencies and MPOs to collect and analyze information on the condition and cost of transit assets on a continual basis; data is to be used to help people choose cost effective strategies for providing and keeping transit facilities and equipment in good condition; process must be developed in Transportation Management Areas (TMAs); the use of CMS in non-TMAs is left to the discretion of state and local officials.

Public Participation: Is an integral part of a planning or major decision-making process. It provides opportunities for the public to be involved with the MPO in an exchange of data and ideas. Citizen participation offers an open process in which the rights of the community, to be informed to provide

comments to the Government and to receive a response from the Government, are met through a full opportunity to be involved and to express needs and goals.

ROW - Right-of-Way: Real property that is used for transportation purposes; defines the extent of the corridor that can be used for the road and associated drainage.

RTDM - Regional Travel Demand Model: This is a tool for forecasting impacts of urban developments on travel patterns as well as testing various transportation alternative solutions to traffic patterns. The travel patterns are determined from US census results and in simple terms tell where residents live and where they go to work or school on a regional wide basis.

SIB - State Infrastructure Bank: Method of financing large capital projects by taking advantage of borrowing against future state revenues.

Sponsoring Agencies: Are organizations or governmental units, which enter into agreements with the MPO to undertake transportation related activities, which will be part of the MPO planning process.

SAFETEA-LU - Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users - legislation enacted August 10, 2005, as Public Law 109-59. SAFETEA-LU authorizes the Federal surface transportation programs for highways, highway safety, and transit for the 5-year period 2005-2009.

SMP - Statewide Mobility Plan: TxDOT's 10 year plan for adding capacity to the transportation system using the Mobility Category Funds of Federal and State Transportation funding.

SPP - Statewide Preservation Plan: TxDOT's 10 year plan for maintaining the Transportation system using the preservation categories of Federal and State Transportation funding.

STIP - State Transportation Improvement Program: The TxDOT Five Year Work Program as prescribed by federal law.

TAC - Technical Advisory Committee: A standing committee of most metropolitan planning organizations (MPOs); function is to provide advice on plans or actions of the MPO from planners, engineers and other staff members (not general citizens).

TCI - Texas Congestion Index: This is an index to measure the magnitude of congestion in a single performance measure across the state. The index measures the mobility of people and goods in each Texas metropolitan area, with attention to the delay time experienced by drivers.

TMMP - Texas Metropolitan Mobility Plan: This is a state based requirement intended to serve as a framework for identifying unmet transportation needs in the state's larger metropolitan areas. The TMMP is a needs-based plan which quantifies transportation needs beyond the fiscal constraint barrier.

TPC - Transportation Policy Committee: A standing committee created for the purpose of serving as spokespersons for the citizens of the metropolitan area and is the designated MPO to prioritize and direct federal transportation funds to local projects. The TPC is comprised of elected and non elected officials from the cities of Lubbock and Wolfforth and Lubbock County in the urbanized area. The TPC also has representatives from TxDOT and Citibus. The TPC is responsible for creating policies regarding transportation planning issues. The TPC meetings are open to the public and where any member of the public can address the MPO on any transportation issue.

The TPC meets on the second Tuesday of each month at 8:30 A.M. The meetings are held at the Lubbock City Hall, Room 103 City Council Chambers, 13th Street in Lubbock, Texas. Meeting dates, times and locations may be changed as necessary.

Transportation Disadvantaged: People who are unable to transport themselves or to purchase transportation due to disability, income status or age.

Transportation Enhancements: Specific activities which can be funded with Surface Transportation Program (STP) funds; activities include pedestrian/bicycle facilities, acquisition of scenic easements and scenic historic sites, scenic or historic highway programs, scenic beautification, historic preservation, rehabilitation/operation of historic transportation structures, railway corridor preservation, control/removal of outdoor advertising, archeological planning/research and mitigation of highway runoff water pollution.

TEA-21 - Transportation Equity Act for the 21st Century: Federal Legislation authorizing funds for all modes of transportation and guidelines on the use of those funds. Successor to ISTEA, the landmark legislation that clarified the role of the MPOs in the local priority setting process. TEA-21 emphasizes increased public involvement, simplicity, flexibility, fairness, and higher funding levels for transportation.

The Public: Includes citizens, public agencies, advocacy groups and the private sectors that have an interest in or may be affected by MPO activities.

TIP - Transportation Improvement Program: A priority list of transportation projects developed by a metropolitan planning organization that is to be carried out within the four (4) year period following its adoption; must include documentation of federal and state funding sources for each project and be consistent with adopted MPO Long-Range transportation plans and local government comprehensive plans.

TMA - Transportation Management Area: An area designated by the U.S. Department of Transportation given to all urbanized areas with a population over 200,000 (or other area when requested by the Governor and MPO); these areas must comply with special transportation planning requirements regarding congestion management systems, project selection and certification; requirements identified in 23 CFR - 450.300-33.6.

TSM - Transportation Systems Management: Strategies to improve the efficiency of the transportation system through operational improvements such as the use of bus priority or reserved lanes, signalization, access management, turn restrictions, etc.

TTI - Texas Transportation Institute: A legislatively created research center, located at Texas A & M University, whose purpose is to conduct and facilitate research and serve as an information exchange on issues related to urban transportation problems in Texas.

TxDOT - Texas Department of Transportation: State agency responsible for transportation issues in Texas.

UTP - Unified Transportation Plan: This is the state's 10 year Transportation Plan with the first 10 years programmed and the second 15 years of projects under design. This document has two parts. The two parts are: The SMP and SPP respectively.

UPWP - Unified Planning Work Program: Developed by Metropolitan Planning Organization (MPOs);

identifies all transportation and planning activities anticipated within the next one to two years, including a schedule for the completion of the identified tasks and activities.

V/C Ratio - Volume over Capacity Ratio: This is a roadway performance measure to show how a highway volume compares with a highway's capacity.

VMT - Vehicle Miles Traveled: This is an output of the travel demand model and is a measure of traffic flow over a highway segment. While 1000 vehicles traveling over a mile road and 1 vehicle traveling over 1000 miles are mathematically equal only the former 1000 vehicle mile means anything to the transportation planner.

V. PARTICIPATION PLAN EVALUATION

Introduction

The Federal Highway Administration and the Texas Department of Transportation require that the Lubbock Metropolitan Planning Organization (MPO) continuously evaluate the effectiveness of public involvement activities. By continuously evaluating public involvement activities, it is possible to improve or add new public involvement activities to the MPO program and to discontinue activities that are ineffective. The purpose of this guidebook is to provide guidelines for the evaluation of public involvement techniques. The MPO's public involvement activities are contained in the Participation Plan.

The Participation Plan includes descriptions of the roles and responsibilities of the MPO and other agencies in the public involvement process. Also included in the Participation Plan are descriptions of various public involvement techniques that could be used by the MPO.

This plan should be reviewed at least every three years to ensure that appropriate changes are being implemented by the MPO.

Improvement Strategies

The MPO continually strives for improved public involvement. Improvements should be made to increase public awareness and to improve the quantity and quality of information provided to the public. The decisions made by the MPO affect the entire population, both residents and visitors, of the cities of Lubbock and Wolfforth, Lubbock County and surrounding areas. Therefore, seeking public input on those decisions is vital to the success of the MPO as the agency responsible for transportation planning. Each time a public involvement evaluation is performed, a list of improvement strategies needed should be identified for implementation. If improvement is needed for an ongoing public involvement task, such as the MPO web site, a reasonable completion date should be established.

FTA/TxDOT Section 5303 Budget Worksheet for FY 2010

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| FTA/TxDOT Section 5303 Budget Worksheet for FY 2010 |
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MPO: Lubbock Metropolitan Planning Organization

PART A. TECHNICAL ACTIVITIES

Show estimated cost (Federal and state match) by appropriate activity line item.

| | Metropolitan Planning | Amount |
|--------------|--|-------------------------|
| 44.21.00 | Program Support and Administration | \$ <u>37,505</u> |
| 44.22.00 | General Development and Comprehensive Planning | \$ <u>4,688</u> |
| 44.23.01 | Long Range System Level Planning | \$ <u>18,752</u> |
| 44.23.02 | Long Range Project Level Planning | \$ <u>28,128</u> |
| 44.24.00 | Short Range Transportation Planning | \$ <u>3,750</u> |
| 44.25.00 | Transportation Improvement Program | \$ <u>938</u> |
| Other | | |
| 44.27.00 | Other Activities | \$ <u>-0-</u> |
| TOTAL | | \$ <u>93,761</u> |

PART B. FUND ALLOCATIONS

How will the MPO's FTA funds be allocated:

- A) Metropolitan Planning Organization \$ 93,761
- B) Transit Agencies (Pass-through Funds) \$ _____
- C) State/Local Agencies (Pass-through Funds) \$ _____

Please identify individual agency(s)/amount(s) for pass-through funds

_____ \$ _____

_____ \$ _____

TOTAL (Sec 5303 + 20% In-Kind Match) \$ 93,761

Person to contact regarding this worksheet:

Name: H, David Jones

Phone: (806) 775-1671

E-Mail djones@mylubbock.us

TxDOT PTN Contact: Karen Dunlap
Phone: 512-416-2817
FAX: 512-416-2830
E-mail: kdunlap@dot.state.tx.us

FTA BUDGET CODE EXPLANATIONS

Metropolitan Planning

Program Support and Administration (44.21.00) Include basic overhead, program support, and general administrative costs directly chargeable to the FTA project, i.e., direct program support, administration, interagency coordination, citizen participation, public information, local assistance, UPWP development, etc. (If direct program administrative and support costs are included in each work or activity, do not enter them a second time in this category.)

General Development and Comprehensive Planning (44.22.00) Include only the costs of activities *specifically emphasizing* regional policy and system planning for non-transportation functional areas, including the development and maintenance of related data collection and analysis systems, demographic analysis and non-transportation modeling and forecasting activity, i.e., land use, housing, human services, environmental and natural resources, recreation and open space, public facilities and utilities, etc.

Long Range System Level Planning (44.23.01) Include only the costs of activities *specifically emphasizing* long range transportation system planning and analysis, i.e., long range travel forecasting and modeling including appropriate data base development and maintenance for transportation in the entire metropolitan area or state, system analysis, sketch planning, system plan development, reappraisal or revision, and all long range, Transportation System Management (TSM) activities.

Long Range Project Level Planning (44.23.02) Include only the costs of activities *specifically emphasizing* long range project level planning and analysis, i.e., corridor and sub-area studies, cost effectiveness studies, feasibility and location studies, and the preparation of related draft environmental impact studies.

Short Range Transportation Planning (44.24.00) Include only the cost of activities *specifically emphasizing* short range transportation system or project planning and analysis proposed in the next three to five years, i.e., management analyses of internal operations such as, management/administration, maintenance, personnel, and labor relations; service planning including appropriate data base development and maintenance; TDP preparation; financial management planning, including alternative fare box policies; all short range Transportation System Management (TSM) activities including vanpool/ridesharing, high occupancy vehicles, parking management, etc.

Transportation Improvement Program (44.25.00) Include only the costs of activities *specifically emphasizing* TIP development and monitoring.

Other

Other Activities (44.27.00) Include only the cost of those activities whose primary emphasis is unrelated to the specific types of activities described above.