



MPO TECHNICAL COMMITTEE MEETING

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Meeting Date & Time: July 12th 2:30 p.m.

Meeting Location: El Metro Transit Center 1301 Farragut 3rd floor (West of Elevators)

AGENDA:

1. Chairperson to call meeting to order.
2. Discussion and recommendation on Resolution No. MPO 2022-06, adopting the FY 2023 Unified Planning Work Program (UPWP).
3. Discussion and recommendation on the initiation of a 45-day public review and comment period for the draft Public Participation Plan.
4. Discussion and recommendation on submitting a joint application with the Webb County-City of Laredo Regional Mobility Authority and the City of Laredo for the U.S. Department of Transportation Safe Streets and Roads for All Grant Program.
5. Discussion and update on the timeline for the Laredo Webb County Area MPO 2022 Transportation Alternatives Set-Aside (TASA) Program Call for Projects.
6. Update on the upcoming MPO Policy Committee meeting draft agenda.
7. Discussion of old or new business.
 - A. Update on the MPO Process Review.
 - B. Information on the State Infrastructure Bank loan program.
8. Adjournment.

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

DATE: 07-20-22	SUBJECT: A RESOLUTION Receive public testimony and approve Resolution No. MPO 2022-06, adopting the FY 2023 Unified Planning Work Program (UPWP).
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INITIATED BY: Staff	STAFF SOURCE: Juan S. Mendive, Interim MPO Director
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PREVIOUS ACTION:
The Policy Committee initiated a 20-day public review and comment period on June 15, 2022.

BACKGROUND:
The Unified Planning Work Program (UPWP) describes and schedules work to be undertaken by the Metropolitan Planning Organization during the 2023 fiscal period. The final approved UPWP is due July 29, 2022. Listed below is the proposed budget:

<u>SUBTASK</u>	<u>AMOUNT</u>
1.1 Regional Planning and Administration	\$ 550,000.00
1.2 Travel, training, equipment, furnishings, and supplies	\$ 50,000.00
2.1 General Data Administration	\$ 50,000.00
3.1 General Administration	\$ 5,000.00
3.2 Planning Assistance	\$ 15,000.00
4.1 2020-2045 Laredo Metropolitan Transportation Plan (MTP)	\$ 25,000.00
4.2 Preparation for the 2025-2050 MTP Update	\$ 100,000.00
5.1 Long Range Freight Mobility Plan	\$ 100,000.00
5.2 Downtown Railroad Grade Separation Feasibility Study	\$ 75,000.00
5.3 Sidewalk Gap Analysis	\$ 50,000.00
5.4 Bus Rapid Transit Study	\$ 200,000.00
5.5 Resiliency Study	\$ 50,000.00
5.6 Participation in River Road Corridor Study	\$ 125,000.00
TOTAL	\$ 1,395,000.00

The total estimated Transportation Planning Funds (TPF) that will be available for FY 2023 is \$2,289,134. This consists of an estimated \$562,039 TPF estimated to be awarded in FY 2023 based on authorizations from previous years and an estimated unexpended carryover of \$1,727,095 from FY 2022.

A total of \$1,395,000 in TPF is proposed to be programmed in FY 2023.

Public Comments.- TxDOT staff reviewed the document and requested the following minor revisions: (see attached email dated 7-1-2020)

COMMITTEE RECOMMENDATION: The Technical Committee recommends approval.	STAFF RECOMMENDATION: Staff recommends approval.
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RESOLUTION NO. MPO 2022-06

BY THE LAREDO WEBB COUNTY AREA
METROPOLITAN PLANNING ORGANIZATION
POLICY COMMITTEE

ADOPTING THE 2023 UNIFIED PLANNING WORK PROGRAM (UPWP)

WHEREAS, the Laredo Webb County Area Metropolitan Planning Organization (LWCAMPO), for the Laredo Urbanized Area wishes to adopt the 2023 Unified Planning Work Program (UPWP); and,

WHEREAS, the LWCAMPO Policy Committee finds that the 2023 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, for the Laredo Urban Area, adopts the 2023 Unified Planning Work Program (UPWP), which is attached hereto and made a part hereof for all purpose on this the 20th day of July, 2022.

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

We certify that the above resolution was adopted at a public meeting of the Policy Committee of the Laredo Webb County Area Metropolitan Planning Organization (LWCAMPO).

Juan S. Mendive
Interim MPO Director

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

FY 2023 UNIFIED PLANNING WORK PROGRAM (UPWP)

~ DRAFT ~



LAREDO & WEBB COUNTY AREA METROPOLITAN PLANNING ORGANIZATION

Transportation Management Area (TMA)

AIR QUALITY STATUS:
Attainment

The preparation of this report has been financed in part through grant(s) from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), U.S. Department of Transportation, under the State Planning and Research Program, Section 505 [or Metropolitan Planning Program, Section 104(f)] of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.

Approved by the Policy Committee on: _____

Revised: _____

Federal Approval: _____

Revised: _____

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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 2023. 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 Webb County Area Metropolitan Planning Organization (LWCAMPO) 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 Policy Committee, the Technical Committee, and sub-committees;
2. Review and report on items on the agenda(s) for the Policy Committee, the Technical Committee, and other 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 Policy Committee; 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 City of Laredo is the third most populated U.S. city on the U.S.-Mexico border. The city has a population of over 250,000. The cross-border Laredo-Nuevo Laredo Metropolitan Area has an estimated population of over 650,000. Based upon the most recently developed estimates, the population is expected to grow by more than 50 percent between the years 2018 and 2045, with an estimated population of approximately 419,000 people. The number of jobs in the Laredo MPO region are also 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.

Table 2-6 from the current MTP: Laredo MPO Employment Forecasts.

Forecast Year	Forecast Employment
2018	105,267
2030	133,613
2040	166,083
2045	180,099

Source: TxDOT-TPP 2008 Validated Travel Demand Model

- **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** – The Comprehensive Operational Analysis (COA) of El Metro final report from December 2021, provided a great opportunity to understand the challenges facing El Metro today and developed recommendations to improve the system’s service, efficiency, and effectiveness and prepare Laredo for a bright future.

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.

Previous 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 request 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.

2021 Planning Emphasis Areas

Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future

Federal Highway Administration (FHWA) divisions and Federal Transit Administration (FTA) regional offices should work with State departments of transportation (State DOT), metropolitan planning organizations (MPO), and providers of public transportation to ensure that our transportation plans and infrastructure investments help achieve the national greenhouse gas reduction goals of 50-52 percent below 2005 levels by 2030, and net-zero emissions by 2050, and increase resilience to extreme weather events and other disasters resulting from the increasing effects of climate change. Field offices should encourage State DOTs and MPOs to use the transportation planning process to accelerate the transition toward electric and other alternative fueled vehicles, plan for a sustainable infrastructure system that works for all users, and undertake actions to prepare for and adapt to the impacts of climate change. Appropriate Unified Planning Work Program work tasks could include identifying the barriers to and opportunities for deployment of fueling and charging infrastructure; evaluating opportunities to reduce greenhouse gas emissions by reducing single-occupancy vehicle trips and increasing access to public transportation, shift to lower emission modes of transportation; and identifying transportation system vulnerabilities to climate change impacts and evaluating potential solutions.

LWCAMPO has programmed a resiliency study as part of this UPWP. Additionally, the MPO will seek ways to contribute towards this emphasis area through its planning activities and work efforts of the MPO's Active Transportation Committee. The MPO is committed to enhancing safe, accessible, and alternative modes of transportation in the region.

Equity and Justice⁴⁰ in Transportation Planning

FHWA Division and FTA regional offices should work with State DOTs, MPOs, and providers of public transportation to advance racial equity and support for underserved and disadvantaged communities. This will help ensure public involvement in the planning process and that plans and strategies reflect various perspectives, concerns, and priorities from impacted areas. We encourage the use of strategies that: (1) improve infrastructure for non-motorized travel, public transportation access, and increased public transportation service in underserved communities; (2) plan for the safety of all road users, particularly those on arterials, through infrastructure improvements and advanced speed management; (3) reduce single-occupancy vehicle travel and associated air pollution in communities near high-volume corridors; (4) offer reduced public transportation fares as appropriate; (5) target demand-response service towards communities with higher concentrations of older adults and those with poor access to essential services; and (6) consider equitable and sustainable practices while developing transit-oriented development including affordable housing strategies and consideration of environmental justice populations.

Executive Order 13985 (**Advancing Racial Equity and Support for Underserved Communities**) defines the term “equity” as the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality. The term “underserved communities” refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as exemplified by the list in the preceding definition of “equity.” In addition, Executive Order 14008 and M-21-28 provides a whole-of-government approach to advancing environmental justice by stating that 40 percent of Federal investments flow to disadvantaged communities. FHWA Division and FTA regional offices should work with State DOTs, MPOs, and providers of public transportation to review current and new metropolitan transportation plans to advance Federal investments to disadvantaged communities.

To accomplish both initiatives, joint planning processes should support State and MPO goals for economic opportunity in disadvantaged communities that have been historically marginalized and overburdened by pollution and underinvestment in housing, transportation, water and wastewater infrastructure, recreation, and health care.

LWCAMPO is currently in the process of updating its Public Participation Plan, Limited English Proficiency Plan, and Title VI Plan. These plans will help set the foundation for equitable planning practices. A goal of LWCAMPO is to enhance its data development efforts. Through enhanced data we

can better understand and analyze the needs of undeserved communities, and develop plans that will create opportunities in disadvantaged communities.

Complete Streets

FHWA Division and FTA regional offices should work with State DOTs, MPOs and providers of public transportation to review current policies, rules, and procedures to determine their impact on safety for all road users. This effort should work to include provisions for safety in future transportation infrastructure, particularly those outside automobiles.

A complete street is safe, and feels safe, for everyone using the street. FHWA and FTA seek to help Federal aid recipients plan, develop, and operate streets and networks that prioritize safety, comfort, and access to destinations for people who use the street network, including pedestrians, bicyclists, transit riders, micro-mobility users, freight delivery services, and motorists. The goal is to provide an equitable and safe transportation network for travelers of all ages and abilities, including those from marginalized communities facing historic disinvestment. This vision is not achieved through a one-size-fits-all solution – each complete street is unique and developed to best serve its community context and its primary role in the network.

Per the National Highway Traffic Safety Administration’s 2019 data, 62 percent of the motor vehicle crashes that resulted in pedestrian fatalities took place on arterials. Arterials tend to be designed for vehicle movement rather than mobility for non-motorized users and often lack convenient and safe crossing opportunities. They can function as barriers to a safe travel network for road users outside of vehicles.

To be considered complete, these roads should include safe pedestrian facilities, safe transit stops (if present), and safe crossing opportunities on an interval necessary for accessing destinations. A safe and complete network for bicycles can also be achieved through a safe and comfortable bicycle facility located on the roadway, adjacent to the road, or on a nearby parallel corridor. Jurisdictions will be encouraged to prioritize safety improvements and speed management on arterials that are essential to creating complete travel networks for those without access to single-occupancy vehicles.

LWCAMPO is committed to enhancing safe, accessible, and alternative modes of transportation in the region. The MPO’s Active Transportation Plan adopted by the City of Laredo in February 2021 includes a chapter dedicated to Complete Streets. The chapter outlines a set of recommendations and a sample Complete Streets policy to assist with implementing safe roads for all users. The MPO’s Active Transportation Committee have also discussed the need to implement a Complete Streets Policy at the local level and are exploring the development of a Complete Streets Policy for the MPO. LWCAMPO along with its partners will continue to find ways to promote safety for all street users and to plan an equitable and safe transportation network for all ages and abilities.

Public Involvement

Early, effective, and continuous public involvement brings diverse viewpoints into the decision-making process. FHWA Division and FTA regional offices should encourage MPOs, State DOTs, and providers of public transportation to increase meaningful public involvement in transportation planning by integrating Virtual Public Involvement (VPI) tools into the overall public involvement approach while

ensuring continued public participation by individuals without access to computers and mobile devices. The use of VPI broadens the reach of information to the public and makes participation more convenient and affordable to greater numbers of people. Virtual tools provide increased transparency and access to transportation planning activities and decision-making processes. Many virtual tools also provide information in visual and interactive formats that enhance public and stakeholder understanding of proposed plans, programs, and projects. Increasing participation earlier in the process can reduce project delays and lower staff time and costs.

LWCAMPO is currently in the process of updating its Public Participation Plan (PPP). As part of the plan a set of outreach strategies are recommended, including virtual tools. Once the updated Public Participation Plan (PPP) is implemented, LWCAMPO seeks to create a Title VI/Public Outreach Subcommittee. LWCAMPO will also continue to use its website and social media accounts to provide information of meetings and public comment opportunities and meaningfully engage with the public and its stakeholders. Additionally, the MPO will evaluate its PPP and outreach strategies using measures of effectiveness and will update the PPP and strategies as necessary to ensure that all people in the community are able to participate and provided opportunities to be meaningfully involved in the decision-making processes, including individuals without access to the internet or computers and mobile devices.

Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination.

FHWA Division and FTA regional offices should encourage MPOs and State DOTs to coordinate with representatives from DOD in the transportation planning and project programming process on infrastructure and connectivity needs for STRAHNET routes and other public roads that connect to DOD facilities. According to the Declaration of Policy in 23 U.S.C. 101(b)(1), it is in the national interest to accelerate construction of the Federal-aid highway system, including the Dwight D. Eisenhower National System of Interstate and Defense Highways, because many of the highways (or portions of the highways) are inadequate to meet the needs of national and civil defense. The DOD's facilities include military bases, ports, and depots. The road networks that provide access and connections to these facilities are essential to national security. The 64,200-mile STRAHNET system consists of public highways that provide access, continuity, and emergency transportation of personnel and equipment in times of peace and war. It includes the entire 48,482 miles of the Dwight D. Eisenhower National System of Interstate and Defense Highways and 14,000 miles of other non-Interstate public highways on the National Highway System. The STRAHNET also contains approximately 1,800 miles of connector routes linking more than 200 military installations and ports to the primary highway system. The DOD's facilities are also often major employers in a region, generating substantial volumes of commuter and freight traffic on the transportation network and around entry points to the military facilities.

As recommended by FHWA and FTA, the STRAHNET maps and recent Power Project Platform studies can be a useful resource in the MPO areas covered by these route analyses. LWCAMPO will review these maps and studies and will incorporate them as necessary in its planning activities.

Federal Land Management Agency (FLMA) Coordination.

FHWA Division and FTA regional offices should encourage MPOs and State DOTs to coordinate with FLMAs in the transportation planning and project programming process on infrastructure and connectivity needs related to access routes and other public roads and transportation services that

connect to Federal lands. Through joint coordination, the State DOTs, MPOs, Tribal Governments, FLMAs, and local agencies should focus on integration of their transportation planning activities and develop cross-cutting State and MPO long range transportation plans, programs, and corridor studies, as well as the Office of Federal Lands Highway's developed transportation plans and programs. Agencies should explore opportunities to leverage transportation funding to support access and transportation needs of FLMAs before transportation projects are programmed in the Transportation Improvement Program (TIP) and Statewide Transportation Improvement Program (STIP). Each State must consider the concerns of FLMAs that have jurisdiction over land within the boundaries of the State (23 CFR 450.208(a)(3)). MPOs must appropriately involve FLMAs in the development of the metropolitan transportation plan and the TIP (23 CFR 450.316(d)). Additionally, the Tribal Transportation Program, Federal Lands Transportation Program, and the Federal Lands Access Program TIPs must be included in the STIP, directly or by reference, after FHWA approval in accordance with 23 U.S.C. 201(c) (23 CFR 450.218(e)).

LWCAMPO will coordinate with FLMAs in the transportation planning and project programming process when applicable. Additionally, LWCAMPO will stay up to date on information provided by the Office of Federal Lands Highway including its plans and programs.

Planning and Environment Linkages (PEL)

FHWA Division and FTA regional offices should encourage State DOTs, MPOs and Public Transportation Agencies to implement PEL as part of the transportation planning and environmental review processes. The use of PEL is a collaborative and integrated approach to transportation decision-making that considers environmental, community, and economic goals early in the transportation planning process, and uses the information, analysis, and products developed during planning to inform the environmental review process. PEL leads to interagency relationship building among planning, resource, and regulatory agencies in the early stages of planning to inform and improve project delivery timeframes, including minimizing duplication and creating one cohesive flow of information. This results in transportation programs and projects that serve the community's transportation needs more effectively while avoiding and minimizing the impacts on human and natural resources.

LWCAMPO will work with its Technical Committee and partners such as TxDOT to identify opportunities to implement PEL as part of the transportation planning and environmental review processes. Additionally, the MPO will seek training opportunities related to PEL to learn more about this approach and how to incorporate it in our planning process.

Data in Transportation Planning.

To address the emerging topic areas of data sharing, needs, and analytics, FHWA Division and FTA regional offices should encourage State DOTs, MPOs, and providers of public transportation to incorporate data sharing and consideration into the transportation planning process, because data assets have value across multiple programs. Data sharing principles and data management can be used for a variety of issues, such as freight, bike and pedestrian planning, equity analyses, managing curb space, performance management, travel time reliability, connected and autonomous vehicles, mobility services, and safety. Developing and advancing data sharing principles allows for efficient use of resources and improved policy and decision-making at the State, MPO, regional, and local levels for all parties.

A goal of LWCAMPO is to enhance its data development efforts and serve as the central hub for data sharing. As we continue to build our data sharing partnerships and agreements with regional stakeholders, we will begin identifying the key datasets that will enhance our transportation planning activities. Recently the MPO has been working closely with its partners such as the local school districts to discuss data sharing opportunities. LWCAMPO will continue to add maps, including interactive maps to its website, which will allow the public and stakeholders to download data that is free, accessible, and user friendly. The MPO will work on developing a framework and set of standards for how data will be generated and how it will be distributed.

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 held on an ongoing basis to make appropriate revisions to documents and approve programs including the maintenance of the PPP, development of the UPWP, updated of the TIP, Title VI Civil Rights, Environmental Justice, and Limited English Proficiency Plans, professional development training, Planning agreement revision and, as well as the implementation of the Bylaw/policy amendments. Staff attended several meetings, workshops and conferences such as the Texas American Planning Association Conference, the Inner-City Housing Summit, the TxDOT Transportation Planning Conference and other workshops. Staff made several presentations at public meetings. Staff updated and implemented policies to maintain the “3-C” Planning Process.

Due to health concerns resulting from the ongoing Covid-19 pandemic, some Committee meetings were held in virtual format for the first half of the 2021 fiscal year. Outreach materials were revised to make the public aware of the change in format, and gave direction on how to view the meetings, participate and/or

send in comments. A phone number was also posted during the meetings to allow public phone-in participation. In person Policy Committee meetings were resumed in June of 2021. In person Technical Committee meetings resumed in September of 2021. Active Transportation Committee meetings continued to be held virtually. Staff prepared all materials and coordinated 11 Policy Committee meetings, 11 Technical Committee meetings, 1 MPO Joint Workshop, and 7 Active Transportation Committee meetings to discuss and coordinate work efforts in fiscal year 2021. To date in fiscal year 2022, LWCAMPO has held 9 Policy Committee meetings, 9 Technical Committee meetings, and 7 Active Transportation Committee meetings.

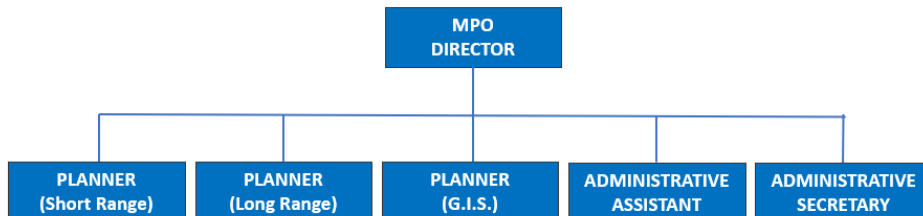
D. SUBTASKS

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 previous years, the MPO staff consisted of only one planner and one administrative assistant, which limited their role to administration and primarily utilize consultants for all other planning activities. The MPO has increased the number of employees by hiring 2 additional Planners and has utilized City of Laredo staff to temporarily fulfill the role of unfilled positions. Throughout these additions, the MPO has accomplished all the required administrative duties as well as significant cost savings and time reductions (over hiring consultants). This has also led to better planning outcomes where expertise is maintained in-house such as the maintenance and update of the MPO’s website, the implementation of the Active Transportation Plan recommendations and the continued participation of the Active Transportation Committee.

The MPO has been undergoing a process review as part of efforts to create a full-time Director position for the MPO. Previously, the City of Laredo (Fiscal Agent) Planning Director served as the half-time Director to the MPO. An Interim Director was appointed by the Policy Committee in May 2021. The MPO Bylaws were officially changed in September 2021 to create a full-time MPO Transportation Planning Director. As part of the process review, the MPO has been working with Texas A&M Transportation Institute (TTI), TxDOT, and the Fiscal Agent to coordinate changes to the existing Planning Agreement. These efforts will result in the hiring of a full-time permanent MPO Transportation Planning Director. The organizational chart has been updated in the FY 2022 UPWP to reflect current and proposed staff changes. As of the end of FY 2021, the MPO staff team consisted of a staff of 6, which includes an Interim Director, 3 Transportation Planners, 1 Administrative Assistant, and 1 Administrative Secretary.



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. For fiscal year 2023, the MPO will consider the possibility of issuing an RFP to select one or more General Planning Consultant(s) for on-call services to support the MPOs technical activities and tasks outlined in this UPWP.

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 planning staff for the Texas APA Conference in October 2022. The MPO will also consider having committee members and staff attend other conferences such as the National Planning Conference held by the American Planning Association. Additionally, staff may also attend the ESRI User Conference as well as other ESRI seminars. For out of state travel, the MPO will seek prior TxDOT (TPP) approval. (Routine work effort).

E. FUNDING & PARTICIPATION SUMMARY

Task 1.0 - ADMINISTRATION & MANAGEMENT - FY 2023

Subtask	Responsible Agency	Transportation Planning Funds (TPF) ¹	FTA Sect. 5307	Local	Total
1.1	LWCAMPO	\$ 550,000	\$ 0	\$ 0	\$ 550,000
1.2	LWCAMPO	\$ 50,000	\$ 0	\$ 0	\$ 50,000
TOTAL		\$ 600,000	\$ 0	\$ 0	\$ 600,000

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.

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

Staff updated MPO website to provide access to meeting agendas, packets, and publications as they became available. It was also regularly updated with online data and maps. Project maps were developed, retrieved and or printed as new projects were approved or considered. 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 plans, studies, and reports such as the Active Transportation Plan and other MPO activities.

D. SUBTASKS

FSUBTASK 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 - DATA DEVELOPMENT AND MAINTENANCE - FY 2023

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

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. 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

MPO Staff assisted in the continued revision of the 2021-2024 TIP and the development of the 2023-2026 TIP. Staff also assisted in the development and revision of previous year UPWP. 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. 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 has continuously helped coordinate its activities and with implementing the recommendations of the Active Transportation Plan. Staff has 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 Transportation Agency Safety Plan (PTASP), 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)

SUBTASK 3.2 - Planning Assistance.

This subtask will allow the MPO staff to provide planning assistance to entities within the MPO planning area boundary such as El Metro Transit, City of Laredo, Webb County, and City of Rio Bravo. This may include items such as data sharing, mapping, and general transportation planning activities. An example of this task is the MPO's collaboration with the City of Laredo Planning Department to

update the Future Thoroughfare Plan for Laredo. This task will also include transit planning activities to support El Metro and can include grant development support and technical assistance.

E. FUNDING & PARTICIPATION SUMMARY

Task 3.0 - SHORT RANGE PLANNING - FY 2023

Subtask	Responsible Agency	Transportation Planning Funds (TPF) ¹	FTA Sect. 5307	Local	Total
3.1	LWCAMPO	\$ 5,000	\$ 0	\$ 0	\$ 5,000
3.2	LWCAMPO	\$ 15,000	\$ 0	\$ 0	\$ 15,000
TOTAL		\$ 20,000	\$ 0	\$ 0	\$ 20,000

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 2020-2045 Laredo Metropolitan Transportation Plan which was adopted on January 21, 2020.

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. As part of this subtask, the MPO will work closely with TxDOT and other stakeholders to develop a conceptual future regional transportation network that will factor in critical connections, especially as new interstates are designated in the Laredo metropolitan area. This will entail identifying key locations for future highway interchanges, multi-modal options, and incorporation of new technologies. Additionally, the MPO in collaboration with TxDOT and other stakeholders will identify specific studies necessary to create a regional transportation network with efficient and seamless connectivity. (To be conducted as routine work effort or by consultant if needed).

E. FUNDING & PARTICIPATION SUMMARY

Task 4.0 - METROPOLITAN TRANSPORTATION PLAN / LONG RANGE PLAN - FY 2023

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	\$ 100,000	\$ 0	\$ 0	\$ 100,000
TOTAL		\$ 125,000	\$ 0	\$ 0	\$ 125,000

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.

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.

The Laredo & Webb County Area Metropolitan Planning Organization (LWCAMPO), in coordination with Laredo Transit Management Inc. (LTMI), locally known as El Metro, awarded a contract for the development of a Comprehensive Operational Analysis (COA) study of El Metro's service and operations. The study evaluated both the current fixed route and paratransit bus service, and provided 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. The study provided recommendations to improve the system's service, efficiency, effectiveness, and connectivity and it was completed in 2022. (Work was conducted by Consultant).

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 – Downtown Railroad Grade Separation Feasibility Study.

This feasibility study will help identify, evaluate, and plan for a potential roadway and non-motorized pedestrian/bicycle grade separation in downtown Laredo along the Kansas City Southern railroad. The study will consist of identifying the best alternative for a grade separation, while carefully considering the character and needs of the surrounding community and ensuring the least possible impact to residents in the area. (To be conducted by consultant).

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. The MPO is working on requesting TTI assistance to develop a more detailed scope for this study that 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 SPECIAL STUDIES - FY 2023

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	\$ 75,000	\$ 0	\$ 0	\$ 75,000
5.3	LWCAMPO	\$ 50,000	\$ 0	\$ 0	\$ 50,000
5.4	LWCAMPO	\$ 200,000	\$ 0	\$ 0	\$ 200,000
5.5	LWCAMPO	\$ 50,000	\$ 0	\$ 0	\$ 50,000
5.6	LWCAMPO	\$ 125,000	\$ 0	\$ 0	\$125,000
TOTAL		\$ 600,000	\$ 0	\$ 0	\$ 600,000

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 2023

UPWP Task	Description	TPF¹ Funds	FTA Sect. 5307	Local	Total Funds
1.0	Management & Administration	\$ 600,000	\$ 0	\$ 0	\$ 600,000
2.0	Data Development and Maintenance	\$ 50,000	\$ 0	\$ 0	\$ 50,000
3.0	Short Range Planning	\$ 20,000	\$ 0	\$ 0	\$ 20,000
4.0	MTP / Long Range Plan	\$ 125,000	\$ 0	\$ 0	\$ 125,000
5.0	Special Studies	\$ 600,000	\$ 0	\$ 0	\$ 600,000
TOTAL		\$ 1,395,000	\$ 0	\$ 0	\$ 1,395,000

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.

FY 2021-2022 Combined Transportation Planning Funds ²	\$ 562,039
<u>Estimated Unexpended Carryover³</u>	<u>\$ 1,727,095</u>
TOTAL TPF	\$ 2,289,134
<u>Total TPF Programmed</u>	<u>\$ 1,395,000</u>

² Estimate based on prior years' authorizations.

³ The accounting below provides the estimated unexpended carryover for FY 2019-2020 (as shown above).

FY 2020-2021 Unexpended Carryover	\$ 1,719,979
FY 2021-2022 Combined Transportation Planning Funds	+ \$ 562,039
FY 2021-2022 Expenditures (estimated)	- \$ 554,923
<u>FY 2021-2022 Unexpended Carryover (estimated)</u>	<u>\$1,727,095</u>

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

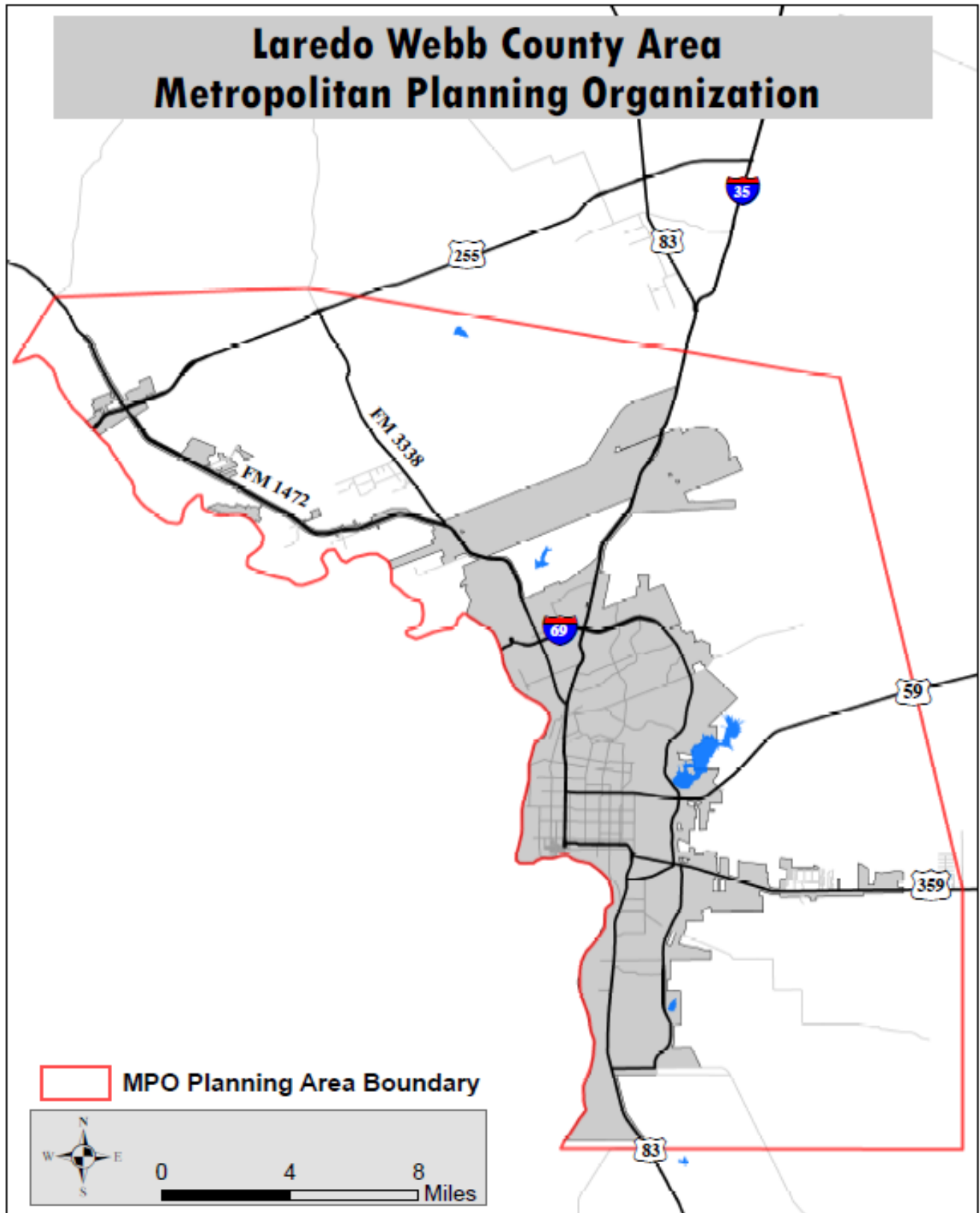
TECHNICAL COMMITTEE MEMBERSHIP

<p><u>MPO Representative:</u></p> <ul style="list-style-type: none"> • MPO Director (Chairperson) <p><u>City Representatives:</u></p> <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 	<p><u>State Representatives:</u></p> <ul style="list-style-type: none"> • TxDOT Planning Representative (Vice-Chairperson) • TxDOT Planning Representative • TxDOT Area Engineer • TxDOT Transportation Planning and Programming Field Representative
<p><u>Federal representatives:</u></p> <ul style="list-style-type: none"> • FHWA Planning Representative (Austin) 	<p><u>School system representatives</u></p> <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
<p><u>County and Regional Representatives:</u></p> <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 	<p><u>Private Sector Representatives:</u></p> <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

MPO STAFF

MPO Interim Director	Juan S. Mendive
Planner (Short Range)	Graciela S. Briones
Planner (Long Range)	Julio Niño
Planner (G.I.S.)	Jason Hinojosa
Administrative Assistant	Angelica Quijano
Administrative Secretary	(Vacant)

APPENDIX B
METROPOLITAN AREA BOUNDARY MAP



**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

DRAFT

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



2022

Public
Participation
Plan

DRAFT



LAREDO & WEBB COUNTY
AREA METROPOLITAN PLANNING ORGANIZATION

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INTRODUCTION

WHAT IS A METROPOLITAN PLANNING ORGANIZATION (MPO)?

Metropolitan Planning Organizations (MPOs) serve a critical and federally mandated role in the planning and decision-making process of the transportation system. In 1962, Congress passed the Federal Highway Act, which requires that all urbanized areas with populations of 50,000 or more establish MPOs to ensure that federally funded transportation projects and programs are based on a continuous, cooperative, and comprehensive planning process (3-C planning process).

The establishment of MPOs provides the regional view that enables transportation projects to be planned and delivered at a scale that is specifically tailored to the region. The regional view enables agencies to form connections across jurisdictional boundaries that facilitate cooperation in priority-setting as well as in the decision-making process for all modes of transportation. Transportation planning requires developing strategies for operating, managing, maintaining and financing the transportation system whilst furthering long-range goals. The MPO's role is to plan and program transportation improvements based on the local priorities and needs, as defined by the region's city and county governments. These local priorities and needs are then integrated into a state's Department of Transportation improvement program and directly impact how the state will build and manage the Interstate Highway System and state roads. That is, how well the transportation system performs, i.e. meets regional goals, affects current and long-range public policy concerns at the local, regional, state, and federal levels.

WHO IS LWCAMPO

The Laredo & Webb County Area Metropolitan Planning Organization (LWCAMPO) is the federally designated MPO to develop and implement the 3-C planning process for the Laredo Urban area. It shall be hereinafter referred to as the "MPO". The Laredo Urban Area, as determined by the 2010 Census, has surpassed 200,000 in population and was designated a Transportation Management Area (TMA) effective July 18, 2012. The current TMA extends to the city limits of the City of Laredo, the City of Rio Bravo as well as portions of the County of Webb.



The transportation planning process reflects the vision goals and objectives that have been established as desirable “futures for the community”. The MPO’s mission statement is: “to set transportation related policy, identify existing and future local transportation needs in cooperation with TxDOT, and propose and recommend projects for all modes of transportation including mass transit and active transportation, with special attention to freight.”

In order to align said goals and objectives with federal and state policies and guidelines the MPO’s planning committees exercise the following measures:

- ◆ Make comprehensive consideration of various alternative strategies
- ◆ Ensure that the evaluation process encompasses a diverse set of concerns
- ◆ Promote collaborative participation of numerous transportation-related agencies and organizations
- ◆ Foster an open, timely, and meaningful involvement of the public

In addition, the MPO provides a forum for said local government and transportation agencies as well as the general public to ensure the region’s transportation needs are cooperatively met.

LWCAMPO’s MAJOR PLANNING COMMITTEES

LWCAMPO functions under a committee structure that is composed of a policy committee, technical committee, and planning staff to support transportation planning activities. A set of by-laws establishes the structure and representation of the MPO.

THE MPO POLICY COMMITTEE (POLICY COMMITTEE)

The MPO Policy Committee was established pursuant to 23 USC 134 and is designated to implement the metropolitan planning process. The 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 board. As the governing body of the MPO, the Policy Committee shall have decision-making authority over issues such as:

- ◆ The Metropolitan Transportation Plan (MTP)
- ◆ The Transportation Improvement Program (TIP)
- ◆ The Unified Planning Work Program (UPWP)
- ◆ The Congestion Management Plan (CMP)

Voting members of the Policy Committee must include representation of local elected officials, officials of agencies that administer or operate major modes or systems of transportation, and appropriate state officials, as per 23 CFR 450.310.

THE MPO TECHNICAL REVIEW COMMITTEE (TECHNICAL COMMITTEE)

The Technical Committee is the body of the MPO responsible for professional and technical review of work programs, policy recommendations, and transportation planning activities. The Technical Committee shall review issues for accuracy and advise the Policy Committee on recommended actions. The Technical Committee is composed of representatives of the City of Laredo, the County of Webb, the Texas Department of Transportation (TxDOT), and private sector representatives.



City of Laredo:



- ◆ Mayor (Chairperson)
- ◆ 2 City Councilmembers (Mayoral appointees)

Laredo Mass Transit Board:



- ◆ 1 Laredo Mass Transit Board Member (Appointed by Board's Presiding Officer/Mayor)

County of Webb:



- ◆ County Judge
- ◆ 2 County Commissioners (Webb County Judge Appointees)

State of Texas:



- ◆ TxDOT District Engineer

Member at Large:



- ◆ Member Appointed by the Policy Committee

***EX-Officio* State of Texas:**



- ◆ State Senator(s)
- ◆ State Representative(s)



City Representatives



- ◆ LWCAMPO Director (Chairperson)
- ◆ Laredo City Planner
- ◆ The Gen. Manager of the City Transit System
- ◆ Laredo Director of Traffic Safety
- ◆ Laredo Airport Manager
- ◆ Laredo City Engineer
- ◆ Laredo Bridge Director

County & Regional Representatives



- ◆ Webb County Planning Director
- ◆ South Texas Development Council
- ◆ Regional Planning Director
- ◆ The Gen. Manager of the Rural Transit System
- ◆ Webb County Engineer

State Representatives



- ◆ TxDOT Planning Rep. (Vice-Chairperson)
- ◆ TxDOT Planning Rep.
- ◆ TxDOT Area Engineer
- ◆ TxDOT TPP Field Rep.

Federal Representative



- ◆ FHWA Planning Rep. (Austin)

Private Sector Representative



- ◆ A Rep. of Kansas City Southern Railroad Co. (KCS)
- ◆ A Rep. of Union Pacific Railroad Co.
- ◆ A Rep. of the Laredo Transportation Assoc.
- ◆ A Transportation Provider (Shall Serve on the Laredo Transportation)

School System Representative



- ◆ A Rep. of the Laredo Independent School District (LISD)
- ◆ A Rep. of the United Independent School District (UISD)
- ◆ A Rep. of Texas A&M International University (TAMIU)
- ◆ A Rep. of Laredo College (LC)

MPO PLANNING DOCUMENTS

In accordance with federal and state mandates, the MPO develops as well as collaborates in the production of planning related documents such as, the Metropolitan Transportation Plan (MTP), the Transportation Improvement Plan (TIP), the Unified Planning Work Program (UPWP), the Congestion Management Process (CMP), and the Unified Transportation Plan (UTP).

METROPOLITAN TRANSPORTATION PLAN (MTP)

The MTP is an official, comprehensive, intermodal transportation plan developed and adopted for the Laredo-Webb County Metropolitan Area through the transportation planning process. Additionally, the MTP is the long-range, financially constrained transportation plan for the region covering a planning horizon of 25 years.

The MTP identifies the existing and future transportation needs and develops coordinated strategies to provide the necessary transportation facilities essential for the continued mobility and economic vitality of the Laredo-Webb County area. These coordinated transportation strategies include roadway development and operations, truck and rail freight movement, transit operations, bikeways and pedestrian facilities. The development of the MTP is required under the Safe, Accountable, Flexible, Efficient, Transportation, Equity Act: A legacy for Users (SAFETEA-LU) to assure the continuation of federal transportation funds.

As per 40 CFR 81.344, the Laredo & Webb County TMA area is designated as an attainment area and, as such, is subjected to a 5-year benchmark for conducting periodic updates to MTP. Said update period may require the MPO to make revisions to the MTP. These may occur due to changes in project priorities, funding availability, or state and/or federal guidance.

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

The TIP is a federally required short-range program of transportation projects based on the long-range MTP and covers a period of 4 years. Fixing America's Surface Transportation Act (FAST Act) requires that MPOs, in cooperation with the state and affected transit operators, develop a TIP for their respective Metropolitan Planning Area (MPA) in conformance with 23 CFR 450.326 and 23 CFR 450.316. These Transportation Programs then become part of the State Transportation Improvement Program (STIP).

The TIP is financially constrained and the transportation projects identified in the TIP must be consistent with the MTP. All projects included in this document are eligible for federal funding provided through the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

UNIFIED PLANNING WORK PROGRAM (UPWP)

The Unified Planning Work Program (UPWP) is an annual statement of work identifying planning priorities and activities to be carried out within LWCAMPO's MPA, i.e. Laredo, TX and portions of Webb County. Additionally, the UPWP includes a description of the planning work and coordinated efforts to carry out the continuing, cooperative and comprehensive transportation planning process for the aforementioned MPA. An MPO is required to perform all planning tasks set forth in federal laws and regulations, i.e. 23 CFR 450.308(c), many of which are conducted annually.

The UPWP is a one-year transportation planning work program which describes in detail transportation planning programs, and activities to be performed in LWCAMPO for FY2022. 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 the UPWP with input from federal, state and local jurisdictions, and transportation providers in the region.

OTHER PLANNING DOCUMENTS

CONGESTION MANAGEMENT PLAN (CMP)

A Congestion Management Process (CMP) is a systematic and regionally accepted approach for managing congestion. It provides accurate, up-to-date information on transportation system performance and assesses alternative strategies for congestion management that meet state and local needs. As per 23 CFR 450.322, MPOs are required to develop and implement a CMP within their designated TMA.

The CMP is intended to move congestion management strategies into the funding and implementation stages of project development. Congestion management is the application of congestion management and reduction strategies to improve transportation system performance and reliability by reducing the adverse impacts of congestion on the movement of people and goods.

Development of the CMP is a flexible process that allows MPO's to develop and design their own approaches and processes to fit their individual needs. The CMP is an on-going process, continuously progressing and adjusting overtime as goals and objectives change, new information sources become available, and new strategies are identified and evaluated.

UNIFIED TRANSPORTATION PLAN (UTP)

The development of transportation work across the State of Texas is guided by the Unified Transportation Plan (UTP). The UTP is a 10-year plan that selects and funds the state's highest priority transportation projects with the intent to develop or begin construction over the next 10 years. Additionally, the UTP provides information on the available funding projections associated with said projects but does not guarantee that projects will or can be built. The project selection process is a collaborative effort between TxDOT, elected officials, MPOs, and public input. However, the UTP's public participation process is conducted by the state.

Any changes to the UTP may trigger the need for changes to the associated MPO planning documents. MPO's will conduct public participation efforts as prescribed by the planning document in question.

PPP DEVELOPMENTAL PROCESS

BACKGROUND

The MPO developed the current Public Participation Plan (PPP) in conformance with the requirements of 23 CFR 450.316. On May 15, 2017 the PPP was adopted by the Policy Committee after a required 45-day public review and comment period. The PPP replaced the previous iteration of public engagement, i.e. the Public Involvement Process (PIP), as per the requirements of the FAST Act. This Document serves as an update to the previously adopted version of the PPP.

PRINCIPLES OF THE PUBLIC PARTICIPATION PLAN (PPP)

PURPOSE OF THE PUBLIC PARTICIPATION PLAN

LWCAMPO believes that when the public is engaged in the planning process, the needs of the community are better addressed and met. The PPP serves as a tool to provide MPO staff with the framework to facilitate communication and consultation between agencies making decisions and the communities affected by them. The result of effective and inclusive public engagement in the transportation planning process offers opportunities for the cooperative development of transportation projects and plans that reflect the needs of the community.

GOAL & OBJECTIVE OF THE PUBLIC PARTICIPATION PLAN

Public involvement is a key component to the transportation and planning process and requires MPO staff to proactively provide community stakeholders with access to information and with timely public notices. It also provides MPO staff the opportunity to explain the potential tradeoffs between desired outcomes and the possible alternatives available within fiscal constraint. Likewise, the MPO is committed to providing community members with fair and accessible opportunities for meaningful public involvement.

Public participation activities in the Laredo-Webb County Area involve stakeholders such as:

- ◆ Elected Officials
- ◆ City, County, & State Departments
- ◆ Environmental & Natural Disaster Planning Organizations
- ◆ Emergency Response Planning Organizations
- ◆ Regional Mobility Authority (RMA)
- ◆ Public & Private Sector Transportation Organizations
- ◆ Freight, Logistics, & Manufacturing Interests
- ◆ Economic Development & Tourism Interests
- ◆ Federal Partners
- ◆ Members of The General Public
- ◆ Business Community
- ◆ International Partners

In order to fulfill the intended goal of the PPP, MPO staff will provide every opportunity for meaningful involvement of citizens in the transportation planning process. This includes implementing measures of effective public involvement to evaluate their degree of effectiveness, as per the aforementioned federal legislation. They include:

- ◆ Providing early & continuing public involvement opportunities throughout the transportation planning & programming process

- ◆ Seeking out & considering the needs of those traditionally underserved by existing transportation systems, such as low-income & minority households, as prescribed by the Americans with Disabilities Act (ADA), Title VI, Environmental Justice, and Limited English Proficiency (LEP)
- ◆ Providing for the employment of visualization techniques to describe metropolitan transportation plans and TIP's.

MEASURES OF EFFECTIVENESS (MOE)

LWCAMPO is committed to provide effective public outreach strategies that fosters fair and accessible opportunities for meaningful public involvement. The Measures of Effectiveness (MOEs) review process will measure the effectiveness of public outreach strategies and update public outreach activities based on a qualitative and quantitative evaluation. This ensures that the public outreach process will effectively meet its public participation goals as well as reflect the most current and effective public outreach methods during the transportation planning process.

QUALITATIVE & QUANTITATIVE EVALUATION

The qualitative evaluation process will allow MPO staff to improve the quality of public engagement activities and, in turn, improve the communication process between MPO staff, members of the community, stakeholders, and all other involved parties in the transportation planning process. This provides MPO staff the opportunity to explain the potential tradeoffs between desired outcomes and the possible alternatives available within fiscal constraint. Likewise, the MPO is committed to providing community members with fair and accessible opportunities for meaningful public involvement.

As part of the MOE process, MPO staff may conduct surveys and polls that focus on evaluating the methodology of the public outreach process. These surveys and polls will obtain qualitative feedback from members of the community, as well as from those in the notification database, at the conclusion of a public involvement activity. Said feedback is a key component in the improvement of future events as well as to aid MPO in evaluating and modifying the meeting process as deemed necessary.

Examples of qualitative measures include, but are not limited to, the following:

- ◆ Soliciting feedback through surveys or polls (online or in person) to measure the perceived level of satisfaction with a particular public input event
- ◆ Satisfaction with the outcome of the process of public involvement activities
- ◆ Satisfaction with sense of fair treatment
- ◆ Gauge participants' level of interest / reason for attending: "Why did you decide to attend?"
- ◆ Method of Notification: "How did you hear about this event?"

The quantitative evaluation process will assist MPO staff in obtaining a holistic measure of the overall impact of public involvement activities via the collection of quantitative information. Any public involvement activity data, such as sign-in/registration form data, that is collected and compiled by MPO staff may be used to measure and evaluate the overall outreach impact of public involvement activities on a case by case basis. This process allows MPO staff to modify and implement changes to the public outreach process or its components, e.g. scheduling process of public involvement activities, as deemed necessary.

Examples of quantitative information includes, but is not limited to, the following:

Public involvement activities

- ◆ Event name, topic, & location (in-person/virtual)
- ◆ Number of attendees

- ◆ Demographic data of attendees (where applicable)
- ◆ Contact data (where applicable)
- ◆ Engagement strategy (ex. Presentation, workshop, survey, poll, etc.)
- ◆ Number of public comments received (where applicable)
- ◆ Number of surveys or polls completed
- ◆ Data from media advertisement types utilized
 - ◆ Data from social media engagements (where applicable)
- ◆ Number of public involvement activities
 - ◆ Ex: Meetings, workshops, presentations, etc.

MPO Website interaction database

- ◆ Number of “Contact US” solicitations
 - ◆ Subject
 - ◆ Contact information
 - ◆ Comment
- ◆ Number of “Add Me” to the Notification Database requests
 - ◆ Subject
 - ◆ Contact Information
 - ◆ Comment

Public comments, Polls, & Survey data

- ◆ Topic
- ◆ Contact information (where applicable)
- ◆ Number of responses or comment submissions
- ◆ Comment subjects
 - ◆ Responses to public comments (where applicable)

Participant responses to Polls/Surveys

- ◆ Participant response measures & analysis
 - ◆ Closed-ended question responses (e.g. Nominal, Ordinal, Ratio)
 - ◆ Rank-Order, contingency, & feeling thermometer responses

FEDERAL REQUIREMENTS & GUIDELINES

LWCAMPO’s Public Participation Plan (PPP) adheres to federal requirements, guidelines and expectations of public involvement during the development of the transportation planning process. This plan outlines the procedures, tools, techniques, and expectations for public outreach and education on transportation issues as outlined by federal legislation.

INTERMODAL SURFACE TRANSPORTATION EFFICIENCY ACT (ISTEA)

The 1991 ISTEA emphasized the efficiency of the intermodal transportation system. Its purpose was to develop a National Intermodal Transportation System that is economically efficient, environmentally sound, provide the foundation for the Nation to compete in the global economy and will move people and goods in an energy efficient

manner.

TRANSPORTATION EQUITY ACT FOR THE 21ST CENTURY (TEA-21)

TEA-21 was signed by the President in 1998 to build on the initiatives established in ISTEA with a particular focus on equity through access, opportunity and fairness.

THE SAFE, ACCOUNTABLE, FLEXIBLE, EFFICIENT TRANSPORTATION EQUITY ACT: A LEGACY FOR USERS (SAFETEA-LU)

SAFETEA-LU was enacted in 2005 and authorized the Federal surface transportation programs for highways, highway safety, and transit for the 5-year period of 2005-2009.

MOVING AHEAD FOR PROGRESS IN THE 21ST CENTURY ACT (MAP-21)

MAP-21 was enacted in 2012 and created a streamlined and performance-based surface transportation program. It builds on many of the highway, transit, bike, and pedestrian programs and policies that were established in 1991.

FIXING AMERICA'S SURFACE TRANSPORTATION ACT (FAST ACT)

The FAST Act of 2015 continues the legacy of greater public involvement that began with the passage of ISTEA, TEA-21, SAFETEA-LU, and MAP-21, which all emphasized the need for public participation throughout the metropolitan and statewide transportation planning process.

Additionally, the Fast Act requires MPO's to develop and use a documented participation plan that defines a process for improving involvement in the metropolitan transportation planning process for the following entities:

- ◆ Individuals
- ◆ Affected Public Agencies
- ◆ Representatives of Public Transportation Employees
- ◆ Public Ports
- ◆ Providers of Freight Transportation Services
- ◆ Private Providers of Transportation (Including Intercity Bus Operators)
- ◆ Representatives of Users of Public Transportation
- ◆ Representatives of Users of Pedestrian Walkways & Bicycle Transportation Facilities
- ◆ Representatives of The Disabled
- ◆ Employer-based Commuting Programs (Such as Carpool Program, Vanpool Program, Parking Cash-out Program, Shuttle Program, or Telework Program)
- ◆ Freight Shippers

Likewise, under federal regulation 81 FR 93473, the Fast Act also includes other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process within the scope of aforementioned public participation process.

THE AMERICANS WITH DISABILITIES ACT (ADA)

The 1990 American with disability Act (ADA) requires that "no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity." All participation activities and information pertaining to such activities must be accessible to persons

with disabilities. For more information visit https://www.ada.gov/2010_regs.htm

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

States that “no person shall on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal funds. The entire institution, whether educational, private or governmental must comply with Title VI and related Federal civil rights laws, not just the program or activity receiving federal funds.

The MPO will also adhere to the executive orders regarding environmental justice and providing outreach to persons with limited English proficiency, as regulated under Title VI of the Civil Rights Act.

EXECUTIVE ORDER 12898: ENVIRONMENTAL JUSTICE

The Federal Environmental Justice in Minority Populations and Low-Income Populations (Executive Order 12898) of 1994- requires MPO to appropriately identify and address disproportionately high and adverse human health or environmental effects of its programs, policies and activities on minority populations and low-income populations. This includes ensuring that underserved groups, such as low-income and minority populations, are identified and given increased opportunities for effective participation in the MPO’s decision-making process.

EXECUTIVE ORDER 13166: LIMITED ENGLISH PROFICIENCY

Improving Access to Services for Persons with Limited English Proficiency (LEP) (Executive Order 13166) of 2000- requires MPOs to provide persons with limited English proficiency accessibility to the same programs and activities as those normally provided in English.

Examples of the tools and techniques utilized by the MPO, to meet the aforementioned expectations as outlined by federal legislation, can be found in **Appendix B**.

REVISIONS TO PLANNING & PROGRAM DOCUMENTS

As previously described, all primary planning documents are designated as “living” documents and, as such, are required to be updated periodically as well as undergo revisions as deemed necessary. Revisions are implemented via a program adoption, amendments or administrative modifications as per 23 CFR 450.104 and the Texas Administrative Code (TAC) - Title 43 Part 1 Chapter 16. Additionally, LWCAMPO’s Bylaws are also subject to revisions that require a public comment period prior to approval by the Policy Committee.

Revisions are defined as a change that occurs between the periodic update schedules of the MTP, TIP, UPWP, CMP, or PPP.

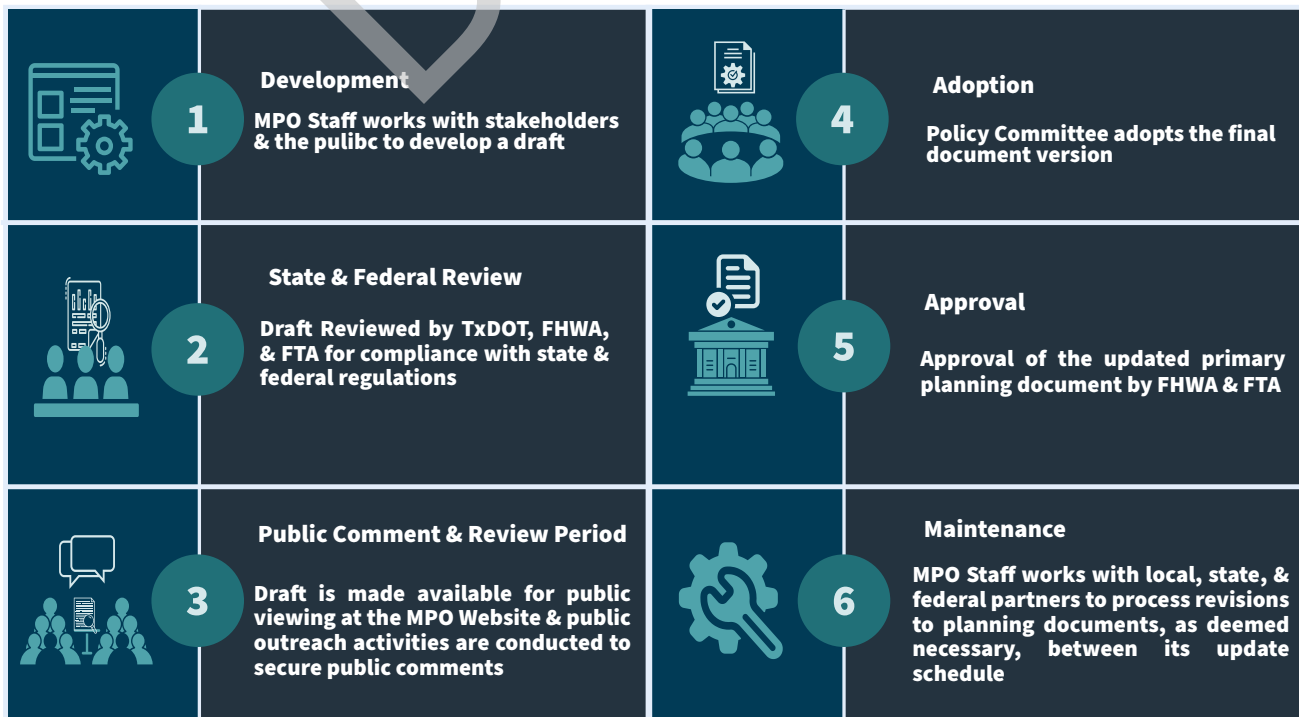
- ◆ **Amendments** are defined as *substantive*, i.e. *major, revisions* that require a public comment period prior to approval by the Policy Committee
- ◆ Amending process varies between planning documents, e.g. MTP, TIP, UPWP, & CMP
- ◆ Changes to projects included for illustrative purposes do not require amendments, e.g. wishlist projects
- ◆ **Administrative modifications** are defined as *non-substantive*, i.e. *minor, revisions* that do not require a public comment period nor require approval by the Policy Committee
- ◆ MPO admin will brief the Policy & Technical Committees at their respective meetings
- ◆ Minor revisions do not require an agenda action item at public meetings

The Update and Revision process is summarized below:

Scheduled Updates of Planning Documents

Primary Planning documents are required to be updated as well as undergo revisions, as deemed necessary, between update periods

Update Process:



REVISIONS TO THE BYLAWS

AMENDMENTS

Amendments to the LWCAMPO Bylaws are performed as deemed necessary and require a 10-day public comment period prior to approval from the Policy Committee.

Substantive, i.e. major changes, to the Bylaws include:

- ◆ Modifications to the format, language, grammar, or other changes that would alter the context, procedures, or intent of the approved version of the Bylaws

ADMINISTRATIVE MODIFICATIONS

Minor changes to the LWCAMPO Bylaws are performed as deemed necessary and do not require a formal public comment period nor approval from the Policy Committee.

Administrative modifications to the MPO Bylaws include:

- ◆ Minor corrections to the format, language, grammar, or other changes that would not alter the context, procedures, or intent of the approved version of the Bylaws

SCHEDULED UPDATES & REVISIONS TO THE PPP

UPDATES

All planning documents, including the PPP, are designed to be “living” documents in order to adapt primary planning document policies to the changes in federal and state laws and guidelines. The PPP shall be updated and re-approved every 5 years. Additionally, MPO staff may conduct an annual MOE on the methodology of the public outreach process. This includes conducting a public survey as well as conducting a notification database member survey that will focus on obtaining input on public outreach methodology and activities conducted throughout the year and make amendments as deemed necessary.

The MOE review process will measure the effectiveness of public outreach strategies and update public outreach activities based on a qualitative and quantitative evaluation. This ensures that the PPP will effectively meet its public participation goals as well as reflect the most current and effective public outreach methods during its lifecycle.

Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web, to the maximum extent practicable. A scheduled update of the PPP requires a 45-day public review period prior to its adoption by the Policy Committee, as per federal guidelines.

REVISIONS TO THE PPP

AMENDMENTS

The PPP may be amended as deemed necessary between the scheduled update time period. Major changes to the PPP require a formal public review and comment period of no less than 45 days prior to approval by the Policy Committee. Substantive changes include but are not limited to:

- ◆ Removal of a public involvement activity that would significantly reduce the opportunity for public review & comment

ADMINISTRATIVE MODIFICATIONS

Minor changes to the PPP are performed as necessary between the scheduled update time period and do not require a public review and comment period nor approval by the Policy Committee. MPO staff may brief the Policy and Technical Committees on administrative modifications to the PPP at their respective meetings. Administrative modifications include but are not limited to:

- ◆ Minor corrections to the format, language, grammar, or other changes that would not alter the context, procedures, or intent of the approved version of the PPP.
- ◆ Refine outreach activities or strategies as determined by MOE review

SCHEDULED UPDATES & REVISIONS TO THE MTP & TIP

UPDATES

As per 40 CFR 81.344, the Laredo & Webb County TMA area is designated as an attainment area and, as such, is required to conduct periodic updates to the MTP every 5 years. In addition, MPO staff will develop a call for projects procedure in conjunction with the MTP's update process.

The TIP is designed and developed to conform to the requirements of 23 CFR 450.316(a) as well as the planning factors identified in the FAST Act. The TIP is updated every 2 years and covers a 4-year period.

The adoption process for both documents requires a public review and comment period prior to final action by the Policy Committee. The MTP and TIP shall both undergo a public review and comment period of no less than 20 days during their respective scheduled update. In addition, both the MTP and TIP shall respectively include at least one map designating the conceptual limits of project locations.

Presentations on the proposed MTP draft shall be made to the Technical and Policy Committee prior to its adoption. The MPO will explore best practice measures to disseminate the MTP draft to members of the notification database. In an effort to provide additional opportunities for input, the MPO may arrange presentations of the MTP draft to local governing bodies, such as the City of Laredo and Webb County.

REVISIONS TO THE MTP & TIP

AMENDMENTS

The MTP and TIP may be amended as deemed necessary between their respective scheduled update time period. A major change will require a formal public review and comment period prior to final approval by the Policy Committee. The MTP and TIP shall both undergo a public review and comment period of no less than 10 days during their respective amendment process.

Substantive, i.e. major, changes to the TIP or MTP refer to amendments applied to reflect changes to federal & state laws as well as modifications to a project's scope that would require re-demonstration of fiscal constraint, where applicable. This excludes changes to projects listed for illustrative purposes, i.e. wish list projects.

As per federal and state regulations, 23 CFR 450.324, 23 CFR 450.326 and Texas Administrative Code (TAC) Chapter 16 Part 1 Subchapter B § 16.51, 16.52, and 16.53 and Subchapter C §16.101(k)(1) & (C)(ii), modifications to project details, listed under the TIP or MTP, that will trigger an amendment process include:

- ◆ Addition, deletion, or substitution of projects
- ◆ Major change in project cost, overall project/project phase initiation dates
- ◆ Major change of project's design concept or design scope

- ◆ Amendment required if change is greater than 50% of approved cost estimate and revised cost estimate is greater than \$1,500,000
- ◆ Changing project termini
- ◆ Change in the number of through traffic lanes
- ◆ Change in the number of stations of fixed guideway transit projects

ADMINISTRATIVE MODIFICATIONS

Minor changes to either the MTP or TIP are performed as necessary between their respective scheduled update time periods. Non-substantive, i.e. minor, changes do not require a public review and comment period nor approval by the Policy Committee. MPO staff may brief the Policy and Technical Committees on administrative modifications, applied to either the MTP or TIP, at their respective meetings.

As per federal and state regulations, 23 CFR 450.324, 23 CFR 450.326 and Texas Administrative Code (TAC) Chapter 16 Part 1 Subchapter B § 16.51, 16.52, and 16.53 and Subchapter C § 16.101(k)(1) & (C)(ii), administrative modifications include but are not limited to:

- ◆ Minor corrections to the format, language, grammar, or other changes that would not alter the context, procedures, or intent of the approved version of the MTP or TIP
- ◆ Minor changes to overall project/project phase costs
 - ◆ MTP & TIP: Change in the estimated cost is not greater than 50% of approved cost and revised cost is less than \$1,500,000 &;
 - ◆ Change in the cost estimate is not caused by a change in project work scope or limits
 - ◆ Minor changes to funding sources or previously included projects
 - ◆ Minor changes to overall project/project phase initiation dates

SCHEDULED UPDATES & REVISIONS TO THE UPWP

UPDATES

Scheduled updates to the UPWP occur on an annual basis and require a public review comment period prior to final approval by the Policy Committee. The time frame of the public review and comment period for an update shall be no less than 20 days.

REVISIONS TO THE UPWP

AMENDMENTS

The UPWP may be amended as deemed necessary between its scheduled update time period. A major change will not require a formal public review and comment period but will require approval by the Policy Committee.

As per 23 CFR Part 420 and Chapter 16 Subchapter B § 16.52 (b)(6) & (7), modifications to tasks or overall budget that will trigger an amendment process include:

- ◆ Adding new work tasks or changing the scope of existing work tasks
- ◆ Deleting a work task
- ◆ If the costs incurred by the MPO, on individual work tasks, exceed 25% of that task's budget
 - ◆ Costs incurred by the MPO shall not exceed the total budgeted amount of the UPWP without approval of the MPO Policy Committee & TxDOT

ADMINISTRATIVE MODIFICATIONS

Non-substantive, i.e. minor changes to the UPWP are performed as necessary. Additionally, minor changes do not require a public review and comment period nor approval by the Policy Committee. MPO staff may brief the Policy and Technical Committees on administrative modifications, applied to the UPWP, at their respective meetings.

Administrative modifications to tasks or overall budget that will not trigger an amendment process include:

- ◆ Minor corrections to the format, language, grammar, or other changes that would not alter the context, procedures, or intent of the approved version
- ◆ Refining the scope of a task

UPDATES & REVISIONS TO THE CMP

UPDATES

The CMP is an on-going process, continuously progressing and adjusting overtime as goals and objectives change, new information sources become available, and new strategies are identified and evaluated. MPO staff shall continuously evaluate and perform periodic updates to ensure that proper and effective analysis tools are being utilized to evaluate the anticipated performance and expected benefits of future strategies.

As per 40 CFR 81.344, the Laredo & Webb County TMA area is designated as an attainment area and, as such, is subjected to a 5 year benchmark for conducting periodic updates to the CMP as a part of the MTP update process. The public comment period shall be no less than 20 days.

REVISIONS TO THE CMP

AMENDMENTS

Amendments to the CMP are applied to reflect changes to the network or CMP strategies. Substantive, i.e. major changes, require a 10 day formal public review and comment and period prior to approval by the Policy Committee.

Major changes to the CMP that will trigger the amendment process are as follows:

- ◆ Deleting a CMP activity
- ◆ Changing the scope of existing CMP strategies

ADMINISTRATIVE MODIFICATIONS

Non-substantive, i.e. minor, changes to the CMP are performed as necessary. Additionally, minor changes do not require a public review and comment period nor approval by the Policy Committee. MPO staff may brief the Policy and Technical Committees on administrative modifications, applied to the CMP, at their respective meetings.

Minor changes to the CMP include:

- ◆ Minor corrections to the format, language, grammar, or other changes that would not alter the context, procedures, or intent of the approved version
- ◆ Refining the scope of a CMP activity
 - ◆ E.g.: Minor corrections to the format, language, grammar, or other changes that would not alter the context or intent of the original scope
 - ◆ Providing additional details for clarity without altering the context or intent of the original scope

Table 1.0 Summarizes the Revision Process - Public Review & Comment Period Schedule:

TABLE 1.0: REVISION PROCESS - PUBLIC REVIEW & COMMENT PERIOD SCHEDULE

	Type of Revision	Frequency	Comment Period
Bylaws	Amendment	As Necessary	10 days
	Update	Every 5 years ¹	
PPP	Amendment	As Necessary	45 days
	Update	Every 5 years	20 days
MTP	Amendment	As Necessary	10 days
	Update	Every 2 years	20 days
TIP	Amendment	As Necessary	10 days
	Update	Annually	20 days
UPWP	Amendment	As Necessary	N/A
	Update	Continuous ²	20 days
CMP	Amendment	As Necessary	10 days

¹ Note: The Current version of the PPP is has an update schedule of 3-5 years whereas the 2022 PPP will be updated every 5 years but will be evaluated & updated regularly between update periods

² Note: CMP data (e.g. vehicular crash data) is updated continuously & compiled annually to evaluate the anticipated performance & expected benefits of future strategies that will help build upon the current/upcoming TIP & MTP

COMMUNICATION PROCESS & PUBLIC INVOLVEMENT

The effectiveness of public involvement and outreach strategies requires the implementation of an efficient communication process between MPO staff, members of the community, stakeholders, and all other involved parties in the transportation planning process. Maintaining a consistent degree of effectiveness in the dynamics of public involvement and communication processes requires MPO staff to maximize public involvement by increasing public awareness.

This consists of disseminating information through several means, such as:

- ◆ Notification Database
- ◆ Media Outlets
- ◆ Request For Information & Record Retention

Likewise, public review and comment periods as well as the feedback obtained from other public outreach activities, e.g. surveys and polls, are essential to aligning transportation planning to meet the community's needs. LWCAMPO may provide public participation opportunities that include, but not limited to, following formats:

- ◆ Public Meetings
- ◆ Public Appearances
- ◆ Public Workshops
- ◆ Public Review & Comment Period(s)
- ◆ Project Solicitation
- ◆ LWCAMPO Website
- ◆ Social Media Platforms

COMMUNICATION PROCESS

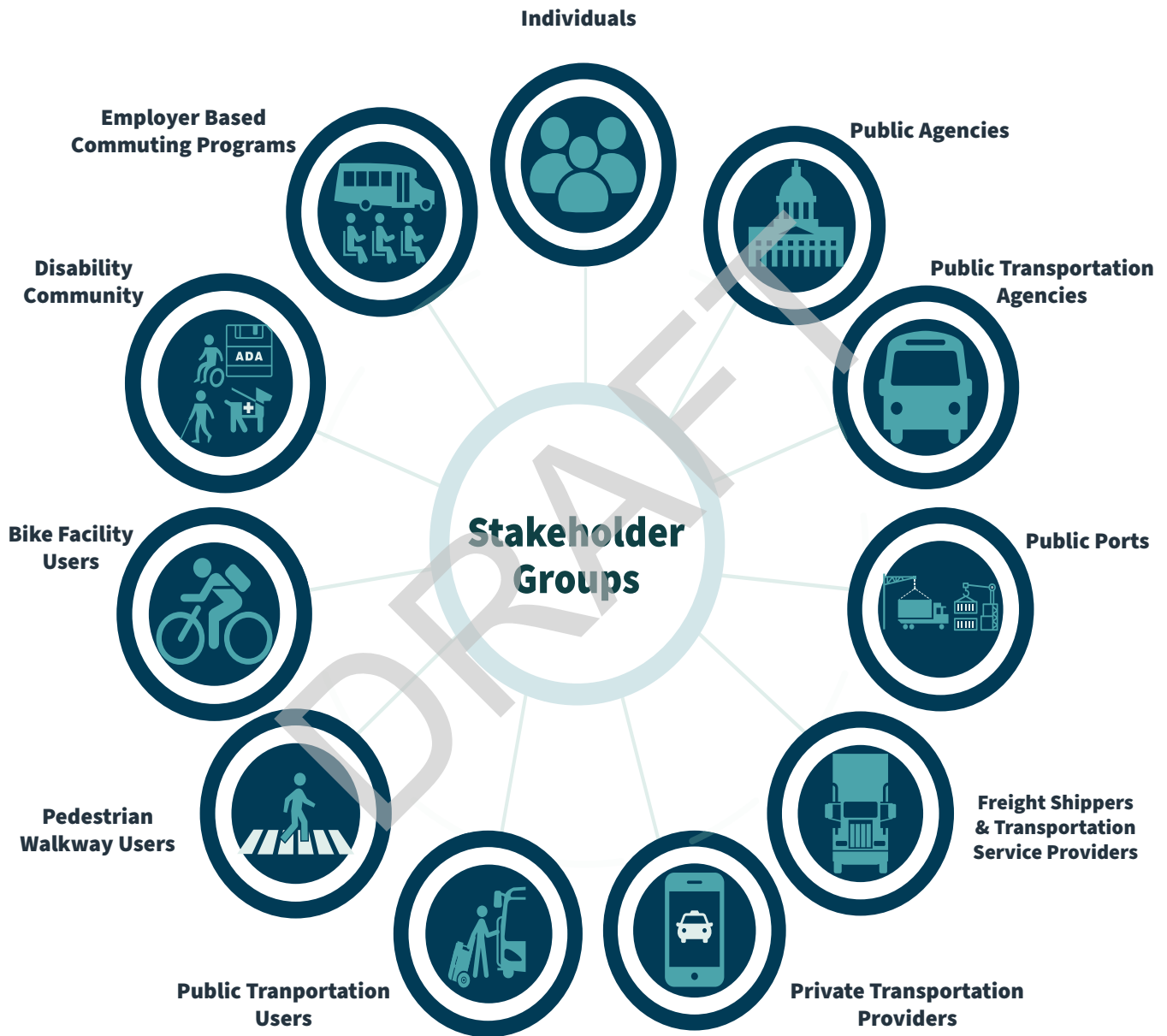
NOTIFICATION DATABASE

All members of the notification database will be advised on periodic updates to planning documents, policies, and programs, public meetings, public appearances, announcement of public review and comment periods, and other information as deemed necessary. The LWCAMPO website will provide the contact information for interested parties to request to join, request for removal or request for updating of member information.

The MPO shall maintain a database of those interested in receiving notifications of public meetings and/or public appearances as per 23 CFR 450.316(a) and 23 CFR 450.316(b).

23 CFR 450.316(a) includes:

- ◆ Individuals
- ◆ Affected Public Agencies
- ◆ Representatives of Public Transportation Employees
- ◆ Public Ports
- ◆ Providers of Freight Transportation Services
- ◆ Private Providers of Transportation (Including Intercity Bus Operators)
- ◆ Representatives of Users Of Public Transportation
- ◆ Representatives of Users of Pedestrian Walkways & Bicycle Transportation Facilities
- ◆ Representatives of The Disabled
- ◆ Employer-based Commuting Programs (Such as Carpool Program, Vanpool Program, Parking Cash-out Program, Shuttle Program, or Telework Program)
- ◆ Freight Shippers



23 CFR 450.316(a)

Note: Other interested parties will also be provided with reasonable opportunities to be involved in the metropolitan transportation planning process.

23 CFR 450.316(b) refers to agencies and officials that the MPO shall consult during the development of MTPs and TIPs. Including those are affected by transportation in the following capacities:

- ◆ State & Local Planned Growth
- ◆ Economic Development
- ◆ Tourism
- ◆ Natural Disasters
- ◆ Risk Reduction
- ◆ Environmental Protection
- ◆ Airport Operations
- ◆ Freight Movements

In addition, the aforementioned agencies and officials include those involved in coordinating the planning process of transportation (to the maximum extent practicable) with the previously mentioned planning activities.



23 CFR 450.316(b)

MEDIA OUTLETS

MPO staff may disseminate public notices via media outlets that include but are not limited to:

- ◆ Print Media
- ◆ Internet
- ◆ Social Media
- ◆ Email
- ◆ Print Media

PRINT MEDIA

Note: Print media may include, but is not limited to, printed materials for public distribution, e.g. flyers & handouts, as well as the publication of a public notice to the newspaper with the highest general circulation in the Laredo and Webb County area.

INTERNET

The Internet refers to the MPO website and other web-based technologies such as various forms of social media platforms. Together with traditional media outlets, the Internet facilitates the interaction between government agencies, stakeholders, and the general public. LWCAMPO's communication process will incorporate and rely on the aforementioned web-based technologies in an effort to capitalize on the expanded participation and interactive opportunities made available by mobile digital devices.

The LWCAMPO website (<http://www.laredompo.org>) shall be routinely maintained by MPO staff. The MPO website will serve as an archive for all information related to public participation as well as the reference point for members of the public to learn more about the transportation planning process.

The MPO website content consists of, but not limited to, the following:

- ◆ Calendar of events
- ◆ MOU's & Updated Performance Targets
- ◆ Current & archived meeting information
 - ◆ Agendas, Minutes, & Packets
- ◆ Public involvement & outreach outlets
 - ◆ Informational/Interactive Maps
 - ◆ MPO general contact information
 - ◆ Public notices
 - ◆ Public comment form
 - ◆ Public polls & surveys
 - ◆ Request for public notification
 - ◆ Provide contact information for removal or updating of member's information
 - ◆ Hyperlinks to the host website at which the Policy Committee Meeting Live Stream options are located
 - ◆ Hyperlinks to the host website at which the previous public meetings are located
- ◆ Title VI
 - ◆ Title VI Documents & Forms
 - ◆ Provided in English & Spanish
 - ◆ Complaint Process
 - ◆ Resources

- ◆ Environmental Justice Resources
 - ◆ Limited English Proficiency Plan (LEP)
- ◆ Current & past versions of major planning documents & studies
 - ◆ Current & past agendas & other related documents

SOCIAL MEDIA

Social media accounts will be frequently maintained by MPO staff in order to disseminate information to the public. LWCAMPO's social media presence is intended to provide online updates to the general public and direct them to our website for more information on transportation planning or to download planning and other related documents. Social media will also be used as a public outreach and engagement tool.

Information received by social media users in the form of comments, i.e. direct messages, or any other methods, will not constitute official public comments. The MPO shall adhere to the guidelines and provisions stipulated in the City of Laredo Social Media Policy. A copy of the policy can be found in Appendix A.1

EMAIL

Communication via Email is a vital component of the MPO's communication process. MPO staff may utilize Email to expand outreach capabilities beyond the limit of the more traditional methods of communication, e.g. telephone, physical mail, & telefax, in the following manner:

- ◆ Facilitate the flow of information between members of the notification database
- ◆ Facilitates ability to conduct best practice measures for expansion & maintenance of the notification database such as:
 - ◆ Processing of Public Notification Request Forms
 - ◆ Processing requests for removal from notification database
 - ◆ Processing of requests for updating contact information of members of the notification database.
 - ◆ Removal process of Email addresses that are no longer in service

PUBLIC NOTICE

The communication process for public involvement and outreach varies per planning document. MPO staff will oversee the implementation of the notice requirements in the form and manner prescribed by the Texas Open Meetings Act §551.041 as well as in compliance with Title VI of the Civil Rights Act of 1964, e.g. Limited English Proficiency Plan (LEPP).

The purpose for providing public notice is to facilitate timely and reasonable access to documents relevant to transportation planning and to provide adequate time for public review and comment during key decision points, such as scheduled updates or amendments to planning documents. Public notices shall be continuously posted to the MPO website to include the latest renditions of meeting agendas and minutes, as well information related to new and ongoing planning activities or other public involvement activities, as deemed necessary.

Information relayed via public notices includes but is not limited to:

- ◆ Notice of availability of planning related documents for public viewing
- ◆ Notice of upcoming public meetings, i.e. may consist of meeting agenda
- ◆ Notice of upcoming public review & comment period(s), in reference to:
 - ◆ Proposed changes to MPO policies, procedures, plans, or programs;
 - ◆ All other related/supporting documents as deemed necessary

TIMEFRAME FOR PUBLIC MEETING NOTICE

As per the Texas Open Meeting Act, the public notice dissemination time frame is 72 hours in advance of a public meeting.

The 72-hour in advance public notice timeframe refers to, but is not limited to, the following:

Posting of Public Meeting Agenda:

- ◆ The Policy Committee Meeting agenda constitutes as the public notice & shall be posted at a location that is accessible to the public
- ◆ MPO staff will oversee that the Policy Committee Meeting agenda is physically posted at the Laredo City Hall, within the aforementioned time frame, as per Texas Open Meetings Act §551.043(a)
- ◆ Meetings held by MPO staff for the purpose of securing public comment shall have a public notice posted in the aforementioned manner
- ◆ Webb County, TxDOT, & El Metro are provided with the Policy Committee meeting agenda so that it can be posted & disseminated, at their convenience & within the aforementioned timeframe

Newspaper Publication of Public Notices:

- ◆ Public Meeting Notices shall be published in local newspapers of general circulation in Laredo, Texas & the Webb County area in advance of a scheduled public meeting in which Policy Committee action is required
- ◆ The public notice consists of providing the meeting agenda action item(s), for consideration by the Policy Committee, in summary in both English & Spanish
- ◆ The notice will reference the MPO website as the location of technical information, planning documents, and other related materials that are available for public viewing

Public Notices Communicated via the Internet:

- ◆ Notification of public meetings shall be continuously posted to the MPO website as required by the Texas Open Meetings Act §551.043(b)
- ◆ This public notice consists of providing the action item(s), for consideration by the Policy Committee, in summary in both English & Spanish
- ◆ Other web-based technologies, such as various forms of social media platforms, may be utilized to mirror public notices posted at the MPO website
- ◆ All notices will provide a hyperlink to the MPO website

Public Notices Communicated via Email:

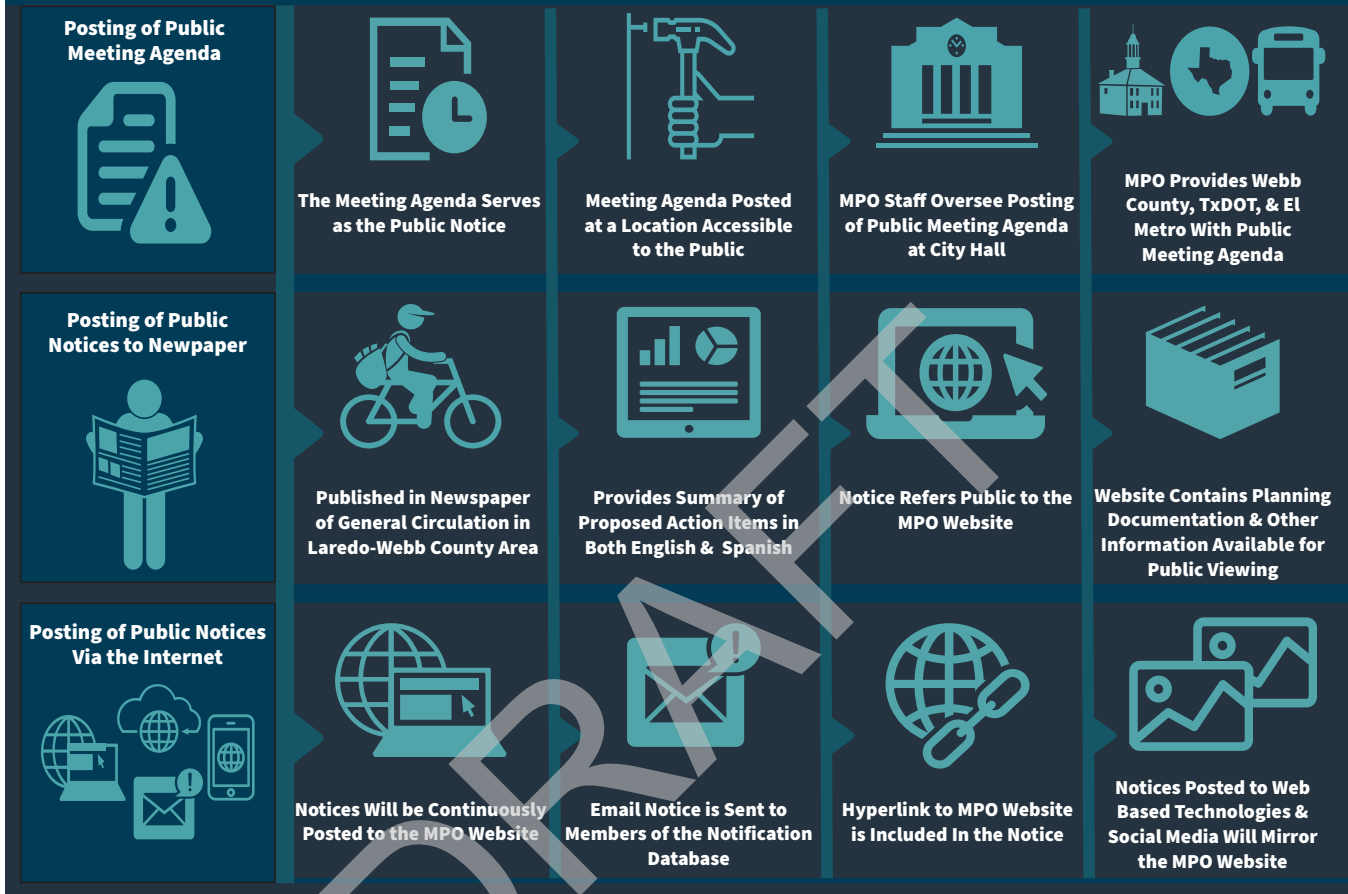
- ◆ An Email notice is sent to members of the notification database in advance of a scheduled public meeting
- ◆ The notice may also include information such as the point of contact or hyperlinks to the MPO website location at which technical information, planning documents, & other related materials that are available for public viewing

The following summarizes the public notice process for public meetings:

Public Meeting Notice

Public Meeting Notice

Notice Requirement: 72 Hours in Advance



REQUEST FOR INFORMATION & RECORD RETENTION

Requests for public records or information shall be conducted as prescribed by the Open Records Act of Texas, as amended. The MPO shall retain public records in accordance with the Texas Open Meeting Act, the Public Information Act, and the Texas State Library & Archives Commission (TSLAC).

All official meeting materials shall be retained by the MPO for a minimum of 3 years or longer if required by TSLAC. Official meeting materials include, but are not limited to, the following:

- ◆ Meeting Notices
- ◆ Newspaper Publications
- ◆ Meeting Minutes
- ◆ Sign-in Sheets
- ◆ Audio/Video Recordings
- ◆ Documents Proposed for Adoption or Revision
- ◆ Public Comments

Note: The City of Laredo is the fiscal agent of the MPO, and as such, is the custodian of any request for public records. Members of the public may complete their request for public records at the City Attorney’s Office- Laredo Open Records Center webpage at one of the following links:

For instructions on completing a request online:

[Laredo Open Records Center](#)

For instructions on completing a requests in writing:

[Laredo Open Records Center-FAQs](#)

PUBLIC INVOLVEMENT

The public involvement process includes the methods, strategies, and techniques implemented via public outreach activities. Public involvement is an on-going and continuously progressing process that is adjusted based on the requirements of individual transportation planning programs as well as by the type of event. MPO staff is committed to developing the necessary tools to inform, engage, and foster an effective communication process via public outreach activities. Examples of public outreach activities are as follows:

- ◆ Public Meetings
- ◆ Public Appearances
 - ◆ Presentations, workshops, or other public involvement activities conducted by MPO staff, transportation stakeholders, or special interest groups
- ◆ Public input
 - ◆ Surveys
 - ◆ Polls
 - ◆ Securing public comments in regard to final drafts of planning documents and/ or studies developed by the MPO
- ◆ Virtual Public Involvement Tools (VPI) / Visualization Techniques
 - ◆ Mobile Apps (e.g. El Metro App)
 - ◆ Online Mapping Tools
 - ◆ Geographic Information Systems (GIS) maps
 - ◆ Crowdsourcing (i.e. via interactive GIS maps)
 - ◆ Project Visualizations
 - ◆ Use of software programs to produce infographics for MPO website and/or exhibits (e.g. GIS StoryMaps)
 - ◆ Online Public Meetings
 - ◆ Sharing hyperlinks to live or recorded MPO public meetings or other public appearance events on MPO website
 - ◆ All-In-One Platforms (e.g. project specific landing pages on MPO website)
 - ◆ Digital Tools to Enhance In-Person Events (e.g. using screen sharing software at public meetings)

VPI tools will enable LWCAMPO to expand its reach as it will allow people to interact with information, related to the transportation planning process, at a time and/or place of their choice. For instance, in the event, and under certain circumstances, that in-person public meetings or public appearances are not able to be conducted, the MPO will hold virtual meetings as authorized by state & federal regulations, such as the virtual meetings held in response to the Pandemic.

The following infographic provides further examples of Public Outreach Activities:

EXAMPLES OF PUBLIC OUTREACH ACTIVITIES



Advertisements

May involve paid newspaper ad space as well as posting to social media & MPO webpage to ensure that information receives adequate geographic coverage



Advisory Committee

The ATC Advisory Committee makes recommendations on improving & promoting active modes of transportation to the Technical & Policy Committees



Contact Database Notifications

Allows members to receive periodic updates on MPO transportation planning related activities



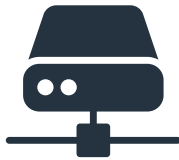
Exhibit Tables

Information tables to showcase transportation projects & related activities as well as promote public participation activities to the community



Focus Groups

Small group meetings that address specific transportation planning issues



Information Database

Allows important information, from various sources, to be inputted, sorted, & easily retrieved (e.g. participants, stakeholders, & state & federal agencies)



MPO Website Maintenance

Facilitates immediate electronic access to information such as calendars, agendas, primary planning documents, interactive maps, links, etc.



Newsletter

Periodic e-news letter that provides summaries of MPO plans, studies, public outreach event calendar & other related activities



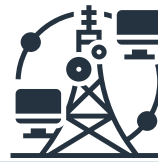
Presentations

Focused on addressing the issues that concern or directly affect those in attendance



Public Appearances

Facilitates discussions, collaboration with other departments / agencies, & securing feedback from the public (e.g. planning nights)



Public Broadcasts & Video Streaming

Extends coverage of public meetings to those unable to attend in person via public access broadcast &/or streaming over the internet



Public Meetings

Provides a forum to ensure the region's transportation needs are cooperatively met (e.g. policy committee meetings)



Public Surveys & Polls

Public surveys & polls may be conducted in person, directly mailed, or made available online to secure feedback on public outreach events or other related activities



Public Workshops

Interactive meetings between transportation stakeholders, MPO staff, & the public to increase awareness as well as securing meaningful feedback from the community



Social Media Platforms

Extends public outreach opportunities & refers, those who wish to get involved in the transportation planning process, to the MPO website



Visualization Techniques

Interactive visioning tools used to help the public better understand the relationship between transportation planning, land use, & / or other specific transportation planning activity details

PUBLIC MEETINGS

Public meetings provide the MPO with opportunities to collaborate and coordinate with various transportation stakeholders in the development of policies, plans, and programs as well as make significant changes, to the aforementioned categories, as deemed necessary.

In addition, public events allow MPO staff and transportation stakeholders to host workshops to address transportation planning related topics to other transportation stakeholders, such as government agencies, special interest groups, and community members.

COMMITTEE MEETINGS

As the governing body of the MPO, the Policy Committee holds public meetings to conduct business for LWCAMPO, e.g. make final decisions on MPO policies, plans, and programs. In contrast, the Technical Committee holds meetings to provide technical advice and information to the Policy Committee. Additionally, the Active Transportation Committee is a subcommittee of the MPO that holds meetings to provide ongoing recommendations, information, and feedback on MPO active transportation related activities, e.g. improving and promoting active modes of mobility, to the Policy Committee.

PUBLIC APPEARANCES

Public Appearances will be held to provide information pertaining transportation planning-related issues as well as to secure public input during the development process of individual transportation programs, plans, or policies. MPO staff may schedule appearances at special interest group meetings, e.g. neighborhood organizations, to gather input from residents. Such meetings provide an additional avenue through which the MPO seeks out and considers the needs of those traditionally underserved segments of the population, including low-income and minority households.

The MPO is committed to make every effort to comply with requests from special interest groups to present or discuss information related to specific issues within the transportation planning process. Special interest groups that wish to present at these events should contact the MPO, with ample time, to coordinate proper arrangements. Presentations made by transportation stakeholders, special interest groups, or MPO staff shall be focused on the interest and concerns of the audience. All significant comments received will be recorded and presented to the Policy Committee.

PUBLIC MEETING & PUBLIC APPEARANCE REGULATIONS

All public meetings and public appearances shall be conducted in compliance with federal and state regulations set by the American with Disabilities Act of 1990 (ADA), Title VI of the 1964 Civil Rights Act, and the Texas Open Meeting Act. Likewise, LWCAMPO will comply with requests for public records or information as well as the record retention of public records as prescribed by the Open Records of Texas, the Texas Open Meeting Act, the Public Information Act, and the Texas State Library & Archives Commission (TSLAC).

The American with Disabilities Act of 1990 (ADA) ensures equal opportunity for people with disabilities in areas such as: employment, public accommodations, transportation, state and local government services, and telecommunications. LWCAMPO shall facilitate participation by people with disabilities via the following guidelines:

- ◆ MPO staff shall make every effort to accommodate requests from persons with disabilities.
- ◆ Groups or people with special needs should notify the MPO in advance of a public meeting or public appearance
- ◆ All public meeting & public appearance notifications will provide the MPO's contact information to facilitate special requests for accommodations

- ◆ MPO staff will arrange reasonable accommodations to meet their needs.

LWCAMPO shall facilitate participation of traditionally underserved groups including low-income, minority, and limited English proficiency as prescribed by Title VI of the 1964 Civil Rights Act. This includes addressing Title VI issues via individual plans for Environmental Justice and for Limited English Proficiency. The LEP was developed to help the MPO identify reasonable procedures for providing language assistance to populations who are self-described in the Census Category of “Speaks English less than very well”. MPO staff will ensure that every effort will be made to accommodate the aforementioned traditionally underserved groups via the following guidelines:

- ◆ Public meetings & public appearances will be held at accessible locations & within reasonable distance to public transit routes
- ◆ All public meeting & public appearance notifications will provide the MPO’s contact information to facilitate special requests for language interpretation assistance
- ◆ Notices will be made available in both English & Spanish
- ◆ MPO staff will arrange reasonable accommodations to meet their needs

The Texas Open Meeting Act requires all state and local government entities to conduct open meetings and make all information pertaining to government conduct and actions accessible to the public. Additionally, the public will be given the opportunity to participate at every public meeting or public appearance event conducted by the MPO via the following guidelines:

- ◆ MPO staff shall audio & video record public meetings held by the MPO Policy Committee
- ◆ All Policy Committee meetings are scheduled in a manner that makes them accessible to the community as well as made available over public access broadcast & video streamed on the web
- ◆ MPO Policy Committee Meeting Agenda(s) shall be posted at City Hall & continuously posted to the MPO website
- ◆ Minutes of public meetings shall be prepared by MPO staff and will constitute the official record of the proceedings for Policy Committee meetings
- ◆ MPO staff shall prepare a meeting packet that includes the meeting agenda, action items for consideration by the Policy Committee, status reports on specific projects, in relation to transportation planning, & the MPO Director’s Report
 - ◆ Action items may include the minutes of the previous Policy Committee Meeting
 - ◆ Members of the Policy Committee will receive the meeting packet prior to a scheduled meeting of the Policy Committee
- ◆ Persons attending the MPO Policy Committee meeting will be asked to register on a sign in sheet
- ◆ In the event, and under certain circumstances, that in-person MPO Policy Committee meetings are not able to be conducted, the MPO will hold virtual meetings as authorized by state & federal regulations, such as the virtual meetings held in response to the Pandemic.
 - ◆ Virtual meetings will be made available over public broadcast and video streamed on the web

PUBLIC REVIEW & COMMENT

The adoption, scheduled update, or amendment process of certain documents may require a 10, 20, or 45-day public review and comment period prior to final action by the Policy Committee. Once the public review and comment period is initiated, MPO staff shall inform the public via a public notice as well as continuously post said notice to the MPO website. The public may contact the MPO office with any questions or concerns related to the aforementioned processes during normal business hours or send their questions and/or concerns via the MPO website.

RESPONSE TO PUBLIC COMMENTS

MPO staff shall present a summary of oral or written public comments received, as well as the responses to said comments, to the Policy Committee prior to final action on the respective plan, program, policy, or procedure, i.e. PPP, MTP, TIP, CMP. In addition, the final version of the MTP and TIP will include a summary of significant comments, and their respective responses, in the document upon which the comments were made.

Significant comments received during the public participation process of the MTP or TIP will be summarized, analyzed, and included within the applicable document, and presented for final approval by the Policy Committee

ADDITIONAL RESPONSES TO PUBLIC COMMENTS

In the case the final version of the MTP or TIP differs significantly from the one made available for public review and comment, an additional opportunity for public comment will be made available. This process is summarized as follows:

- ◆ If the final version of the MTP or TIP differs from the version made available in previous public review & comment period:
 - ◆ An additional 10-day public review & comment opportunity shall be made available
- ◆ If the additional public review & comment period requires that significant changes be made to the MTP or TIP:
 - ◆ A second additional 10-day public review & comment opportunity shall be made available prior to the adoption of the final version, of the MTP or TIP, by the Policy Committee
- ◆ Significant comments received during any additional public review & comment period(s) will be summarized, analyzed, and included within the applicable document, and presented for final approval by the Policy Committee

This process is summarized in the next page:

Additional Opportunity for Public Review & Comment Period for MTP or TIP:

In the case the final version of the MTP or TIP differs significantly from the one made available for public review & comment, an additional opportunity for public comment will be made available



This process is summarized as follows:



1

If the final version of the MTP or TIP differs significantly from the version made available in previous public comment & review period:

- ◆ An additional 10 day public comment & review period is made available



2

If the additional public review & comment period requires that significant changes be made to the MTP or TIP:

- ◆ A second additional 10 day public review & comment opportunity is made available



3

Significant comments received during any additional public review & comment period(s) will be summarized, analyzed, and included within the applicable document

- ◆ Final version of the MTP or TIP is reviewed by Technical & Policy Committee (prior to document adoption)



4

Final version of MTP or TIP is adopted by the Policy Committee



5

Approval of the updated MTP or TIP document by TxDOT, FHWA, & FTA



6

MPO staff works with local, state, & federal partners to process revisions to MTP or TIP, as deemed necessary, between their respective update schedule

SUMMARY

The Laredo & Webb County Area MPO is committed to provide effective public outreach strategies that foster fair and accessible opportunities for meaningful public involvement. This transportation planning process reflects the vision, goals, and objectives that have been established as desirable futures for the community. The MPO's mission statement is: "to set transportation related policy, identify existing and future local transportation needs in cooperation with TxDOT, and propose and recommend projects for all modes of transportation including mass transit and active transportation, with special attention to freight."

The public involvement and outreach strategies presented in this Public Participation Plan were developed specifically to meet the needs of the residents of the Laredo TMA while adhering to federal & state mandates. All planning documents, including the PPP, are designed to be "living" documents in order to adapt primary planning document policies to the changes in federal and state laws and guidelines. The Measures of Effectiveness (MOEs) review process will measure the effectiveness of public outreach strategies and update public outreach activities based on a qualitative and quantitative evaluation. This ensures that the public outreach process will effectively meet its public participation goals as well as reflect the most current and effective public outreach methods during the transportation planning process. This includes making information relevant and easier to understand.

Public participation procedures for the MTP & TIP are specified herein detail. The MPO will make every effort to facilitate the participation of traditionally underserved groups including low-income, minority, and limited English proficiency, as prescribed by Title VI of the 1964 Civil Rights Act. This includes addressing Title VI issues via individual plans for Environmental Justice and for Limited English Proficiency.

The MPO will employ visualization techniques to describe metropolitan transportation plans and TIP's, as deemed necessary. LWCAMPO is committed to increasing the understanding the general public has of the transportation planning process and to encourage the public to actively participate in the decision-making process.

A summary of the goals & objectives of the PPP can be found in the next page.



GOAL & OBJECTIVES OF THE PUBLIC PARTICIPATION PLAN (PPP)

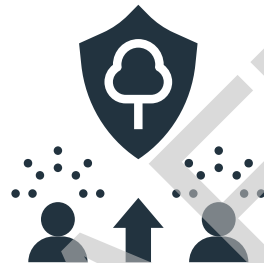
Goal

The goal of the PPP is to foster fair & accessible opportunities for meaningful public involvement through public outreach strategies that make information relevant & easier to understand. This also includes a process for measuring progress on involving the public in the transportation planning process

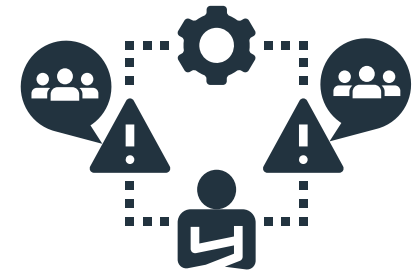
Objectives



Provide access to relative information to the residents of the Laredo & Webb County region & other stakeholders



Raise awareness & offer opportunities for public input



Stimulate dialogue about the transportation related challenges facing the Laredo & Webb County region



Solicit participation from a broad range of groups & individuals in the Laredo Transportation Management Area (TMA)



Build public support for , & understanding of transportation improvements outlined in the MTP, TIP, & other transportation plans/programs



Develop & incorporate realistic solutions into the Metropolitan Transportation Improvement Program (MTP) & Transportation Improvement Program (TIP) that address the diverse mobility needs of the region's residents, businesses, & visitors

Measures of Effectiveness

The Measures of Effectiveness (MOE's) review process will measure the effectiveness of public outreach strategies & update public outreach activities based on qualitative & quantitative evaluation as well as assure the compliance of all federal & state guidelines

GLOSSARY OF ACRONYMS

ADA - Americans with Disabilities Act of 1990

ATC - Active Transportation Committee

CFR - Code of Federal Regulations

CMP- Congestions Management Process

EPA - Environmental Protection Agency

FAST Act- Fixing America’s Surface Transportation Act

FHWA - Federal Highway Administration

FTA - Federal Transit Administration

GIS- Geographic Information System

ISTEA - Intermodal Surface Transportation Efficiency Act

LEP - Limited English Proficiency

LEPP - Limited English Proficiency Plan

LWCAMPO- Laredo Webb County Area Metropolitan Planning Organization

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

MOE- Measures of Effectiveness

MPA- Metropolitan Planning Area

MPO - Metropolitan Planning Organization

MTP- Metropolitan Transportation Plan

PIP - Public Involvement Process

PPP - Public Participation Plan

RMA- Regional Mobility Authority

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

STIP- Statewide Transportation Improvement Program

TAC- Texas Administrative Code

TEA-21 - Transportation Equity Act for the 21st Century

TIP- Transportation Improvement Program

TxDOT- Texas Department of Transportation

TMA- Transportation Management Area

TOMA - Texas Open Meetings Act

TSLAC - Texas State Library & Archives Commission

UPWP - Unified Planning Work Program

USC - United States Code

UTP - Unified Transportation Plan

VPI - Virtual Public Involment

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APPENDIX A: SOCIAL MEDIA POLICY

LWCAMPO adheres to the guidelines and provisions stipulated in the City of Laredo Social Media Policy. A copy of the policy can be found below or, alternatively, by visiting the following link:

[City of Laredo Social Media Policy](#)

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CITY OF LAREDO

SOCIAL MEDIA POLICY

A. PURPOSE.

The City has a legitimate government interest in effective, efficient, and consistent communications with the public. While the City's website (www.ci.laredo.tx.us) is the City's primary Internet presence, the City recognizes that, when used appropriately, social media may be useful in reaching a broader audience in furtherance of the City's goals.

B. OBJECTIVE.

The objective of this Policy is to maintain the integrity of the City's presence in social media and to ensure that social media is used appropriately and within City guidelines and policies. Given the multitude of concerns (legal, political, and ethical) raised by social networking (Facebook, Instagram, Twitter, etc.), this Social Media Policy ("Policy") establishes prudent and acceptable practices regarding the City of Laredo's official social media sites.

C. SCOPE.

This policy applies to all City employees, including temporary employees and volunteers for the City of Laredo when working with social media tools on behalf of the City. However, that this policy does not apply to social media sites established by any of the City's elected officials for campaign or personal purposes. Pursuant to Section 2.06 of the City of Laredo Ethics Code, City staff time shall not be used to establish, maintain, or directly promote a city official's private social media accounts. City officials are further individually responsible by law to ensure compliance with laws pertaining to campaigning, open meetings, open records, and all other applicable laws related to private social media accounts.

D. DEFINITIONS.

City Social Media Sites – Includes the official (primary) and all department (secondary) pages, sections or posting locations in social media websites established or maintained by an employee of the City who is authorized to do so as part of the employee's job and that are used to communicate with the public on City business.

Social Media –Internet-based technology communications tools with a focus on immediacy, interactivity, user participation, and information sharing. These venues include social networking sites, forums, weblogs (blogs, vlogs, microblogs), online chat sites, and video/photo posting sites or any other such similar output or format. Examples include Facebook, Twitter, and YouTube.

Social media administrators– City employees expressly designated by the City Manager or their department directors to maintain oversight of a social media site. A social media administrator’s authority is limited to the policies and procedures of the City.

A. ESTABLISHMENT.

Effective as of the date of this Social Media Policy’s initial adoption, any new departmental (secondary) social media site of the City must be approved by the City Manager or his or her designee. No other City social media site is permissible. Requests to establish departmental social media sites must contain an explanation of the business necessity for establishing such a site. Said requests are to be submitted to the Public Information Officer who will review and recommend approval or denial of the request to the City Manager’s Office. Attached as **Exhibit A** is the City’s social media sites in existence as of the date of this Policy.

B. Responsibility

Each department director is responsible for implementing the provisions of this directive and designating a social media administrator. The Public Information Officer, or his or her designee, shall be the social media administrator responsible for oversight of the City’s official (primary) social media sites. All social media administrators of the City shall:

- (1) Ensure the City’s social media sites are regularly maintained and kept current.
- (2) Ensure that all information posted to a City’s social media site is accurate, professionally presented, respectful, relevant, and on topic with the mission. Care must be taken to ensure that grammar and spelling are correct. Mistakes must be corrected quickly.
- (3) Review information posted to the social media sites to ensure the content is appropriate, professional, and consistent with the City’s policies and the purpose for which the site exists. Frequent review of sites that provide opportunity for comment or other interaction is essential.
- (4) Enroll in and maintain archival third party account.

A. LIMITED CONTENT OF CITY SOCIAL MEDIA SITES

The City's social media sites must be structured narrowly to focus discussions on a particular interest of the City rather than creating a "public forum." Each City social media site shall include an introductory statement which clearly specifies the purpose and topical scope of the blog and social network site. **The City reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law.** Information that is proprietary, subject to the attorney-client privilege, or privacy laws, and information not subject to disclosure under the Texas Public Information Act, shall not be posted on any City social media site.

Comments from the public are allowed on the City's social media sites and shall be monitored daily to ensure the comments are not in violation of this Policy. Social media sites that allow comments must contain the following text on the site itself or must include a link to the location on the City's website containing the following text:

- (1) "City's Comment Policy. The purpose of this site is to present matters of public interest in the City of Laredo, Texas. We encourage you to submit comments, but please note that this is not a traditional public forum. Comments posted to this page will be monitored.
- (2) The City reserves the right to delete comments that: contain false information, obscene language or sexual content, threaten or defame any person or organization, support or oppose political candidates, political organizations or ballot propositions, promote illegal activity, commercial services or products, infringe on copyrights or trademarks or are not topically related to the particular posting."

Comments violating the City's Comments Policy shall be removed promptly. When a person's comment is removed, the City should try to post a reason for removing the post (i.e. "A comment to this post was removed because it endorsed a political candidate. This is in violation of the City's comment policy ([link to policy](#))"). Removed comments shall be archived by a third party service provider, at the time of the policy adoption the City has a contract with Archive Social. The City further reserves the right to remove or block repeat individual violators from commenting on any of the City's social media sites.

B. SECURITY.

Applications (such as streaming video, music, photos, subscriptions to RSS feeds) can cause clutter and security risks to a social media website. An application may be removed if not determined to serve a City purpose and/or or does not come from a trusted source.

A. RECORDS RETENTION AND PUBLIC INFORMATION.

- (1) Pursuant to Section 441.158 of the Texas Government Code, the Texas State Library and Archives Commission promulgates records retention schedules for records of local governments. The City has schedules and policies for retention of its records. The retention period for a record depends on the content of that record, regardless of the medium in which it is maintained. The general guidelines for archive, capture, and retention of social media content is attached hereto as **Appendix B**. The Public Information Officer and the Departments maintaining a City social media site shall preserve records on a City server for the required retention period in a format that preserves the integrity of the original record and is easily accessible.
- (2) The City of Laredo social media sites are subject to the Texas Public Information Act (TPIA), found in Ch. 552 of the Texas Government Code. Content in City social media, including a list of subscribers and posted communications, is public record. Users of City social media sites shall be notified that public information requests must be directed to the City Attorney's Office as the designated City Public Information Coordinator. Content submitted for posting that is deemed not suitable for posting by the City of Laredo because it is not topically related to the particular social media site objective being commented upon, or is deemed prohibited content based on the criteria in E (2) of this policy, shall be retained pursuant to the records retention schedule along with a description of the reason the specific content is deemed not suitable for posting.

B. GENERAL GUIDELINES FOR PARTICIPATION IN SOCIAL MEDIA.

The City of Laredo understands that social networking and Internet services have become a common form of communication in the workplace and among stakeholders and citizens. Employees that choose to participate in social media while a City employee should adhere to the following guidelines.

- (1) City policies, rules, regulations and standards of conduct apply to employees that engage in social networking activities while conducting City business. Use of a City e-mail address and communication by a city employee in his or her official capacity will constitute conducting City business.
- (2) Employees who participate in social media outlets on or off-duty are subject to the same standards for such communications as set forth herein.
- (3) Although minimal personal computer usage is allowed during the work day for employees, participating in non-work-related social media outlets while on duty is assumed to impact productivity and cause performance issues and therefore is prohibited. This notwithstanding, the City may allow employees to participate in existing social networking sites as part of their job duties..

- (1) Confidential or proprietary information or similar information of third parties who have shared such information with the City of Laredo should not be shared on social media outlets
- (2) Employees shall follow all copyright laws, public records laws, retention laws, fair use and financial disclosure laws and any others laws that might apply.
- (3) Employees shall not use their City email account or password in conjunction with a personal social networking site.
- (4) Employees shall not cite vendors, suppliers, clients, citizens, co-workers or other stakeholders without their approval.
- (5) City resources, work time, social media tools, or a City employee's official position shall not be used for personal profit, business interests, or to participate in political activity. For example, a building inspector may not use the City's logo (or its likeness), email, or work time to promote a side business as a plumber.
- (6) Personal or business venture social media account names shall not be in any way tied or similar to the City. For example, CityofLaredoCop would not be an appropriate personal account name.

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City of Laredo Social Media Policy

APPENDIX A

EXISTING SOCIAL MEDIA SITES

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City of Laredo Social Media Policy

APPENDIX B

GENERAL RECORDS RETENTION GUIDELINES

CORRESPONDENCEGR1000-26

- **General – 2 years**

COMPLAINTSGR1000-24

- **Resolution + 2 years**

AdvertisementsofUpcomingEvents -3Tex.Admin.Code§6.91(8)(2000)

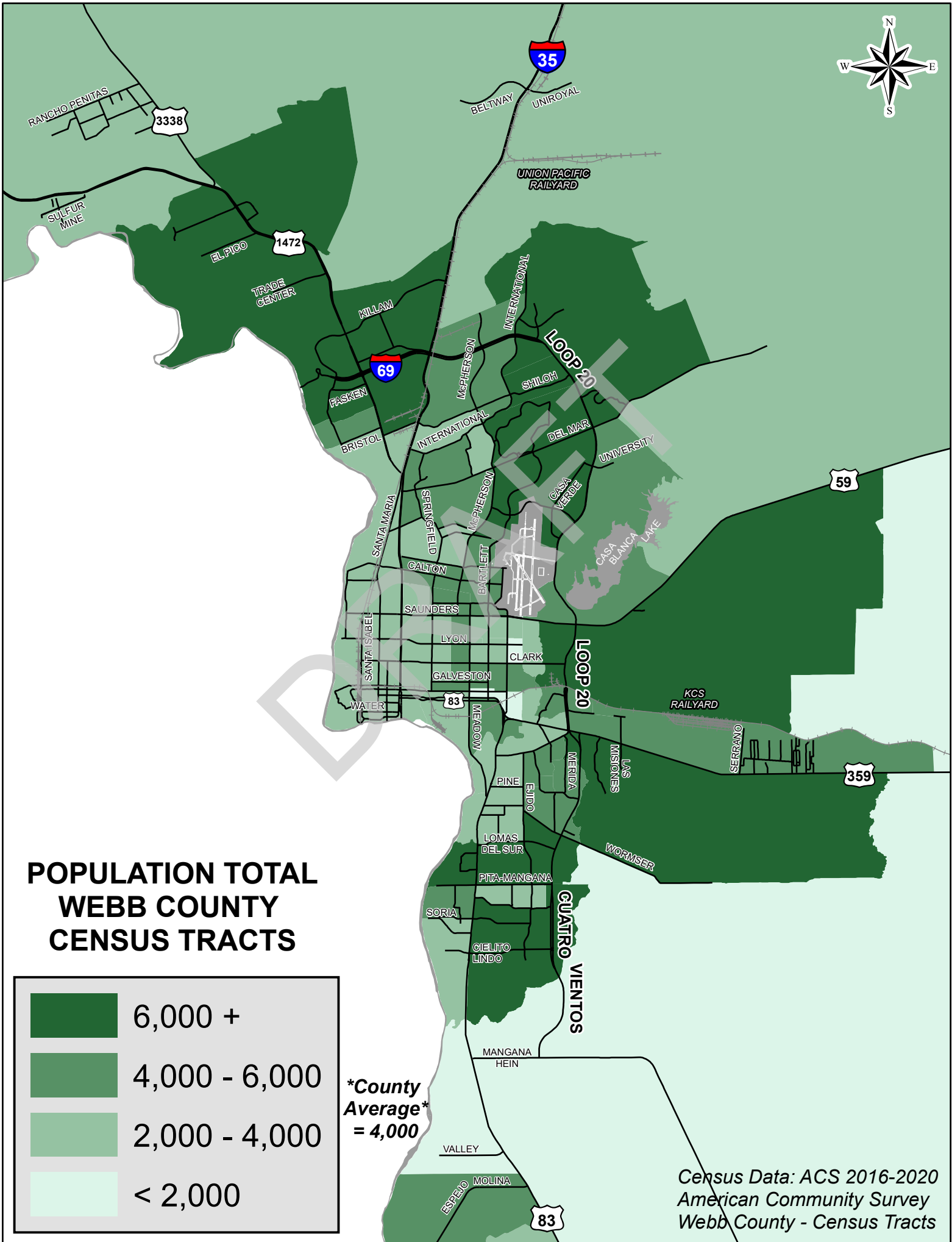
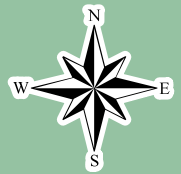
- **No archival, capture, or retention required.**

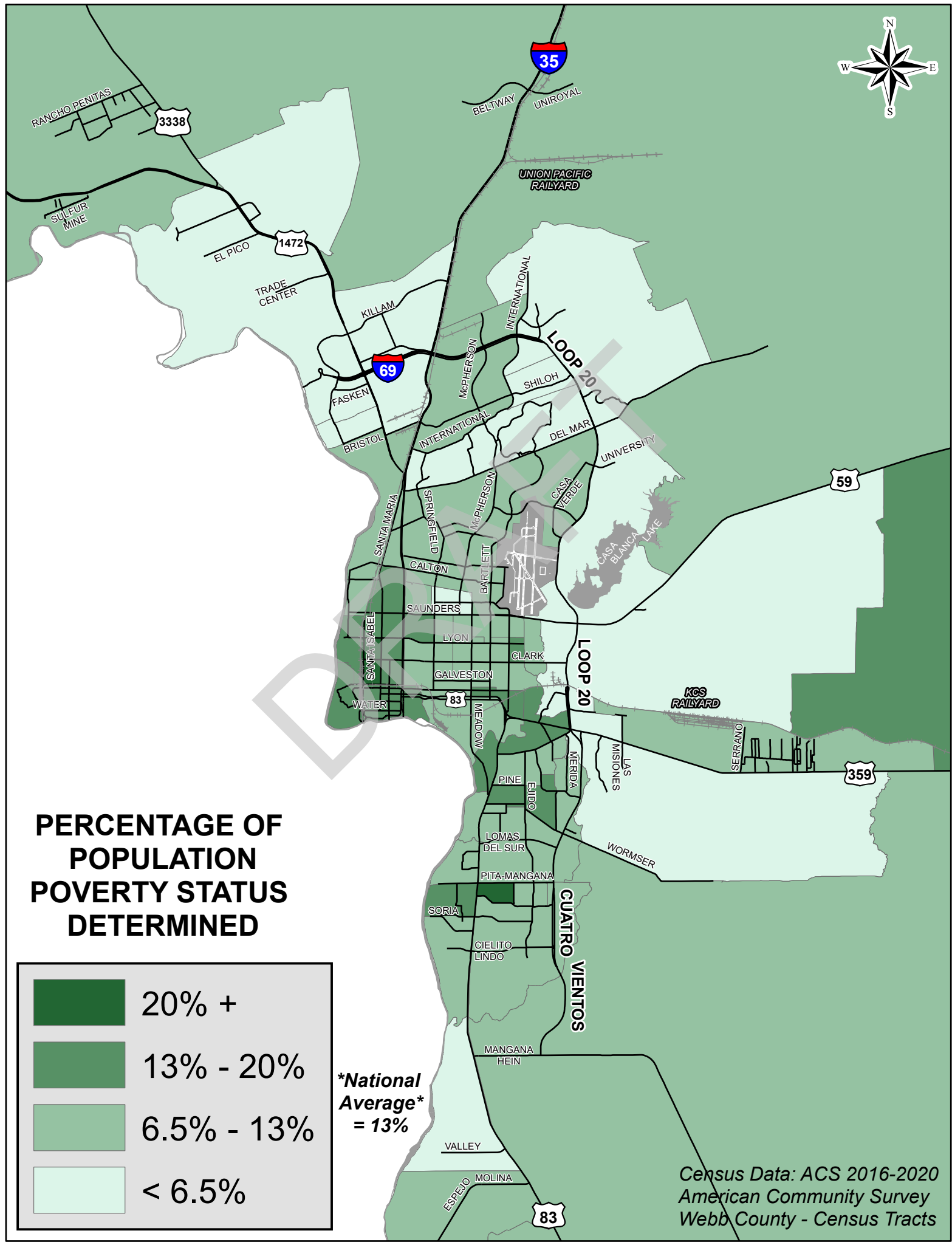
(Information shared that is cursory and minimal with no lasting importance or need beyond its initial purpose of informing do not require capture and retention).

APPENDIX B: MAPS RELEVANT TO PUBLIC PARTICIPATION


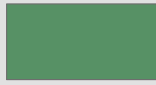
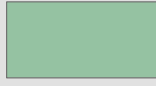
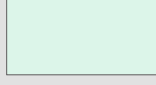
The following maps provide examples of the tools & techniques the MPO utilizes to fulfill the requirements outlined by federal legislation, identify public outreach strategies, and facilitate public participation activities:

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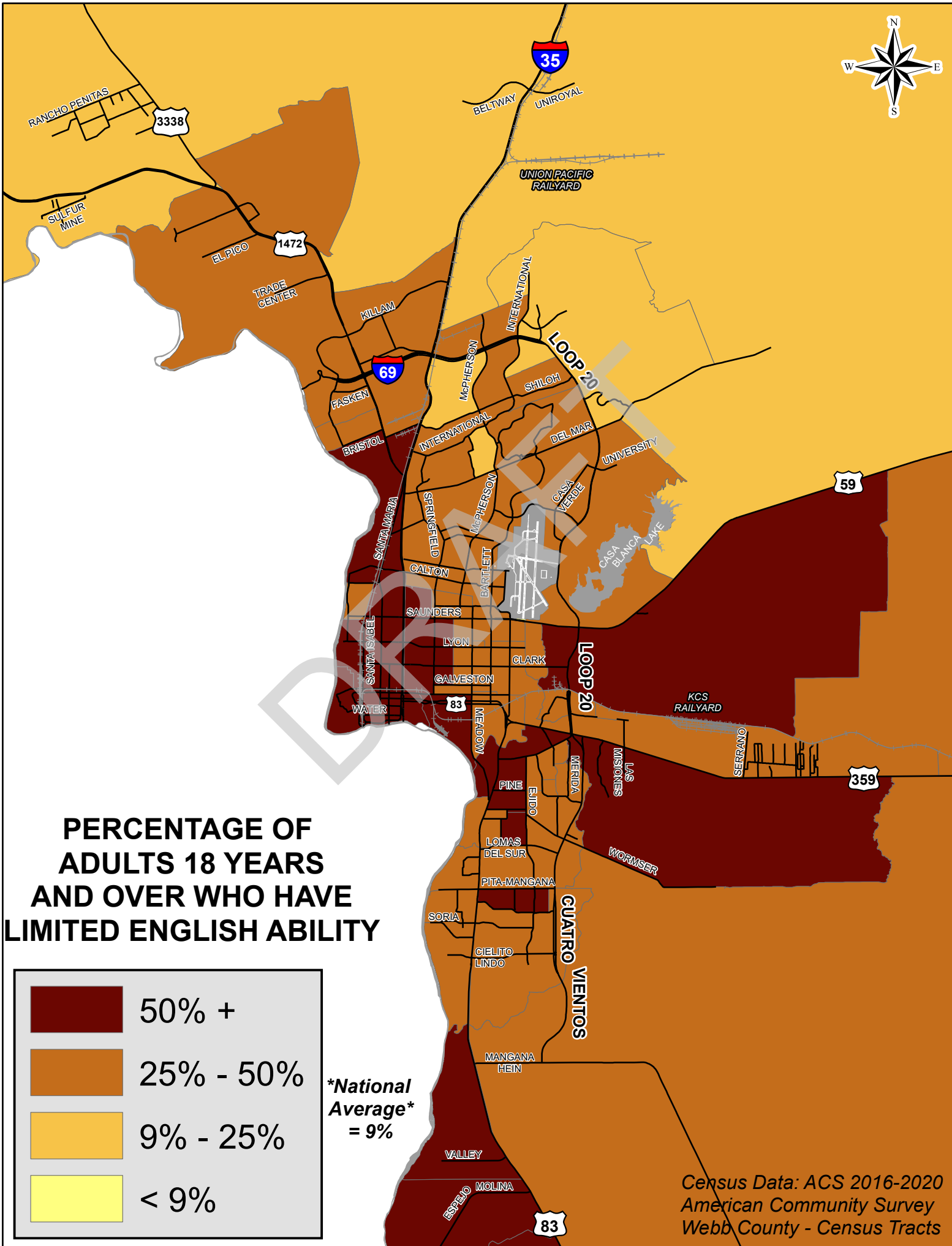
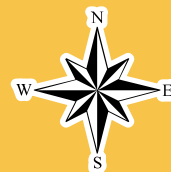


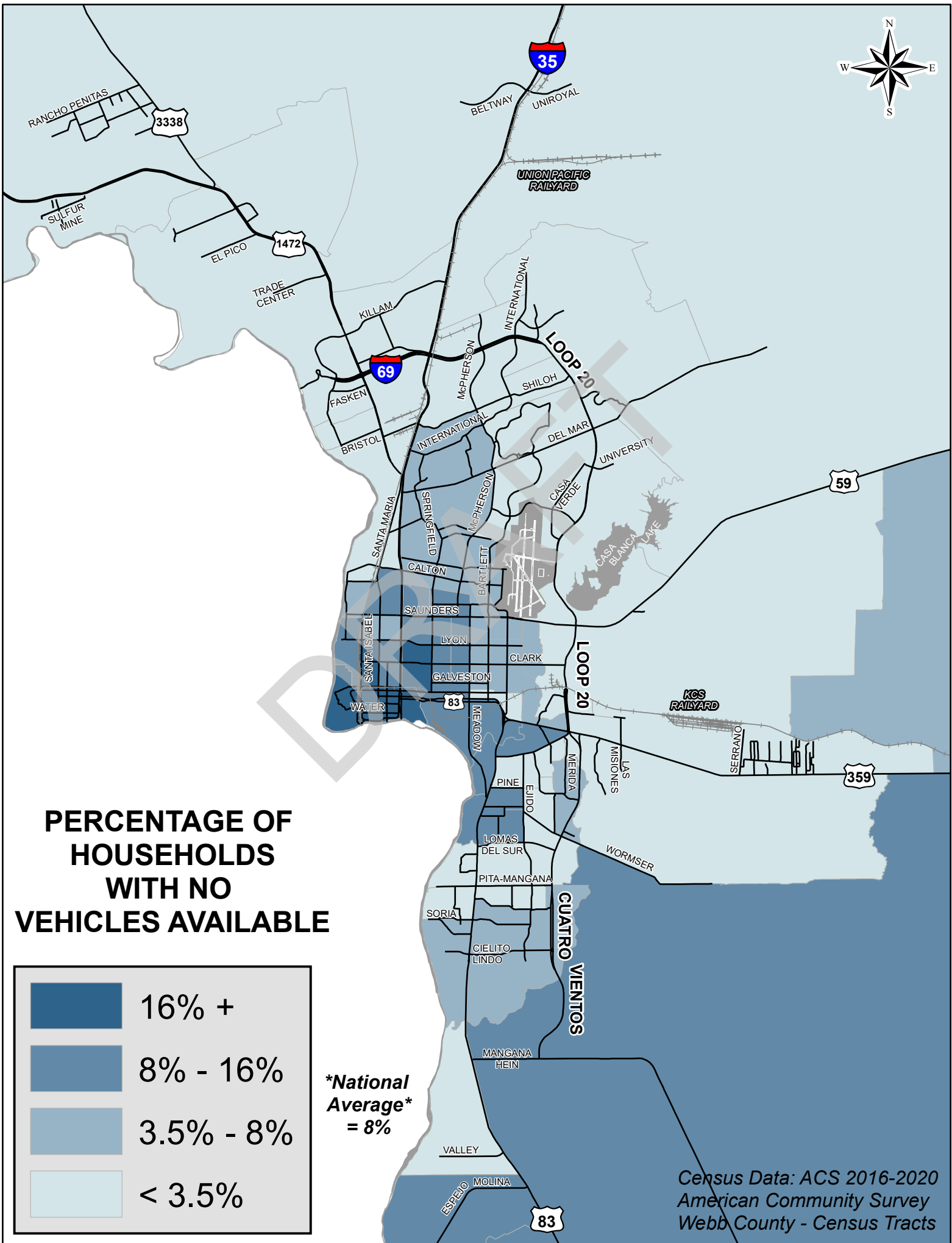
PERCENTAGE OF POPULATION POVERTY STATUS DETERMINED

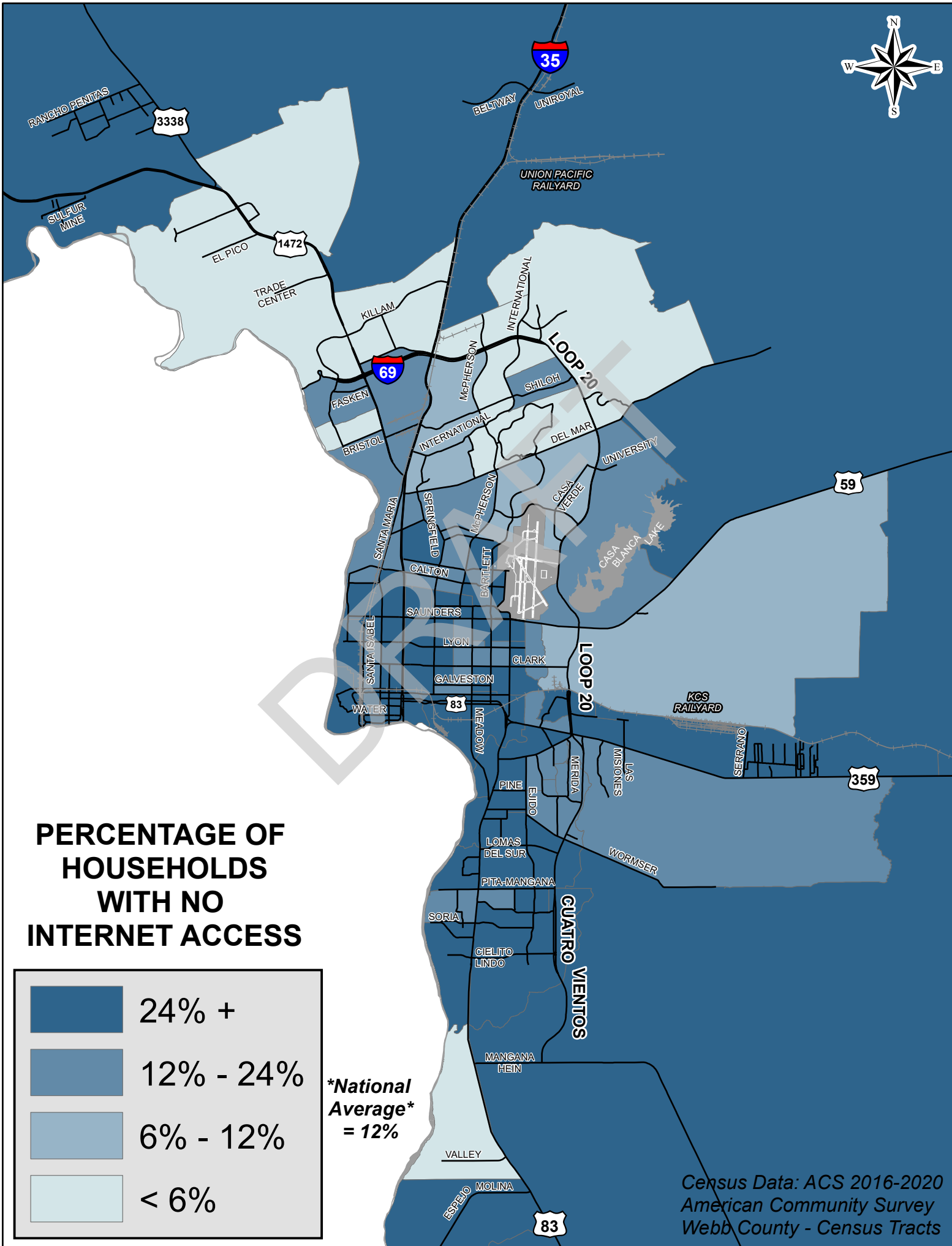
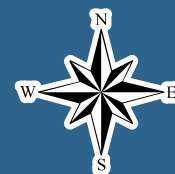
	20% +
	13% - 20%
	6.5% - 13%
	< 6.5%

***National Average* = 13%**

Census Data: ACS 2016-2020
American Community Survey
Webb County - Census Tracts







Discussion and recommendation on submitting a joint application with the Webb County-City of Laredo Regional Mobility Authority and the City of Laredo for the U.S. Department of Transportation Safe Streets and Roads for All Grant Program.

Discussion and update on the timeline for the Laredo Webb County Area MPO 2022 Transportation Alternatives Set-Aside (TASA) Program Call for Projects.



MPO POLICY COMMITTEE MEETING

www.laredompo.org

Meeting Date & Time: July 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:

- 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 meeting held on June 15th, 2022.
- B. Receive public testimony and approve resolution No. MPO 2022-06, adopting the FY 2023 Unified Planning Work Program (UPWP).
- C. Receive public testimony and initiate a 45-day public review and comment period for the draft Public Participation Plan.

MPO POLICY COMMITTEE MEETING AGENDA

- D. Discussion with possible action on submitting a joint application with the Webb County City of Laredo Regional Mobility Authority and the City of Laredo for the U.S. Department of Transportation Safe Streets and Roads for All Grant Program.
 - E. Discussion with possible action on the Hachar-Reuthinger Road project.
- V. REPORT(S) AND PRESENTATIONS (No action required).
- A. Status report by the Regional Mobility Authority (RMA).
 - B. Update on the timeline for the Laredo Webb County Area MPO 2022 Transportation Alternatives Set-Aside (TASA) Program Call for Projects.
 - C. 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.
- VI. DIRECTOR'S COMMENTS
- A. Update on the MPO Process Review

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 aguijano@ci.laredo.tx.us at 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-

MPO POLICY COMMITTEE MEETING AGENDA

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

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

MPO POLICY COMMITTEE MEETING AGENDA

AGENDA REVIEWED:

Juan S. Mendive,
LWCAMPO Interim Director

Jose A. Valdez, Jr.
Laredo City Secretary

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Texas State Infrastructure Bank

Low cost transportation financing

The Texas State Infrastructure Bank (SIB) offers financial assistance in the form of **at or below market rate loans** to public or private entities authorized to construct, maintain or finance an eligible public highway project.

Who are eligible borrowers?

Typical SIB borrowers include:

- Cities.
- Counties.
- Regional Mobility Authorities.
- Municipal Utility Districts.
- Water Supply Corporations.
- Special Utility Districts.
- Private Utilities.
- Economic Development Corporations.

What are SIB loans typically used for?

The SIB can be used for a variety of elements associated with a highway construction project. *The Texas Department of Transportation (TxDOT) can provide analysis on projects to help determine eligibility.*

- On or off-system highway construction.
- Monetary contribution to a project.
- Right-of-way acquisition.
- Utility relocation.
- Legal fees.
- Financial advisor fees.

To receive a SIB loan, a project must also be eligible for assistance under existing federal highway rules (Title 23, United States Code), must be environmentally cleared (NEPA), consistent with the Statewide Transportation Improvement Program (STIP) and consistent with the transportation plan developed by the local metropolitan planning organization (MPO).

Advantages for SIB borrowers

Low cost of borrowing

- **No fees** for application or loan handling.
- Loan interest rate set at the time of completed SIB application.
- Prepay loan **without penalties** at any time.
- Entities within an Economically Disadvantaged County receive an **additional** interest rate discount.
- **No minimum loan amount.**
- Maximum loan amounts set based on size of the program.

Flexible loan terms

- Deferred interest or principal.
- TxDOT utility reimbursements built into loan schedule.
- Full or partial interest only periods.
- **Flexible payment options** – annual, semi-annual, quarterly.
- Sculpted loan schedule.
- **Payment dates can sync to match other debt service schedules.**
- Disbursements when the money is needed.
- Align with TxDOT agreement terms.



Have questions?

Please call 512-463-9958 or e-mail TexasSIB@txdot.gov to reach us.

Visit our website at txdot.gov, keyword "SIB."

