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FY 1997
UNIFIED PLANNING WORK PROGRAM



SAN ANTONIO-BEXAR COUNTY
URBAN TRANSPORTATION STUDY

Adopted by Policy Committee: July 22, 1996
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1981-1982

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I. INTRODUCTION

Transportation is a dominant factor in every person's life. The ability to travel can influence the economic status, social status, and overall standard of living of people. Transportation is important. Without its continued growth and improvement, our economy and standard of living may be drastically altered. The basic reason and purpose behind transportation planning is to insure that the transportation system will be able to meet the future needs of the people and provide for continued growth and development.

History and Background

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. To accomplish this process in San Antonio, an agreement was attained in 1963 between the City of San Antonio, County of Bexar, and the Texas Department of Transportation (then called the Texas Highway Department) which established the San Antonio-Bexar County Urban Transportation Study (SABCUTS). This agreement was updated and re-executed in 1968, 1974, and 1977. The Metropolitan Transit Authority (VIA Metropolitan Transit) became a signatory party to the agreement in 1978.

The Texas State Legislature established the Alamo Area Council of Governments (AACOG) in 1968 with a planning region of twelve counties, ten of which lie in the Texas Department of Transportation (TxDOT) San Antonio District. The San Antonio District, however, has two additional counties outside of the AACOG region.

In 1974, the Alamo Area Council of Governments was designated by the Governor of Texas as the Metropolitan Planning Organization for the San Antonio urbanized area. In this capacity, AACOG was a forum for cooperative decision-making by principal elected officials of general purpose local governments, and bore responsibility for maintenance of the urban transportation planning process.

In 1975, the City of San Antonio charged the Department of Planning to develop a Master Plan. This Plan forecasted land use, population, and other elements which were input into the development of the transportation plan. The coordination between land use and transportation was insured in planning for the future needs of San Antonio and Bexar County.

In September, 1975 the United States Department of Transportation promulgated rules to govern the transportation planning process, and the joint certification of the process by the Federal Transit Administration (FTA) (then called the Urban Mass Transportation Administration) and the Federal Highway Administration (FHWA). It called for the development of a Prospectus and Unified Planning Work Program to establish a multi-year framework and a one year program within which transportation planning would be accomplished. The requirement for a Prospectus was later removed and the requirement for a Unified Planning Work Program (UPWP) retained to serve as the framework within which the transportation planning activities would be programmed and monitored.

In August, 1977, the Governor of Texas designated the San Antonio-Bexar County Urban Transportation Study (SABCUTS) Steering Committee as the Metropolitan Planning Organization for the San Antonio urbanized area. This committee, composed of seven elected officials and eight non-elected officials, provides a forum for cooperative decision-making policy guidance to the transportation planning process.

A. PURPOSE

This document presents the FY 1997 Unified Planning Work Program (UPWP) for the San Antonio-Bexar County area. It delineates the activities to be accomplished during the period October 1, 1996 through September 30, 1997, the funding requirements, and the agency responsible for accomplishing the tasks. It is organized in four sections. The first section describes the background and history of transportation planning in the area and the physical planning area within which planning activities will be concentrated. The second section describes briefly the organizational structure of the transportation planning process and the functional responsibilities of the planning agencies. The third section presents an overview of private sector involvement, planning issues, and National Emphasis areas, including the sixteen factors to be considered when developing plans and programs under the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA). The fourth section details the work elements of the FY 1997 UPWP.

Appendix A contains the composition of the various committees involved in the planning process, including the policy board. Appendix B includes the Texas Transportation Commission approved Metropolitan Area Boundary Map. Appendix C is the MPO's Debarment Certification. Appendix D contains the Lobbying Certification. Appendix E holds the Drug-Free Work Place Act Certification for A Public Or Private Entity. The Adopted Policies of the San Antonio-Bexar County MPO are in Appendix F and Appendix G includes the Continuing Phase Agreement.

B. DEFINITION OF AREA

Planning activities within the transportation program will be concentrated within Bexar County. Appendix B shows the study area which encompasses over 1,200 square miles. Nearly 80 percent of the population resides within the incorporated limits of San Antonio which encompasses over 368 square miles. San Antonio is the third largest city in Texas. Like many large urban areas, rapid growth and development have contributed to ever-increasing needs in transportation. Consequently, the majority of planning activities will be aimed at meeting those needs within San Antonio.

C. ORGANIZATION

The transportation planning process in San Antonio and Bexar County has two basic organizational units - policy and technical. Both utilize a committee structure to provide a cooperative process for planning. These are described in the following sections.

Policy Organization

The policy organizational unit is composed of the San Antonio-Bexar County Urban Transportation Study (SABCUTS) Steering Committee (hereinafter referred to as the Steering Committee). The Steering Committee, the designated Metropolitan Planning Organization (MPO) for San Antonio and Bexar County, is composed of elected and appointed City, County, State, Metropolitan Transit Authority officials, and Suburban Cities. Its responsibilities are as follows:

- Provide a forum for cooperative decision-making by principal elected officials of general purpose local government;
- Carry out the urban transportation planning process as required by law for urbanized areas in conformity with applicable federal regulations and guidelines;

- Provide routine guidance to the planning process;
- Designate responsibility for the development of the Unified Planning Work Program and Transportation Improvement Program.

Approval of the following items and any subsequent revisions is also a responsibility of the Steering Committee:

- Establish and approve all policy procedures for transportation planning. This includes billing procedures, reporting procedures, etc.;
- Examine the adequacy of the continuing planning process;
- Review the limits of the Study Area, and if necessary, make revisions;
- Prepare and approve an annual budget for transportation planning activities as outlined in the Unified Planning Work Program;
- Designate such technical committees or task forces as necessary to carry out the planning process;
- Approve the functional classification system map, urban system map, the urban area boundary map, and the metropolitan area boundary map.

The present voting membership of this committee is shown in Appendix A.

Technical Organization

The technical organizational unit consists of one basic committee, the Technical Advisory Committee, which reports directly to the Steering Committee. This committee has the following responsibilities:

- Provides routine guidance to the technical procedures employed in the transportation planning process;
- Reviews the technical accuracy of transportation plans resulting from the transportation planning process and makes a recommendation to the Steering Committee;
- Reviews any item requested by the Steering Committee and reports its findings to the Steering Committee;
- Reviews and submits a recommendation on all transportation study designs requested for inclusion in the Unified Planning Work Program; and
- Establishes and/or approves any technical procedures necessary to carry out the transportation planning process. These will be sent to the Steering Committee for their review and, as necessary, appropriate action.

The membership requirements and present voting membership of the Technical Advisory Committee are shown in Appendix A.

Other Advisory Committees

Since the Steering Committee, as the MPO, is responsible for transportation planning, it must make routine policy decisions concerning transportation. In order to facilitate such decisions, additional advisory committees may be established to advise the Steering Committee on an as required or as needed basis.

Functional Responsibilities of Planning Agencies

For the transportation planning process to function properly, the agencies involved must work together. The levels of involvement will be delineated in detailed study designs for each Unified Work Program task. These detailed study designs are reviewed by the Technical Advisory Committee which recommends to the Steering Committee whether a study should or should not be programmed in the Unified Planning Work Program. Once approved by the Steering Committee, the study is programmed in the Unified Planning Work Program.

The Steering Committee, AACOG, TxDOT, VIA Metropolitan Transit (VIA), and the local governments within the study area are responsible for carrying out the urban transportation planning process consistent with local agreements. This process includes planning for aviation, highways, bikeways, pedestrians, railways, transit and water transportation activities. Planning for certain modes is delegated to certain agencies.

The following descriptions of functional responsibilities for each agency are not intended to limit the participation of any agency or local government in the study. Rather, they are brief descriptions of primary responsibilities.

Metropolitan Planning Organization

The MPO, in cooperation with the TxDOT, mass transit operators, planning agencies and local governments:

- Is responsible for carrying out and maintaining the urban transportation planning process to include:
 - 1) the Unified Planning Work Program (UPWP)
 - 2) the Transportation Improvement Program (TIP)
 - 3) the Metropolitan Transportation Plan
 - 4) the efficient and effective use of FHWA PL and FTA Section 5303, and Environmental Protection Agency (EPA) Section 175 planning funds
 - 5) development, implementation and surveillance of plans to reduce transportation-caused air pollutants in areas within the study area not meeting National Ambient Air Quality Standards, in accordance with Section 174 of PL 101-549 (1990 Clean Air Act Amendments).
- Is a forum for cooperative decision-making by principal elected officials of general purpose local governments.
- Executes those contracts and/or agreements necessary to carry out the work outlined in the Unified Planning Work Program.
- Maintains a library of all planning products.

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- MPO Staff has the following general responsibilities:
 - 1) Provides staff support to the Technical Advisory Committee (TAC) and the Steering Committee;
 - 2) Review and report on items on the agenda(s) for the TAC and Steering Committee;
 - 3) Coordinate the planning activities contained in the UPWP;
 - 4) Prepare and submit for approval an annual budget for work outlined in the UPWP;
 - 5) Prepare and submit grant applications for federal assistance in transportation planning;
 - 6) Receive and review all bills from agencies with which the MPO has contracted to perform all work in the UPWP;
 - 7) Submit requests for reimbursement to the appropriate Federal and state agencies for work performed according to the UPWP;
 - 8) Prepare and submit for approval quarterly status reports; prepare annual reports as necessary;
 - 9) Perform any other administrative duties as required by the Steering Committee; and
 - 10) Coordinate the activities for the development and maintenance of the Metropolitan Transportation Plan and the Transportation Improvement Program.
 - 11) Coordinate the air quality planning activities outlined in the UPWP

The MPO staff performs the administrative duties necessary to insure that the UPWP is effectively and efficiently completed in a timely manner.

Alamo Area Council of Governments

The Alamo Area Council of Governments (AACOG) has the following primary responsibilities for the study area:

- Participation in the continuing planning as assigned by the Steering Committee;
- Lead and participating agency in studies as assigned by the Steering Committee;
- Development and maintenance of specialized transportation data base files as well as analytical tools and their methodologies;
- Preparation and maintenance of demographic forecasts;
- Review and comment on transportation plans and programs in accordance with the AACOG/MPO Agreement; and
- Coordination of transportation planning with other comprehensive planning functions within AACOG.

Texas Department of Transportation

The Texas Department of Transportation(TxDOT), within the realm of transportation planning, has the following varied responsibilities for the study area:

- Highway planning;
- Participating and lead agency in transportation studies;
- Review of all FTA Section 5307 and Section ?? capital grant applications which may involve State funding; and
- Coordination, review and monitoring of the Section 18 Rural Public Transportation Program and the Transportation of the Handicapped and Elderly Program 16(b)2.

In addition, the TxDOT maintains certain transportation data base files and forecasting models, and coordinates its planning efforts with the MPO through the UPWP.

City of San Antonio

The City of San Antonio has four departments which are actively participating in the transportation planning process. These are the City Manager's Office, the Department of Planning, the Department of Aviation and the Department of Public Works.

The Department of Aviation is primarily responsible for aviation planning and management of the City of San Antonio Airports. This department will coordinate the implementation and maintenance of the adopted Airport Master Plan.

The Department of Planning, functioning under the auspices of the San Antonio Planning Commission, has been delegated primary responsibility for developing and maintaining a comprehensive Master Plan for San Antonio. In addition, the Department of Planning responsibilities include involvement in various short range studies, land use planning, and subdivision regulation administration. In conjunction with the Department of Public Works, the Department of Planning is responsible for the planning and operation of the transportation system within the City of San Antonio, excluding VIA Metropolitan Transit, the Department of Aviation, and the TxDOT. This Department maintains several transportation data base files, analysis methodologies and provides technical assistance on transportation matters to the Planning Commission as requested.

The City Manager's Office has the primary responsibility of maintaining consistency with policy set by the City of San Antonio City Council as related to transportation planning in the study area.

Texas Natural Resource Conservation Commission

The Texas Natural Resource Conservation Commission (TNRCC) is responsible for air quality monitoring in San Antonio and Bexar County. The TNRCC operates continuous air monitoring stations at three locations and non-continuous monitoring devices at six additional locations. The monitoring of air quality is to determine whether or not National Ambient Air Quality Standards (NAAQS) are met. Through cooperative and comprehensive efforts, a Transportation Control Plan was developed in accordance with Environmental Agency guidelines to insure that San Antonio and Bexar County meet the current NAAQS standards.

VIA Metropolitan Transit

VIA has primary responsibility for various short range studies, maintains all transit data, and is responsible for all transit planning in the study area.

Bexar County

The County of Bexar has the primary responsibility for the planning of all streets outside incorporated areas that are not on the State system. This is done cooperatively with the State. The County coordinates its planning with the TxDOT and incorporated areas in extraterritorial jurisdictional areas. The County of Bexar also acts as the Fiscal Agent for the MPO.

Northeast Partnership (formerly Randolph Region)

The Northeast Partnership provides a coordinated input to the planning process for the northeast portion of the Study Area in the IH 35 corridor and works with the other agencies and bodies in achieving a fully coordinated multi-modal transportation plan for the study area.

Suburban Cities

The Greater Bexar County Council of Cities (formerly Bexar County Council of Mayors) assists in ensuring appropriate transportation planning for the incorporated cities (other than San Antonio) as part of the study area's overall multi-modal planning efforts.

D. PRIVATE SECTOR INVOLVEMENT

One member of the Technical Advisory Committee represents the local private transportation providers.

E. PLANNING ISSUES AND EMPHASIS

The tasks in the 1997 UPWP fall into five primary activities: Administration/Management, Data Development and Maintenance, Short Range Planning, Metropolitan Transportation Plan, and Special Studies. Each of these work areas is briefly described below.

Tasks

Program Support and Administration - This activity contains the continuing work associated with the administrative and operation support of the coordinated, comprehensive, and continuing (3-C) transportation planning process; the development and maintenance of the Transportation Improvement Program (TIP) and the UPWP.

Data Development and Maintenance - Contained in this activity are work elements designed to collect, update, and report the basic data required to perform both long and short range transportation facility and service planning. This activity includes an area-wide demographic database development study.

Short Range Transportation Planning - Contained in this planning activity are projects relating to immediate implementation and near term time frame for transit service and roadway operations.

Metropolitan Transportation Plan - This includes activities associated with the publishing or updating of the area's long range multi-modal transportation plan and travel demand models.

Special Projects - The objective of this activity is to provide for work elements that are generally outside the scope of the 3-C planning process, but are necessary to the continued development of a viable transportation plan in the area.

The Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) contains sixteen factors that should be considered when developing plans and programs. The following outlines these factors and identifies those studies that address specific factors.

- (1) Preservation of existing transportation facilities and, where practical, ways to meet transportation needs by using existing transportation facilities more efficiently.
- 2) The consistency of transportation planning with applicable Federal, State, and local energy conservation programs, goals, and objectives.
- (3) The need to relieve congestion and prevent congestion from occurring where it does not yet occur.
- (4) The likely effect of transportation policy decisions on land use and development and the consistency of transportation plans and programs with the provisions of all applicable short- and long-term land use and development plans.
- (5) The programming of expenditure on transportation enhancement activities as required in section 133.
- (6) The effects of all transportation projects to be undertaken within the metropolitan area, without regard to whether such projects are publicly funded.
- (7) International border crossings and access to ports, airports, intermodal transportation facilities, major freight distribution routes, national parks, recreation areas, monuments and historic sites, and military installations.
- (8) The need for connectivity of roads within the metropolitan area with roads outside the metropolitan area.
- 9) The transportation needs identified through use of the management systems required by section 303 of this title.
- (10) Preservation of rights-of-way for construction of future transportation projects, including identification of unused rights-of-way which may be needed for future transportation corridors and identification of those corridors for which action is most needed to prevent destruction or loss.
- (11) Methods to enhance the efficient movement of freight.
- (12) The use of life-cycle costs in the design and engineering of bridges, tunnels, or pavement.
- (13) The overall social, economic, energy, and environmental effects of transportation decisions.
- (14) Methods to expand and enhance transit services and to increase the use of such services.
- (15) Capital investments that would result in increased security in transit systems.
- (16) Tourist and Recreational

National Emphasis Areas

FTA has identified ten national emphasis areas:

- (1) Metropolitan Plans and Plan Updates
- (2) Clear Air Planning
- (3) Financial Planning
- (4) Development of a Public Participation Process
- (5) Livable Communities' Initiative
- (6) Development of Management Systems
- (7) Implementation of American with Disabilities Act
- (8) Major Investment Studies
- (9) Statewide Transportation Plan
- (10) Statewide Transportation Improvement Program

II. TASK 1.0 - ADMINISTRATION/MANAGEMENT**A. OBJECTIVE**

To accomplish, on a continuing basis, the plans and programs necessary to administer Federal transportation planning grants and maintain the 3-C planning process in and for the San Antonio-Bexar County Metropolitan area.

B. EXPECTED PRODUCTS

FY 1997 Unified Planning Work Program
FY 1997 Transportation Improvement Program
Public Involvement Program
Certified Transportation Planning Process

C. PREVIOUS WORK

In FY 1996, the staff of the Metropolitan Planning Organization performed a number of activities under this task. They involved the general administrative functions, including the development and management of the planning work program; coordination of transportation planning activities; budget and management of transportation planning funds; development and implementation of policies necessary to maintain the "3-C" planning process; provide support for all meetings of the transportation planning process; developed a process to obtain public input and participation; development and revision of the Unified Planning Work Program and the Transportation Improvement Program; development of the Transit Element of TRANSVISION 2015, the Metropolitan Transportation Plan; coordination with other agencies and organizations involved with the planning, programming and implementation of transportation projects and activities; establishment and implementation of planning procedures necessary to fulfill Federal Transit Act requirements; provide staff access to appropriate courses, workshops, and seminars; and, upgraded and added computer hardware and software.

D. SUBTASK 1.1: PROGRAM SUPPORT

The primary activities which take place under Program Support include the following:

- 1.1.1 Development and printing of reports required by the Federal government or by the Transportation Steering Committee.
- 1.1.2 Development of transportation planning activities.
- 1.1.3 Coordination of transportation planning activities.
- 1.1.4 Budgeting and management of transportation planning funds.
- 1.1.5 Development and implementation of those policies/guidelines necessary to maintain the "3-C" planning process.

- 1.1.6 Conduct meetings necessary to carry out and maintain the transportation planning process including providing support to advisory committees.
- 1.1.7 Develop and revise the Transportation Improvement Program, the Unified Planning Work Program and related documents.
- 1.1.8 Coordinate and work with other agencies and organizations involved in planning, programming and implementation of transportation projects and other transportation activities.
- 1.1.9 Establish and implement those planning procedures necessary to fulfill the requirements of Section 3(e) and 8(o) of the Federal Transit Act of 1991.
- 1.1.10 Staff development in the technical activities in support of the transportation planning process through appropriate conferences, courses, seminars, and workshops.
- 1.1.11 Upgrade/addition of computer hardware and software to ensure suitability for data manipulation and analysis.
- 1.1.12 Refine and maintain a process for obtaining public input and participation in the transportation planning process.
- 1.1.13 Prepare quarterly MPO newsletters that communicate to interested parties current transportation issues, results of technical activities, information on key policy decisions, and information on public meetings.
- 1.1.14 Coordinate an active outreach program aimed at informing and educating interested parties in the transportation planning process.
- 1.1.15 Maintain an ongoing dialogue with the local media including the preparation of periodic news releases.
- 1.1.16 Maintain mailing lists to insure adequate public notice for relevant transportation planning activities.

Responsible Agency: Metropolitan Planning Organization

Funding Requirement: \$470,000

Product (s):

- Certified planning process
- FY 1997 Unified Planning Work Program
- FY 1998-2000 Transportation Improvement Program and related documents
- Studies completed in FY 1996 but not approved until FY 1997 will have the final reports printed under this work element
- Quarterly and/or Annual Reports on fiscal expenditures and work completed as required
- Forum for cooperative decision-making by principal elected officials of general purpose local governments
- Effective coordination of transportation planning activities

- Certified compliance with the requirements of Sections 5303 (Section 8(o)) and 3 of the Federal Transit Act of 1991
- Public involvement process that maintains the Federal transportation planning process

E. FUNDING SUMMARY

Subtask	Responsible Agency	TPF	FTA Sect. 5307 (Sect. 9)	GTPF	Local	Total
1.1	MPO	\$470,000				\$470,000
TOTAL		\$470,000				\$470,000
TxDOT State Funds						\$0

III. TASK 2.0 - DATA DEVELOPMENT AND MAINTENANCE

A. OBJECTIVE

Provide updated information and analysis to support the Metropolitan Planning Organization's planning efforts and to forecast population, employment, and income growth within the study area.

B. EXPECTED PRODUCTS

Series of reports addressing the continuing demographic data updating process

C. PREVIOUS WORK

Demographic Data Development (92-1)
 Demographic Activity (95-2.1)
 Maintenance of DRAM/EMPAL (95-2.2)
 Demographic Activity (96-2.1)
 DRAM/EMPAL Planning Project (96-2.2)

D. SUBTASK 2.1 DRAM/EMPAL MODELING PROJECT

The initial efforts for updating the Metropolitan Transportation Plan will require the projection and geographical distribution of demographic data. This Subtask addresses the local efforts programmed to provide the necessary data inputs for the Texas Trip Package Model.

2.1.1 Prepare updated household and employment forecasts for the years 1995-2020 in five year increments for the study area and allocated them to Forecast Districts. Using the previously developed algorithm, based on data sets of Edwards Aquifer Recharge Zone and Drainage Area acreage, slopes, floodplains, prime agricultural land, POADP activity, available vacant land, and historical growth patterns, the demographic data will be further allocated to the traffic serial zone level(TSZ).

Responsible Agency: Alamo Area Council of Governments

Funding Requirement: \$140,000

Product(s): -Technical Memorandums and Final Report with demographic information suitable for incorporation into the regional transportation modeling process

SUBTASK 2.2 DRAM/EMPAL MAINTENANCE AGREEMENT

2.2.1 S. H. Putman Associates, Inc., the developer of DRAM/EMPAL software, will provide maintenance for the computer modeling package. The maintenance agreement will include, but not be limited to, telephone consultation regarding the use and operation of the software, corrections of defects that materially affect the performance of the operational features of the software, and new releases as available.

Responsible Agency: Metropolitan Planning Organization

Funding Requirement: \$6,000

Product(s): -Technical advise and assistance

E. FUNDING SUMMARY

Subtask	Responsible Agency	TPF	FTA Sect. 5307 (Sect. 9)	GTPF	Local	Total
2.1	AACOG	\$140,000				\$140,000
2.2	MPO	\$6,000				\$6,000
TOTAL		\$146,000				\$146,000
TxDOT State Funds						\$0

IV. TASK 3.0 - SHORT RANGE PLANNING

A. OBJECTIVE

To provide the information and basis for the investigation of near term issues related to comprehensive transportation planning. These planning activities have specific time frames, with direct input into implementation strategies.

B. EXPECTED PRODUCTS

Implementation of an Integrated System of Data/Graphic Sharing
 Development of a Coordinated Paratransit System
 Five Year Planning Transit Improvements

C. PREVIOUS WORK

Query Station System Design (93-1)
 Bicycle Mobility Plan-Long Range Plan (94-2)
 Public Transportation Origin/Destination Survey (95-6.9)
 Community Based Bicycle Route Planning (96-3.1)
 Query Station System Development and Implementation (96-3.2)
 Integration of Public Transportation and Bicycle Services (96-3.3)
 Financial Impacts of Service Options (96-3.4)
 School Crossing Safety Improvement Study (96-3.5)

D. SUBTASK 3.1 QUERY STATION IMPLEMENTATION AND MAINTENANCE

3.1.1 This is a continuation of previous initiatives regarding the construction of a spatial data base for transportation planning the MPO Study Area. Proposed work includes update of parcel level data base from Bexar Appraisal District (BAD) and update of geographic data (i.e. parcel lines from BAD, a special data base to be used in determining point to point functional class delineations and assignment of traffic count data along functionally classified roadways.

Acquire updated parcel level data base from Bexar Appraisal District (BAD) and the latest available geographic data (i.e. parcel lines). Also acquire one spatial data layer of electrical lines from City Public Service (CPS) and two spatial data layers from the San Antonio Water Systems (SAWS), one of water lines, another of sewer lines.

Create a data base to locate intersection to intersection functional class delineations. Complete minor changes to functionally classed roadway designations, TIP and MTP additions, and changes to the Congestion Management System as necessary. Assignment of traffic count data along functionally classified roadways in the MPO Study Area. Facilitate the incorporation of transportation data created by other planning agencies.

Responsible Agency: Alamo Area Council of Governments

Funding Requirement: \$50,000

Product(s): -Technical Memorandums and Final Report

SUBTASK 3.2 QUERY STATION SYSTEM EXTENSION I

3.2.1 To extend the Query Station System providing Bexar County direct linkage among San Antonio - Bexar County Metropolitan Planning Organization agencies involved with the Metropolitan Transportation Plan continuing planning process; expanding routine transportation planning work capacity to an elevated technical level, including direct access to Geographic Information System (GIS), enhanced mapping proficiency, and animated modeling capabilities.

Purchase and installation of state-of-the-art computer hardware and software to upgrade capabilities in Geographic Information System (GIS) access, mapping, computer aided drafting, PowerPoint presentation, pavement management system, and related transportation planning activities. Hardware includes a Pentium computer (with modem), laser jet printer, color ink jet plotter, and AutoCAD™ upgrades. Software includes PowerPoint, ArcView III™, and additional appropriate compatible software as necessary.

Design and develop a data system for Bexar County that will provide compatibility and connectivity with the Query Station System, including, but not limited to the following: access to Geographic Information System (GIS) for the pavement management system, inventory management system for pedestrian facility planning, state-of-the-art mapping, animated modeling for evaluating planning alternatives, continuing transportation planning, and providing future applications on a Global Positioning System (GPS) and for county addressing system.

Responsible Agency: Bexar County

Funding Requirement: \$15,000

Product(s): -Computer Hardware/Software, Data files and Technical Report

SUBTASK 3.3 QUERY STATION SYSTEM EXTENSION II

3.3.1 As an important step in strengthening the information links between local planning agencies and improving the regional transportation planning process, this study proposes to develop the transit component of the local public agency Query Station project. Transit data development can include, but is not limited to: updating of bus stop locations, bus shelter and bench locations, route structure, route segment ridership, number of bus trips by segment and proposed service revisions.

Identify necessary data structure format to be compatible with the Query Station work that has already been completed by AACOG. Identify VIA's current data that can be incorporated into the Query Station project. Assemble data in the appropriate format. Transmit data to AACOG in an appropriate format to be incorporated into the Query Station project and thereby accessed by other public planning agencies. Hardware includes a Pentium computer (with modem), and a color plotter, Software includes ArcView III™, and additional appropriate compatible software as necessary.

Responsible Agency: VIA Metropolitan Transit

Funding Requirement: \$30,000

Product(s): -Computer Hardware/Software, Data files and Technical Report

SUBTASK 3.4 FIVE YEAR PLAN DEVELOPMENT - TRANSIT

3.4.1 VIA's Five Year Plan is an annual document developed internally which leads into the development of the annual service budget and consists of a review of the Transportation Improvement Program (TIP) projects. The purpose of this study is to provide VIA with a document which will be used as a basis for financial management decisions, development of the TIP and the annual federal grant application.

Develop five year service plan and associated policies for both bus and paratransit service. Service plan includes identification of service revisions, vehicle hours, miles, passengers, fleet plan and facility plan. Evaluate sales tax, grant funding trends and identify other potential revenue sources. Review existing support functions and evaluate future needs. Allow for development of a public input process to solicit comments on Five Year Plan. Produce a final report and document work for decision makers.

Responsible Agency: VIA Metropolitan Transit

Funding Requirement: \$30,000

Product(s): -Technical Memorandums and Final Report

SUBTASK 3.5 PARATRANSIT COORDINATION STUDY

3.5.1 Current and anticipated cutbacks/shortfalls in human service transportation funding, coupled with a growing demand for such service, represent a positive environment for achieving the long-established goal of human service transportation coordination in the greater San Antonio area. The objective of this study is to create a mechanism and structure which will match eligible individuals with the most efficient transportation service providers on a trip-by-trip basis.

Identify human service agency transportation providers and/or funding sources; determine eligibility criteria for each program or service. Develop objective criteria for determining the transportation needs and program-specific eligibility of persons presently receiving paratransit service from various local public providers. Review available coordination and "brokerage" models and organizational structures.

Select or modify the model/structure most appropriate to the local situation. Develop an integrated service program to include local paratransit service providers and funding agencies. This is the first year of a multi-year project.

Responsible Agency:	VIA Metropolitan Transit	\$10,000
	Alamo Area Council of Governments	\$20,000

Funding Requirement: \$30,000

Product(s): -Technical Memorandums and Final Report

SUBTASK 3.6 ADA PARATRANSIT MODAL SHIFT STUDY

3.6.1 ADA envisions complementary paratransit service (i.e. VIAtrans) as a "safety net" for persons, who because of a disability, are prevented from using fixed-route bus service for some or all transit trips. VIA must plan and develop programs which shift the VIAtrans service from a "primary provider" orientation to a "safety net" mode. This requires changes to both VIAtrans and to fixed-route bus service. This study is to design programs and policies which will facilitate, where possible and practical, the shift of certain trips by persons with disabilities from complementary paratransit to fixed-route buses and/or more appropriate local paratransit service providers.

Investigate and develop "travel training" programs. Develop procedures for assessing the ability of some ADA paratransit-eligible persons to use bus service for some trips. Review and modify, if appropriate, the level of assistance provided by bus operators (drivers) to passengers with disabilities. Investigate the feasibility of paratransit feeder service, fixed-route deviation, service routes and similar service delivery initiatives. Support the objectives and elements of the proposed Paratransit Coordination Study. Investigate and develop other policies and programs, such as pricing strategies and infrastructure improvements, to encourage the use of fixed-route service by persons with disabilities.

Responsible Agency: VIA Metropolitan Transit

Funding Requirement: \$45,000

Product(s): -Technical Memorandums and Final Report

SUBTASK 3.7 COMMUNITY BASED BICYCLE ROUTE PLANNING¹

3.7.1 Produce a bicycle route plan that builds on the Bicycle Mobility Plan - Long Range Plan. Develop specific routes within the context of the identified bicycle corridors which can begin to serve neighborhoods, schools, recreation centers, activity centers, retail and employments areas, and other significant locations within the study area. Use a proactive public involvement process by including neighborhood groups, bicycle user organizations, school districts, and citizens. Ensure the connectivity of bicycle routes by addressing local and regional needs in a comprehensive process. This effort will include working through and with the MPO Bicycle Mobility Task Force.

Responsible Agency: City of San Antonio

Funding Requirement: \$17,500

Product (s): -Regional Bicycle Route Map and Final Report with implementation timetable

¹ Amendment #1(8/26/96)

E. FUNDING SUMMARY

Subtask	Responsible Agency	TPF	FTA Sect. 5307 (Sect. 9)	GTPF	Local	Total
3.1	AACOG	\$50,000				\$50,000
3.2	BC	\$15,000				\$15,000
3.3	VIA	\$30,000				\$30,000
3.4	VIA	\$30,000				\$30,000
3.5	VIA/AACOG	\$30,000				\$30,000
3.6	VIA	\$45,000				\$45,000
3.7	CSA	\$17,500				\$17,500 ¹
TOTAL		\$217,500				\$217,500
TxDOT State Funds						\$0

¹ Amendment #1(8/26/96)

V. TASK 4.0 - METROPOLITAN TRANSPORTATION PLAN

A. OBJECTIVE

To develop, maintain and update a multi-modal Metropolitan Transportation Plan for the San Antonio/Bexar County metropolitan area for a 20 year horizon.

B. EXPECTED PRODUCTS

Preliminary studies necessary to update Metropolitan Transportation Plan.

C. PREVIOUS WORK

Long Range Transit Plan (92-7B)
 Long Range Transportation Plan (94-1)
 Systemwide Evaluation of Route Structures (94-6)
 Long Range Transportation Plan-Transit Element (96-4.1)

D. SUBTASK 4.1 SUPPORT FOR THE METROPOLITAN TRANSPORTATION PLAN

4.1.1 To review, analyze, update, and provide information to the transportation modeling process. The information generated will be a component of the data set necessary to distribute projected growth accordingly to the transportation forecast districts, and further distribution to the traffic serial zone level.

Compress and segment (by manageable quadrants of the Study Area) digital aerial photography. Overlay Traffic Serial Zone (TSZ) boundaries, undertake polygon process to measure land area (acreage) by TSZ. Apply and overlay X-Y coordinate data of total electrical connections through 1996 to obtain a measure of development densities by TSZ.

Conduct analysis of development trends through electrical connections and platting activity through 1996. Compare and analyze DRAM/EMPAL's distribution of households at the TSZ level for 1996. Compare and contrast data to previously calculated densities and estimates of development potential produced by DRAM/EMPAL. Analyze development policies over the Edward's Aquifer Recharge Zone, and estimate and map land area by TSZ affected by the development policy. Analyze and verify reasonableness of TSZ estimates of development potential.

Responsible Agency: City of San Antonio

Funding Requirement: \$32,500¹

Product(s): -Technical Memorandums and Final Report

SUBTASK 4.2 REGIONAL TRANSPORTATION ATTITUDE STUDY

4.2.1 A regional transportation attitude study will be undertaken in the San Antonio-Bexar County Study Area to ensure that the update of the Metropolitan Transportation Plan reflects the needs and

¹ Amendment #1(8/26/96)

concerns of the commuting public.

An working committee of transportation planning professionals will be formed to develop a consultant scope of services; issue a request for proposal for professional services; recommend a consultant; negotiate a contract; and administer the contract.

The general scope of services is as follows:

1. Determine the survey methodology, including, but not limited to, the number and type of questions to be asked, the method of contacting the public, the period of time to conduct the survey, and the sample size.
2. Test the survey methodology with a small sample to ensure the questions provide the appropriate information to assist in the development of the Metropolitan Transportation Plan. Make the necessary changes and conduct the survey.
3. Compile the survey results in a manner to allow for analysis and prepare the appropriate documentation for a final report.

Responsible Agency: Metropolitan Planning Organization

Funding Requirement: \$50,000

Product (s): -Technical Memorandums and Final Report

SUBTASK 4.3 SAN ANTONIO/BEXAR COUNTY MULTIMODAL MODEL

4.3.1 This Subtask will provide training and support for the San Antonio/Bexar County Multimodal Model developed during the Northeast (IH 35) Major Investment Study (NE MIS). Training and support will be provided by KPMG Peat Marwick - the firm that developed the model. The model will be used in the update of the Metropolitan Transportation Plan.

The general scope of services is as follows:

1. Model installation and training.
2. Refinement of model documentation originally provided under the NE MIS contract.
3. On-call technical support.

Responsible Agency: Metropolitan Planning Organization

Funding Requirement: \$6,500

Product (s): -Refined Model Documentation

E. FUNDING SUMMARY

Subtask	Responsible Agency	TPF	FTA Sect. 5307 (Sect. 9)	GTPF	Local	Total
4.1	CSA	\$32,500				\$32,500 ¹
4.2	MPO	\$50,000				\$50,000
4.3	MPO	\$6,500				6,500
TOTAL		\$89,000				\$89,000 ²
TxDOT State Funds						\$0

¹ Amendment #1(8/26/96)

² Amendment #1(8/26/96)

VI. TASK 5.0 - SPECIAL STUDIES

A. OBJECTIVE

To undertake studies of specific aspects of the transportation system in order to provide the specialized information required to adequately develop an efficient, multimodal mobility system for the San Antonio/Bexar County study area.

B. EXPECTED PRODUCTS

Continued development, in cooperation with the Texas Department of Transportation, of locally adopted management systems to monitor traffic congestion, pavement, and public transportation.

Major Investment Study

Pedestrian Amenities Plan

Visitor Center Transportation Study

Historic Trolley Development Plan

Kelly Air Force Base Infrastructure Development Plan

Regional Transportation Attitude Study

Systemwide Route Restructure Update

San Antonio/Austin Commuter Rail Feasibility Study

Development of Control Strategies for Reduction of Air Emissions for Mobile Sources

C. PREVIOUS WORK

Pedestrian Amenities Plan (93-5)(on-going study)

Pedestrian Amenities Plan (95-6.2)(on-going study)

Pedestrian Amenities Plan (96-6.3)(on-going study)

Downtown Transportation Plan (96-6.5)

Downtown Transportation Plan(Transit Element) (95-6.5)(on-going study)

Downtown Transportation Plan(Transit Element) (96-6.6)

Air Quality Planning (95-6.3)

Air Quality Planning Project (96-6.4)

IH 410 Corridor Major Investment Study (96-6.1)

Northeast (IH 35) Corridor Major Investment Study (96-6.2)

Systemwide Route Restructure Update (96-6.7)(on-going study)

D. SUBTASK 5.1 PAVEMENT MANAGEMENT SYSTEM (PMS)

5.1.1 Continue implementation of the Pavement Management System (PMS) and analysis of the street network within the San Antonio-Bexar County Study Area. This system will fulfill the intention of the Intermodal Surface Transportation Efficiency Act of 1991 and will be coordinated with the requirements of the statewide PMS as developed by the Texas Department of Transportation (TxDOT). Provide PMS information to appropriate bodies of individuals who make decisions about pavement related projects, treatments, funding, or policies. Extend the existing consultant contract, with a refined scope of services, and administer the contract.

The general scope of services is as follows:

1. Prepare a project management plan, monthly progress reports, and monthly invoices and billings.
2. Data Collection:
Provide attribute data, which will include at a minimum, the number of lanes, surface types, road classification, and available historical data for approximately 400 center-line miles of functionally classified roadways.

Responsible Agency: City of San Antonio

Funding Requirement: \$100,000

Product(s): -Pavement Condition Data on Functionally Classified Roadways, Technical Memorandums and Final Report

SUBTASK 5.2 PUBLIC TRANSPORTATION MANAGEMENT SYSTEM (PTMS)

5.2.1 In cooperation with the Texas Department of Transportation, continue to develop and maintain a Public Transportation Management System (PTMS) to set forth requirements for the development, establishment, implementation and continued operation of a system for managing public transportation facilities and equipment in the VIA service area. This is a continuing effort to finalize development and provide continued maintenance for this management system.

Update data appropriate for inclusion into management system. Transmit data to be incorporated into the State PTMS. Refine condition measures (if appropriate) for the evaluation of transit assets with the assistance of the Texas Department of Transportation and the Federal Transit Administration.

Responsible Agency: VIA Metropolitan Transit

Funding Requirement: \$5,000

Product(s): -Data Files and Final Report

SUBTASK 5.3 CONGESTION MANAGEMENT SYSTEM (CMS)

5.3.1 Build on previous work in order to identify and assess the level of current congestion on the functionally classified roadways in the transportation system. Use modified vehicle occupancy and travel time studies to expand the coverage of data gathering. Investigate and document alternative methods to quantify traffic congestion. Integrate the new into the system which will allow traffic congestion data to maintain compatibility with the Query Station format. Calculate the travel rates on identified congested corridors within the MPO study area.

Responsible Agency: City of San Antonio

Funding Requirement: \$20,000

Product(s): -Vehicle Occupancy and Travel Rate Data on Functionally Classified Roadways and a Technical Report

SUBTASK 5.4 IH 35 SOUTH CORRIDOR MAJOR INVESTMENT STUDY

5.4.1 The Major Investment Study will assess all viable alternative modes of transportation along the IH 35 South corridor from US 90/IH 35 interchange to FM 1604 . The MIS will address numerous federal transportation and environmental planning requirements for system and project planning at the corridor level. This is the first year of a multi-year project. The estimated cost for the entire study is \$300,000. Develop a consultant scope of services; issue a request for proposal for professional services; recommend a consultant; negotiate a contract; and administer the contract.

The general scope of services is as follows:

1. Prepare a project management plan, monthly progress reports, and monthly invoices and billings.
2. Organize technical oversight committee, coordinate public meetings, and ensure an early, proactive public involvement process.
3. Review past corridor studies, collect necessary data, define the transportation problem, and prepare a technical methodology plan which identifies conceptual and detailed level criteria and documents technical methodologies and procedures for alternatives analysis.
4. Identify, define, and evaluate conceptual alternatives based on conceptual screening criteria and prepare a preliminary screening evaluation report which recommends a short-list of possible alternatives to be assessed in the detailed evaluation process.
5. Define and conduct a detailed analysis of alternatives based on final screening criteria and prepare a detailed evaluation technical report ranking the alternatives.
6. Prepare a draft Major Investment Study Report with alternative recommendations to be reviewed by the MIS Oversight Committee. Prepare a final Major Investment Study Report for final adoption.

Responsible Agency: Metropolitan Planning Organization

Funding Requirement: \$100,000

Product (s): -Final Report

SUBTASK 5.5 DOWNTOWN VISITOR CENTER TRANSPORTATION STUDY

The Visitor Center/Transportation Study will study and evaluate how various potential sites may integrate parking, transit service, bus tours and pedestrian access to downtown sites without negatively impacting the scale and character of the downtown. The study will also assess possible strategic locations for the visitor center near the downtown core that would not intrude on historic and cultural sites but would capture arriving visitors conveniently and effectively.

The Downtown Strategic Planning process identified the critical issue of providing a transportation/visitor center to alleviate several transportation problems occurring on downtown streets. These problems stem from insufficient parking at major tourist destinations, confusion and/or lack of an efficient transfer of patrons to local transportation modes and destinations, unnecessary circulation of vehicles and tour buses due to the lack of a central transportation hub (visitor center) to the central city.

A downtown transportation visitor center would provide sufficient parking for vehicles and a managed and convenient transfer of patrons to public transit services, parking for vehicles and major tourist destinations in the service area.

5.5.1 Establish and staff a study oversight committee. The committee, with membership, at a minimum, from the U.S. Department of the Interior (National Park Service), Texas Department of Transportation, and VIA Metropolitan Transit, will participate in the development of the scope of services and will provide overall direction for the study.

Responsible Agency: City of San Antonio

Funding Requirement: \$5,000

Product(s): -Staff support and monthly status reports

5.5.2 Develop a consultant scope of services, issue a request for proposal (RFP) for professional services, evaluate RFPs, interview consultant finalists, recommend a consultant, negotiate a contract, and administer the contract.

The general scope of services is as follows:

1. Research and evaluate for suitability existing reports, plans, and studies related to downtown development, mobility, cultural and historic resources, parking, traffic and transit operations, bus tour operations, and the visitor industry.
2. Identify sites for impact on surrounding neighborhoods, plus historic districts and landmarks, to determine negative and positive role that a visitor center would play as a generator of other activities. Also evaluate sites for easy access and role as a gateway to downtown and historic sites. One of the criteria for selection of an appropriate site should be the ease with which the center can capture arriving visitors without disrupting historic and neighborhood context.
3. Identify and screen sites that could accommodate a visitor-transportation center. Perform general site assessments to include: land area, land costs, environmental review, and operating requirements.

4. Recommend a site or sites that can accommodate visitor and transportation demand.
5. Develop conceptual site plan(s) for a center that considers circulation and parking requirements for automobiles, public transit and tour bus operators, and pedestrian amenities and center operations.
6. Develop preliminary estimates for site development and present possible financing options.

Responsible Agency: City of San Antonio

Funding Requirement: \$45,000

Product(s): -Technical Memorandums and Final Report

SUBTASK 5.6 HISTORICAL TROLLEY FEASIBILITY STUDY

5.6.1 Many large U. S. cities operate historic (or vintage) trolley service both as transportation links and as tourist attractions. This study proposes to investigate the possibility of implementing historic trolley service on existing track just east of downtown San Antonio, as well as expansion north to Brackenridge Park if that initial system is successful. Since so much of the infrastructure is already in place, this is envisioned to be a low-cost start-up system that would give VIA operations experience as well as educate the public on alternative modes of transportation.

Conduct public input and consensus building throughout the community and, in particular, the area immediately affected. Coordinate with other agencies to develop integrated plans. Assemble a study Oversight Committee composed of representatives of VIA, the City of San Antonio, Texas Department of Transportation, Bexar County, affected corridor businesses and others.

Develop a consultant scope of services; issue a request for proposal for professional services; recommend a consultant; negotiate a contract; and administer the contract.

The general scope of services is as follows:

1. Conduct railroad track assessment on that portion of existing track between the Sunset Depot and Pearl Brewery and complete an assessment of extending the track north from the Brewery to Brackenridge Park.
2. Identify and describe the potential social, economic and environmental impacts of the project. Factors to be considered include: air quality, hydrology, water quality, soils and unique geological features, floodplains, hazardous waste, noise, vibration, light and turbulence, wildlife habitat and vegetation, archaeological and historic sites, land use, governmental plans and policies, socioeconomic factors, land use compatibility, neighborhood impacts and displacements and economic development.
3. Develop operating, maintenance and any other capital costs. Operating costs would take into consideration ridership estimates, vehicle acquisition and restoration (if necessary), farebox recovery, etc.

4. Develop financial plan. The financial plan would take into consideration ridership estimates, volunteerism, innovative financing, opportunities for privatization as well as a timeline of activities.
5. Final report determining the feasibility of the project and documenting work for decision makers.

Responsible Agency: Metropolitan Planning Organization

Funding Requirement: \$100,000

Product(s): -Technical Memorandums and Final Report

SUBTASK 5.7 SYSTEMWIDE ROUTE RESTRUCTURE UPDATE

5.7.1 In order to evaluate short- to mid-term improvements in service for transit customers, this study updates the previous route restructure study using the preferred network as identified in UPWP 94-6 Systemwide Evaluation of Route Structure and Facility Requirements and the ridership data collected in UPWP 6.9.1 Public Transit Origin/Destination Survey. The study will also create operations implementation and construction schedules for a system of transfer facilities.

Further identify and assess available potential sites for the system of passenger transfer centers to accommodate the restructured network. Create operations implementation schedule and develop construction schedule for system of transfer facilities. Document work appropriate for decision makers and produce a final report.

Responsible Agency: VIA Metropolitan Transit

Funding Requirement: \$10,000

Product(s): -Final Report

SUBTASK 5.8 KELLY AFB INFRASTRUCTURE DEVELOPMENT PLAN

5.8.1 Study and recommend transportation infrastructure improvements needed to serve Kelly AFB in line with the City of San Antonio's (CSA) intent to convert Kelly AFB into a multimodal transportation distribution center.

Through the efforts to privatize the maintenance operations at Kelly AFB, the facility has the potential to become a major multimodal transportation warehousing and distribution operation, benefiting from the North American Free Trade Agreement (NAFTA) activities with Mexico and Canada.

The multi-jurisdictional working group formed to coordinate the development of an Infrastructure Development Plan (IDP) will administer a consultant contract.

The general scope of services is as follows:

1. Prepare a project development plan which establishes a project schedule, develops a study

- area mailing list, and establishes a common review process with the Greater Kelly Development Committee (GKDC). Prepare monthly progress reports, invoices, and billings.
2. Develop a public involvement plan that provides the public with opportunities to express their views and methods to demonstrate the team's response to their input.
 3. Review both previously completed and ongoing applicable studies regarding the study area, including evaluation of relevance. Document existing conditions.
 4. Identify current mobility and access deficiencies in transportation infrastructure for the study area. Project future transportation infrastructure deficiencies and needs based on a redeveloped Kelly Air Force Base site. Identify and develop possible intermodal opportunities for the redeveloped site. Develop potential mobility and access improvements for the redeveloped Kelly Air Force Base area.
 5. Concept and scope of candidate improvements will be defined sufficiently to allow for detailed cost estimates. This includes realistic alignments and connectors to major freeways and projected intermodal facilities. Develop capital, operating and maintenance costs as appropriate. Evaluate candidate improvements for cost effectiveness and viability.
 6. Identify potential funding sources and mechanisms including public (Federal, State, and local) and private options. Develop a capital improvement plan (CIP) for the redeveloped Kelly Air Force Base area. Develop implementation and funding strategies for the CIP including identification of recommended phasing and/or staging of improvements.
 7. Prepare draft Final Report documenting the total study effort. Prepare Final Report and present to the MPO Steering Committee for final acceptance.

Responsible Agency: Metropolitan Planning Organization

Funding Requirement: \$250,000

Product (s): -Technical Memorandums and Final Report

SUBTASK 5.9 SAN ANTONIO/AUSTIN COMMUTER RAIL FEASIBILITY STUDY

5.9.1 The effort to relieve congestion, increase mobility of persons and goods, and protect the air quality in the IH 35 corridor from San Antonio to Austin will require more detailed analysis of the feasibility of commuter rail. This study will be the San Antonio-Bexar County MPO's share of a projected cost of \$500,000. It is proposed that the lead in the overall feasibility study will be taken by the Texas Department of Transportation, with additional participation from the Austin Transportation Study (Austin MPO), Capital Metro (Austin), VIA Metropolitan Transit (San Antonio), the City of Austin, and the City of San Antonio.

A multi-jurisdictional group to coordinate the development of a San Antonio/Austin Commuter Rail Feasibility Study will be formed. This group will be charged with developing a consultant scope of

services; issue a request for proposal for professional services; recommend a consultant; negotiate a contract; and administer the contract.

The general scope of services is as follows:

1. Develop potential ridership demand generated from the San Antonio-Bexar County Urban Transportation Study Area. or destined to the Study Area from the Corridor.
2. Determine an estimate of total capital costs for the San Antonio termini, including any track modifications or improvements within the Study Area.
3. Provide operating costs for the Study Area stations.
4. Develop operating costs for bus/light rail service to the Study Area stations.
5. Analyze the benefits and costs of a commuter rail operation, connecting San Antonio and Austin metropolitan areas, relative to the San Antonio-Bexar County Urban Transportation Study Area.
6. Final report determining the feasibility of the project and documenting work accomplished.

Responsible Agency: Texas Department of Transportation

Funding Requirement: \$62,500

Product (s): -Technical Memorandums and Final Report

SUBTASK 5.10 DEVELOPMENT OF CONTROL STRATEGIES FOR REDUCTION OF AIR EMISSIONS FOR MOBILE SOURCES

5.10.1 To develop control strategies detailing the amount of speciation or types of emission which would be reduced based on the implementation of specific transportation alternatives, modes, actions and fuels. Identify air control measures suitable for local conditions. Research various transportation control alternatives with respect to the amount and speciation or types of emissions which would be reduced based on the implementation of specific transportation alternatives, modes, actions and fuel. Analyze the effectiveness of the applied transportation control alternatives based strictly on the emission inventory and local input to provide exact cost benefit analysis. Evaluate the measures by running a sophisticated quantity and quality analysis on the emission inventory to help derive a basic understanding of what control strategies would be effective in reducing the overall quantity of the VOC and NOx emissions. Develop a comprehensive list of potential transportation related control measures that are feasible in the San Antonio area.

Responsible Agency: Alamo Area Council of Governments

Funding Requirement: \$30,000

Product (s): -Technical Memorandums and Final Report

SUBTASK 5.11 PEDESTRIAN AMENITIES PLAN

5.11.1 To develop a Pedestrian Amenities Plan for the San Antonio - Bexar County Urban Transportation Study Area that is based on prioritized criteria and a detailed inventory of existing facilities. The plan will also serve as a guide for decision making in meeting federal requirements regarding pedestrian facilities including the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 and the Americans with Disabilities Act (ADA).

Upgrade current computer system hardware to accommodate advanced software applications, and purchase advanced software package; improving efficiency and presentation in producing the Pedestrian Amenities Plan Final Report, and establishing a Query Station compatible pedestrian mobility continuing planning process.

Perform a detailed inventory of existing pedestrian facilities associated with the functionally classified transportation system within the study area. The focus of FY 1997 will be to complete the comprehensive survey, record survey information into a compatible database, and present the complete inventory as part of the Plan Development Work Element.

Research work activities will include needs identification, issues analysis, and criteria development. Criteria development will be the emphasis of research activities during Fiscal Year 1997.

The Plan will be developed concurrently with the inventory and research activities, beginning with the development of a comprehensive working outline, then the formulation of realistic goals and objectives, and finally preparing and presenting the plan document. Community input to the plan will be an ongoing effort, with assistance from the MPO's Public Involvement Process. Preparation and presentation of the Pedestrian Amenities Plan document will be the focus of Plan Development work activities during Fiscal Year 1997.

Responsible Agency: Bexar County

Funding Requirement: \$50,000

Product (s): -Technical Memorandums and the Pedestrian Amenities Plan as the Final Report

SUBTASK 5.12 NORTHEAST (IH 35) CORRIDOR MAJOR INVESTMENT STUDY¹

5.12.1 A Major Investment Study to develop and refine the project plan, to assist in decision-making by the Metropolitan Planning Organization in cooperation with the Texas Department of Transportation and VIA Metropolitan Transit, on the design and scope of the IH 35 corridor from Loop 1604 to US 281/IH 37 interchange.

The general scope of services is as follows:

1. Establish a range of alternatives to be studied, and factors to be addressed.
2. Determine demand, effectiveness and cost effectiveness for each alternative.
3. Conduct brief environmental screening.
4. Perform a financial analysis that considers capital, operating and user costs for ultimate implementation and financing for the alternatives.
5. Solicit proactive public involvement throughout the process as needed (informal public meetings may be necessary prior to a public meeting).
6. Document the consideration given to the selection of alternatives and their impacts.

Responsible Agency: Metropolitan Planning Organization

Funding Requirement: \$12,000

FHWA(PL), FTA(8), TxDOT	\$
GTPF	\$12,000
Local Match	\$

Product (s): -Final report

¹ Amendment #1(8/26/96)

E. FUNDING SUMMARY

Subtask	Responsible Agency	TPF	FTA Sect. 5307 (Sect. 9)	GTPF	Local	Total
5.1	CSA	\$100,000				\$100,000
5.2	VIA	\$5,000				\$5,000
5.3	CSA	\$20,000				\$20,000
5.4	MPO	\$100,000				\$100,000
5.5.1	CSA	\$5,000				\$5,000
5.5.2	MPO	\$45,000				\$45,000
5.6	MPO	\$100,000				\$100,000
5.7	VIA	\$10,000				\$10,000
5.8	MPO			\$200,000	\$50,000	\$250,000
5.9	TxDOT	\$62,500				\$62,500
5.10	AACOG	\$30,000				\$30,000
5.11	BC	\$50,000				\$50,000
5.12	MPO			\$12,000		\$12,000 ¹
TOTAL		\$527,500		\$212,000	\$50,000	\$789,500 ¹

¹ Amendment #1(8/26/96)

BUDGET SUMMARY -

TABLE 1 - SAN ANTONIO-BEXAR COUNTY URBAN TRANSPORTATION STUDY

UPWP Task	FTA Task	Description	TPF ¹ Funds	FTA Sect. 5307 (Sect. 9)	GTPF	Local Funds	TxDOT State Funds	Total Funds
1.0	xx.xx.xx xx.xx.xx	Administration- Management	\$ 470,000	\$ 0		\$ 0	\$ 0	\$470,000
2.0	xx.xx.xx xx.xx.xx	Data Development and Maintenance	\$ 146,000	\$ 0		\$ 0	\$ 0	\$ 146,000
3.0	xx.xx.xx	Short Range Planning	\$217,500 ³	\$ 0		\$ 0	\$ 0	\$ 217,500 ³
4.0	xx.xx.xx xx.xx.xx	Metropolitan Transportation Plan	\$ 89,000 ³	\$ 0		\$ 0	\$ 0	\$89,000 ³
5.0	xx.xx.xx	Special Studies	\$ 527,500	\$ 0	\$ 212,000 ³	\$50,000	\$ 0	\$ 789,500 ³
Total			\$1,450,000	\$ 0	\$212,000 ³	\$ 50,000	\$ 0	\$1,712,000 ³

¹ TRANSPORTATION PLANNING FUNDS

FHWA (PL-112) ²	\$1,147,494
FTA Section 5303 (Sect. 8)	260,000
TxDOT (Match)	<u>42,506</u>
TOTAL TPF	\$1,450,000

² Includes \$205,101 estimated carryover funds from FY 1996 UPWP. These are federal funds only.

³ Amendment #1(8/26/96)

APPENDIX A

POLICY COMMITTEE MEMBERSHIP

TRANSPORTATION STEERING COMMITTEE

1. Senator Frank Madla
2. Representative Bill Seibert
3. Cyndi Taylor Krier, County Judge
4. Walter Bielstein, Commissioner
5. Mike Novak, Commissioner**
6. Joe Garza, Director of Infrastructure Services
7. James Carroll, Universal City
8. Howard W. Peak, Councilman*
9. Robert Herrera, Councilman
10. Roger Flores, II, Councilman
11. Jeff Webster, Councilman
12. John German, P.E., Director of Public Works
13. David Pasley, AICP, Director of Planning
14. Steve Simonson, Asst. City Manager,
City of Schertz
15. John P. Kelly, P.E., District Engineer
16. Clay R. Smith, P.E., District Transportation
Planning Engineer
17. Baltazar Serna, Jr., Board Member
18. Martin Bartlett, Board Member
19. Al Notzon
- * Chairman
- ** Vice - Chairman

REPRESENTING

- State Delagation, District 19
- State Delagation, District 121
- Bexar County
- Bexar County
- Bexar County
- Bexar County
- Greater Bexar County Council of Cities
- City of San Antonio
- City of San Antonio
- City of San Antonio
- City of San Antonio
- City of San Antonio
- City of San Antonio
- Northeast Partnership
- Texas Department of Transportation
- Texas Department of Transportation
- VIA Metropolitan Transit
- VIA Metropolitan Transit
- Alamo Area Council of Governments

Ex - officio (non - voting) membership on the Transportation Steering Committee is existent for the following agencies:

1. Texas Department of Transportation - Transportation Planning and Programming Division
2. VIA Metropolitan Transit - General Manager
3. Federal Highway Administration
4. Federal Transit Administration
5. Non-governmental Member

TECHNICAL ADVISORY COMMITTEE

		<u>Representing</u>
1.	Rene U. Garza, P.E., Chairman Traffic Engineer	Bexar County*
2.	David Pasley, AICP Director of Planning	City of San Antonio**
3.	Andy Ballard, P.E. Traffic Engineer	City of San Antonio
4.	Jeanne Geiger Planner	VIA Metropolitan Transit
5.	Jim Brandes	Alamo Area Council of Governments
6.	Ken Zigrang Transportation Planner	Texas Department of Transportation
7.	Chuck Balcar City Manager Cibolo	Northeast Partnership
8.	Pryor Smith Mayor City of Kirby	Greater Bexar County Council of Cities
9.	Jeff Schroeder	Private Transportation Providers

* Chairman

** Vice Chairman

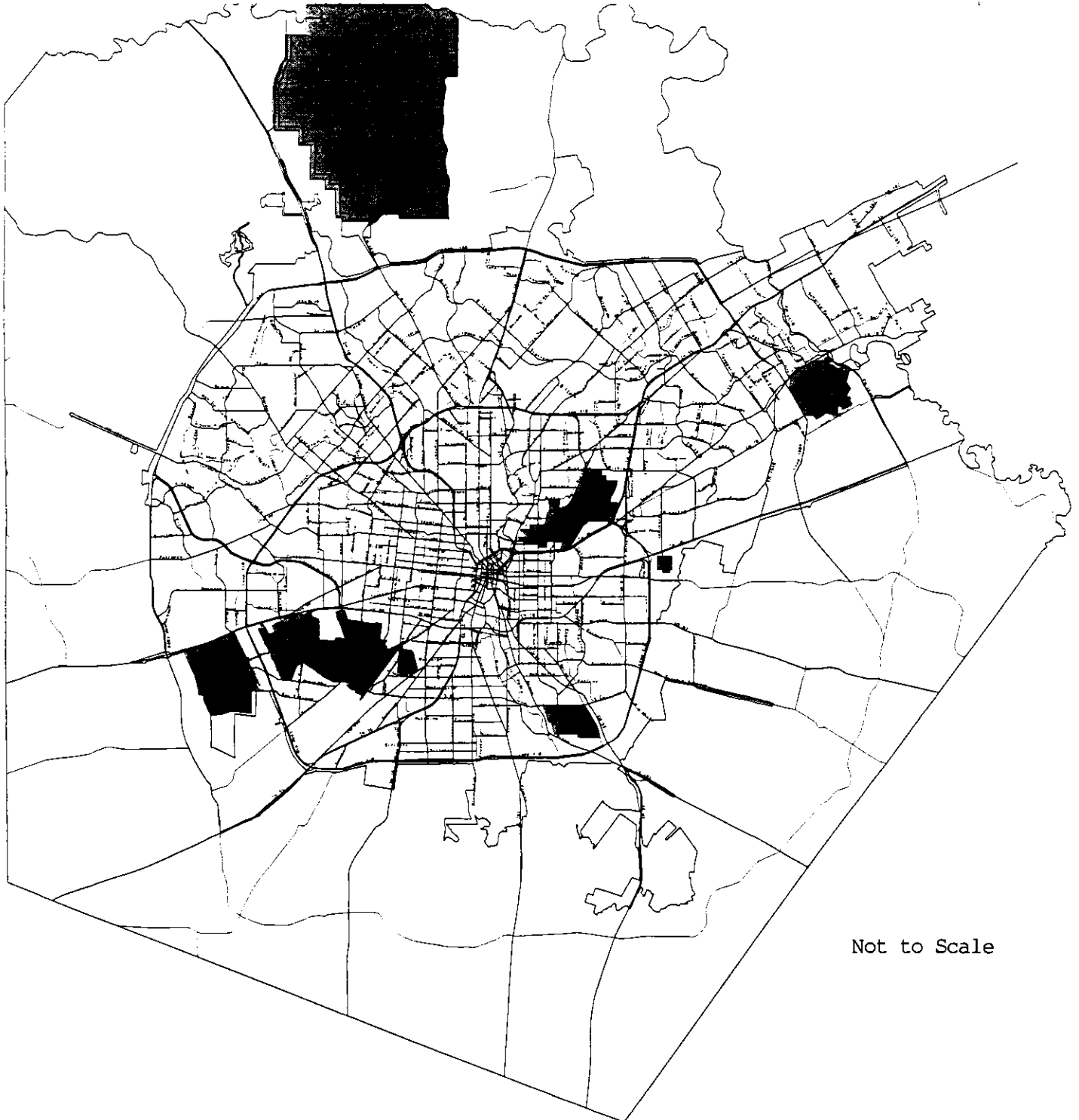
Ex-Officio (non-voting) membership on the Technical Advisory Committee is existent for the following agencies:

1. San Antonio Metropolitan Health District
2. Texas Natural Resources Conservation Commission
3. City of San Antonio Department of Aviation and Municipal Enterprises
4. Texas Department of Transportation--Transportation Planning and Programming
5. Special Services Advisory Committee

APPENDIX B

METROPOLITAN AREA BOUNDARY MAP

(TEXAS TRANSPORTATION COMMISSION APPROVED)



Not to Scale

APPENDIX C
DEBARMENT CERTIFICATION



metropolitan planning organization

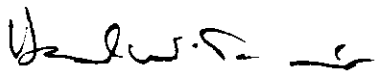
Councilman Howard W. Peak, *Chairman*
Commissioner Mike Novak, *Vice Chairman*
Janet A. Kennison, *Administrator*

DEBARMENT CERTIFICATION

(Negotiated Contracts)

1. The San Antonio-Bexar County Metropolitan Planning Organization (MPO) 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 judgement 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 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 MPO is unable to certify to any of the statements in this certification, an explanation will be attached to the certification.

*federal, state, or local



Howard W. Peak
MPO Chairman

Date: July 22, 1996

APPENDIX D
LOBBYING CERTIFICATION



metropolitan planning organization

Councilman Howard W. Peak, *Chairman*
Commissioner Mike Novak, *Vice Chairman*
Janet A. Kennison, *Administrator*

LOBBYING CERTIFICATION

for Contracts, Grants, Loans, and Cooperative Agreements

The San Antonio-Bexar County Metropolitan Planning Organization (MPO) certifies to the best of its 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, 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 languages of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclosure accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, 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.

A handwritten signature in black ink, appearing to read 'Howard W. Peak', written over a horizontal line.

Howard W. Peak
MPO Chairman

Date: July 22, 1996

APPENDIX E

DRUG-FREE WORK PLACE ACT CERTIFICATION FOR A PUBLIC OR PRIVATE ENTITY



metropolitan planning organization

Councilman Howard W. Peak, *Chairman*
Commissioner Mike Novak, *Vice Chairman*
Janet A. Kennison, *Administrator*

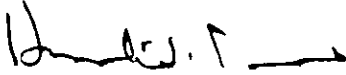
DRUG-FREE WORKPLACE ACT CERTIFICATION FOR A PUBLIC OR PRIVATE ENTITY

1. The San Antonio-Bexar County Metropolitan Planning Organization (MPO) certifies that it will provide a drug free workplace by:
 - a) Publishing a statement notifying employees that unlawfully manufacturing, distributing, dispensing, possessing or using a controlled substance in the Recipient's workplace is prohibited and specifying the actions that will be taken against employees for violation of such prohibition.
 - b) Establishing an ongoing drug-free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The Applicant's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and,
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - c) Making it a requirement that each employee to be engaged in the performance of the grant or cooperative agreement be given a copy of the statement required by paragraph (a);
 - d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant or cooperative agreement, the employee is expected to:
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five days after such a conviction.
 - e) Notifying the Federal agency in writing, within ten days after receiving notice under subparagraph (d)(2), from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every project officer or other designs on whose project activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant or cooperative agreement.

- f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted;
- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency.
- g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

2. The Recipient's headquarters is located at the following address. There are no other work places maintained by the Recipient.

Name of Recipient: San Antonio-Bexar County Metropolitan Planning Organization
Street Address: 603 Navarro, Suite 904
City: San Antonio
County: Bexar County
State: Texas
Zip Code: 78205



Howard W. Peak
MPO Chairman

Date: July 22, 1996

APPENDIX F
ADOPTED POLICIES

POLICY 1

CAPITALIZATION, DEPRECIATION AND DISPOSAL OF FIXED ASSETS**PURPOSE**

This Steering Committee policy defines capital asset of the San Antonio-Bexar County Metropolitan Planning Organization (MPO) and establishes depreciation and disposal procedures to be applied to all MPO capital assets.

DEFINITIONS

Capital Assets - an MPO capital asset is defined as tangible, nonexpendable personal property purchased with Federal transportation planning funds allocated through the MPO having a useful life of more than one (1) year and an acquisition cost of \$1,000 or more per unit.

Depreciation - depreciation of an MPO capital asset shall be computed using the straight line method over the useful life of the asset.

ACQUISITION

The acquisition of any and all capital assets with Federal transportation planning funds allocated through the MPO are subject to the following:

- 1) The acquisition of the capital asset must be included in the latest approved Unified Planning Work Program as approved by the Transportation Steering Committee, the Texas Department of Transportation, and the Federal Highway Administration.
- 2) The estimated cost of the capital asset must be included in an approved line item budget.
- 3) A written request to acquire the capital asset must be forwarded to the MPO Administrator for approval. The written request will include a description of the asset, an estimated cost, and the useful life of the asset. Written authorization by the MPO Administrator is required prior to the expenditure of Federal transportation planning funds for capital assets.
- 4) Upon receipt of a capital asset, the item will be tagged and cataloged in the MPO's Capital Asset Inventory. If a capital asset is procured by an outside agency, the agency will notify the MPO in writing within 30 days of the delivery of the item. The MPO will then arrange to tag and catalog the item. Failure to timely notify the MPO of receipt of a capital asset will jeopardize reimbursement for the item.

INVENTORY OF MPO CAPITAL ASSETS

Any capital asset purchased with Federal transportation planning funds allocated through the MPO that has a positive value shall be carried on the MPO's Capital Asset Inventory. Annually, the MPO Administrator shall verify the location, condition, and use all assets carried on the MPO's Capital Asset

Inventory and prepare a report for the MPO's outside auditor. The annual inventory of the MPO's Capital Assets will require the cooperation of all outside agencies in possession of any MPO capital asset. Failure to cooperate with the MPO staff in this effort may result in the withholding of future Federal transportation planning funds.

Capital assets will be depreciated over their useful life until they have no residual value. At the time, the capital asset will be removed from the MPO inventory with the written approval of the MPO Administrator. Each year the MPO Administrator shall report to the outside auditor all capital assets removed from the inventory through the depreciation process. Once a capital asset has been removed from the MPO's Capital Assets Inventory, the asset becomes the property of the agency that has physical possession.

DISPOSAL OF CAPITAL ASSETS

The disposal of any and all capital assets purchased with Federal transportation planning funds allocated through the MPO that have positive residual value is subject to the following:

- 1) A written request to dispose of a capital asset shall be forwarded to the MPO Administrator for approval. The written request will include a description of how the asset will be disposed. Written authorization by the MPO Administrator is required prior to the disposal.
- 2) Any gain on the sale of the capital asset shall be reported and remitted to the MPO within 30 days of the sale of the property.

Approved: May 20, 1996

POLICY 2

PROCEDURES FOR UNIFIED PLANNING WORK PROGRAM STUDIES

Annually, the San Antonio/Bexar County Metropolitan Planning Organization (MPO) adopts a one year Unified Planning Work Program (UPWP) detailing the transportation planning tasks for the study area.

Each agency prepares objective statements and preliminary total budgets of transportation planning issues that their agency should address in the coming year. These objective statements and budgets are required to be approved by the submitting agency's Policy Board prior to transmittal to the MPO.

After preliminary approval of the objectives statements by the MPO Administrator, each agency prepares detailed study designs based on the agreed upon priorities, policy direction, and available funding.

The MPO Administrator, after consultation with agency personnel, the Technical Advisory Committee(TAC) and the Steering Committee(TSC), provides an apportionment among the agencies based on anticipated funding and planning needs.

After a study is approved for inclusion in the UPWP, the designated lead agency prepare a study design. This detailed study design will outline the following:

- the purpose and products of the study
- the cost and expected benefits to be derived from the study
- present in detail the estimated man-hours required for the study and its data requirements, specifically, the data that presently exists and the data that will have to be collected
- outline the steps and methodology that will be required in a time chart indicating when the study is to begin and dates at which major objectives will be accomplished

Study designs must be structured to include the following items: Objective, Previous Work, Scope of Work, Work Product(s), Status, Agency Involvement, Line Item Budget and Percentage of Effort by Task, and Time Line.

A draft Unified Planning Work Program is prepared by the MPO staff and distributed to the agencies for review.

Following agencies review of the draft UPWP, the MPO Administrator submits the draft to the TAC. The TAC is directed to review each proposal and determine the answers to the following questions:

1. Does the project meet the primary objective of the funding agency, i.e., the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA)?
2. What is the proposed project expected to accomplish?
3. Is the project worth the expenditure?
4. Is the project a duplication of existing or previous work?
5. Is the proposed time frame for the project reasonable and does the agency have the resources available to accomplish the work being proposed?
6. Would the agency requesting the project be willing to fund the project out of their own budget?

The TAC makes a recommendation concerning the Work Program and submits it to the Steering Committee for final approval.

The Steering Committee gives final approval of studies and budgets for inclusion in the annual Unified Planning Work Program.

Approved: March 23, 1993 (replaced existing 2, 10, & 17)

POLICY 3

PROGRESS/REPORT WORK EVALUATION POLICY

For each task/study element approved in the Unified Planning Work Program, with the exception of element 77-1B: Planning Process Maintenance, a written, monthly progress report (Form "C") will be prepared and submitted to the MPO Administrator. The Administrator will prepare quarterly progress reports to be presented to the Technical Advisory Committee. Quarterly reports will be forwarded to the Texas Department of Transportation and the Federal Funding agencies.

This monthly progress report will outline specifically the work accomplished under each task/study element and compare that work, specifically with the objectives and tasks outlined to be accomplished as delineated in Policy 2 "Policy for All Studies Programmed in the UPWP". The progress report will specify and delineate any problems that have been incurred as well as indicate whether the study will be completed on time and within the budget as approved.

In addition, the final report will contain a comparison of the objectives and work tasks outlined in the analysis required under Policy 2, with the objectives and work tasks accomplished and documented in the final report.

Approved: January 25, 1993

POLICY 4.1

QUORUM

It is the policy of the San Antonio-Bexar County Urban Transportation Study Steering Committee, the designated Metropolitan Planning Organization, that proxies will not be allowed or recognized for voting members of the committee. A quorum for meetings will consist of fifty (50) percent or greater of the voting members.

Approved: July 24, 1989

POLICY 5

TECHNICAL MEMORANDUM, TECHNICAL REPORT, AND FINAL REPORT FORMAT
REQUIREMENTS

In an attempt to provide usable information on transportation planning issues to the broadest possible audience, the standard format for all publications coming from the San Antonio-Bexar County Metropolitan Planning Organization's Unified Planning Work Program is as follows:

BODY OF THE REPORT OR MEMORANDUM

- All reports produced by the Metropolitan Planning Organization containing twenty pages or more are required to contain an executive summary
- text will be in Arial (or comparable font) at 10, 11, or 12 point, fully justified
- pages of text will be numbered, centered at the bottom of the page, in the same font and point size of the text
- text line spacing should be 1.25
- chapter headings should be left justified and **bold**
-subheadings should be left justified and underlined
- tables will be fully lined, with appropriate titles
- all draft final reports, draft technical reports, and technical memorandums may be stapled in the upper left hand corner or in the left margin
- all approved final and technical reports must be GBC (comb) bound
- all final and technical reports require a technical page (immediately following the cover) and a disclaimer page (following the technical page)
- technical memorandums should be marked "DRAFT"

COVER

- the MPO logo must appear in the upper left side of all covers
- the words "San Antonio-Bexar County Metropolitan Planning Organization" will appear in conjunction with the logo
- the study number will be in the upper right corner, i.e. UPWP Subtask ## (year)
- the font for all text on the front cover will be the same as the body of the report or memorandum
- the title of the report or memorandum will appear in the largest point size (not to exceed 36 pt.)
- the name of the producing agency, and date of final and technical reports, will appear in the bottom center of the cover (the date reflects the month and year of the Transportation Steering Committee's acceptance)
- the date of technical memorandums will appear in the bottom center of the cover and reflect the month and year of the presentation to the Transportation Steering Committee

- ink will be black
- the cover stock will be noticeably heavier than the body of the final report or technical report (technical memorandum cover stock may be the same weight as the body of the memo)

DEFINITIONS

- | | |
|----------------------|---|
| Technical Memorandum | <input type="checkbox"/> status report of work completed for one or more work elements as described in the current Unified Planning Work Program contract, with a timeframe of less than a complete fiscal year |
| | <input type="checkbox"/> the effort required for each memo is dependent on the amount of work performed in the timeframe specified in the contract |
| Technical Report | <input type="checkbox"/> the description of the work accomplished within an entire fiscal year for a Subtask that extends beyond one fiscal year |
| | <input type="checkbox"/> this document will fully describe the work performed without a requirement for final recommendations or conclusions (a Technical Report must contain all other elements of a Final Report) |
| Final Report | <input type="checkbox"/> stand alone document that states the objective of the study, describes the planning work accomplished, and provides recommendations or conclusions (this report may consist of work accomplishments in more than a single fiscal year) |
| | <input type="checkbox"/> this report must meet all the requirements listed above and be integrated into the transportation planning process for the urban area |

Approved: May 20, 1996

POLICY 6

GUIDELINES FOR PROGRAMMING PROJECTS IN THE TRANSPORTATION IMPROVEMENT PROGRAM

PURPOSE

The San Antonio-Bexar County Metropolitan Planning Organization (MPO) annually develops a Transportation Improvement Program (TIP) which programs projects for the following three (3) fiscal years. The TIP is forwarded to the Texas Department Of Transportation (TxDOT) for inclusion into the Statewide Transportation Improvement Program (STIP). Each year new projects are selected by the Transportation Steering Committee (TSC) and are normally included in the third year of the TIP. The project selection process is closely integrated with the public involvement process and begins with a call for projects in which the public is able to propose projects to the implementing agencies. Each implementing agency (City of San Antonio, Suburban Cities, the Texas Department of Transportation VIA Metropolitan Transit and Bexar County) goes through their own project evaluation and ranking process before projects are submitted to the MPO. The end result of their selection process is a formal submittal of projects to be considered for inclusion in the TIP.

Projects are either selected by the TSC in consultation with the State (TxDOT) and transit operator (VIA) or selected by the State (TxDOT) in cooperation with the MPO. Projects selected by the TSC are those which are to be funded with Surface Transportation Program-Metro Mobility (STP-MM), Federal Transit Authority (FTA) Section 9, and FTA Section 16 federal funds and Urban Street Program state funds. This document describes the MPO project selection process.

BASIC CRITERIA

All projects submitted for consideration for programming in the Transportation Improvement Program (TIP) will meet the following basic criteria:

1. Projects will be submitted through an implementing agency (Bexar County, City of San Antonio, Texas Department of Transportation, VIA Metropolitan Transit, or suburban cities) and appropriate commitments of local match shall be made. Approval from the Texas Department of Transportation District Engineer or the policy body of the local agency submitting the project for consideration will be obtained and submitted to the MPO.
2. Projects will be included in the latest approved Long Range Transportation Plan. Note: Amendments to the Long Range Transportation Plan and the Transportation Improvement Program can be made through the amendment process at the discretion of the Transportation Steering Committee (TSC). Any required amendments to the Long Range Transportation Plan must be made prior to amending the TIP, however amendments to both may be initiated concurrently.
3. A roadway project submitted for consideration must be on a functionally classified facility as defined by the MPO and approved by Federal Highway Administration through the State. Roadway projects on facilities classified as a local street or rural minor collector do NOT qualify for Federal transportation assistance.
4. Projects proposed for inclusion in each TIP annual update and amendment cycles will be

submitted in writing by the deadlines set by the MPO for the applicable fiscal year document. All deadlines are firm. Projects proposed after that deadline may be considered for inclusion in the TIP through the amendment process after the following October 1.

SUBMITTAL CONTENT

Projects to be programmed in the TIP will include the following information:

1. Detailed project description including - proposed implementation year; location and project limits; description of the typical section including type of facility, number of travel lanes, auxiliary lanes, existing and proposed width of pavement, existing and required right-of-way, drainage requirements, sidewalks, bicycle facilities, and a description of all intersections (with collector street or better) within the project limits; length in miles, and project selection ranking (if appropriate).
2. Preliminary cost estimate for the project.
3. Identification of proposed source and amount of federal and non-federal funds for the project. Identification of the agency/source of matching funds for the project.
4. Project Support Data to include twenty-four (24) hour traffic counts, turning movement counts (if applicable) and accident data.

PROJECT SELECTION PROCEDURE

The project selection procedure for Surface Transportation Program Metro Mobility (STP-MM) funds and Urban Street Program (USP) funds consists of the following steps:

1. Projects submitted for STP-MM funding will be grouped into the following five (5) categories for evaluation purpose;
 - Capacity projects - projects which add through lanes to a facility.
 - Preservation Rehabilitation projects - reconstructing a facility without adding through lanes.
 - Preservation Operational projects - projects which improve the operational capacity of a facility without adding through lanes such as adding right, left or center turn lanes, adding or improving intersection signalization, and making geometric improvements.
 - Bicycle projects - projects which construct, rehabilitate or upgrade bicycle facilities and mobility.
 - Pedestrian projects - projects which construct, rehabilitate or upgrade pedestrian facilities and mobility.
2. The target goals for each STP-MM category derived from the Long Range Transportation Plan (Transvison 2015) are:
 - 55.8% Capacity projects
 - 37.8% Preservation (Rehab. & Operational) projects

- 4.8% Bicycle projects
- 1.6% Pedestrian projects

The cost for bicycle or pedestrian portions of projects may be applied to the annual percentage goals shown above, however bicycle projects must be identified in the Bicycle Mobility Plan. The costs for the bicycle and pedestrian portions of the project must each be shown separately, if the costs are to be applied to the goals.

3. Projects submitted will be evaluated and scored by the Technical Advisory Committee (TAC) and MPO staff based on the following criteria;

Capacity Projects

- 40% Congestion (existing and projected 2015)
- 20% Cost of project per vehicle miles of travel (\$/VMT)
- 10% Safety Benefit
- 10% Transit Usage
- 10% Gap Completion
- 10% Critical Intersection

Preservation - Rehabilitation Projects

- 40% Existing Pavement Conditions
- 20% Cost of project per vehicle miles of travel (\$/VMT)
- 10% Safety Benefit
- 10% Transit Usage
- 10% Operational Improvement
- 5% Projected year 2015 vehicle miles of travel
- 5% Gap Completion

Preservation - Operational Improvement Projects

- 40% Operational Improvements
- 25% Cost of project per vehicle miles of travel (\$/VMT)
- 20% Safety Benefit
- 5% Transit Usage
- 5% Projected year 2015 vehicle miles of travel
- 5% Existing Pavement Condition

Pedestrian Projects

- 25% Connectivity of the facility
- 20% Condition of the existing facility
- 20% Safety Benefit
- 20% Transit Usage and linkage
- 10% Cost of Project per vehicle miles of travel (\$/VMT)
- 5% Projected year 2015 traffic volumes

Bicycle Projects

- 40% Increase Accessibility
- 40% Safety
- 20% Environmental Impact

Urban Street Program Projects

- 40% Existing Pavement Conditions
- 25% Cost of project per vehicle miles of travel (\$/VMT)
- 10% Safety Benefit
- 10% Transit Usage

- 10% Operational Improvement
- 5% Projected year 2015 vehicle miles of travel

4. The evaluation process for each project category will consist of the TAC grouping the projects in A, B, C, and D groups which are the most technically beneficial to the least technically beneficial, respectively. The grouping of projects will be based on the score each project receives. The TAC will also determine and note obstacles which could delay a project's implementation if selected for funding. Examples of such obstacles are additional right-of-way requirements, utility adjustments, and environmental impacts.

The projects will be presented to the TSC by project category along with technical grouping, submitting agency priorities, TAC notations, and public comments. The TSC will select the projects for inclusion in the TIP based on the information presented in accordance with the MPO Public Involvement Process.

AMENDMENT PROCESS

The following changes will require an amendment to the TIP:

- a) Added or deleted project(s)
- b) Changes in the project scope of work
- c) Changes in federal funding categories (ex: STP, Bridge)
- d) Changes in the phase of work (ex: from P.E. to construction)
- e) Change in project limits

Routine amendments to the TIP occurring between annual updates require a two-step process. To permit adequate public review and comment, amendments to the TIP will be presented at a TSC meeting with action on the amendment occurring at the following TSC meeting (approximately 30 days after initial presentation).

Routine amendments to the Long Range Transportation Plan occurring between major updates also require a two-step process. To permit adequate public review and comment, amendments to the Long Range Transportation Plan will be presented at a meeting of the TSC with action on the amendment occurring at the following TSC meeting (approximately 30 days after initial presentation). Amendments to both the TIP and the Long Range Transportation Plan may be initiated concurrently.

Amendments to the TIP or the Long Range Transportation Plan requiring quick action due to impending federal or state requirements or deadlines (or for other reasons deemed in the community's best interest) may be accomplished by a 75% vote of the TSC quorum present to waive the routine two-step process. In these cases, TSC will hold a special public hearing within their normal meeting agenda to specifically solicit public comment on the proposed TIP or Long Range Transportation Plan amendment. These actions will be emphasized on the meeting agenda which is mailed ten (10) days prior to the TSC meeting. This will alert the public and permit special attendance to comment on the action prior to adoption by the TSC.

Agencies will promptly notify TSC in writing of any currently programmed projects that will be dropped or deleted from the TIP. The sponsoring agency shall state its preference for project replacement in the written notification. TSC will provide direction and/or will take appropriate action at its next meeting with respect to amending the TIP.

MID-YEAR REVIEW

Six (6) months after TSC formally approves the TIP, a detailed mid-year review of the TIP will be

conducted. Projects currently programmed in the TIP will be reviewed for progress towards their letting (contract) dates. If warranted by the detailed review, projects may be re-prioritized at the discretion of the TSC in accordance with the MPO's approved Project Selection Procedures.

If the detailed mid-year review warrants amendment(s) to the TIP, such amendment(s) will be presented to TSC for consideration in sufficient time to allow the amendment(s) to be incorporated into the first quarterly amendment of the Statewide Transportation Improvement Program (typically in December of each year).

Approved: August 28, 1995

POLICY 7

ABSENCE OF CHAIRMAN

If, for any reason the Chairman of the Steering Committee is unable or unavailable to perform those duties for which he/she has been given authorization, the Vice-Chairman of the Steering Committee is hereby authorized to act in his/her behalf to perform those duties.

Approved: January 22, 1980

POLICY 8

MAPPING AND DATA STANDARDS

This policy details the standards and guidelines for ensuring compatibility and efficiency among the entities doing mapping and data work on the San Antonio/Bexar County Urban Transportation Study's annual Unified Planning Work Program. The purpose of these standards are:

- to promote an integration of information among MPO planning entities
- to maximize the availability and use of data
- to minimize the effort required to incorporate data from one entity into another

CARTOGRAPHY STANDARDS

Hardcopy maps must include the ancillary information (map title, scale indicator, etc.) necessary to make the maps meaningful and useful for their intended use. The informational content of each map will vary.

The following informational elements must be placed on any hardcopy maps produced under the Unified Planning Work Program.

MAP TITLE

The title briefly describes the nature of a map.

SCALE REPRESENTATION

The map must include a graphic scale and an equivalency scale, e.g. 1"=2,000' and be placed next to the north arrow.

MAP DATES

Three dates are important: 1) **Compilation Date:** the year or month/year of initial map compilation; 2) **Revision Date:** the date of the map's last revision(it must describe the element of the map being revised); and 3) **Plot Date:** the actual date the map was plotted.

AUTHOR

The map author is the name of the agency or entity responsible for creating the map.

DISCLAIMER

Disclaimers are used to limit and define the map author's responsibility for the content, accuracy, and currency of a map.

SOURCE

The primary and significant secondary map sources must be noted.

NORTH ARROW

The geographic north arrow is used to show map orientation.

SYMBOLOLOGY KEY

The symbology key is a graphic and/or narrative description of the symbols depicted on the map.

These additional items are required for hardcopy maps which will be used as a digitizing source:

COORDINATE SYSTEM

e.g. State Plane Coordinate Systems, Latitude and Longitude

DATUM

A notation identifying the datum (NAD27 or 83) upon which the map is based should be included.

GRID LINES OR INTERSECTION TICKS

Grid lines and ticks should be included when the ability to plot locations is needed.

DATA EXCHANGE STANDARDS

The existing methods of data interchange used by the various transportation planning entities depend on a variety of hardware and software systems in place at both the source and target organizations. In determining the most desirable interchange format, considerations must be made for the preservation of accuracy and completeness, transfer efficiency, the data type (vector or raster) and intended use of the data.

If a direct interchange format exists between two dissimilar GIS or mapping software systems, it should be used only after a detailed investigation. When a direct interchange format is not available, it is recommended that the data interchange file generated formats be in non-compressed ASCII format. However, if compression of data is used to reduce file size, ensure that the receiving agency has the appropriate software to read the data.

Various data interchange media are dependent on the hardware systems installed at the source and target organizations. The users exchanging data will determine the best media based on available hardware for tape, floppy disk, modem, compact disc or other transfer media.

Approved: June 28, 1993

POLICY 11

FUNDING

Beginning March 1985, it is the policy of the Metropolitan Planning Organization that additional funds requested for ongoing studies, existing studies, or new studies after the budget has been set for the current fiscal year will be considered for approval only on clearly an emergency basis.

Approved: March 18, 1985

POLICY 12

WORK PERFORMANCE EVALUATION

Beginning with FY 1986-87, the following mechanism for monitoring/evaluating work performance as related to the Unified Planning Work Program (UPWP) will be implemented.

- A. The base for comparing projected cost, person hours, and total time with actual cost, person hours, and total time should be plus or minus 25%. If the actual figures for a study are <75% or >125% of the projected figures, measures should be taken to identify the problem and correct it if necessary. The projected figures would be those effective at the beginning of the fiscal year and would not be adjusted to consider amendments made during the year.
- B. The base for comparing work completed relative to cost and time should be 15%. When the percentage of work completed is <15% of the percentage of the total budget expended and/or the total time expended on the study (as measured by the scheduled in the study design), measures should be taken to identify any problems and the necessary steps to correct it. A determination should be made at that time to determine whether the study can be completed on schedule.
- C. The following process for developing study designs after the objectives have been approved will be followed:
 - Establish a small subcommittee of selected, interested TAC members to work with the lead agency to develop detailed study design, schedule, and budget to address each objective.
 - Study designs must include more detail concerning the type of work to be performed under each task and how it will be performed.
 - The combined work load of the study designs cannot exceed the available personnel an agency has as of the beginning of one month prior to the beginning of the fiscal year. If the work load is excessive, the agency should amend the UPWP study to either eliminate the study or provide for the work to be accomplished by a consultant.

If an agency fails to perform the above evaluations concerning studies programmed in the UPWP, the following procedures will be implemented.

- If an agency fails to meet the criteria under A and/or C above, the agency will have 10% of its funding for studies in the next fiscal year retained until a final product and billing are received and evaluated.
- If the agency still does not comply with that criteria, 50% of the next year's funding will be retained until receipt and evaluation of the final product and billings.

- If the agency still fails to comply, 100% of the next year's funds will be retained until receipt and evaluation of the final product and billings.
- When an agency fails to meet the criteria under A and/or C, the agency will be requested to present to the Steering Committee reasons for not meeting the criteria. The Steering Committee will make the decision concerning any retainage of funds.

Approved: January 27, 1986

POLICY 13

**AUTHORIZATION FOR APPROVAL OF BUDGET AMENDMENTS
IN THE LATEST APPROVED UNIFIED PLANNING WORK PROGRAM**

Beginning with the program year 1992-93, the following procedures are adopted by the Transportation Steering Committee to expedite minor budget revisions to the Unified Planning Work Program (UPWP):

1. The MPO Administrator is authorized to approve/disapprove budget amendments for 10% of a study's budget.
2. The MPO Administrator shall report any budget amendment request in excess of \$1,000, as an information item, to the Technical Advisory Committee and the Transportation Steering Committee at their regularly scheduled meetings on a quarterly basis.
3. The following budget amendments shall be presented to the Technical Advisory Committee and Transportation Steering Committee for review and subsequential approval:
 - a. Any proposed budget amendment for a study which exceeds 10% of the total budget for the study.
 - b. Any proposed change in scope of work for any study regardless of dollar amount.
 - c. Any proposed change in the scope of work for a consultant regardless of dollar amount.
 - d. Any request for additional funding as outlined in Policy 11.

Approved: October 26, 1992

POLICY 14.1

SIGNATORY REPORTING REQUIREMENTS

To ensure continuity in the planning process, it is the policy of the Metropolitan Planning Organization that the following documents be signed by the representative of each agency as noted before they are accepted:

<u>Item</u>	<u>CSA Signatory</u>	<u>VIA Signatory</u>	<u>TxDOT Signatory</u>	<u>COUNTY Signatory</u>	<u>AACOG Signatory</u>
Monthly Progress Report	Director of Planning	Gen. Mgr. or Assistant Gen. Mgr.	Dist. Engr. or Assistant Dist. Engr.	Co.Judge or County Comm.	Exec. Dir. or his Assistant
Performance Evaluation Report	City Mgr.	Gen. Mgr.	Dist. Engr.	Co.Judge	Exec. Dir.
Final Study Designs	City Mgr.	Gen. Mgr.	Dist. Engr.	Co.Judge	Exec. Dir.

All other documents will be signed in accordance with the agencies' internal procedures unless otherwise directed by the MPO Administrator.

Approved: August 28, 1989

POLICY 15

WORK PLAN

Each agency who is not going to complete a study within the time frame currently programmed will be required to provide a **work plan** and presentation to the Steering Committee at its August meeting detailing how and when they will be able to complete the work with the understanding that the Steering Committee has the option to a) withhold future funding for the project until the project has been completed, or b) request the refund of funds previously paid to the agency in the study for failure to complete the project on time.

Approved: June 27, 1988

POLICY 16

TECHNICAL ADVISORY COMMITTEE

The Technical Advisory Committee (TAC) is a standing committee designated by the Transportation Steering Committee (TSC). The role of the TAC is to provide technical advice to the TSC on elements of the transportation planning process. At minimum, the TAC provides technical review and recommendation on:

- Long Range Multi-modal Transportation Plan and amendments
- Transportation Improvement Program and amendments
- Unified Planning Work Program (UPWP) and amendments
- Final reports and technical memoranda resulting from studies undertaken with planning funds programmed in the UPWP

In addition, the TAC provides other technical recommendations as requested by TSC.

The TAC shall be structured as follows:

VOTING MEMBERSHIP

Alamo Area Council of Governments - 1 representative
 Bexar County (Chair) - 1 representative
 City of San Antonio (Vice Chair) - 2 representatives
 Private Transportation Providers - 1 representative
 Northeast Partnership - 1 representative
 Suburban Cities - 1 representative
 Texas Department of Transportation - 1 representative
 VIA Metropolitan Transit - 1 representative

The representative(s) and alternate(s) of each agency/entity on the TAC will be designated as follows:

Alamo Area Council of Governments: Letter from Executive Director
 Bexar County: Letter from County Judge
 City of San Antonio: Letter from City Manager
 Private Transportation Providers: Selected by TSC
 Northeast Partnership: Letter from TSC representative for Northeast Partnership
 Suburban Cities: Letter from Chair of Greater Bexar County Council of Cities
 Texas Department of Transportation: Letter from District Engineer
 VIA Metropolitan Transit: Letter from General Manager

Each agency/entity on the TAC will be allowed to designate one alternative from within the same agency or entity for each representative to serve on the TAC. If the representative cannot attend the TAC meeting, the designated alternate may attend and vote as the representative of the agency or entity. Proxies will not be allowed.

The Private Transportation Providers representative and alternative shall be selected by TSC biennially beginning September 1996. The TAC will solicit nominations from private transportation

provider organizations for a representative and alternate. The TAC will then make a recommendation for a Private Transportation Providers representative and alternate to TSC for their consideration. The term of the Private Transportation Providers representative will commence on October 1 and run for two years through September 30.

EX - OFFICIO MEMBERSHIP

Texas Department of Transportation - Transportation Planning and Programming Division
Texas Natural Resource Conservation Commission
City of San Antonio - Department of Aviation and Municipal Enterprises
San Antonio Metropolitan Health District
Utility Coordination Council
Special Services Advisory Committee

Ex-officio members shall hold non-voting status on the TAC. Attendance at regularly scheduled TAC meetings is required of Ex-officio members wishing to receive complete TAC packages. Ex-officio members absent from three consecutive regularly scheduled TAC meetings will only receive agendas.

In addition to the voting and non-voting member, the TAC recognizes individuals and organizations within the community that can provide meaningful input into the transportation planning process. These resources will be informed of TAC meetings and invited to provide input as appropriate.

Approved: April 22, 1996

POLICY 18

TRAVEL AUTHORIZATION

The Chairman of the Metropolitan Planning Organization (MPO) is authorized to approve/disapprove any travel request and/or attendance at any conference of the MPO Administrator and/or his/her assistant. In the absence of the Chairman, the Vice-Chairman is authorized to approve/disapprove any such requests.

Approved: January 23, 1989

POLICY 19

AUTHORIZATION

The Chairman of the San Antonio-Bexar County Urban Transportation Study Steering Committee, the designated Metropolitan Planning Organization, is authorized to execute, sign and enter into any and all agreements on behalf of the Metropolitan Planning Organization which are necessary to carry out the transportation planning process as delineated in the latest approved Unified Planning Work Program.

Approved: July 24, 1989

POLICY 20

ELECTION OF CHAIR AND VICE CHAIR AND TERM OF OFFICE

Beginning June 1993 and continuing biennially, the Transportation Steering Committee will elect a chair and vice chair from their membership.

An individual may serve as chair or vice chair of the Transportation Steering Committee for a maximum of four (4) years or the individual's term of membership to the Transportation Steering Committee, whichever is less.

Approved: June 28, 1993

POLICY 21

BUDGET AND PERSONNEL SUBCOMMITTEE

Each year in October, with concurrence of the Steering Committee, the Chairman of the San Antonio-Bexar County Metropolitan Planning Organization will appoint a Personnel and Budget Subcommittee composed of three(3) members of the Transportation Steering Committee. The Personnel and Budget subcommittee is responsible for the following:

1. Oversight of the Personnel functions for the staff of the Metropolitan Planning Organization.
2. Oversight of the development of the staff budget for the Metropolitan Planning Organization and the overall Metropolitan Planning Organization budget as outlined in the Unified Planning Work Program.

The subcommittee reports and makes recommendations to the Transportation Steering Committee on personnel and budget issues.

September 27, 1993

POLICY 22

TUITION REIMBURSEMENT PROGRAM

Purpose

This program is designed to encourage and aid employees in furthering their education in areas related to their current jobs and to encourage employees to broaden their knowledge and skill in preparation for possible assumption of new job responsibilities within the MPO by reimbursing tuition costs to eligible employees who will enroll in approved courses.

Eligibility

Upon successful completion of the probationary period, all full-time employees of the MPO are eligible for reimbursement under the program.

1. Eligible Courses

All courses must be related to either the employee's current job or other existing potential career opportunities at the MPO. The only exception to this are non-related courses (e.g., elective or core requirements) taken as part of an approved degree plan.

2. Eligible Programs

- A. Accredited college courses - either taken individually or toward a degree
- B. Continuing Education Units - courses designed to assist students in developing or improving skills. Upon successful completion, students will receive continuing education units and/or a certificate.

3. Eligible Institutions

Employees may attend the local college or university of their choice; however, reimbursement is limited to the maximum allowable under the most costly local state supported school. When the approved course or degree plan is not available at a local college or university, the employee may attend a state supported college or university outside the community.

Employees may also attend the college, university, or education center of their choice when the approved course is for non-college credit, such as continuing education units. Reimbursement for course(s) approved by the MPO is limited to the maximum allowable under the most costly local state supported institution.

4. Method of Approval

A. Degree Plan

It is important that a degree plan be on file prior to enrollment so that non-MPO related courses necessary to a degree plan can be approved under this method (e.g., electives or core requirements). Employees are required to submit a written degree plan under this method. The degree plan requires the signature of the appropriate department head/counselor of the college or university for which the degree plan is being sought. A degree plan is a list of courses and requirements, which, if completed, will result in a degree.

B. Non-Degree Plan

Under this method of approval, each course must be individually approved prior to enrollment. This method is used to approve courses designed to develop or improve job skills and other specialized training, not leading to a degree.

5. Reimbursement Expenses

Tuition includes all mandatory fees such as registration fees, tuition fees, lab fees, and building use fees. Optional fees such as parking expenses are not covered. Reimbursement for the cost of miscellaneous expenses such as meals, travel, etc., are not covered.

Books include the cost of text books required for approved courses.

Employees will be reimbursed up to 21 credit hours per calendar year (9 hours per semester maximum) for undergraduate studies.

Employees will be reimbursed up to 15 credit hours per calendar year (6 hours per semester maximum) for graduate studies.

Expenses which are met by scholarships, grants, or educational benefits received under the GI Bill are not reimbursable. Anyone violating this policy will be ineligible for future participation in the program.

Reimbursement cannot be made for the same course twice, if the employee has successfully completed the course the first time.

6. Schedule of Reimbursement

For college credit hours:

Tuition reimbursement will be made on the following basis - an employee receiving a grade of "B" or above in any course will be reimbursed 100% of that course. An employee receiving a grade of "C" in any course will be reimbursed 50% of that course. A grade of "D" or "F" received in any course will not be eligible for reimbursement.

An employee receiving a grade of "C" or above will be reimbursed 50% of the costs of text books required for approved courses upon successful completion of the course(s). A grade of "D" or "F" received in any course will not be eligible for reimbursement.

For continuing education units:

An employee will be reimbursed 100% of the costs of the approved courses upon successful completion of the course(s).

An employee will be reimbursed 50% of the costs of text books required for approved courses upon successful completion of the course(s).

7. Application and Reimbursement Process

A. Complete the tuition reimbursement application form with signatures and approval of the MPO Administrator.

B. Submit the degree plan, mentioned above, or information concerning the college or continuing education course to the MPO Administrator for approval.

C. The MPO Administrator will notify each employee of the approval of their request. If a request is disapproved, the employee will be provided an explanation. The MPO Administrator will report all tuition reimbursement requests to the MPO Transportation Steering Committee.

D. In order to receive reimbursement, employees will need to submit, within 30 calendar days from completion of the course, grade slip(s) and tuition receipts. On the date reimbursement is made, the individual must be a full-time employee with no plans for termination from the MPO's employment.

E. If an employee terminates employment with the MPO within one (1) year of reimbursement, reimbursement to the employee will be withheld from his/her last paycheck.

Approved: November 28, 1994

APPENDIX G
CONTINUING PHASE AGREEMENT

AGREEMENT

THE STATE OF TEXAS) (

COUNTY OF TRAVIS) (

THIS AGREEMENT made this 18th day of June, A.D. 1996, by and between the State of Texas, acting by and through its Executive Director of the Texas Department of Transportation, Party of the First Part, hereinafter referred to as the State, and the City of San Antonio, a municipal corporation, hereinafter referred to as the City, and the County of Bexar, hereinafter referred to as the County, and the Metropolitan Transit Authority, hereinafter referred to as the MTA, Parties of the Second Part:

WITNESSETH

WHEREAS, the City, the County, and the State on November 8, 1974, did agree to participate in a continuing, comprehensive, cooperative transportation planning process for the San Antonio-Bexar County Urban Transportation Study area as provided in the Federal-Aid Highway Act of 1962; and,

WHEREAS, the City, the County, the MTA, and the State on January 12, 1978 and January 15, 1992, did agree to revise the Study organization; and,

WHEREAS, the San Antonio-Bexar County Urban Transportation Study area is defined as encompassing all of Bexar County; and,

WHEREAS, the City, the County, and the MTA have expressed a desire to provide an opportunity for the surrounding counties to participate if they desire; and,

WHEREAS, the San Antonio-Bexar County Urban Transportation Study Steering Committee, hereinafter referred to as the Steering Committee, has been designated by the Governor as the Metropolitan Planning Organization (MPO) for the San Antonio-Bexar County Study area; and,

WHEREAS, it is the desire of the parties hereto that the Study organization be a one-committee structure composed principally of elected officials of general purpose local government which have responsibility for project implementation within the Study area;

NOW THEREFORE, it is hereby agreed that the aforementioned agreements of November 8, 1974, January 12, 1978, and January 15, 1992, shall be considered null and void and said documents shall be replaced in their entirety by this agreement with the organization and responsibilities as set out in the following paragraphs:

I. ORGANIZATION

A Transportation Steering Committee will furnish policy guidance and direction for the continuing transportation study. This committee will consist of six (6) representatives from the City of San Antonio, four (4) of which shall be members of the San Antonio City Council and two (2) shall be City staff; four representatives from Bexar County, three (3) of which shall be members of Bexar County Commissioners Court and one (1) shall be Bexar County staff; two (2) members of the Board of Trustees for the Metropolitan Transit Authority; two (2) appointed officials from the Texas Department of Transportation; two (2) members of the Texas Legislature who represent constituency residing within the San Antonio-Bexar County Metropolitan Area Boundary, one (1) mayor from a suburban city, one (1) appointed official from the Randolph Region, and one (1) representative of the Alamo Area Council of Governments. The voting membership shall be as follows:

VOTING MEMBERSHIP

City of San Antonio	6
County of Bexar	4
Metropolitan Transit Authority	2
Texas Department of Transportation	2
Texas Legislature	2
Suburban Cities	1
Randolph Region	1
Alamo Area Council of Governments	1

19

The Federal Highway Administration and the Austin office of the Texas Department of Transportation shall be represented by a non-voting member. In addition, the General Manager of the Metropolitan Transit Authority and a non-governmental member, as determined by the Steering Committee, shall be non-voting members. Other governmental agencies, as determined by the Steering Committee, may also be represented by a non-voting member.

Each agency shall designate its representative to the Steering Committee and when necessary fill vacancies among its members on the Committee with the exception of the members of the Texas Legislature and the representative of the Alamo Area Council of Governments. Representatives of the Texas Legislature and the representative of the Alamo Area Council of Governments shall be selected by the Steering Committee.

Terms for the representatives of the Texas Legislature, the representative of the Alamo Area Council of Governments and the non-governmental member shall commence January 1 and run for one (1) year through December 31. Members of the Texas Legislature shall be limited to two (2) terms.

The functions of the Steering Committee shall be as follows:

1. Provide policy guidance for the transportation planning process.
2. Carry out in cooperation with the State and local governments and annually certify a transportation planning process that is in full compliance with Federal requirements outlined in 23 USC 134, 49 USC 1607, 42 USC 7504, 7506, (c) and (d), The Clean Air Act, as amended, Section 174 and 176 (c), as well as other applicable requirements as specified in 23 CFR Part 450.114.
3. Set goals and cooperatively determine the responsibilities of the participating agencies for planning tasks and an annual budget in the annual Unified Planning Work Program.
4. Adopt and review annually the Metropolitan Transportation Plan (revised as necessary) which provides for both the near-term and long-term needs of the Study area.
5. Develop in cooperation with the State and local governments and annually endorse a staged multi-year Transportation Improvement Program which includes projects in or serving the metropolitan area, initiated by the implementing agencies, and consistent with the Metropolitan Transportation Plan.

6. Review and revise the limits of the Study area as necessary.
7. Designate a Technical Advisory Committee (TAC) and any other such offices, technical committees, or task forces as found necessary to carry out the transportation planning process.
8. Meet at intervals as necessary to perform its function.
9. Hold a public meeting to discuss the status of the transportation planning process at least once a year.
10. Appoint an Administrator.

II. ADMINISTRATOR

An Administrator acceptable to the Steering Committee will be appointed by the Committee to work in close cooperation with representatives of various governments and agencies within the Study area. The Administrator's principal duties will be as follows:

1. Arrange for meetings of the Steering Committee and any other subcommittee or task force created by the Committee.
2. Maintain the records, meeting minutes, library, and other documents or correspondence associated with the functions of the Steering Committee.
3. Maintain liaison and act in an advisory capacity to the Steering Committee.
4. Coordinate and maintain liaison between the City, the County, the State, the MTA, and other governmental agencies in the continuing transportation planning process.
5. Coordinate the development of the Unified Planning Work Program, the Metropolitan Transportation Plan, and the Transportation Improvement Program in cooperation with participating agencies.
6. Report to the Steering Committee on the status of the transportation planning process and recommend special studies, revisions to the Metropolitan Transportation Plan, the Transportation Improvement Program, or the Unified Planning Work Program.

7. Prepare quarterly progress reports to reflect general development and plan implementation within the Study area.
8. Assemble and maintain an adequate, competent staff to perform all appropriate MPO activities as required by law.

III. STUDY DIRECTORS

Study Directors for individual modal studies may be appointed by the agency that is principally responsible for the funds to be expended on the study, subject to the approval of the Steering Committee. The Study Director shall be responsible for the conduct of the specific study, for the carrying out of the study design, and for the accounting of all funds spent on the study.

IV. STUDY FINANCING

The expense involved in the continuing transportation planning process, data gathering, review and updating the various study elements will be included in an approved annual Unified Planning Work Program.

V. AGREEMENT MODIFICATION OR TERMINATION

This agreement may be supplemented or renegotiated as necessary to meet changing conditions at the request of one or more of the signatory parties and as recommended by the Steering Committee. In any event, this agreement shall be reviewed at least every five (5) years and supplemented or renegotiated as deemed necessary. By mutual agreement, the parties hereto may terminate this agreement.

IN WITNESS WHEREOF, the Parties have hereunto affixed their signatures on the dates indicated.

Party of the First Part
STATE OF TEXAS

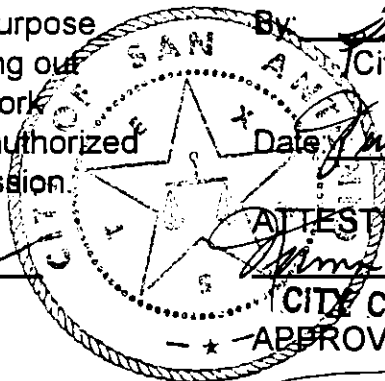
Parties of the Second Part
CITY OF SAN ANTONIO

Certified as being executed for the purpose and effect of activating and/or carrying out the orders, established policies, or work programs heretofore approved and authorized by the Texas Transportation Commission.

By: James M. Bales
City Manager

Date: June 18, 1996

By: Robert Cullen
Deputy Executive Director for
Transportation Planning and
Development



ATTEST:
Alma S. Rodriguez
CITY CLERK
APPROVED AS TO FORM:

Date: 7-10-96

J. J. Gault
City Attorney

RECOMMENDED FOR EXECUTION:

COUNTY OF BEXAR

John P. Kelly
District Engineer,
San Antonio District

By: Chris R. Viner
County Judge

Alvin R. Rueschbejer PE
Director,
Transportation Planning and
Programming Division

Date: June 4, 1996

ATTEST:
Debra R. Kistner
County Clerk

By: Russ Lynn French

APPROVED AS TO FORM:
Kelsey M. Hays
Assistant Criminal
District Attorney

METROPOLITAN TRANSIT AUTHORITY

By: Richard E. Tande
Chairman, MTA Board

Date: June 11, 1996

APPROVED AS TO FORM:
Donald R. Elder
MTA Attorney

ORDERS OF COMMISSIONERS COURT

BEXAR COUNTY, TEXAS

DATE TUESDAY, JUNE 4, 1996

COMMISSIONERS COURT - ITEM 49
INFRASTRUCTURE SERVICES - PUBLIC WORKS DIVISION
ORDER AUTHORIZING THE PROPOSED REVISION TO THE
CONTINUING PHASE AGREEMENT BETWEEN THE TEXAS
DEPARTMENT OF TRANSPORTATION, THE CITY OF SAN
ANTONIO, BEXAR COUNTY AND THE METROPOLITAN TRANSIT
AUTHORITY INCREASING THE VOTING STRENGTH OF THE
CITY OF SAN ANTONIO FROM FIVE (5) TO SIX (6).
(RECORD)

A motion was presented by County Commissioner Michael J. Novak, duly seconded by County Commissioner Robert Tejeda, which motion was voted on as follows: Commissioners Tejeda, Bielstein, Novak and Judge Krier voting "Aye". It is ordered by the Court that the proposed revision to the Continuing Phase Agreement between the Texas Department of Transportation, the City of San Antonio, Bexar County and the Metropolitan Transit Authority increasing the voting strength of the City of San Antonio from five (5) to six (6) be, and hereby is, authorized.

* * * *

CERTIFICATE
The page to which this certificate is
affixed is a full, true and correct copy
of the original on file and of record in
my office. ATTESTED: 6/12/96
GERRY RICKHOFF
COUNTY CLERK
BEXAR COUNTY, TEXAS
BY: [Signature] Deputy



C E R T I F I C A T E

STATE OF TEXAS *

COUNTY OF BEXAR *

I, GERRY RICKHOFF, County Clerk and Ex-Officio Clerk of the Commissioners Court of Bexar County, Texas, do hereby certify that the above and foregoing is a true and correct copy of the Original Order (s) passed by the Commissioners Court on the 4th day of June, 1996, and as same appears of Record in my office in the Minutes of the Commissioners Court of Bexar County, Texas.

IN TESTIMONY WHEREOF, Witness my hand and Official Seal of Office in the City of San Antonio, on this the 12th day of June, 1996.

GERRY RICKHOFF

COUNTY CLERK AND EX-OFFICIO CLERK
OF COMMISSIONERS COURT OF
BEXAR COUNTY, TEXAS

BY Rose Lynn Friend, DEPUTY

AN ORDINANCE **83984**

AUTHORIZING THE CITY MANAGER TO EXECUTE THE REVISED CONTINUING PHASE AGREEMENT GOVERNING THE OPERATIONS AND ORGANIZATION OF THE METROPOLITAN PLANNING ORGANIZATION, AS RECOMMENDED BY THE MPO STEERING COMMITTEE.

* * * * *

WHEREAS, the Metropolitan Planning Organization's Continuing Phase Agreement establishes the membership and responsibilities of the Metropolitan Planning Organization's Transportation Steering Committee; and

WHEREAS, the Continuing Phase Agreement, originally executed in November, 1974, was revised in January, 1978 to include the newly created Transit Authority; and

WHEREAS, in January, 1992, the Continuing Phase Agreement was again revised to change membership representation on the Steering Committee; and

WHEREAS, including two members of the State Legislature on the Transportation Steering Committee and allowing one representative from the Alamo Area Council of Governments to convert from an Ex-Officio member to a voting member will ensure better communication and coordination with the legislature, other state agencies and other governmental agencies in the region; and

WHEREAS, contact with Bexar County, VIA, and TxDOT officials indicate a willingness to add one additional City member; and

WHEREAS, staff recommends the approval of this ordinance; **NOW THEREFORE,**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:

SECTION 1. The City Manager or his designated representative is hereby authorized to execute the Metropolitan Planning Organization's Continuing Phase Agreement, establishing the membership and responsibilities of the Metropolitan Planning Organization's Transportation and Steering Committee. A copy of the Agreement is attached hereto and incorporated for all purposes as Attachment I.

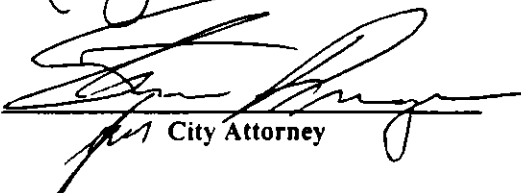
SECTION 2. The ordinance shall become effective on the tenth day after passage hereof.

PASSED AND APPROVED this 18th day of April, 1996.



M A Y O R

ATTEST: 
City Clerk

APPROVED AS TO FORM: 
City Attorney

VIA

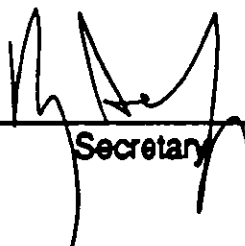
METROPOLITAN TRANSIT

RESOLUTION: 05-14-96- 9

SUBJECT: ADMINISTRATION - Metropolitan Planning Organization
Continuing Phase Agreement

RESOLVED, that the Chairman of the VIA Board of Trustees is authorized to execute the Metropolitan Planning Organization Agreement with the State of Texas, City of San Antonio, and Bexar County, filed as Document 05-14-96-1 in the VIA Document File.

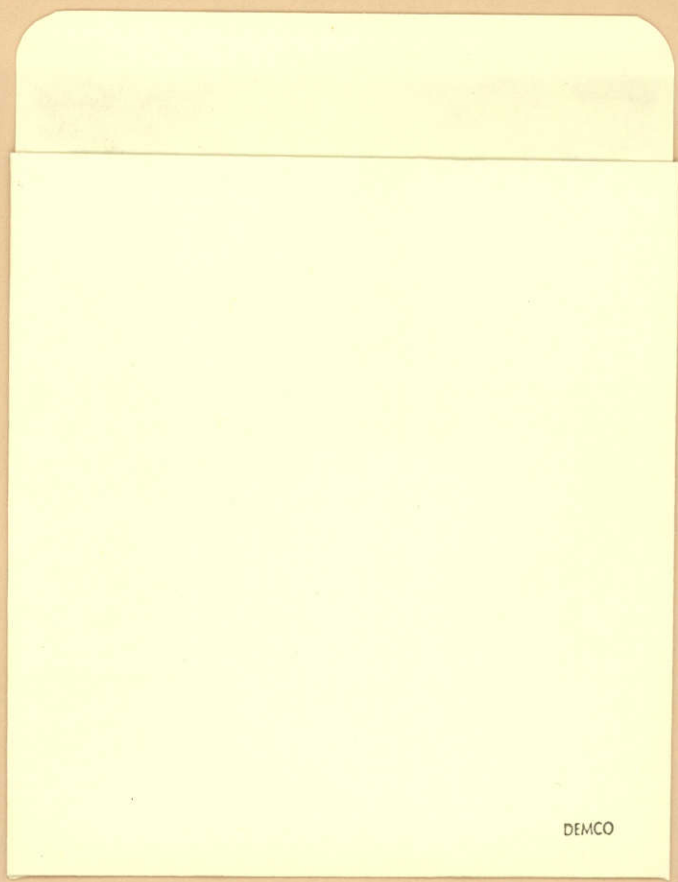
I, the undersigned officer of VIA Metropolitan Transit, do hereby certify that the above and foregoing is a true and correct copy of a Resolution adopted at a meeting of said Board of Trustees, VIA Metropolitan Transit, on May 14, 1996.


Secretary

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DEMCO

DEPOSITORY
COLLECTION

OCT 28 1996

ST. MARY'S UNIVERSITY
LIBRARY

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