



MPO POLICY COMMITTEE MEETING

www.laredompo.org

Meeting Date & Time: April 20th, 2022 at 1:30 p.m.

Meeting Location: City of Laredo Council Chambers, 1110 Houston St., Laredo, Texas 78040

Meeting Link: <http://laredotx.swagit.com/live>

Laredo TV: Spectrum TV channel 1300

AGENDA:

REC'D CITY SEC OFF
APR 14 '22 PM 12:15

- I. CHAIRPERSON TO CALL MEETING TO ORDER
- II. CHAIRPERSON TO CALL ROLL
- III. CITIZEN COMMENTS

Speakers are required to fill out witness cards, which must be submitted to MPO Staff no later than 1:45 p.m. the day of the meeting. Speakers shall identify themselves at the microphone. Comments are limited to three (3) minutes per speaker. No more than three (3) persons will be allowed to speak on any side of an issue. Should there be more than three (3) people who wish to speak on a specific issue, they should select not more than three (3) representatives to speak on their behalf. The presiding officer may further limit public on the interest of order or time. Speakers may not transfer their minutes to any other speaker. Comments should be relevant to MPO business and delivered in a professional manner. No derogatory remarks shall be permitted.

IV. ITEMS REQUIRING POLICY COMMITTEE ACTION:

- A. Approval of the minutes for the meetings held on March 16th, 2022
- B. Receive public testimony and approve Resolution No. MPO 2022-04, amending the FY 2022 Unified Planning Work Program (UPWP) as follows:
 1. Add subtask 5.6 intended to allow the Laredo Webb County Area Metropolitan Planning Organization's participation in the River Road Corridor Study by programming an additional \$125,000.

MPO POLICY COMMITTEE MEETING AGENDA

- C. Receive public testimony and initiate a 20-day public review and comment period for the proposed draft 2023-2026 Transportation Improvement Program (TIP).
 - D. Discussion with possible action on the proposed amendments to the Planning Agreement between the Texas Department of Transportation, the Laredo Webb County Area Metropolitan Planning Organization, and the City of Laredo (fiscal agent), and any other matters incident thereto.
 - E. Discussion with possible action on a motion to approve the third version of the Laredo Transit Management Inc. (LTMI) Public Transportation Agency Safety Plan (PTASP) and Safety Performance Targets for calendar year 2022 and to incorporate into the Metropolitan Planning Process.
 - F. Discussion with possible action on the Hacher-Reuthinger Road project.
- V. REPORT(S) AND PRESENTATIONS (No action required).
- A. Status report by the Regional Mobility Authority (RMA).
 - B. Update by City of Laredo Engineering staff on the FM 1472/Flecha Ln. Realignment (CSJ 0922-33-076) and Calton Road Grade Separation (CSJ 0922-33-093) projects listed in the 2021-2024 Transportation Improvement Program (TIP).
- VI. DIRECTOR'S COMMENTS
- A. Update on the audit being conducted by TxDOT.
 - B. TxDOT Transportation Planning Conference attendance by MPO staff.
 - C. Schedule of upcoming meetings.
- VII. ADJOURNMENT

NOTICE INFORMATION:

Notice of this meeting was posted at the municipal government offices, 1110 Houston Street, Laredo, Texas, at a place convenient and readily accessible to the public at all times. Said notice was posted 72 hours before the meeting date and time. The agenda and meeting information was also posted online at <http://www.laredompo.org/agendas-minutes/>.

All meetings of the MPO Committee are open to the public. Persons who plan to attend this meeting and who may need auxiliary aid or services such as: interpreters for persons who are deaf or hearing impaired, readers of large print or Braille, or a translator for the Spanish language are requested to contact MPO Staff at 956-794-1613, or via email at aquijano@ci.laredo.tx.us at

MPO POLICY COMMITTEE MEETING AGENDA

least two working days prior to the meeting so that appropriate arrangements can be made. Materials in Spanish may also be provided upon request.

Disability Access Statement: This meeting is wheelchair accessible. The accessible ramps are located at 1110 Victoria and 910 Flores. Accessible parking spaces are located at City Hall, 1110 Victoria.

Ayuda o Servicios Auxiliares: Todas las reuniones del Comité del MPO están abiertas al público. Personas que planean asistir a esta reunión y que pueden necesitar ayuda o servicios auxiliares como: interpretes para personas con discapacidad auditiva, lectores de letra grande o en Braille, o un traductor para el idioma español deben comunicarse con el personal del MPO al 956-794-1613 o por correo electrónico aquijano@ci.laredo.tx.us por lo menos dos días laborales antes de la reunión para que se puedan hacer los arreglos apropiados. Material en español está disponible mediante una petición.

Declaración de Acceso a la Discapacidad: Esta reunión permite el acceso a personas en silla de ruedas. Las rampas de acceso están ubicadas en 1110 Victoria y 900 Flores. Los espacios de estacionamiento para discapacitados se encuentran por la calle Victoria.

Información en español: Si usted desea esta información en español o si desea explicación sobre el contenido, por favor llámenos al teléfono (956) 794-1613 o comunicarse con nosotros mediante correo electrónico a aquijano@ci.laredo.tx.us.

POLICY COMMITTEE MEMBERSHIP:

City of Laredo Representatives:

Honorable Pete Saenz, Mayor and LWCAMPO Chairperson
Honorable Ruben Gutierrez, Jr., City Councilmember, District V
Honorable Dr. Marte Martinez, City Councilmember, District VI

County of Webb Representatives:

Honorable Tano E. Tijerina, Webb County Judge and LWCAMPO Vice-Chairperson
Honorable Jesse Gonzalez, Webb County Commissioner, Pct. 1
Honorable John Galo, Webb County Commissioner, Pct. 3

Laredo Mass Transit Board Representative:

Honorable Vanessa Perez, City Councilmember, District VII

State Representative:

Mr. David M. Salazar, Jr. P.E., TxDOT District Engineer

MPO POLICY COMMITTEE MEETING AGENDA

Private Sector Representative (Member at Large):

Mr. Humberto "Tito" Gonzalez, Jr., P.E.

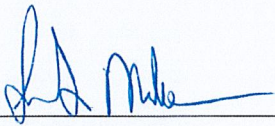
Ex-Officio Representatives:

Honorable Judith Zaffirini, State Senator, District 21

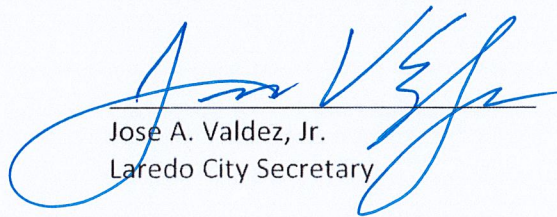
Honorable Richard Raymond, State Representative, District 42

Honorable Tracy O. King, State Representative, District 80

AGENDA REVIEWED:



Juan S. Mendive,
LWCAMPO Interim Director



Jose A. Valdez, Jr.
Laredo City Secretary



LAREDO & WEBB COUNTY

AREA METROPOLITAN PLANNING ORGANIZATION

POLICY COMMITTEE

MEETING MINUTES

MARCH 16TH, 2022

LIVE WEB LINK: <http://laredotx.swagit.com/live>
PUBLIC ACCESS CHANNEL: Spectrum TV channel 1300

I. CHAIRPERSON TO CALL MEETING TO ORDER

Mayor Pete Saenz, called the meeting to order at 1:33 P.M.

II. CHAIRPERSON TO CALL ROLL

Graciela Briones, LWCAMPO Staff, called roll and verified a quorum existed.

Regular members present:

Honorable Pete Saenz, Mayor and LWCAMPO Chairperson
Honorable Dr. Marte A. Martinez, City Councilmember, District VI
Honorable Vanessa Perez, City Councilmember, District VII (joined the meeting at 1:37 p.m.)
David M. Salazar, Jr., P.E., TxDOT District Engineer
Humberto "Tito" Gonzalez, Jr., P.E., Private Sector

Regular members not present:

Honorable Tano E. Tijerina, Webb County Judge
Honorable Ruben Gutierrez, Jr., City Councilmember, District V
Honorable Jesse Gonzalez, Webb County Commissioner, Pct. 1
Honorable John Galo, Webb County Commissioner, Pct. 3

Judge Tijerina made a motion to excuse members not present.

Second: Cm. Gutierrez
For: 4
Against: 0
Abstained: 0

Motion carried unanimously

Ex-Officio members not present:

Honorable Judith Zaffirini, State Senator, District 21

Honorable Richard Raymond, State Representative, District 42
Honorable Tracy O. King, State Representative, District 80

LWCAMPO Staff present:

Juan Mendive, LWCAMPO Interim Director
Graciela Briones, LWCAMPO Planner
Julio Niño, LWCAMPO Planner
Angie Quijano, LWCAMPO Administrative Assistant

Others:

Ramon Chavez, COL Engineering Department
Gloria Saavedra, COL Engineering Department
Tecló Garcia, COL Economic Development Department
Luis Perez-Garcia, Webb County Engineering
Tim Juarez, Stanley Consultants
Sara Garza, TxDOT
Roberto Rodriguez, TxDOT
Jed Brown, RMA
Melisa Montemayor, HNTB, Inc.
Jose Ceballos

III. CITIZEN COMMENTS

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Jose Ceballos, representing Farias Development, spoke in favor of item #IV-B and stated he was in support of the River Road Planning Study. He asked for the Committee to consider moving forward with the study.

IV. ITEMS REQUIRING POLICY COMMITTEE ACTION:

A. Approval of the minutes for the meetings held on January 25th, 2022 and February 8th, 2022.

Dr. Martinez made a motion to **approve** the minutes of January 25th, 2022 and February 8th, 2022.

Second: Mayor Saenz
For: 4
Against: 0
Abstained: 0

Motion carried unanimously

B. Discussion with possible action on the Laredo Webb County Area MPO's participation in the River Road Planning Study in collaboration with the Webb County-City of Laredo Regional Mobility Authority, and any other matters incident thereto.

Juan Mendive, Interim MPO Director, stated the study would be \$250,000 with the RMA fronting fifty percent and the MPO would take care of the rest from Federal Planning funds. He stated the MPO had been in contact with Federal Highway Administration (FHWA) and TxDOT regarding the project. He stated the MPO was ready to move forward with the study as long as an interlocal government agreement was done. He stated if the MPO committee decided to move forward with the study, an amendment to the Unified Planning Work Program (UPWP) needed to be done. He stated Staff recommended approval of the study. He also stated the Technical committee recommended approval and emphasized that there would still be funding gap after the study was done.

Cm. Vanessa Perez joined the meeting at 1:37 p.m.

David Salazar, TxDOT, asked if previous studies on said area would be used for the study.

Jed Brown, RMA, stated the previous studies that have been done have been incorporated in said study.

Mr. Salazar stated TxDOT was in favor of the study.

Cm. Vanessa Perez thanked the committee and staff for all the support and also stated she would make herself available for any public outreach that needed to be done.

Dr. Martinez made a motion to **approve** the item.

Second: Mayor Saenz
For: 5
Against: 0

Abstained: 0

Motion carried unanimously

C. Discussion with possible action on the Hachar-Reuthinger Road project.

Humberto Gonzalez, TxDOT, stated the project was moving forward. He stated it was under Plans, Specifications and Estimate (PS&E) and already had a consultant on board. He stated it would most likely get environmental clearance in July or August of this year. After that, the City would be able to legally acquire the right-of-way which would allow TxDOT to look at the other aspects of the project to continue to move forward and keep it on schedule. He stated the project was planned for letting date of August of 2023 and until then, the Category 7 funds that the MPO would be using for the project would become fully available.

V. REPORT(S) AND PRESENTATIONS (No action required)

A. Status report by the Regional Mobility Authority (RMA).

Jed Brown, RMA, gave a brief status update which was as follows:

1. FM 1472 and Killam Industrial Blvd. Turn Lanes – NTP for the contractor was provided by TxDOT at the end June. Currently, Anderson Columbia working from Big Bend to South of Killam Industrial Blvd. The Killam Turn Lanes portion of the project and the northern portion of the project began on the week of the 7th of December. TxDOT notified us on 1/11/22, that have pulled away from the work at Killam Industrial Blvd. and FM 1472. Their current focus of work is around Milo and FM 1472. The commencement of work a Killam Industrial Blvd. at FM 1472 will occur in May 2022.
2. Los Presidentes (Cuatro Vientos to Brownwood) – Construction ongoing. Our 7th construction progress meeting was held on 2/15/22. Currently, the project is scheduled for completion in 6/24/2022. **The project is 60% complete.** By phase, Phase 1 is 50% complete and Phase 2A is 90% complete.
3. Loop 20 South (Cuatro Vientos) Acceleration/ Deceleration Lane Project - The project was awarded to Anderson Columbia in October 2021. Construction to commence on the week of the 14th of March.
4. Loop 20 South (Cuatro Vientos) TRZ Study Update – Awaiting approval of the Interlocal Agreement with the City of Laredo. Upon approval, work will commence on the TRZ Study.

5. Springfield Phase III – NTP was provided by the City of Laredo to AZAR Services, LLC on 12/15/21. Since NTP, clearing and grubbing of the project corridor has commenced. The first progress meeting occurred on 2/16/22. Substantial completion is scheduled for 8/29/2022.
6. Webb County Fair Grounds TIA – The RMA team met with the TxDOT Laredo District to discuss the future plans for US 59. Tentatively, upgrade of US 59 to IH 69W could begin by 2032 as part of the Ports-to-Ports Initiative. The RMA team also met with the County Consultant, Mr. Judd Gilpin. He informed the team that the current master plan for the Fair Grounds is being revised. The updated master plan is tentatively scheduled to be released by April 2022. The Team is focusing on the existing conditions model for the study. Traffic Counts and Traffic Movement Data was collected on 3/4 and 3/5 during the Laredo International Fair and Expo. Overall, timeframe for completion of the study is the end of 2022 to early 2023, depending on the availability of the updated master plan.
7. River Road Corridor Study – The Technical committee recommended placing the Study on the March MPO Policy Committee Agenda for Discussion and Possible Action. Upon approval by the MPO Policy Committee to partner with the RMA, the RMA will commence work on the Study. Duration of the study is estimated for 12 months.
8. Vallecillo Road – We are continuing to communicate with officials from the Texas Transportation Commission and higher regarding the importance of the project to the Laredo Greater Area and the State.
9. Other Items:
The WCCL RMA would conduct its March Board Meeting on 3/25/22.

Dr. Martinez thanked the RMA in their participation with the Springfield extension.

Mr. Mendive congratulated Mr. Brown on his re-appointment as Chairman of the RMA.

B. Presentation by MPO Staff on the results of the survey ranking TxDOT's unfunded projects list for Laredo and Webb County.

Mr. Mendive gave a brief presentation and overview of the survey responses.

Unified Transportation Program (UTP)

- TxDOT's 10-year planning document
- Developed annually

- List of projects that TxDOT intends to develop or begin constructing over the next 10 years
- Provides information related to available funding for listed project.

Unfunded Projects Survey

Total Responses: 25

- MPO Policy Committee: **5**
- MPO Technical Committee: **7**
- Stakeholders (MPO Staff, RMA, & Webb County): **13**

Project Selection and Prioritization Process

- Projects are prioritized in the Metropolitan Transportation Plan (MTP) using both objective and subjective measures.
- Do we need an annual prioritization process?
- Creating a prioritized project list using objective criteria.
- Staff is researching project selection and prioritization best practices.
- Work with the Technical Committee to create a new project selection and prioritization process.
 - i.e. Category 7 Project Selection Guidelines

VI. DIRECTOR'S COMMENTS

Mr. Mendive provided the following report:

1. The audit of the Laredo Webb County Area MPO by TxDOT is ongoing. An entrance conference was held on January 14, 2022. The fieldwork is scheduled through the end of March, with a report release tentatively scheduled for April 2022.
2. The MPO Process Review is nearing completion. Bill Frawley of the Texas A&M Transportation Institute (TTI) was in Laredo from March 8th through March 10th. During his visit we met with the City of Laredo Finance Director and Interim Human Resources Director to discuss final details in preparation of a Memorandum of Understanding between the MPO and the City of Laredo (Fiscal Agent). We are also working with the HR Department to finalize a job description, create a position for the permanent full-time MPO Director, and determine the appropriate classification.

3. The El Metro Comprehensive Operation Analysis (COA) was adopted by the Mass Transit Board on February 22, 2022. MPO and El Metro staff will continue collaborating to help implement the recommendations of the COA. Additionally, we will continue to work closely with El Metro in our planning efforts to promote transit and improve multimodal mobility in our region.
4. MPO staff is working with TxDOT Transportation Planning and Programming Traffic Analysis and TTI staff to develop our Travel Demand Model with a base year of 2018 and a forecast year of 2050 as part of the next Metropolitan Transportation Plan (MTP) update.
5. Upcoming regularly scheduled meetings:
 - Active Transportation Committee – March 30, 2022
 - Technical Committee – April 12, 2022
 - Policy Committee – April 20, 2022

Dr. Martinez left the meeting at 2:32 p.m.

VII. ADJOURNMENT

Cm. Perez made a motion to **adjourn** the meeting at 2:34 P.M.

Second: Mayor Saenz
For: 4
Against: 0
Abstained: 0

Motion carried unanimously

Juan S. Mendive
Interim LWCAMPO Director

Pete Saenz, Mayor and LWCAMPO
Chairperson

Motion carried unanimously

Juan S. Mendive
Interim LWCAMPO Director

Pete Saenz, Mayor and LWCAMPO
Chairperson

ACTION ITEM

DATE: 4-20-22	SUBJECT: RESOLUTION Receive public testimony and approve resolution No. MPO 2022-04, amending the FY 2022 Unified Planning Work Program (UPWP) as follows: <ul style="list-style-type: none"> Add subtask 5.6 intended to allow the Laredo Webb County Area Metropolitan Planning Organization’s participation in the River Road Corridor Study by programming an additional \$125,000.
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INITIATED BY: MPO Staff	STAFF SOURCE: Juan S. Mendive, Interim MPO Director
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PREVIOUS COMMITTEE ACTION: The FY 2022 UPWP was adopted on July 19th, 2021.

BACKGROUND:

The UPWP is a one-year work program which describes in detail transportation planning programs and activities to be performed by the MPO in a fiscal year. The UPWP shall reflect transportation planning work tasks to be funded by federal, state, or local transportation planning funds. MPOs may amend their UPWP at any time. UPWP amendments for Transportation Management Area (TMA) MPOs are submitted by TxDOT to FHWA for their approval. The MPO shall not incur any costs for work outlined in the UPWP or subsequent amendments prior to receiving approval from TxDOT.

The MPO plans to participate in the River Road Corridor Study through an interlocal agreement with the Webb County City of Laredo Regional Mobility Authority (WC-CL RMA) by sharing 50% of the cost associated with the study. The total cost of the study is \$250,000 with the MPO and the WC-CL RMA each contributing \$125,000. This study is intended to develop a final alignment of the River Road project identified in the 2020-2045 Metropolitan Transportation Plan and determine traffic benefits for the surrounding area.

The proposed amendment would program an additional \$125,000 in transportation planning funds under UPWP *Task 5.0 - Special Studies* for FY 2022.

UPWP Task	Description	TPF ¹ Funds	FTA Sect. 5307	Local	Total Funds
1.0	Management & Administration	\$ 500,000	\$ 0	\$ 0	\$ 500,000
2.0	Data Development and Maintenance	\$ 100,000	\$ 0	\$ 0	\$ 100,000
3.0	Short Range Planning	\$ 30,000	\$ 0	\$ 0	\$ 30,000
4.0	MTP / Long Range Plan	\$ 50,000	\$ 0	\$ 0	\$ 50,000
5.0	Special Studies	\$ 755,000	\$ 0	\$ 0	\$ 755,000
TOTAL		\$ 1,435,000	\$ 0	\$ 0	\$ 1,435,000

COMMITTEE RECOMMENDATION: Approval.	STAFF RECOMMENDATION: Approval.
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RESOLUTION NO. MPO 2022-04

BY THE LAREDO WEBB COUNTY AREA
METROPOLITAN PLANNING ORGANIZATION
POLICY COMMITTEE

ADOPTING THE REVISED FY 2022 UNIFIED PLANNING WORK PROGRAM (UPWP)

WHEREAS, the Laredo Webb County Area Metropolitan Planning Organization wishes to adopt the revised 2022 Unified Planning Work Program (UPWP); and,

WHEREAS, the Laredo Webb County Area Metropolitan Planning Organization finds that the revised 2022 Unified Planning Work Program (UPWP) meets federal and state requirements, and meets the transportation planning needs of the Laredo Metropolitan Area;

NOW THEREFORE BE IT RESOLVED, that the Laredo Webb County Area Metropolitan Planning Organization has adopted the revised 2022 Unified Planning Work Program (UPWP), which is attached hereto and made part hereof for all purpose on this the 20th day of April 2022.

We certify that the above resolution was adopted on April 20th, 2022, at a public meeting of the Laredo Webb County Area Metropolitan Planning Organization (LWCAMPO).

Honorable Pete Saenz
Mayor of Laredo and Chairperson of the
MPO Policy Committee

Juan S. Mendive
Interim MPO Director

David M. Salazar,
TxDOT, District Engineer



LAREDO & WEBB COUNTY

AREA METROPOLITAN PLANNING ORGANIZATION

1413 Houston St.

Laredo, TX. 78040

(956) 794-1613

<http://www.laredompo.org/>

UNIFIED PLANNING WORK PROGRAM

FY 2022

ADOPTED BY THE POLICY COMMITTEE ON: July 19th, 2021

AMENDED ON: _____

This document has been prepared in cooperation with the Texas Department of Transportation (TxDOT), the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA). All contents of this report reflect the views of the authors who are responsible for the opinions, findings and conclusions presented herein. The contents do not necessarily reflect the views or policies of FHWA, FTA or TxDOT.

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I. INTRODUCTION

The Federal Aid Highway Act of 1962 promulgated the requirement that all urban areas of 50,000 or more population develop and maintain a comprehensive, cooperative, and continuing (3-C) transportation planning process. The process would establish a transportation plan and provide the procedure by which it would be maintained and revised on a continuing basis.

In July 1979, the Governor of Texas designated Laredo Urban Transportation Study (LUTS) Steering Committee as the MPO for the Laredo urbanized area. In February 2020, The Policy Committee approved the amendment of the MPO Bylaws to change the name of the MPO from Laredo Urban Transportation Study (LUTS) to the Laredo Webb County Area Metropolitan Planning Organization (LWCAMPO).

A. PURPOSE

The Unified Planning Work Program (UPWP) is the instrument that serves as the document for coordinating and identifying ways to carry out the continuing, cooperative and comprehensive transportation planning process for Laredo, Texas and portions of Webb County. An MPO is required to perform all planning tasks set forth in federal laws and regulations, many of which are conducted annually. This UPWP is a one-year transportation planning work program which describes in detail transportation planning programs, and activities to be performed in LWCAMPO for the FY 2022.

However, some tasks require more than one year to complete and are carried forward from one UPWP to the next. To effectively identify all work tasks, the Laredo MPO prepares this UPWP with input from federal, state and local jurisdictions, and transportation providers in the region.

The MPO's Unified Planning Work Program (UPWP) will comply with all applicable federal and state regulations. Several transportation bills have been implemented in the past. These include the following:

- **ISTEA**—The Intermodal Surface Transportation Efficiency Act of 1991, which emphasized the efficiency of the intermodal transportation system.
- **TEA-21**—The Transportation Equity Act for the 21st Century, signed by the President in 1998, builds on the initiatives established in ISTEA with a particular focus on equity through access, opportunity, and fairness.
- **SAFETEA-LU**—The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users, was enacted in 2005 authorizing the Federal surface transportation programs for highways, highway safety, and transit for the 5-year period 2005-2009.
- **MAP-21**—The Moving Ahead for Progress in the 21st Century Act, was enacted in 2012 and created a streamlined and performance-based surface transportation program and builds on many of the highway, transit, bike, and pedestrian programs and policies established in 1991.
- **FAST Act**—The Fixing America's Surface Transportation Act, was passed in 2015 covering a 5-year period and was the first Federal law in over ten years to provide long-term funding certainty for surface transportation (for fiscal years 2016 through 2020). The FAST Act continues the Metropolitan Planning Program and authorizes \$305 billion for the Department's highway, highway and motor vehicle safety, public transportation, motor carrier safety, hazardous materials safety, rail, and research, technology and statistics programs.

FAST Act Planning Factors

FAST Act contains ten (10) planning factors that should be considered when developing plans and programs. The work tasks contained in this UPWP have considered the following areas, some more directly than others:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase accessibility and mobility of people and freight;
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the existing transportation system;
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation; and
10. Enhance travel and tourism.

Further, the work tasks consider the federal performance goals (23 USC § 150.b) in the following seven areas:

1. **Safety:** achieve a significant reduction in traffic fatalities and serious injuries on all public roads.
2. **Infrastructure Condition:** maintain the highway infrastructure asset system in a state of good repair.
3. **Congestion Reduction:** achieve a significant reduction in congestion on the National Highway System.
4. **System Reliability:** improve the efficiency of the surface transportation system.
5. **Freight Movement and Economic Vitality:** Improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development.
6. **Environmental Sustainability:** enhance the performance of the transportation system while protecting and enhancing the natural environment.
7. **Reduced Project Delivery Delays:** reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agency work practices.

Performance Management

MAP-21 instituted Performance Management to provide greater accountability and transparency and help achieve the most efficient and effective investment of transportation resources. The FAST Act continued MAP-21's overall performance management approach, within which States invest resources in projects that collectively will make progress toward national goals.

The U.S. Secretary of Transportation in consultation with stakeholders establishes performance measures to chart progress toward accomplishment of national goals established in MAP-21: safety, infrastructure condition, interstate system condition, congestion reduction, system reliability, freight movement and economic vitality, environmental sustainability, and reduced project delivery delays. Performance targets established by the State and MPO will be based on national performance measures and will improve decision making through performance-based planning and programming.

The FAST Act adjusts the timeframe for States and metropolitan planning organizations to make progress toward meeting their performance targets under the National Highway Performance Program and clarifies the significant progress timeline for the Highway Safety Improvement Program performance targets.

The MPO believes in the proactive involvement of citizens, affected public agencies, representatives of transportation agencies, private providers of transportation, and other interested parties in the development and updates of transportation plans and programs. The Laredo MPO has a Public Participation Plan (PPP) intended to provide an opportunity for meaningful, active, ongoing public participation and involvement for citizens, groups, agencies, and public providers of transportation. The Laredo MPO conducts all planning activities in accordance with the adopted (PPP).

The MPO continues to engage interested parties during the development of the Public Participation Plan (PPP), and the short-term and long-term transportation plans. Per 23 CFR 450.316, interested parties such as those listed below, shall have reasonable opportunities to comment on projects of the short-term and long-term transportation plans:

- Affected public agencies
 - Freight shippers
 - Private providers of transportation services
 - Representatives of public transportation employees
 - Representatives of the disabled
 - Representatives of users of public transportation
 - Representatives of users of pedestrian walkways and bicycle transportation facilities
 - Other interested parties
- The MPO continues to consult and cooperate with federal, state, and local agencies and tribal nations responsible for land use, natural resources, and other environmental issues during the adoption of long and short-term plans. The MPO consults with agencies responsible for historic preservation, natural resource conservation, environmental protection, and land use management, as appropriate, in the development of the short and long-term transportation plans.

B. DEFINITION OF AREA

The Laredo Metropolitan Area Boundary (MAB) includes the City of Laredo and portions of Webb County. (See Map, Appendix B.) The MAB was approved by the Governor in 2004. The Laredo urbanized area (as determined by the 2010 Census) surpassed 200,000 in population and was designated a Transportation Management Area (TMA) effective July 18th, 2012.

C. ORGANIZATION

The Laredo Metropolitan Planning Organization is governed by the Policy Committee established in accordance with adopted MPO Bylaws. The Policy Committee is the MPO body that holds review and decision-making authority over transportation planning efforts undertaken by the MPO. The Committee is chaired by the Mayor of the City of Laredo and includes as voting members: three members from the City of Laredo, City Council (including two members representing the City of Laredo, and one Councilman representing the Laredo Mass Transit Board), the Laredo TxDOT District Engineer, the Webb County Judge, two Webb County Commissioners, and one Member at Large. The State Senator for District 21, the State Representative for District 80 and the State Representative for District 42 serve as non-voting, ex-officio members. The MPO Technical Committee responsibilities include professional and technical review of work programs, policy recommendations and transportation planning activities. A list of the Technical Committee and Policy Committee Membership is provided in Appendix A.

The Title VI/EJ Working Group is comprised of 9 members, including representatives of the City of Laredo, the MPO, TxDOT, transit and the County Planning Department. The Group's purpose is to assist the MPO in improving data collection, monitoring and analysis to ensure that transportation related programs and policies do not have a disproportionately high and adverse human health or environmental effects on minority and low-income populations. The City of Laredo staff providing service and support to the MPO include: the Director, 3 planners, an administrative secretary, and administrative assistant, an accountant and others as may be required.

Metropolitan Planning Organization

The Laredo Webb County Area MPO, in cooperation with the TxDOT, Webb County/City of Laredo Regional Mobility Authority (WC-CL RMA), mass transit operators, planning agencies and local governments is responsible for carrying out and maintaining the urban transportation planning process to include:

1. Cooperative decision-making, principally, by elected officials of local governments.
2. Unified Planning Work Program (UPWP),
3. Transportation Improvement Program (TIP),
4. Metropolitan Transportation Plan (MTP), and
5. Congestion Management Process (CMP).

The MPO also executes contracts and/or agreements necessary to carry out the work outlined in the UPWP. In addition, the MPO develops and maintains transportation databases and analytical tools.

MPO staff has the following general responsibilities:

1. Provide staff support to the Transportation Policy Board (TPB), the Technical Advisory Committee (TAC), and committees of the Policy Board and TAC;
2. Review and report on items on the agenda(s) for the TPB, TAC, and appropriate committees;
3. Coordinate and perform the planning and data collection activities contained in the UPWP;
4. Prepare and submit an annual budget outlined in the UPWP for approval;
5. Receive and review all bills from consultants that the MPO has contracted with to perform work outlined in the UPWP;
6. Submit requests for reimbursement to the appropriate federal and/or state agencies for work performed according to the UPWP;
7. Prepare and submit grant applications for federal/other assistance in transportation planning, and related fields, as appropriate;
8. Prepare and submit the annual performance and expenditure report and annual project listing;
9. Coordinate the activities for the development and maintenance of the Unified Planning Work Program, the long-range metropolitan transportation plan and the Transportation Improvement Program;
10. Refine and maintain a process for engaging the public in the transportation planning process;
11. Perform any other administrative duties as required by the Transportation Policy Board; and,
12. Ensure compliance with Title VI Civil Rights, Environmental Justice and other federal requirements related to the MPO's operations, activities and programs.

D. PRIVATE SECTOR INVOLVEMENT

The private sector is encouraged to participate in the development of all transportation programs and plans including the TIP and MTP development. Staff also maintains and periodically updates a list of consultant firms that provide transportation planning services.

E. PLANNING ISSUES AND EMPHASIS

Planning Issues

Roadways and Livability - System capacity issues will pose a major challenge in light of expected population and freight movement growth levels. However, while investments are made in transportation infrastructure, the safety and livability of communities in the Laredo MPO should be considered.

- ***Population*** - The number of jobs and people in the Laredo MPO region are expected to grow by more than 50 percent over the next 25 years. Growth in the past has been accommodated mainly thorough sprawl. The City of Laredo recognizes that for many reasons this type of growth is unsustainable. In order to plan for future growth in the region—a considerable share of which is expected to occur through infill and redevelopment—a more efficient allocation of transportation resources should be considered. There is an increased desire for multi-modal transportation alternatives, but facilities for walking, biking, and other options are lacking.
- ***Freight*** - Recent projections indicate that the trade values of all outbound, inbound or internal types of freight movement are projected to be more than double than the current levels. Said growth will continue to add capacity burdens on the network.
- ***Transit*** - Key issues facing the transit system in the upcoming years include: more customers, more service needs, and less funding.

- **More customers** - Population projections show a growing transit dependent population, especially in growth areas in south Laredo.
- **More service needs** - Recent ridership surveys revealed concerns regarding the frequency of service, slowness of buses, and the length of wait times. Increased bus frequency and longer service hours were suggested.
- **Less funding** - The 2010 census revealed that the Laredo region's population had surpassed 200,000 people which resulted in a decrease in federal and state operation funding assistance. Said decrease in outside funding makes it necessary to rely on more local funding sources.

In light of all of the above, careful and effective transportation planning and investment will be critical to providing for the area's future transportation needs while balancing the livability of communities.

Emphasis Areas

The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) in a memorandum to Metropolitan Planning Organizations, dated March 18, 2015, jointly issued Planning and Emphasis Areas (PEAs). The PEAs are topical areas in planning that FHWA and FTA want to emphasize as MPOs develop work task associated with PEAs in the UPWP. The PEAs include:

- **MAP-21 Implementation - Transition to Performance Based Planning and Programming.** Performance based planning and programming includes using transportation performance measures, setting targets, reporting performance, and programming transportation investments directed toward the achievement of transportation system performance outcomes. Relevant UPWP work tasks include working with local planning partners to identify ways to implement performance-based planning provisions such as collecting performance data, selecting and reporting performance targets for metropolitan areas, and reporting actual system performance related to those targets. The Laredo MPO uses scenario planning through the Travel Demand Model process to develop the Laredo Metropolitan Transportation Plan.
- **Regional Models of Cooperation - Ensure a Regional Approach to Transportation Planning by Promoting Cooperation and Coordination across Transit Agency, MPO, and State Boundaries.** The Laredo MPO will continue to work with its planning partners to improve the effectiveness of transportation decision-making by thinking beyond traditional borders and adopting a coordinated approach to transportation planning. A coordinated approach supports common goals and capitalizes on opportunities related to project delivery, congestion management, safety, freight, livability, and commerce across boundaries. Improved multi-jurisdictional coordination between the Laredo MPO, TxDOT, El Metro, area providers of public transportation, and the Regional Mobility Authority (RMA) can reduce project delivery times and enhance the efficient use of resources. The Laredo MPO will periodically revisit its metropolitan area planning agreements to ensure that there are effective processes for cross-jurisdictional communication between TxDOT, the Laredo MPO and local area transit providers to improve collaboration, policy implementation, technology use, and performance management.

- ***Ladders of Opportunity - Access to essential services.***

The Laredo MPO will continue to work with TxDOT, and the local area transit providers, as part of the transportation planning process to identify transportation connectivity gaps in accessing essential services. Essential services include employment, health care, school/education, and recreation. At the behest of the local transit provider, the Laredo MPO UPWP routinely includes the development of transit related studies, including the development of a five-year plan, a bus/rapid transit feasibility study, and a paratransit and Americans with Disability Act compliance study. The Laredo MPO will also periodically evaluate the effectiveness of its public participation plan (PPP) for engaging transportation-disadvantaged communities in the transportation decision making process. The Laredo MPO also works with its planning partners to assess the need and availability of pedestrian and bicycle facilities in the study area. Furthermore, through the Active Transportation Committee, the MPO will continue working on the implementation of the recommendations provided by the Active Transportation Plan.

II. TASK 1.0 – ADMINISTRATION & MANAGEMENT

A. OBJECTIVE

To accomplish, on a continuing basis, the plans and programs necessary to administer Federal transportation planning requirements and maintain the “3-C” transportation planning process in and for the Laredo and Webb County Metropolitan Organization’s planning area.

B. EXPECTED PRODUCTS

The operation of the Metropolitan Planning Organization including the following:

1. Administration of the LWCAMPO to include the updating of existing or the completion of new plans, studies, and reports.
2. Fulfillment of planning objectives.
3. Supply/Equipment purchases
4. Compliance with state and federal requirements.
5. Maintenance, updates and dissemination of the Public Participation Plan (PPP) and Title VI Program and Environmental Justice (EJ) material(s).
6. Continuation of a proactive public involvement process.
7. Maintenance of LWCAMPO Website and Social Media.

C. PREVIOUS WORK

Staff performed general administrative functions for the operation of the Organization to include the coordination of public meetings as required by FHWA, FTA, the State and local government in the development of transportation planning documents, and reports. Both, the Technical and Policy Committee meetings were virtually held on an ongoing basis to make appropriate revisions to documents and approve programs including the maintenance of the PPP, Title VI Civil Rights, Environmental Justice, and Limited English Proficiency Plans, professional development training, and Bylaw/policy amendments and implementation. Staff attended various meetings, and workshops, and made presentations at public meetings. Staff updated and implemented policies to maintain the “3-C” Planning Process.

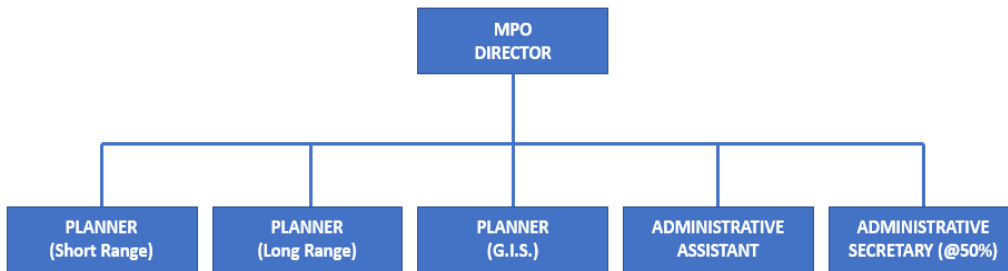
D. SUBTASKS

SUBTASK 1.1 - Regional Planning and Administration.

This includes program administration, record keeping, and monitoring completion of UPWP projects, audit, preparation of reports, interagency coordination, facilitating citizen participation, and preparation of meeting minutes. In addition, staff will be hired, trained, and developed to complete regional plans, studies, and reports. (Routine work effort – carried over from previous year).

In the past the MPO staff consisted of 2 positions, demanding staff to limit their role to administration and primarily utilize consultants for all planning activities. During FY 2020-2021, the MPO increased the number of staff by hiring 2 additional Planners and has utilized City of Laredo staff to temporarily fulfill the role of unfilled positions. This action helped significantly with accomplishing not only the administrative duties of the MPO but, has also represented considerable cost savings and time reductions (over hiring consultants), and has led to better planning outcomes where expertise is maintained in-house. A good example is the creation and adoption of the Active Transportation Plan and Active Transportation Committee.

A revised organizational structure for the MPO is displayed below.



Two Planner positions are currently vacant. The MPO will attempt to fill these or any positions that may become vacant during fiscal year 2021-2022. These positions may be filled as named, or under different titles of equivalent experience and pay grade. The MPO may continue utilizing City of Laredo staff or to enter into contracts for private consultants in an effort to reach the goals of the MPO.

SUBTASK 1.2 - Travel, training, equipment, furnishings, and supplies.

This activity supports staff development in the technical activities associated with the transportation planning process through travel to and attendance at appropriate conferences, courses, seminars, and workshops. This activity includes all equipment, furnishings, and supplies needed by personnel filling MPO staff roles. All computer hardware, software, and equipment expenditures of Federal Planning funds over \$5,000 will receive prior approval from FHWA. The MPO intends to register key planning staff for the Texas APA Conference in November 2021. For out of state travel, the MPO will seek prior TxDOT (TPP) approval. (Routine work effort).

E. FUNDING & PARTICIPATION SUMMARY

Task 1.0 - FY 2022

Subtask	Responsible Agency	Transportation Planning Funds (TPF)¹	FTA Sect. 5307	Local	Total
1.1	LWCAMPO	\$ 450,000	\$ 0	\$ 0	\$ 450,000
1.2	LWCAMPO	\$ 50,000	\$ 0	\$ 0	\$ 50,000
TOTAL		\$ 500,000	\$ 0	\$ 0	\$ 500,000

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

III. TASK 2.0 - DATA DEVELOPMENT AND MAINTENANCE

A. OBJECTIVE

Provide updated information, demographic data and analysis to support the Metropolitan Planning Organization's planning efforts.

B. EXPECTED PRODUCTS

The expected products include an enhanced and regularly updated website with online interactive maps and data to help with performance-based planning and programming. MPO staff will continue to create and maintain databases including traffic crash locations, roadway network information, bicycle counts, and demographic data. In addition, data and mapping support will be provided for MPO plans, studies, and reports.

C. PREVIOUS WORK

Updated MPO website regularly with online data and maps. It was also continually updated to provide access to meeting agendas, packets, and publications as they became available. Project maps were developed, retrieved and or printed as new projects were approved or considered. The Demographic Data Development Project (also identified as the 2013-2045 Travel Demand Model Update Project) was also completed. Staff continued to work with TxDOT and Texas Transportation Institute representatives in the development of the 2013-2045 Travel Demand Model to be used in the development of the 2020-2045 MTP. Data and mapping support was provided for the Active Transportation Plan and other MPO activities.

D. SUBTASKS

SUBTASK 2.1 - General Data Administration.

This subtask allows for planning and administrative activities related to data development, maintenance, procurement, and contract management for the developing related performance measures and the following activities: (To be conducted as routine work effort, by consultants, or by contracted personnel if needed)

- a) General GIS: Specific activities will include reviewing and providing direction on the development and dissemination of geospatial databases on residential and commercial growth and transportation data; mapping databases supporting Laredo MPO programs; maintenance of the demographic and modeling databases of the MPO; develop and maintain the interactive web viewer for sharing GIS data on growth and projects; develop maps and materials for work group and public meetings; support MPO staff in the creation of plans, studies, and reports. (Routine work effort)
- b) Demographic Forecasting: Create a database of population and demographic statistics for the Laredo MPO and develop projections to be utilized for the MPO planning effort. (Routine work effort)
- c) Travel Demand Modeling: Coordinate with TxDOT on development and maintenance of updated travel demand models to be used for the TIP and other plans; refinements of in-house modeling capabilities; and regular updates of computer hardware, software, and necessary peripherals for supporting the demographic forecasting and travel demand modeling activities. (Routine work effort)

E. FUNDING & PARTICIPATION SUMMARY

Task 2.0 – FY 2022

Subtask	Responsible Agency	Transportation Planning Funds (TPF)¹	FTA Sect. 5307	Local	Total
2.1	LWCAMPO	\$ 100,000	\$ 0	\$ 0	\$ 100,000
TOTAL		\$ 100,000	\$ 0	\$ 0	\$ 100,000

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

IV. TASK 3.0 - SHORT RANGE PLANNING

A. OBJECTIVE

To complete those activities associated with short-range planning and implementation of projects that will be undertaken within the next five years.

B. EXPECTED PRODUCTS

The MPO will develop and/or revise as necessary the UPWP, the TIP, the MPO By-Laws, the Limited English Proficiency Plan (LEP), Title VI documentation and the Public Participation Plan. Staff will continue to address the recommendations resulting from the formal certification review conducted in 2020. The MPO also anticipates continued participation in the regional service planning process, as well as, any activity associated with FTA’s 5310 Senior’s with Disabilities Program or 5339 - Bus and

Bus Facilities Program. MPO staff will also update the project selection criteria and Call for Projects process. Additionally, the MPO will continue to provide staff support to MPO committees, and will assist in implementation activities related to the MTP and Active Transportation Plan.

C. PREVIOUS WORK

Staff assisted in the development and continued revision of the 2019-2022 TIP and the 2021-2024 TIP. MPO staff also assisted in the development and revision of previous year UPWPs. In June of 2016, the Office of Civil Rights notified MPO Staff the Laredo MPO had demonstrated good faith efforts in meeting the requirements of the Title VI review. Staff developed a Limited English Proficiency Plan which was adopted and implemented in accordance with federal and state guidelines. A 2019 call for TAP projects was initiated in March of 2019. In April of 2020, 3 projects including the Mier/Plum Street Shared Use Paths, 9 Bus Stop Rehabilitation, and the East Chacon Creek Hike and Bike Trail Project were awarded TAP funds. In 2021, the Active Transportation Committee was formed to help improve and promote active modes of mobility within the MPO boundary; staff helped in the creation of the committee and helped coordinate its activities. In FY2021, staff initiated the Public Participation Plan update and is expected to be completed in FY 2022.

D. SUBTASKS

SUBTASK 3.1 - General Administration.

This subtask allows for MPO staff support for administrative activities related to short range planning, including the development and management of agency contracts; procurement, development and management of consultant contracts for projects in Task 3; and the review and processing of monthly billings for work related to Task 3. Specific activities will include, but are not limited to the update and/or revision of (TIP), UPWP, Bylaws, the Public Participation Plan, the Limited English Proficiency Plan, and Title VI documents. This subtask also includes public outreach activities such as video production, developing website information, writing articles, developing other printed materials, and public meeting facilitation as needed. (Routine work effort)

E. FUNDING & PARTICIPATION SUMMARY

Task 3.0 - FY 2022

Subtask	Responsible Agency	Transportation Planning Funds (TPF)¹	FTA Sect. 5307	Local	Total
3.1	LWCAMPO	\$ 30,000	\$ 0	\$ 0	\$ 30,000
TOTAL		\$ 30,000	\$ 0	\$ 0	\$ 30,000

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

V. TASK 4.0 – METROPOLITAN TRANSPORTATION PLAN / LONG RANGE PLAN

A. OBJECTIVE

To continue study and analysis of projects and data for long-range planning elements and long-range project studies. Includes activities associated with publishing or updating the Metropolitan Transportation Plan, formerly called the Long Range Plan.

B. EXPECTED PRODUCTS

Staff expects to assist in the continual revision of the existing Metropolitan Transportation Plan (MTP) as well as the development of the updated plan to conform to state and federal requirements, particularly those of the FAST Act. This will include working with TTI and TxDOT to update the Travel Demand Model. Additionally, the CMP will be updated as needed in preparation for the next MTP update.

C. PREVIOUS WORK

Staff assisted in the continuous revision of the 2015-2040 Laredo Metropolitan Transportation Plan and the development of the 2020-2045 MTP. Staff assisted in the continuous revision of the 2015-2040 Laredo Metropolitan Transportation Plan and the development of the 2020-2045 MTP. The 2020-2045 MTP was adopted on January 21, 2020. The Laredo & Webb County Active Transportation Plan was developed by staff in 2020 and was adopted by the City of Laredo in February 2021.

D. SUBTASKS

SUBTASK 4.1 - 2020-2045 Laredo Metropolitan Transportation Plan (MTP).

The current 2020-2045 MTP and TIP will continue to be reviewed and amended in order to comply with the Fixing America's Surface Transportation (FAST) Act requirements as needed. Specifically, the review and amendments will address and achieve conformity with all FAST Act requirements. The existing MTP will also be updated to conform to state and federal requirements. Staff will continue to monitor the implementation of the MTP and assist with any necessary amendments to the MTP. (To be conducted as routine work effort or by consultant if needed).

SUBTASK 4.2 - Preparation for the 2025-2050 MTP Update.

MPO staff will develop a project task list and schedule related to the upcoming MTP update and will evaluate which tasks will be performed internally and which will be carried out by consultants. This subtask will entail updating the Travel Demand Model and CMP with the assistance of consultants if needed. (To be conducted as routine work effort or by consultant if needed).

E. FUNDING & PARTICIPATION SUMMARY

Task 4.0 - FY 2022

Subtask	Responsible Agency	Transportation Planning Funds (TPF)¹	FTA Sect. 5307	Local	Total
4.1	LWCAMPO	\$ 25,000	\$ 0	\$ 0	\$ 25,000
4.2	LWCAMPO	\$ 25,000	\$ 0	\$ 0	\$ 25,000
TOTAL		\$ 50,000	\$ 0	\$ 0	\$ 50,000

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

VI. TASK 5.0 - SPECIAL STUDIES

A. OBJECTIVE

To further the goals and objectives of the transportation planning process through special studies undertaken by MPO staff or consultants in support of existing or projected local needs. To maintain the transportation management systems required by federal and state regulations, to assist decision-makers in selecting cost-effective strategies to improve the efficiency and safety of and protect the investment systems.

B. EXPECTED PRODUCTS

These are specific studies and projects that address special problem areas or help promote and support transportation related topics.

C. PREVIOUS WORK

In FY 15, the 2015-2040 MTP, the TMA Certification Project, and the Congestion and Delay Study were completed. The Congestion Management Process (CMP) network and performance measures were adopted, and the Rail Road Quiet Zone study was completed. The Transit Plan Update of 2016, the transit Asset Management Plan of 2016 and a review and analysis of the transit marketing plan were all completed. In coordination with FHWA and TTI, the MPO conducted Bicycle and Pedestrian workshops in December of 2016, and June of 2017. 2015 Quiet Zone Study Update project which was initiated in 2017 and completed in January of 2019.

The Laredo & Webb County Area Metropolitan Planning Organization (LWCAMPO), in coordination with Laredo Transit Management Inc. (LTMI), locally known as El Metro, solicited Request For Qualifications (RFQ) for the development of a Comprehensive Operational Analysis (COA) study of El Metro’s service and operations. The objective of the plan is to evaluate both the current fixed route and paratransit bus service, and provide recommendations to improve the system’s service, efficiency, effectiveness, and connectivity. The RFQ Invitation was issued on May 20, 2020 and closed on June 2, 2020.

D. SUBTASKS

SUBTASK 5.1 - Long Range Freight Mobility Plan.

This study will evaluate freight movement in the study area in order to identify freight mobility needs and challenges, develop goals and objectives to improve goods movement, evaluate the impact of freight movement on the regional economy, identify freight transportation facilities and investments necessary for economic growth, define freight policies and programs, and provide recommendations for short, mid-range and long-term recommendations for infrastructure improvements. This study will serve as an investment guide for freight mobility improvements in the region. It is intended that staff will primarily be responsible for overseeing the development of the plan. However, consultants may be utilized to provide technical assistance to develop the plan. (To be conducted as routine work effort or by consultant if needed).

SUBTASK 5.2 - Transit Comprehensive Operational Analysis (COA).

This study will evaluate the current fixed route and ADA demand response transit system's structure and performance. The study should provide recommendations to address current and future service needs including but not limited to the realignment of existing services, proposal of new routes, optimal locations for transit hubs, discontinuation and/or reduction of non-productive routes/service, and the identification of preferred methodology for the on-going evaluation of the fixed route system, staffing and administration. This study is currently ongoing and is in the stakeholder engagement phase. (Work being conducted by Consultant; ongoing contract).

SUBTASK 5.3 - Sidewalk Gap Analysis.

This study will help identify existing gaps in the current sidewalk network to help local officials prioritize strategic improvements based on key criteria. The sidewalk gap analysis is a recommendation of the Laredo & Webb County Active Transportation Plan adopted by the City of Laredo in February 2021. This study will entail collection of data to develop an inventory of sidewalks and network gaps, the development of prioritization criteria for sidewalk improvements, and recommendations. (To be conducted as routine work effort or by consultant if needed).

SUBTASK 5.4 - Bus Rapid Transit Study.

This study is intended to evaluate the existing transit system and demographic forecasts to assess the feasibility of implementing bus rapid transit service along selected corridors that will help improve regional mobility and reduce congestion. (To be conducted by consultant).

SUBTASK 5.5 - Resiliency Study.

This study is intended to assess the current transportation system's vulnerabilities to major transportation incidents or weather-related hazards, the existence of alternative routes, and ability to recover. This study will help advance FHWA's efforts in working with MPOs to consider resilience in the transportation planning process. (To be conducted by consultant).

SUBTASK 5.6 – Participation in River Road Corridor Study.

This study is intended to develop a final alignment of the River Road project identified in the 2020-2045 Metropolitan Transportation Plan and determine traffic benefits for the surrounding area. The study will investigate two possible alignment routes and a No-Build option. This study will be conducted by a General Engineering Consultant procured by the Webb County City of Laredo Regional Mobility Authority (WC-CL RMA). The MPO plans to participate in this study through an interlocal agreement with the WC-CL RMA by sharing 50% of the cost associated with the River Road Corridor Study. The total cost of the study is \$250,000 with the MPO and the WC-CL RMA each contributing \$125,000. (To be conducted by consultant).

E. FUNDING & PARTICIPATION SUMMARY

Task 5.0 - FY 2022

Subtask	Responsible Agency	Transportation Planning Funds (TPF)¹	FTA Sect. 5307	Local	Total
5.1	LWCAMPO	\$ 100,000	\$ 0	\$ 0	\$ 100,000
5.2	LWCAMPO	\$ 250,000	\$ 0	\$ 0	\$ 250,000
5.3	LWCAMPO	\$ 50,000	\$ 0	\$ 0	\$ 50,000
5.4	LWCAMPO	\$ 200,000	\$ 0	\$ 0	\$ 200,000
5.5	LWCAMPO	\$ 30,000	\$ 0	\$ 0	\$ 30,000
5.6	LWCAMPO	\$125,000	\$0	\$0	\$125,000
TOTAL		\$ 755,000	\$ 0	\$ 0	\$ 755,000

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

LAREDO WEBB COUNTY AREA METROPOLITAN PLANNING ORGANIZATION – FY 2022

UPWP Task	Description	TPF¹ Funds	FTA Sect. 5307	Local	Total Funds
1.0	Management & Administration	\$ 500,000	\$ 0	\$ 0	\$ 500,000
2.0	Data Development and Maintenance	\$ 100,000	\$ 0	\$ 0	\$ 100,000
3.0	Short Range Planning	\$ 30,000	\$ 0	\$ 0	\$ 30,000
4.0	MTP / Long Range Plan	\$ 50,000	\$ 0	\$ 0	\$ 50,000
5.0	Special Studies	\$ 755,000	\$ 0	\$ 0	\$ 755,000
TOTAL		\$ 1,435,000	\$ 0	\$ 0	\$ 1,435,000

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

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

FY 2021-2022 Combined Transportation Planning Funds ²	\$ 562,039
<u>Unexpended Carryover</u>	<u>\$ 1,719,979</u>
<u>TOTAL TPF</u>	<u>\$ 2,282,018</u>
<u>Total TPF Programmed</u>	<u>\$ 1,435,000</u>

² Estimate based on prior years' authorizations

VII. APPENDICES

APPENDIX A

POLICY COMMITTEE MEMBERSHIP

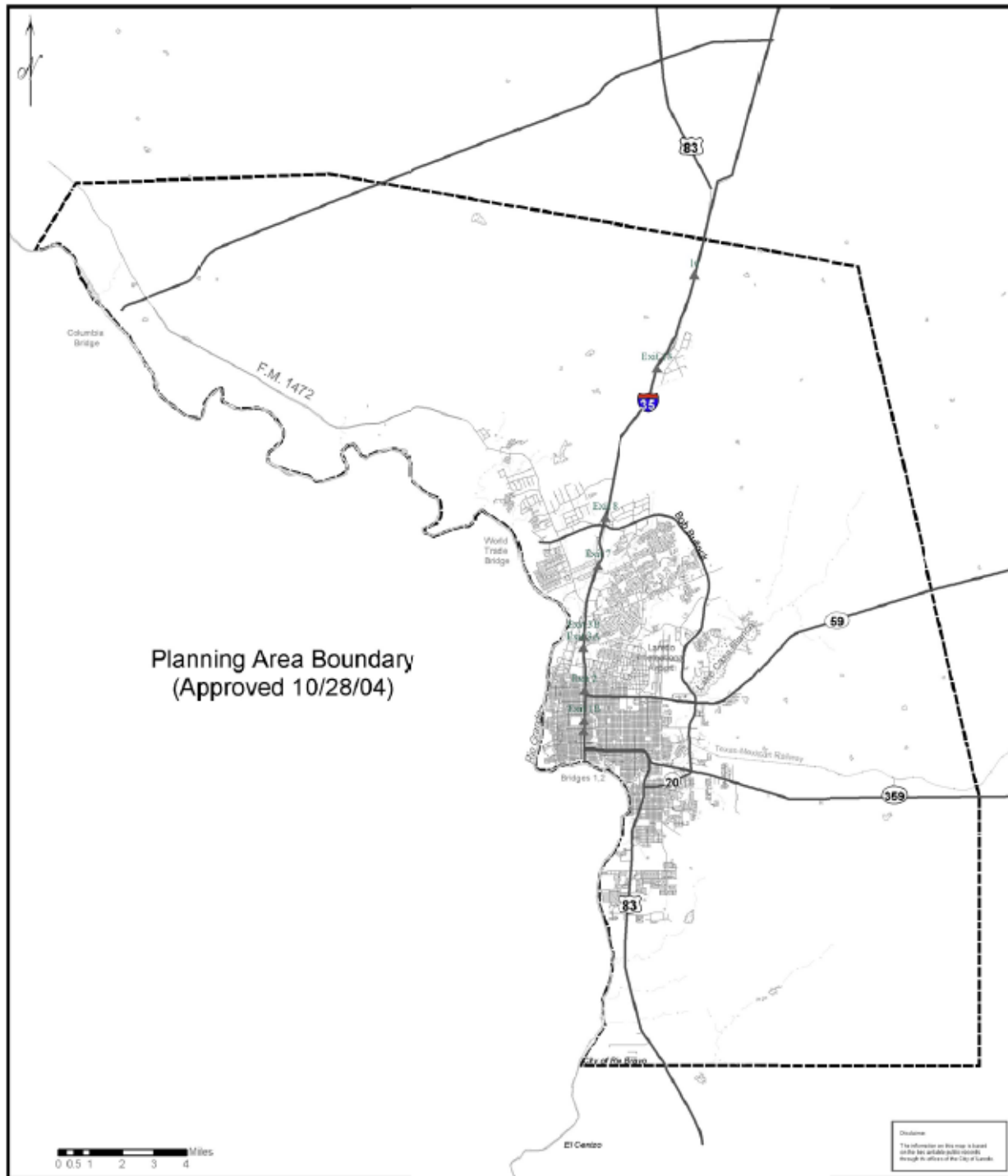
VOTING MEMBERS		
Honorable Pete Saenz	Mayor – Committee Chairman	City of Laredo
Honorable Tano E. Tijerina	Judge – Vice Chairman	Webb County
Honorable Ruben Gutierrez, Jr.	Councilmember	City of Laredo
Honorable Dr. Marte A. Martinez	Councilmember	City of Laredo
Honorable Vanessa Perez	Councilmember	Laredo Mass Transit Board
Honorable John Galo	Commissioner	Webb County
Honorable Jesse Gonzalez	Commissioner	Webb County
Humberto “Tito” Gonzalez, Jr. P.E.	Member At Large	Private
David Salazar, P.E.	District Engineer	TxDOT
EX-OFFICIO NON-VOTING MEMEBERS		
Honorable Judith Zaffirini	Senator - District 21	State of Texas
Honorable Richard Raymond	Representative - District 42	State of Texas
Honorable Tracy O. King	Representative- District 80	State of Texas

TECHNICAL COMMITTEE MEMBERSHIP

<u>MPO Representative:</u> <ul style="list-style-type: none"> MPO Director (Chairperson) <u>City Representatives:</u> <ul style="list-style-type: none"> Laredo Airport Director Laredo Bridge Director Laredo City Engineer Laredo Planning Director Laredo Traffic Safety Director The General Manager of the City Transit System 	<u>State Representatives:</u> <ul style="list-style-type: none"> TxDOT Planning Representative (Vice-Chairperson) TxDOT Planning Representative TxDOT Area Engineer TxDOT Transportation Planning and Programming Field Representative
<u>Federal representatives:</u> <ul style="list-style-type: none"> FHWA Planning Representative (Austin) 	<u>School system representatives</u> <ul style="list-style-type: none"> A representative of the Laredo Independent School District A representative of the United Independent School District A representative of Texas A&M International University A representative of Laredo Community College
<u>County and Regional Representatives:</u> <ul style="list-style-type: none"> Webb County Planning Director South Texas Development Council Regional Planning Director The General Manager of the Rural Transit System Webb County Engineer 	<u>Private Sector Representatives:</u> <ul style="list-style-type: none"> A representative of the Kansas City Southern Railway Company A representative of the Union Pacific Railroad Company A representative of the Laredo Transportation Association A Transportation Provider Representative who shall also serve on the Laredo Transportation Advisory Committee

APPENDIX B
METROPOLITAN AREA BOUNDARY MAP

Laredo Metropolitan Planning Organization



**APPENDIX C
DEBARMENT CERTIFICATION**

NEGOTIATED CONTRACTS

- 1) The Laredo Webb County Area 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

Pete Saenz
Chairperson, MPO Policy Committee
Mayor City of Laredo

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 sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients 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, 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.

Pete Saenz
Chairperson, MPO Policy Committee
Mayor
City of Laredo

Date

**APPENDIX E
CERTIFICATION OF COMPLIANCE**

I, **Pete Saenz**, Chairperson of the Laredo MPO Policy Committee, a duly authorized representative of the Laredo Webb County Area Metropolitan Planning Organization (MPO), do hereby certify that the contract and procurement procedures that are in effect and used by the forenamed MPO are in compliance with 2 CFR 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," as it may be revised or superseded.

Chairperson, MPO Policy Committee
Mayor
City of Laredo

Date

Attest:

Jose A. Valdez, Jr.
City Secretary
City of Laredo

APPENDIX F
CERTIFICATION OF INTERNAL ETHICS AND COMPLIANCE PROGRAM

I, **Pete Saenz**, Chairperson of the Laredo Urban Transportation Study, a duly authorized officer/representative of the Laredo Metropolitan Planning Organization (MPO) do hereby certify that the forenamed MPO has adopted and does enforce an internal ethics and compliance program that is designed to detect and prevent violations of law, including regulations and ethical standards applicable to this entity or its officers or employees and that the internal ethics and compliance program satisfies the requirements of by 43 TAC § 31.39 “Required Internal Ethics and Compliance Program” and 43 TAC § 10.51 “Internal Ethics and Compliance Program” as may be revised or superseded.

Chairperson, MPO Policy Committee
Mayor
City of Laredo

Date

Attest:

Jose A. Valdez, Jr.
City Secretary
City of Laredo

**LAREDO WEBB COUNTY
METROPOLITAN PLANNING ORGANIZATION
ACTION ITEM**

DATE: 04-20-2022	SUBJECT: MOTION Receive public testimony and initiate a 20-day public review and comment period for the proposed draft of the 2023-2026 Transportation Improvement Plan (TIP). TIP 23-26
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INITIATED BY: Staff	STAFF SOURCE: Juan S. Mendive, Interim MPO Director
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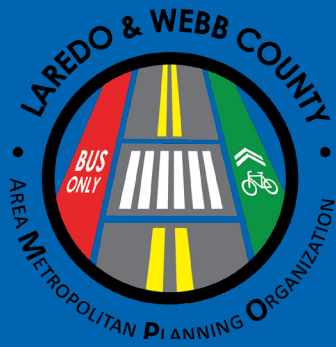
PREVIOUS ACTION: None

BACKGROUND: The Transportation Improvement Program (TIP), required by federal law, is a short-range program of transportation improvements for the MPO’s planning area. The TIP shall reflect the investment priorities established in the current Metropolitan Transportation Plan (MTP) and shall cover a period of no less than 4 years, and be updated at least every four years. Fixing America’s Surface Transportation Act (FAST Act) requires that Metropolitan Planning Organizations (MPOs) in cooperation with the State and affected transit operators develop Transportation Improvement Programs (TIP) for their planning areas. These Transportation Improvement Programs then become part of the State Transportation Improvement Program (STIP). As a Transportation Management Area (TMA), the Laredo MPO selects projects funded by 23 U.S.C. and 49 U.S.C. Chapter 53 (excluding projects on the National Highway System (NHS) and projects funded under the Bridge, Interstate Maintenance, and Federal Lands Highway programs) in consultation with the State and public transportation operator(s) from the approved TIP and in accordance with the priorities in the approved TIP. Projects on the NHS and projects funded under the Bridge and Interstate Maintenance programs shall be selected by the State in cooperation with the MPO, from the approved TIP. The TIP will include a project, or an identified phase of a project, only if full funding can reasonably be anticipated to be available within the time period that is contemplated for completion of the project.

Listed below are the proposed funding levels for the 2023-2026 TIP:

TIP YEAR	# OF MOBILITY PROJECTS	MOBILITY FUNDING	# OF TRANSIT PROJECTS	TRANSIT FUNDING
2023	11	249,330,010	3	\$17,482,390
2024	5	125,099,653	3	\$17,482,390
2025	1	110,000,000	3	\$17,482,390
2026	1	39,200,000	3	\$17,482,390
TOTALS	18	\$523,629,663	12	\$69,929,560

COMMITTEE RECOMMENDATION: Approval	STAFF RECOMMENDATION: Approval
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FY 2023-2026

Transportation Improvement Program



Public Meeting Date(s):

April 20th, 2022 - May 18th, 2022

Approved by Policy Committee:

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I. INTRODUCTION

In 1962, the Federal Aid Highway Act stated, that after July 1, 1965, the Secretary of Commerce shall not approve any program for highway projects in any urban area of more than fifty thousand population unless he finds that such projects are based on a continuing, comprehensive transportation planning process carried on cooperatively by the states and local communities. This directive, resulted in the creation of the Laredo Urban Transportation Study (LUTS), recently renamed as the Laredo Webb County Area Metropolitan Planning Organization (MPO), to provide for a continuing, comprehensive, and cooperative transportation planning process for the Laredo Urbanized area as mandated by the Act.

In 1973, the Federal Aid Highway Act, created the Metropolitan Planning Organizations (MPO) to be the recipient of special planning funds ("PL" funds) and responsible for Section 112 transportation planning.

In 1979, the Governor of Texas designated the LUTS Steering Committee as the MPO for the Laredo Urbanized Area. A contract between the then State Department of Highways and Public Transportation (SDHPT), the LUTS Steering Committee, and City of Laredo identified the cooperative responsibilities of the State, the MPO and the City. These responsibilities must now conform to 23 U. S. C. 134 on metropolitan transportation planning. The Fixing America's Surface Transportation (FAST) Act, was signed into law by President Obama on December 4, 2015. The authorization of the FAST Act does not represent an abandonment of the programs and planning requirements established under the Safe, Accountable, Flexible and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) and Moving Ahead for Progress in 21st Century (MAP-21), the previous federal transportation bills. Many of the same programs and metropolitan planning requirements are continued under the FAST Act.

The Laredo urbanized area, as determined by the 2010 Census, has surpassed 200,000 in population, and was designated a Transportation Management Area effective July 18th, 2012. It has not been designated as a non-attainment area for purposes of compliance with the Clean Air Act. The MPO, in cooperation with the Texas Department of Transportation (TxDOT) and the local transit operator, has proposed simplified planning procedures authorized by 23 C. F. R. Part 450 Subpart C.

The Transportation Improvement Program (TIP) is designed and developed to conform to the requirements of 23 C. F. R. 450.316(a) as well as the 10 factors of identified in the FAST Act.

Planning Factors

The ten planning factors are as follows:

- 1) Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
- 2) Increase the safety of the transportation system for motorized and non-motorized users.
- 3) Increase the security of the transportation system for motorized and non-motorized users.
- 4) Increase the accessibility and mobility for people and freight.

- 5) Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
- 6) Enhance the integration and connectivity of the transportation system, across and between modes, people, and freight.
- 7) Promote efficient system management and operation.
- 8) Emphasize the preservation of the existing transportation system, and,
- 9) Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and,
- 10) Enhance travel and tourism.

II. PURPOSE

Federal law requires that Metropolitan Planning Organizations (MPOs) in cooperation with the State and affected transit operators develop Transportation Improvement Programs (TIPs) for their planning areas. These Transportation Programs then become part of the State Transportation Improvement Program (STIP). The Transportation Improvement Program shall include capital and non-capital surface transportation projects (or phases of projects) within the boundaries of the metropolitan planning area proposed for funding under 23 U.S.C. and 49 U.S.C. Chapter 53 (including transportation enhancements; Federal Lands Highway program projects; safety projects included in the State's Strategic Highway Safety Plan; trails projects; pedestrian walkways; and bicycle facilities), except those projects that may (but are not required to) be included as identified in 23 CFR Part 450 Subpart C, 450.324(c).

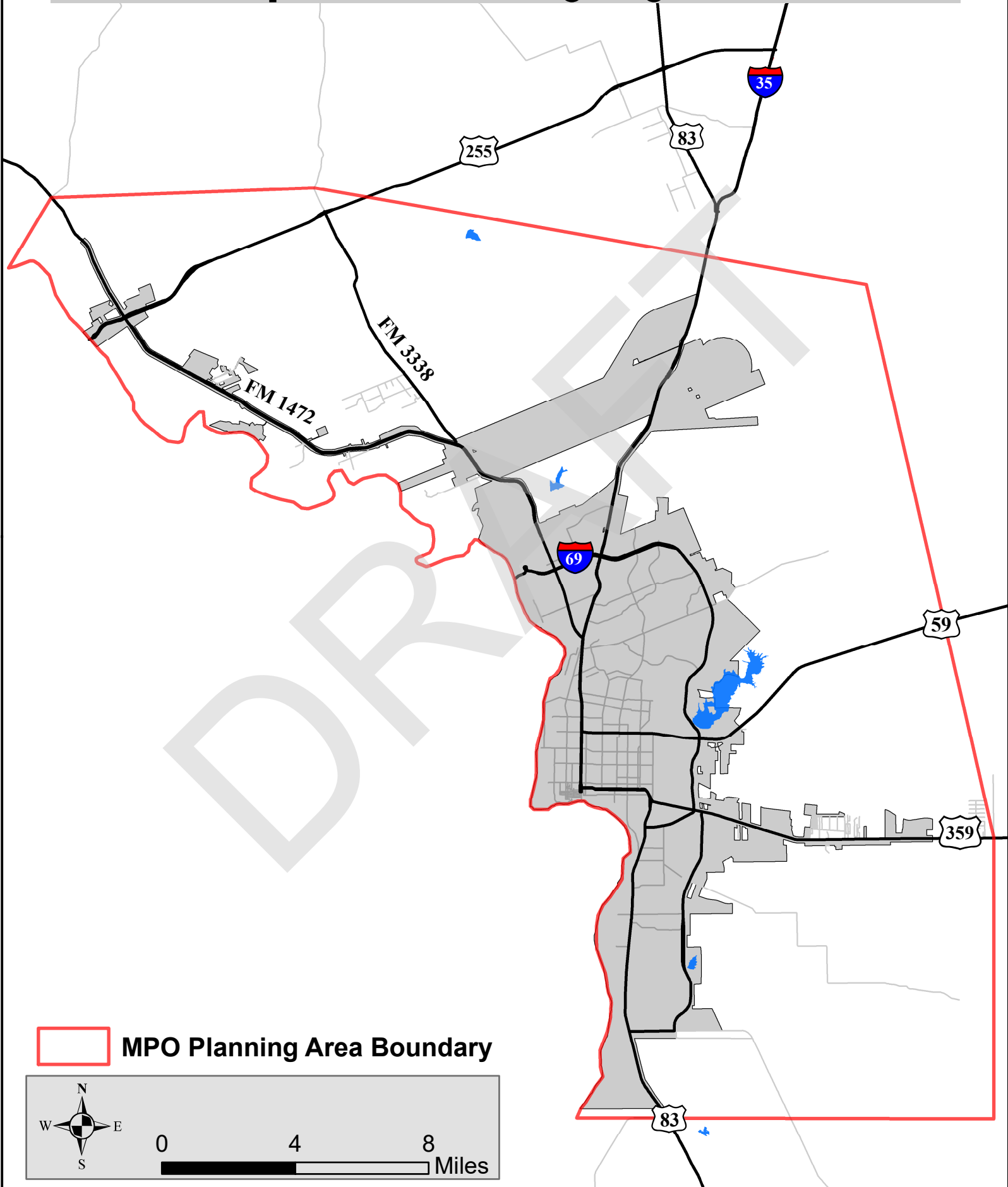
These projects are consistent with the long-range plan of the state. Project selection for projects involving Federal participation is carried out by the MPO in consultation with the State DOT. The program will include a project, or an identified phase of a project, only if full funding can reasonably be anticipated to be available within the time period that is contemplated for completion of the project.

The Texas Department of Transportation (TxDOT), and the Laredo Webb County Area Metropolitan Planning Organization (MPO) have cooperatively developed the current TIP in accordance with the requirements of the FAST Act and is financially constrained.

III. DEFINITION OF AREA

The boundaries of the Metropolitan Planning Area and the Urbanized area were approved by the MPO on April 8, 2004, (see map).

Laredo Webb County Area Metropolitan Planning Organization



 MPO Planning Area Boundary





IV. PUBLIC INVOLVEMENT PROCESS

The Laredo Webb County Area Metropolitan Planning Organization (MPO) developed, in cooperation with the State and FHWA, and in conformance with the requirements of 23 CFR 450.316, its adopted Public Participation Plan. The Laredo MPO's Public Involvement Process (PIP) was adopted on June 9th, 1994 and subsequently amended on November 22nd, 1996, on July 24th, 2003, and on May 15th, 2017. After a required 45-day public review and comment period, the Laredo MPO Policy Committee adopted the Public Participation Plan (PPP) which replaced the PIP. The PPP is intended to provide every opportunity for the involvement of citizens in the transportation planning process in conformance with the requirements of 23 CFR 450.316 (a).

V. PROJECT SELECTION PROCESS

The Metropolitan Transportation Plan (MTP) is the primary planning tool for selecting major projects to be included in the Unified Transportation Program (UTP) and TIP. On January 21st, 2020, the Laredo MPO, adopted the current MTP, including its Project Selection Procedures, at a public meeting held, which was noticed, and whose agenda was posted pursuant to the requirements of the Texas Open Meetings Act. Only projects consistent with a FHWA/FTA approved MTP and/or TIP may be eligible for funds administered by FHWA or FTA. The approved Transportation Improvement Program shall be utilized for programming projects within the metropolitan area in accordance with 23 CFR 450.330 (a) and (c).

VI. PROGRESS FROM PREVIOUS YEAR

The FY 2021-2024 TIP was adopted on a May 18th, 2020. Enclosed is a summary detailing the status of ongoing projects.

VII. PERFORMANCE MANAGEMENT

Transportation Performance Management is a strategic approach that uses system information to make investment and policy decisions to achieve national performance goals. Monitoring progress towards achieving these national performance goals is achieved through the use of performance measures. Using performance measures, decision makers can apply key information and data to understand the consequences of investment decisions across transportation modes.

The previous transportation funding bill, MAP-21, introduced a streamlined, performance-based, multimodal program. Through performance management, MAP-21 aimed to increase the accountability and transparency of the federal highway programs by improving transportation investment decision-making through performance-based planning and programming. The FAST Act continues the use of performance targets and performance measures at the national, state, and local level that were established with MAP-21. All established performance targets and measures should align with the national goals outlined in MAP-21, which are as follows:

Goal Area	National Goal
Safety	To achieve a significant reduction in traffic fatalities and serious injuries on all public roads.
Infrastructure Condition	To maintain the highway infrastructure asset system in a state of good repair.
Congestion Reduction	To achieve a significant reduction in congestion on the National Highway System.
System Reliability	To improve the efficiency of the surface transportation system.
Freight Movement and Economic Vitality	To improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development.
Environmental Sustainability	To enhance the performance of the transportation system while protecting and enhancing the natural environment.
Reduced Project Delivery Delays	To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practices.

MPOs are required to set performance targets and measures after the United States Department of Transportation and the State of Texas set national and state targets and measures. The MPO will maintain awareness of the performance measures process at both the federal and state level and will implement performance measures at the MPO level as appropriate. If the process of implementing performance measures requires additions or changes to the MTP and TIP, the documents will be amended in the future.

Currently, the FAST Act requires State DOTs and MPOs to establish performance targets and report on the progress toward achieving these targets for the following performance measures:

Safety (PM1)

The Texas Department of Transportation (TxDOT) has established targets for five safety performance measures based on five-year rolling averages:

Performance Measure	2022 Statewide Target (Expressed as Five-Year 2018-2022 Average)
Total number of traffic related fatalities on all public roads	3,563
Rate of traffic related fatalities on all public roads per 100 million VMT	1.27
Total number of traffic related serious injuries on all public roads	16,677
Rate of traffic related serious injuries on all public roads per 100 million VMT	5.76
Total number of non-motorized fatalities and serious injuries on all public roads	2,367

The MPO adopts TxDOT’s safety performance targets within the metropolitan planning area boundary. The MPO supports the planning and programming of projects that contribute to the achievement of these targets.

For project selection, safety is one criterion where technical points are awarded based on the crash rate. Many projects adopted in the FY 2023-2026 TIP support achieving the targets established for safety. The MPO will monitor the established targets and report measurements to the Policy Committee.

Pavement and Bridge Condition (PM2)

Under the FAST Act, States are required to set targets for Bridge and Pavement Conditions for both Interstate and Non-Interstate National Highway System Roadways. The State’s Pavement and Bridge Measures (PM2):

- 1) Percentage of Interstate System pavement in good or better condition.
- 2) Percentage of Interstate System pavement in poor condition.
- 3) Percentage of Non-Interstate National Highway pavement in good condition.
- 4) Percentage of Non-Interstate National Highway pavement in poor condition.
- 5) Percentage of Bridge Deck on the National Highway System in good condition.
- 6) Percentage of Bridge Deck on the National Highway System in poor condition.



The Laredo Webb County Area MPO Policy Committee has adopted the States measures and targets. These targets are as follows:

Performance Measure	Baseline	2020 Target	2022 Target (Original)	2022 Target (Updated)
Pavement on Interstate Highway (IH)				
% in "good" condition			66.40%	66.5%
% in "poor" condition			0.33%	0.2%
Pavement on Non-Interstate Highway (NHS)				
% in "good" condition	54.40%	52.00%	52.33%	54.1%
% in "poor" condition	13.80%	14.30%	14.30%	14.2%
NHS Bridge Deck Condition				
% in "poor" condition	0.88%	0.80%	0.80%	1.5%
% in "good" condition	50.63%	50.58%	50.42%	50.4%

Projects selected for inclusion in the TIP are intended to support the achievement of the pavement and bridge condition targets. The MPO Policy Committee supports the planning and programming of projects that contribute to the achievement of these targets.

Roadway System Performance (PM3)

Under the FAST Act, States are required to set targets for roadway system performance, specifically Interstate Reliability, non – Interstate national Highway System Reliability and Truck Travel Time Reliability. The State’s System Performance Measures (PM3) are as follows:

- 1) Percentage of person-miles traveled on the Interstate system rated “reliable” (TTR-IH).
- 2) Percentage of person-miles traveled on Non-Interstate National Highway System facilities rated “reliable” (TTR Non-IH).
- 3) Percentage of truck travel time on the Interstate system rated as “reliable” (TTTR).
The MPO Policy Board has adopted TxDOT’s targets in support of the State meeting its targets.

The Laredo Webb County Area MPO’s has incorporated the following targets into the metropolitan transportation planning process and has utilized said targets as a tool in the planning and programming of projects:

Performance Measure	Baseline	2020 Target	2022 Target (Original)	2022 Target (Updated)
Reliability				
Interstate Highway (IH) Level of Travel Time Reliability.	79.60%	61.20%	56.60%	70.0%
Non-Interstate Highway (NHS) Travel Time Reliability.			55.40%	70.0%
Truck Travel Time Reliability (TTTR) Index.	1.5	1.7	1.79	1.76



The Laredo MPO commits to planning for and programming projects that contribute to the accomplishment of these targets. The Laredo MPO will also monitor all of the established targets and report achievements to the Policy Committee as necessary.

Transit State of Good Repair (PM4)

MAP-21 and later the FAST Act mandated the Federal Transit Administration (FTA) to develop a rule establishing a strategic and systematic process of operating, maintaining, and improving public capital assets effectively through their entire life cycle. Under the Transit Asset Management (TAM) Final Rule, the FTA established four performance measures to approximate the State of Good Repair for four categories of capital assets. El Metro has adopted targets for three of the applicable transit asset management performance measures. These performance measures and targets will assist El Metro to quantify the condition of their assets and help facilitate target setting that supports local funding prioritization.

Asset Category	FTA established Performance Measure	Performance Target
Rolling Stock	% of revenue vehicles exceeding useable life benchmark (ULB)	75% of vehicles should be within their useable life benchmark (ULB)
Equipment	% of non-revenue service vehicles exceeding ULB	75% Equipment should be within their ULB
Facilities	% of facilities rated under 3.0 on the Transit Economic Requirements Model (TERM) scale	75% of facilities rated on a FTA TERM scale of 3.0 or above.
Infrastructure	% of track segments under performance restriction	Not applicable

The MPO Policy Committee adopted El Metro’s transit performance measurement targets in 2017.

The MPO supports the planning and programming of projects that contribute to the accomplishments of these performance targets. The transit projects adopted in the TIP are intended to support achieving the targets established for the transit state of good repair.

Public Transportation Agency Safety Plan (PTASP)

On July 19, 2018, FTA published the Public Transportation Agency Safety Plan (PTASP) Final Rule, which requires certain operators of public transportation systems that receive federal funds under FTA's Urbanized Area Formula Grants to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS).

The PTASP has been developed by TxDOT on behalf of Laredo & Webb county Area Metropolitan Planning Organization, which is the Metropolitan Planning Organization (MPO) for the area, and LTMI in accordance with all requirements stated in 49 CFR Part 673

applicable to a small public transportation provider. The third version of the PTASP was adopted by the Mass Transit Board on March 21, 2022.

Federal law requires transit agencies to make its safety performance targets available to States and MPOs to aid in the planning process. MPOs are responsible for integrating performance from PTASP into their planning process.

Fixed Route (Bus) Safety Performance Targets

MODE	BASELINE	TARGET
Fatalities	0	0
Rate of Fatalities per 100,000 VRM	0.00%	0.00%
Injuries	1	1
Rate of Injuries per 100,000 VRM	0.0%	0.0%
Safety Events	2	2
Rate of Safety Events per 100,000 VRM	0.14%	0.14%
Mean Distance Between Major Mechanical Failure	70,002	70,002

*Rate = total number for year x 100,000/total vehicle revenue miles traveled

Demand Response Safety Performance Targets

MODE	BASELINE	TARGET
Fatalities	0	0
Rate of Fatalities per 100,000 VRM	0.00%	0.00%
Injuries	2	2
Rate of Injuries per 100,000 VRM	0.12%	0.12%
Safety Events	1	1
Rate of Safety Events per 100,000 VRM	0.60%	0.60%
Mean Distance Between Major Mechanical Failure	41,489	41,489

*Rate = total number for year x 100,000/total vehicle revenue miles traveled

VIII. AIR QUALITY ISSUES

The Laredo metropolitan planning area is considered to be in attainment for ozone and carbon monoxide. The City's transit department is currently in the process of replacing its diesel vehicles with those which utilize compressed natural gas. Over 50% of all City buses currently operate on compressed natural gas.

IX. AMERICANS WITH DISABILITIES ACT (ADA)

The City Transit Department has created the El Lift Program to address ADA considerations. The Transit Department has also actively pursues the strengthening of this program through their development and participation in the ADA Paratransit Study, sponsored by the MPO, and completed in 2013 which reviewed the program in its entirety with an emphasis on identification of areas for improvement.



X. GROUPED STATEWIDE PROJECTS

Under 23 CFR 450.324(i) projects proposed for FHWA and/or FTA funding that are not considered by the State and MPO to be of appropriate scale for individual identification in a given program year **may be grouped by function, geographic area, and work type** by using applicable classifications under 23 CFR 771.1 I 7(c) and (d). In non-attainment and maintenance areas, these classifications must be consistent with the exempt project classifications contained in the U.S. EPA transportation conformity requirements (40 CFR Part 51).

The Laredo Webb County Area MPO is participating by grouping some projects in the Transportation Improvement Program (TIP) that are covered in the Texas Statewide Transportation Improvement Program (STIP).

The Texas STIP can be located at:

<https://www.txdot.gov/inside-txdot/division/transportation-planning/stips.html>

Financial accountability for these projects is the responsibility of the STIP, therefore, are not accounted for in the Financial Summary for the Laredo MPO totals. These projects are "exempt" from conformity requirements. These projects do not need policy approval by the Policy Committee for the purpose of revisions. See the following grouped project categories, and the "Definition of Grouped Projects."

DRAFT



GROUPED PROJECT CSJ's

Definition of Grouped Projects for use in the STIP

Revised February 23, 2021

PROPOSED CSJ	GROUPED PROJECT CATEGORY	DEFINITION
5000-00-950	PE-Preliminary Engineering	Preliminary Engineering for any project except added capacity projects in a nonattainment area. Includes activities which do not involve or lead directly to construction, such as planning and research activities; grants for training; engineering to define the elements of a proposed action or alternatives so that social, economic, and environmental effects can be assessed.
5000-00-951	Right of Way	Right of Way acquisition for any project except added capacity projects in a nonattainment area. Includes relocation assistance, hardship acquisition and protective buying.
5000-00-952 5000-00-957 5000-00-958	Preventive Maintenance and Rehabilitation	Projects to include pavement repair to preserve existing pavement so that it may achieve its designed loading. Includes seal coats, overlays, resurfacing, restoration and rehabilitation done with existing ROW. Also includes modernization of a highway by reconstruction, adding shoulders or adding auxiliary lanes (e.g., parking, weaving, turning, climbing, passing, non-added capacity) or drainage improvements associated with rehabilitation [See Note 3].
5000-00-953	Bridge Replacement and Rehabilitation	Projects to replace and/or rehabilitate functionally obsolete or structurally deficient bridges.
5000-00-954	Railroad Grade Separations	Projects to construct or replace existing highway-railroad grade crossings and to rehabilitate and/or replace deficient railroad underpasses, resulting in no added capacity.
5800-00-950	Safety	Projects to include the construction or replacement/rehabilitation of guard rails, median barriers, crash cushions, pavement markings, skid treatments, medians, lighting improvements, highway signs, curb ramps, railroad/highway crossing warning devices, fencing, intersection improvements (e.g., turn lanes), signalization projects and interchange modifications. Also includes projects funded via the Federal Hazard Elimination Program, Federal Railroad Signal Safety Program, or Access Managements projects, except those that result in added capacity.

PROPOSED CSJ	GROUPED PROJECT CATEGORY	DEFINITION
5000-00-956	Landscaping	Project consisting of typical right-of-way landscape development, establishment and aesthetic improvements to include any associated erosion control and environmental mitigation activities.
5800-00-915	Intelligent Transportation System Deployment	Highway traffic operation improvement projects including the installation of ramp metering control devices, variable message signs, traffic monitoring equipment and projects in the Federal ITS/IVHS programs.
5000-00-916	Bicycle and Pedestrian	Projects including bicycle and pedestrian lanes, paths and facilities (e.g., sidewalks, shared use paths, side paths, trails, bicycle boulevards, curb extensions, bicycle parking facilities, bikeshare facilities, etc.). Safe Routes to School non-infrastructure related activities (e.g. enforcement, tools, and education programs).
5000-00-917	Safety Rest Areas and Truck Weigh Stations.	Construction and improvement of rest areas, and truck weigh stations.
5000-00-918	Transit Improvements and Programs	Projects include the construction and improvement of small passenger shelters and information kiosks. Also includes the construction and improvement of rail storage/maintenance facilities bus transfer facilities where minor amounts of additional land are required and there is not a substantial increase in the number of users. Also includes transit operating assistance, preventative maintenance of transit vehicles and facilities. acquisition of third-party transit services, and transit marketing, and mobility management/coordination. Additionally, includes the purchase of new buses and rail cars to replace existing vehicles or for minor expansions of the fleet [See Note 4].
5000-00-919	Recreational Trails Program	Off-Highway Vehicle (OHV), Equestrian, Recreational Water/Paddling Trails and related facilities; Recreational Trails related education and safety programs.

Note 1: Projects eligible for grouping include associated project phases (Preliminary Engineering, Right-Of-Way and Construction).

Note 2: Projects funded with Congestion Mitigation Air Quality funding require a Federal eligibility determination, and are not approved to be grouped.

Note 3: Passing lanes include "SUPER 2" lanes consistent with TxDOT's Roadway Design Manual.

Note 4: In PM10 and PM2.5 nonattainment or maintenance areas, such projects may be grouped only if they are in compliance with control measures in the applicable implementation plan.

Note 5: Projects funded as part of the Recreational Trails Program (RTP) and Transportation Alternatives (TA) Program consistent with the grouped project category definitions may be grouped. RTP or TA funded projects that are not consistent with the grouped project category definitions must be individually noted in the Transportation Improvement Program (TIP) and State Transportation Improvement Program (STIP). Road diet projects may not be grouped.



XI. FEDERAL HIGHWAY NON-GROUPED PROJECTS AND FINANCIAL SUMMARY

DRAFT

Laredo Webb County Area MPO

Short Range Projects Identified in the Metropolitan Transportation Plan (MTP) and Listed in the Transportation Improvement Program (TIP)

	CSJ	PROJECT NAME	SCOPE	FROM	TO	PROJECT SPONSOR	CATEGORY	YOE COST
FY 2023								
1	0922-33-166	Reuthinger Road	New location construction of 4-lane divided highway	0.1 mile East of Beltway Parkway	IH 35 West Frontage road	City	7	\$21,440,668
2	0922-33-165	Hachar Roadway Road	New location construction of 4-lane divided highway	FM 1472	0.100 miles E of Beltway Parkway	City	7, 7_CRRSAA, 3LC	\$32,514,912
3	0922-33-181	Improvement of 17 Bus Stops	Improve connections, accessibility and security for up to 17 bus stops	various locations		TxDOT	9-TAP	\$225,000
4	0086-01-073	SH 359 Widening	Widen roadway from 3-lane to 5-lane undivided Highway	4.06 miles E of SL 20	8.935 miles E of SL 20	TxDOT	11, 12	\$25,000,000
5	0086-02-023	SH 359 Widening	Widen roadway from 2-lane to 4-lane divided highway	8.935 miles E of SL 20	9.830 miles E of SL 20	TxDOT	11	\$6,000,000
6	0086-14-088	US 59 (Loop 20) Reconstruction	Reconstruction of existing 6-lane divided highway to proposed 6-lane freeway facility with 3-lane frontage roads at University Blvd. to Shiloh Dr.	0.36 mi South of University Blvd	0.51 mi South of Shiloh Dr.	TxDOT	2U, 10, 11,	\$45,394,778
7	0086-14-076	US 59 (Loop 20) Interchange at Shiloh Dr.	Construction of interchange at Shiloh Dr.	0.50 mi S of Shiloh Dr.	0.50 mi N of Shiloh Dr.	TxDOT	2M, 10	\$31,856,549
8	0086-14-089	US 59 (Loop 20) Reconstruction	Reconstruction of existing 6-lane highway to proposed 6-lane freeway with 3-lane frontage roads	0.51 mi South of Shiloh	International Blvd.	TxDOT	2U, 10, 11	\$38,390,491
9	0086-14-079	US 59 (Loop 20) Interchange at University Blvd.	Construction of Interchange at University Blvd.	0.50 mi s of University Blvd.	0.50 mi n of University Blvd.	TxDOT	2M, 10	\$19,364,639
10	0086-14-075	US 59 (Loop 20) Interchange at Del Mar	Construction of Interchange at Del Mar Blvd.	0.50 mi South of Del Mar Blvd.	0.50 mi North of Del Mar Blvd.	TxDOT	2M, 10	\$28,446,123
11	0922-33-177	River Vega Trail	Construct hike & bike trail	Anna Park	LCC Campus	City	9-TAP	\$696,850
11 Projects								Total: \$249,330,010

Funding Category Types

CAT 1: Preventive Maintenance and Rehabilitation

CAT 2: Metro Corridor Projects

CAT 3: Non Traditionally Funded - includes local funds, proposition 12 or 14, etc.

CAT 7: Metro Mobility and Rehabilitation

CAT 9: Transportation Enhancement (TE) and Transportation Alternative Program (TAP)

CAT 10: Supplemental Projects include CBI and Earmark funds

CAT 11: District Discretionary

CAT 12: Strategic Priority - addresses project with priority to State

Prop 1: Proposition 1: Effective in 2015 Highway Trust Fund allocation from gas tax revenue

Prop 7: Proposition 7 : MPO allocations from formula funds diverted from state general sales, use tax, vehicle sales, and rental tax

Laredo Webb County Area MPO

Short Range Projects Identified in the Metropolitan Transportation Plan (MTP) and Listed in the Transportation Improvement Program (TIP)

	CSJ	PROJECT NAME	SCOPE	FROM	TO	PROJECT SPONSOR	CATEGORY	YOE COST
FY 2024								
1	0922-33-213	World Trade Bridge Expansion	Preliminary engineering and construction for the expansion of the World Trade Bridge consisting of 8 lanes by building a new 8 lane bridge adjacent to the existing bridge for a total of 16 lanes after completion of the project.	World Trade Bridge		City	7	\$12,000,000
2	0086-14-087	US 59 (Loop 20) Reconstruction	Reconstruction of existing 6-lane highway to proposed 6-lane freeway facility with 3-lane frontage roads at 0.4 mi N of airport to University Blvd.	0.4 mi North of E Corridor Rd (Airport).	0.36 mi South of University Blvd.	TxDOT	12	\$30,600,000
3	0086-14-086	US 59 (Loop 20) Reconstruction	Reconstruction of existing 6-lane divided highway to proposed 6-lane freeway facility with a section including 3-lane frontage roads at US 59 to 0.4 mi N of airport.	US 59	0.4 mi North of E Corridor Rd. (Airport)	TxDOT	12	\$29,290,676
4	0086-14-077	US 59 (Loop 20) Interchange at Airport	Construction of interchange at Airport	0.500 mi South of E Corridor Rd (Airport).	0.50 mi North of E Corridor Rd (Airport).	TxDOT	2M, 12	\$28,774,986
5	0086-14-078	US 59 (Loop 20) Interchange at Jacaman Rd.	Construction of interchange at Jacaman Rd.	0.50 mi s of Jacaman Rd	0.50 mi n of Jacaman Rd	TxDOT	12, 2M	\$24,433,991
5 Projects							Total:	\$125,099,653

Funding Category Types

CAT 1: Preventive Maintenance and Rehabilitation

CAT 2: Metro Corridor Projects

CAT 3: Non Traditionally Funded - includes local funds, proposition 12 or 14, etc.

CAT 7: Metro Mobility and Rehabilitation

CAT 9: Transportation Enhancement (TE) and Transportation Alternative Program (TAP)

CAT 10: Supplemental Projects include CBI and Earmark funds

CAT 11: District Discretionary

CAT 12: Strategic Priority - addresses project with priority to State

Prop 1: Proposition 1: Effective in 2015 Highway Trust Fund allocation from gas tax revenue

Prop 7: Proposition 7 : MPO allocations from formula funds diverted from state general sales, use tax, vehicle sales, and rental tax

Laredo Webb County Area MPO
Short Range Projects Identified in the Metropolitan Transportation Plan (MTP) and Listed in the Transportation Improvement Program (TIP)

	CSJ	PROJECT NAME	SCOPE	FROM	TO	PROJECT SPONSOR	CATEGORY	YOE COST
FY 2025								
1	0018-05-089		Replacement of bridge structure at Uniroyal Dr.	0.5 mi south of Uniroyal Interchange	2.68 mi north of Uniroyal Interchange	TxDOT	12, 4	\$110,000,000
1 Project							Total:	\$110,000,000

Funding Category Types

CAT 1: Preventive Maintenance and Rehabilitation

CAT 2: Metro Corridor Projects

CAT 3: Non Traditionally Funded - includes local funds, proposition 12 or 14, etc.

CAT 7: Metro Mobility and Rehabilitation

CAT 9: Transportation Enhancement (TE) and Transportation Alternative Program (TAP)

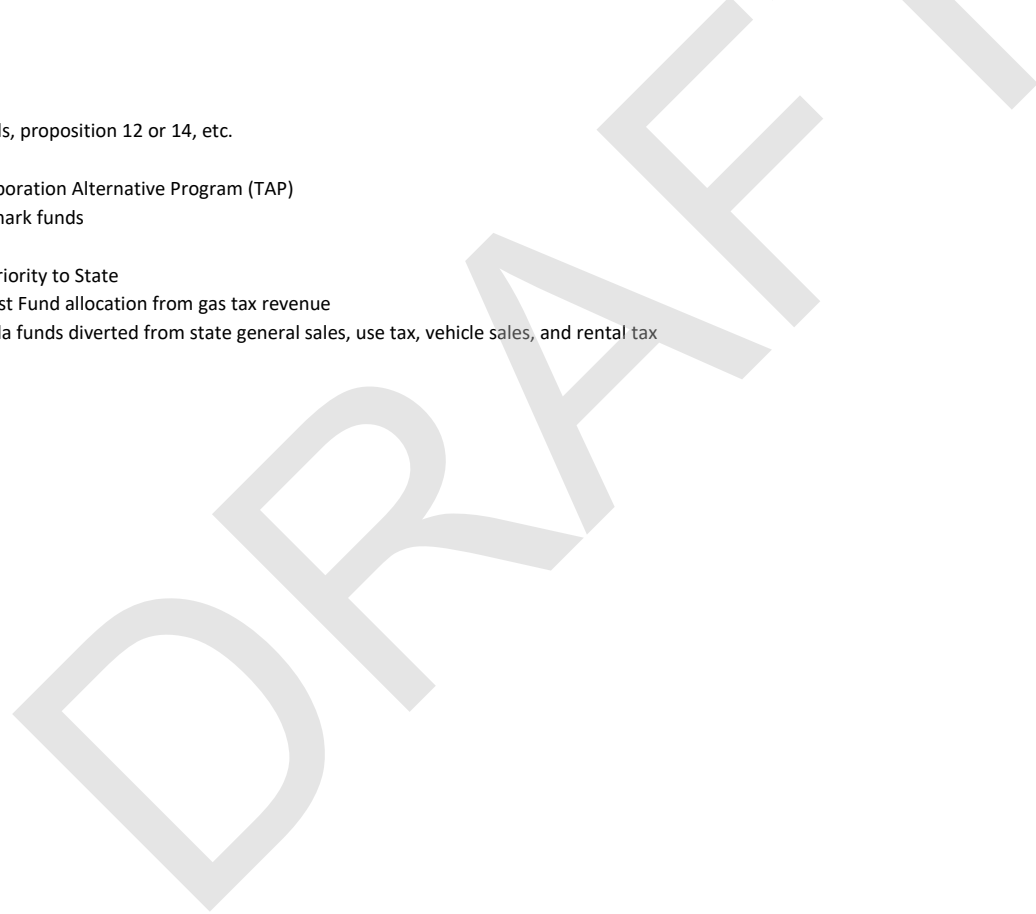
CAT 10: Supplemental Projects include CBI and Earmark funds

CAT 11: District Discretionary

CAT 12: Strategic Priority - addresses project with priority to State

Prop 1: Proposition 1: Effective in 2015 Highway Trust Fund allocation from gas tax revenue

Prop 7: Proposition 7 : MPO allocations from formula funds diverted from state general sales, use tax, vehicle sales, and rental tax



Laredo Webb County Area MPO

Short Range Projects Identified in the Metropolitan Transportation Plan (MTP) and Listed in the Transportation Improvement Program (TIP)

	CSJ	PROJECT NAME	SCOPE	FROM	TO	PROJECT SPONSOR	CATEGORY	YOE COST
FY 2026								
1	0018-06-185		New Direct Connector (#3) south of IH35 to east I-69W	0.5 mi east of IH35	0.5 mi north of US59	TxDOT	12	\$39,200,000
1 Project							Total:	\$39,200,000

Funding Category Types

CAT 1: Preventive Maintenance and Rehabilitation

CAT 2: Metro Corridor Projects

CAT 3: Non Traditionally Funded - includes local funds, proposition 12 or 14, etc.

CAT 7: Metro Mobility and Rehabilitation

CAT 9: Transportation Enhancement (TE) and Transportation Alternative Program (TAP)

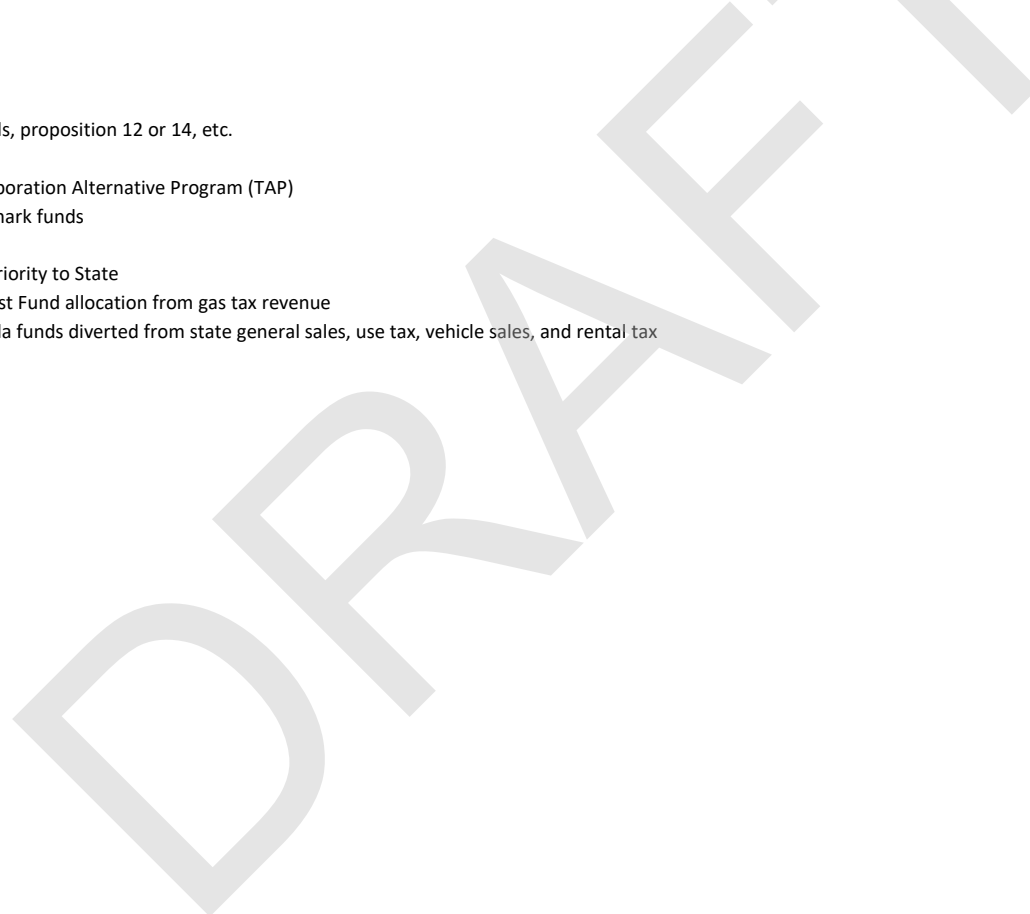
CAT 10: Supplemental Projects include CBI and Earmark funds

CAT 11: District Discretionary

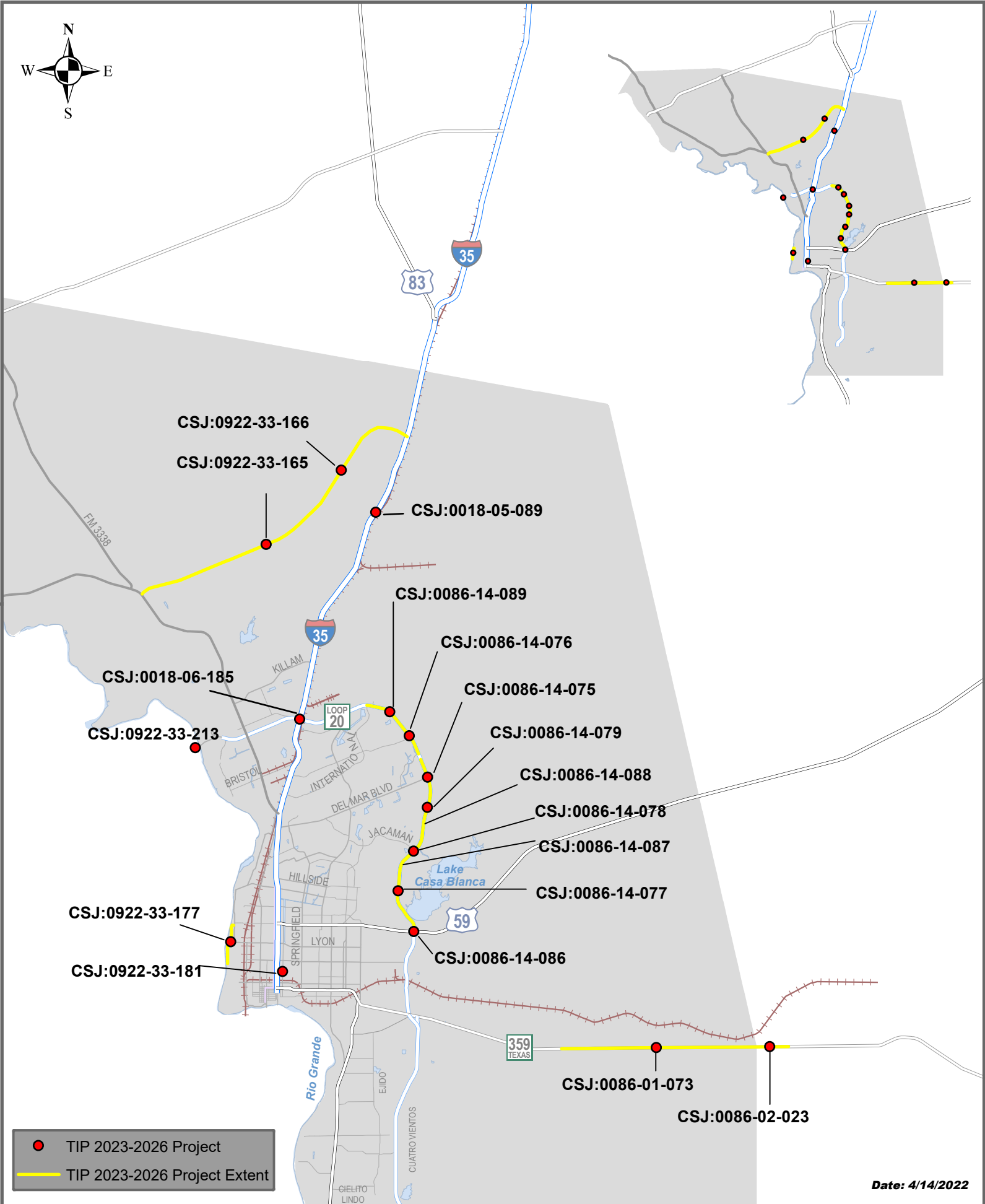
CAT 12: Strategic Priority - addresses project with priority to State

Prop 1: Proposition 1: Effective in 2015 Highway Trust Fund allocation from gas tax revenue

Prop 7: Proposition 7 : MPO allocations from formula funds diverted from state general sales, use tax, vehicle sales, and rental tax



2023-2026 TIP LOCATIONS OF PROJECTS



CSJ:0922-33-166

CSJ:0922-33-165

CSJ:0018-05-089

CSJ:0086-14-089

CSJ:0086-14-076

CSJ:0086-14-075

CSJ:0018-06-185

CSJ:0922-33-213

CSJ:0086-14-079

CSJ:0086-14-088

CSJ:0086-14-078

CSJ:0086-14-087

CSJ:0086-14-077

CSJ:0922-33-177

CSJ:0086-14-086

CSJ:0922-33-181

CSJ:0086-01-073

CSJ:0086-02-023

- TIP 2023-2026 Project
- TIP 2023-2026 Project Extent

CSJ 0086-14-088

District Laredo	MPO Laredo	County Webb	CSJ 0086-14-088	TIP FY 2023	HWY US 59	Phase C	City Laredo	YOE Cost \$ 45,394,778.00
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Limits From: 0.36 MI SOUTH OF UNIVERSITY BLVD

Limits To: 0.51 MI SOUTH OF SHILOH DR

Project DESCR: RECONSTRUCTION OF EXISTING 6-LANE DIVIDED HIGHWAY TO PROPOSED 6-LANE FREEWAY FACILITY WITH 3-LANE FRONTAGE ROADS AT

Remarks P7:

Project Sponsor

Revision Date

MPO Proj Num

Funding Cat(S)

Project History

2U, 10, 11

Authorized Funding By Category/Share

Category	Federal	State	Regional	Local	Local Contributions	Total
2U	\$ 9,200,000.00	\$ 2,300,000.00	\$ -	\$ -	\$ -	\$ 11,500,000.00
10	\$ 17,600,000.00	\$ 4,400,000.00	\$ -	\$ -	\$ -	\$ 22,000,000.00
11	\$ 9,515,822.40	\$ 2,378,955.60	\$ -	\$ -	\$ -	\$ 11,894,778.00
Total	\$ 36,315,822.40	\$ 9,078,955.60	\$ -	\$ -	\$ -	\$ 45,394,778.00

Total Project Cost Information

Prelim Eng	\$ 2,224,345.00
ROW Purch	\$ 47,215,397.00
Const Cost	\$ 45,394,778.00
Const Eng	\$ 1,579,739.00
Conting	\$ 54,474.00
Indirect	\$ -
Bond Fin	\$ -
Pt Chg Ord	\$ 3,282,043.00
Total Cost	\$ 99,750,776.00

CSJ 0086-14-089

District Laredo	MPO Laredo	County Webb	CSJ 0086-14-089	TIP FY 2023	HWY US 59	Phase C	City Laredo	YOE Cost \$ 38,390,491.00
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Limits From: 0.51 MI SOUTH OF SHILOH

Limits To: INTERNATIONAL BLVD.

Project DESCR: RECONSTRUCTION OF EXISTING 6-LANE DIVIDED HIGHWAY TO PROPOSED 6-LANE FREEWAY FACILITY WITH 3-LANE FRONTAGE ROADS AT

Remarks P7:

Project Sponsor

Revision Date

MPO Proj Num

Funding Cat(S)

Project History

2U, 10, 11

Authorized Funding By Category/Share

Category	Federal	State	Regional	Local	Local Contributions	Total
2U	\$ 25,200,000.00	\$ 6,300,000.00	\$ -	\$ -	\$ -	\$ 31,500,000.00
10	\$ 3,428,215.20	\$ 857,053.80	\$ -	\$ -	\$ -	\$ 4,285,269.00
11	\$ 2,084,177.60	\$ 521,044.40	\$ -	\$ -	\$ -	\$ 2,605,222.00
Total	\$ 30,712,392.80	\$ 7,678,098.20	\$ -	\$ -	\$ -	\$ 38,390,491.00

Total Project Cost Information

Prelim Eng	\$ 1,881,135.00
ROW Purch	\$ 64,919,082.00
Const Cost	\$ 38,390,491.00
Const Eng	\$ 1,335,990.00
Conting	\$ 46,069.00
Indirect	\$ -
Bond Fin	\$ -
Pt Chg Ord	\$ 2,775,633.00
Total Cost	\$ 109,348,400.00

CSJ 0086-01-073

District Laredo	MPO Laredo	County Webb	CSJ 0086-01-073	TIP FY 2023	HWY SH 359	Phase C	City Laredo	YOE Cost \$ 25,000,000.00
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Limits From: 4.06 MILES E OF SL 20
 Limits To: 8.935 MILES E OF SL 20
 Project DESCR: WIDEN ROADWAY FROM 3-LANE TO 5-LANE UNDIVIDED HIGHWAY
 Remarks P7:

Project Sponsor
 Revision Date
 MPO Proj Num
 Funding Cat(S) 12,11
 Project History

Authorized Funding By Category/Share

Category	Federal	State	Regional	Local	Local Contributions	Total
12	\$ 14,400,000.00	\$ 3,600,000.00	\$ -	\$ -	\$ -	\$ 18,000,000.00
11	\$ 5,600,000.00	\$ 1,400,000.00	\$ -	\$ -	\$ -	\$ 7,000,000.00
Total	\$ 20,000,000.00	\$ 5,000,000.00	\$ -	\$ -	\$ -	\$ 25,000,000.00

Total Project Cost Information

Prelim Eng	\$ 1,225,000.00
ROW Purch	\$ 2,383,783.15
Const Cost	\$ 25,000,000.00
Const Eng	\$ 1,227,500.00
Conting	\$ 565,000.00
Indirect	\$ -
Bond Fin	\$ -
Pt Chg Ord	\$ 1,305,000.00
Total Cost	\$ 31,706,283.15

CSJ 0086-02-023

District Laredo	MPO Laredo	County Webb	CSJ 0086-02-023	TIP FY 2023	HWY SH 359	Phase C	City Laredo	YOE Cost \$ 6,000,000.00
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Limits From: 8.935 MILES E OF SL 20
 Limits To: 9.830 MILES E OF SL 20
 Project DESCR: WIDEN ROADWAY FROM 2-LANE TO 4-LANE DIVIDED HIGHWAY
 Remarks P7:

Project Sponsor
 Revision Date
 MPO Proj Num
 Funding Cat(S) 11
 Project History

Authorized Funding By Category/Share

Category	Federal	State	Regional	Local	Local Contributions	Total
11	\$ 4,800,000.00	\$ 1,200,000.00	\$ -	\$ -	\$ -	\$ 6,000,000.00
Total	\$ 4,800,000.00	\$ 1,200,000.00	\$ -	\$ -	\$ -	\$ 6,000,000.00

Total Project Cost Information

Prelim Eng	\$ 294,000.00
ROW Purch	\$ 720,731.78
Const Cost	\$ 6,000,000.00
Const Eng	\$ 294,600.00
Conting	\$ 135,600.00
Indirect	\$ -
Bond Fin	\$ -
Pt Chg Ord	\$ 313,200.00
Total Cost	\$ 7,758,131.78

CSJ 0086-14-075									
District	MPO	County	CSJ	TIP FY	HWY	Phase	City	YOE Cost	
Laredo	Laredo	Webb	0086-14-075	2023	US 59	C	Laredo	\$ 28,446,123.00	

Limits From: 0.50 MI S OF DEL MAR BLVD
 Limits To: 0.50 MI N OF DEL MAR BLVD
 Project DESCR: CONSTRUCTION OF INTERCHANGE AT DEL MAR BLVD
 Remarks P7:

Project Sponsor
 Revision Date
 MPO Proj Num
 Funding Cat(S) 2M,10
 Project History

Authorized Funding By Category/Share

Category	Federal	State	Regional	Local	Local Contributions	Total
2M	\$ 19,280,000.00	\$ 4,820,000.00	\$ -	\$ -	\$ -	\$ 24,100,000.00
10	\$ 3,476,898.40	\$ 869,224.60	\$ -	\$ -	\$ -	\$ 4,346,123.00
Total	\$ 22,756,898.40	\$ 5,689,224.60	\$ -	\$ -	\$ -	\$ 28,446,123.00

Total Project Cost Information

Prelim Eng	\$ 1,393,861.00
ROW Purch	\$ -
Const Cost	\$ 28,446,123.00
Const Eng	\$ 1,413,773.00
Conting	\$ 711,154.00
Indirect	\$ -
Bond Fin	\$ -
Pt Chg Ord	\$ 944,412.00
Total Cost	\$ 32,909,323.00

CSJ 0086-14-076									
District	MPO	County	CSJ	TIP FY	HWY	Phase	City	YOE Cost	
Laredo	Laredo	Webb	0086-14-076	2023	US 59	C	Laredo	\$ 31,856,549.00	

Limits From: 0.50 MI S OF SHILOH DR
 Limits To: 0.50 MI N OF SHILOH DR
 Project DESCR: CONSTRUCTION OF INTERCHANGE AT SHILOH DR
 Remarks P7:

Project Sponsor
 Revision Date
 MPO Proj Num
 Funding Cat(S) 2M,10
 Project History

Authorized Funding By Category/Share

Category	Federal	State	Regional	Local	Local Contributions	Total
2M	\$ 17,200,000.00	\$ 4,300,000.00	\$ -	\$ -	\$ -	\$ 21,500,000.00
10	\$ 8,285,239.20	\$ 2,071,309.80	\$ -	\$ -	\$ -	\$ 10,356,549.00
Total	\$ 25,485,239.20	\$ 6,371,309.80	\$ -	\$ -	\$ -	\$ 31,856,549.00

Total Project Cost Information

Prelim Eng	\$ 1,560,971.00
ROW Purch	\$ -
Const Cost	\$ 31,856,549.00
Const Eng	\$ 1,583,271.00
Conting	\$ 796,414.00
Indirect	\$ -
Bond Fin	\$ -
Pt Chg Ord	\$ 1,057,638.00
Total Cost	\$ 36,854,843.00

CSJ 0086-14-079

District Laredo	MPO Laredo	County Webb	CSJ 0086-14-079	TIP FY 2023	HWY US 59	Phase C	City Laredo	YOE Cost \$ 19,364,639.00
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Limits From: 0.50 MI S OF UNIVERSITY BLVD
 Limits To: 0.50 MI N OF UNIVERSITY BLVD
 Project DESCR: CONSTRUCTION OF INTERSHANGH AT UNIVERSITY BLVD
 Remarks P7:

Project Sponsor
 Revision Date
 MPO Proj Num
 Funding Cat(S) 2M, 10
 Project History

Authorized Funding By Category/Share

Category	Federal	State	Regional	Local	Local Contributions	Total
2M	\$ 13,480,000.00	\$ 3,370,000.00	\$ -	\$ -	\$ -	\$ 16,850,000.00
10	\$ 2,011,711.20	\$ 502,927.80	\$ -	\$ -	\$ -	\$ 2,514,639.00
Total	\$ 15,491,711.20	\$ 3,872,927.80	\$ -	\$ -	\$ -	\$ 19,364,639.00

Total Project Cost Information

Prelim Eng	\$ 948,868.00
ROW Purch	\$ -
Const Cost	\$ 19,364,639.00
Const Eng	\$ 962,423.00
Conting	\$ 484,116.00
Indirect	\$ -
Bond Fin	\$ -
Pt Chg Ord	\$ 642,907.00
Total Cost	\$ 22,402,953.00

CSJ 0922-33-165

District Laredo	MPO Laredo	County Webb	CSJ 0922-33-165	TIP FY 2023	HWY CS	Phase C	City Laredo	YOE Cost \$ 32,514,912.00
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Limits From: FM 1472
 Limits To: 0.100 MILES E OF BELTWAY PARKWAY
 Project DESCR: NEW LOCATION CONSTRUCTION OF 4-LANE DIVIDED HIGHWAY
 Remarks P7: HACHAR ROADWAY - LOCAL

Project Sponsor
 Revision Date
 MPO Proj Num
 Funding Cat(S) 7,3LC
 Project History

Authorized Funding By Category/Share

Category	Federal	State	Regional	Local	Local Contributions	Total
7	\$ 22,744,943.00	\$ 4,037,228.00	\$ -	\$ 1,649,009.00	\$ -	\$ 28,431,178.00
7	\$ 2,341,935.00	\$ -	\$ -	\$ -	\$ -	\$ 2,341,935.00
3LC	\$ -	\$ -	\$ -	\$ -	\$ 1,741,799.00	\$ 1,741,799.00
Total	\$ 25,086,878.00	\$ 4,037,228.00	\$ -	\$ 1,649,009.00	\$ 1,741,799.00	\$ 32,514,912.00

Total Project Cost Information

Prelim Eng	\$ 1,593,231.00
ROW Purch	\$ -
Const Cost	\$ 32,514,912.00
Const Eng	\$ 1,609,489.00
Conting	\$ 325,150.00
Indirect	\$ -
Bond Fin	\$ -
Pt Chg Ord	\$ 2,032,182.00
Total Cost	\$ 38,074,964.00

CSJ 0922-33-166

District Laredo	MPO Laredo	County Webb	CSJ 0922-33-166	TIP FY 2023	HWY CS	Phase C	City Laredo	YOE Cost \$ 21,440,668.00
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Limits From: 0.1 MILE EAST OF BELTWAY PARKWAY
 Limits To: IH 35 WEST FRONTAGE ROAD
 Project DESCR: NEW LOCATION CONSTRUCTION OF 4-LANE DIVIDED HIGHWAY
 Remarks P7: REUTHINGER ROAD - LOCAL

Project Sponsor
 Revision Date
 MPO Proj Num
 Funding Cat(S) 7, 10
 Project History

Authorized Funding By Category/Share

Category	Federal	State	Regional	Local	Local Contributions	Total
7	\$ 17,152,534.40	\$ -	\$ -	\$ 4,288,133.60	\$ -	\$ 21,440,668.00
Total	\$ 17,152,534.40	\$ -	\$ -	\$ 4,288,133.60	\$ -	\$ 21,440,668.00

Total Project Cost Information

Prelim Eng	\$ 1,050,593.00
ROW Purch	\$ -
Const Cost	\$ 21,440,668.00
Const Eng	\$ 1,061,314.00
Conting	\$ 214,407.00
Indirect	\$ -
Bond Fin	\$ -
Pt Chg Ord	\$ 1,340,042.00
Total Cost	\$ 25,107,024.00

CSJ 0922-33-181

District Laredo	MPO Laredo	County Webb	CSJ 0922-33-181	TIP FY 2023	HWY CS	Phase C	City Laredo	YOE Cost \$ 225,000.00
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Limits From: ADA BUS STOPS AND BICYCLE PLAZAS

Limits To: .

Project DESCR: IMPROVE CONNECTIONS, ACCESSIBILITY AND SECURITY FOR UP TO 17 BUS STOPS

Remarks P7:

Project Sponsor
Revision Date
MPO Proj Num
Funding Cat(S) 9TAP
Project History

Authorized Funding By Category/Share

Category	Federal	State	Regional	Local	Local Contributions	Total
9TAP	\$ 180,000.00	\$ -	\$ -	\$ -	\$ 45,000.00	\$ -
Total	\$ 180,000.00	\$ -	\$ -	\$ -	\$ 45,000.00	\$ 225,000.00

Total Project Cost Information

Prelim Eng	\$ -
ROW Purch	\$ -
Const Cost	\$ 225,000.00
Const Eng	\$ -
Conting	\$ -
Indirect	\$ -
Bond Fin	\$ -
Pt Chg Ord	\$ -
Total Cost	\$ 225,000.00

CSJ 0922-33-177

District Laredo	MPO Laredo	County Webb	CSJ 0922-33-177	TIP FY 2023	HWY CS	Phase C	City Laredo	YOE Cost \$ 696,850.00
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Limits From: ANA PARK

Limits To: LCC CAMPUS

Project DESCR: CONSTRUCTION OF RIVER VEGA MULTIUSE ALTERNATIVE TRANSPORTATION TRAIL

Remarks P7:

Project Sponsor
Revision Date
MPO Proj Num
Funding Cat(S) 9TAP
Project History

Authorized Funding By Category/Share

Category	Federal	State	Regional	Local	Local Contributions	Total
9TAP	\$ 557,480.00	\$ -	\$ -	\$ -	\$ 139,370.00	\$ -
Total	\$ 557,480.00	\$ -	\$ -	\$ -	\$ 139,370.00	\$ 696,850.00

Total Project Cost Information

Prelim Eng	\$ 34,146.00
ROW Purch	\$ -
Const Cost	\$ 696,850.00
Const Eng	\$ 27,944.00
Conting	\$ 9,896.00
Indirect	\$ -
Bond Fin	\$ -
Pt Chg Ord	\$ -
Total Cost	\$ 768,836.00

CSJ 0086-14-087

District	MPO	County	CSJ	TIP FY	HWY	Phase	City	YOE Cost
Laredo	Laredo	Webb	0086-14-087	2024	US 59	C	Laredo	\$ 30,600,000.00

Limits From: 0.4 MI NORTH OF E CORRIDOR RD (AIRPORT)
 Limits To: 0.36 MI SOUTH OF UNIVERSITY BLVD
 Project DESCR: RECONSTRUCTION OF EXISTING 6-LANE DIVIDED HIGHWAY TO PROPOSED 6-LANE FREEWAY FACILITY WITH 3-LANE FRONTAGE ROADS AT 0.4 MI N OF AIRPORT TO UNIVERSITY BLVD
 Remarks P7:

Project Sponsor	
Revision Date	
MPO Proj Num	
Funding Cat(S)	12
Project History	

Authorized Funding By Category/Share

Category	Federal	State	Regional	Local	Local Contributions	Total
12	\$ 24,480,000.00	\$ 6,120,000.00	\$ -	\$ -	\$ -	\$ 30,600,000.00
Total	\$ 24,480,000.00	\$ 6,120,000.00	\$ -	\$ -	\$ -	\$ 30,600,000.00

Total Project Cost Information

Prelim Eng	\$ 1,499,400.00
ROW Purch	\$ 58,947,030.00
Const Cost	\$ 30,600,000.00
Const Eng	\$ 1,064,880.00
Conting	\$ 36,720.00
Indirect	\$ -
Bond Fin	\$ -
Pt Chg Ord	\$ 2,212,380.00
Total Cost	\$ 94,360,410.00

CSJ 0086-14-086

District	MPO	County	CSJ	TIP FY	HWY	Phase	City	YOE Cost
Laredo	Laredo	Webb	0086-14-086	2024	US 59	C	Laredo	\$ 29,290,676.00

Limits From: US 59
 Limits To: 0.4 MI MORTH OF E CORRIDOR RD (AIRPORT)
 Project DESCR: RECONSTRUCTION OF EXISTING 6-LANE DIVIDED HIGHWAY TO PROPOSED 6 TO 8-LANE FREEWAY FACILITY WITH A SECTION INCLUDING 3-LANE FRONTAGE ROADS AT US 59 TO 0.4 MI N OF AIRPORT
 Remarks P7:

Project Sponsor	
Revision Date	
MPO Proj Num	
Funding Cat(S)	12
Project History	

Authorized Funding By Category/Share

Category	Federal	State	Regional	Local	Local Contributions	Total
12	\$ 23,432,540.80	\$ 5,858,135.20	\$ -	\$ -	\$ -	\$ 29,290,676.00
Total	\$ 23,432,540.80	\$ 5,858,135.20	\$ -	\$ -	\$ -	\$ 29,290,676.00

Total Project Cost Information

Prelim Eng	\$ 1,435,244.00
ROW Purch	\$ 48,377,844.00
Const Cost	\$ 29,290,676.00
Const Eng	\$ 1,019,316.00
Conting	\$ 35,149.00
Indirect	\$ -
Bond Fin	\$ -
Pt Chg Ord	\$ 2,117,716.00
Total Cost	\$ 82,275,945.00

CSJ 0086-14-078

District	MPO	County	CSJ	TIP FY	HWY	Phase	City	YOE Cost
Laredo	Laredo	Webb	0086-14-078	2024	US 59	C	Laredo	\$ 24,433,991.00

Limits From: 0.50 MI S OF JACAMAN RD
 Limits To: 0.50 MI N OF JACAMAN RD
 Project DESCR: CONSTRUCTION OF INTERCHANGE AT JACAMAN RD
 Remarks P7:

Project Sponsor
 Revision Date
 MPO Proj Num
 Funding Cat(S) 12, 2M
 Project History

Authorized Funding By Category/Share

Category	Federal	State	Regional	Local	Local Contributions	Total
12	\$ 17,394,053.60	\$ 4,348,513.40	\$ -	\$ -	\$ -	\$ 21,742,567.00
2M	\$ 2,153,139.20	\$ 538,284.80	\$ -	\$ -	\$ -	\$ 2,691,424.00
Total	\$ 19,547,192.80	\$ 4,886,798.20	\$ -	\$ -	\$ -	\$ 24,433,991.00

Total Project Cost Information

Prelim Eng	\$ 1,197,266.00
ROW Purch	\$ -
Const Cost	\$ 24,433,991.00
Const Eng	\$ 1,214,370.00
Conting	\$ 610,850.00
Indirect	\$ -
Bond Fin	\$ -
Pt Chg Ord	\$ 811,209.00
Total Cost	\$ 28,267,686.00

CSJ 0086-14-077

District	MPO	County	CSJ	TIP FY	HWY	Phase	City	YOE Cost
Laredo	Laredo	Webb	0086-14-077	2024	US 59	C	Laredo	\$ 28,774,986.00

Limits From: 0.500 MI SOUTH OF E CORRIDOR RD (AIRPORT)
 Limits To: 0.50 MI NORTH OF E CORRIDOR RD (AIRPORT)
 Project DESCR: CONSTRUCTION OF INTERCHANGE AT AIRPORT
 Remarks P7: HWY CHANGE FROM SL 20 TO US 59

Project Sponsor
 Revision Date
 MPO Proj Num
 Funding Cat(S) 2M, 12
 Project History

Authorized Funding By Category/Share

Category	Federal	State	Regional	Local	Local Contributions	Total
2M	\$ 9,884,792.00	\$ 2,471,198.00	\$ -	\$ -	\$ -	\$ 12,355,990.00
12	\$ 13,135,196.80	\$ 3,283,799.20	\$ -	\$ -	\$ -	\$ 16,418,996.00
Total	\$ 23,019,988.80	\$ 5,754,997.20	\$ -	\$ -	\$ -	\$ 28,774,986.00

Total Project Cost Information

Prelim Eng	\$ 1,409,975.00
ROW Purch	\$ -
Const Cost	\$ 28,774,986.00
Const Eng	\$ 1,430,117.00
Conting	\$ 719,375.00
Indirect	\$ -
Bond Fin	\$ -
Pt Chg Ord	\$ 955,330.00
Total Cost	\$ 33,289,783.00

CSJ 0922-33-213

District	MPO	County	CSJ	TIP FY	HWY	Phase	City	YOE Cost
Laredo	Laredo	Webb	0922-33-213	2024	CS	C	Laredo	\$ 12,000,000.00

Limits From: WORLD TRADE BRIDGE
 Limits To: WORLD TRADE BRIDGE
 Project DESCR: PRELIMINARY ENGINEERING AND CONSTRUCTION FOR THE EXPANSION OF THE WORLD TRADE BRIDGE CONSISTION OF 8 LANES BY BUILDING A NEW
 Remarks P7:

Project Sponsor
 Revision Date
 MPO Proj Num
 Funding Cat(S) 3,7
 Project History
 CITY OF LAREDO
 02/2022
 1113

Authorized Funding By Category/Share

Category	Federal	State	Regional	Local	Local Contributions	Total
3	\$ -	\$ -	\$ -	\$ -	\$ 10,750,000.00	\$ 10,750,000.00
7	\$ 1,000,000.00	\$ -	\$ -	\$ 250,000.00	\$ -	\$ 1,250,000.00
Total	\$ 1,000,000.00	\$ -	\$ -	\$ 250,000.00	\$ 10,750,000.00	\$ 12,000,000.00

Total Project Cost Information

Prelim Eng	\$ -
ROW Purch	\$ -
Const Cost	\$ 12,000,000.00
Const Eng	\$ -
Conting	\$ -
Indirect	\$ -
Bond Fin	\$ -
Pt Chg Ord	\$ -
Total Cost	\$ 12,000,000.00

District	MPO	County	CSJ	TIP FY	HWY	Phase	City	YOE Cost
Laredo	Laredo	Webb	0018-05-089	2025	IH 35	C	Laredo	\$ 110,000,000.00

Limits From: 0.500 MI S OF UNIROYAL INTERCHANGE
 Limits To: 2.68 MI N OF UNIROYAL INTERCHANGE
 Project DESCR: REPLACEMENT OF BRIDGE STRUCTURE AT UNIROYAL DRIVE
 Remarks P7:

Project Sponsor
 Revision Date
 MPO Proj Num
 Funding Cat(S) 12, 4
 Project History

Authorized Funding By Category/Share

Category	Federal	State	Regional	Local	Local Contributions	Total
12	\$ 36,000,000.00	\$ 9,000,000.00	\$ -	\$ -	\$ -	\$ 45,000,000.00
4	\$ 52,000,000.00	\$ 13,000,000.00	\$ -	\$ -	\$ -	\$ 65,000,000.00
Total	\$ 88,000,000.00	\$ 22,000,000.00	\$ -	\$ -	\$ -	\$ 110,000,000.00

Total Project Cost Information

Prelim Eng	\$ 5,390,000.00
ROW Purch	\$ -
Const Cost	\$ 110,000,000.00
Const Eng	\$ 6,193,000.00
Conting	\$ 561,000.00
Indirect	\$ -
Bond Fin	\$ -
Pt Chg Ord	\$ 3,179,000.00
Total Cost	\$ 125,323,000.00



District	MPO	County	CSJ	TIP FY	HWY	Phase	City	YOE Cost
Laredo	Laredo	Webb	0018-06-185	2026	IH 35	C	Laredo	\$ 39,200,000.00

Limits From: 0.50 MI EAST OF IH35

Limits To: 0.50 MI NORTH OF US59

Project DESCR: NEW DIRECT CONNECTOR (#3 AND #6) NORTHBOUND AND SOUTHBOUND IH35 TO US59 EB

Remarks P7:

Project Sponsor

Revision Date

MPO Proj Num

Funding Cat(S)

Project History

12

Authorized Funding By Category/Share

Category	Federal	State	Regional	Local	Local Contributions	Total
12	\$ 31,360,000.00	\$ 7,840,000.00	\$ -	\$ -	\$ -	\$ 39,200,000.00
Total	\$ 31,360,000.00	\$ 7,840,000.00	\$ -	\$ -	\$ -	\$ 39,200,000.00

Total Project Cost Information

Prelim Eng	\$ 1,920,800.00
ROW Purch	\$ -
Const Cost	\$ 39,200,000.00
Const Eng	\$ 1,948,240.00
Conting	\$ 980,000.00
Indirect	\$ -
Bond Fin	\$ -
Pt Chg Ord	\$ 1,301,440.00
Total Cost	\$ 45,350,480.00





Laredo MPO - District 22
 FY 2023 - 2026 Transportation Improvement Program

Funding by Category

Category	Description	FY 2023		FY 2024		FY 2025		FY 2026		Total FY 2023 - 2026	
		Programmed	Authorized	Programmed	Authorized	Programmed	Authorized	Programmed	Authorized	Programmed	Authorized
1	Preventive Maintenance and Rehabilitation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	Urban Area (Non- TMA) Corridor Projects	\$105,450,000	\$105,450,000	\$15,047,414	\$15,047,414	\$0	\$0	\$0	\$0	\$120,497,414	\$120,497,414
3	Non-Traditionally Funded Transportation Project	\$1,741,799	\$1,741,799	\$10,750,000	\$10,750,000	\$0	\$0	\$0	\$0	\$12,491,799	\$12,491,799
4	Statewide Connectivity Corridor Projects	\$0	\$0	\$0	\$0	\$65,000,000	\$65,000,000	\$0	\$0	\$65,000,000	\$65,000,000
5	CMAQ	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6	Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7	Metro Mobility & Rehab	\$52,213,781	\$52,213,781	\$1,250,000	\$1,250,000	\$0	\$0	\$0	\$0	\$53,463,781	\$53,463,781
8	Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9	TAP / TASA	\$921,850	\$921,850	\$0	\$0	\$0	\$0	\$0	\$0	\$921,850	\$921,850
10	Supplemental Transportation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
10 CBI	Corridor Border	\$43,502,580	\$43,502,580	\$0	\$0	\$0	\$0	\$0	\$0	\$43,502,580	\$43,502,580
11	District Discretionary	\$1,500,000	\$1,500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500,000	\$1,500,000
11	Rider 11B	\$26,000,000	\$26,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$26,000,000	\$26,000,000
12	Strategic Priority	\$18,000,000	\$18,000,000	\$98,052,239	\$98,052,239	\$45,000,000	\$45,000,000	\$39,200,000	\$39,200,000	\$200,252,239	\$200,252,239
SBPE	Strategy Budget PE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SB 102	Strategy 102	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total		\$249,330,010	\$249,330,010	\$125,099,653	\$125,099,653	\$110,000,000	\$110,000,000	\$39,200,000	\$39,200,000	\$523,629,663	\$523,629,663

Funding Participation Source

Source	FY 2023	FY 2024	FY 2025	FY 2026	Total FY 23-26
Federal	\$198,538,956	\$91,479,722	\$88,000,000	\$31,360,000	\$409,378,679
State	\$42,927,744	\$22,619,931	\$22,000,000	\$7,840,000	\$95,387,675
Local Match	\$6,121,513	\$250,000	\$0	\$0	\$6,371,513
CAT 3 - Local Contributions (LC)	\$1,741,799	\$10,750,000	\$0	\$0	\$12,491,799
CAT 3 - Prop 1	\$0	\$0	\$0	\$0	\$0
CAT 3 - Prop 12	\$0	\$0	\$0	\$0	\$0
CAT 3 - Prop 14 Bonds	\$0	\$0	\$0	\$0	\$0
CAT 3 - Texas Mobility Fund	\$0	\$0	\$0	\$0	\$0
CAT 3 - TDC	\$0	\$0	\$0	\$0	\$0
Other - Strategy PE Budget	\$0	\$0	\$0	\$0	\$0
Other - Strategy 102 Budget	\$0	\$0	\$0	\$0	\$0
Total	\$249,330,012	\$125,099,653	\$110,000,000	\$39,200,000	\$523,629,665

XII. TRANSIT PROJECTS AND FINANCIAL SUMMARY

DRAFT

FY 2023 TRANSIT PROJECT DESCRIPTIONS

LAREDO MPO TRANSPORTATION IMPROVEMENT PROGRAM

Laredo District 22

YOE = Year of Expenditure

<u>General Project Information</u>		<u>Funding Information (YOE)</u>	
Project Sponsor	City of Laredo	Federal Funding Category	5307
MPO Project Information (reference number, etc)		Federal (FTA) Funds	\$3,515,783
		State Funds from TxDOT	637,564
		Other Funds	12,677,358
Apportionment Year	2023	Fiscal Year Cost	\$16,830,705
Project Phase			
Brief Project Description:	Funds will be used for assistance for El Metro Transit bus operations and maintenance.	Total Project Cost	\$16,830,705
		Trans. Dev. Credits Requested	\$0
Sec 5307 ID Number		Trans. Dev. Credits Awarded (Date & Amount)	\$0
Amendment Date & Action			

<u>General Project Information</u>		<u>Funding Information (YOE)</u>	
Project Sponsor	City of Laredo	Federal Funding Category	5310
MPO Project Information (reference number, etc)		Federal (FTA) Funds	\$172,717
		State Funds from TxDOT	0
		Other Funds	30,480
Apportionment Year	2023	Fiscal Year Cost	\$203,197
Project Phase			
Brief Project Description:	Funds will be use for improving mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options. Projects includes Capital investment and Operating assistance.	Total Project Cost	\$203,197
		Trans. Dev. Credits Requested	\$0
Sec 5310 ID Number		Trans. Dev. Credits Awarded (Date & Amount)	\$0
Amendment Date & Action			

<u>General Project Information</u>		<u>Funding Information (YOE)</u>	
Project Sponsor	City of Laredo	Federal Funding Category	5339
MPO Project Information (reference number, etc)		Federal (FTA) Funds	\$381,215
		State Funds from TxDOT	0
		Other Funds	67,273
Apportionment Year	2023	Fiscal Year Cost	\$448,488
Project Phase			
Brief Project Description:	Funds will be used for replacing heavy-duty buses and paratransit vans, and bus facility improvements.	Total Project Cost	\$448,488
		Trans. Dev. Credits Requested	\$0
Sec 5339 ID Number		Trans. Dev. Credits Awarded (Date & Amount)	\$0
Amendment Date & Action			

FY 2024 TRANSIT PROJECT DESCRIPTIONS

LAREDO MPO TRANSPORTATION IMPROVEMENT PROGRAM

Laredo District 22

YOE = Year of Expenditure

<u>General Project Information</u>		<u>Funding Information (YOE)</u>	
Project Sponsor	City of Laredo	Federal Funding Category	5307
MPO Project Information (reference number, etc)		Federal (FTA) Funds	\$3,515,783
		State Funds from TxDOT	637,564
		Other Funds	12,677,358
Apportionment Year	2024	Fiscal Year Cost	\$16,830,705
Project Phase			
Brief Project Description:	Funds will be used for assistance for El Metro Transit bus operations and maintenance.	Total Project Cost	\$16,830,705
		Trans. Dev. Credits Requested	\$0
Sec 5307 ID Number		Trans. Dev. Credits Awarded (Date & Amount)	\$0
Amendment Date & Action			

<u>General Project Information</u>		<u>Funding Information (YOE)</u>	
Project Sponsor	City of Laredo	Federal Funding Category	5310
MPO Project Information (reference number, etc)		Federal (FTA) Funds	\$172,717
		State Funds from TxDOT	0
		Other Funds	30,480
Apportionment Year	2024	Fiscal Year Cost	\$203,197
Project Phase			
Brief Project Description:	Funds will be use for improving mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options. Projects includes Capital investment and Operating assistance.	Total Project Cost	\$203,197
		Trans. Dev. Credits Requested	\$0
Sec 5310 ID Number		Trans. Dev. Credits Awarded (Date & Amount)	\$0
Amendment Date & Action			

<u>General Project Information</u>		<u>Funding Information (YOE)</u>	
Project Sponsor	City of Laredo	Federal Funding Category	5339
MPO Project Information (reference number, etc)		Federal (FTA) Funds	\$381,215
		State Funds from TxDOT	0
		Other Funds	67,273
Apportionment Year	2024	Fiscal Year Cost	\$448,488
Project Phase			
Brief Project Description:	Funds will be used for replacing heavy-duty buses and paratransit vans, and bus facility improvements.	Total Project Cost	\$448,488
		Trans. Dev. Credits Requested	\$0
Sec 5339 ID Number		Trans. Dev. Credits Awarded (Date & Amount)	\$0
Amendment Date & Action			

FY 2025 TRANSIT PROJECT DESCRIPTIONS

LAREDO MPO TRANSPORTATION IMPROVEMENT PROGRAM

Laredo District 22

YOE = Year of Expenditure

<u>General Project Information</u>		<u>Funding Information (YOE)</u>	
Project Sponsor	City of Laredo	Federal Funding Category	5307
MPO Project Information (reference number, etc)		Federal (FTA) Funds	\$3,515,783
		State Funds from TxDOT	637,564
		Other Funds	12,677,358
Apportionment Year	2025	Fiscal Year Cost	\$16,830,705
Project Phase			
Brief Project Description:	Funds will be used for assistance for El Metro Transit bus operations and maintenance.	Total Project Cost	\$16,830,705
		Trans. Dev. Credits Requested	\$0
Sec 5307 ID Number		Trans. Dev. Credits Awarded (Date & Amount)	\$0
Amendment Date & Action			

<u>General Project Information</u>		<u>Funding Information (YOE)</u>	
Project Sponsor	City of Laredo	Federal Funding Category	5310
MPO Project Information (reference number, etc)		Federal (FTA) Funds	\$172,717
		State Funds from TxDOT	0
		Other Funds	30,480
Apportionment Year	2025	Fiscal Year Cost	\$203,197
Project Phase			
Brief Project Description:	Funds will be use for improving mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options. Projects includes Capital investment and Operating assistance.	Total Project Cost	\$203,197
		Trans. Dev. Credits Requested	\$0
Sec 5310 ID Number		Trans. Dev. Credits Awarded (Date & Amount)	\$0
Amendment Date & Action			

<u>General Project Information</u>		<u>Funding Information (YOE)</u>	
Project Sponsor	City of Laredo	Federal Funding Category	5339
MPO Project Information (reference number, etc)		Federal (FTA) Funds	\$381,215
		State Funds from TxDOT	0
		Other Funds	67,273
Apportionment Year	2025	Fiscal Year Cost	\$448,488
Project Phase			
Brief Project Description:	Funds will be used for replacing heavy-duty buses and paratransit vans, and bus facility improvements.	Total Project Cost	\$448,488
		Trans. Dev. Credits Requested	\$0
Sec 5339 ID Number		Trans. Dev. Credits Awarded (Date & Amount)	\$0
Amendment Date & Action			

FY 2026 TRANSIT PROJECT DESCRIPTIONS

LAREDO MPO TRANSPORTATION IMPROVEMENT PROGRAM

Laredo District 22

YOE = Year of Expenditure

<u>General Project Information</u>		<u>Funding Information (YOE)</u>	
Project Sponsor	City of Laredo	Federal Funding Category	5307
MPO Project Information (reference number, etc)		Federal (FTA) Funds	\$3,515,783
		State Funds from TxDOT	637,564
		Other Funds	12,677,358
Apportionment Year	2026	Fiscal Year Cost	\$16,830,705
Project Phase			
Brief Project Description:	Funds will be used for assistance for El Metro Transit bus operations and maintenance.	Total Project Cost	\$16,830,705
		Trans. Dev. Credits Requested	\$0
Sec 5307 ID Number		Trans. Dev. Credits Awarded (Date & Amount)	\$0
Amendment Date & Action			

<u>General Project Information</u>		<u>Funding Information (YOE)</u>	
Project Sponsor	City of Laredo	Federal Funding Category	5310
MPO Project Information (reference number, etc)		Federal (FTA) Funds	\$172,717
		State Funds from TxDOT	0
		Other Funds	30,480
Apportionment Year	2026	Fiscal Year Cost	\$203,197
Project Phase			
Brief Project Description:	Funds will be use for improving mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options. Projects includes Capital investment and Operating assistance.	Total Project Cost	\$203,197
		Trans. Dev. Credits Requested	\$0
Sec 5310 ID Number		Trans. Dev. Credits Awarded (Date & Amount)	\$0
Amendment Date & Action			

<u>General Project Information</u>		<u>Funding Information (YOE)</u>	
Project Sponsor	City of Laredo	Federal Funding Category	5339
MPO Project Information (reference number, etc)		Federal (FTA) Funds	\$381,215
		State Funds from TxDOT	0
		Other Funds	67,273
Apportionment Year	2026	Fiscal Year Cost	\$448,488
Project Phase			
Brief Project Description:	Funds will be used for replacing heavy-duty buses and paratransit vans, and bus facility improvements.	Total Project Cost	\$448,488
		Trans. Dev. Credits Requested	\$0
Sec 5339 ID Number		Trans. Dev. Credits Awarded (Date & Amount)	\$0
Amendment Date & Action			



Laredo - District Number 22

FY 2023 - 2026 Transportation Improvement Program

All Figures in Year of Expenditure (YOE) Dollars

Transit Program		FY 2023			FY 2024			FY 2025		
		Federal	Match	Total	Federal	Match	Total	Federal	Match	Total
1	Sec. 5307 - Urbanized Formula >200K	\$4,153,347	\$12,677,358	\$16,830,705	\$4,153,347	\$12,677,358	\$16,830,705	\$4,153,347	\$12,677,358	\$16,830,705
2	Sec. 5307 - Urbanized Formula <200K			\$0			\$0			\$0
3	Sec. 5309 - Fixed Guideway Investment			\$0			\$0			\$0
4	Sec. 5337 - State of Good Repair			\$0			\$0			\$0
5	Sec. 5339 - Bus & Bus Facilities >200k	\$381,215	\$67,273	\$448,488	\$381,215	\$67,273	\$448,488	\$381,215	\$67,273	\$448,488
6	Sec. 5310-Seniors&People w/Disabilities >200k	\$172,717	\$30,480	\$203,197	\$172,717	\$30,480	\$203,197	\$172,717	\$30,480	\$203,197
7	Sec. 5316 - JARC >200K			\$0			\$0			\$0
8	Sec. 5317 - New Freedom >200K			\$0			\$0			\$0
9	Other FTA			\$0			\$0			\$0
10	Regionally Significant or Other (incl FHWA transfers)			\$0			\$0			\$0
Total Funds		\$4,707,279	\$12,775,111	\$17,482,390	\$4,707,279	\$12,775,111	\$17,482,390	\$4,707,279	\$12,775,111	\$17,482,390
Transportation Development Credits										
Requested				\$0			\$0			\$0
Awarded				\$0			\$0			\$0

All Figures in Year of Expenditure (YOE) Dollars

Transit Programs		FY 2026			Total		
		Federal	Match	Total	Federal	Match	Total
1	Sec. 5307 - Urbanized Formula >200K	\$4,153,347	\$12,677,358	\$16,830,705	\$16,613,388	\$50,709,432	\$67,322,820
2	Sec. 5307 - Urbanized Formula <200K			\$0	\$0	\$0	\$0
3	Sec. 5309 - Fixed Guideway Investment			\$0	\$0	\$0	\$0
4	Sec. 5337 - State of Good Repair			\$0	\$0	\$0	\$0
5	Sec. 5339 - Bus & Bus Facilities >200k	\$381,215	\$67,273	\$448,488	\$1,524,860	\$269,092	\$1,793,952
6	Sec. 5310-Seniors&People w/Disabilities >200k	\$172,717	\$30,480	\$203,197	\$690,868	\$121,920	\$812,788
7	Sec. 5316 - JARC >200K			\$0	\$0	\$0	\$0
8	Sec. 5317 - New Freedom >200K			\$0	\$0	\$0	\$0
9	Other FTA			\$0	\$0	\$0	\$0
10	Regionally Significant or Other (incl FHWA transfers)			\$0	\$0	\$0	\$0
Total Funds		\$4,707,279	\$12,775,111	\$17,482,390	\$18,829,116	\$51,100,444	\$69,929,560
Transportation Development Credits							
Requested				\$0			\$0
Awarded				\$0			\$0



XIII. MPO Self-Certification

In accordance with 23 Code of Federal Regulations (CFR) part 450.334, the Texas Department of Transportation and the Laredo Webb County Area Metropolitan Planning Organization, hereby certifies that the metropolitan transportation planning process is being carried out in accordance with all applicable requirements including:

- 1) 23 United States Code (U.S.C) 134, 49 U.S.C 503, and 23 CFR 450 subpart C – Metropolitan Transportation Planning and Programming;
- 2) In nonattainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;
- 3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- 4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- 5) Section 1101(b) of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU (Public Law 109-59)) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
- 6) 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- 7) 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;
- 8) 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;
- 9) Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and,
- 10) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

David Salazar
District Engineer

Mayor Pete Saenz
Metropolitan Planning Organization

XIV. GLOSSARY OF TERMS

CSJ - Control Section Job (number) - This is a TxDOT assigned number for projects entered into the Project Development Program (PDP).

PROJ ID - Project Identification Number - This is a number or code assigned by the MPO for local tracking or identification of a project and is intended to relate projects to the Metropolitan Transportation Plan (MTP).

F. CLASS - Federal Functional Classification - This identifies the Federal Functional classification of streets and highways according to functional operating characteristics. The Federal Functional Classifications are:

- 1 - Interstate
- 2 - Other Freeways and Expressways
- 3 - Other Principal Arterials
- 4 - Minor Arterials
- 5 - Major Collectors
- 6 - Minor Collectors
- 7 - Local Streets

CATEGORY - Federal Funding Category - The current major federal funding categories as established by the Intermodal Surface Transportation Equity Act of 1991 (ISTEA), the Transportation Equity Act for the 21st Century (TEA-21), the Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users (SAFETEA-LU), Moving Ahead for Progress in the 21st Century (MAP 21), and the FAST Act are:

- Category 1. Preventive Maintenance and Rehabilitation
- Category 2. Metropolitan and Urban Corridor Projects
- Category 3. Non-Traditionally Funded Transportation Projects
- Category 4. Statewide Connectivity Corridor Projects
- Category 5. Congestion Mitigation and Air Quality Improvement
- Category 6. Structures Replacement and Rehabilitation (Bridge)
- Category 7. Metropolitan Mobility and Rehabilitation
- Category 8. Safety
- Category 9. Transportation Alternatives Set-Aside
- Category 10. Supplemental Transportation
- Category 11. District Discretionary
- Category 12. Strategic Priority
- FLHP - Federal Land Highway Program
- FTA - Federal Transit Administration Funding

PHASE - Project Phase for Federal Funding (E-Preliminary Engineering, R-Right of Way Acquisition & C-Construction)

ACTION ITEM

DATE: 4-20-22	SUBJECT: MOTION Discussion with possible action on the proposed amendments to the Planning Agreement between the Texas Department of Transportation, the Laredo Webb County Area Metropolitan Planning Organization, and the City of Laredo (fiscal agent), and any other matters incident thereto.
INITIATED BY: MPO Staff	STAFF SOURCE: Juan S. Mendive, Interim MPO Director
PREVIOUS COMMITTEE ACTION: On August 20, 2018, the MPO Policy Committee approved a motion authorizing the execution of the current agreement.	
BACKGROUND: The Planning Agreement identifies the requirements and responsibilities of the Texas Department of Transportation, Laredo Webb County Area MPO, and City of Laredo (fiscal agent) for federal reimbursement using Consolidated Planning Grant funds and other federal transportation funds that may be used for planning (e.g. Surface Transportation Program, National Highway System, Congestion Management, and Air Quality, etc.). On September 15, 2021, the MPO Policy Committee approved an amendment to the Bylaws allowing for a full-time MPO Transportation Planning Director. As per the current Planning Agreement, the fiscal agent is responsible for hiring, evaluating, and terminating the MPO Transportation Planning Director, while the MPO Policy Committee is solely responsible to supervise and direct the MPO Transportation Planning Director. Under the current Planning Agreement, <i>Article 5. Responsibilities of the Fiscal Agent</i> , clause (f) reads as follows: <ul style="list-style-type: none">• “Exercise sole responsibility to hire, evaluate, and terminate the MPO Transportation Planning Director.” The proposed amendment would remove this clause from <i>Article 5. Responsibilities of the Fiscal Agent</i> and add it to <i>Article 4. Responsibilities of the MPO Policy Committee</i> . The current Planning Agreement shall remain in effect until a new and/or amended Planning Agreement is fully executed by all parties. (see attached agreement.)	
COMMITTEE RECOMMENDATION: Approval.	STAFF RECOMMENDATION: Approval.

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STATE OF TEXAS §

COUNTY OF TRAVIS §

AGREEMENT WITH METROPOLITAN PLANNING ORGANIZATION

THIS AGREEMENT is made by and between the State of Texas, acting through the Texas Department of Transportation, called the “Department,” the Laredo Webb County Metropolitan Planning Organization (MPO) Policy Committee, called the “MPO”, which has been designated by the Governor of the State of Texas as the MPO of the **Laredo & Webb County Area MPO** urbanized area, and the **City of Laredo**, which serves as the Fiscal Agent for the MPO.

W I T N E S S E T H

WHEREAS, 23 United States Code (USC) §134 and 49 USC §5303 require that MPOs, in cooperation with the Department and transit agencies, develop transportation plans and programs for urbanized areas of the State; and

WHEREAS, 23 Code of Federal Regulations (CFR) 450.314 requires the MPO, State, and public transportation operators within each metropolitan planning area to enter into a written agreement to clearly identify the responsibilities of the parties in carrying out the metropolitan planning process; and

WHEREAS, 23 USC §104(d) authorizes Metropolitan Planning funds and 49 USC §5305 authorizes funds to be made available to MPOs designated by the Governor to support the urban transportation planning process; and

WHEREAS, the Department participates in the Consolidated Planning Grant program in which federal transit planning funds authorized under 49 USC §5305 are transferred to the Federal Highway Administration, combined with additional federal funds, and distributed to the state as a single distribution; and

WHEREAS, the federal share payable for authorized activities using the Consolidated Planning Grant funds is eighty percent (80%) of allowable costs; and

WHEREAS, Texas Transportation Code §221.003 authorizes the Department to expend federal and state funds for improvements to the state highway system; and

WHEREAS, Texas Transportation Code §201.703 authorizes the Department to expend federal funds and to provide state matching funds for allowable costs necessary for the improvement of roads not in the state highway system; and

WHEREAS, this agreement outlines the requirements and responsibilities of the parties for federal reimbursement using Consolidated Planning Grant funds and other federal transportation funds that may be used for planning (e.g., Surface Transportation Program, National Highway System, Congestion Mitigation and Air Quality, etc.); and

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WHEREAS, the Governor of the State of Texas and the City of Laredo have executed an agreement pursuant to the MPO designation; and

WHEREAS, an area equal to or larger than the above-mentioned urbanized area has been delineated in accordance with federal and state guidelines where required metropolitan transportation planning activities may take place; and

WHEREAS, 23 Code of Federal Regulations (CFR) §420.117(a) requires that in accordance with 49 CFR §18.40, the Department shall monitor all activities performed by its staff or by sub-recipients with Federal Highway Administration (FHWA) planning and research funds to assure that the work is being managed and performed satisfactorily and that time schedules are being met; and

NOW THEREFORE, it is agreed as follows:

A G R E E M E N T

Article 1. Agreement Period

- A. This agreement becomes effective when signed by the last party whose signing makes the agreement fully executed. The Department shall not continue its obligation to the MPO under this agreement if the Governor's designation of the MPO is withdrawn; if federal funds cease to become available; or if the agreement is terminated as provided below.
- B. This agreement expires on September 30, 2024. No fewer than one hundred and twenty (120) days before the expiration date, the Department may, at its sole discretion, exercise in writing an option to extend the agreement by a period of no more than two years. The Department may exercise this option no more than two times. If all terms and conditions of this agreement remain viable and no amendment to the existing agreement or new agreement is required, a letter from the Department to the MPO shall constitute renewal of this agreement subject to all terms and conditions specified in this agreement. However, an amendment or a new agreement may be executed, if necessary.

Article 2. Responsibilities of the Department

The responsibilities of the Department are as follows:

- A. Assist in the development of the Unified Planning Work Program (UPWP), approve the format of work programs submitted by the MPO, and, where required by federal law or regulation, monitor the MPO's performance of activities and expenditure of funds under a UPWP. Where monitoring is not required, the Department is responsible for reviewing the MPO's activities and expenditure of funds, and will comment on and make suggestions relating to those activities and expenditures.
- B. Develop a time line for development of the UPWP by the MPO; and in consultation with the MPOs, shall develop a standard UPWP format to be used by all MPOs.
- C. Make available to the MPO its share of all federal metropolitan planning funds and provide the required non-federal match as authorized by the Texas Transportation Commission. The Department will distribute federal transportation planning funds to the MPO based on a formula developed by the Department, in consultation with the MPOs, and approved by FHWA, the Federal Transit Administration (FTA), and other applicable federal agencies.

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- D. Provide to the MPO, as appropriate, technical assistance and guidance for the collection, processing, and forecasting of socio-economic data needed for the development of traffic forecasts, plans, programs, and planning proposals within the metropolitan area, including collecting, processing, and forecasting vehicular travel volume data in cooperation with the MPO, as appropriate.
- E. Jointly promote the development of the intermodal transportation system within the metropolitan area by identifying points in the system where access, connectivity, and coordination between the modes and inter-urban facilities would benefit the entire system.
- F. Share with the MPO information and information sources concerning transportation planning issues that relate to this agreement.
- G. Cooperatively develop and share information with the MPO related to transportation performance data, the selection of performance targets, the reporting of performance targets, the reporting of performance to be used in tracking progress toward attainment of critical outcomes for the region of the MPO, and the collection of data for the State asset management plan for the National Highway System (NHS).

Article 3. Responsibilities of the MPO

The MPO is an organization created to ensure that existing and future expenditures on transportation projects and programs are based on a continuing, cooperative, and comprehensive planning process. The responsibilities of the MPO are as follows:

- A. Document planning activities in a UPWP to indicate who will perform the work, the schedule for completing it, and all products that will be produced. In cooperation with the Department and public transportation operators as defined by 23 CFR Part 450, the MPO must annually or bi-annually develop a UPWP that meets federal requirements.
- B. Prepare and submit to the Department an annual performance and expenditure report of progress no later than December 31 of each year. A uniform format for the annual report will be established by the Department, in consultation with the MPOs.
- C. Use funds provided in accordance with 43 Texas Administrative Code (TAC) §16.52 and Article 2 (Responsibilities of the Department) of this agreement to develop and maintain a comprehensive regional transportation planning program in conformity with the requirements of 23 USC §134, 49 USC §5303, and the Texas Comptroller of Public Accounts Uniform Grant Management Standards (UGMS).
- D. Develop a Metropolitan Transportation Plan (MTP), a Transportation Improvement Program (TIP), and a UPWP for the Metropolitan Planning Area (MPA), all of which are consistent with the Statewide Long-Range Transportation Plan (SLRTP), as required by the state and federal law. At a minimum, the MPO shall consider in their planning process the applicable factors outlined in 23 USC §134.
- E. Assemble and maintain an adequate, competent staff with the knowledge and experience that will enable them to perform all appropriate MPO activities required by law.
- F. Forecast, collect, and maintain appropriate socio-economic, roadway, and travel data on a timely basis, in cooperation with the Department.
- G. Prepare all required plans, programs, reports, data, and obtain required certifications in a timely manner.
- H. Share information with the Department and information sources concerning transportation planning issues.

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Article 4. Responsibilities of the MPO Policy Committee

The MPO Policy Committee is the policy body that is the forum designated under 23 USC §134 with the responsibility for establishing overall transportation policy for the MPO and for making required approvals. The MPO Policy Committee is comprised of those governmental agencies identified in the original designation agreement and those agencies or organizations subsequently added to the membership of the committee. The responsibilities of the MPO, acting through its Policy Committee, are as follows:

- A. Ensure that requirements of 23 USC §§134 and 135 and 49 USC, Chapter 53, are carried out.
- B. Use funds provided in accordance with Article 2 (Responsibilities of the Department) of this agreement to develop and maintain a comprehensive regional transportation planning program in accordance with requirements of 23 USC §134 and 49 USC §5303.
- C. Develop and adopt an MTP for the MPA that is consistent with the SLRTP required by state and federal laws; a TIP and a UPWP; and other planning documents and reports that may be required by state or federal laws or regulations.
- D. Exercise sole responsibility to supervise and direct the MPO Transportation Planning Director.
- E. Provide planning policy direction to the MPO Transportation Planning Director.
- F. Exercise sole responsibility to hire, evaluate, and terminate the MPO Transportation Planning Director.

Article 5. Responsibilities of the Fiscal Agent

The Fiscal Agent for the MPO is the entity responsible for providing fiscal, human resource, and staff support services to the MPO. The responsibilities of the Fiscal Agent are as follows:

- A. Maintain required accounting records for state and federal funds consistent with current federal and state requirements.
- B. Provide all appropriate funding, as identified by fiscal year in the UPWP, to allow the MPO staff to effectively and efficiently operate the program.
- C. Provide human resource services to the MPO.
- D. Provide benefits for the MPO staff that shall be the same as the Fiscal Agent normally provides its own employees; or as determined through an agreement between the MPO and the Fiscal Agent. Costs incurred by the Fiscal Agent for these benefits may be reimbursed by the MPO.
- E. Establish procedures and policies for procurement and purchasing, when necessary, in cooperation with the MPO.
- F. ~~Exercise sole responsibility to hire, evaluate, and terminate the MPO Transportation Planning Director.~~

Article 6. Responsibilities of the MPO Transportation Planning Director

The responsibilities of the MPO Transportation Planning Director are as follows:

- A. Administer the MPO's UPWP. The Director shall serve in a full-time capacity and shall take planning policy direction from and be responsible to the designated MPO Policy Committee.
- B. Act as a liaison to the Department, relevant to the Department's transportation planning activities.
- C. Oversee and direct all MPO transportation planning staff work performed using MPO funds.
- D. Prepare and submit all required plans, programs, reports, data, and certifications in a timely manner.

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- E. Develop and present to the MPO Policy Committee an MTP for the MPA that is consistent with the SLRTP required by state and federal laws; a TIP and a UPWP; and other planning documents and reports that may be required by state or federal laws or regulations.
- F. Share with the Department information and information resources concerning transportation planning issues.

Article 7. Unified Planning Work Program

- A. Each year the MPO shall submit to the Department a program of work that includes goals, objectives, and tasks required by each of the several agencies involved in the metropolitan transportation planning process. This program of work is to be called the Unified Planning Work Program (UPWP), or any successor name. The UPWP shall be approved by the MPO Policy Committee, in accordance with 23 CFR §450.314.
- B. The UPWP will be prepared for a period of one (1) year or two (2) years unless otherwise agreed to by the Department and the MPO. The UPWP shall reflect only that work that can be accomplished during the time period of the UPWP, in accordance with TAC §16.52.
- C. The UPWP shall reflect transportation planning work tasks to be funded by federal, state, or local transportation, or transportation related (e.g. air quality) planning funds. The budget and statement of work will be included in the UPWP. The MPO may not incur costs until final approval of the UPWP is granted. The maximum amount payable will not exceed the budget included in the UPWP.
- D. The effective date of each UPWP will be October 1st of each year or the date of approval from the appropriate oversight agency, whichever occurs later. On that date, the UPWP shall constitute a new federal project and shall supersede the previous UPWP.
- E. The UPWP shall comply with all applicable federal and state requirements and will describe metropolitan transportation and transportation-related planning activities anticipated in the area.
- F. The use of federal metropolitan transportation planning funds shall be limited to transportation planning activities affecting the transportation system within the boundaries of a designated metropolitan planning area. If an MPO determines that data collection and analysis activities relating to land use, demographics, or traffic or travel information, conducted outside its boundaries, affects the transportation system within its boundaries, then those activities may be undertaken using federal planning funds, if the activities are specifically identified in an approved UPWP. Any other costs incurred for transportation planning activities outside the boundaries of a designated metropolitan planning area are not eligible for reimbursement.
- G. Travel outside the State of Texas by MPO staff and other agencies participating in the MPO planning process must be approved by the Department if funded with federal transportation planning funds. The MPO must receive approval prior to incurring any costs associated with the actual travel (e.g., registration fee). This provision will not apply if the travel is at the request of the Department. Travel to the State of Arkansas by the Texarkana MPO staff and travel to the State of New Mexico by the El Paso MPO staff shall be considered in-state travel.
- H. The cost of travel incurred by elected officials serving on the MPO Policy Committee is eligible for reimbursement with federal transportation planning funds in accordance with 43 TAC §16.52.
- I. The use of federal transportation planning funds is limited to corridor/subarea level planning or multimodal or system-wide transit planning studies. Major investment studies and

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environmental studies are considered corridor level planning. Unless otherwise authorized by federal law or regulation, the use of such funds beyond environmental document preparation or for specific project level planning and engineering (efforts directly related to a specific project instead of a corridor) is not allowed.

- J. Failure to adhere to the time line developed by the Department may result in a delay in the authorization to the MPOs to proceed in incurring costs.
- K. A UPWP will not be approved if it is submitted in a format other than the standard format developed by the Department. The UPWP and subsequent amendments may be submitted electronically.
- L. The MPO shall not incur any costs for work outlined in the UPWP or any subsequent amendments (i.e., adding new work tasks or changing the scope of existing work tasks) prior to receiving approval from the Department. Any costs incurred prior to receiving Department approval are not eligible for reimbursement from federal transportation planning funds.
- M. Costs incurred by the MPO shall not exceed the total budgeted amount of the UPWP without prior approval of the MPO Policy Committee and the Department. Costs incurred on individual work tasks shall not exceed that task budget by 25 percent without prior approval of the MPO Policy Committee and the Department. If the costs exceed 25 percent of the task budget, the UPWP shall be revised, approved by the MPO Policy Committee, and submitted to the Department for approval.
- N. The MPO Policy Committee must approve the UPWP and any subsequent revisions, and shall not delegate the approval authority, except for corrective actions. Corrective actions do not change the scope of work, result in an increase or decrease in the amount of task funding, or affect the overall budget. Examples include typographical, grammatical, or syntax corrections.
- O. Should any conflict be discovered between the terms of this agreement and the UPWP, the terms of this agreement shall prevail.
- P. The MPO is not authorized to request payment for any work it may perform that is not included in the current UPWP.

Article 8. Compensation

The Department's payment of any cost incurred under this agreement is contingent upon all of the following:

- A. Federal funds are available to the Department in a sufficient amount for making payments.
- B. The incurred cost is authorized in the UPWP. The maximum amount payable under this agreement shall not exceed the total budgeted amount outlined in the UPWP in accordance with 43 TAC §16.52.
- C. The cost has actually been incurred by the MPO and meets the following criteria:
 - 1. Is verifiable from MPO records;
 - 2. Is not included as match funds for any other federally-assisted program;
 - 3. Is necessary and reasonable for the proper and efficient accomplishment of program objectives;
 - 4. Is the type of charge that would be allowable under 2 CFR 200 Revised, "Cost Principles for State, Local, and Indian Tribal Governments" and the state's UGMS; and
 - 5. Is not paid by the Department or federal government under another assistance program unless authorized to be used as match under the other federal or state agreement and the laws and regulations to which it is subject.

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- D. After October 1st of each year, the Department will issue a work order to the MPO establishing the effective date of work and the total funds authorized. If the UPWP is subsequently revised, necessitating a revision to the original work order, or the Department deems a revision necessary, a revised work order may be issued at any time throughout the fiscal year. If the amount in the UPWP differs from the amount in the work order, the amount in the work order prevails.
- E. The MPO is authorized to submit requests for payment of authorized costs incurred under this agreement on a semi-monthly basis, but no more than twenty four (24) times a year and no less than monthly as expenses occur. Each request for payment shall be submitted in a manner acceptable to the Department, which includes, at a minimum, the following information:
 - 1. UPWP budget category or line item;
 - 2. Description of the cost;
 - 3. Quantity;
 - 4. Price;
 - 5. Cost extension; and
 - 6. Total costs
- F. The MPO shall submit the final bill from the previous fiscal year to the Department no later than December 31st of the calendar year in which that fiscal year ended. Any bills submitted after December 31 for a fiscal year in which the funds have been de-obligated will be processed against the current year's UPWP.
- G. Payment of costs is contingent upon compliance with the terms of Article 3 (Responsibilities of the MPO) of this agreement. Noncompliance may result in cancellation of authorized work and suspension of payments after a thirty (30) day notification by the Department to the MPO.

Article 9. Reporting

To permit program monitoring and reporting, the MPO shall submit reports as required in Article 3 (Responsibilities of the MPO) of this agreement. If task expenditures overrun or underrun a budgeted task amount by twenty-five percent (25%) or more, the annual performance and expenditure report must include an explanation for the overrun or underrun.

Article 10. Indemnification

- A. The MPO shall save harmless the Department and its officers and employees from all claims and liability that are due to activities of the MPO, its agents, or its employees performed under this agreement and that are caused by or result from error, omission, or negligent act of the MPO or of any person employed by the MPO.
- B. To the extent possible under state law, the MPO shall also save harmless the Department from any and all expense, including but not limited to, attorney fees that may be incurred by the Department in litigation or otherwise resisting claims or liabilities that may be imposed on the Department as a result of the activities of the MPO, its agents, or its employees.

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Article 11. Inspection of Work and Retention of Documents

- A. The Department and, when federal funds are involved, the U. S. Department of Transportation (USDOT), and their authorized representatives shall have the right at all reasonable times to inspect or otherwise evaluate the work performed or being performed under this agreement and the premises on which it is being performed.
- B. If any inspection or evaluation is made on the premises of the MPO or a subcontractor, the MPO shall provide or require its subcontractor to provide all reasonable facilities and assistance for the safety and convenience of the inspectors in the performance of their duties. All inspections and evaluations shall be performed in a manner that will not unduly delay the work.
- C. The MPO agrees to maintain all books, documents, papers, computer generated files, accounting records, and other evidence pertaining to costs incurred and work performed under this agreement, and shall make those materials available at its office during the time period covered and for seven (7) years from the date of final payment under the UPWP. Those materials shall be made available during the specified period for inspection by the Department, the USDOT, and the Office of the Inspector General of the USDOT and any of their authorized representatives for the purpose of making audits, examinations, excerpts, and transcriptions.
- D. The state auditor may conduct an audit or investigation of any entity receiving funds from the Department directly under this agreement or indirectly through a subcontract under this agreement. Acceptance of funds directly under this agreement or indirectly through a subcontract under this agreement acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. An entity that is the subject of an audit or investigation must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit under the state’s UGMS.

Article 12. Work Performance

All work performed under this agreement shall be carried out in a professional and orderly manner, and the products authorized in the UPWP shall be accurate and exhibit high standards of workmanship.

Article 13. Disputes

The MPO shall be responsible for the settlement of all contractual and administrative issues arising out of procurement entered into in support of work under this agreement.

Article 14. Non-Collusion

The MPO shall warrant that it has not employed or retained any company or person, other than a bona fide employee working for the MPO, to solicit or secure this agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent upon or resulting from the award or making of this agreement. If the MPO breaches or violates this warranty, the Department shall have the right to annul this agreement without liability or, in its discretion, to deduct from the agreement price or consideration, or otherwise recover the full amount of the fee, commission, brokerage fee, gift, or contingent fee.

Article 15. Subcontracts

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- A. Any subcontract for services rendered by individuals or organizations not a part of the MPO's organization shall not be executed without prior authorization and approval of the subcontract by the Department and, when federal funds are involved, the USDOT. All work in the subcontract is subject to the state's UGMS. If the work for the subcontract is authorized in the current approved UPWP, and if the MPO's procurement procedures for negotiated contracts have been approved by the Department either directly or through self-certification by the MPO, the subcontract shall be deemed to be authorized and approved, provided that the subcontract includes all provisions required by the Department and the USDOT.
- B. Subcontracts in excess of \$25,000 shall contain all required provisions of this agreement.
- C. No subcontract will relieve the MPO of its responsibility under this agreement.

Article 16. Termination

- A. The Department may terminate this agreement at any time before the date of completion if the Governor withdraws his designation of the MPO. The Department or the MPO may seek termination of this agreement pursuant to Article 13 (Disputes) if either party fails to comply with the conditions of the agreement. The Department or the MPO shall give written notice to all parties at least ninety (90) days prior to the effective date of termination and specify the effective date of termination.
- B. The Department may terminate this agreement for reasons of its own, subject to agreement by the MPO.
- C. The parties to this agreement may terminate this agreement when its continuation would not produce beneficial results commensurate with the further expenditure of funds. In this event, the parties shall agree upon the termination conditions.
- D. Upon termination of this agreement, whether for cause or at the convenience of the parties, all finished or unfinished documents, data, studies, surveys, reports, maps, drawings, models, photographs, etc., prepared by the MPO shall, at the option of the Department, be delivered to the Department.
- E. The Department shall reimburse the MPO for those eligible expenses incurred during the agreement period that are directly attributable to the completed portion of the work covered by this agreement, provided that the work has been completed in a manner satisfactory and acceptable to the Department. The MPO shall not incur new obligations for the terminated portion after the effective date of termination.

Article 17. Force Majeure

Except with respect to defaults of subcontractors, the MPO shall not be in default by reason of failure in performance of this agreement in accordance with its terms (including any failure by the MPO to progress in the performance of the work) if that failure arises out of causes beyond the control and without the default or negligence of the MPO. Those causes may include but are not limited to acts of God or of the public enemy, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather. In every case, however, the failure to perform must be beyond the control and without the fault or negligence of the MPO.

Article 18. Remedies

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- A. Violation or breach of agreement terms by the MPO shall be grounds for termination of the agreement. Any costs incurred by the Department arising from the termination of this agreement shall be paid by the MPO.
- B. This agreement shall not be considered as specifying the exclusive remedy for any dispute, but all remedies existing at law and in equity may be availed of by either party and shall be cumulative.

Article 19. Gratuities

- A. Employees of the Department or the MPO shall not accept any benefits, gifts, or favors from any person doing business with, or who may do business with the Department or the MPO under this agreement.
- B. Any person doing business with, or who may do business with the Department or the MPO under this agreement, may not make any offer of benefits, gifts, or favors to Department or the MPO employees. Failure on the part of the Department or the MPO to adhere to this policy may result in termination of this agreement.

Article 20. Compliance with Laws

The parties to this agreement shall comply with all federal and state laws, statutes, rules, and regulations, and the orders and decrees of any courts or administrative bodies or tribunals in any matter affecting the performance of this agreement, including without limitation, workers' compensation laws, minimum and maximum salary and wage statutes and regulations, and licensing laws and regulations. When required, the MPO shall furnish the Department with satisfactory proof of its compliance.

Article 21. Successors and Assigns

No party shall assign or transfer its interest in this agreement without written consent of the other parties.

Article 22. Debarment Certifications

The MPO is prohibited from making any award or permitting any award at any tier to any party that is debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs under Executive Order 12549, Debarment and Suspension. By executing this agreement, the MPO certifies that it is not currently debarred, suspended, or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549 and further certifies that it will not do business with any party that is currently debarred, suspended, or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549. The MPO shall require any party to a subcontract or purchase order awarded under this agreement as specified in 49 CFR Part 29 (Debarment and Suspension) to certify its eligibility to receive federal funds and, when requested by the Department, to furnish a copy of the certification.

Article 23. Equal Employment Opportunity

The parties to this agreement agree to comply with Executive Order 11246 entitled "Equal Employment Opportunity" as amended by Executive Order 11375 and as supplemented in Department of Labor Regulations (41 CFR §60).

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Article 24. Pertinent Non-Discrimination Authorities

During the performance of this Agreement, each party, for itself, its assignees, and successors in interest agree to comply with the following nondiscrimination statutes and authorities; including but not limited to:

- A. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- B. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of federal or federal-aid programs and projects).
- C. Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), as amended, (prohibits discrimination on the basis of sex).
- D. Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.) as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27.
- E. The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age).
- F. Airport and Airway Improvement Act of 1982, (49 U.S.C. Chapter 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex).
- G. The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the federal-aid recipients, subrecipients and contractors, whether such programs or activities are federally funded or not).
- H. Titles II and III of the Americans with Disabilities Act, which prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38.
- I. The Federal Aviation Administration’s Nondiscrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex).
- J. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations.
- K. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, the parties must take reasonable steps to ensure that LEP persons have meaningful access to the programs (70 Fed. Reg. at 74087 to 74100).
- L. Title IX of the Education Amendments of 1972, as amended, which prohibits the parties from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq.).

Article 25. Nondiscrimination on the Basis of Disability

The MPO agrees that no otherwise qualified disabled person shall, solely by reason of his disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under this agreement. The MPO shall ensure that all fixed facility construction or

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alteration and all new equipment included in the project comply with applicable regulations regarding Nondiscrimination on the Basis of Disability in Programs and Activities Receiving or Benefiting from Federal Financial Assistance, set forth in 49 CFR Part 27, and any amendments to it.

Article 26. Disadvantaged Business Enterprise (DBE) Program Requirements

If federal funds are used:

- A. The parties shall comply with the Disadvantaged Business Enterprise Program requirements established in 49 CFR Part 26.
- B. The MPO shall adopt, in its totality, the State’s federally approved DBE program.
- C. The MPO shall incorporate into its contracts with subproviders an appropriate DBE goal consistent with the State’s DBE guidelines and in consideration of the local market, project size, and nature of the goods or services to be acquired. The MPO shall submit its proposed scope of services and quantity estimates to the State to allow the State to establish a DBE goal for each MPO contract with a subprovider. The MPO shall be responsible for documenting its actions.
- D. The MPO shall follow all other parts of the State’s DBE program referenced in TxDOT Form 2395, Memorandum of Understanding Regarding the Adoption of the Texas Department of Transportation’s Federally-Approved Disadvantaged Business Enterprise by Entity, and attachments found at web address http://ftp.dot.state.tx.us/pub/txdot-info/bop/dbe/mou/mou_attachments.pdf.
- E. The MPO shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any U.S. Department of Transportation (DOT)-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The MPO shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure non-discrimination in award and administration of DOT-assisted contracts. The State’s DBE program, as required by 49 CFR Part 26 and as approved by DOT, is incorporated by reference in this Agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this Agreement. Upon notification to the MPO of its failure to carry out its approved program, the State may impose sanctions as provided for under 49 CFR Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).
- F. Each contract the MPO signs with a contractor (and each subcontract the prime contractor signs with a sub-contractor) must include the following assurance: *The contractor, sub-recipient, or sub-contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this Agreement, which may result in the termination of this Agreement or such other remedy as the recipient deems appropriate.*

Article 27. Procurement and Property Management Standards

- A. The parties to this Agreement shall adhere to the procurement standards established in Title 49 CFR §18.36, to the property management standards established in 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,

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and to the Texas Uniform Grant Management Standards. The State must pre-approve the MPO's procurement procedures for purchases to be eligible for state or federal funds.

- B. The MPO agrees to comply with applicable Buy America requirements set forth in the Surface Transportation Assistance Act of 1978 (Pub. L. 95-599) §401 and the FTA's Buy America regulations in 49 CFR Part 661.
- C. The MPO agrees to comply with the cargo preference requirements set forth in 46 USC §55305 and Maritime Administration regulations set forth in 46 CFR Part 381.

Article 28. Environmental Protection and Energy Efficiency

- A. The MPO agrees to comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act, 42 USC §7602; Section 508 of the Clean Water Act 33 USC §1368; Executive Order 11738 and Title 40 CFR, "Protection of Environment." The MPO further agrees to report violations to the Department.
- B. The MPO agrees to recognize standards and policies relating to energy efficiency that are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163).

Article 29. Federal Reimbursement

The MPO shall be responsible for any funds determined to be ineligible for federal reimbursement, and shall reimburse the Department the amount of those funds previously provided to it by the Department.

Article 30. Control of Drug Use

The MPO agrees to comply with the terms of the FTA regulation, "Prevention of Alcohol Misuse and Prohibited Drug Use in Mass Transit Operations," set forth in 49 CFR Part 655.

Article 31. Lobbying Certification

In executing this agreement, each signatory certifies to the best of that signatory's knowledge and belief, that:

- A. No federal appropriated funds have been paid or will be paid by or on behalf of the parties 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.
- B. 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 federal contracts, grants, loans, or cooperative agreements, the signatory for the MPO shall complete and submit the Federal Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- C. The parties shall require that the language of this certification shall be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and all sub-recipients shall certify and disclose accordingly. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 USC §1352. Any person who fails to file the required

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certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Article 32. Amendments

Any change to one or more of the terms and conditions of this agreement shall not be valid unless made in writing and agreed to by the parties before the change is implemented.

Article 33. Distribution of Products

- A. The MPO shall provide a number of copies to be specified by the Department of all information, reports, proposals, brochures, summaries, written conclusions, graphic presentations, and similar materials developed by the MPO and financed, in whole or in part, as provided in this agreement. All reports published by the MPO shall contain the following prominent credit reference to the Department, USDOT, FHWA, and FTA:
Prepared in cooperation with the Texas Department of Transportation and the U.S. Department of Transportation, Federal Highway Administration, and Federal Transit Administration.
- B. Upon termination of this agreement, all documents prepared by the MPO or furnished to the MPO by the Department, shall be delivered to the Department. All documents, photographs, calculations, programs, and other data prepared or used under this agreement may be used by the Department without restriction or limitation of further use.

Article 34. Legal Construction

In case any one or more of the provisions contained in this agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, that invalidity, illegality, or unenforceability shall not affect any other provisions and this agreement shall be construed as if it did not contain the invalid, illegal, or unenforceable provision.

Article 35. Sole Agreement

This agreement constitutes the sole and only agreement between the parties and supersedes any prior understandings or written or oral agreements between the parties respecting the subject matter of this agreement.

Article 36. Copyrights

The Department and the USDOT shall, with regard to any reports or other products produced under this agreement, reserve a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the work for government purposes.

Article 37. Federal Funding Accountability and Transparency Act Requirements

- A. Any recipient of funds under this agreement agrees to comply with the Federal Funding Accountability and Transparency Act and implementing regulations at 2 CFR Part 170, including Appendix A. This agreement is subject to the following award terms:
<http://www.gpo.gov/fdsys/pkg/FR-2010-09-14/pdf/2010-22705.pdf> and
<http://www.gpo.gov/fdsys/pkg/FR-2010-09-14/pdf/2010-22706.pdf>
- B. The MPO agrees that it shall:
 1. Obtain and provide to the Department a Central Contracting Registry (CCR) number (Federal Acquisition Regulation, Part 4, Sub-part 4.1100) if this award provides for more

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than \$25,000 in Federal funding. The CCR number may be obtained by visiting the CCR web-site at <https://www.sam.gov/portal/public/SAM/>;

2. Obtain and provide to the Department a Data Universal Numbering System (DUNS) number, a unique nine-character number that allows the Federal government to track the distribution of federal money. The DUNS number may be requested free of charge for all businesses and entities required to do so by visiting the Dun & Bradstreet on-line registration website at <http://fedgov.dnb.com/webform>; and
3. Report the total compensation and names of its top five (5) executives to the Department if:
 - i. More than 80% of annual gross revenues are from the Federal government, and those revenues are greater than \$25,000,000; and
 - ii. The compensation information is not already available through reporting to the U.S. Securities and Exchange Commission.

Article 38. Single Audit Report

If federal funds are used:

- A. The parties shall comply with the single audit report requirements stipulated in 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- B. If threshold expenditures of \$750,000 or more are met during the fiscal year, the MPO must submit a Single Audit Report and Management Letter (if applicable) to TxDOT's Compliance Division, 125 East 11th Street, Austin, TX 78701 or contact TxDOT's Compliance Division by email at singleaudits@txdot.gov.
- C. If expenditures are less than the threshold during the MPO's fiscal year, the MPO must submit a statement to TxDOT's Compliance Division as follows: "We did not meet the \$_____ expenditure threshold and therefore, are not required to have a single audit performed for FY _____."
- D. For each year the Project remains open for federal funding expenditures, the MPO will be responsible for filing a report or statement as described above. The required annual filing shall extend throughout the life of the Agreement, unless otherwise amended or the Project has been formally closed out and no charges have been incurred within the current fiscal year.

Article 39. Notices

All notices to any party by the other parties required under this agreement shall be delivered personally or sent by certified or U.S. mail, postage prepaid, addressed to the party at the following addresses:

MPO:	Director Laredo & Webb County Area 1413 Houston St. Laredo, TX 78040
Fiscal Agent:	City Manager City of Laredo 1110 Houston Street Laredo, TX 78040

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Department:	Director, Transportation Planning & Programming Division Texas Department of Transportation 125 E. 11 th Street Austin, Texas 78701
--------------------	---

All notices shall be deemed given on the date delivered or deposited in the mail, unless otherwise provided in this agreement. Any party may change the above address by sending written notice of the change to the other parties. Any party may request in writing that notices shall be delivered personally or by certified U.S. mail and that request shall be honored and carried out by the other parties.

Article 40. Signatory Warranty

Each signatory warrants that the signatory has necessary authority to execute this agreement on behalf of the entity represented.

THIS AGREEMENT IS EXECUTED by the Department, the MPO, and the Fiscal Agent in triplicate.

THE MPO

THE FISCAL AGENT

Signature

Pete Saenz

Typed or Printed Name

MPO Chairman and City of Laredo, Mayor

Title

Date

Signature

Keith Selman

Typed or Printed Name

City of Laredo, Interim City Manager

Title

Date

THE DEPARTMENT

Signature

Jessica Butler

Typed or Printed Name

Director, Transportation Planning and
Programming Division
Texas Department of Transportation

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Title

Date

DRAFT

ACTION ITEM

DATE: 4-20-22	SUBJECT: MOTION(S) Discussion with possible action on a motion to approve the third version of the Laredo Transit Management Inc. (LTMI) Public Transportation Agency Safety Plan (PTASP) and Safety Performance Targets for calendar year 2022 and to incorporate into the Metropolitan Planning Process.
INITIATED BY: MPO Staff El Metro Staff	STAFF SOURCE: Juan S. Mendive, Interim MPO Director Robert J. Garza, El Metro General Manager
PREVIOUS COMMITTEE ACTION: On April 19, 2021, The Policy Committee approved the second version of the PTASP and Safety Performance Targets for calendar year 2021.	
BACKGROUND: In accordance with 49 U.S.C. 5303(h)(2)(B) and 5304(d)(2)(B), each State and transit agency must make its safety performance targets available to States and Metropolitan Planning Organizations to aid in the planning process. 49 C.F.R. § 673.15(b) requires, to the maximum extent practicable, a State or transit agency to coordinate with States and Metropolitan Planning Organizations in the selection of State and MPO safety performance targets. MPOs are required to reference the safety performance targets and Agency Safety Plans in their Transportation Improvement Program (TIP) and Metropolitan Transportation Plan (MTP) updated or amended after July 20, 2021. As a result, the Laredo transit public transportation provider, El Metro, also known as the Laredo Transit Management Inc. (LTMI), has developed and is recommending for the Laredo Webb County Area MPO to adopt the third version of the LTMI Public Transportation Agency Safety Plan (PTSAP) and Safety Performance Targets for calendar year 2022, which have been approved by the City of Laredo Mass Transit Board on and certified by Laredo Transit Management, Inc. The LTMI's third version of the PTASP was adopted and approved by the Laredo Mass Transit Board on March 21, 2022.	
COMMITTEE RECOMMENDATION: Approval.	STAFF RECOMMENDATION: Approval.

RESOLUTION NO. 2022-RT-03

AUTHORIZING THE LAREDO MASS TRANSIT BOARD TO APPROVE THE THIRD VERSION OF THE PUBLIC TRANSPORTATION AGENCY SAFETY PLAN AND ESTABLISHING SAFETY PERFORMANCE TARGETS FOR THE LAREDO TRANSIT MANAGEMENT INCORPORATED (LTMI).

WHEREAS, Safety is a core business function of all public transportation providers and should be systematically applied to every aspect of service delivery, as the Federal Transit Administration (FTA) has adopted the principles and methods of Safety Management Systems (SMS) as the basis for enhancing the safety of public transportation in the United States; and

WHEREAS, On July 19, 2018 the FTA published the Public Transportation Agency Safety Plan (PTASP) Final Rule, 49 CFR Part 673, which took effect July 19, 2019 requiring all FTA Section 5307 recipient transit agencies to, within one calendar year after July 19, 2019, establish a PTASP that meets the requirements of Part 673; and

WHEREAS, The PTASP, and subsequent updates, must be signed by the Accountable Executive and approved by the agency's Board of Directors, or an Equivalent Authority; and

WHEREAS, PTASP must document the processes and activities related to Safety Management System (SMS) implementation and include performance targets based on the safety performance measures established under the National Public Transportation Safety Plan, with those targets being shared with the Laredo-Webb County Area Metropolitan Planning Organization formerly known as the Laredo Urban Transportation Study Metropolitan Planning Organization (LUTS) and the Texas Department of Transportation (TxDOT); and

WHEREAS, The initial PTASP for El Metro Transit has been drafted by TxDOT per 49 CFR 673.11(d) and will remain in effect until the Laredo Transit Management Inc. (LTMI) has drafted the next version; and

WHEREAS, El Metro Transit is dedicated to ensuring that the necessary processes are in place to accomplish both enhanced safety at the local level and the goals of the NSP, as the SMS helps organizations improve upon their safety performance by supporting the institutionalization of beliefs, practices, and procedures for identifying, mitigating, and monitoring safety risks;

WHEREAS, The initial PTASP for El Metro Transit was passed by the Laredo Mass Transit Board and approved by the Mayor on March 29, 2021.

WHEREAS, The Texas Department of Transportation (TxDOT), as the certifying agency for small public transportation providers in the State of Texas, certified the initial El Metro Public Transportation Agency Safety Plan (PTASP), on July 16, 2020.

WHEREAS, The subsequent Agency Safety Plans must be certified by Laredo Transit Management, Inc. per §673.13 (b), "On an annual basis, a transit agency, direct recipient, or state must certify its compliance with this part" (*Federal Register / Vol. 83, No. 139 / Thursday, July 19, 2018 / Rules and Regulations, Pg. 34467*) and per TxDOT (*Kosub, Theodore. Texas Department of Transportation Strategic Programs Manager – Public Transportation. Email Subject: Laredo PTASP. Austin, TX, Wednesday, December 2020. TxDOT Instructions for 2021 Certification.*)

WHEREAS, The Laredo & Webb County Area Metropolitan Planning Organization approved and adopted the Laredo Transit Management Inc. (LTMI) Public Transportation Agency Safety Plan (PTASP) and Safety Performance Targets to incorporate into the Metropolitan and Statewide Planning Process with the Laredo Metropolitan Planning Organization (MPO) on September 15, 2020.

WHEREAS, El Metro Transit reviewed, revised and updated the PTASP and created the third version per §673.11 (a) (5), “Each transit agency must establish a process and timeline for conducting an annual review and update the Public Transportation Agency Plan” (*Federal Register / Vol. 83, No. 139 / Thursday, July 19, 2018 / Rules and Regulations, Pg. 34467*).


WHEREAS, All edits are documented in the Laredo Transit Management, Inc. - El Metro Transit Public Transportation Agency Safety Plan Version 3, Section B. Record of Changes, Pages 56-60.

NOW THEREFORE, BE IT RESOLVED BY THE MASS TRANSIT BOARD OF THE CITY OF LAREDO THAT:


Section 1. The Laredo Mass Transit Board approves the third version of the PTASP and the tenets of SMS including a Safety Management Policy (SMP) and the processes for Safety Risk Management (SRM), Safety Assurance (SA), and Safety Promotion (SP), per 49 U.S.C. 5329(d)(1)(A); and as

Section 2. Safety has always been a primary function at LTMI, this PTASP lays out a process to fully implement and review an SMS on a yearly and ongoing basis in order to continue compliance with the PTASP final rule.

PASSED BY THE MASS TRANSIT BOARD AND APPROVED BY THE MAYOR ON THIS THE
21st DAY OF March, 2022.



PETE SAENZ
MAYOR

ATTEST:


JOSE A. VALDEZ, JR.
CITY SECRETARY

APPROVED AS TO FORM:

BY 

ANA SOPHIA GARCIA
ASSISTANT CITY ATTORNEY



Laredo Transit Management, Inc.

El Metro Transit

Public Transportation Agency Safety Plan

Version 3

Adopted 03-21-2022

In compliance with 49 CFR Part 673

**Developed in conjunction with
the Texas Department of
Transportation and the Laredo
Transit Management, Inc.**

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1. EXECUTIVE SUMMARY

Moving Ahead for Progress in the 21st Century (MAP-21) granted the Federal Transit Administration (FTA) the authority to establish and enforce a comprehensive framework to oversee the safety of public transportation throughout the United States. MAP-21 expanded the regulatory authority of FTA to oversee safety, providing an opportunity to assist transit agencies in moving towards a more holistic, performance-based approach to Safety Management Systems (SMS). This authority was continued through the Fixing America's Surface Transportation Act (FAST Act).

In compliance with MAP-21 and the FAST Act, FTA promulgated a Public Transportation Safety Program on August 11, 2016 that adopted SMS as the foundation for developing and implementing a Safety Program. FTA is committed to developing, implementing, and consistently improving strategies and processes to ensure that transit achieves the highest practicable level of safety. SMS helps organizations improve upon their safety performance by supporting the institutionalization of beliefs, practices, and procedures for identifying, mitigating, and monitoring safety risks.

There are several components of the national safety program, including the National Public Transportation Safety Plan (NSP), that FTA published to provide guidance on managing safety risks and safety hazards. One element of the NSP is the Transit Asset Management (TAM) Plan. Public transportation agencies implemented TAM plans across the industry in 2018. The subject of this document is the Public Transportation Agency Safety Plan (PTASP) rule, 49 CFR Part 673, and guidance provided by FTA.

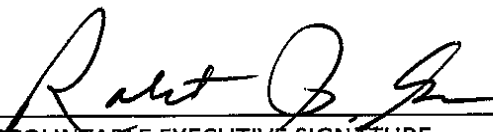
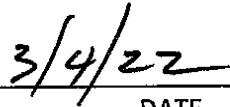
Safety is a core business function of all public transportation providers and should be systematically applied to every aspect of service delivery. At Laredo Transit Management, Inc. (LTMI), all levels of Leadership, Administration and Operations are responsible for the safety of their clientele and themselves. To improve public transportation safety to the highest practicable level in the State of Texas and comply with FTA requirements, the Texas Department of Transportation (TxDOT) has developed the initial Agency Safety Plan (ASP) in collaboration with Laredo Transit Management, Inc. The Laredo Transit Management, Inc. has updated the initial Agency Safety Plan to develop the third version of the Public Transportation Agency Safety Plan in collaboration with the City of Laredo and the Laredo Mass Transit Board with fiduciary responsibility for (LTMI).

To ensure that the necessary processes are in place to accomplish both enhanced safety at the local level and the goals of the NSP, the City of Laredo, the Laredo Mass Transit Board and LTMI adopt this ASP and the tenets of SMS including a Safety Management Policy (SMP) and the processes for Safety Risk Management (SRM), Safety Assurance (SA), and Safety Promotion (SP), per 49 U.S.C. 5329(d)(1)(A).¹ While safety has always been a primary function at LTMI, this document lays out a process to fully implement an SMS over the next several years that complies with the PTASP final rule.

¹ Federal Register, Vol. 81, No. 24

A. Plan Adoption – 673.11(a)(1)

This Public Transit Agency Safety Plan is hereby adopted, certified as compliant, and signed by:

ACCOUNTABLE EXECUTIVE SIGNATURE DATE
Robert J. Garza, El Metro General Manager

Since El Metro is considered a department of the City of Laredo, the main governing body is the Laredo City Council acting as the Laredo Mass Transit Board. Approval of this plan by the City Council/Mass Transit Board occurred on March 21, 2022 and is documented in RESOLUTION No. 2022-RT-03 from the City Council Meeting.

B. Certification of Compliance – 673.13(a)(b)

El Metro certifies on March 04, 2022, that this Agency Safety Plan is in full compliance with 49 CFR Part 673 and has been adopted and will be implemented by El Metro as evidenced by the plan adoption signature and necessary City Council/Laredo Mass Transit Board approvals under Section 1.A of this plan. In addition, El Metro will certify compliance with the PTASP regulation through FTA’s Transit Award Management System (TrAMS) and the annual Certifications and Assurances process.

2. TRANSIT AGENCY INFORMATION – 673.23(D)

The City of Laredo began operating public transportation in 1985. LTMI was founded in 2003 and is governed by the City of Laredo Mass Transit Board. The City contracts with HTG, Inc. to provide management and operating services. Under the contract, HTG, Inc. provides a General Manager and three Assistant General Managers. The General Manager is approved by the Laredo Mass Transit Board to oversee the administrative functions of LTMI. LTMI is known as El Metro.

El Metro is the public transportation provider for the City of Laredo, Texas and is the largest transit provider in the region. The El Metro main office is located at Transit Center 1301 Farragut, 3rd Floor, Laredo, TX 78040.

El Metro operates fixed route services seven days a week across 23 routes within the City of Laredo. Schedules for fixed route service vary by route, with many routes having one schedule for Monday-Friday or Monday-Saturday and another schedule for Saturdays or Sundays/Holidays. In addition, some routes have A and B segments that have differing schedules. El Metro also operates El Lift Paratransit, which provides shared, origin to destination public transportation to people with disabilities who are unable to use El Metro's fixed route buses. El Lift uses the following service schedule:

- Monday, Wednesday, Friday: 5:00 am – 10:30 pm
- Tuesday, Thursday: 5:30 am – 10:30 pm
- Sunday: 8:00 am – 8:30 pm

El Metro Transit is provided by the City of Laredo through the Laredo Mass Transit Board and managed by a private contractor, HTG, Inc. which provides the General Manager and the management team consisting of the Assistant General Manager of Operations and Maintenance, and the Assistant General Manager of Administration. The Maintenance Asset Officer, the Operations Manager, the Transit Procurement Specialist, the Chief Safety Officer (CSO), and Safety and Training Coordinator are part of Laredo Transit Management, Inc.

No additional transit service is provided by El Metro on behalf of another transit agency or entity at the time of the development of this plan.

Table 1 contains agency information, while an organizational chart for El Metro is provided in Figure 1.

TABLE 1: AGENCY INFORMATION

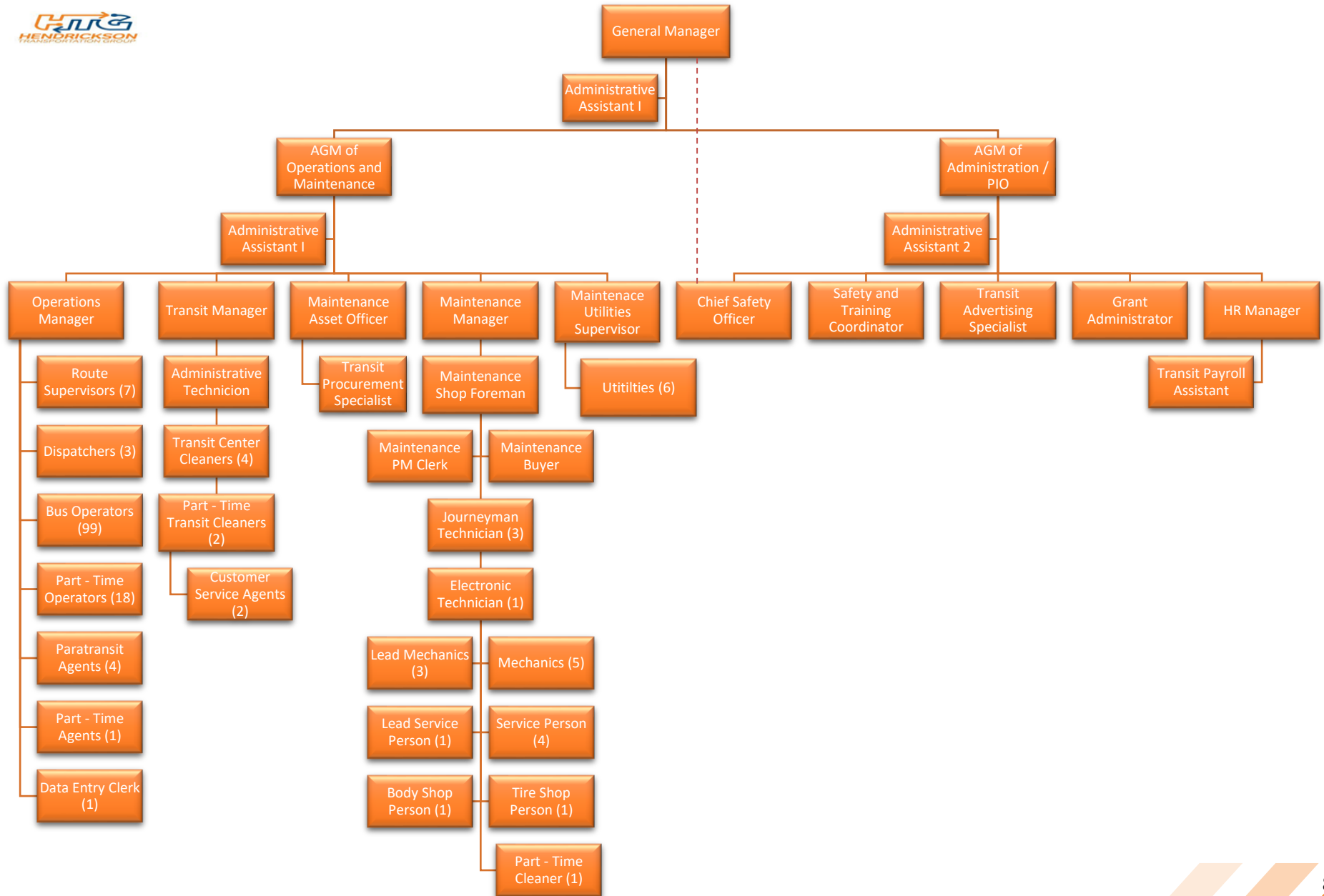
Information Type	Information
Full Transit Agency Name	Laredo Transit Management, Inc. (LTMI)
Transit Agency Address	1301 Farragut St, Laredo, TX 78040
Name and Title of Accountable Executive 673.23(d)(1)	Robert J. Garza, General Manager
Name of Chief Safety Officer or SMS Executive 673.23(d)(2)	Sergio Gomez, Chief Safety Officer
Key Staff	Monica Garcia, AGM of Administration/PIO
Key Staff	Rosa Soto, AGM of Operations and Maintenance
Key Staff	Joe Lerma, Safety & Training Coordinator
Mode(s) of Service Covered by This Plan 673.11(b)	Fixed Route Bus and Demand Response
List All FTA Funding Types (e.g., 5307, 5310, 5311)	5307, 5310, 5339
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)	Fixed Route Bus and Demand Response
Number of Vehicles Operated	70

FIGURE 1: EL METRO ORGANIZATIONAL CHART

Revised 03-04-2022



Laredo Transit Management, Inc. - El Metro
ORGANIZATIONAL CHART



A. Authorities & Responsibilities – 673.23(d)

As stated in 49 CFR Part 673.23(d), El Metro has established the necessary authority, accountabilities, and responsibilities for the management of safety amongst the key individuals within the organization, as those individuals relate to the development and management of our SMS. In general, the following defines the authority and responsibilities associated with our organization.

The **Accountable Executive** has ultimate responsibility for carrying out the SMS of our public transportation agency, and control or direction over the human and capital resources needed to develop and maintain both the ASP, in accordance with 49 U.S.C. 5329(d), and the agency's TAM Plan, in accordance with 49 U.S.C. 5326. The Accountable Executive has authority and responsibility to address substandard performance in the El Metro SMS, per 673.23(d)(1).

Agency leadership and executive management include members of our agency leadership or executive management, other than the Accountable Executive, CSO/SMS Executive, who have authority or responsibility for day-to-day implementation and operation of our agency's SMS.

The **CSO** is an adequately trained individual who has the authority and responsibility as designated by the Accountable Executive for the day-to-day implementation and operation of the El Metro SMS. As such, the CSO is able to report directly to our transit agency's Accountable Executive.

Key staff are staff, groups of staff, or committees to support the Accountable Executive, CSO or SMS Executive in developing, implementing, and operating our agency's SMS.

Front line employees perform the daily tasks and activities where hazards can be readily identified so the identified hazards can be addressed before the hazards become adverse events. These employees are critical to SMS success through each employee's respective role in reporting safety hazards, which is where an effective SMS and a positive safety culture begins.

In addition, over the next year, El Metro Payroll and Benefits Coordinator in collaboration with the CSO will be reviewing and modifying, if necessary, our current job descriptions to ensure the job descriptions comply with 49 CFR Part 673.

3. SAFETY POLICIES AND PROCEDURES

A. Policy Statement – 673.23(a)

El Metro recognizes that the management of safety is a core value of our business. The management team at El Metro has embraced the SMS and is committed to developing, implementing, maintaining, and constantly improving processes to ensure the safety of our employees, customers, and the general public. All levels of management and frontline employees are committed to safety and understand that safety is the primary responsibility of all employees.

El Metro is committed to:

- Communicating the purpose and benefits of the SMS to all staff, the union, managers, supervisors, and employees. This communication will specifically define the duties and responsibilities of each employee throughout the organization and all employees will receive appropriate information and SMS training.
- Providing appropriate management involvement and the necessary resources to establish an effective reporting system that will encourage employees to communicate and report any unsafe work conditions, hazards, or at-risk behavior to the management team.
- Identifying hazardous and unsafe work conditions and analyzing data from the employee reporting system. After thoroughly analyzing provided data, the transit operations division will develop processes and procedures to mitigate safety risk to an acceptable level.
- Ensuring that no action will be taken against employees who disclose safety concerns through the reporting system, unless disclosure indicates an illegal act, gross negligence, or deliberate or willful disregard of regulations or procedures.
- Establishing Safety Performance Targets (SPT) that are realistic, measurable, and data driven.
- Continually improving our safety performance through management processes that ensure appropriate safety management action is taken and is effective.



Robert J. Garza, El Metro General Manager

I. Employee Safety Reporting Program – 673.23(b)

Frontline employees are a significant source of safety data. These employees are typically the first to spot unsafe conditions that arise from unplanned conditions either on the vehicles, in the maintenance shop, or in the field during operations. For this reason, the Employee Safety Reporting Program (ESRP) is a major tenet of the PTASP Rule. Under this rule, agencies must establish and implement a process that allows employees to report safety conditions directly to senior management; provides protections for employees who report safety conditions to senior management; and includes a description of employee behaviors that may result in disciplinary action.

El Metro has the *LTMI Employee Safety Reporting Program (ESRP)* (Appendix A, Table 8 shows the document name, file name, and date of adoption) under which the employees are expected to use established procedures to submit comments, information, and assistance where safety and health is concerned. The program requires employees to report hazards, unsafe conditions, and unsafe behaviors to the Safety & Training Coordinator, Chief Safety Officer, their immediate Supervisor, any Safety Planning Advisory Committee (SPAC) member or Department Leadership. Employees have the option of submitting reports confidentially using the *LTMI Employee Safety Hazard Reporting Form* (Appendix A) and as such can report concerns without fear of repercussions. The program also calls for employees to meet on a regular basis to discuss safety and health issues. These meetings also provide another avenue for employees to report concerns.

In addition, El Metro has a policy in place in the *General Rules, Regulations and Policies Employee Handbook* (Appendix A) that requires employees who discover a condition which imperils the welfare of passengers, employees, and/or equipment to promptly report the problem to the Maintenance, Supervisor or Dispatcher.

El Metro also has a *Customer Comment/Complaint Procedure and Record Retention Policy* (Appendix A) that ensures riders of the system have an easy and accessible way to provide feedback to the agency. This procedure provides customers with a variety of ways to contact El Metro with comments or complaints and also provides protocols for feedback acknowledgment and customer report retention. In addition, employees can also submit safety concerns, anonymous or not, using the customer comment/complaint form on www.elmetrotransit.com.

During the annual review, El Metro will review and modify, if necessary, both our internal and external reporting procedures and programs to develop them into a full ESRP to ensure that the procedure complies with 49 CFR Part 673. *LTMI Employee Safety Reporting Program* Implementation, LTMI will conduct Instruction-Led Training for all employees. They will be presented with a PowerPoint presentation and copies of the reporting form. In addition, LTMI will post avenues for reporting, with protections, at each Department's bulletin board. Any changes will be submitted at annual certification. On March 23, 2020, El Metro forwarded the *LTMI Employee Safety Reporting Program and memo*, via certified mail, to the Union.

In general, the El Metro ESRP will ensure that all employees are encouraged to report safety conditions directly to senior management or their direct supervisor for elevation to senior management. The policy will include any contract employees. The policy also includes what protections are afforded to employees who report safety related conditions and describes employee behaviors that are not covered by those protections. The policy also elaborates on how safety conditions that are reported will be reported back to the initiator(s) – either to the individual or groups of individuals or organization, dependent on the nature of the safety condition.

To bolster the information received from frontline employees, El Metro will continue to review our current policy for how our agency receives information and safety related data from employees and customers. If necessary, we will develop additional means for receiving, investigating and reporting the results from investigations back to the initiator(s) – either to the person, groups of persons, or distributed agency- wide to ensure that future reporting is encouraged.

II. Communicating the Policy Throughout the Agency – 673.23(c)

El Metro is committed to ensuring the safety of our clientele, personnel and operations. Part of that commitment is developing an SMS and agency wide safety culture that reduces agency risk to the lowest level possible. The first step in developing a full SMS and agency wide safety culture is communicating our *LTMI Safety Management Policy (SMP)* (Appendix A, Table 8 shows the document name, file name, and date of adoption) throughout our agency. LTMI initiated the communication on August 4, 2020 to all Executive Leadership, Administration, All Department Leadership and Route Supervisors. LTMI will provide Instruction-Led Training to all employees so that they can be familiar with our SMP and where they can find it. It will be posted at all Department’s bulletin boards. Any rules or procedures will be provided to the Union.

The SMP and safety objectives are at the forefront of all communications. This communications strategy will include posting the policy in prominent work locations for existing employees and adding the policy statement to the on-boarding material for all new employees. In addition, the policy statement will become part of our agency’s regular safety meetings and other safety communications efforts. The policy will be signed by the Accountable Executive so that all employees know that the policy is supported by management.

Possible methods of communicating the LTMI Safety Management Policy to employees include, but are not limited to, the following:

- New Employee Orientation
- Driver's Training
- Internal Marketing Strategies
- Instructor-Led Training
- Safety Meetings
- El Metro Toolbox Talk (Safety Bulletin)
- Safety Planning Advisory Committee
- Staff Meetings
- Department Bulletin Boards
- Employee Handbooks
- Email
- Webex webinar

B. PTASP Development and Coordination with TxDOT – 673.11(d)

This PTASP has been developed by TxDOT on behalf of Laredo & Webb county Area Metropolitan Planning Organization, which is the Metropolitan Planning Organization (MPO) for the area, and LTMI in accordance with all requirements stated in 49 CFR Part 673 applicable to a small public transportation provider. TxDOT mailed a formal call for participation in a State sponsored PTASP development process to all Texas Section 5307 small bus transit agencies on January 15, 2019 and followed that call with a series of phone calls and additional correspondence. El Metro provided a letter to TxDOT opting into participation on March 15, 2019 and has been an active participant in the development of this plan through sharing existing documentation and participating in communication and coordination throughout the development of this plan. The El Metro documentation used in the development of this plan is presented in Table 8, in Appendix A.

In support of tracking performance on our Safety Assurance (SA) and Safety Promotion (SP) processes, El Metro conducted a safety culture survey from December 21, 2019 to December 30, 2019. This yearly survey is intended to help El Metro assess how well we communicate safety and safety performance information throughout our organization by gauging how safety is perceived and embraced by El Metro's administrators, supervisors, staff and contractors. The survey is designed to help us assess how well we are conveying information on hazards and safety risks relevant to employees' roles and responsibilities and informing employees of safety actions taken in response to reports submitted through our ESRP. Results from our most recent survey were analyzed and incorporated into the implementation strategies contained in this ASP.

Once the documents were reviewed, an on-site interview was conducted with El Metro on October 28, 2019 to gain a better understanding of the agency and the agency’s personnel. This understanding was necessary to ensure that the ASP was developed to fit El Metro’s size, operational characteristics, and capabilities.

The draft ASP was delivered to LTMI/El Metro in March 2020 for review and comment. Once review was completed and any adjustments made, the final was delivered to LTMI/El Metro for review and adoption.

C. PTASP Annual Review – 673.11(a)(5)

Per 49 U.S.C. 5329(d)(1)(D), this plan includes provisions for annual updates of the SMS. As part of El Metro’s ongoing commitment to fully implementing SMS and engaging our agency employees in developing a robust safety culture, El Metro will review the ASP and all supporting documentation annually. The review will be conducted as a precursor to certifying to FTA that the ASP is fully compliant with 49 CFR Part 673 and accurately reflects the agency’s current implementation status. Certification will be accomplished through El Metro’s annual Certifications and Assurances reporting to FTA.

The annual review will include the ASP and supporting documents (Standard Operating Procedures [SOP], Policies, Manuals, etc.) that are used to fully implement all the processes used to manage safety at El Metro. All changes will be noted (as discussed below) and the Accountable Executive will sign and date the title page of this document and provide documentation of approval by the Laredo Mass Transit Board whether by signature or by reference to resolution.

As processes are changed to fully implement SMS or new processes are developed, El Metro will track those changes for use in the annual review. In addition, Instructor-Led Training will be provided to all employees informing them of any changes. The annual ASP review will follow the update activities and schedule provided below in Table 2.

TABLE 2: ASP ANNUAL UPDATE TIMELINE

Task	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Review Agency Operations	→								
Review SMS Documentation	→								
<ul style="list-style-type: none"> • Safety Management Policy; • Safety Risk Management; • Safety Assurance; and • Safety Promotion. 	→								
Deadline: Revision Requests				→					
Draft Revised ASP					→				
Draft delivered to Leadership for Comments						→			
Deadline: Comments on Revised ASP Draft							→		
Laredo Mass Transit Board (City Council) Approval								→	
Report Targets to TxDOT and the Laredo Urban Transportation Study									→
Update Version No., Adopt & Certify Plan Compliance									★

As shown in Table 2, activities are as follows:

- July 1 to September 30, LTMI Leadership will review Agency Operations;
- July 1 to September 30, the Accountable Executive, key personnel, and the CSO will review SMS documentation;
- October 15, deadline for any revision requests;
- October 16 to November 15, draft revised ASP;
- December 29, deadline on comments for revised ASP draft;
- February 1 to March 16, Laredo Mass Transit Board adoption;
- March 17 to March 30, report Safety Performance Targets to TxDOT and the Laredo Webb County Area Metropolitan Planning Organization;
- MS. March 16 thru 30th, update version number, adopt and certify plan compliance in FTA's TrAM

The implementation of SMS is an ongoing and iterative process, and, as such, this PTASP is a working document. Therefore, a clear record of changes (Appendix B, Section B) and adjustments is kept in the PTASP for the benefit of safety plan performance management and to comply with Federal statutes.

D. PTASP Maintenance – 673.11(a)(2)(c)

El Metro will follow the annual review process outlined above and adjust this ASP as necessary to accurately reflect current implementation status. This plan will document the processes and activities related to SMS implementation as required under 49 CFR Part 673 Subpart C and will make necessary updates to this ASP as El Metro continues to develop and refine our SMS implementation.

E. PTASP Documentation and Recordkeeping – 673.31

At all times, El Metro will maintain documents that set forth our ASP, including those documents related to the implementation of El Metro's SMS and those documents related to the results from SMS processes and activities. El Metro will also maintain documents that are included in whole, or by reference, that describe the programs, policies, and procedures that our agency uses to carry out our ASP and all iterations of those documents. These documents will be made available upon request to the FTA, other Federal entity, or TxDOT. El Metro will maintain these documents for a minimum of three years after the documents are created. These additional supporting documents are cataloged in Appendix A and the list will be kept current as a part of the annual ASP review and update.

F. Safety Performance Measures – 673.11(a)(3)

The PTASP Final Rule, 49 CFR Part 673.11(a)(3), requires that all public transportation providers must develop an ASP to include safety performance targets (SPTs) based on the safety performance measures established under the NSP. The safety performance measures outlined in the NSP were developed to ensure that the measures can be applied to all modes of public transportation and are based on data currently being submitted to the NTD. The safety performance measures included in the NSP are fatalities, injuries, safety events, and system reliability (State of Good Repair as developed and tracked in the TAM Plan).

There are seven (7) SPTs that must be included in each ASP that are based on the four (4) performance measures in the NSP. These SPTs are presented in terms of total numbers reported and rate per 100,000 Vehicle Revenue Miles (VRM). Each of the seven (7) is required to be reported by mode as presented in Table 3.

TABLE 3: NSP SAFETY PERFORMANCE MEASURES

Safety Performance Measure	SPT	SPT
Fatalities	Total Number Reported	Rate Per 100,000 VRM
Injuries	Total Number Reported	Rate Per 100,000 VRM
Safety Events	Total Number Reported	Rate Per 100,000 VRM
System Reliability	Mean distance between major mechanical failure	

Table 4 presents El Metro’s reported baseline numbers for each of the performance measures. El Metro collected the past five (5) years of reported data to develop the rolling averages listed in the table.

TABLE 4: BASELINE 2021 SAFETY PERFORMANCE MEASURES

Mode	Fatalities	Rate of Fatalities per 100,000 VRM	Injuries	Rate of Injuries per 100,000 VRM	Safety Events	Rate of Safety Events per 100,000 VRM	Mean Distance Between Major Mechanical Failure
Fixed Route (Bus)	0	0.00%	1.4	0.08%	1.8	0.11%	50,283
Demand Response	0	0.00%	0.2	0.38%	0.2	0.38%	60,138

*rate = total number x 100,000 /total vehicle revenue miles traveled

Table 5: 5-Year Safety Performance for El Metro by Mode of Service.

Fixed Route							
SPT Category For Fixed Route Service	2017	2018	2019	2020	2021	5-Year Rolling Average	SPT 2022
Total Number of Fatalities	0	0	0	0	0	0	0
Fatality Rate per 100,000 VRM	0	0	0	0	0.00	0.00	0.00
Total Number of Injuries	1	1	0	3	2	1	1
Injury rate per 100,000 VRM	0.6	0.6	0	0.17	0.12	0.07	0.07
Total Number of Safety Events	2	1	0	4	4	2	2
Safety Event rate per 100,000 VRM	0.12	0.06	0	0.23	0.24	0.14	0.14
Total Number of Major Mechanical Failures	46	30	0	10	15	20	20
System Reliability (failures/VRM)	36,929.5	56,393.9	0.0	174,809.0	111,315	70,002.0	70,002.0
Annual VRM	1,698,756	1,691,818	1,691,818	1,748,090	1,669,719	1,400,040	1,400,040
Demand Response							
SPT Category For Demand Response Service	2017	2018	2019	2020	2021	5-Year Rolling Average	SPT 2022
Total Number of Fatalities	0	0	0	0	0	0	0
Fatality Rate per 100,000 VRM	0	0	0	0	0	0.00	0.00
Total Number of Injuries	0	0	0	1	0	0.20	0.20
Injury rate per 100,000 VRM	0	0	0	0.58	0	0.12	0.12
Total Number of Safety Events	0	0	0	2	0	1	1
Safety Event rate per 100,000 VRM	0	0	0	1.17	0	0.60	0.60
Total Number of Major Mechanical Failures	9	4	0	5	3	4	4
System Reliability (failures/VRM)	29,201.6	65,436.0	0.0	34,247.0	45,018.0	41,489	41,489
Annual VRM	262,814	261,744	261,744	171,234	135,054	165,955	165,955
*Source: NTD Database							
*NTD ID: 60009							

Calendar Year 2021 Safety Performance Targets					
FIXED ROUTE			DEMAND RESPONSE		
Calendar Year 2021	SPT 2021	Target Met	Calendar Year 2021	SPT 2021	Target Met
0	0	<input checked="" type="checkbox"/>	0	0	<input checked="" type="checkbox"/>
0.00	0.00	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>
2	1.4	<input type="checkbox"/>	0	0.2	<input checked="" type="checkbox"/>
0.12	0.08	<input type="checkbox"/>	0.00	0.08	<input type="checkbox"/>
4	1.8	<input type="checkbox"/>	0	0.2	<input checked="" type="checkbox"/>
0.24	0.11	<input type="checkbox"/>	0.00	0.08	<input type="checkbox"/>
15	34	<input checked="" type="checkbox"/>	3	7	<input checked="" type="checkbox"/>
111,315	50,283	<input checked="" type="checkbox"/>	45,018	34,467	<input checked="" type="checkbox"/>
1,669,719	1,709,619	<input type="checkbox"/>	135,054	241,272	<input type="checkbox"/>

While safety has always been a major component of our agency operation, the adoption of this ASP will result in changes across all aspects of the organization designed to improve safety outcomes. The SPTs set in Table 6 and Table 7 reflect an acknowledgment that SMS implementation will produce new information that will be needed to accurately set meaningful SPTs. We will set our 2021 targets at the current NTD reported five-year average as we continue the process of fully implementing our SMS and develop our targeted safety improvements. This will ensure that we do no worse than our baseline performance over the last five years. At the bottom of Table 5.5, Our 2020 Safety Performance Targets are provided. In the Fixed Route Mode, we met 3 targets and the VRMs exceeded our target due to our Circulators Routes that started July 19, 2019. In addition, Fixed Route safety events did not meet our initial target, we had an additional two events. Our Demand Response Safety Performance Targets met two targets. We had an increase of injuries by one event and the safety events increased by two events compared to our initial targets. Demand Response VRMs decreased due to the limited capacity, which resulted in less ridership due to the COVID-19 Pandemic.

TABLE 6: FIXED ROUTE (BUS) SAFETY PERFORMANCE TARGETS

Mode	Baseline	Target
Fatalities	0	0
Rate of Fatalities per 100,00 VRM	0.00%	0.00%
Injuries	1	1
Rate of Injuries per 100,000 VRM	0.0%	0.0%
Safety Events	2	2
Rate of Safety Events per 100,000 VRM	0.14%	0.14%
Mean Distance Between Major Mechanical Failure	70,002	70,002

*rate = total number for the year x 100,000 /total vehicle revenue miles traveled

TABLE 7: DEMAND RESPONSE SAFETY PERFORMANCE TARGETS

Mode	Baseline	Target
Fatalities	0	0
Rate of Fatalities per 100,000 VRM	0.00%	0.00%
Injuries	0.2	0.2
Rate of Injuries per 100,000 VRM	0.12%	0.12%
Safety Events	1	1
Rate of Safety Events per 100,000 VRM	0.60%	0.60%
Mean Distance Between Major Mechanical Failure	41,489	41,489

*rate = total number for the year x 100,000/total vehicle revenue miles traveled

As part of the annual review of the ASP, El Metro will re-evaluate our SPTs and determine whether the SPTs need to be refined. As more data is collected as part of the SRM process discussed in this plan, El Metro may begin developing safety performance indicators to help inform management on safety related investments.

G. Safety Performance Target Coordination – 673.15(a)(b)

El Metro will make our SPTs available to TxDOT and the Laredo & Webb county Area Metropolitan Planning Organization to aid in those agencies' respective regional and long-range planning processes. To the maximum extent practicable, El Metro will coordinate with TxDOT and the Local MPO in the selection of State and MPO SPTs as documented in the Interagency Memorandum of Understanding (MOU) (Appendix A).

Each year during the FTA Certifications and Assurances reporting process, El Metro will transmit any updates to our SPTs to both the Laredo & Webb county Area Metropolitan Planning Organization and TxDOT (unless those agencies specify another time in writing).

4. SAFETY MANAGEMENT SYSTEMS – 673 SUBPART C

As noted previously, FTA has adopted SMS as the basis for improving safety across the public transportation industry. In compliance with the NSP, National Public Transportation Safety Plan, and 49 CFR Part 673, El Metro is adopting SMS as the basis for directing and managing safety and risk at our agency. El Metro has always viewed safety as a core business function. All levels of management and employees are accountable for appropriately identifying and effectively managing risk in all activities and operations in order to deliver improvements in safety and reduce risk to the lowest practical level during service delivery.

SMS is comprised of four basic components: SMP, SRM, SA, and SP. The SMP and SP are the enablers that provide structure and supporting activities that make SRM and SA possible and sustainable. The SRM and SA are the processes and activities for effectively managing safety as presented in Figure 2.

FIGURE 2: SAFETY MANAGEMENT SYSTEMS



Implementing SMS at El Metro will be a major undertaking over the next several years. This ASP is the first step to putting in place a systematic approach to managing the agency’s risk. El Metro has already taken several steps to implement SMS, such as developing this initial ASP and designating a CSO. During the first year of implementation, El Metro will identify SMS roles and responsibilities and key stakeholder groups, identify key staff to support implementation, and ensure the identified staff receive SMS training. El Metro will also develop a plan for implementing SMS, inform stakeholders about the ASP, and discuss our progress toward implementation with the City of Laredo, the Laredo Mass Transit Board and our agency’s planning partners.

A. Safety Risk Management – 673.25

By adopting this ASP, El Metro is establishing the SRM process presented in Figure 3 for identifying hazards and analyzing, assessing and mitigating safety risk in compliance with the requirements of 49 CFR Part 673.25. The SRM processes described in this section are designed to implement the El Metro SMS.

FIGURE 3: SAFETY RISK MANAGEMENT PROCESS



The following teams will be used in the Safety Risk Assessment Process:

- **SMS Team:** The SMS Team consists of the Safety and Training Coordinator (if not available, the Route Supervisor with Added Safety Duties will assist) and the Chief Safety Officer.
- **Safety Risk Assessment Team:** The Safety Risk Assessment Team consists of the SMS Team and a qualified person from respective department.

LTMI's Chief Safety Officer and Safety and Training Coordinator, if available, supported by qualified personnel from respective department will review and address each employee report and safety event, ensuring that hazards and their consequences are appropriately identified and resolved through LTMI's SRM process and that reported deficiencies and non-compliance with rules or procedures are managed through LTMI's Safety Assurance process.

LTMI's Chief Safety Officer discusses actions taken to address reported safety conditions during the quarterly SMS Committee Meetings. Additionally, if the reporting employee provided his or her name during the reporting process, the Chief Safety Officer or designee will follow up directly with the employee and a Union representative to investigate the concern. The Chief Safety Officer will discuss any mitigations that are implemented to the employees through SPAC and Training/Safety Meetings.

LTMI uses the SRM process as a primary method to ensure the safety of our operations, passengers, employees, vehicles, and facilities. It is a process whereby hazards and their consequences are identified, assessed for potential safety risk, and resolved in a manner acceptable to LTMI's leadership. LTMI's SRM process allows us to carefully examine what could cause harm and determine whether we have taken sufficient precautions to minimize the harm, or if further mitigations are necessary.

LTMI's Safety Risk Assessment Team will work to identify hazards and consequences, assess safety risk of potential consequences, and mitigate safety risk. The results of LTMI's SRM process are documented in our Safety Risk Register and referenced materials. Hazards, risk assessments and mitigations will be presented and discussed in the quarterly SMS Committee meetings, Quarterly Safety Planning Advisory Committee meetings, and Operations meetings and Maintenance meetings.

LMTI’s SRM process applies to all elements of our system including our operations and maintenance; facilities and vehicles; and personnel recruitment, training, and supervision.

The SRM is focused on implementing and improving actionable strategies that El Metro has undertaken to identify, assess and mitigate risk. The creation of a Risk Register provides an accessible resource for documenting the SRM process, tracking the identified risks, and documenting the effectiveness of mitigation strategies in meeting defined safety objectives and performance measures. The draft Risk Register is presented in Figure 4.

FIGURE 4: DRAFT RISK REGISTER

EL METRO RISK REGISTER						
REF ID	HAZARD	TYPE	REPORTED BY	REPORTED TO	LIKELIHOOD (A, B, C, D, E)	SEVERITY (1, 2, 3, 4)

As the SRM process progresses through the steps of identifying what may be wrong, what could happen as a result, and what steps El Metro is taking to resolve the risk and mitigate the hazard, the CSO completes and publishes the various components of the Risk Register. These components include the use of safety hazard identification, safety risk assessment, and safety risk mitigation, as described in the following sections.

I. Safety Hazard Identification – 673.25(b)

El Metro has a Job Safety Checklist (Monthly Safety Walk Checklist) and a Safety Equipment Checklist, both of which are found in Section X of the *Safety Policy* (Appendix A). These checklists provide a means of regularly inspecting job sites and equipment to identify potential hazards before they result in negative safety outcomes. El Metro has a Hazard Communication Program located in Section 9 of the *General Rules, Regulations and Policies Employee Handbook*. This program is based on the requirements of the Occupational Safety Health Administration (OSHA)'s Hazard Communication Standard. In addition, El Metro's *Maintenance and Facility Plan* (Appendix A) details procedures for preventative maintenance for vehicles and facilities. Although the current procedures have been effective in achieving our safety objectives, to ensure compliance with 49 CFR Part 673, El Metro is working to implement the following expanded SRM hazard identification process.

The El Metro SRM hazard identification process is a forward-looking effort to identify safety hazards that could potentially result in negative safety outcomes. In the SRM process, a hazard is any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infra-structure of a public transportation system; or, damage to the environment.

The safety hazard identification process offers LTMI the ability to identify hazards and potential consequences in the operation and maintenance of our system. Hazards can be identified through a variety of sources, including:

- Through training and reporting procedures, LTMI ensures personnel can identify hazards and that each employee clearly understands that the employee has a responsibility to immediately report any safety hazards identified to the employee's supervisors. Continued training helps employees to develop and improve the skills needed to identify hazards.
- Employee hazard identification training (TAPTCO) coupled with the ESRP ensures that LTMI has full use of information from frontline employees for hazard identification.
- Upon receiving the hazard report, Supervisors/Leadership will communicate the identified hazard to the SMS Team and the CSO will register the hazard into the risk register for risk assessment, classification and mitigation.
- In carrying out the risk assessment, the CSO uses standard reporting forms (e.g. *Facility (Lessee) Inspection Work Sheet* (Appendix A) and *Fixed Route Trip Cards* to mitigate mechanical based safety hazards that are identified) and other reports completed on a routine basis by administrative, operations and maintenance. The LTMI *Employee Safety Reporting Program* (Appendix A) contains procedures for flagging and reporting hazards as a part of day-to-day operations using different avenues to report, anonymous or not.

- Supervisors are responsible for performing and documenting regular safety assessments, which include reporting and recommending methods to reduce identified hazards.
- LTMI uses incident reports and records to determine specific areas of training that need to be covered with employees to ensure safety hazard identification is continually improved, and thus ensure that hazards are identified before an event recurrence.
- Incident reports are also analyzed by the SMS team (Safety & Training Coordinator and Chief Safety Officer) to identify any recurring patterns or themes that would help to identify underlying hazards and root causes of the event that can be mitigated to prevent recurrence.
- The SMS Team uses the following forms for hazard identification and investigation for the purpose of finding causal factors and documenting the mitigations and the mitigation monitoring:
 - From the *ESRP*, the *LTMI_Employee_Safety_Hazard_Reporting_Form* (Appendix A);
 - From the LTMI Workers' Compensation Policy and Procedure (Appendix A), the LTMI Employee Report of Injury 7 2020 and the LTMI Responding Supervisor's Investigation Report of Occupational Injury Form 7 2020;
 - From the *LTMI Accident and Incident Reporting and Investigation Standard Operating Procedures SOP-AIRIP-201* (Appendix A), the *LTMI_Claims_Notice_5 2020*, *BUS_ACCIDENT_PASSENGER_MANIFEST_5 2017*, *SUPERVISORS_REPORT_OF_INCIDENT 7 2020*, *SUPERVISOR_VEHICLE_ACCIDENT_REPORT 5 2020*, *LTMI_HAZARD_INVESTIGATOR_FORM_4 2020* and the *LTMI_ACTION_PLAN_4 2020*;
 - for Mitigation Monitoring, the *DEMAND_RESPONSE_MITIGATION_MONITORING_FORMS_7 2020* (Appendix A), *FIXED_ROUTE_MITIGATION_MONITORING_FORMS_7 2020* (Appendix A), *TRANSIT_CENTER_MITIGATION_MONITORING_FORMS_7 2020* (Appendix A), *MAINTENANCE_DEPARTMENT_MITIGATION_MONITORING_FORMS_7 2020* and the *LTMI_MITIGATION_FOLLOW_UP_FORM 8.2020* (Appendix A).
- If a hazard is such that an employee would be reluctant to report the information due to perceived negative consequences (e.g. disciplinary action), alternative, anonymous reporting mechanisms are available through an anonymous suggestion box outside Operations Department Offices, or anonymous online reporting form www.elmetrotransit.com , or other secure mechanism.
- To increase the safety knowledge of our agency, the CSO, key safety personnel, SPAC Committee and qualified personnel from the respective department are also encouraged to participate in available professional development activities and peer-to-peer exchanges as a source of expertise and information on lessons learned and best practices in hazard identification.

Other sources for hazard identification include:

- ESRP;
- Review of vehicle camera footage;
- Review of monthly performance data and safety performance targets;
- Observations from supervisors;
- Maintenance reports;
- Comments from customers, passengers, and third parties, including LTMI's transit insurance pool and vendors;
- Blue Cross Blue Shield of Texas Reports;
- Safety Planning Advisory Committee meetings, SMS Committee meetings, Operations meetings and Maintenance meetings;
- Results of audits and inspections of vehicles and facilities;
- Results of training assessments;
- Investigations into safety events, incidents, and occurrences
- Inspections of personnel job performance, vehicles, facilities and other data
- Safety trend analysis on data currently collected
- Training and evaluation records
- Internal safety audits

External sources of hazard information could include:

- FTA and other federal or state authorities;
- Reports from the public;
- Safety bulletins from manufacturers or industry associations.

When a safety concern is observed by LTMI's management or supervisory personnel, whatever the source, it is reported to LTMI's SMS Team. Procedures for reporting hazards to LTMI's SMS Team are reviewed yearly and recommendations are made by the LTMI Leadership Committee. LTMI's SMS Team also receives employee reports from the ESRP, customer comments related to safety, internal/external inspections and safety event reports. LTMI's Chief Safety Officer reviews these sources for hazards and documents them in LTMI's Safety Risk Register. LTMI's Chief Safety Officer also may enter hazards into the Safety Risk Register based on their review of LTMI's operations and maintenance, the results of audits and observations, and information received from FTA and other oversight authorities, as well as the National Transportation Safety Board. LTMI's Chief Safety Officer may conduct further analyses of hazards and consequences entered into the Safety Risk Register to collect information and identify additional consequences and to inform which hazards should be prioritized for safety risk assessment. In following up on identified hazards, LTMI's SMS Team may:

- Reach out to the reporting party, if available, to gather all known information about the reported hazard;
- Conduct a walkthrough of the affected area, assessing the possible hazardous condition, generating visual documentation (photographs and/or video), and taking any measurements deemed necessary;
- Conduct interviews with employees in the area to gather potentially relevant information on the reported hazard;
- Review any documentation associated with the hazard (records, reports, procedures, inspections, technical documents, etc.);
- Contact other departments that may have association with or technical knowledge relevant to the reported hazard;
- Review any past reported hazards of a similar nature; and
- Evaluate tasks and/or processes associated with the reported hazard.

LTMI's SMS Team will then prepare an agenda to discuss identified hazards and consequences with the Safety Planning Advisory Committee during Quarterly meetings. This agenda may include additional background on the hazards and consequences, such as the results of trend analysis, vehicle camera footage, vendor documentation, reports and observations, or information supplied by FTA or other oversight authorities.

Any identified hazard that poses a real and immediate threat to life, property, or the environment must immediately be brought to the attention of the Accountable Executive and addressed through the SRM process for safety risk assessment and mitigation. This means that the Chief Safety Officer believes immediate intervention is necessary to preserve life, prevent major property destruction, or avoid harm to the environment that would constitute a violation of Environmental Protection Agency or Any State environmental protection standards. Otherwise, the Safety Risk Assessment Team will prioritize hazards for further SRM activity.

In addition to identifying the hazard, the hazard identification process also classifies the hazard by type (organizational, technical or environmental) to assist the CSO in identifying the optimal combination of departmental leadership and qualified personnel from the respective department to select in assembling the safety risk assessment team.

The various hazard types can also be categorized by subcategory for each type. For example, organizational hazards can be subcategorized into resourcing, procedural, training or supervisory hazards. Each of the subcategories implies different types of mitigation strategies and potentially affect overall agency resources through varying costs for implementation. Technical hazards can be subcategorized into operational, maintenance, design and equipment. Additionally, environmental hazards can be subcategorized into weather and natural, which is always a factor for every operation.

II. Safety Risk Assessment – 673.25(c)

As part of the new SRM process, El Metro has developed methods to assess the likelihood and severity of the consequences of identified hazards, and prioritizes the hazards based on the safety risk. The process continues the use of the Risk Register described in the previous section to address the next two components.

To accurately assess a risk, El Metro may need to perform an investigation. El Metro currently investigates accidents or crashes in accordance to the *LTMI Employee Accident / Incident Investigation and Reporting Standard Operating Procedures SOP-AIIP-201* (Appendix A) but will need to develop a full investigation procedure to inform the SRM process. The investigation procedure will start with *LTMI Employee Accident / Incident Investigation and Reporting Standard Operating Procedures SOP-AIIP-201* and the framework found in the *General Rules, Regulations and Policies Employee Handbook* and will be developed to cover all risk assessment. Once fully developed, the document will become the Investigation SOP. The SOP will include accident investigation procedures as well as risk investigation procedures. These procedures will be used to investigate risks identified from multiple sources including the ESRP.

Safety risk is based on an assessment of the likelihood of a potential consequence and the potential severity of the consequences in terms of resulting harm or damage. The risk assessment also considers any previous mitigation efforts and the effectiveness of those efforts. The results of the assessment are used to populate the sixth and seventh components of the Risk Register as presented in Figure 5.

FIGURE 5: SAFETY RISK ASSESSMENT STEPS IN POPULATING THE RISK REGISTER

EL METRO RISK REGISTER						
REF ID	HAZARD	TYPE	REPORTED BY	REPORTED TO	LIKELIHOOD (A, B, C, D, E)	SEVERITY (1, 2, 3, 4)

LTMI assesses safety risk associated with identified safety hazards using its safety risk assessment process. This includes an assessment of the likelihood and severity of the consequences of hazards, including existing mitigations, and prioritizing hazards based on safety risk.

The LTMI Safety Risk Assessment Team assess prioritized hazards using LTMI’s Safety Risk Matrix (Appendix). This matrix expresses assessed risk as a combination of one severity category and one likelihood level, also referred to as a *hazard rating*. For example, a risk may be assessed as “1A” or the combination of a Catastrophic (1) severity category and a Frequent (A) probability level.

Figure 6. Safety Risk Assessment Matrices

Safety Risk Assessment Matrix		
Severity Categories		
Description	Severity Category	Criteria
Critical	1	<p>Could result in one or more of the following:</p> <ul style="list-style-type: none"> • Death • Multiple serious injuries requiring hospitalization • Irreversible environmental impact • Accident or Incident with a Monetary loss equal to or exceeding \$10,000.00
High	2	<p>Could result in one or more of the following:</p> <ul style="list-style-type: none"> • Serious injury requiring hospitalization for more than 48 hours, commencing within 7 days from the date of event. • Reversible significant environmental impact • Accident or Incident with a Monetary loss equal to or exceeding \$5,000.00 but not exceeding 10,000
Medium	3	<p>Could result in one or more of the following:</p> <ul style="list-style-type: none"> • Injury requiring immediate transport away from the scene for medical attention (1 or more persons) that may result in one (1) or more lost work day(s) • Reversible moderate environmental impact • Accident or Incident with a Monetary loss equal to or exceeding \$500 but not exceeding \$5,000.00
Low	4	<p>Could result in one or more of the following:</p> <ul style="list-style-type: none"> • Injury requiring first aid • Minimal environmental impact • Accident or Incident with a Monetary loss less than \$500

Likelihood Levels			
Description	Level	Individual item	System or Vehicle Fleet
Frequent	A	Likely to occur often in the life of an item.	Continuously experienced. Potential consequence may be experienced greater than or equal to once in 10,833 to 71,624 vehicle revenue miles (VRM).
Probable	B	Will occur several times in the life of an item.	Will occur frequently. Potential consequence may be experienced less than twice 21,667 to 143,250 VRM.
Occasional	C	Likely to occur sometime in the life of an item.	Will occur several times. Potential consequence may be experienced once per 65,001 to 429,750 VRM.
Remote	D	Unlikely, but possible to occur in the life of an item.	Unlikely but can reasonably be expected to occur. Potential consequence may be experienced once per 130,000 to 859,500 VRM.
Improbable	E	So unlikely, it can be assumed occurrences may not be experienced in the life of an item.	Unlikely to occur, but possible. Potential consequence may be experienced less than once per 260,000 to 1,719,000 VRM.

Risk Assessment Matrix				
Severity Likelihood	Critical 1	High 2	Medium 3	Low 4
Frequent - A	HIGH - 1A	HIGH - 2A	HIGH - 3A	MEDIUM - 4A
Probable - B	HIGH - 1B	HIGH - 2B	MEDIUM - 3B	MEDIUM - 4B
Occasional - C	HIGH - 1C	MEDIUM - 2C	MEDIUM - 3C	LOW - 4C
Remote - D	MEDIUM - 1D	MEDIUM - 2D	LOW - 3D	LOW - 4D
Improbable - E	LOW - 1E	LOW - 2E	LOW - 3E	LOW - 4E

Figure 7. Safety Risk Acceptance Actions.

High = Unacceptable	Risk intolerable, requires action from LTMI Accountable Executive and Chief Safety Officer to mitigate the safety risk immediately,
Medium = Review	Risk reduction/mitigation must be considered. Where risk reduction/mitigation is not practical or viable, acceptance by Accountable Executive is required.
Low = Acceptable	Risk is considered acceptable but would be reviewed if reoccurs.

This matrix also categorizes combined risks into levels, High, Medium, or Low, based on the likelihood of occurrence and severity of the outcome.

For purposes of accepting risk:

- “High” hazard ratings will be considered unacceptable and require action from LTMI Accountable Executive and Chief Safety Officer to mitigate the safety risk immediately,
- “Medium” hazard ratings will be considered undesirable and require LTMI’s SMS Team and Safety Risk Assessment Team to make a decision regarding their acceptability. Where risk reduction/mitigation is not practical or viable, acceptance by Accountable Executive is required., and
- “Low” hazard ratings may be accepted by the Chief Safety Officer without additional review but monitored by the respective department.
- Using a categorization of High, Medium, or Low allows for hazards to be prioritized for mitigation based on their associated safety risk.

Once sufficient information has been obtained, the Chief Safety Officer will facilitate completion of relevant sections of the Safety Risk Register, using the LTMI Safety Risk Assessment Matrix. The Safety Risk Assessment Team may seek support from the SMS Committee in obtaining additional information to support the safety risk assessment. The Chief Safety Officer will document the safety risk assessment, including hazard rating and mitigation options for each assessed safety hazard in the Safety Risk Register.

The SMS Team will schedule safety risk assessment activities with the qualified person from the respective department and prepare a Safety Risk Assessment Package. The SMS Team will present the Safety Risk Assessment Package in the SMS Committee meeting, Operations meeting, Maintenance meeting and Safety Planning Advisory Committee meeting. This package is distributed at least one week (Approx.) in advance of the meetings. During the meeting, the SMS Team reviews the hazard and its consequence(s) and reviews available information distributed in the Safety Risk Assessment Package on severity and likelihood.

The Risk Assessment Matrix is an important tool. If a risk is assessed and falls within one of the red zones, the risk is determined to be unacceptable under existing circumstances. This determination means that management must act to mitigate the situation. This is the point in the process when Safety Risk Mitigations are developed. If the risk is assessed and falls within one of the yellow zones, the risk is determined to be acceptable, but monitoring is necessary. If the risk falls within one of the green zones, the risk is acceptable under the existing circumstances.

The Chief Safety Officer will maintain on file all Safety Committee agendas, Safety Risk Assessment Packages, additional information collection, and completed Safety Risk Register sections for a period of three years from the date of generation.

III. Safety Risk Mitigation – 673.25(d)

The El Metro *Safety Policy* (Appendix A) contains a list of Basic Safety Rules that help to mitigate potential risks that may be present in the day-to-day operations of the agency. This list includes rules such as:

- All personnel will be required to attend safety meetings;
- Warning signs, barricades, and tags will be used to the fullest extent and shall be obeyed; and
- Horseplay on the jobsite is strictly prohibited.

El Metro also has several SOPs/policies/programs in place to help mitigate and prevent potential risks. These include, but are not limited to:

- Aerial Platform and Scissor Lift SOP;
- Powered Industrial Truck SOP;
- Electrical Safety Program; and
- Personal Protective Equipment SOP.

LTMI's Accountable Executive and Chief Safety Officer review current methods of safety risk mitigation and establish methods or procedures to mitigate or eliminate safety risk associated with specific hazards based on recommendations from the SMS Committee and Safety Planning Advisory Committee. LTMI can reduce safety risk by reducing the likelihood and/or severity of potential consequences of hazards.

Prioritization of safety risk mitigations is based on the results of safety risk assessments. LTMI's Chief Safety Officer tracks and updates safety risk mitigation information in the Safety Risk Register and makes the Register available to the SMS Committee and Safety Planning Advisory Committee during meetings and to LTMI staff, employees and Contractors upon request.

In the Safety Risk Register, LTMI's Chief Safety Officer will also document any specific measures or activities, such as reviews, observations or audits that will be conducted to monitor the effectiveness of mitigations once implemented (Follow up).

Over the next year, LTMI will provide Instruction-Led Training on Safety Risk Mitigation Process and Procedures to all key personnel and Department Heads.

In addition, as part of the *Employee Safety Reporting Program* (Appendix A), El Metro management and supervisors review all injury and illness documentation annually to analyze occurrences, identify trends, and plan courses of corrective action.

Upon completion of the risk assessment, the CSO, Safety and Training Coordinator and subject matter experts continue populating the Risk Register by identifying mitigations or strategies necessary to reduce the likelihood and/or severity of the consequences. The goal of this step is to avoid or eliminate the hazard or, when elimination is not likely or feasible, to reduce the assessed risk rating to an acceptable level. However, mitigations do not typically eliminate the risk entirely.

To accomplish this objective, the CSO, through the safety risk management team, works with qualified personnel from the respective department or section to which the risk applies. The risk management team then conducts a brainstorming exercise to elicit feedback from staff and supervisors with the highest level of expertise in the components of the hazard.

Documented risk resolution and hazard mitigation activities from previous Risk Register entries and the resolution's documented level of success at achieving the desired safety objectives may also be reviewed and considered in the process. If the hazard is external (e.g., roadway construction by an outside agency) information and input from external actors or experts may also be sought to take advantage of all reasonably available resources and avoid any unintended consequences.

Once a mitigation strategy is selected and adopted, the strategy is assigned to an appropriate staff member or team for implementation. The assigned personnel and the personnel's specific responsibilities are entered into the Risk Register. Among the responsibilities of the mitigation team leader is the documentation of the mitigation effort, including whether the mitigation was carried out as designed and whether the intended safety objectives were achieved. This information is recorded in the Risk Register for use in subsequent SA activities and to monitor the effectiveness of the SRM program.

B. Safety Assurance – 673.27 (a)

Safety Assurance means processes within the El Metro Safety Management System that function to ensure a) the implementation and effectiveness of safety risk mitigation, and b) El Metro meets or exceeds our safety objectives through the collection, measurement, analysis and assessment of information.

SA helps to ensure early identification of potential safety issues. SA also ensures that safeguards are in place and are effective in meeting critical El Metro safety objectives and contribute towards SPTs.

Through our Safety Assurance process, LTMI:

- Evaluates our compliance with operations and maintenance procedures to determine whether our existing rules and procedures are sufficient to control our safety risk;

- Assesses the effectiveness of safety risk mitigations to make sure the mitigations are appropriate and are implemented as intended;
- Investigates safety events to identify causal factors; and
- Analyzes information from safety reporting, including data about safety failures, defects, or conditions.

LTMI has many processes in place to monitor its entire transit system for compliance with operations and maintenance procedures, including:

- Safety audits,
- Informal inspections,
- Regular review of onboard camera footage from accident to assess drivers and specific incidents,
- Safety surveys,
- ESRP,
- Investigation of safety events,
- Daily data gathering and monitoring of data related to the delivery of service, and
- Regular vehicle inspections and preventative maintenance.

Results from the above processes are compared against recent performance trends quarterly by the SMS Committee to determine where action needs to be taken. Upon approval by the SMS Committee, the SMS Team will enter any identified non-compliant or ineffective activities, including mitigations, back into the SRM process for re-evaluation.

LTMI monitors safety risk mitigations to determine if they have been implemented and are effective, appropriate, and working as intended. The Chief Safety Officer maintains a list of safety risk mitigations in the Safety Risk Register. The mechanism for monitoring safety risk mitigations varies depending on the mitigation.

The Chief Safety Officer establishes one or more mechanisms for monitoring safety risk mitigations as part of the mitigation implementation process and assigns monitoring activities to the appropriate director, manager, or supervisor. These monitoring mechanisms may include tracking a specific metric on daily, weekly, or monthly logs or reports; conducting job performance observations; or other activities (Form used for performance monitoring attached in Appendix B). The Chief Safety Officer will attempt to make use of existing LTMI processes and activities before assigning new information collection activities.

LTMI's SMS Team and Safety Planning Advisory Committee review the performance of individual safety risk mitigations during bimonthly Safety Planning Advisory Committee meetings, based on the reporting schedule determined for each mitigation, and determine if a specific safety risk mitigation is not implemented or performing as intended. If the mitigation is not implemented or performing as intended, the SMS Team and Safety Planning Advisory Committee will propose a course of action to modify the mitigation or take other action to manage the safety risk. The Chief Safety Officer will approve or modify this proposed course of action and oversee its execution.

LTMI's SMS Team also monitor LTMI's operations on a large scale to identify mitigations that may be ineffective, inappropriate, or not implemented as intended by:

- Reviewing results from accident, incident, and occurrence investigations;
- Monitoring employee safety reporting;
- Reviewing results of internal safety audits and inspections; and
- Analyzing operational and safety data to identify emerging safety concerns.

The Chief Safety Officer works with the Safety and Training Coordinator and Accountable Executive to carry out and document all monitoring activities.

LTMI maintains documented procedures for conducting safety investigations of events (accidents, incidents, and occurrences, as defined by FTA) to find causal and contributing factors and review the existing mitigations in place at the time of the event (see LTMI Safety Event Reporting and Investigation Procedures Manual for specific procedures for Reporting and conducting safety investigations). These procedures also reflect all traffic safety reporting and investigation requirements established by Texas Department of Transportation.

The SMS Team maintains all documentation of LTMI's investigation policies, processes, forms, checklists, activities, and results. As detailed in LTMI's procedures, an investigation report is prepared and sent to the SMS Team for integration into their analysis of the event.

LTMI's SMS Team will determine whether:

- The accident was preventable or non-preventable;
- Personnel require discipline or retraining;
- The causal factor(s) indicate(s) that a safety hazard contributed to or was present during the event; and
- The accident appears to involve underlying organizational causal factors beyond just individual employee behavior.

The SMS Team routinely review safety data captured in employee safety reports, safety meeting minutes, customer complaints, and other safety communication channels. When necessary, the SMS Team ensure that the concerns are investigated or analyzed through LTMI's SRM process.

The SMS Team also review internal and external reviews, including audits and assessments, with findings concerning LTMI's safety performance, compliance with operations and maintenance procedures, or the effectiveness of safety risk mitigations.

I. Safety Performance Monitoring and Measuring – 673.27 (b)

As the first step in the El Metro SA program, El Metro collects and monitors data on safety performance indicators through a variety of mechanisms described in the following sections. Safety performance indicators can provide early warning signs about safety risks. El Metro currently relies primarily on lagging indicators representing negative safety outcomes that should be avoided or mitigated in the future. However, initiatives are underway to adopt a more robust set of leading indicators that monitor conditions that are likely to contribute to negative outcomes in the future. In addition to the day-to-day monitoring and investigation procedures detailed below, El Metro will review and document the safety performance monitoring and measuring processes as part of the annual update of this ASP.

MONITORING COMPLIANCE AND SUFFICIENCY OF PROCEDURES – 673.27 (B)(1)

El Metro monitors our system for personnel compliance with operations and maintenance procedures and also monitors these procedures for sufficiency in meeting safety objectives. A list of documents describing the safety related operations and maintenance procedures cited in this ASP is provided in Appendix A of this document.

Supervisors monitor employee compliance with El Metro standard operating procedures through direct observation and review of information from internal reporting systems such as the *Employee Safety Reporting Program* and *Customer Comment/Complaint Procedure and Record Retention Policy* (Appendix A) from both employees and customers.

El Metro addresses non-compliance with standard procedures for operations and maintenance activities through a variety of actions, including revision to training materials and delivery of employee and supervisor training if the non-compliance is systemic. If the non-compliance is situational, then activities may include supplemental individualized training, coaching, and heightened management oversight, among other remedies.

Sometimes personnel are fully complying with the procedures, but the operations and maintenance procedures are inadequate and pose the risk of negative safety outcomes. In this case, the cognizant person submits the deficiency or description of the inadequate procedures to the SRM process. Through the SRM process, the SRM team will then evaluate and analyze the potential organizational hazard and assign the identified hazard for mitigation and resolution, as appropriate. The SRM team will also conduct periodic self-evaluation and mitigation of any identified deficiencies in the SRM process itself.

MONITORING OPERATIONS – 673.27(B)(2)

Department Heads are required to monitor investigation reports of safety events and SRM resolution reports to monitor the department’s operations to identify any safety risk mitigations that may be ineffective, inappropriate, or not implemented as intended. If it is determined that the safety risk mitigation did not bring the risk to an acceptable level or otherwise failed to meet safety objectives, then the Department Head resubmits the safety risk/hazard to the SRM process. The CSO will work with the Safety & Training Coordinator and qualified personnel from the respective department to re-analyze the hazard and consequences and identify additional mitigation or alternative approaches to implementing the mitigation.

II. Safety Event Investigation – 673.27(B)(3)

El Metro currently conducts investigations of safety events. From a SA perspective, the objective of the investigation is to identify causal factors of the event and to identify actionable strategies that El Metro can employ to address any identifiable organizational, technical or environmental hazard at the root cause of the safety event.

El Metro uses the After-Accident Investigation procedure located in the *General Rules, Regulations and Policies Employee Handbook*, the *LTMJ Employee Accident / Incident Investigation and Reporting Standard Operating Procedures SOP-AIIP-201* and the *LTMJ Workers’ Compensation Policy and Procedure* to identify safety and operational risks based on individual assets.

Safety Event Investigations that seek to identify and document the root cause of an accident or other safety event are a critical component of the SA process because they are a primary resource for the collection, measurement, analysis and assessment of information. El Metro gathers a variety of information for identifying and documenting root causes of accidents and incidents, including but not limited to:

- Stop, identify yourself and Radio Dispatch immediately giving them the location and your bus number. (A Supervisor or Dispatcher will call the Police and Ambulance when necessary). Employees are required to report all accidents/incidents within five (5) minutes after the occurrence. Dispatch will notify the Safety and Training Coordinator and a Route Supervisor of the accident/incident.
- Assist the injured person, but do not move them except to avoid danger. Use extreme care and protect yourself avoiding contact with bodily fluids.
- Secure full names, addresses, and telephone numbers of:
 - a. Passengers
 - b. Other driver
 - c. Injured persons
 - d. Witnesses
- Make a sketch showing names of streets, positions of cars, and direction of traffic at the time of the accident.
- Do not argue, accuse, nor give statements to the media or bystanders.

- Do not discuss the mechanical condition of the vehicle with anyone except Company Supervisory personnel
- Refer the operator for required drug and alcohol testing in compliance with 49 CFR § 655.44 Post-accident testing, if the safety event meets the definition of accident in 49 CFR § 655.44.
- Dispatcher on duty or Route Supervisor will give the Operator an incident report to complete before the Operator leaves that day. Dispatcher will transmit the Operator's report to the Safety & Training Coordinator.
- The CSO and the Safety & Training Coordinator, working with qualified personnel from the respective department, evaluate the incident reports and other available information to determine the root cause of the accident/event. Follow up with driver or other cognizant parties may be necessary to elicit additional information.
- The CSO identifies any hazards noted in the incident report and refers those hazards to the SRM process.

After the accident has been cleared up by law enforcement, an employee shall not leave the scene until released by Dispatcher or Supervisor. It is extremely important that the employee creates a complete, specific, and legible report. The employee must complete and submit the report of the accident by the end of his/her work schedule. A complete, specific, and legible report must be made for every accident or incident, however slight, which occurs on or near a company vehicle in case of a passenger or pedestrian accident; even if the person involved declines to give his name or states that he is unhurt, a full report should be made.

The El Metro *Drug and Alcohol Policy* (Appendix A) requires that any accidents resulting in a fatality will subject any involved El Metro employee to post-accident drug and alcohol testing. The policy also provides the conditions under which employees will be subject to post-accident drug and alcohol testing following an accident resulting in no fatalities.

In addition, the *General Rules, Regulations and Policies Employee Handbook* contains procedures for how to react to and report other more specific incidents, such as hit and runs, fires on vehicles, and disabled vehicles.

MONITORING INTERNAL SAFETY REPORTING PROGRAMS – 673.27(B)(4)

As a primary part of the internal safety reporting program, our agency monitors information reported through the ESRP. When a report originating through the complaint process documents a safety hazard, the supervisor submits the hazards identified through the internal reporting process, including previous mitigation in place at the time of the safety event. The supervisor submits the hazard report to the SRM process to be analyzed, evaluated and, if appropriate, assigned for mitigation/resolution.

OTHER SAFETY ASSURANCE INITIATIVES

Because leading indicators can be more useful for safety performance monitoring and measurement than lagging indicators, El Metro is undertaking efforts to implement processes to identify and monitor more leading indicators or conditions that have the potential to become or contribute to negative safety outcomes. This may include trend analysis of environmental conditions through monitoring National Weather Service data; monitoring trends toward or away from meeting the identified SPTs; or other indicators as appropriate.

C. Safety Promotion – 673.29

Management support is essential to developing and implementing SMS. SP includes all aspects of how, why, when and to whom management communicates safety related topics. SP also includes when and how training is provided. The following sections outline both the safety competencies and training that El Metro will implement and how safety related information will be communicated.

I. Safety Competencies and Training – 673.29(a)

El Metro provides comprehensive training to all employees regarding each employee's job duties and general responsibilities. This training includes safety responsibilities related to the employee's position. In addition, regular Operations and Maintenance safety meetings are held to ensure that safety related information is relayed to the key members of our agency's safety processes.

As part of SMS implementation, El Metro will be conducting the following activities:

- Conduct a thorough review of all current general staff categories (administrative, driver, supervisor, mechanic, maintenance, etc.) and the respective staff safety related responsibilities.
- Assess the training requirements spelled out in 49 CFR Part 672 and the various courses required for different positions. (El Metro is not subject to the requirements under 49 CFR Part 672 but will review the training requirements to understand what training is being required of other larger agencies in the event these trainings might be useful).
- Assess the training material available on the FTA PTASP Technical Assistance Center website.
- Review other training material available from industry sources such as the Community Transportation Association of America and the American Public Transportation Association websites.
- Develop a set of competencies and trainings required to meet the safety related activities for each general staff category.
- Develop expectations for ongoing safety training and safety meeting attendance.
- Develop a training matrix to track progress on individuals and groups within the organization.

- Adjust job notices associated with general staff categories to ensure that new personnel understand the safety related competencies and training needs and the safety related responsibilities of the job.
- Include refresher training in all trainings and apply it to agency personnel and contractors.

LTMI SMS implementation is important and the CSO is the resource person for providing a corporate perspective on LTMI's approach to safety management. OSHA, FTA, TXDOT and SMS training will be provided to key personnel and all Department Heads. Courses, conferences or training seminars will include but are not limited to:

- Defensive driver training
- Behind-the-wheel training
- On-the-job training for maintenance functions
- Occupational safety training
- Informal staff meetings
- Webinars
- Formal certification from accredited institutions
- Other forms of training required for employees and contractors designated as "directly responsible for safety"

Safety Management training topics may include:

- **Initial Safety Training for All Staff**
 - Basic principles of safety management including the integrated nature of SMS, risk management, safety culture, etc.
 - Corporate safety goals and objectives, safety policy, and safety standards
 - Importance of complying with the safety policy and SMS procedures, and the approach to disciplinary actions for different safety issues
 - Organizational structure, roles and responsibilities of staff in relation to safety
 - Transit agency's safety record, including areas of systemic weakness
 - Requirements for ongoing internal assessment of organization safety performance (e.g. employee surveys, safety audits, and assessments)
 - Reporting accidents, incidents, and perceived hazards
 - Lines of communication for safety managers
 - Feedback and communication methods for the dissemination of safety information
 - Safety promotion and information dissemination

- **Safety Training for Operations and Maintenance Personnel**
 - Unique hazards facing operational personnel
 - Seasonal safety hazards and procedures (e.g. winter operations)
 - Procedures for hazard reporting
 - Procedures for reporting safety events (accidents and incidents)
 - Emergency procedures

- **Safety Training for Key Personnel and Department Heads**
 - Principles of the SMS
 - Management responsibilities and accountabilities for safety
 - Legal issues (e.g. liability)

- **Training for the Chief Safety Officer and Safety & Training Coordinator**
 - Familiarization with different transit modes, types of operation, routes, etc.
 - Understanding the role of human performance in safety event causation and prevention
 - Operation of the SMS
 - Investigating safety events
 - Crisis management and emergency response planning
 - Safety promotion
 - Communication skills
 - Performing safety audits and assessments
 - Monitoring safety performance
 - National Transit Database (NTD) safety event reporting requirements

II. Safety Communication – 673.29(b)

LTMI's SMS Team coordinate LTMI's safety communication activities for the SMS. LTMI's Communication activities focus on the three categories of communication activity established in 49 CFR Part 673 (Part 673):

- **Communicating safety and safety performance information throughout the agency:** LTMI communicates information on safety and safety performance in all Safety Planning Advisory Committee meetings and during quarterly SMS Committee Meetings. LTMI also has a permanent agenda item in all Operations and Maintenance Meetings dedicated to safety. Information typically conveyed during these meetings includes safety performance statistics, lessons learned from recent occurrences, upcoming events that may impact LTMI's service or safety performance, and updates regarding SMS implementation. LTMI also requests information from drivers during these meetings, which is recorded in meeting minutes. Finally, LTMI's Safety and Training Coordinator posts safety bulletins and flyers on the bulletin boards located in all bus operator and maintenance technician break rooms, advertising safety messages and promoting awareness of safety issues.

- **Communicating information on hazards and safety risks relevant to employees' roles and responsibilities throughout the agency:** As part of new-hire training, LTMI distributes all respective safety policies and procedures, to all employees. LTMI provides training on these policies and procedures and discusses them during safety talks between Administration, Supervisors, Operators and Maintenance. For newly emerging issues or safety events at the agency, LTMI's Chief Safety Officer issues bulletins or messages to employees that are reinforced by supervisors in using Be Safe or group discussions with employees.
- **Informing employees of safety actions taken in response to reports submitted through the ESRP:** LTMI provides targeted communications to inform employees of safety actions taken in response to reports submitted through the ESRP, including handouts and flyers, safety talks, updates to bulletin boards, Safety Planning Advisory Committee meetings, safety meetings, Be Safe and one-on-one discussions between employees and supervisors.

El Metro regularly communicates safety and safety performance information throughout our agency's organization that, at a minimum, conveys information on hazards and safety risks relevant to employees' roles and responsibilities and informs employees of safety actions taken in response to reports submitted through the ESRP (noted in Section 3.A.I) or other means.

Over the next year, LTMI will have a staff meeting to discuss Safety Communication Processes and Methods.

Methods of communication are:

- New Employee Orientation;
- Driver's Training;
- Internal Marketing Strategies;
- Instructor-Led Training;
- Safety Meetings;
- El Metro Toolbox Talk (Safety Bulletin);
- Safety Planning Advisory Committee;
- Staff Meetings;
- Department bulletin boards;
- Employee handbooks;
- Safety plans and strategies are communicated throughout the organization to all personnel; and
- Significant events and investigation outcomes associated with the organization are communicated to all personnel, including contracted organizations where appropriate.

Safety plans and strategies are communicated throughout the organization to all personnel. Organizational roles and duties in SMS are presented and explained to SMS key staff. Significant events and investigation outcomes associated with the LTMI are communicated to all personnel, contracted organizations and the Union where appropriate.

El Metro reports any safety related information to the Laredo Mass Transit Board at their regular meetings and will begin including safety performance information. In addition, El Metro holds regularly scheduled meetings with drivers to ensure that any safety related information is passed along that would affect the execution of the drivers' duties. El Metro also posts safety related and other pertinent information in a common room for all employees at all worksites and holds monthly safety and training meetings with all employees.

El Metro will begin systematically collecting, cataloging, and, where appropriate, analyzing and reporting safety and performance information to all staff. To determine what information should be reported, how the information should be reported and to whom, El Metro will answer the following questions:

- What information does this individual need to do their job?
- How can we ensure the individual understands what is communicated?
- How can we ensure the individual understands what action must be taken as a result of the information?
- How can we ensure the information is accurate and kept up-to-date?
- Are there any privacy or security concerns to consider when sharing information? If so, what should we do to address these concerns?

In addition, El Metro will review our current communications strategies and determine whether others are needed. As part of this effort, El Metro has conducted, and will continue to conduct, a Safety Culture Survey to understand how safety is perceived in the workplace and what areas El Metro should be addressing to fully implement a safety culture at our agency.

5. APPENDIX A

TABLE 8: PTASP SUPPORTING DOCUMENTS

File Name	Revision Date
Accidents Incidents 2018.xlsx	2018
CIRCULATOR C1 Bifold.pdf	
COA 2015 Report.pdf	November, 2005
Customer Reporting Procedures.pdf	July, 2018
Drug and Alcohol Policy.pdf	1/15/2019
El Metro 2016 Transit Develop Appendix C.pdf	2016
El Metro 2016 Transit Development Plan.pdf	2016
El Metro 2016 Transit Development Plan_Appendix A.pdf	2016
El Metro 2016 Transit Development Plan_Appendix B.pdf	2016
El Metro 2016 Transit Development Plan_Chapter 1.pdf	2016
El Metro 2016 Transit Development Plan_Chapter 2.pdf	2016
El Metro 2016 Transit Development Plan_Chapter 3.pdf	2016
El Metro 2016 Transit Development Plan_Chapter 4.pdf	2016
El Metro 2016 Transit Development Plan_Chapter 5.pdf	2016
El Metro 2016 Transit Development Plan_Chapter 6.pdf	2016
El Metro 2016 Transit Development Plan_Chapter 7.pdf	2016

File Name	Revision Date
City of Laredo IST Information Security Response Plan 5.5.2020	4/22/2019
Cybersecurity Training Certification (STV-4918) 8.14.2020	
El Metro 2016 Transit Development Plan_Chapter 8.pdf	2016
El Metro 2016 Transit Development Plan_Chapter 9.pdf	2016
El Metro 2016 Transit Development Plan_Executive Summary.pdf	2016
El Metro Overview.docx	
El Metro Safety Policy 9 19 2019.doc	9/19/2019
El Metro TAMP_Appendix A.pdf	
El Metro TAMP_Appendix B.pdf	
El Metro TAMP_Chapter 1.pdf	January, 2017
El Metro TAMP_Chapter 2.pdf	January, 2017
El Metro TAMP_Chapter 3.pdf	January, 2017
El Metro TAMP_Chapter 4.pdf	January, 2017
El Metro TAMP_Chapter 5.pdf	January, 2017
El Metro TAMP_Combined.pdf	January, 2017
El Metro Vehicle Listing FY 18-19_Updated 6-20.19_Granados Copy.xlsx	6/20/2019
Employee Handbook 8-08-2017 final.docx	July, 2017
Ethics and Compliance Program.pdf	7/21/2017

File Name	Revision Date
FTA 2018 TRIENNIAL FINAL REPORT.pdf	6/11/2018
Information Security Incident Response Plan.pdf	4/22/2019
Job Descriptions.pdf	
Laredo EL Metro Asset Inventory 022717.xlsm	2/27/2017
Laredo Mass Transit Board.docx	
Laredo Transit Management and Teamsters 657 2018-21 CBA.pdf	10/1/2018
Laredo Transit Management, Inc - 2017 Agency Profile.pdf	2017
Laredo_MPO_Boundary_Map.pdf	December, 2007
Ltmi Aerial Platform and Scissor Lift SOP_Rev 9-19-19.docx	10/8/2019
Ltmi Bloodborne Exposure Control_Rev_9-19-19.doc	June, 2017
Ltmi Electrical Safety Program_9-20-19.docx	10/8/2019
Ltmi Emergency Action Plan_9-20-19.docx	10/8/2019
Ltmi Employee Accident Incident Investigation and Reporting SOP.docx	3/18/2020
Ltmi_EMPLOYEE_SAFETY_REPORTING_PROGRAM 3 9 2020.docx	3/9/2020
Ltmi Fall Protection Policy_9-20-19.docx	10/8/2019
Ltmi Funding Sources.docx	2019
Ltmi Hazard Communication_9-20-19.docx	1/1/2015
Ltmi Lockout Tagout_9-20-19.docx	1/27/2006
Ltmi Powered Industrial Truck SOP_Rev 9-19-19.docx	9/19/2019

File Name	Revision Date
LTMI PPE Policy_Rev 9-19-19.docx	10/8/2019
LTMI Purchasing Policy_Revised Oct 2, 2018_Tri2018_PDF.pdf	10/2/2018
LTMI Respiratory Protection Program_9-20-19.docx	10/8/2019
LTMI_SAFETY_PERFORMANCE_2 10 2020.xlsx	2/10/2020
Maintenance & Facility Plan_Updated 8-8-18_pdf Format (1).pdf	8/8/2018
MOU- LAREDO MPO-TXDOT-TRANSIT - 2018- EXECUTED.pdf	2/20/2018
MPO.pdf	
EL_METRO_ORGANIZATIONAL_CHART 1.8.2021 (3) (2).docx	1/8/2021
Performance Measures.pdf	
Route 1 Bifold.pdf	
Route 2A Bifold.pdf	
Route 2B Bifold.pdf	
Route 3 Bifold.pdf	
Route 4 Bifold.pdf	
Route 5 Bifold.pdf	
Route 6 Bifold.pdf	
Route 7 Bifold.pdf	
Route 8A Bifold.pdf	
Route 8B Bifold.pdf	
Route 9 Bifold.pdf	
Route 10 Bifold.pdf	
Route 11 Bifold.pdf	
Route 12A Bifold.pdf	
Route 12B Bifold.pdf	
Route 13 Bifold.pdf	
Route 14 Bifold.pdf	
Route 15 Bifold.pdf	
Route 16 Bifold.pdf	
Route 17 Bifold.pdf	

File Name	Revision Date
Route 18 Bifold.pdf	
Route 19 Bifold.pdf	
Route 20 Bifold.pdf	
Safety Inspections Audits.pdf	
SAFETY MANAGEMENT POLICY.docx	3/17/2020
SPAC Meetings.pdf	
SPAC MEMBERSHIP 5 22 2017 (3).docx	5/24/2017
TAPTCO Training.pdf	
LTMI Workers' Compensation Policy and Procedure 7.9.2020	
DEMAND_RESPONSE_MITIGATION_MONITORING_FORMS_7 2020.xlsx	
FIXED_ROUTE_MITIGATION_MONITORING_FORMS_7 2020.xlsx	
TRANSIT_CENTER_MITIGATION_MONITORING_FORMS_7 2020.xlsx	
MAINTENANCE_DEPARTMENT_MITIGATION_MONITORING_FORMS_7 2020.xlsx	
LTMI_MITIGATION_FOLLOW_UP_FORM 8.2020.pdf	
Laredo El Metro_PTASP 7 20 2020.docx	
LTMI Vehicle Anti-Idling Policy 10.15.2021.pdf	
LTMI Cart, Stroller and Cargo Policy 10.15.2021.pdf	
LTMI COVID-19 Vaccination Policy 12.24.2021.pdf	
LTMI COVID-19 Vaccination Policy 11.15.2021.pdf	

A. Glossary of Terms

Accident: means an event that involves any of the following: a loss of life; a report of a serious injury to a person; a collision of transit vehicles; an evacuation for life safety reasons; at any location, at any time, whatever the cause.

Accountable Executive (typically the highest executive in the agency): means a single, identifiable person who has ultimate responsibility for carrying out the SMS of a public transportation agency, and control or direction over the human and capital resources needed to develop and maintain both the agency's PTASP, in accordance with 49 U.S.C. 5329(d), and the agency's TAM Plan in accordance with 49 U.S.C. 5326.

Agency Leadership and Executive Management: means those members of agency leadership or executive management (other than an Accountable Executive, CSO, or SMS Executive) who have authorities or responsibilities for day-to-day implementation and operation of an agency's SMS.

Chief Safety Officer (CSO): means an adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A CSO may not serve in other operational or maintenance capacity, unless the CSO is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.

Corrective Maintenance: Specific, unscheduled maintenance typically performed to identify, isolate, and rectify a condition or fault so that the failed asset or asset component can be restored to a safe operational condition within the tolerances or limits established for in-service operations.

Equivalent Authority: means an entity that carries out duties similar to that of a Board of Directors, for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient's PTASP.

Event: means an accident, incident, or occurrence.

Federal Transit Administration (FTA): means the Federal Transit Administration, an operating administration within the United States Department of Transportation.

Hazard: means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

Incident: means an event that involves any of the following: a personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.

Investigation: means the process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.

Key staff: means a group of staff or committees to support the Accountable Executive, CSO, or SMS Executive in developing, implementing, and operating the agency's SMS.

Major Mechanical Failures: means failures caused by vehicle malfunctions or subpar vehicle condition which requires that the vehicle be pulled from service.

National Public Transportation Safety Plan (NSP): means the plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.

Occurrence: means an event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.

Operator of a Public Transportation System: means a provider of public transportation as defined under 49 U.S.C. 5302(14).

Passenger: means a person, other than an operator, who is on board, boarding, or alighting from a vehicle on a public transportation system for the purpose of travel.

Performance Measure: means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

Performance Target: means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the FTA.

Preventative Maintenance: means regular, scheduled, and/or recurring maintenance of assets (equipment and facilities) as required by manufacturer or vendor requirements, typically for the purpose of maintaining assets in satisfactory operating condition. Preventative maintenance is conducted by providing for systematic inspection, detection, and correction of anticipated failures either before they occur or before they develop into major defects. Preventative maintenance is maintenance, including tests, measurements, adjustments, and parts replacement, performed specifically to prevent faults from occurring. The primary goal of preventative maintenance is to avoid or mitigate the consequences of failure of equipment.

Public Transportation Agency Safety Plan (PTASP): means the documented comprehensive agency safety plan for a transit agency that is required by 49 U.S.C. 5329 and this part.

Risk: means the composite of predicted severity and likelihood of the potential effect of a hazard.

Risk Mitigation: means a method or methods to eliminate or reduce the effects of hazards.

Road Calls: means specific, unscheduled maintenance requiring either the emergency repair or service of a piece of equipment in the field or the towing of the unit to the garage or shop.

Safety Assurance (SA): means the process within a transit agency's SMS that functions to ensure the implementation and effectiveness of safety risk mitigation and ensures that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Safety Management Policy (SMP): means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of the agency's employees regarding safety.

Safety Management System (SMS): means the formal, top-down, data-driven, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.

Safety Management System (SMS) Executive: means a CSO or an equivalent.

Safety Objective: means a general goal or desired outcome related to safety.

Safety Performance: means an organization's safety effectiveness and efficiency, as defined by safety performance indicators and targets, measured against the organization's safety objectives.

Safety Performance Indicator: means a data-driven, quantifiable parameter used for monitoring and assessing safety performance.

Safety Performance Measure: means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

Safety Performance Monitoring: means activities aimed at the quantification of an organization's safety effectiveness and efficiency during service delivery operations, through a combination of safety performance indicators and safety performance targets.

Safety Performance Target (SPT): means a quantifiable level of performance or condition, expressed as a value for a given performance measure, achieved over a specified timeframe related to safety management activities.

Safety Promotion (SP): means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

Safety Risk: means the assessed probability and severity of the potential consequence(s) of a hazard, using as reference the worst foreseeable, but credible, outcome.

Safety Risk Assessment: means the formal activity whereby a transit agency determines SRM priorities by establishing the significance or value of its safety risks.

Safety Risk Management (SRM): means a process within a transit agency's Safety Plan for identifying hazards, assessing the hazards, and mitigating safety risk.

Safety Risk Mitigation: means the activities whereby a public transportation agency controls the probability or severity of the potential consequences of hazards.

Safety Risk Probability: means the likelihood that a consequence might occur, taking as reference the worst foreseeable, but credible, condition.

Safety Risk Severity: means the anticipated effects of a consequence, should the consequence materialize, taking as reference the worst foreseeable, but credible, condition.

Serious Injury: means any injury which:

- Requires hospitalization for more than 48 hours, commencing within seven days from the date that the injury was received;
- Results in a fracture of any bone (except simple fractures of fingers, toes, or nose);
- Causes severe hemorrhages, nerve, muscle, or tendon damage;
- Involves any internal organ; or
- Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

Small Public Transportation Provider: means a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service and does not operate a rail fixed guideway public transportation system.

State: means a State of the United States, the District of Columbia, or the Territories of Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands.

State of Good Repair: means the condition in which a capital asset is able to operate at a full level of performance.

State Safety Oversight Agency: means an agency established by a State that meets the requirements and performs the functions specified by 49 U.S.C. 5329(e) and the regulations set forth in 49 CFR part 674.

Transit Agency: means an operator of a public transportation system.

Transit Asset Management (TAM) Plan: means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR part 625.

Vehicle Revenue Miles (VRM): means the miles that vehicles are scheduled to or actually travel while in revenue service. Vehicle revenue miles include layover/recovery time and exclude deadhead; operator training; vehicle maintenance testing; and school bus and charter services.

B. Additional Acronyms Used

ASP: Agency Safety Plan

El Metro: Laredo Transit Management, Inc./El Metro Transit, City of Laredo, Texas

ESRP: Employee Safety Reporting Program

FAST Act: Fixing America’s Surface Transportation Act

LTMI: Laredo Transit Management, Inc.

MAP-21: Moving Ahead for Progress in the 21st Century Act

MOU: Memorandum of Understanding

MPO: Metropolitan Planning Organization

NTD: National Transit Database

OSHA: Occupational Safety and Health Administration

SOP: Standard Operating Procedure

SPAC: Safety Planning Advisory Committee

TxDOT: Texas Department of Transportation

6. APPENDIX B

A. City Council/Board Minutes or Resolution



B. Record of Changes

The following table, Table 3, will be used to record final changes made to the ASP during the annual update. This table will be a permanent record of the changes to the ASP over time.

TABLE 9: ASP RECORD OF CHANGES

Document Version	Section/Pages Changed	Reason for Change	Reviewer Name	Date of Change
Version 1	Whole Document	Initial Version	Adrian Chavera	April 14, 2020
Version 2	Cover Page	Changed color Header and footer	Adrian Chavera	February 5, 2021
Version 2	Table of Contents/Page 2	Updated Page Numbers	Adrian Chavera	February 5, 2021
Version 2	List of Figures /Page 3	Replaced “Matrix” with “Matrices” and also added “Safety Risk Acceptance Actions” also Updated Page Numbers.	Adrian Chavera	February 5, 2021
Version 2	List of Tables/ Page 3	Added table 5 and moved record of changes to the end due to the long changes. I also updated the page numbers.	Adrian Chavera	February 5, 2021
Version 2	Executive Summary/ Page 4	Changed management to Leadership.	Adrian Chavera	February 5, 2021
Version 2	Executive Summary/ Page 4	Capitalized administration and operations.	Adrian Chavera	February 5, 2021
Version 2	Section 1. Executive Summary/ Page 4	“the Texas Department of Transportation (TxDOT) has developed the initial Agency Safety Plan (ASP) in collaboration with Laredo Transit Management, Inc. and the Laredo Transit Management, Inc. has updated the initial Agency Safety Plan to develop the second version of the Public Transportation Agency Safety Plan in collaboration with the City of Laredo and the Laredo Mass Transit Board with fiduciary responsibility for (LTMI)”.	Adrian Chavera	February 5, 2021
Version 2	Section B/Page 5	Added this section “In addition, El Metro will certify compliance with the PTASP regulation through FTA’s Transit Award Management System (TrAMS) and the annual Certifications and Assurances process.”	Adrian Chavera	February 5, 2021
Version 2	Section 1/Page 6	Changed “two” to “three”	Adrian Chavera	February 5, 2021
Version 2	Table 1. Agency Information/Page 7	Changed color scheme for all tables to match our brand.	Adrian Chavera	February 5, 2021
Version 2	Table 1. Agency Information, page 7	Added Monica Garcia, AGM of Administration/PIO	Adrian Chavera	February 5, 2021

Document Version	Section/Pages Changed	Reason for Change	Reviewer Name	Date of Change
Version 2	Table 1. Agency Information/Page 7	Added Arturo Trevino as a Key Staff member for safety.	Adrian Chavera	February 5, 2021
Version 2	Figure 1/Page 8	Added revised LTMI Organizational Chart.	Adrian Chavera	February 5, 2021
Version 2	Section 3.A/Page 10	Signature line has been added for the Safety Management Policy Statement.	Adrian Chavera	February 5, 2021
Version 2	Section I. Employee Safety Reporting Program/ Page 11	Changed from “an” to “the” and added “LTMI”.	Adrian Chavera	February 5, 2021
Version 2	Section I. Employee Safety Reporting Program/Page 11	Changed “the” to “their” and capitalized Supervisors.	Adrian Chavera	February 5, 2021
Version 2	Section I. Employee Safety Reporting Program/Page 11	Changed “head” to “leadership”	Adrian Chavera	February 5, 2021
Version 2	Section I. Employee Safety Reporting Program/Page 11	Added the “LTMI Employee Safety Hazard Reporting Form (Appendix A)”.	Adrian Chavera	February 5, 2021
Version 2	Section I. Employee Safety Reporting Program/Page 11	Removed “Over the next year” and added “During the annual review”.	Adrian Chavera	February 5, 2021
Version 2	Section I. Employee Safety Reporting Program, last paragraph/Page 11	Removed “In order to implement “and put “LTMI Employee Safety Reporting Program Implementation”	Adrian Chavera	February 5, 2021
Version 2	Section I. Employee Safety Reporting Program/ Page 11	Removed “The procedures will also be provided to the union” and put “The LTMI Employee Safety Reporting Program was forwarded, via certified mail, to the Union”	Adrian Chavera	February 5, 2021
Version 2	Section I. Employee Safety Reporting Program/Page 11	Removed “The procedures will also be provided to the union” and added “On march 23, 2020, El Metro forwarded the LTMI Employee Safety Reporting Program and memo, via certified mail, to the Union”	Adrian Chavera	February 5, 2021
Version 2	Section I. Employee Safety Reporting program/Page 12	Removed “will also spell out” and put “also includes”	Adrian Chavera	February 5, 2021
Version 2	Section I. Employee Safety Reporting program, 1 st paragraph, 3 rd sentence/Page 12	Added afforded “to” employees	Adrian Chavera	February 5, 2021
Version 2	Section I. Employee Safety Reporting program, 1 st paragraph, 3 rd sentence/Page 12	Removed “will” and added an “s” to the word “describe”.	Adrian Chavera	February 5, 2021
Version 2	Section I. Employee Safety Reporting program, 1 st Paragraph/ Page 12	Removed “will” and added an “s” to the word “elaborate”.	Adrian Chavera	February 5, 2021

Document Version	Section/Pages Changed	Reason for Change	Reviewer Name	Date of Change
Version 2	Section I. Employee Safety Reporting program, 2 nd Paragraph/ Page 12	Removed “also” and put “continue to”.	Adrian Chavera	February 5, 2021
Version 2	Section II. Communicating the Policy Throughout the Agency, 1 st paragraph/ Page 12	Added “LTMI initiated the communication on August 4, 2020 to all Executive Leadership, Administration, All Department Leadership and Route Supervisors”	Adrian Chavera	February 5, 2021
Version 2	Section II. Communicating the Policy Throughout the Agency, Page 13	Added Email and Webex webinar to possible methods of communicating.	Adrian Chavera	February 5, 2021
Version 2	Section B., Page 13	Removed “Laredo Urban Transportation Study” and put “Laredo & Webb county Area Metropolitan Planning Organization”.	Adrian Chavera	February 5, 2021
Version 2	Section B/Page 13	Removed “conducts a yearly” and added “conducted a”	Adrian Chavera	February 5, 2021
Version 2	Section B/ Page 14	Added date “October 28, 2019” for documentation purposes.	Adrian Chavera	February 5, 2021
Version 2	Section C/Page 15	Revised timeline and deadlines.	Adrian Chavera	February 5, 2021
Version 2	Section C/Page 15	New location of the Record of changes.	Adrian Chavera	February 5, 2021
Version 2	Section F/Page 16	Changed Table Numbers because I moved the ASP Record of Changes to the end. So they start at 3 and end at 9. All pages were updated as well in the list of tables.	Adrian Chavera	February 5, 2021
Version 2	Table 4/Page 16	Updated Baseline data for 2020	Adrian Chavera	February 5, 2021
Version 2	Table 5/Page 17	Added 5-year Safety Performance Data so people can see where I get the baseline.	Adrian Chavera	February 5, 2021
Version 2	Section F/Page 18	Updated the statement on setting Safety Performance Targets.	Adrian Chavera	February 5, 2021
Version 2	Table 6., Page 18	Updated data for 2020 baseline and 2021 targets.	Adrian Chavera	February 5, 2021
Version 2	Table 6/Page 18	Updated data for 2020 baseline and 2021 targets.	Adrian Chavera	February 5, 2021
Version 2	Section G/Page 19.	Removed “Laredo Urban Transportation Study and added “Laredo & Webb county Area Metropolitan Planning Organization”.	Adrian Chavera	February 5, 2021
Version 2	Section A. Safety Risk Management, Section B. Safety Assurance and Section C. Safety Promotion/ Page 21 to 43	Revised all Processes.	Adrian Chavera	February 5, 2021
Version 2	Figure 4/Page 22	Updated	Adrian Chavera	February 5, 2021

Document Version	Section/Pages Changed	Reason for Change	Reviewer Name	Date of Change
Version 2	Section I. Safety Hazard Identification/Page 24	Hazard Investigation forms inserted.	Adrian Chavera	February 5, 2021
Version 2	Figure 5/Page 28	Updated	Adrian Chavera	February 5, 2021
Version 2	Figure 6 and 7/Page 29,30 and 31	Updated	Adrian Chavera	February 5, 2021
Version 2	Table 8 PTASP Supporting Documents/Page 45	Added Cyber Security Training and Certification 8.14.2020,	Adrian Chavera	February 5, 2021
Version 2	Table 8. PTASP Supporting Documents, Page 48	Added LTMI Workers' Compensation Policy and Procedure 7.9.2020.	Adrian Chavera	February 5, 2021
Version 2	Table 8. PTASP Supporting Documents, Page 48	Added Demand Response Mitigation Monitoring Forms 7.2020.	Adrian Chavera	February 5, 2021
Version 2	Table 8. PTASP Supporting Documents, Page 48	Added fixed Route Mitigation Monitoring Forms 7.2020.	Adrian Chavera	February 5, 2021
Version 2	Table 8. PTASP Supporting Documents, Page 48	Added Transit Center Mitigation Monitoring Forms 7.2020.	Adrian Chavera	February 5, 2021
Version 2	Table 8. PTASP Supporting Documents, Page 48	Added Maintenance Department Mitigation Monitoring Forms 7.2020.	Adrian Chavera	February 5, 2021
Version 2	Table 8. PTASP Supporting Documents, Page 48	Added LTMI Mitigation Follow up Form 7.2020.	Adrian Chavera	February 5, 2021
Version 2	Table 8. PTASP Supporting documents, Page 48	Added Laredo El Metro PTASP 7 20 2020 document.	Adrian Chavera	February 5, 2021
Document Version	Section/Pages Changed	Reason for change	Reviewer Name	Date of Change
Version 3	Title Page, Page 1	Updated Version 2 to Version 3	Sergio Gomez	February 22, 2022
Version 3	Title Page, Page 1	Added Mass Transit Board Approved Plan date 03-21-2022	Sergio Gomez	February 22, 2022
Version 3	Section 1. Executive Summary, Page 4	Fourth paragraph, removed the word second, and added third.	Sergio Gomez	February 22, 2022
Version 3	Section 1. Part A. Plan Adoption, Page 5	Removed, General Manager, Claudia San Miguel; Added New General Manager, Robert J. Garza.	Sergio Gomez	February 22, 2022
Version 3	Section 1. Part A. Plan Adoption, Page 5	Approval date and Resolution No. Updated	Sergio Gomez	February 22, 2022
Version 3	Section 1. Part B. Certification of Compliance, Page 5	Date of Certification updated	Sergio Gomez	February 22, 2022
Version 3	Section 2. Transit Agency Information, Page 6	Changed "First Transit" to HTG (Hendrickson Transportation Group)	Sergio Gomez	February 22, 2022
Version 3	Section 2. Transit Agency Information, Page 6	Second paragraph, Re-worded last sentence, "The El Metro main office/transfer center is located at 1301 Farragut St., Laredo, TX 78040" to.	Sergio Gomez	February 22, 2022

Document Version	Section/Pages Changed	Reason for change	Reviewer Name	Date of Change
Version 3	Section 2. Transit Agency Information, Page 6	Cont. "The El Metro main office is located at Transit Center, 1301 Farragut 3 rd Floor, Laredo, TX 78040".	Sergio Gomez	February 22, 2022
Version 3	Section 2. Transit Agency Information, Page 6	Second to last paragraph, Changed "First Transit" to "HTG".	Sergio Gomez	February 22, 2022
Version 3	Section 2. Agency Information, Page 6	Changed "Assistant General Manager of Maintenance and Facilities" to "Assistant General Manager of Operations and Maintenance"	Sergio Gomez	February 22, 2022
Version 3	Section 2. Transit Agency Information Page 6	Removed "Mobility Manager	Sergio Gomez	February 22, 2022
Version 3	Section 2. Table 1. Agency Information, Page 7	Changed Accountable Executive "Claudia San Miguel" To "Robert J. Garza"	Sergio Gomez	February 22,2022
Version 3	Section 2. Table 1. Agency Information, Page 7	Changed "Adrian Chavera" to "Sergio Gomez"	Sergio Gomez	February 22,2022
Version 3	Section 2. Table 1. Agency Information, Page 7	Update Key staff title "AGM of Operation and Facilities" to "AGM of Operation and Maintenance "	Sergio Gomez	February 22, 2022
Version 3	Section 2. Figure 1. El Metro Organizational Chart, Page 8	Revised Organizational Chart	Sergio Gomez	February 22, 2022
Version 3	Section 3. Safety Policies and Procedures, Page 10	Changed El Metro General Manager "Claudia San Miguel" To "Robert J. Garza"	Sergio Gomez	February 22, 2022
Version 3	Section 3. Table 2. ASP Annual Timeline, Page 14 -15	Updated	Sergio Gomez	February 22, 2022
Version 3	Section 3. Table 4. Baseline Safety Performance Measures, Page 16	Updated Baseline year on table 4. "2020" to "2021"	Sergio Gomez	February 22, 2022
Version 3	Section 3. Table 5. Safety Performance Measures, Page 17	Updated 5 Year Safety Performance Table for El Metro by Mode of Service Chart	Sergio Gomez	February 22. 2022
Version 3	Section 3. Table 6. Safety Performance Measures, Page 18	Updated Safety Performance Targets for Fix Routes	Sergio Gomez	February 22, 2022
Version 3	Section 3. Table 7. Safety Performance Measures, Page 18	Updated Safety Performance Targets for On Demand Response	Sergio Gomez	February 22, 2022

IV.-F. Discussion with possible action on the Hacher-Reuthinger Road project.

V. REPORT(S) AND PRESENTATIONS (No action required).

A. Status report by the Regional Mobility Authority (RMA).

B. Update by City of Laredo Engineering staff on the FM 1472/Flecha Ln. Realignment (CSJ 0922-33-076) and Calton Road Grade Separation (CSJ 0922-33-093) projects listed in the 2021-2024 Transportation Improvement Program (TIP).

From: [Antonio Rodriguez](#)
To: [Angelica Quijano](#); [Juan Mendive](#)
Cc: [Jed Brown](#); [Melisa Montemayor](#); [Doug Howland](#); [.62804 WCCL Project Documents Control](#)
Subject: FW: MPO Policy Committee Packet April 20, 2022 - FOR REVIEW
Date: Tuesday, April 19, 2022 10:11:44 AM

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Team, I apologize for the delay. Chairman Brown will be providing the update below to the Policy Committee tomorrow. If possible, please include in the Policy Committee packet.

1. FM 1472 and Killam Industrial Blvd. Turn Lanes – NTP for the contractor was provided by TxDOT at the end June. Currently, Anderson Columbia is working from Big Bend to South of Killam Industrial Blvd. The Killam Turn Lanes portion of the project and the northern portion of the project began on the week of the 7th of December. TxDOT notified us on 1/11/22, that have pulled away from the work at Killam Industrial Blvd. and FM 1472. Their current focus of work is around Milo and FM 1472. The commencement of work a Killam Industrial Blvd. at FM 1472 will occur in May 2022.
2. Los Presidentes (Cuatro Vientos to Brownwood) – Construction is ongoing. Our 8th construction progress meeting was held on 3/23/22. Currently, the project is scheduled for completion in 6/24/2022. The project was delayed due to lack of water for 2 to 3 weeks. The substantial completion date to be updated. **The project is 77% complete.**
3. Loop 20 South (Cuatro Vientos) Acceleration/ Deceleration Lane Project - The project was awarded to Anderson Columbia in October 2021. Construction to commenced on the week of the 14th of March. Work conducted to date shows the placement of embankment for the setting of the subgrade for the widening has been completed. **Approximate percent completion is 70%.**
4. Loop 20 South (Cuatro Vientos) TRZ Study Update – Awaiting approval of the Interlocal Agreement with the City of Laredo. Upon approval, work will commence on the TRZ Study.
5. Springfield Phase III – NTP was provided by the City of Laredo to AZAR Services, LLC on 12/15/21. Since NTP, clearing and grubbing of the project corridor has completed. Contractor currently is working on the footing for box culverts (10x5 & 10x9), which will be poured on 4/15/22. Other work includes the placement of embankment, and placement of the 12" waterline. Substantial completion is scheduled for 8/29/2022. **The project is 46% complete.**
6. Webb County Fair Grounds TIA – The RMA team has completed the existing conditions analysis for the study. Traffic Counts and Traffic Movement Data was collected on 3/4 and 3/5 during the Laredo International Fair and Expo. Based on the current configuration and the good traffic management Webb County staff, the entrances at the existing Fair Grounds operate at a Level of Service C or better. The next steps for the study is to commence the proposed conditions analysis based on the updated site plan received Gilpin Engineering. Prior to commencement, the RMA Team will meet with Mr. Judd Gilpin on 4/20/22 to review the existing conditions analysis and the discuss the start of the proposed conditions analysis. Following that discussion, the RMA Team will schedule a meeting with the TxDOT Laredo District to discuss the existing conditions analysis and the start of the proposed

conditions analysis. Overall, timeframe for completion of the study is the end of 2022 to early 2023.

7. River Road Corridor Study – The MPO Policy Committee approved moving forward with the Study. The WCCL RMA and the MPO are commencing discussions regarding the Inter Local Agreement for conducting the study. Once the agreement has been executed, the Study will commence. Duration of the study is estimated for 12 months.
8. Vallecillo Road – The RMA has coordinated with US Congressman Cuellar’s Office for an updated Earmark Application for the project. The RMA will also be continuing to reach out to the Texas Transportation Commission for possible funding opportunities.

If you have any other questions, please let us know. I hope you have a great day.

Thank you.

Antonio Rodriguez, PE

WCCL RMA GEC Deputy Program Manager

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LAREDO & WEBB COUNTY

AREA METROPOLITAN PLANNING ORGANIZATION

Director's Report April 20, 2022

1. The fieldwork for the audit of the Laredo Webb County Area MPO by TxDOT has been completed. An exit conference was held on April 14, 2022. A final report to the MPO is expected in May.
2. The TxDOT Transportation Planning Conference will be held in Houston from May 3rd - 5th, 2022. The Interim MPO Director and one Planner will be attending the conference.
3. Upcoming regularly scheduled meetings:
 - Active Transportation Committee – April 27, 2022
 - May is National Bike Month (Proclamation May 4th – 10:00 a.m.)
 - Technical Committee – May 10, 2022
 - Policy Committee – May 18, 2022