# TRANSPORTATION POLICY BOARD MEETING

Monday, December 10, 2018
Room 3.102, Joe C. Thompson Center, University of Texas Campus
Red River and Dean Keeton Streets, Austin, Texas
6:00 p.m.

## AGENDA

**WATCH CAMPO LIVE: www.campotexas.org/livestream**

1. Certification of Quorum – Quorum requirement is 11 members……Chair Will Conley

2. Public Comments
   *Comments are limited to topics not on the agenda but may directly or indirectly affect transportation in the CAMPO geographic area. Up to 10 individuals may sign up to speak – each of whom must contact the CAMPO office by 4:30 p.m., Monday, December 10, 2018.*

3. Chair Announcements ……Chair Will Conley

4. Report from the Technical Advisory Committee (TAC) Vice Chair ……..... Ms. Amy Miller
   *The Vice Chair of the TAC will provide an overview of TAC discussion items and recommendations to the Transportation Policy Board.*

**PUBLIC HEARING:**

**THE PUBLIC IS INVITED TO COMMENT ON ITEM 5 IN THE SECTION BELOW.**

5. Public Hearing on the Public Participation Plan (PPP), Amendments to the 2040 Regional Transportation Plan (RTP) and 2019-2022 Transportation Improvement Program (TIP)
   .....Chair Will Conley

**EXECUTIVE SESSION:**

**Under Chapter 551 of the Texas Government Code, the Board may recess into a closed meeting (an executive session) to deliberate any item on this agenda if the Chairman announces the item will be deliberated in executive session and identifies the section or sections of Chapter 551 that authorize meeting in executive session. A final action, decision, or vote on a matter deliberated in executive session will be made only after the Board reconvenes in an open meeting.**

6. Executive Session ……. Chair Will Conley
   *The Transportation Policy Board will recess to an Executive Session, if necessary.*

**ACTION:**

**THE PUBLIC IS INVITED TO COMMENT ON ITEMS 7-10 IN THE SECTION BELOW.**

7. Discussion and Approval of October 15, 2018 Meeting Summary
   .....Mr. Ashby Johnson, CAMPO
   *Mr. Johnson will present the October 15, 2018 meeting summary and request Transportation Policy Board approval.*

8. Discussion and Approval of Draft CAMPO Code of Conduct for Transportation Policy Board Members ……....Mr. Tim Tuggey, CAMPO Legal Counsel
*Mr. Tuggey will present the Draft Code of Conduct for Transportation Policy Board Members and request Transportation Policy Board.*

9. Discussion and Adoption of Draft Regional Incident Management Study
.....Mr. Ashby Johnson, CAMPO
*Mr. Johnson will present the Draft Regional Incident Management Study and seek adoption by the Transportation Policy Board.*

10. Discussion and Adoption of TxDOT Performance Measure Targets (PM2/PM3)
..... Mr. Ryan Collins, CAMPO
*Mr. Collins will present PM2-Pavement and Bridge Conditions and PM3-System Performance and Freight Performance Measures and request Transportation Policy Board approval.*

**INFORMATION:**

11. Presentation on FY 2018 Federal Transit Administration (FTA) Section 5310 Projects
..... Mr. Ryan Collins, CAMPO
*Mr. Collins will provide an overview of the FY 2018 FTA Section 5310 Program and project selection.*

12. Discussion of Transportation Improvement Program (TIP) and Regional Transportation Plan (RTP) Amendment Cycle and Requested Amendments
..... Mr. Ryan Collins, CAMPO
*Mr. Collins will provide an overview of the TIP and RTP amendment cycle and requested amendments.*

13. Executive Director's Report on Transportation Planning Activities
    a. Administrative Amendments to the 2019-2022 Transportation Improvement Program (TIP)
    b. Quarterly Project Progress Reports
    c. Report on the Results of the FY 2017 Audit Finding

14. Announcements
    a. Next Technical Advisory Committee Meeting – December 17, 2018
    b. Next Transportation Policy Board Meeting – January 14, 2019

15. Adjournment

**Date:** December 10, 2018
**Continued From:** N/A
**Action Requested:** Information

**To:** Technical Advisory Committee

**From:** Ms. Doise Miers, Community Outreach Manager
Mr. Ryan Collins, Short Range Planning Manager

**Agenda Item:** 5

**Subject:** Public Hearing on Public Participation Plan (PPP) and Amendments to the 2040 Regional Transportation Plan (RTP) and 2019-2022 Transportation Improvement Program (TIP)

## RECOMMENDATION

None. This item serves as the public hearing for updates to the PPP as well as amendments to the 2040 Plan and 2019-2022 TIP. These items will be before the TPB at the January 2019 meeting for action.

## PURPOSE AND EXECUTIVE SUMMARY

CAMPO's Public Participation Plan was last updated in 2015. Since that time, CAMPO has added planning processes and the FAST Act was passed by Congress. Additionally, outreach tools and strategies have evolved.

This Draft PPP adds language to comply with FAST Act requirements and also adds outreach requirements for CAMPO's planning studies. This update replaces the tiered system with a system based on the planning document type. The update also adds outreach practices described in the appendix.

The 2040 Plan was adopted by the Transportation Policy Board in May 2015 and the 2019-2022 TIP was adopted in May 2018. The Plan and the TIP are living documents and require periodic amendments in order to keep the documents consistent with projects as they move through the development process. Travis County, TxDOT – Austin District and the Central Texas Regional Mobility Authority have requested amendments to the 2040 Plan and TIP for this cycle.

Community outreach and public comment for the PPP officially opened November 13, 2018 though the online open house was available beginning November 6, 2018. Public comment opened November 26, 2018 for the Plan and TIP amendment cycle. Both comment periods close on December 31, 2018.

## FINANCIAL IMPACT

None.

## SUPPORTING DOCUMENTS

**Attachment -** *Draft PPP and Update Summary*

CENTRAL TEXAS

# CAMPO

CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION

# 2018 Public Participation Plan




**Adopted: April 2, 2012 Amended: March 5, 2014 Amended: August 31,2015**
**Amended: XXXXX 2018**

**Disclaimer**

The preparation of this report has been financed in part through grants from the Federal Highway Administration and Federal Transit Administration, US Department of Transportation, under the Metropolitan Planning Program [Section 104 (f) of the Title 23, US Code). The contents of this report do not necessarily reflect the official views or policy of the US Department of Transportation.

# CONTENTS

## Providing a Fair and Equal Opportunity to Participate

As the metropolitan planning organization encompassing Bastrop, Burnet, Caldwell, Hays, Travis, and Williamson counties, the Capital Area Metropolitan Planning Organization (CAMPO) has a responsibility to serve the community and stakeholders and provide equitable access to participate and provide input in the decision-making process.

Governed by the 21-member Transportation Policy Board representing local governments and agencies, CAMPO believes that conversation, engagement, and transparency among stakeholders is key to meaningful and lasting mobility changes across its six counties.

Federal and state transportation planning laws[1] and guidance require open participation, regardless of geographic location, economic and educational status, or race. CAMPO's Public Participation Plan outlines how the organization responds to the requirements set by federal and state guidance and provides examples of how CAMPO is going above and beyond these basic requirements and enhancing participation, communication, and access to the region's transportation planning process.



## Limited English Proficiency and Environmental Justice

As a federally sponsored agency, CAMPO must incorporate policies and procedures of Environmental Justice and Limited English Proficiency into its transportation planning studies and programs. CAMPO incorporates these policies into the required programs and is committed to giving a voice to those historically underrepresented in transportation planning efforts—including residents of rural areas, those of lower socioeconomic status, people of color, immigrants, and individuals with disabilities—outreach to minority and traditionally underserved communities is a key component of CAMPO's work.

Executive Order (E.O.) 13166 "Improving Access to Services for Persons with Limited English Proficiency" challenges federal agencies to "implement a system by which [limited English-proficient or "LEP"] persons can meaningfully access services consistent with, and without unduly burdening, the fundamental mission of the agency."[2]

Additionally, Executive Order 1 2898, "Federal Actions to address Environmental Justice in Minority Populations and Low-Income Populations" directs every Federal agency to make environmental justice part of its mission by identifying and addressing the effects of all programs, policies, and activities on minority populations and low-income populations. The Federal Highway Administration summarizes this charge to metropolitan planning organizations to evaluate and, where necessary, improve their public involvement processes to eliminate participation barriers and engage minority and low-income populations in transportation decision making."[3]

1 Such as Title VI of the Civil Rights Act of 1964, Executive Orders 12898 and 13166.
2 Federal Highway Administration. n.d. Limited English Proficiency
3 Federal Highway Administration. 2000. An Overview of Transportation and Environmental Justice. Publication No. FHWA-EP-00-013.

## Participation Objective and Strategies

This document acts as the update to the 2015 CAMPO Public Participation Program (2015 PPP) and serves to ensure that all citizens have an equal opportunity to participate in the CAMPO decision-making process. Recognizing the importance of public involvement throughout the transportation planning process, this Public Participation Plan (PPP) is intended to actively engage people in the process.[4]

To support this objective, CAMPO deliberately plans inclusive, diverse public participation programs as part of its transportation planning processes. CAMPO's public participation programs include collaboration with local governments and agencies, schools, and a wide variety of special interest groups including, but not limited to, public and private transportation employees and stakeholders, freight interests, bicycle and pedestrian stakeholders, and stakeholders with and representing those with disabilities. These public participation programs also include communication and outreach methods specifically tailored to audiences and stakeholders. The following strategies are adapted from federal planning rules and guides CAMPO's public participation programs.

### OBJECTIVE:

**Provide a forum that empowers all stakeholders and demographics with equitable access to participate and provide input in the transportation planning and decision-making process.**

### STRATEGIES:

- **Provide public notice of public participation activities using appropriate methods and time for public review and comment at key decision points.**
- **Notify and provide access to information about transportation issues and processes in a timely fashion, using various print and electronically accessible formats.**
- **Use visualizations and clear, concise, non-technical language to describe proposed changes.**
- **Hold public open houses at convenient times and locations.**
- **Demonstrate explicit consideration and response to public input received during the development of the regional transportation plan and transportation improvement program.**
- **Seek out low-income and minority environmental justice households and vulnerable populations[5], who may face challenges accessing employment and other services.**
- **If a final regional transportation plan and transportation improvement program varies significantly from the public comment version, provide additional opportunities for public comment.**
- **Coordinate with statewide participation processes.**
- **Evaluate effectiveness of participation methods.**
- **Review and update this participation plan as needed to ensure a full and open process.**



4 Sanoff, Henry. 2007. Participation in Planning and Urban Design Standards. Eds. F. Steiner, K. Butler and E. Sendich. John Wiley & Sons: Hoboken, New Jersey.

5 Based on definitions from federal organizations and regulatory agencies, CAMPO defines vulnerable populations as groups of people, including but not limited to minority groups based on race, ethnicity, income, national origin, educational level, ability-level, English proficiency level, and age.

This update uses an approach based on CAMPO's planning and decision-making processes and is designed to define elements that lead to effective outreach and participation in a successful public participation plan. The Participation Toolbox, found in the Appendix, should be used to refine select elements of an overall outreach strategy based on the recommendations of each category. As programs and participation techniques continue to grow, the toolbox is intended to be expanded and revised, and is not intended to be an exhaustive list of outreach tools.

# Our Drivers – Federally Mandated Transportation Programs

Public Participation Plans (PPPs) are federally required[6] to guide participation for metropolitan planning organizations, including the region's Regional Transportation Plan (RTP) and Transportation Improvement Program (TIP).

## Regional Transportation Plan (RTP):

This long-range planning document is adopted by the Transportation Policy Board (TPB) and serves as a policy document and guide for regional transportation planning and implementation. Under current federal regulations, the RTP is updated at least every five years. Projects listed in the plan are designed to meet travel needs within the six-county CAMPO region for at least the next 20 years. The RTP is a fiscally constrained, multi-modal planning document that addresses various elements including congestion management, public transportation, roadways, freight, and active transportation modes.

## Transportation Improvement Program (TIP):

The TIP outlines those projects in the CAMPO region that have secured funding sources and have reached project development milestones that allow for project implementation to begin within the four-year window of the TIP. All projects in the TIP must also be included in CAMPO's Regional Transportation Plan as well as be in compliance with the planning area's Congestion Management Process. The TIP must be updated every two years and must contain:

- Roadway, transit, and grouped projects[7]
- Financial Plan
- Project description including type of work, termini, length, etc.

The CAMPO Public Participation Plan strategies regarding TIP adoption may be used for entities' FTA Programs of Projects, including but not limited to FTA Section 5307:

- Capital Metropolitan Transportation Authority (Capital Metro)
- Capital Area Rural Transportation System (CARTS)
- City of Round Rock
- CARTS Urban, San Marcos UZA

These entities may use the strategies outlined in the PPP and partner with CAMPO during community meetings, however, CAMPO's outreach does not satisfy the public involvement required for these entities. Additionally, Capital Metro and CARTS should have multiple meetings that are geographically disbursed throughout their respective service areas.



6 23 CFR Part 450.314

7 Grouped projects are not considered to be of an appropriate scale or scope for individual listing in the TIP as determined by FHWA and TxDOT. These project categories are Preliminary Engineering, Right-of-Way Acquisition, Preventive Maintenance and Rehabilitation, Bridge Replacement and Rehabilitation, Railroad Grade Separations, Safety, Landscaping, Intelligent Transportation System Deployment, Bicycle and Pedestrian, Safety Rest Areas, and Transit Improvements.

## CAMPO Planning Programs

In addition to the federally required planning programs, CAMPO also conducts planning studies and programs throughout the six-county region. These studies inform long-range planning efforts and serve as a regional conversation about the area's growing needs. As part of these planning programs, CAMPO conducts extensive public outreach at key milestones throughout the study to inform the public about the study purpose and goals and to gather feedback on the community's needs and ideas. Examples of such programs that will influence the CAMPO 2045 Plan include:

- Regional Active Transportation Plan
- Regional Arterials Plan and Mokan/Northeast Subregional Plan
- Regional Transit Plan
- Regional Transportation Demand Management Study

## Participation at CAMPO Transportation Policy Board Meetings

The Transportation Policy Board (TPB) is CAMPO's governing body that provides policy guidance and direction for transportation planning and also reviews and approves projects and federal funding as part of the RTP and TIP. TPB meetings are typically held monthly and include an open public comment period, as well as the opportunity for the public to comment on action items on the TPB's agenda. The TPB adopts bylaws which guide their meetings and public participation, and may be referred to for specific guidance on participation. For more information, visit our website on the TPB at: www.campotexas.org/transportation-policy-board/

## Public Information Requests

There are several ways requests for information can be submitted to CAMPO. Requests must be submitted in writing.

- In-person and postal mail: 3300 N. I-35, Suite 630, Austin, Texas, 78705
- Email: campo.openrecords@campotexas.org
- Fax: 737-708-8140

# Public Participation Approach

As a regional transportation governing body, CAMPO coordinates a number of studies and plans which solicit the need for public participation at varying scales. As summarized below, CAMPO uses a community outreach approach based on what is being amended, studied, or adopted. A variety of outreach methods are emphasized to increase public participation opportunities within CAMPO's region while being mindful of the public's limited time and CAMPO's community outreach resources.

**Administrative amendments** could include changes in funding source or non-substantive alterations, and are approved by the CAMPO Executive Director. No explicit participation process is required, and the TPB is notified of administrative amendments at their meetings.

**Regional Transportation Plan (RTP) and Transportation Improvement Program (TIP) amendments** are amendments that can include changes to funding amounts or changes in the scope of a project already approved in the RTP or TIP, as well as amendments adding new projects to these planning documents. Projects sponsors are given the opportunity to submit amendments to the RTP and TIP generally twice a year.

**CAMPO studies** are conducted in preparation for adopting a new RTP and are improved with community feedback that is incorporated in various plans that reflect the region's various needs.

**TIP adoption** occurs every two years and requires public input to ensure regional needs and perspectives are considered.

**RTP adoption** occurs every five years and requires an approach that maximizes opportunities for community involvement.


The CAMPO 2045 Transportation Plan is an example of a CAMPO RTP.

CAMPO uses a variety of public involvement strategies intended to maximize engagement opportunities. This plan includes emphasis on seeking opportunities to meet with the public face-to-face, offering in-person and online input opportunities, and using traditional and electronic notification methods to spread the word of important actions. The following table, beginning on the next page, provides a guide of techniques to be used in the various community outreach opportunities.

## Minimum Standards for Participation Methods

| STRATEGIES | | | | |
|---|---|---|---|---|
| | **Getting the Word Out** | **High-Touch** | **High-Tech** | **Communicating Results** |
| **Administrative Amendments** | Following approval, notification in Transportation Policy Board (TPB) meeting materials online | N/A | N/A | N/A |
| **RTP and TIP Amendments & PPP Revisions** | News release (at least one)<br><br>Email notification through online newsletter or regular email to subscribers<br><br>Postal mail notification to subscribers<br><br>Social media post (at least one) of community meetings and online commenting opportunities<br><br>Notice on CAMPO website to include dates, time, and location | At least one community meeting held in the vicinity of the project(s)<br><br>At least one meeting (public hearing) held at TPB meeting, prior to TPB action<br><br>Speakers bureau events as requested, upon staff availability | Online open house and comment opportunity<br><br>Social media post linking to information on website | Summary of comments received provided to TPB 7 days in advance of action |



For more detailed information on Amendments, see page 14.

## Minimum Standards for Participation Methods continued

| | Getting the Word Out | High-Touch | High-Tech | Communicating Results |
|---|---|---|---|---|
| **CAMPO Studies** | News release (at least one)<br><br>Email notification through online newsletter or regular email subscribers<br><br>Postal mail notification to subscribers<br><br>Social media post (at least one) of community meetings and online commenting opportunities<br><br>Notice on CAMPO website to include dates, time, and location | At least one community meeting held in the vicinity of the study<br><br>Speakers bureau events as requested upon staff availability | Visualization of potential improvements resulting from the study<br><br>Online comment opportunity (e.g. email or survey)<br><br>Social media post linking to information on website | Summary of comments received provided to TPB 7 days in advance of action<br><br>Final adopted study document will include a summary of comments<br><br>***If a study or plan is conducted as a partnership with a local government, the local government's governing body (city council/ commissioners court) must adopt the study before CAMPO's TPB concurs with the study or plan.** |



**For more detailed information on CAMPO studies, see page 15.**

## Minimum Standards for Participation Methods continued

| | Getting the Word Out | High-Touch | High-Tech | Communicating Results |
|---|---|---|---|---|
| **TIP Adoption** | News release (at least one)<br><br>Email notification through online newsletter or regular email to subscribers<br><br>Postal mail notification to subscribers<br><br>Social media post (at least one) of community meetings and online commenting opportunities<br><br>Notice on CAMPO website to include dates, time, and location | Community meetings held in each CAMPO county<br><br>Speakers bureau events actively pursued<br><br>Fairs and public venues | Online open house and comment opportunity<br><br>Social media post linking to information on website | Summary of comments received provided to TPB 7 days in advance of action |



For more detailed information on TIP Adoption, see page 16.

## Minimum Standards for Participation Methods continued

| | Getting the Word Out | High-Touch | High-Tech | Communicating Results |
|---|---|---|---|---|
| **RTP Adoption***<br><br>***This is a two phase process with the methods described here to be used in each phase. Public comments from each round are to be posted prior to FINAL TPB action.** | News release (at least one)<br><br>Email notification through online newsletter or regular email to subscribers<br><br>Postal mail notification to subscribers<br><br>Social media post (at least one) of community meetings and online commenting opportunities<br><br>Notice on CAMPO website to include dates, time, and location<br><br>Participate in transportation fairs as available<br><br>Public outreach information posted to CAMPO website. | Community meetings held in each CAMPO county<br><br>Speakers bureau events actively pursued<br><br>Fairs and public venues actively pursued | Online open house and comment opportunity<br><br>Social media post linking to information on website<br><br>Visualization of potential improvements/ projects proposed in RTP as a result of CAMPO studies | Public involvement report with public comments posted to website at least one week prior to TPB action on the **FINAL** RTP. |



**For more detailed information on RTP Adoption, see page 17.**

## Administrative Amendments

Administrative amendments are a means to address those planning procedures that do not require public comment and approval by the Transportation Policy Board. These changes are reflected in documentation, and cannot result in a functional change to the transportation system.

Examples of administrative amendments would include:

- Fixing typographical errors
- Decreasing project funding without changing its scope

## RTP and TIP Amendments

Typically, twice a year, project sponsors are given an opportunity to make changes to their projects in the CAMPO RTP and TIP and to add projects to these planning documents. These amendments are submitted to the CAMPO TPB at the request of project sponsors. Examples of amendments include adding or removing projects and changing funding sources, project descriptions, and/or project limits.

The same process and methods are also required for changes to this PPP that are beyond administrative in nature.



### Meeting Requirements:

Two or more in-person public meetings are required for RTP and TIP amendments, including a public hearing at a Transportation Policy Board meeting. **At least one community meeting** should be provided at a location accessible by the population affected by the proposed change.

- Project sponsors should be notified up to 14 days prior to the planned community meeting. Their participation at in-person community meetings allows attendees to ask project-specific questions and receive immediate feedback.
- In-person meeting locations and times should be accessible to the general public, including those individuals who may not have access to an automobile.
- An online open house must be available on the CAMPO website during the public comment period and include material from the in-person meeting and direct links to submit online comments.
- Translation for non-English speakers, materials for the visually impaired, and services for the deaf and hard of hearing shall be available when requested by those needing them, subject to availability of services. If special services are needed, the services must be requested within five business days advanced notice to CAMPO staff. The availability of these services should be mentioned in the meeting notice.

RTP and TIP amendments may involve multiple jurisdictions, often resulting in a higher level of coordination across multiple stakeholder groups and a higher desire for additional opportunities for public input. Increased efforts to seek input from minority and low-income populations is a priority so community outreach methods tailored to traditionally underserved communities are used during the RTP and TIP amendment process.

**RTP and TIP Amendments Quick Action Option:**

Amendments to the RTP or TIP 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 Transportation Policy Board members present to waive participation methods outlined in the PPP. In these cases, the Transportation Policy Board will hold a special public hearing within its normal meeting agenda to solicit public comment on the proposed amendment(s). These actions will be included on the meeting agenda posted on the CAMPO website prior to the Transportation Policy Board meeting thus encouraging public attendance and comment on the action prior to adoption by the Policy Board.

## CAMPO Studies

CAMPO conducts regional transportation studies in preparation for RTP planning and adoption, and also partners with CAMPO member jurisdictions on studies in a small geographic area that benefit the member government's community. Combined, these studies offer a comprehensive, multi-modal regional transportation plan and address more locally-focused planning needs.

CAMPO studies may involve multiple jurisdictions, often resulting in a higher level of coordination across multiple stakeholder groups and a higher desire for additional opportunities for public input. Increased efforts to seek input from minority and low-income populations is a priority so community outreach methods tailored to traditionally underserved communities are used for CAMPO studies. Coordination and involvement between CAMPO and necessary local, regional, state, and federal agencies is also included in CAMPO's studies.

### Meeting Requirements:

**At least one in-person public meeting** is required for CAMPO studies, and should be provided at a location accessible by the population affected by the study.

- In-person meeting locations and times should be accessible to the general public, including those individuals who may not have access to an automobile.
- An online open house must be available on the CAMPO website during the public comment period and include material from the in-person meeting and direct links to submit online comments.
- Translation for non-English speakers, materials for the visually impaired, and services for the deaf and hard of hearing shall be available when requested by those needing them, subject to availability of services. If special services are needed, the services must be requested within five business days advanced notice to CAMPO staff. The availability of these services should be mentioned in the meeting notice.
- Requirements for CAMPO partnered studies will be based on community need.

Outreach methods that may be used are included in the Appendix and may include:

- Surveys at Capital Metro and CARTS service centers, transfer hubs, bus stops, and onboard buses, where possible
- Meeting notices and study information, holding small meetings, and conducting surveys at public recreation centers and libraries in minority or low-income communities in the study area
- Posting meeting notices and study information, holding small meetings, and conducting surveys at public recreation centers and libraries in minority or low-income communities in the study area
- Posting meeting notices and study information, holding small meetings, and conducting surveys at community colleges, universities, and other educational institutions

## TIP Adoption

Every two years, a new TIP is adopted for the upcoming four-year project programming cycle. The first two years of the new TIP are carried forward from the previous TIP; the last two years of the new TIP includes new projects. During adoption of the new TIP, projects sponsors have the opportunity to submit amendments to their projects in the TIP, and also submit new projects that qualify for inclusion in the TIP (funding must be identified and the project must begin implementation in the let year indicated on the TIP).

TIP adoption involves multiple jurisdictions, often resulting in a higher level of coordination across multiple stakeholder groups and a higher desire for additional opportunities for public input. Increased efforts to seek input from minority and low-income populations is a priority so community outreach methods tailored to transitionally underserved communities are used during the RTP and TIP amendment process.



### Meeting Requirements:

**In-person public meetings in each of the six CAMPO counties are required** for TIP adoption in addition to a public hearing at a Transportation Policy Board meeting. The public hearing offers an opportunity for the public to give input at a TPB meeting so the TPB may consider and respond to public comment, and potentially make changes to the draft TIP prior to TIP adoption. Project sponsors should be notified up to 14 days prior to the planned community meeting. Their participation at in-person community meetings allows attendees to ask project-specific questions and receive immediate feedback.

- In-person meeting locations and times should be accessible to the general public, including those individuals who may not have access to an automobile.

- An online open house must be available on the CAMPO website during the public comment period and include material from the in-person meeting and direct links to submit online comments.

- Translation for non-English speakers, materials for the visually impaired, and services for the deaf and hard of hearing shall be available when requested by those needing them, subject to availability of services. If special services are needed, the services must be requested within five business days advanced notice to CAMPO staff. The availability of these services should be mentioned in the meeting notice.

## RTP Adoption

Every five years, a new RTP is adopted for the next five-year planning cycle. The RTP is a 20+ year planning document and is considered a "snapshot in time" of long-term projects planned for the CAMPO region. The RTP contains information and projects compiled from CAMPO studies, local jurisdiction studies and plans, as well and projects in the TIP since TIP projects must also be listed in the RTP.

RTP adoption involves multiple jurisdictions and must include a high level of coordination across many stakeholder groups and allow for multiple opportunities for public input. Increased efforts to seek input from all corners of the CAMPO region - rural, urban, and suburban areas, and minority and low-income populations is a priority so variety of community outreach methods are used to reach and gather input from the various communities and stakeholders in the CAMPO region.

Planning for and adoption of the RTP is a longer process than most CAMPO planning documents so two phases of outreach are used. The first phase focuses on introducing the first draft RTP to the community and gathering feedback on the first draft for consideration by the TPB. This first phase is used to gather preliminary feedback on the first RTP draft, and incorporate that feedback into the final draft RTP. The second phase of outreach is to demonstrate how the first round of public input was used in developing the final draft and explain the final draft RTP prior to TPB action. The methods described below are to be used in each phase. Public comments from each round are to be posted prior to final TPB action.



### Community Outreach Plan:

A Community Outreach Plan is used to **detail the various methods to be used**, **stakeholders to target**, and **timeline for the combined phases of outreach** for the RTP adoption. This plan also includes overall project goals and objectives and necessary coordination between CAMPO and necessary local, regional, state, and federal agencies.

### Public Notification for Comments:

**At least one press release must be issued to media sources** throughout the CAMPO region. The medium in which the release is provided should be in a format that best meets the needs of the project. Additionally, **notifications may be expanded to include formalized announcements**, ads or posters placed at highly visible and easily accessible locations throughout the project, **social media posts and ads**, and **earned media stories**. Newsletters may be generated as needed to keep interested public participants abreast of the latest project developments or successes. Additionally, where appropriate, **notification flyers** may be expanded to include more neighborhood-specific locations such as community centers, libraries, senior centers, places of worship, and schools and educational institutions.

## Meetings and Community Events:

**Six or more in-person public meetings, with at least one in each CAMPO county, are required** for RTP adoption, in addition to **including a public hearing at a Transportation Policy Board meeting**. The public hearing applies to only the second round of outreach prior to TPB adoption of the RTP. The public hearing offers an opportunity for the public to give input at a TPB meeting so the TPB may consider and respond to public comment, and potentially make changes to the draft RTP prior to RTP adoption.

- In-person meeting locations and times should be accessible to the general public, including those individuals who may not have access to an automobile.

- An online open house must be available on the CAMPO website during the public comment period(s) and include material from the in-person meeting and direct links to submit online comments.

- Translation for non-English speakers, materials for the visually impaired, and services for the deaf and hard of hearing shall be available when requested by those needing them, subject to availability of services. If special services are needed, the services must be requested within five business days advance notice to CAMPO staff. The availability of these services should be mentioned in the meeting notice.

- Small group community meetings and events are actively pursued to reach people where they are and provide an opportunity to reach those who don't traditionally participate in CAMPO activities.

## Performance Objectives & Monitoring

The following metrics will be recorded by staff on a continuous basis to monitor success of participation strategies. Since the magnitude of participation in transportation issues is driven by both the organization's efforts and the level of public interest, these metrics focus on actions within staff purview.

## Performance Objectives (non-RTP outreach year)

| Metric | Annual Objective |
|---|---|
| Number of community meetings held | 10 |
| Number of electronic newsletters sent | 6 |
| Number of social media updates | 30 |
| Number of surveys developed | 2 |
| Number of media releases distributed | 2 |

## Regional Transportation Plan Adoption Cycle Performance Objectives*

| Metric | Annual Objective |
|---|---|
| Number of community meetings held | 30 |
| Number of electronic newsletters sent | 12 |
| Number of social media updates | 45 |
| Number of surveys developed | 4 |
| Number of media releases distributed | 6 |

*RTP outreach and preparation spans over two calendar years. These objectives are measured over the cycle of the draft RTP being introduced and the RTP being adopted.

In addition, CAMPO reports to Texas Department of Transportation's (TxDOT) Civil Rights Division annually on Title VI activities and planned activities for the following fiscal year to ensure compliance with Title VI regulations. CAMPO also monitors survey responses, website traffic, CAMPO meetings, and social media.

## Revising this Document

This Public Participation Plan is a living document, and should be revised to reflect improvements in participation methods. CAMPO staff welcomes comments by email to comments@campotexas.org, by mail to 3300 N. I-35, Suite 630, Austin, Texas 78705, and by fax to 737-708-8140.

Administrative amendments to the PPP include changes to "Participation Toolbox" strategies, revision of references to applicable regulations, misspellings, omissions, or typographical errors. These updates are performed by staff with no notification required.

Amendments to the PPP include any other changes that do not fit the administrative definition above require 45 days of public comment before adoption. If the document changes significantly due to public comments, an additional 45-day comment period is required.

# Appendix – Participation Toolbox

These outreach strategies are not meant to be finite and instead define those minimum requirements which are considered essential for a successful Public Participation Plan (PPP). Where study needs or local stakeholders/agencies deem appropriate, outreach efforts may be expanded to include additional outreach tactics. The following toolbox provides an array of tools, which may be utilized to further enhance the outreach strategies outlined in the PPP. The provided list is not exhaustive, and is intended to be updated.

## Identifying Demographics of Study Area

Refine and select public participation tools that are appropriate for the identified population within the designated study area.

Demographics such as income and English proficiency of the area potentially affected by a study or project are important to understand regarding participation. Limited English proficiency populations may need translation or other services and low-income communities may need additional community meeting access provisions or other assistance.

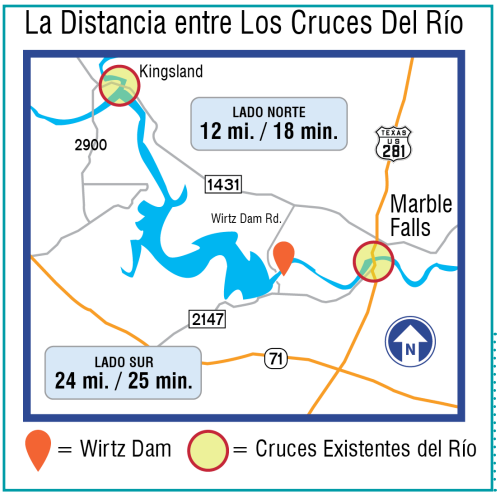
CAMPO's existing environmental justice analyses may be useful in identifying these communities, or specialized analysis of geographic information may be appropriate.

## Visualization Techniques

Encourage universal communication tactics to help to simplify concepts and transcend language, economic, and educational barriers.

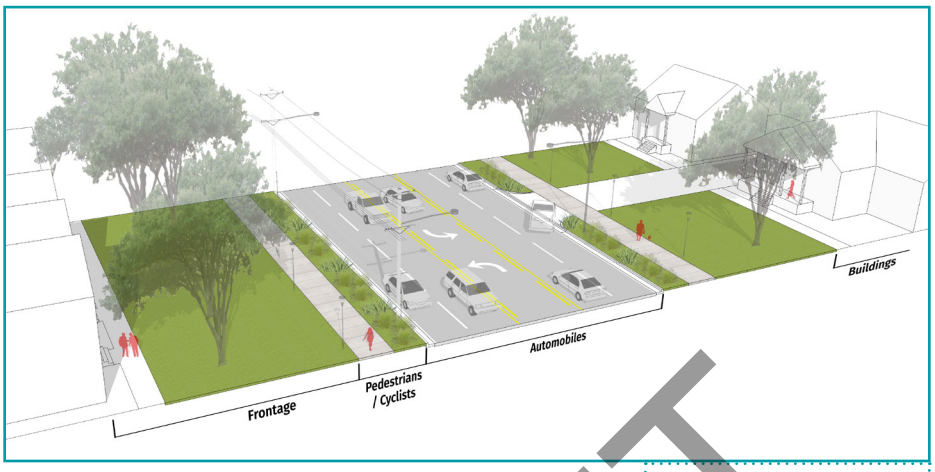
CAMPO strives to provide information regarding transportation-related issues in a manner which is easy to interpret. Visualization tools allow for the display of complex ideas via graphics with limited to no text. Examples include:

Photo Simulation: To enhance community understanding of proposed project designs, photographs of existing conditions will be integrated with 3-D design files depicting an alternate desired outcome. Examples include the addition of planted medians, left-hand turn lanes, rapid transit bus lanes, etc.




Using maps with legends in Spanish helps the Spanish population to understand CAMPO study areas, plans, and goals.

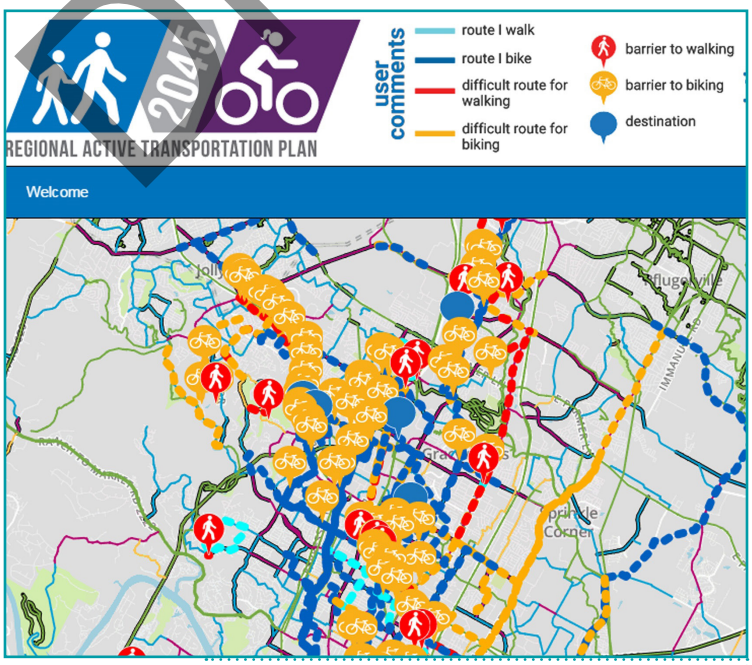
Illustrations: Where data is not yet available, hand drawn or rendered illustrations may be used to show future design concepts. Examples include an illustration of Williams Drive in Georgetown to represent potential multimodal redevelopment.




Williams Drive illustration.

Mapping: Allows for the spatial depiction of where projects are to be implemented and how it relates to the surrounding region. If warranted, GIS technology can be merged with visualization tools to demonstrate the final look of a proposed treatment.

Online interactive mapping tools such as a WikiMap can be used to gathered input from community members on their needs and challenges for various transportation modes and provide information about their preferred routes.




2045 Regional Active Transportation Plan Wikimap.

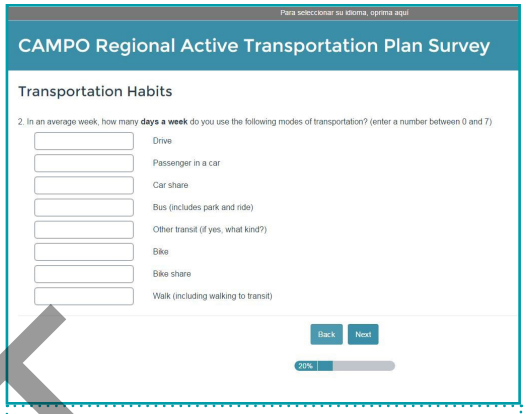
## Website

All planning documents as well as meeting information should be made accessible via the CAMPO website. Providing information regarding planning activities on the CAMPO website is imperative for informing as many people in the region as possible. The website should provide a variety of methods to communicate information to and from the public.

Online Open House: An online open house contains all information that is available at regular public meetings in an easy-to-access format on the CAMPO website so that interested persons who cannot attend a meeting can still have access to information and can easily submit comments.

Online Surveys: Surveys allow people to provide quantitative and qualitative data to be used in developing plans and studies.

Wikimap: This online tool provides people with the opportunity to select certain points of interest on a map and leave comments on the current conditions and/or need for improvement in a particular area. Data collected from Wikimaps can be analyzed in GIS and can be helpful for developing plans and studies.



Online surveys allow for digital submission of comments and ideas.

Facebook Live: Streaming Transportation Policy Board and public meetings via Facebook Live provides an additional avenue for people who cannot attend a meeting to participate in the planning process and have access to the information being provided at the meeting.

Webinars: Webinars may be made available to give people the chance to view a presentation regarding a plan or study and ask questions directly to CAMPO staff.

## Surveys

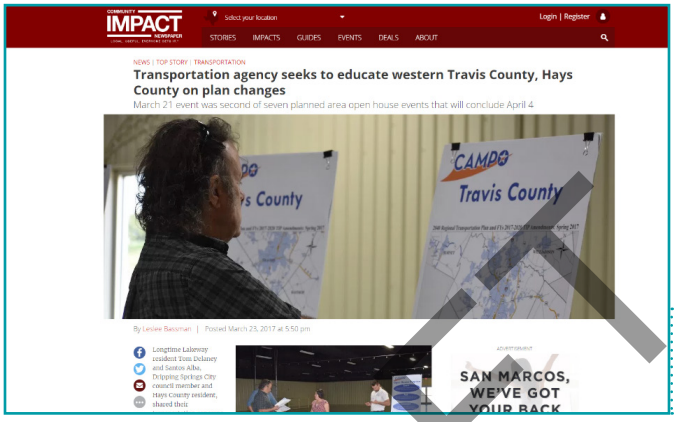
Bus Rides and Surveys: To ensure the needs-based nature of CAMPO's planning efforts, it is vital to receive input from those who do not have a car, share a car, or use various modes of transportation. CAMPO has teamed up with Capital Metro, to conduct surveys on their buses and at transit stations. The bus routes used should represent various demographics to include commuter lines from suburban areas and routes in environmental justice areas, and should be ridden at various times during the day to gather input from a variety of transit users.

Community Surveys: To reach those who don't typically participate in transportation planning meetings and opportunities, CAMPO has sought out festivals and community gathering places to reach a broader audience. CAMPO has attended community events and visited libraries, public transit facilities, community and senior centers, universities, town squares, and bike shops throughout the region where the project team administered paper and iPad surveys, both in English and Spanish.

## Media

Radio/Television: Where warranted, project kickoff events should be announced with a press release to the local media. When televised, links to recordings may be provided on the CAMPO website.

Print Media: All print media publications should make efforts to accommodate environmental justice populations where needed. When advertisements are submitted, staff should keep a record of the entity which was responsible for its publication, the date in which it was published, and the population in which it was intended to serve to assist with future outreach efforts.




Print media is an easy way to disseminate information quickly to the public.

Social Media: Updates, dissemination of information, survey distribution, and discussion topics may be employed by CAMPO and project sponsor staff through their social media channels. This can also be accomplished by working with local agencies and advocacy groups to carry messages or links to the CAMPO website through their established social media network, thereby increasing the broadcasting abilities of CAMPO in reaching interested stakeholders. Where demographics warrant, staff should make every effort to advertise project updates and notifications on Spanish-oriented social media. Planners should remain engaged with developments in social media, as specific websites may change in their usefulness to the public over time.

Facebook ads may be used to reach different demographics than those that have already liked the CAMPO Facebook page. The Facebook audience used for ads can include various cities in the CAMPO region, interests in topics such as transportation, transit, cycling, online shopping, outdoor activities, and can be done in both Spanish and English.



Social Media platforms serve as a one-stop shop for CAMPO information online.

## Electronic Communication and Contact List

An electronic notification list will include transit providers within the area, affected local and state agencies, and freight transportation providers who have requested to be on the mailing list and any private citizen or agency who request notification. Requests to be added to CAMPO's mailing list may also be made by telephone, e-mail, fax, or in person by visiting the CAMPO office if desired. All organizations/ individuals will remain on the mailing list until they request to be removed or are known by CAMPO not to desire further inclusion. Maintaining the contact database is essential for delivering information regarding planning activities on a mass scale. The CAMPO newsletter is intended to provide summary updates on the types of activities taking place at all levels of transportation planning as well as provide meeting notices and information. Program or project types may be updated in the quarterly or annual newsletter as needed.

At a minimum, the following information is recommended from interested parties subscribing to the electronic database:

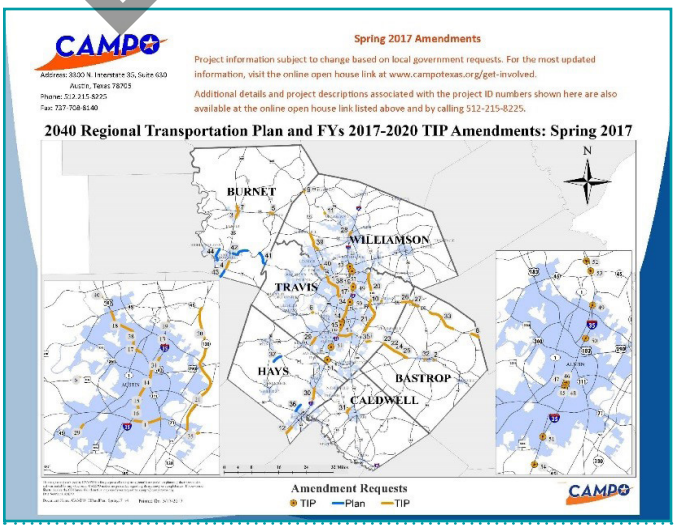
Email: Email notifications are intended to serve as the primary form of project and program updates. Where email is not available, participants may elect to have mail sent directly to residential addresses.

Zip Code: Zip code information is provided for local or project specific programs which do not require mass, regional distribution of project updates. Zip code information is used primarily to solicit public participation for local or corridor specific project based on citizen defined areas of interest.


Signing up for the CAMPO newsletter provides citizens the opportunity to get information directly into their email inbox.

## Brochures and Maps

Brochures and maps act as quick reference documents that summarize the purpose of an associated program and related goals and objectives. Text should be minimal and where possible, graphics or rendering should be used. Project websites and appropriate staff contact information should also be provided.




This map outlines amendments visually.

## Community Meetings and Open Houses

CAMPO staff will conduct open houses and/or community meetings as part of the planning processes for the RTP, adoption of the RTP and TIP, and other major funding and project definition opportunities. These sessions will provide opportunities for the exchange of information between citizens and staff. Staff also works with CAMPO's Transportation Policy Board members to identify active community leaders throughout the CAMPO area and contact these leaders to learn how to better reach various groups and demographics.

The Tactile Town kit was used during meetings at the Texas School for the Blind and Visually Impaired.

Tactile Town and Other ADA formats: The CAMPO region is home to the state school for students with visual impairments. CAMPO has partnered with the Texas School for the Blind and Visually Impaired (TSBVI) to ensure visually impaired students and adults from a near-by workforce center have an opportunity to provide input on CAMPO's planning work. CAMPO has conducted open houses at TSBVI with all material in large print and braille format and surveys administered verbally, when needed. Another tool, Tactile Town, has been used to create a tactile model of a town with good and bad active transportation facilities.

Day Time and Weekend Events: CAMPO partners with local resources to get the word out and engage people by going to them at different times during the day and week. This includes holding mid-day open houses where light lunch is served, setting up booths at community events, and surveying transit riders at early morning transit stops and on buses during the day. CAMPO has also conducted outreach at Friday night high school football games.

University Outreach: The CAMPO region is home to multiple universities, including one of the largest in the US, and a robust community college network. To gather feedback from college students, CAMPO partners with the colleges to host "mini-meetings" on campuses and with information tailored to students.


Display booths act as quick places for the public to receive information during larger events or activities.

Display Booths: Display booths provide a quick snap shot of a program type using project boards, posters and other visualization graphics. Project booths are mobile and may be set up throughout the project area. Brochures, newsletters, comment cards, and other informational packets may be provided in conjunction with display booths. Display booths may be used in combination with other meetings or where high pedestrian traffic is expected. Given their ease of access, display booths offer a great opportunity to receive informal feedback on project ideas, progress, or implementation tactics which will be recorded and summarized.

## Informational Outreach and Speakers Bureau

CAMPO staff is available to present programs and/or provide materials at the request of civic or community groups. Requests for presentations should be made as soon as possible to ensure CAMPO staff are available. CAMPO also offers a speakers bureau program to allow groups to request a speaker on a number of topics. The speaker is most often a member of CAMPO staff, but others may be sought if needed. Following are a list of topics commonly requested, but other issues can also be arranged:

- CAMPO Primer
- CAMPO Studies
- CAMPO Planning Documents
- Public Involvement in Transportation Planning

## Advisory and Stakeholder Committees

Stakeholder committees are created to give a voice to members of the community in the planning process, particularly those in the environmental justice, underserved, and disabled populations. Stakeholder committees are kept well-informed of the phases of the planning process and are encouraged to share that information with people in their communities. Stakeholder committees are essential for spreading awareness and knowledge of planning efforts to a great number of people in their spheres of influence and ensuring a variety of needs are represented in CAMPO's planning programs.

The TAC may serve as an advisory committee for the completion of transportation studies, plans, and development and programming recommendations required under state or federal laws pertaining to all surface modes of transportation and transportation support facilities. The TAC also serves as a forum and working group for regional project coordination across jurisdictional boundaries. Where warranted, projects may elect to request an ad hoc or smaller subset of committee member be used for preliminary review of certain documents before final review by the TPB.




Stakeholder meetings can provide nuanced insight in preliminary stages– and through-out– the planning process.

CAMPO

CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION

CENTRAL TEXAS



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Capital Area MPO

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CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION

CENTRAL TEXAS



# Update Summary to the DRAFT 2018 Public Participation Plan

Capital Area Metropolitan Planning Organization

*Use this document while reviewing the draft* 2018 Public Participation Plan *to see a list of changes organized by section.*

| 2015 PPP | 2018 DRAFT PPP |
|---|---|
| **SECTION: Introduction** | |
| | Add information on all CAMPO counties and on TPB |
| **SECTION: LEP/EJ** | |
| | Broadened underserved population examples |
| **SECTION: Participation Objective and Strategies** | |
| Old Objective:<br>"Provide citizens with reasonable opportunities to be involved in the metropolitan planning process." | New Objective:<br>"Provide a forum that empowers all stakeholders and demographics with equitable access to participate and provide input in the transportation planning and decision-making process." |
| | Added FAST Act compliant language about collaboration with a variety of interests |
| Strategies section:<br>Notify and provide access to information about transportation issues and processes in a timely fashion, using various electronically accessible formats.<br><br>Use visualizations techniques such as mapping to describe proposed changes.<br><br>Hold public meetings at convenient times and locations.<br><br>Seek out low-income and minority "environmental justice " households who may face challenges accessing employment and other services. | Strategies section:<br>Notify and provide access to information about transportation issues and processes in a timely fashion, using various print and electronically accessible formats.<br><br>Use visualizations and clear, concise, non-technical language to describe proposed changes.<br><br>Hold public open houses at convenient times and locations.<br><br>Seek out low-income and minority environmental justice households and vulnerable populations, who may face challenges accessing employment and other services.<br><br>Footnoted definition of vulnerable populations:<br>"Based on definitions from federal organizations and regulatory agencies, CAMPO defines vulnerable populations as groups of people, including but not limited to minority groups based on race, ethnicity, income, national origin, educational level, ability-level, English proficiency level, and age." |
| | Removed reference to Tiered system |
| **SECTION: Our Drivers** | |
| 23 CFR Part 450.314 Project groupings currently in the TIP include preliminary engineering, preventative maintenance and rehabilitation, bridge replacement and rehabilitation, railroad grade separations, safety, landscaping intelligent transportation system deployment, and bicycle and pedestrian projects. | Added footnote to clarify what is part of Grouped Projects category:<br>"Grouped projects are not considered to be of an appropriate scale or scope for individual listing in the TIP as determined by FHWA and TxDOT. These project categories are Preliminary Engineering, Right-of-Way Acquisition, Preventive Maintenance and Rehabilitation, Bridge Replacement and Rehabilitation, Railroad Grade Separations, Safety, Landscaping, Intelligent |

| | |
|---|---|
| | Transportation System Deployment, Bicycle and Pedestrian, Safety Rest Areas, and Transit Improvements." |
| | Added paragraph clarifying outreach requirements for FTA entities:<br>"These entities may use the strategies outlined in the PPP and partner with CAMPO during community meetings, however, CAMPO's outreach does not satisfy the public involvement required for these entities. Additionally, Capital Metro and CARTS should have multiple meetings that are geographically disbursed throughout their respective service areas." |
| **SECTION: CAMPO Planning Programs*** | |
| | Added information about CAMPO Planning Programs |
| | Added that TPB meeting include public comment period |
| | Added information on how to submit Public Information Requests |
| **SECTION: Public Participation Approach*** | |
| | Removed references to Tiered system |
| | Added information describing CAMPO Studies |
| | RTP/TIP Amendments and PPP Revisions:<br>• Added social media posts and CAMPO website event listings to "Getting the Word Out"<br>• Added online open house and commenting and social media post to CAMPO website to "High Tech" |
| | Added CAMPO Studies section describing outreach requirements |
| | TIP Adoption:<br>• Added social media posts and CAMPO website event listings to "Getting the Word Out"<br>• Added online open house and commenting and social media post to CAMPO website to "High Tech" |
| | RTP Adoption:<br>• Added that outreach requirements, excluding public involvement report, are to be done as a two-phase process for both Draft RTP and Final Draft RTP<br>• Added social media posts and CAMPO website event listings to "Getting the Word Out"<br>• Added online open house and commenting and social media post to CAMPO website to "High Tech" |

| | |
|---|---|
| | Added language more thoroughly describing Administrative Amendments, RTP and TIP Amendments, CAMPO Studies, TIP adoption, and RTP adoption and the outreach requirements for each |
| Performance objectives:<br># of social media updates – 100<br><br>RTP Cycle:<br># of community meetings held – 15<br># of social media updates – 150<br># of surveys developed – 3<br># of media releases distributed – 3 | Updated performance objectives:<br># of social media updates – 30<br><br>RTP Cycle:<br># of community meetings held – 30<br># of social media updates – 45<br># of surveys developed – 4<br># of media releases distributed – 6 |
| | Added clarification that RTP outreach spans two calendar years and objectives are for total RTP cycle. |
| | Added CAMPO's yearly reporting to TxDOT's Civil Rights Division. |
| **SECTION: Appendix—Participation Toolbox*** | |
| | Appendix – added multiple CAMPO outreach practices to highlight more recent, updated outreach tools. |

*These sections are newly added or significantly altered in the 2018 PPP.

**Capital Area Metropolitan Planning Organization**
**Transportation Policy Board**
**Meeting Summary**
**October 15, 2018**

**1. Certification of Quorum – Quorum requirement is 11 members..... Past Chair Clara Beckett**

The CAMPO Transportation Policy Board was called to order by the Chair at 6:02 p.m.

The roll was taken and a quorum was announced present.

| | Member | Representing | Member Attending | Alternate Attending |
|---|---|---|---|---|
| 1 | Will Conley, Chair | Affiliate Non-Voting Member | N | |
| 2 | Steve Adler, Vice-Chair | Mayor, City of Austin | N | Council Member Ann Kitchen |
| 3 | Alison Alter | City of Austin, District 10 | Y | |
| 4 | Clara Beckett | Commissioner, Bastrop County | Y | |
| 5 | Gerald Daugherty | Commissioner, Travis County | Y | |
| 6 | Sarah Eckhardt | Judge, Travis County | N | |
| 7 | Jimmy Flannigan | City of Austin, District 6 | Y | |
| 8 | Victor Gonzales | Mayor, City of Pflugerville | N | Commissioner Jeffrey Travillion |
| 9 | Mark Jones | Commissioner, Hays County | Y | |
| 10 | Ann Kitchen | City of Austin, District 5 | Y | |
| 11 | Cynthia Long | Commissioner, Williamson County | Y | |
| 12 | Terry McCoy, P.E. | TxDOT-Austin District | N | |
| 13 | Terry Mitchell | Capital Metro Board Member | Y | |
| 14 | Craig Morgan | Mayor, City of Round Rock | N | Commissioner Cynthia Long |
| 15 | James Oakley | Judge, Burnet County | Y | |
| 16 | Dale Ross | Mayor, City of Georgetown | Y | |
| 17 | Brigid Shea | Commissioner, Travis County | Y | |
| 18 | Edward Theriot | Commissioner, Caldwell County | Y | |
| 19 | John Thomaides | Mayor, City of San Marcos | N | |
| 20 | Jeffrey Travillion | Commissioner, Travis County | Y | |
| 21 | Corbin Van Arsdale | Mayor, City of Cedar Park | Y | |

**2. Public Comments**

The Past Vice Chair recognized Mr. Roger Baker, a private citizen, who offered public comments on Long Range Transportation Planning Considerations.

The Past Vice Chair also recognized Mr. Andrew Clements of the Central Austin Community Development Corporation and newly formed Austin Coalition for Transit who offered public comments on Capital Metro's Project Connect Vision.

Council Member Ann Kitchen later provided comments of clarification on Capital Metro's Project Connect Vision.

Video of this item can be viewed at the following link: http://austintx.swagit.com/play/10162018-1053/3/.

**3. Chair Announcements .....Past Vice Chair Clara Beckett**

There were no announcements.

**4. Report from the Technical Advisory Committee Chair..... Mr. Ed Polasek, TAC Chair**

In the absence of the Technical Advisory Committee (TAC) Chair, Mr. Ashby Johnson, CAMPO Executive Director provided an overview of the discussions from the May 21, 2018 meeting.

Mr. Johnson reported that there were no action items. The TAC received presentations on the Regional Incident Management Study and CAMPO's amended Public Participation Plan (PPP). Mr. Johnson also reported that the TAC will be asked to make recommendations for Transportation Policy Board approval of the Regional Incident Management Study at its October 22, 2018 meeting and the amended PPP at its December meeting.

Video of this item can be viewed at http://austintx.swagit.com/play/10162018-1053/5/.

**5. Executive Session .....Past Vice Chair Clara Beckett**

An Executive Session was not convened.

**6. Discussion and Approval of August 13, 2018 Meeting Summary**

There were no public comments on the August 13, 2018 meeting summary.

The Past Vice Chair entertained a motion for approval of the August 13, 2018 meeting summary.

Commissioner Cynthia Long moved for approval of the meeting summary, as presented.

Judge James Oakley seconded the motion.

The motion prevailed unanimously.

Ayes: Commissioner Clara Beckett, Commissioner Gerald Daugherty, Council Member Jimmy Flannigan, Commissioner Mark Jones, Council Member Ann Kitchen (Proxy for Mayor Steve Adler), Commissioner Cynthia Long (Proxy for Mayor Craig Morgan), Mr. Terry Mitchell, Judge James Oakley, Mayor Dale Ross, Commissioner Brigid Shea, Commissioner Edward Theriot, Commissioner Jeffrey Travillion (Proxy for Mayor Victor Gonzales), and Mayor Corbin Van Arsdale

Nays: None

Abstain: None

Absent and Not Voting: Council Member Alison Alter, Judge Sarah Eckhardt, Mr. Terry McCoy, and Mayor John Thomaides

Video of this item can be viewed at http://austintx.swagit.com/play/10162018-1053/6/.

**7. Update on Capital Metropolitan Transportation Authority (Cap Metro) Cap Remap**

The Past Vice Chair recognized Mr. Randy Clarke, Chief Executive Officer of Capital Metro, who introduced himself to the Board and discussed the current working relationship of Cap Metro and CAMPO. Mr. Clarke later introduced Mr. Todd Hemingson as the presenter of the Cap Metro Remap.

Mr. Hemingson provided a detailed briefing on the Cap Metro Remap implementation and goals. Mr. Hemingson later highlighted resulting ridership data from the Cap Metro Remap. Mr. Hemingson identified and discussed specific Cap Metro initiatives to improve transit service and ridership. Mr. Hemingson also summarized the community engagement effort and discussed issues and concerns raised by the community, as addressed by Cap Metro.

The Past Vice Chair recognized Ms. Zenobia Joseph, a private citizen, at the end of the meeting who offered public comments on the Capital Metropolitan Transportation Authority (Cap Metro) Cap Remap.

Video of this item can be viewed at http://austintx.swagit.com/play/10162018-1053/7/.

**8. Presentation on Regional Incident Management Study**

The Past Vice Chair recognized Mr. Ashby Johnson who provided a brief introduction of the Regional Incident Management Study and its presenter, Mr. Tom Fowler of Kimley-Horn & Associates.

Mr. Fowler informed the Board that Transportation professionals, public safety officials and emergency management professionals held a meeting over a year ago to address Incident Management. Mr. Fowler later highlighted and discussed the study goals, findings, recommendations, and next steps.

Video of this item can be viewed at http://austintx.swagit.com/play/10162018-1053/8/.

**9. Update on Public Participation Plan (PPP)**

The Past Vice Chair recognized Ms. Doise Miers, CAMPO Public Outreach Manager, who provided a brief overview on updates to the draft PPP. Ms. Miers informed the Board that the last update to the PPP was in 2015.

Updates to the PPP included adding additional language to reflect new CAMPO practices and new FAST Act language and requirements. Ms. Miers also highlighted the schedule and milestones for the PPP.

Video of this item can be viewed at http://austintx.swagit.com/play/10162018-1053/10/.

**10. Executive Director's Report on the Transportation Planning Activities**

**a. 2019 Transportation Policy Board Meeting Schedule**

Mr. Ashby Johnson informed the Board that the 2019 meeting schedule for the Transportation Policy Board was included in the meeting materials as Item 10a.

**b. FY 2018 Federal Transit Administration (FTA) Section 5310 Project Call**

Mr. Ryan Collins, CAMPO Short Range Planning Manager provided a brief overview of the FTA Section 5310 Program and Project Call. Mr. Collins informed the Board that the FTA 2018 Section 5310 Project Call will be presented as an information item for its December meeting and an action item for the January meeting.

**c. Capital-Alamo Connection Study Joint MPO TAC Workshop**

Mr. Ashby Johnson reported that the Technical Advisory Committees for CAMPO and the Alamo Area MPO and met with TxDOT and their consultants on October 2, 2018 in San Marcos. Draft recommendations for the Capital-Alamo Connection Study were presented to both Committees for review. Mr. Johnson further reported that those recommendations will also be presented to the Alamo Area Board and CAMPO Transportation Policy Board for review at a joint meeting tentatively scheduled for December 5, 2018 in San Marcos.

**d. High Speed Rail Transportation Study**

Mr. Ashby Johnson reported that CAMPO, San Antonio, Laredo, Killeen-Temple, and Waco MPOs were approached by the North Central Texas MPO Metroplex to seek partners for a study to look at potential high speed rail from Dallas-Fort Worth to Laredo. The North Central Texas Council of Governments (NCTCOG) has secured funding to hire a consultant to do the work and will manage the contract. NCTCOG has also asked CAMPO and the MPOs to serve on the procurement team. CAMPO will also have representation on a Steering Committee to assist the consultant. A kickoff meeting will be held in January 2019 and an update will be provided as more information is made available by NCTCOG.

**e. CAMPO PARK(ing) Day 2018**

Mr. Kelly Porter reported that PARKing Day is an international event that repurposes parking spaces for the day for economic development or recreational use. Mr. Porter informed the Board that the City of Austin and other local communities actively participate in the event annually. CAMPO worked with its building management to host its first PARKing Day event providing games, snow cones, and information to passersby. This effort also highlighted best practices included in CAMPO's Regional Active Transportation Plan to work.

Video of items 10a-10e can be viewed at http://austintx.swagit.com/play/10162018-1053/11/.

**13. Announcements**

Mr. Ashby Johnson announced that the next TAC meeting will be held on October 22, 2018. Mr. Johnson also announced that November Transportation Policy Board Meeting has been canceled. Mr. Johnson added that the Board will resume its regular meeting schedule with the December 10, 2018 meeting.

**14. Adjournment**

The Transportation Policy Board Meeting adjourned at 7:42 p.m.

| | |
|---|---|
| **Date:** | December 10, 2018 |
| **Continued From:** | August 13, 2018 |
| **Action Requested:** | Approval |

| | |
|---|---|
| **To:** | Transportation Policy Board |
| **From:** | Mr. Tim Tuggey, CAMPO Legal Counsel |
| **Agenda Item:** | 8 |
| **Subject:** | Discussion and Approval of Draft CAMPO Code of Conduct for Transportation Policy Board Members |

## RECOMMENDATION

Staff requests approval of the Draft CAMPO Code of Conduct for Transportation Policy Board Members by the Transportation Policy Board. **(Attachment A)**.

## PURPOSE AND EXECUTIVE SUMMARY

In compliance with state requirements and at the request of CAMPO board members, CAMPO legal counsel has developed a draft code of conduct covering ethics. The draft code of conduct is also intended to facilitate dialogue and workflow.

## FINANCIAL IMPACT

None.

## SUPPORTING DOCUMENTS

**Attachment A** – *Draft Code of Conduct*

Capital Area Metropolitan Planning Organization
Transportation Policy Board

# Code of Conduct

The Transportation Policy Board of the Capital Area Metropolitan Planning Organization (CAMPO) is committed to maintaining the highest standard of conduct in carrying out its fiduciary duties of care, obedience and loyalty in pursuit of its public mission. Accordingly, Board members are expected to adhere to the following Code of Conduct, which supplements relevant provisions of state law and CAMPO's bylaws:

***Section I: Bylaws & Policies***

(a) Board members are expected to be aware of, and fully abide by, the bylaws, rules and provisions of the adopted policies of the organization;

(b) It is the responsibility of the Board to ensure compliance of the organization with all laws, regulations and contractual requirements;

(c) After debate and consideration, Board members are expected to respect the duly made decisions of the Board in accordance with their fiduciary duties; and

(d) Board members are expected to work diligently to ensure that the Board executes its role as a policy-making, governing body.

***Section II: Informed Participation***

(a) Board members are expected to make every effort to attend all meetings of the Board and the committees of which they are members; and

(b) Board members are expected to keep well informed of all matters, including financial matters, that come before the Board and/or committees on which they serve. Board members should review the CAMPO staff-provided board materials in advance of each monthly Transportation Policy Board meeting; and

(c) Board members are expected to participate in the decisions of the organization by bringing to the attention of the Board, its officers, and/or Executive Director any questions or comments of significance or relevance on matters of governance or policymaking.

***Section III: Conflict of Interest, Representation & Confidentiality***

(a) Board members are expected to represent the best interests of the organization at all times and to declare any and all duality or conflicts of interests, material or otherwise, that may impede or be perceived as impeding the capacity to deliberate or act in good faith on behalf of the best interests of the organization;

(b) Board members will maintain full confidentiality of information obtained as a result of Board service in accordance with relevant law, Board policy or direction. The intent of this guidance is to ensure that information of a confidential nature (e.g., personnel and legal matters) is appropriately safeguarded, while at the same time complying with any "Freedom of Information" and open records statutes applicable to CAMPO or Board members.

(c) In addition to the foregoing, Board members are expected to be familiar and comply with relevant state law and bylaws provisions governing board participation and any conflict of interest, actual or perceived.

***Section IV: Board Relations and Personal Behavior***

(a) Board members are expected to respect the work and recommendations of committees, staff and other Board members and to promote respectful relations and communications among all members of the Board, even as they may also respectfully dissent from any Board action;

(b) Board members are expected to maintain open communications and effective partnerships with other Board members, but will ensure that any communication is made in compliance with the Texas Open Meetings Act;

(c) Board meetings will be conducted in accordance with Robert's Rules of Order, except to the extent the Board acting as a body suspends application of such Rules;

(d) Board members are expected to exhibit the highest standards of personal, legal and ethical behavior during their service on the Board.

***Section V: Staff Relations***

(a) Board members will recognize the Executive Director as the chief executive officer of the organization with the sole responsibility for the day-to-day management of the organization, including the assignment of personnel to carry out the work of the organization;

(b) Board members are expected to conduct themselves in a manner that does not interfere with the duties or authority of employees of CAMPO. Accordingly, a CAMPO board member (other than the Chairperson) must seek the approval of the full Transportation Policy Board or Executive Committee before requesting CAMPO staff to perform any work that requires more than four hours of accumulated staff time. Any reports, information or other results generated from any such work shall be disseminated to the entire Transportation Policy Board;

(c) Board members will direct requests for information made pursuant to any freedom of information and open records law or regulation to the CAMPO Executive Director or his/her designee;

(d) In their actions toward employees of CAMPO, Board members and their staff are expected to act in a manner that contributes to a positive and professional work environment. In dealing with employees of CAMPO, Board members and their staff must never:

(1) use offensive language;
(2) suggest or engage in inappropriate behavior;
(3) behave in an abusive or discriminatory manner

**Certification**

I certify that I have received and agree to the Code of Conduct. I also certify that I understand that any knowing violation of the rules contained in this Code of Conduct or the CAMPO Bylaws and/or Joint Powers Agreement could result in a reprimand, censure or the removal of voting privileges from the full Transportation Policy Board.

_____ _____

Transportation Policy Board Member Signature Date

| | |
|---|---|
| **Date:** | December 10, 2018 |
| **Continued From:** | October 15, 2018 |
| **Action Requested:** | Adoption |

| | |
|---|---|
| **To:** | Transportation Policy Board |
| **From:** | Mr. Ashby Johnson, CAMPO |
| **Agenda Item:** | 9 |
| **Subject:** | Discussion and Adoption of Draft Regional Incident Management Study |

## RECOMMENDATION

Adoption. This item has been presented to the Technical Advisory Committee and recommended by them for adoption by the Transportation Policy Board.

## PURPOSE AND EXECUTIVE SUMMARY

CAMPO has completed the draft final Regional Incident Management Strategic Plan and Performance Assessment. The study recommendations and draft report have been guided and reviewed by a Project Steering Committee which includes TxDOT, CTRMA, Hays County, Travis County, City of Austin and the City of Round Rock. The draft final report has also been peer reviewed by experts at the Texas Transportation Institute (TTI). Outreach has included individual meetings with stakeholder agencies and three stakeholder workshops. To date more than 54 individuals from 20 different agencies have provided input into the plan, including local and state transportation, public safety, emergency management, and towing industry representatives.

The Regional Incident Management Strategic Plan and Performance Assessment study has identified 29 strategies, programs, and projects to support three goals:

- Reduce the impacts of incidents to travelers in the Region, including reduced roadway clearance time, incident clearance time, and time to return to normal traffic flow;
- Reduce secondary crashes in the Region; and
- Provide accurate and timely traveler information to travelers throughout the Region.

Recommendations have been categorized into seven areas: Policy, Communication and Coordination, Infrastructure, Response and Clearance Procedures, Training, Data and Performance Measures, and Public Engagement. Estimated costs for improvements in each of these areas vary from policy improvements which may have no direct costs associated with them to infrastructure improvements which may have substantial implementation costs. Responsibility for funding recommended improvements, should they be implemented, will fall primarily on the various lead agencies responsible for each.

A data-driven benefit-cost analysis has been conducted to quantify the potential return on investment to the Region for many of the proposed recommendations that were conducive to quantitative analysis. Funding and training opportunities to promote incident management strategies have also been identified.

## FINANCIAL IMPACT

None.

## SUPPORTING DOCUMENTS

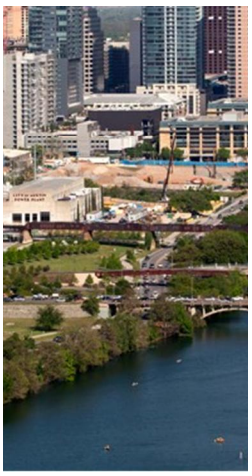
**Attachment** - *CAMPO Regional Incident Management Strategic Plan Draft Final Report*

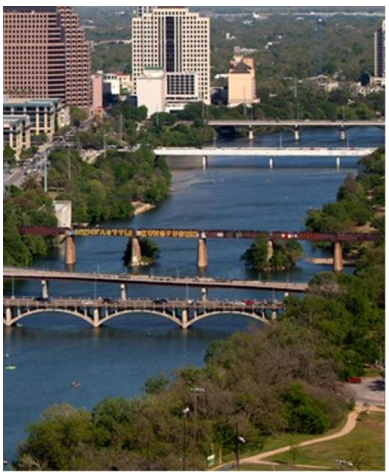
Revised Draft Report

# CAMPO

## Regional Incident Management Strategic Plan and Performance Assessment

October 2018





CAMPO
CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION
CENTRAL TEXAS

Kimley»Horn

# TABLE OF CONTENTS

# TABLE OF FIGURES



# TABLES

# EXECUTIVE SUMMARY

# EXECUTIVE SUMMARY

## Overview

The Capital Area Metropolitan Planning Organization (CAMPO) Regional Incident Management Strategic Plan and Performance Assessment presents the results of a collaborative regional planning effort to improve Traffic Incident Management (TIM) in the CAMPO region.

Traffic incidents are defined as unplanned randomly occurring traffic events that adversely affect normal traffic operations. Traffic incidents are one of the largest contributors to congestion in the CAMPO Region and have been estimated to account for approximately one quarter of all delay nationwide. Traffic incidents also pose significant safety challenges by increasing the chances of secondary crashes and exposing first responders to the hazards of working near live traffic.

### Goals of the CAMPO Regional Incident Management Strategic Plan and Performance Assessment

- Reduce the impacts of incidents to travelers in the Region, including reduced roadway clearance time, incident clearance time, and time to return to normal
- Reduce secondary crashes in the Region
- Provide accurate and timely traveler information to travelers throughout the Region

To reduce the impact of incidents and improve safety in the CAMPO Region, a group of state, regional, and local transportation and public safety officials from Central Texas developed the CAMPO Regional Incident Management Strategic Plan and Performance Assessment. The plan builds on several successful TIM programs that currently exist in the Region and identifies new programs and strategies to continue improving TIM in Central Texas. Over 50 stakeholders from 20 different public and private sector agencies provided input into the plan through stakeholder interviews, project workshops, and document review.

## Findings

The CAMPO Region has made significant strides already to improve TIM processes and facilitate regional collaboration. For example, TIM stakeholders gather bimonthly as part of the AIMHigh (Austin Incident Management for Highways) Regional Incident Management Task Force to conduct after-action reviews for major incidents and raise awareness of major projects that affect the Region. The Texas Department of Transportation (TxDOT) operates a recently expanded safety service patrol program known as Highway Emergency Response Operator (HERO) that can clear disabled vehicles from travel lanes, provide traffic control at incidents, and assist stranded motorists. Multiple transportation and public safety agencies in the Region including TxDOT, Capital Metropolitan Transportation Authority, Travis County Sheriff, and the City of Austin Police and Fire Departments have formed a partnership to operate the Combined Transportation, Emergency and Communications Center (CTECC) located in Austin. Having traffic management, transit dispatch and public safety dispatch operators at one location gives CTECC the ability to manage incidents across jurisdictional boundaries to improve safety and reduce congestion in the Region.

Despite the TIM progress that has been made in the CAMPO Region, major challenges still exist. For instance, quicker clearance times in the Region would reduce congestion and improve safety. Abandoned vehicles often remain on the shoulders of freeways for an extended period of time, posing a safety hazard and distraction to drivers. Incident clearance times could be reduced by streamlining towing dispatch and hazardous material spill cleanup across the Region. Sharing resources and data (such as traffic camera feeds) across agencies would better equip operators and responders for TIM procedures. Increased opportunities for ongoing interdisciplinary TIM training could improve implementation of TIM best practices through education and relationship building across agencies. These are just a few of the opportunities in the Region where increased investment in TIM programs and projects could ultimately lead to benefits such as reduced congestion, increased safety, and greater reliability of the transportation system.

## Recommendations

The CAMPO Regional Incident Management Strategic Plan and Performance Assessment includes 29 recommendations to improve TIM in the CAMPO Region, as shown in Figure 1. These recommendations fall into one of seven categories: Policy, Communication and Coordination, Infrastructure, Response and Clearance, Training, Data and Performance Measures, and Public Engagement. (See Chapter 4 of this report for more information about each of these recommendations.)

To assist in prioritizing the TIM recommendations, a cost-benefit analysis was performed on selected recommendations that were conducive to quantitative analysis. Guidance was also provided on potential funding to implement the recommendations. Recommended performance metrics to track the Region's progress towards improving TIM were developed, which include:

- Roadway Clearance Time
- Incident Clearance Time
- Number and Severity of Secondary Crashes
- Survey of Traveler Information Satisfaction
- Incident Influence Time (Time to Return to Normal Flow)
- Percentage of Responders/Operators who have received TIM Training
- Rates of Injury or Fatality of First Responders on Incident Scene

| | RECOMMENDATIONS |
|---|---|
| POLICY | Develop Regional Open Roads Policy |
| | Develop a standardized HAZMAT and non-HAZMAT clean-up policy for the Region |
| | Create a position for a Regional TIM Coordinator |
| COMMUNICATION & COORDINATION | Develop standard operating procedures for TMC coordination throughout the Region |
| | Develop platform for shared viewing of all cameras and DMS throughout the Region |
| | Develop a regional repository for incident status available to all CAMPO agencies |
| | Expand sharing of computer-aided dispatch (CAD) data throughout the Region |
| INFRASTRUCTURE | Expand freeway lighting coverage |
| | Expand CCTV camera coverage on freeways |
| | Expand DMS coverage on freeways |
| | Deploy DMS on state routes in rural areas at key decision points in the CAMPO Region |
| | Expand arterial DMS coverage in the City of Austin |
| | Expand traffic signal preemption for emergency vehicles |
| RESPONSE & CLEARANCE | Expand HERO service patrol coverage to additional freeways |
| | Expand HERO service patrol coverage to regional arterials |
| | Implement rapid clear no-cost towing on freeways |
| | Implement rapid clear no-cost towing on regional arterials |
| | Implement centralized location-based towing dispatch throughout the Region |
| | Implement heavy-tow program throughout the Region |
| | Procure advanced crash investigation equipment for law enforcement throughout the Region |
| TRAINING | Support continued regional interdisciplinary TIM training |
| | Educate first responder agencies about capabilities of HERO service patrol vehicles |
| | Provide training for advanced crash investigation equipment to law enforcement throughout the Region |
| DATA & PERFORMANCE MEASURES | Standardize regional TIM data collection, data visualization, and performance measures |
| | Share regional TIM performance data between public agencies in data dashboard |
| PUBLIC ENGAGEMENT | Share regional TIM performance data with media and public in annual report and data dashboard |
| | Increase knowledge and support of HERO through public education efforts |
| | Raise awareness of statewide Steer It, Clear It law |
| | Improve traveler information quality through increased coordination with private sector providers |

Figure 1 - Recommendations
(See Figure 11 in Chapter 4 for additional detail on recommendations.)

# Next Steps

The CAMPO Regional Incident Management Strategic Plan and Performance Assessment developed a total of 29 recommendations to improve TIM in the CAMPO Region. Implementation of these recommendations will be led by CAMPO, TxDOT, municipalities or other agencies as discussed in Chapter 4.

To accelerate implementation of several recommendations that are expected to yield a high benefit-cost ratio and serve as foundation programs for other TIM activities, it is recommended that CAMPO take a leadership role to implement six key policies and programs in the near-term:

- Develop a Regional Open Roads Policy. Develop a Regional Open Roads Policy for review and approval by local law enforcement, first responder, and traffic management agencies throughout the Region.
- Develop a Standardized HAZMAT and Non-HAZMAT Clean-up Policy for the Region. Research national best practices and assemble stakeholder input to develop regional standards for the cleanup of incidents involving HAZMAT and non-HAZMAT spills.
- Develop a Framework for a Regional Rapid Clear Towing Program. Investigate the benefits to the Region of providing rapid clear towing for incident management, research possible funding mechanisms for such a program, and recommend a program implementation strategy.
- Develop a Framework for a Regional Heavy Tow Program. Collaborate with CAMPO, TxDOT, and local agencies in the CAMPO Region to develop a framework for a regionally administered heavy wrecker towing service available for use by any agency responding to major incidents on freeways.
- Develop a Standardized Data Collection and Performance Measures Framework for the Region. Assess data needs of specific agencies and develop a framework for integrating data sources so that TIM data can be collected and shared regionally to track performance.
- Develop a Regional State of Traffic Incident Management Report. Analyze existing TIM data from across the CAMPO Region and compare this data to established regional performance goals in a "State of TIM" report written for a public audience.

As the Region continues to work towards improved TIM in Central Texas, interdisciplinary collaboration is crucial. The extensive stakeholder involvement in the creation of the CAMPO Regional Incident Management Strategic Plan and Performance Assessment is a testament to the fact that incident management does not rest on any one person's or one agency's shoulders. Successful implementation of the recommendations in the plan will depend on the Region's ability to continue to work together towards common goals such as reduced congestion and improved safety. Fortunately, stakeholders in the CAMPO Region have a strong foundation of TIM coordination and cooperation to build upon.

CHAPTER 1

# INTRODUCTION

# 1 | INTRODUCTION

## Overview

Over the past three decades the six-county Capital Area Metropolitan Planning Organization (CAMPO) Region has roughly tripled in population. While Central Texans may not always agree on the benefits of growth, nearly all agree that rapid growth has created serious transportation and mobility challenges for the Region. Traffic congestion and the resulting unreliability it creates in the transportation system can lead to frustration, lost productivity, and an overall decline in quality of life.

One of the greatest contributors to traffic congestion in the CAMPO Region are traffic incidents. Traffic incidents are defined by the Institute of Transportation Engineers (ITE) as unplanned randomly occurring traffic events that adversely affects normal traffic operations. With the road network already stretched beyond capacity, traffic incidents that unexpectedly close a road, block a lane, or cause traffic to slow down due to a distraction on the side of the road can have catastrophic effects on traffic flow. Traffic incidents also present serious safety challenges. Crash victims and first responders are extremely vulnerable while in the roadway during an incident. The chances of a secondary crash also escalate for every minute the traffic incident remains.

As community leaders struggle to find the funding necessary for the transportation infrastructure to keep pace with rapid growth of the Region, they have looked for other solutions that can help improve the safety, reliability, and efficiency of the transportation system. Improved Traffic Incident Management (TIM) is one of the most effective ways to decrease congestion resulting from unexpected incidents, and is a relatively low-cost way to decrease overall congestion. Traffic incident management strategies allow transportation and public safety agencies to identify incidents more quickly, clear travel lanes faster, manage traffic around incident scenes more effectively, and provide advanced notice to travelers to help them avoid congestion due to traffic incidents.

### Traffic Incident Management Saves Lives, Time and Money

Every minute of incident delay multiplies traffic queues by a factor of 4.

The likelihood of a secondary crash increases by 2.8% for each minute the primary incident continues to be a hazard.

Faster response time has a well-documented relationship to the increased likelihood of crash survival.

In the CAMPO Region, traffic congestion and major construction programs that reduce capacity greatly increase the need to reduce roadway clearance times and preserve the capacity of roadways.

*Data Sources: FHWA*

The CAMPO Regional Incident Management Strategic Plan and Performance Assessment presents the results of a collaborative regional planning effort that involved state, regional, and local transportation and public safety officials from the Central Texas Region. The plan identifies recommendations to improve incident management capabilities and reduce the impact of incidents in the CAMPO Region. The plan also identifies performance metrics that can be used to track the Region's progress towards improved incident management and provides guidance for potential sources of funding.

# Study Goals and Objectives

CAMPO, in coordination with the Study Steering Committee and project stakeholders, identified three goals for the CAMPO Regional Incident Management Strategic Plan and Performance Assessment. The goals focused on reducing the impacts of incidents to travelers in the CAMPO Region, reducing secondary crashes in the Region, and providing accurate and timely traveler information so that travelers can make informed travel choices. Ultimately, the Region would like to prevent traffic incidents from occurring but the reality is events such as crashes, disabled vehicles, and debris blocking lanes will continue to impact the surface transportation system for the foreseeable future. Achieving the goals set in the CAMPO Regional Incident Management Strategic Plan and Performance Assessment will help minimize the impact of these incidents when they do occur.

### Goals of the CAMPO Regional Incident Management Strategic Plan and Performance Assessment

- Reduce the impacts of incidents to travelers in the Region, including reduced roadway clearance time, incident clearance time, and time to return to normal
- Reduce secondary crashes in the Region
- Provide accurate and timely traveler information to travelers throughout the Region

To achieve the goals, five objectives were identified for the CAMPO Regional Incident Management Strategic Plan and Performance Assessment. The objectives focus on expanding the existing TIM efforts currently underway in the CAMPO Region as well as identifying new programs and strategies to improve TIM. As noted in Chapter 3, the CAMPO Region has established many successful TIM programs and strategies that should continue to be supported. But as discussed in Chapter 4, there are still many new opportunities to invest in new TIM programs and strategies that can further reduce the impacts of incidents on the surface transportation system. Objectives also focus on developing potential projects that can be included in CAMPO's annual call for projects and identifying potential sources of funding to support new and ongoing programs and projects. Finally, stakeholders noted the importance of raising awareness of the benefits of TIM with both decision makers and the public. TIM is considered one of the most effective and low-cost tools to reduce congestion and improve safety, and it is important that the benefits of TIM are clearly understood when determining how best to invest funding in transportation improvements.

### Objectives of the CAMPO Regional Incident Management Strategic Plan and Performance Assessment

- Identify opportunities to expand existing TIM programs and strategies
- Identify new TIM programs and strategies for implementation
- Develop projects to include in CAMPO's annual call for projects
- Identify sources of funding for TIM programs and projects
- Raise awareness of the benefits of improved TIM and increase support for investment in TIM programs and projects

# Study Structure and Input

The Capital Area Metropolitan Planning Organization (CAMPO) is the Metropolitan Planning Organization (MPO) for Bastrop, Burnet, Caldwell, Hays, Travis, and Williamson Counties. The Region includes the urban core along the I-35 corridor, as well as rural counties to the east and west, as shown in Figure 2. CAMPO develops the 20-plus-year Regional Transportation Plan and the four-year Transportation Improvement Program planning document.

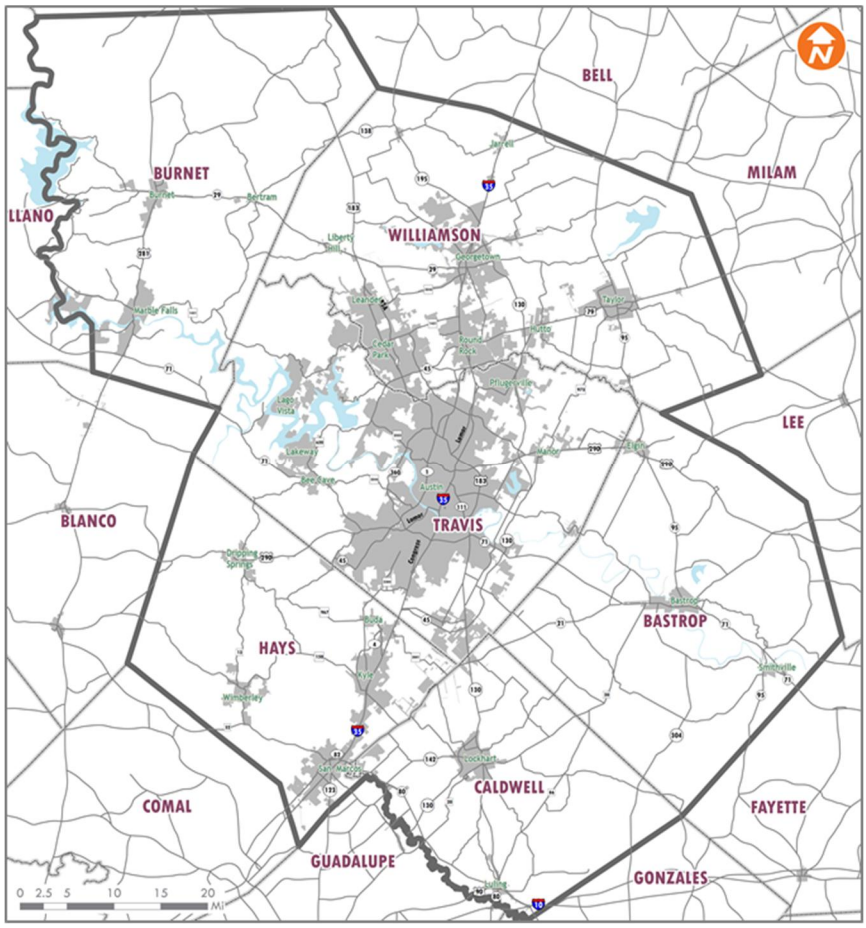



Figure 2 – CAMPO Region

The focus of the CAMPO Regional Incident Management Strategic Plan and Performance Assessment was on the entire six-county CAMPO region, including freeways, state routes and arterials. Traffic incidents generally have the most detrimental impacts when they occur on the freeways that are at or near capacity. Much focus was placed on such freeways, but stakeholders also realized that state routes with limited alternatives and regional arterials, which carry must of the regions traffic and connect cities in urban areas, also are severely impacted by traffic incidents.

To provide oversight and guidance to the study, CAMPO created a Study Steering Committee comprised of representatives from eight agencies representing state, regional, county and municipal governments. The Study Steering Committee met throughout the project and provide the project team with guidance and review. Agencies participating in the Study Steering Committee included:

- CAMPO
- Bastrop County
- Central Texas Regional Mobility Authority (CTRMA)
- City of Austin
- City of Round Rock
- Hays County
- Travis County
- Texas Department of Transportation (TxDOT) Austin District

Development of the plan included involvement from 56 stakeholders representing 20 different public agencies and private service providers in the CAMPO Region with a stake in incident management. Participants included transportation, public safety, and tolling representatives from the public sector and towing representatives from the private sector. Stakeholders participated in the plan through individual agency interviews, attendance at stakeholder workshops, and review of the Draft CAMPO Regional Incident Management Strategic Plan and Performance Assessment report. The agencies and groups that participated in development of the plan are shown in Table 1.

Table 1 – CAMPO Regional Incident Management Strategic Plan Stakeholders

| State | Regional and County | Municipal |
|---|---|---|
| Texas Department of Public Safety<br>TxDOT Austin District including:<br>Traffic Operations<br>Serco HERO Patrol<br>Serco TMC Operations<br>TxDOT Toll Operations Division<br>TxDOT Traffic Operations Division (Including Statewide TIM Coordinator) | AIM High Regional Incident Management Group<br>Bastrop County<br>CAMPO Technical Advisory Committee<br>Combined Transportation, Emergency & Communications Center (CTECC)<br>CTRMA<br>Travis County Transportation & Natural Resources<br>Travis County Sheriff's Office | City of Austin Fire Department<br>City of Austin Police Department<br>City of Austin Transportation Department<br>City of Kyle Police Department<br>City of Round Rock Transportation Department<br>City of San Marcos Transportation Division |
| Other | | |
| AutoReturn | Circuit of the Americas | Texas A&M Transportation Institute |

In addition to individual interviews with stakeholders, three stakeholder workshops were conducted in February, April, and May 2018. Workshops focused on the development of TIM recommendations, review of the cost-benefit analysis, and development of performance metrics. Presentations on the CAMPO Regional Incident Management Strategic Plan and Performance Assessment were also given to the Austin-area Incident Management for Highways (AIMHigh) Regional Incident Management Task Force, as well as to the CAMPO Technical Advisory Committee (TAC) and CAMPO Transportation Policy Board.

CHAPTER 2

# NEED FOR TRAFFIC INCIDENT MANAGEMENT IN THE REGION

# 2 | NEED FOR TRAFFIC INCIDENT MANAGEMENT IN THE REGION

Approximately 2 million people live in CAMPO's six-county region. As the population has grown rapidly over the last several decades, new strains on the regional transportation network have emerged. In 1982 the average automobile commuter in the region experienced 16 hours of traffic delay per year; by 2014 that average commuter delay had increased to 52 hours per year, or roughly one hour per week. For 2014, the Urban Mobility Scorecard prepared by the Texas A&M Transportation Institute estimated a total annual traffic congestion cost of $1.14 billion to commuters in the CAMPO Region. Per auto commuter, this value translated to an annual cost of $1,159.

Prevalent traffic congestion in the CAMPO Region degrades both the safety and reliability of the regional transportation network. While limited roadway capacity is the largest contributor to traffic congestion in the United States, traffic incidents are the second largest contributing factor. The Federal Highway Administration (FHWA) estimates that traffic incidents are responsible for one quarter of the traffic congestion experienced across the country.

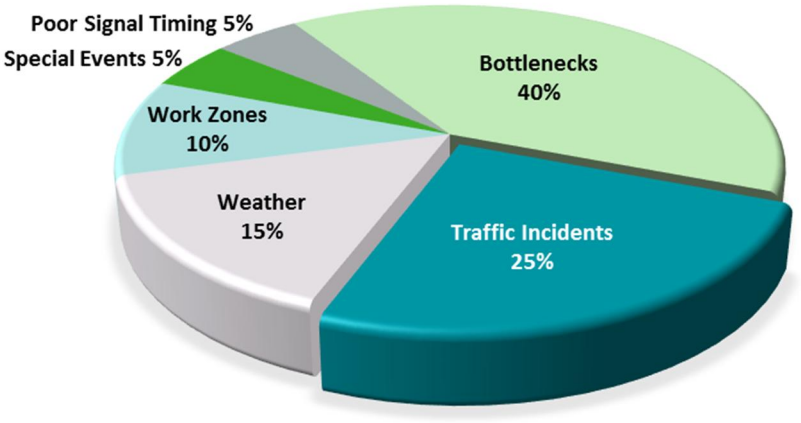



Figure 3 – FHWA Sources of Congestion

TIM strategies aim to reduce the amount of congestion caused by traffic incidents and the risk of secondary crashes. Many of these strategies focus on improving aspects of incident detection and response, or on reducing the duration or traffic impact of individual incidents. The Austin-area Incident Management for Highways (AIMHigh), a task force of agencies involved with incident management in Central Texas, identified TIM as one of the most effective tools for reducing delay and enhancing safety in their 2010 AIMHigh Strategic Plan.

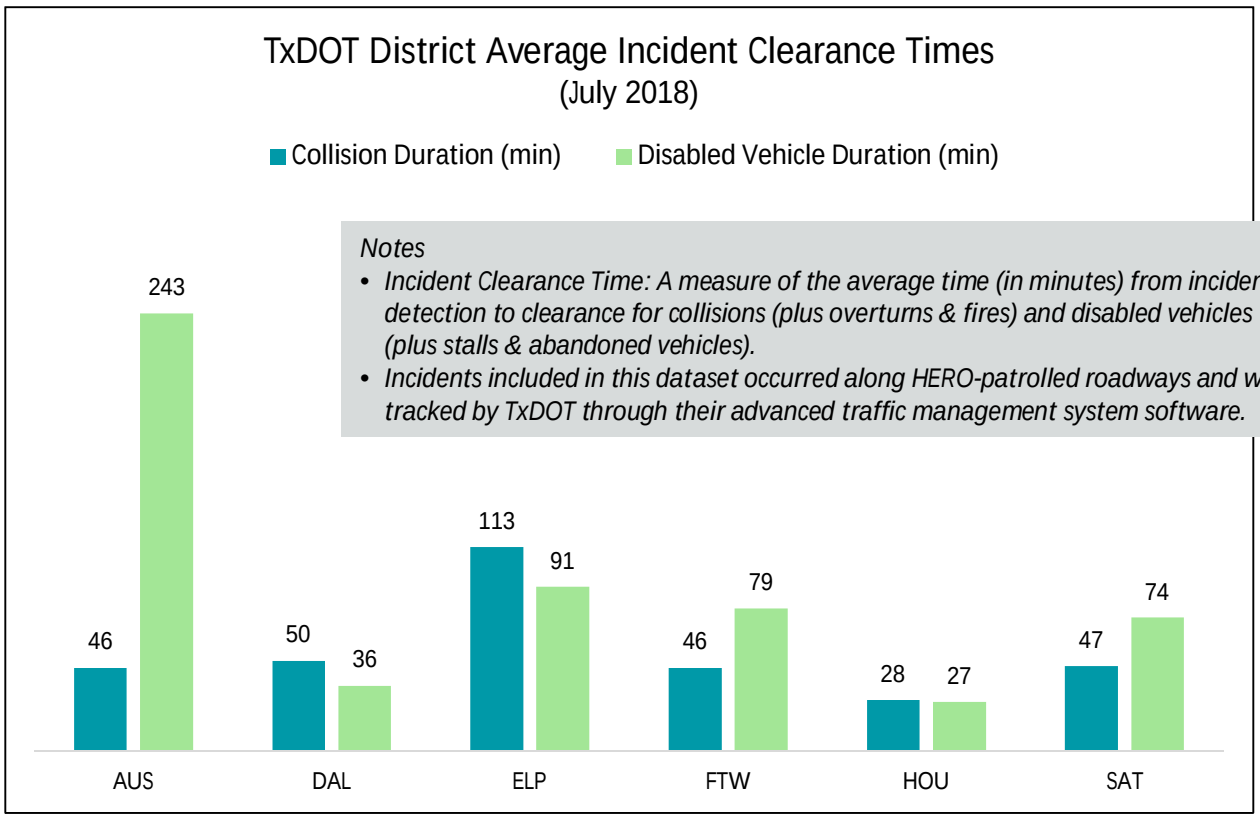
### What is Traffic Incident Management (TIM)?

The AIMHigh Strategic Plan from 2010 explains that "traffic incident management (TIM) is a systematic, planned, and coordinated approach to detect, respond to, and remove traffic incidents and restore traffic capacity as safely and quickly as possible. Involving law enforcement, fire and rescue, emergency medical services, transportation, towing and recovery, and other personnel—TIM is considered to be one of the most effective tools for reducing delay and enhancing safety."

Often, TIM strategies are much more cost-effective than congestion-reducing alternatives that involve building additional roadway capacity. As available funding for capacity improvements continues to be strained, low-cost congestion mitigation strategies such as TIM become more valuable.

Reviewing traffic incident data from across the state provides a snapshot of the opportunities for TIM improvement in the Austin area. TxDOT logs incident clearance times for collisions and disabled vehicles across the state. District-wide average clearance times for the six major districts are shown in Figure 4 for the month of July 2018. Incident clearance time is a measure of the average time (in minutes) from incident detection to clearance for collisions (plus overturns & fires) and disabled vehicles (plus stalls & abandoned vehicles). Incidents included in this dataset for the TxDOT Austin District occurred along HERO-patrolled roadways and were tracked by Lonestar.

The Austin District tracks and reports all stalled or abandoned vehicles on the roadway, including those that are not blocking a travel lane and are left on the shoulder, while some districts only report vehicles that are blocking a travel lane. Despite the variations in reporting methods across Districts (as shown in Figure 4 by the differences in total numbers of reported collisions and disabled vehicles), it is apparent that the 11-county TxDOT Austin District (which includes the six counties in the CAMPO Region) can improve the time to remove collisions and disabled vehicles from the roadway. It is worth noting that the Houston District, where the SafeClear towing program (recently rebranded as “Tow and Go”) is implemented, has the lowest average clearance times, despite the highest number of reported collisions and disabled vehicles.




| Performance Metric | AUS | DAL | ELP | FTW | HOU | SAT |
|---|---|---|---|---|---|---|
| Reported Collisions | 365 | 996 | 75 | 271 | 1,037 | 402 |
| Reported Disabled Vehicles | 2,170 | 135 | 227 | 24 | 5,083 | 166 |

Figure 4 - TxDOT District Average Incident Clearance Times

CHAPTER 3

# EXISTING TRAFFIC INCIDENT MANAGEMENT ACTIVITIES IN THE REGION

# 3 | EXISTING TIM ACTIVITIES IN THE REGION

While there is a strong need to improve TIM in the CAMPO Region, much has already been accomplished. Legislation that supports key TIM activities is in place, regional collaboration to support TIM exists throughout the region, and programs such as the TxDOT HERO Safety Service Patrol directly support the goals of the TIM program. Locally many cities have implemented systems that can be used for improved incident management such as centrally controlled traffic signal systems that can allow traffic signal timing to be adjusted in response to incidents.

Rather than starting from a clean slate, the CAMPO Regional Incident Management Strategic Plan and Performance Assessment effort seeks to build on current TIM successes in the Region. The recommendations in this report support the TIM initiatives that stakeholders are already pursuing, like creating standardized performance measures, deploying additional Intelligent Transportation Systems (ITS) technologies on regional freeways and arterials, implementing heavy tow contracts for major incidents, and conducting interdisciplinary TIM training for transportation agencies and emergency responders.

Figure 5 – CTECC is an excellent example of state, county and municipal cooperation that has led to improved TIM in the CAMPO Region.

A summary of some of the key TIM successes in the CAMPO Region is presented in Figure 6 on the following page and described in more detail below. Agencies in the CAMPO Region continue to seek innovative means to improve safety of travelers and reduce congestion related to incidents. The list of successes represents only a fraction of the good things that have been done in the Region and will grow each year as agencies continue to implement innovative strategies and programs to improve TIM.

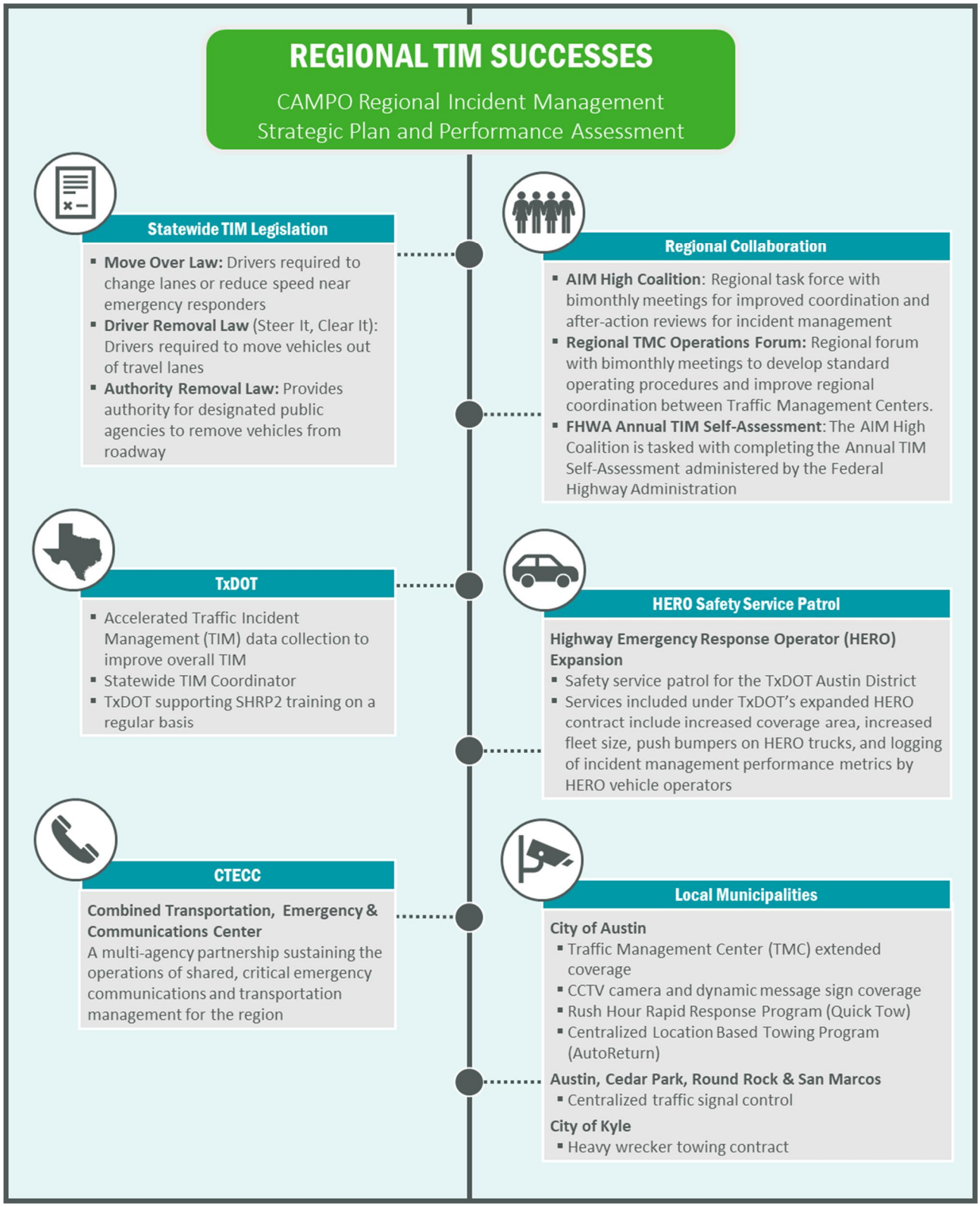



Figure 6 – TIM Successes in the CAMPO Region

## Statewide TIM Legislation

Traffic incident management programs and projects in the CAMPO Region must operate within the umbrella of statewide policy. Fortunately, legislation in Texas scores well on a national scale for following best practices to support incident management efforts.

FHWA published an article in 2008 called *Traffic Incident Management Quick Clearance Laws: A National Review of Best Practices* (https://ops.fhwa.dot.gov/publications/fhwahop09005/index.htm). The article commends Texas for implementing the following policy best practices that support incident management:

- The Move Over Law which requires drivers to change lanes or reduce speed near emergency responders.
- The Driver Removal Law (also known as "Steer It, Clear It") which requires drivers to move vehicles out of travel lanes.
- The Authority Removal Law which provides authority for designated public agencies to remove vehicles from the roadway.

## Regional Collaboration

When a traffic incident occurs, it is no single agency's responsibility to manage and clear it. TIM is a collaborative effort, where the responsibilities of municipal transportation, fire, and police departments intersect with county, regional and statewide transportation agencies as well as private towing companies. Regional collaboration can therefore be considered the cornerstone of TIM. Project recommendations for resource sharing, policy updates, or data collection rise and fall with a Region's ability to work together towards common goals of safety, mobility, and high-quality traveler information.

As noted previously, AIMHigh is a regional task force of stakeholders that has been meeting since 2004 for the improvement of incident management in the Austin area. AIMHigh provides the opportunity for improved regional coordination and after-action reviews for incident management. Commonly participating agencies include TxDOT Austin District, TxDOT HERO Safety Service Patrol, CTRMA, City of Austin (Transportation, Police and Fire), City of Round Rock (Transportation and Police), City of San Marcos (Transportation), City of Cedar Park (Transportation), and the Travis County Sheriff's Office.

Many regional coordination efforts deal specifically with Traffic Management Center (TMC) operations. To discuss these initiatives, a Regional TMC Operations Forum has been formed that meets bi-monthly in the CAMPO Region. The Regional TMC Operations Forum operates as an independent working group to develop standard operating procedures (SOPs) and potentially share resources that to help manage traffic and incidents with increasing effectiveness. Participants include representatives from CTECC, TxDOT Austin District, TxDOT Toll Division, CTRMA, City of Austin, City of Round Rock, and City of San Marcos.

# Texas Department of Transportation

In addition to operating the HERO patrol program and the TxDOT regional TMC at CTECC, TxDOT supports incident management efforts in a variety of other ways.

Figure 7 – TxDOT Sponsored SHRP2 TIM Train the Trainer Class

In 2018 TxDOT created the role of Statewide TIM Coordinator. This new role is focused on the improvement of incident management and provision of training opportunities throughout the state. The first Statewide TIM Coordinator, David McDonald, has been heavily involved in the development of the CAMPO Regional Incident Management Strategic Plan and Performance Assessment through stakeholder workshops and interviews, both in his former role with the Austin Police Department and as the TxDOT Statewide TIM Coordinator. The Statewide TIM Coordinator participates in regional incident management forums across the state and helps support TIM improvements, including coordinating training opportunities.

For example, a Strategic Highway Research Program 2 (SHRP2) TIM Train the Trainer class was offered on April 18, 2018, for stakeholders in the CAMPO Region, and TxDOT will continue to support SHRP2 TIM training on a regular basis. The SHRP2 TIM training program (developed by FHWA) uses tabletop exercises to educate first responders and traffic operators about TIM best practices. One benefit of SHRP2 training is the networking across agencies that occurs at the sessions. When incident management personnel have relationships with one another, safety and efficiency at the incident scene are improved.

| | |
|---|---|
| 1 | 22.7 |
| 2 | 68.7 |
| 3 | 46.9 |
| 4 | 28.1 |
| 5 | 53.6 |
| 6 | 18.7 |
| 7 | 71.0 |

In addition to the Train the Trainer class (which educates personnel so that they are qualified to go back to their agencies and train others), the four-hour SHRP2 Basic TIM Training course could be offered regularly in the CAMPO Region for transportation and emergency response personnel. The TxDOT Statewide TIM Coordinator will continue to research and develop TIM training opportunities statewide.

One challenge TxDOT faces is the ability to collect traffic and incident data and monitor performance in a standardized way across TxDOT Districts. Another challenge is how to collect data on roads not covered by TxDOT's Freeway Management System. In response to these needs, TxDOT is focusing on the development of standardized data collection and performance monitoring processes to accelerate their ability to collect and monitor system performance, including incident management operations.

In 2014 TxDOT completed a report known as *Traffic Incident Management Plan: State of the Practice*. This plan documented existing and planned traffic incident management efforts in the

Austin Region and produced a list of 14 project recommendations for the Region. Some of these recommendations, like upgrading Lonestar to efficiently log incident information and expanding the HERO program, have already been implemented. Other recommendations, like establishing TIM performance measures for the Region, are further developed by the CAMPO Regional Incident Management Strategic Plan and Performance Assessment.

## HERO Safety Service Patrol

Safety service patrol programs are a relatively low-cost traffic incident management strategy that provides assistance to stranded motorists, while also improving safety and mobility for the rest of road users during an incident. The HERO service patrol program has been operating for years in the TxDOT Austin District. Originally established by TxDOT, the program was funded by CAMPO and operated by CTRMA for several years before returning to TxDOT. The program was discontinued by TxDOT in February 2008 but re-instituted in 2010.

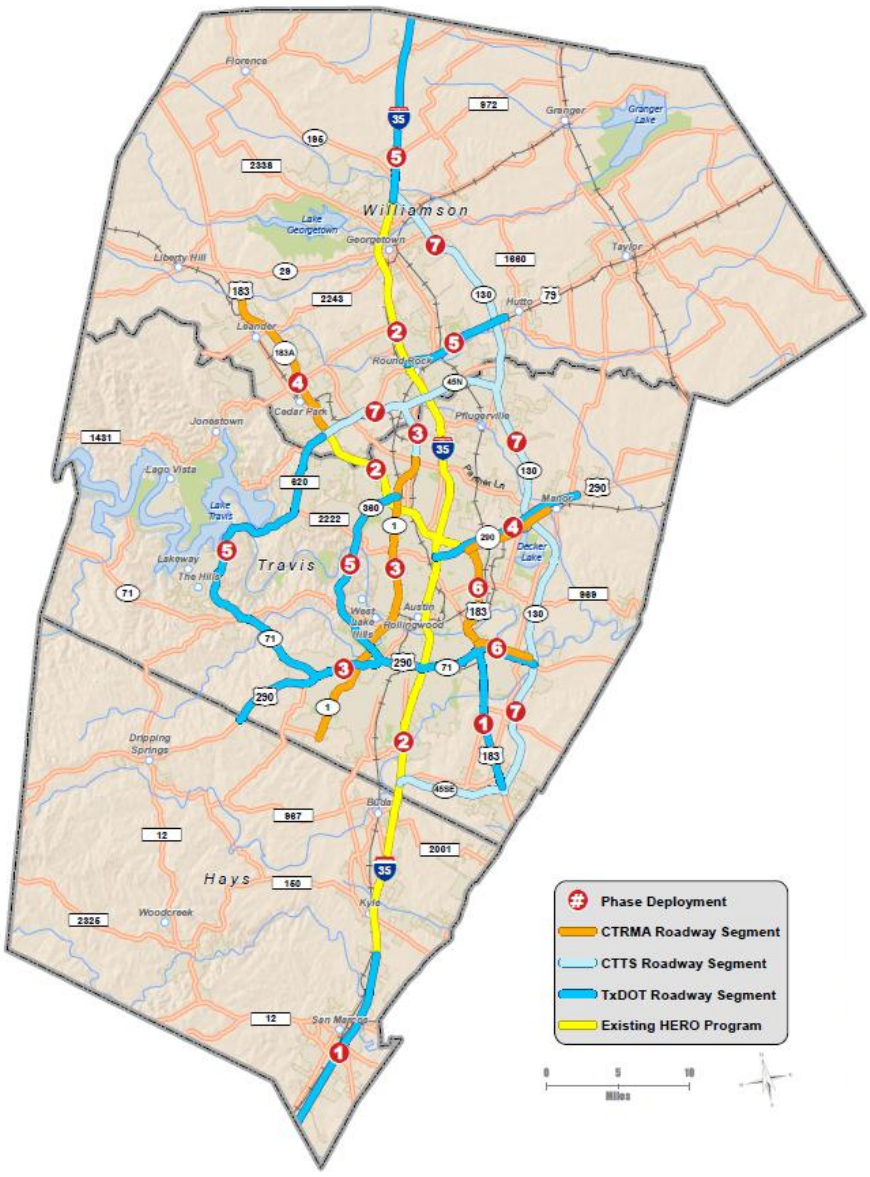



Figure 8 - HERO Safety Service Patrol Expansion Phasing

| Phase | Total Miles |
|---|---|
| 1 | 22.7 |
| 2 | 68.7 |
| 3 | 46.9 |
| 4 | 28.1 |
| 5 | 53.6 |
| 6 | 18.7 |
| 7 | 71.0 |

The goal of the HERO program is to improve safety and keep traffic flowing along 138 miles of I-35, US 183, US 290, SH 71, and Loop 1 (MoPac) in the greater Austin area. HERO trucks operate from 5 AM to 9 PM Monday through Friday and from 7 AM to 7 PM Saturday and Sunday. Example HERO services include relocating disabled vehicles to safety, providing traffic and lane control at crash scenes, changing flat tires, and assisting first responders at crash scenes. TxDOT is also operating HERO services during scheduled overnight full freeway closures due to construction on I-35.

In 2017 TxDOT launched a new HERO contract with enhanced incident management capabilities. The new program has an expanded coverage area, as shown in Figure 8, and an increased fleet size, with vehicles equipped with push bumpers and arrow boards. HERO vehicle operators have also begun to log incidents in an online database to improve incident tracking and performance monitoring.

## CTECC

TMCs are an integral piece of incident management operations in urban areas. From their TMC workstations, operators can detect traffic incidents, monitor traffic conditions using CCTV cameras, post messages to dynamic message signs (DMS) about heavy traffic or alternate routes, and dispatch service patrol vehicles or emergency services.

Figure 9 – Traffic management operators at CTECC use CCTV cameras, DMS and other transportation technologies to promote safety and mobility in the Region.

The Combined Transportation, Emergency & Communications Center (CTECC) is located on Old Manor Road in Austin. CTECC is a centralized public safety facility sustaining the operations of shared, critical emergency communications and transportation management for the region. Functionality includes public safety dispatch, transit dispatch, and TxDOT TMC operations.

As a partnership between multiple agencies in the Region, CTECC is uniquely equipped to manage incidents whose impacts span multiple jurisdictions. Agencies in partnership at CTECC include TxDOT TMC, Travis County Sheriff, City of Austin Police and Fire, and the Capital Metropolitan Transportation Authority. In 2018 the City of Austin TMC (located at a separate facility on Toomey Road) plans to locate TMC operators in CTECC for increased coordination.

CTECC also supports incident management efforts by providing space for regional 9-1-1 operators and dispatch personnel from the City of Austin Police and Fire Departments. TxDOT houses their TMC and HERO Safety Service Patrol Program dispatchers at CTECC, and the AIMHigh bimonthly meetings occur in the CTECC Emergency Operations Center room.

# Municipalities

In addition to regional incident management measures, many programs and transportation technologies implemented by local municipalities also support TIM in the CAMPO Region. Some examples include:


Figure 10 – Increased TMC capabilities such as CCTV cameras, DMS, and centralized signal control have improved the capability of cities to manage traffic during incidents.

**Extended TMC Coverage.** The City of Austin extended TMC coverage hours from standard business hours to 6 AM to 8 PM Monday through Friday. Weekends are covered with slightly shorter hours but coverage is extended on weekends when special events will impact traffic. This extended coverage has increased the availability of City of Austin TMC operators to change signal timings to response to incidents, especially along frontage roads for major incidents along freeway facilities.

**Intelligent Transportation Systems (ITS).** Municipal agencies throughout the CAMPO Region, including the City of Austin, City of Cedar Park, City of Round Rock, and the City of San Marcos, use a variety of ITS devices to monitor and manage traffic. Devices deployed by various cities include CCTV cameras, DMS, and Bluetooth vehicle sensors to monitor traffic and provide traveler information from TMCs.

**Rush Hour Rapid Response Program.** The City of Austin operates the Rush Hour Rapid Response Program (also known as "Quick Tow"). Within this program, disabled vehicles on a limited number of roadways within Austin can receive a free tow off the roadway to a place of safety during the AM and PM peak hours. The Rush Hour Rapid Response program benefits not only the owner of the disabled vehicle, but also the rest of the traveling public because it results in quicker clearance of the roadway for improved safety and reduced travel delays. The Rush Hour Rapid Response program also benefits the Region by removing vehicles from the shoulder where they can be a distraction to drivers and may impede the use of an emergency lane.

**Location-based Towing Dispatch.** The City of Austin has a contract with a third-party service to dispatch towing services based on proximity to the incident. This service has reduced average response times for vehicle collision and disabled vehicle towing calls from an average of 16 minutes to less than eight minutes. Other municipalities in the CAMPO Region are considering the implementation of a similar location-based dispatch service.

**Centralized Traffic Signal Control.** Operators at the following municipal TMC can implement signal timing changes remotely to help manage incidents in the City of Austin, City of Cedar Park, City of Round Rock and City of San Marcos. Centralized traffic signal control allows cities to implement traffic signal plans quickly in response to traffic incidents and other unplanned events that impact traffic.

**Heavy Tow Program.** The City of Kyle has a separate towing contract for heavy wreckers, primarily for incidents on I-35. This contract through the City of Kyle Police Department improves clearance times for major incidents involving commercial or other large vehicles, which leads to improved safety and mobility through the City of Kyle.

CHAPTER 4

# RECOMMENDATIONS

# 4 | RECOMMENDATIONS

The recommendations generated by the CAMPO Regional Incident Management Strategic Plan and Performance Assessment are tailored to the specific needs of the region. The list of recommendations in this chapter began with a review of national TIM best practices and grew and changed over the course of an extensive regional stakeholder engagement process.

Over 50 individuals from 21 different agencies in the Region provided feedback by participating in stakeholder interviews, attending project workshops, reviewing the draft report, or serving on the Study Steering Committee. Each of the recommendations in this chapter is informed and vetted by numerous incident management stakeholders in the CAMPO Region.

Recommendations have been organized into one of the following seven categories.

- Policy. The creation of formal policies is necessary to establish agreement across agencies for the implementation of some TIM strategies, like HAZMAT spill cleanup. Formal documentation can also protect effective TIM processes against falling out of practice with changes in agency leadership.
- Communication and Coordination. Streamlining communication between agencies increases the rapidity with which incidents are detected, managed, and cleared. Communication and coordination TIM recommendations deal with establishing standard processes to improve regional collaboration.
- Infrastructure. CCTV cameras and DMS deployed in the field enable TMC operators to detect incidents, dispatch safety service patrol vehicles, and manage traffic. Through the development of the CAMPO Regional Incident Management Strategic Plan and Performance Assessment, stakeholders identified needs for additional infrastructure beyond what is currently deployed in the CAMPO Region, and a cost-benefit analysis was performed to analyze the anticipated return on investment for many of these deployments in the CAMPO Region.
- Response and Clearance Procedures. Reducing the time that it takes to respond to and clear incidents in the CAMPO Region is one of the primary goals of this project, because of the resulting safety and mobility benefits for the Region. Many cost-effective solutions are available to assist regional agencies with this goal, like location-based tow dispatch and rapid clear no-cost towing on major roadways.
- Training. TIM training can be a standard component of job training. For example, everyone from cadets to supervisors at the Austin Police Department receives basic training to assist stranded motorists with a priority to clear the road as fast as possible to minimize safety hazards. Periodic interdisciplinary TIM training is also a beneficial exercise that educates personnel about other agencies' processes and priorities, and builds relationships across agencies that improve incident response procedures.
- Data and Performance Measures. Collecting and sharing TIM-related data for the CAMPO Region can help individual agencies track incremental progress and allocate funding to strategies that demonstrate effectiveness. The ability to share regional TIM performance measures broadly with the public can also help to garner widespread support for TIM strategies.
- Public Engagement. Communicating accurate, timely traffic and incident information to the public allows travelers to make informed decisions and potentially change their travel plans. Public education campaigns can also be conducted to increase awareness of public services like the HERO Safety Service Patrol.

The full list of recommendations is included in Figure 11 on the following page. For each recommendation, the following corresponding elements are including.

Projected Timeframe. Identifies whether a project can likely be completed in the near term or has a longer implementation horizon.

Estimated Score. Provides an estimated score in the categories related to cost, ease of implementation, and benefit-cost ratio. While there is no uniform scoring method to perfectly compare the wide variety of recommendations, these high-level scores have been based on engineering judgment and knowledge of the CAMPO Region. Scoring is assigned as follows:

- Low Cost of Implementation. Projects with a low expected cost receive a high score.
- Ease of Implementation. Projects requiring minimal interagency coordination receive a high score.
- Benefit-Cost Ratio. Projects with a high expected benefit-cost ratio receive a high score. Note that an in-depth cost-benefit analysis was performed for a subset of infrastructure and response and clearance strategies that were conducive to quantitative evaluation (see the *Cost-Benefit Analysis* section of this chapter for more information about the calculation of these ratios).

Lead Agency. Identifies the most likely agency or agencies to spearhead strategy implementation.

Following the full list in Figure 11, a more detailed description of each recommendation is provided in this chapter.

## CAMPO REGIONAL INCIDENT MANAGEMENT STRATEGIC PLAN AND PERFORMANCE ASSESSMENT

| | RECOMMENDATION | PROJECTED IMPLEMENTATION TIME FRAME | | | ESTIMATED SCORE (●●●●● = Best) | | | LEAD AGENCY |
|---|---|---|---|---|---|---|---|---|
| | | FY 2019 SHORT-TERM (0-4 YEARS) | MID-TERM (5-10 YEARS) | LONG-TERM (10+ YEARS) | LOW COST OF IMPLEMENTATION | EASE OF IMPLEMENTATION | BENEFIT-COST RATIO | |
| POLICY | Develop Regional Open Roads Policy | ● → ● | | | ●●●●● | ●●●○○ | ●●●●● | CAMPO |
| | Develop a standardized HAZMAT and non-HAZMAT clean-up policy for the Region | ● → ● | | | ●●●●● | ●●●○○ | ●●●●● | CAMPO |
| | Create a position for a Regional TIM Coordinator | ● → ● | | | ●●●●○ | ●●●●○ | ●●●●○ | CAMPO or TxDOT |
| COMMUNICATION & COORDINATION | Develop standard operating procedures for TMC coordination throughout the Region | ● → ● | | | ●●●●● | ●●●○○ | ●●●●○ | TxDOT, CTRMA, or Municipalities |
| | Develop platform for shared viewing of all cameras and DMS throughout the Region | ● → ● | | | ●○○○○ | ●●○○○ | ●●●○○ | TxDOT or CAMPO |
| | Develop a regional repository for incident status available to all CAMPO agencies | ● → ● | | | ●●○○○ | ●○○○○ | ●●●○○ | TxDOT or CAMPO |
| | Expand sharing of computer-aided dispatch (CAD) data throughout the Region | ● → ● | | | ●●●○○ | ●●●○○ | ●●●○○ | Transportation and Public Safety Agencies |
| INFRASTRUCTURE | Expand freeway lighting coverage | ● → ● | | | ●○○○○ | ●●●●○ | ●●●●● | TxDOT |
| | Expand CCTV camera coverage on freeways | ● → ● | | | ●○○○○ | ●●●○○ | ●●●●○ | TxDOT |
| | Expand DMS coverage on freeways | ● → ● | | | ●○○○○ | ●●●○○ | ●●●●○ | TxDOT |
| | Deploy DMS on state routes in rural areas at key decision points in the CAMPO Region | ● → ● | | | ●○○○○ | ●●○○○ | ●●●○○ | TxDOT |
| | Expand arterial DMS coverage in the City of Austin | ● → ● | | | ●●○○○ | ●●●●○ | ●●●○○ | City of Austin |
| | Expand traffic signal preemption for emergency vehicles | ● → ● | | | ●●○○○ | ●●●●○ | ●●●●○ | Regional Municipalities |
| RESPONSE & CLEARANCE | Expand HERO service patrol coverage to additional freeways | ● → ● | | | ●●○○○ | ●●●●○ | ●●●○○ | TxDOT |
| | Expand HERO service patrol coverage to regional arterials | ● → ● | | | ●●○○○ | ●●●●○ | ●●●●○ | TxDOT and Regional Municipalities |
| | Implement rapid clear no-cost towing on freeways | ● → ● | | | ●●●○○ | ●○○○○ | ●●●●● | CAMPO or Regional Municipalities |
| | Implement rapid clear no-cost towing on regional arterials | ● → ● | | | ●●●○○ | ●○○○○ | ●●●●● | CAMPO or Regional Municipalities |
| | Implement centralized location-based towing dispatch throughout the Region | ● → ● | | | ●●●●○ | ●○○○○ | ●●●●○ | CAMPO or Regional Municipalities |
| | Implement heavy-tow program throughout the Region | ● → ● | | | ●●●○○ | ●●○○○ | ●●●●○ | CAMPO, TxDOT, or Regional Municipalities |
| | Procure advanced crash investigation equipment for law enforcement throughout the Region | ● → ● | | | ●●●○○ | ●●●●○ | ●●●○○ | CAMPO, TxDOT, or DPS |
| TRAINING | Support continued regional interdisciplinary TIM training | ● → ● | | | ●●●●● | ●●●●● | ●●●●● | CAMPO or TxDOT |
| | Educate first responder agencies about capabilities of HERO service patrol vehicles | ● → ● | | | ●●●●○ | ●●●●○ | ●●●●○ | TxDOT |
| | Provide training for advanced crash investigation equipment to law enforcement throughout the Region | ● → ● | | | ●●●●○ | ●●●●○ | ●●●○○ | CAMPO, TxDOT, or DPS |
| DATA & PERFORMANCE MEASURES | Standardize regional TIM data collection, data visualization, and performance measures | ● → ● | | | ●●●○○ | ●○○○○ | ●●●●○ | TxDOT or CAMPO |
| | Share regional TIM performance data between public agencies in data dashboard | ● → ● | | | ●●●○○ | ●●●○○ | ●●●●○ | TxDOT or CAMPO |
| PUBLIC ENGAGEMENT | Share regional TIM performance data with media and public in annual report and data dashboard | ● → ● | | | ●●●○○ | ●●●○○ | ●●●○○ | CAMPO and TxDOT |
| | Increase knowledge and support of HERO through public education efforts | ● → ● | | | ●●●●○ | ●●●●● | ●●●○○ | TxDOT and CAMPO |
| | Raise awareness of statewide Steer It, Clear It law | ● → ● | | | ●●●●○ | ●●●●○ | ●●●●● | TxDOT and CAMPO |
| | Improve traveler information quality through increased coordination with private sector providers | ● → ● | | | ●●●●○ | ●●●○○ | ●●●●○ | Transportation Agencies |

Figure 11 – Summary of Regional Incident Management Recommendations

# Policy Recommendations

As noted in Chapter 3, Texas has a set of statewide policies that are supportive of successful TIM operations, including the Move Over Law, the Driver Removal Law, and the Authority Removal Law. During the development of the CAMPO Regional Incident Management Strategic Plan and Performance Assessment, stakeholders identified additional policies that could be implemented at a regional scale to allow agencies to manage incidents more safely and efficiently. These policies are described in the following table.

Table 2 – Policy Recommendations

| Recommendation | Description | Lead Agency |
|---|---|---|
| Develop Regional Open Roads Policy | Open Roads policies establish an understanding among member agencies that clearing the roadway for safety and mobility is a high priority, and that procedures, standards, and training will be updated accordingly. Open Roads policies may include agreed upon region-wide performance goals, data collection methods, and responsibilities.<br>Example policies include:<br>▪ Joint Operations Policy Statement (JOPS) established by the Washington State Patrol and the Washington State Department of Transportation in 2006;<br>▪ State of Florida Open Roads Policy established by the Florida Highway Patrol and the Florida Department of Transportation in 2002; and<br>▪ Interagency Freeway Incident Clearance Policy Statement established by transportation and enforcement agencies in southeastern Wisconsin in 2002. | CAMPO |
| Develop standardized HAZMAT and non-HAZMAT clean-up policy for the Region | Stakeholders identified the need for standardized policies for HAZMAT and non-hazardous spills on area roadways as a key part of incident management. Based on national best practices and a review of existing legislation, the development and adoption of these policies would have operational and environmental benefits for the CAMPO Region. | CAMPO |
| Create a position for a Regional TIM Coordinator | The initiation of the Statewide TIM Coordinator role by TxDOT in early 2018 provided new opportunities for focused TIM training and coordination in the region. The creation of a TIM Coordinator Position for the CAMPO Region specifically would enhance regional incident management coordination and could guide the continued efforts of the AIMHigh task force. This role would likely be housed within TxDOT, CAMPO, or DPS. | CAMPO or TxDOT |

# Communication and Coordination Recommendations

It is a commonly acknowledged reality in the field of TIM that traffic incidents occur with no regard to jurisdictional boundaries. A major incident that occurs on I-35 in south Round Rock, for example, might be first detected by a HERO safety service patrol vehicle and reported to TxDOT TMC operators at CTECC, who will monitor the incident using CCTV cameras and possibly post messages about incident-related delays to TxDOT DMS along the freeway. At the same time, CTECC operators may reach out to operators at the City of Round Rock TMC so they can remotely adjust signal timings along frontage roads to account for the increased traffic being diverted from the freeway onto the frontage roads. The City of Round Rock Police and Fire Departments would likely have responded to the incident, unless City of Austin or Pflugerville responders happened to be closer to the incident at the time it occurred.

Incident management is clearly complex and requires timely, reliable processes to be in place to promote traveler and responder safety and clear the road as quickly as possible. The ability to share resources, such as access to CCTV camera feeds, or to have established standard operating procedures for how one agency contacts another with TIM-related needs, can save invaluable minutes during and following an incident. The following table contains specific TIM-related communication and coordination recommendations for the CAMPO Region.

Table 3 – Communication and Coordination Recommendations

| Recommendation | Description | Lead Agency |
|---|---|---|
| Develop standard operating procedures for TMC coordination throughout the Region *(In progress in the Region)* | Stakeholders identified the need to establish standard communication methods and points of contact among TMCs for improved incident management coordination. The existing Regional TMC Operator Forum, with support from other member agencies of AIMHigh, could work to establish these protocols and guidelines. | TxDOT, CTRMA, or Municipalities |
| Develop platform for shared viewing of all cameras and DMS throughout the Region *(In progress in the Region)* | A web-based platform for regional sharing of camera feeds and DMS messages would allow local agencies to monitor traffic and manage incidents more effectively, especially in instances where impacts from incidents cross jurisdictional boundaries. | TxDOT or CAMPO |
| Develop a regional repository for incident status available to all CAMPO agencies | Stakeholders expressed the desire for a database with incident statuses that could be accessed by agencies across the region.<br>For example, the City of San Marcos would benefit from being able to view the status of incidents along I-35 and communicate information about delays to northbound travelers as they approach the Austin metropolitan area. | TxDOT or CAMPO |
| Expand sharing of computer-aided dispatch (CAD) data throughout the Region *(In progress in the Region)* | The collection and dissemination of computer-aided dispatch data could be reviewed for improvements that would enhance incident management by local agencies. | Transportation and Public Safety Agencies |

# Infrastructure Recommendations

As is evident throughout the CAMPO Regional Incident Management Strategic Plan and Performance Assessment, infrastructure and technology alone are not the answer to our incident management challenges. Regional agencies must steward material assets by combining them with effective communication processes, training opportunities, and performance monitoring to maximize their effectiveness. Nonetheless, infrastructure such as CCTV cameras and DMS are key elements of incident management and greatly enhance agencies' abilities to monitor the incident scene and communicate with travelers. Installation and maintenance of adequate lighting on freeways was also cited by stakeholders (particularly the cities of Kyle and Round Rock along I-35) as a critical need for the prevention of secondary crashes when disabled vehicles are present along the freeway at night. The following table contains TIM related infrastructure recommendations for the CAMPO Region.

Table 4 – Infrastructure Recommendations

| Recommendation | Description | Lead Agency |
|---|---|---|
| Expand freeway lighting coverage | Stakeholders cited lack of freeway lighting as a significant cause of secondary crashes, especially in the City of Kyle and the City of Round Rock. Installing additional freeway lighting and securing funding to keep lights operational improves safety along major corridors, especially for disabled vehicles. | TxDOT |
| Expand CCTV camera coverage on freeways *(In progress in the Region)* | The TxDOT Austin District has identified locations for new CCTV freeway coverage in the ITS Master Plan. Additional CCTV cameras would improve CTECC's incident verification capabilities and would allow operators to assist in coordinating emergency response efforts on a larger portion of the Regional freeway network. | TxDOT |
| Expand DMS coverage on freeways *(In progress in the Region)* | The TxDOT Austin District has identified locations for expanded freeway DMS coverage in the ITS Master Plan. Additional DMS will allow TxDOT to more effectively share incident-related traveler information and other updates to motorists traveling on TxDOT freeways. | TxDOT |
| Deploy DMS on state routes in rural areas at key decision points in the CAMPO Region *(In progress in the Region)* | The TxDOT Austin District has identified locations for rural DMS in the ITS Master Plan. The installation of these signs would allow drivers approaching the Austin metropolitan region to make informed travel decisions based on real-time traffic conditions and incident information. | TxDOT |
| Expand arterial DMS coverage in the City of Austin *(In progress in the Region)* | As of early 2018, the City of Austin has a system of 12 arterial DMS. The City has funding to deploy additional signs at selected decision points to assist with traffic management and traveler information. | City of Austin and TxDOT |
| Expand traffic signal preemption for emergency vehicles *(In progress in the Region)* | The City of Austin has deployed emergency vehicle preemption technology at some of its signals and plans to expand the deployment. Other municipalities in the Region have also expressed interest. The technology gives signal priority to emergency responders, thereby reducing incident response time on arterial roads. | Regional Municipalities |

# Response and Clearance Recommendations

Agencies in the CAMPO Region have many processes in place to quickly and safely respond to and clear traffic incidents. The HERO Safety Service Patrol program expanded its hours, coverage area, and capabilities in 2017. The Regional TMC Operators Forum meets regularly to discuss standard operations procedures and resource sharing. The City of Austin uses a third-party service for location-based tow dispatch to reduce towing response times for faster roadway incident clearance. There are many other examples of current initiatives underway to continually refine and improve TIM processes, as discussed in Chapter 3.

During the development of the CAMPO Regional Incident Management Strategic Plan and Performance Assessment, stakeholders shared ideas and brainstormed about how to further improve response and clearance procedures in the Region.

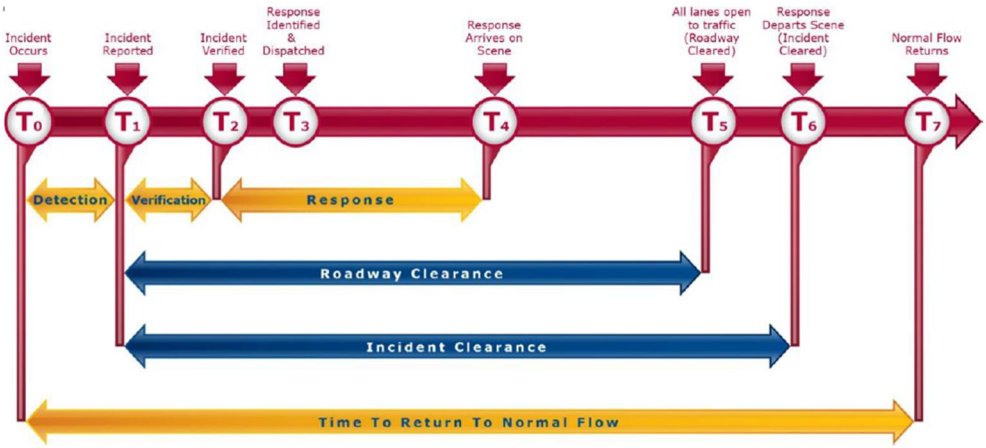



Figure 12 – Incident Timeline
*Source: USDOT*

As shown in Figure 12, the incident timeline is made up of many parts, including detection, verification, response, roadway and scene clearance, and the time for traffic to return to normal flow once the entire incident is cleared. The recommendations in Table 5 deal specifically with reducing response and clearance times, while also improving traveler and responder safety.

Waiting for a tow truck with the proper equipment to remove a vehicle from the incident scene can often compound incident-related congestion and delay. Vehicle removal can be further delayed by negotiations to figure out who will cover the cost of the tow and whether a vehicle owner should be allowed to call their preferred towing service. The implementation of a no-cost towing program on major roadways, similar to the SafeClear program in Houston, is recommended to mitigate this challenge and reduce incident-related delays in the CAMPO Region.

Establishing a heavy tow program like the City of Kyle's existing heavy tow program would also be particularly helpful to the Region, to accelerate the clearance of major incidents like an overturned semi-trailer truck that have the potential to cause hours of delay. Continuing to fund and operate the existing HERO Safety Service Patrol program is another strategy with wide-reaching TIM-related benefits to the Region.

Table 5 – Response and Clearance Recommendations

| Recommendation | Description | Lead Agency |
|---|---|---|
| Expand HERO service patrol coverage to additional freeways | Future expansion of the HERO service patrol could include additional miles of coverage on freeways to increase the impact this service has on reducing incident duration throughout the region. | TxDOT |
| Expand HERO service patrol coverage to regional arterials | Expansion of the HERO service patrol to regional arterials would allow for improved response to arterial incidents, many of which occur in locations without a road shoulder | TxDOT and Regional Municipalities |
| Implement rapid clear no-cost towing on additional freeways | The City of Austin has implemented the Rush Hour Rapid Response program, in which towing companies under contract with the City are required to provide towing off the roadway during specified peak times and geographic zones free of charge. Other municipalities in the CAMPO Region (especially along the I-35 corridor) could create similar requirements. Alternatively, municipalities could establish stricter performance targets in their towing contacts for peak hour clearance times. | CAMPO or Regional Municipalities |
| Implement rapid clear no-cost towing on regional arterials | As with the HERO program, expanding no-cost towing services to regional arterials would move disabled vehicles from the roadway more quickly, reducing incident impacts especially on regional arterials that do not have road shoulders.<br>Clearance strategies could include expansion of the HERO program's coverage area, or equipping police cars with push bumpers to push disabled vehicles out of the street and into a parking lot. It should be noted that implementation of rapid clear no-cost towing on arterials in the City of Austin would require an ordinance change. | CAMPO or Regional Municipalities |
| Implement centralized location-based towing dispatch throughout the Region | Other municipalities in the CAMPO Region (especially along the I-35 corridor) could consider using a third-party service to dispatch towing services based on proximity to the incident. City of Austin currently uses such a system, and the City of Round Rock plans to begin use later this year. | CAMPO or Regional Municipalities |
| Implement heavy-tow program throughout the Region | Establishing a heavy tow program for use by agencies in the Region would allow for quicker clearance of major incidents. | CAMPO or TxDOT |
| Procure advanced crash investigation equipment for law enforcement throughout the Region | The use of photogrammetry equipment and potentially new state-of-the-art technology could reduce delay caused by investigations of fatal crashes. The Austin Police Department plans to begin using drones in 2018 to assist in crash investigations, with an anticipated resulting decrease in investigation time from 3-5 hours to 2 hours. | CAMPO, TxDOT, or DPS |

# Training Recommendations

Funding challenges, staff shortages, competing priorities, and personnel turnover make it difficult to maintain teams of responders, operators, and other TIM professionals who are highly trained in TIM best practices. Fortunately, agencies in the CAMPO Region recognize the value of agency-specific and interdisciplinary TIM training and are seeking to make it a priority. The new TxDOT Statewide TIM Coordinator has been tasked with helping to coordinate TIM training opportunities for the Region, and on April 18, 2018, a SHRP2 TIM Train the Trainer course was held that was well attended by CAMPO Region stakeholders. The following table contains additional TIM training recommendations supported by regional stakeholders.

Table 6 – Training Recommendations

| Recommendation | Description | Lead Agency |
|---|---|---|
| Support continued regional interdisciplinary TIM training<br>*(In progress in the CAMPO Region)* | Opportunities for interdisciplinary TIM training, with an emphasis on table-top and scenario-based training, will support local incident management efforts. Training classes that are recognized by FHWA or TCOLE are encouraged. "Train the Trainer" classes help to maximize the number of personnel that can receive the training in a given agency, and these classes should be offered within the region regularly. | CAMPO or TxDOT |
| Educate first responder agencies about capabilities of HERO service patrol vehicles | Leveraging the full abilities of the recently expanded HERO patrol program allows other incident management personnel on-scene to serve in their specialized roles. Presentations to the AIMHigh bimonthly task force or the distribution of informational brochures could help to spread the word about HERO capabilities. | TxDOT |
| Provide training for advanced crash investigation equipment for law enforcement throughout the Region | The use of photogrammetry equipment and potentially new state-of-the-art technology could reduce delay caused by investigations of fatal crashes. Proper training on the use of this equipment should increase the rate of adoption and efficiency of its use in the field. | CAMPO, TxDOT, or DPS |

# Data and Performance Measures Recommendations

Data collection and performance measurement are essential components of the systems engineering process, which verifies that implemented solutions meet identified needs. It is crucial for CAMPO Region stakeholders to develop methods and collect necessary data to gauge the effectiveness of various TIM strategies so that they can allocate investments and staff time accordingly.

The establishment of standardized performance measures for the Region was also identified as a recommendation in TxDOT's 2014 *Traffic Incident Management Plan: State of the Practice.* The following table describes the TIM data and performance measures recommendations identified by stakeholders as a part of this plan.

Table 7 – Data and Performance Measures Recommendations

| Recommendation | Description | Lead Agency |
|---|---|---|
| Standardize regional TIM data collection, data visualization, and performance measures | Establishing standard data collection methods and region-wide performance goals will allow agencies to assess the impacts of various TIM strategies and measure the progress of the region as a whole. | TxDOT or CAMPO |
| Share regional TIM performance data between public agencies in data dashboard | Improved traffic data sharing among agencies in the CAMPO Region will improve the accuracy and timeliness of traveler information and incident detection. | TxDOT or CAMPO |

# Public Engagement Recommendations

While many of the TIM recommendations in the CAMPO Regional Incident Management Strategic Plan and Performance Assessment are internal to agencies and may not be immediately apparent to the public – like expanding traffic signal preemption for emergency vehicles to additional signals, or conducting TIM training sessions for emergency responders – there are many aspects of TIM that directly involve the public. The positive impacts of the HERO Safety Service Patrol, for example, will continue to grow with awareness of the program, so that more disabled motorists know to call HERO vehicles for assistance.

Table 8 – Public Engagement Recommendations

| Recommendation | Description | Lead Agency |
|---|---|---|
| Share regional TIM performance data with media and public in annual report and data dashboard | The development of an annual report and web-based data dashboard for TIM performance measures would help local agencies to evaluate the impact of current TIM strategies and assess needs for additional projects, programs, or policies. Sharing performance data could also help to educate local decisionmakers whose support of TIM initiatives is critical to their success. | CAMPO and TxDOT |
| Increase knowledge and support of HERO through public education efforts | Increasing awareness of HERO patrol services among the public would likely result in more stranded drivers calling for HERO assistance rather than waiting to be detected by HERO drivers or TMC operators. This anticipated decrease in detection times could reduce roadway and incident clearance times and the rate of secondary crashes. | TxDOT and CAMPO |
| Raise awareness of statewide Steer It, Clear It law | Agencies should work to educate the public that they should move their vehicles to safety following an incident rather than "preserving the scene." Methods for communication could include agency websites or DMS. | TxDOT and CAMPO |
| Improve traveler information quality through increased coordination with private sector providers *(In progress in the CAMPO Region)* | Partnerships with the private sector can provide agencies with real-time data and a large platform to disseminate traveler information. Examples include the WAZE Connected Citizens Program and INRIX traffic data. | Transportation Agencies Throughout Region |

# Cost-Benefit Analysis

Agencies in the CAMPO Region have many opportunities to improve quality of life and only limited funding to allocate to these pursuits. It is important for decision makers to have a high level of confidence that the strategies they choose to invest in will make a difference to the Region.

To help communicate the value of TIM strategies and to assist the Region with prioritization of recommendations, a cost-benefit analysis was performed. Figure 11 at the beginning of Chapter 4 contains anticipated relative scores for the return on investment of the entire list of TIM recommendations from the CAMPO Regional Incident Management Strategic Plan and Performance Assessment. A more detailed analysis was performed for a subset of TIM recommendations for which quantitative analysis was possible with available data. Analysis methods included the use of nationally accepted ratios from FHWA for insfrastructure deployments like CCTV cameras and DMS. For response strategies like HERO safety service patrol assists and rapid response towing, traffic modeling software like VISSIM was used to quantify the estimated benefits of the reduced time that lanes are blocked due to the incident. A summary of the quantitative cost-benefit analysis is presented in Figure 13 and a more detailed description is provided in the Appendix.

Some recommendations are widely accepted to be cost-effective improvements but are less conducive to quantifying costs and benefits. Creating TIM-supportive policies or implementing TIM training opportunities are examples of strategies without an associated cost, and whose quantitative benefits are difficult to model. Other recommendations, such as developing a platform for sharing live camera video throughout the region, have a cost associated but the benefits are difficult to quantitatively measure with current models.

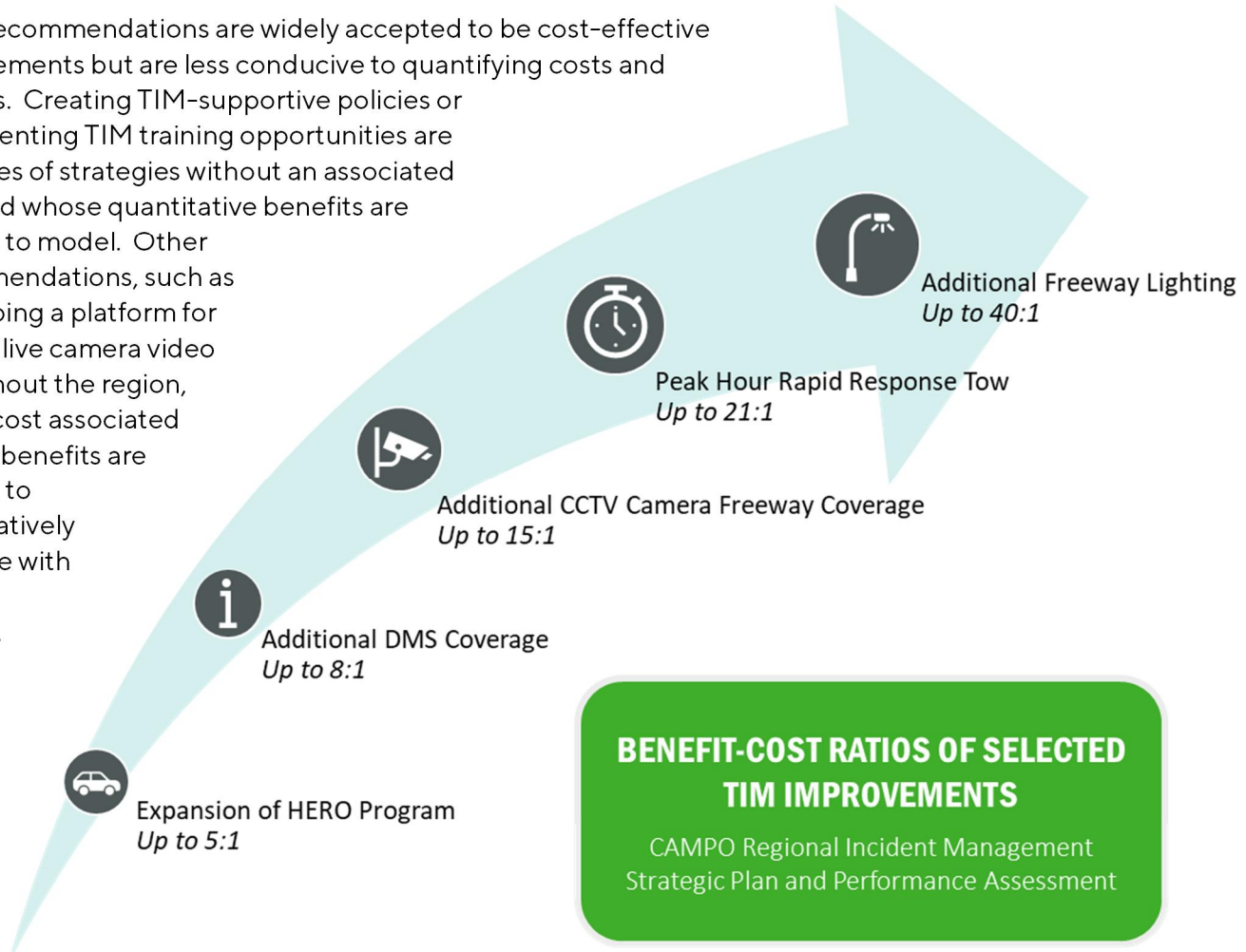



Figure 13 – Benefit-Cost Ratios of TIM Improvements Allowing Quantitative Analysis

It should be noted that the existing HERO Safety Service Patrol program is one of the highest performing TIM strategies, at a ratio of 34:1, but expansion of the HERO Safety Service Patrol program has a relatively lower ratio of 5:1. This difference is largely because the HERO program already operates on the high-volume corridors on which its services are most effective at reducing delay and improving TIM. As the Region's population increases and traffic volumes grow over time, benefit-cost ratios for various corridors could improve. For detailed documentation on the data sources, methodology, and results of the quantitative cost-benefit analysis please refer to the Appendix.

## Optimization of Roadside Support Programs

As described in Chapter 3, the HERO Safety Service Patrol and Rush Hour Rapid Response towing programs operate separately from one another and are managed by separate agencies: HERO by TxDOT and Rush Hour Rapid Response by the City of Austin. As part of the CAMPO Regional Incident Management Strategic Plan and Performance Assessment, consideration was given to combining these programs as a means to optimize the two services.

The existing HERO Safety Service Patrol operated by TxDOT provides complimentary services to stranded motorists on many freeway and several arterial highway segments in the CAMPO Region. New vehicles added to the fleet in 2017 have added front-mounted push bumpers and illuminating arrow boards to increase the capability of the trucks to move vehicles or debris blocking travel lanes and provide advanced warning to drivers. The HERO operators also began receiving increased incident management training in 2017.

The existing City of Austin Rush Hour Rapid Response program was established by the Austin Police Department as a component of its general towing program. Tow truck operators that are on the rotation of companies available for the City to request for towing services generally must station a truck to respond to disabled vehicles during peak travel periods along a freeway in designated zones of the City. When responding to a disabled vehicle in one's zone, a tow truck operator must relocate the stalled vehicle to a place of safety away from the roadway. While the operator cannot charge the vehicle owner for the tow to a place of safety, the operator can charge for additional towing services should the owner of the disabled vehicle request them.

In some locations, the safety service patrol and towing programs are integrated into a joint effort operated by the same agency. This unification of programs can streamline coordination and operations and reduce overhead costs. Some examples include the Coordinated Highways Action Response Team (CHART) in Maryland and the California Department of Transportation (CalTrans) service patrol fleet composed of both service trucks and tow trucks.

In Texas, while both the North Central Texas Council of Governments (NCTCOG) and the Houston-Galveston Area Council (HGAC) offer freeway service patrols, in neither case are the patrol vehicles themselves capable of towing disabled vehicles from the roadway. Notably, however, HGAC's Motorist Assistance Program (MAP) is staffed by local law enforcement staff. As a result, the program may benefit from improved incident response times in situations where a tow is requested, since law enforcement is responsible for authorizing such a request.

While there have been discussions in the CAMPO Region about investigating the feasibility of a joint program, TIM stakeholders involved in the CAMPO Regional Incident Management

Strategic Plan and Performance Assessment did not identify a strong preference to unify the separate programs nor a clear lack of resources provided to either of the existing programs.

Based on the health and origin of current programs and discussions with stakeholders, the unification of the two programs is not currently recommended. A more detailed analysis of potential unification will be possible once the expanded HERO program has been in operation longer and a more robust set of HERO program response data is available.

Several considerations are recommended to improve the efficacy of a rapid clearance towing program along freeways within the region, regardless of whether the towing program is integrated into the HERO program:

Start Small. Benefit-cost ratios of freeway response programs can vary significantly depending on the traffic conditions and crash rates of a given facility. Choosing a congested corridor with higher crash rates to implement a rapid clearance towing program allows for the measurement of program performance and increased public awareness and support of the program.

Expand in Coordination with Other TIM Improvements. As additional CCTV cameras are implemented along freeways throughout the CAMPO Region, surveillance and dispatch capabilities of traffic managers will improve. Without these surveillance capabilities, towing service providers may not be dispatched to an incident as quickly. The existence of this additional TIM infrastructure will improve the efficacy of any towing program.

Clarify Roles and Responsibilities with Law Enforcement. If a freeway towing patrol is operated at a regional level without direct oversight from local law enforcement, agreements will need to be developed between these agencies to determine whether changes to local policies or special approvals are needed from law enforcement officers before disabled or damaged vehicles can be moved from the roadway to a point of safety.

Fully Subsidize the Program. In Houston, the SafeClear program has operated vehicle removal towing services, initially at no cost to the vehicle owner (when federal funding was available for the program) and at other times at a subsidized cost to the vehicle owner ($50-$60 per tow). The number of assists and incident clearance metrics were significantly worse when vehicle owners were required to pay for part of the tow, since many motorists refused service and preferred to wait for courtesy towing services to which they had subscribed or attempt to repair their vehicle on the side of the road. This refusal of service significantly increased delay and heightened safety risks to the involved motorists and towing operators. To ensure a rapid clearance towing program is embraced by the public, the service should be offered at no charge to the owners of disabled vehicles. The SafeClear program is funded by Surface Transportation Program (STP) funds, which are the same funds used in the CAMPO Region to fund the HERO safety service patrol program.

CHAPTER 5

# PERFORMANCE MEASURES

# 5 | PERFORMANCE MEASURES

The CAMPO Regional Incident Management Strategic Plan and Performance Assessment developed three goals for TIM in the CAMPO Region: reduce the impact of traffic incidents to travelers, reduce secondary crashes, and provide accurate and timely traveler information. As the Region expands existing TIM programs and implements new TIM strategies and programs to achieve these goals, it is important that stakeholders are able to measure progress. TIM program performance measurement can allow the Region to demonstrate accountability, process efficiency, and improvements over time; improve communications; and support future planning.

> "What gets measured gets done. What gets measured and reported gets done well."
>
> *Unknown Source*

The Federal Highway Administration defines performance measurement as the "use of statistical evidence to determine progress towards specific defined organizational objectives." A robust performance measurement program will allow the Region to measure the impacts of programs and strategies toward achieving regional goals and inform decision on which programs to continue and expand based on impacts to performance. Performance measures can help justify funding expenditures and allow the Region to make the case for increased funding on programs that are shown to be effective. Reporting of performance measures on a Regional basis also improves accountability. When performance metric results are readily available for everyone to see, agencies pay close attention to the numbers and greater emphasis is often placed on improving those metrics that are most visible.

## Key Considerations for Establishing TIM Performance Measures

In developing the regional performance measures, the CAMPO Regional Incident Management Strategic Plan and Performance Assessment took into account several key considerations to ensure that the Region was consistent with national practices and that performance measures provided a measure of the outcome of TIM strategies and programs.

The FHWA has developed a set of National TIM Program Objectives and related performance measures. These objectives and performance measures were adapted from the FHWA's Traffic Incident Management Program-Level Performance Measurement Focus State Initiative, which was developed by transportation and law enforcement organizations from 11 states including Texas. These objectives and performance measures served as the foundation for the setting TIM performance measures in the CAMPO Region. Stakeholders in the CAMPO Region universally accepted the National TIM Program Objectives and adopted them into the performance measures set by CAMPO.

Table 9 – FHWA National TIM Program Objectives and Related Performance Measures

| TIM Program Objective | Related Performance Measures |
|---|---|
| Reduce Roadway Clearance Time | Time between first recordable awareness of incident by a responsible agency and first confirmation that all lanes are available for traffic flow. |
| Reduce Incident Clearance Time | Time between first recordable awareness of incident by a responsible agency and time at which the last responder has left the scene. |
| Reduce the Number of Secondary Crashes | Number of unplanned crashes beginning with the time of detection of the primary incident where collision occurs either a) within the incident scene or b) within the queue, including the opposite direction, resulting from the original incident. |

In developing performance measures for TIM in the CAMPO region, several key considerations were discussed with stakeholders to guide development. Stakeholders wanted to develop a set of performance measures that measured the outcome of what was done, were based on data that was currently or could be available in the near future, and most importantly performance measures that could be easily understood and were meaningful to stakeholders in the Region. The following guidelines were considered when developing the regional performance measures.

Outcomes Based Performance Measures. Output related performance measures measure what an organization does, such as the number of closed circuit television (CCTV) cameras installed or the number of miles covered by motorist assist patrols. Outcome performance measures, such as the time for traffic to return to normal flow, measure the results of what an organization does. Performance measures that focus on outcomes of incident management strategies to assess performance, rather than outputs, were selected where possible.

Availability. Good performance measures are based on accurate, reliable data. Performance measures that can be collected based on data that is currently available, or could be available in the near term, were selected where possible.

Relatability. Performance measures should be simple and understandable. Performance measures that can be defined in terms of totals (minutes, number of crashes, etc.), can be easily understood by decision makers and stakeholders, and appear to be meaningful to most stakeholders, were selected where possible.

## Recommended Regional Performance Measures

A preliminary list of 18 performance measures was presented to stakeholders at the third CAMPO Regional Incident Management Strategic Plan and Performance Assessment workshop, conducted in May 2018. Stakeholders discussed the merits and feasibility of these performance measures, and narrowed the list down to seven high priority performance measures for implementation. The seven recommended regional performance measures directly support CAMPO's three regional incident management goals identified in this study and align with the National TIM Program Objectives. Data is generally available to implement these performance measures in the short-term on roads that are monitored by the TxDOT Traffic Management Center at CTECC. The challenges are to expand capability to collect information on freeways not monitored by TxDOT and expand capability to collect information on arterials.

Table 10 – Recommended TIM Performance Measures for the CAMPO Region

| Performance Measure | Definition | Data Required |
|---|---|---|
| Roadway Clearance Time | Defined as the time between awareness of an incident and restoration of lanes to full operational status. | • Time between first recordable awareness (detection/ notification/ verification) of incident by a responsible agency and first confirmation that all lanes are available for traffic flow |
| Incident Clearance Time | Defined as the time between awareness of an incident and removal of all evidence of the incident, including debris or remaining assets, from shoulders). | • Time between first recordable awareness (detection/ notification/verification) of incident by a responsible agency and time at which all evidence of incident is removed |
| Number and Severity of Secondary Crashes | Defined as unplanned incidents (starting at the time of detection) for which a response or intervention is taken, where a collision occurs either a) within the incident scene or b) within the queue (which could include the opposite direction) resulting from the original incidents. | • Number of total incidents (regardless of primary or secondary) and severity (National Highway Transportation Safety Administration [NHTSA] classification)<br>• Number of secondary of incidents and severity (NHTSA classification) |
| Survey of Traveler Information Satisfaction | Defined as the response to varies survey questions to the general public on the satisfaction of traveler information, travel times, and specific TIM programs such as HERO. | • Website feedback<br>• Surveys conducted/focus groups<br>• Service patrol comment cards<br>• 1-800 feedback system calls<br>• 511 calls |
| Incident Influence Time (Time to Return to Normal Flow) | Defined as the duration between the time the incident OCCURS until the time it returns to normal flow. | • Time between first recordable awareness (detection/ notification/ verification) of incident by a responsible agency and time at which an operator estimates traffic has returned to normal flow |
| Percentage of Responders/Operators who have received TIM Training | Defined as the number of first responder and transportation operators by agency who have received training. | • Annual training numbers reported by first responder and transportation agencies receiving training |
| Rates of Injury or Fatality of First Responders on Incident Scene | Defined as the annual number of injures and fatality by agency incurred why responding to or on scene of an incident. | • Law enforcement reports |

# Performance Measure Implementation

The seven performance measures identified in the CAMPO Regional Incident Management Strategic Plan and Performance Assessment can be further developed into numeric targets in the future. The following next steps should be taken to develop the performance measure targets to track the effectiveness of TIM strategies in the CAMPO Region.

Collect Baseline Data. The first step to meet the data requirements listed in Table 10 for the seven recommended performance measures is to begin collecting current data. Without being able to quantify the current state of TIM in the CAMPO Region, it will not be possible to track progress. A baseline provides the basis for future evaluation of the TIM program.

Methods for collecting the data can range from querying existing databases of crash records to collecting annual TIM training numbers from CAMPO Region agencies. The goal would be to eventually move all data into an automated system for further processing and storage.

Establish Performance Targets. Once a solid baseline is in place, the current performance measure can be compared to other similar programs to set a starting point for the TIM program targets for each of the performance measures. The establishment of performance targets can be in the form of specific numbers or timeframe for a given measure or a percentage of change.

Report Results. There are many means and methods to reach specific stakeholders and groups in the local community for outreach purposes. The recommended approach to report TIM performance data to the community is an initial report to establish the expected benefits to begin the program and then quarterly, semi-annual, or annual reports providing data and analysis to confirm the paybacks in dollars, time, and safety.

Continually Expand and Improve Program. It is important to note that many other performance measures that may not be tracked regionally should still be tracked locally and shared regionally to better understand effectiveness of incident management strategies. Additionally, periodic TIM reviews should reevaluate the list of TIM performance measures and consider others that could be added to the list.

CHAPTER 6

# FUNDING STRATEGIES

# 6 | FUNDING STRATEGIES

As the Region continues to deepen interagency relationships in the strategic planning and tactical deployment of TIM strategies, the momentum generated for incident management should be harnessed to pursue funding for recommended TIM improvements.

> "In order to establish, maintain, and improve TIM programs, adequate and ongoing resources to support operations are needed. Program administrators must not only understand the funding process at the Federal, state, and local levels, but they must also be able to identify specific sources of monetary support appropriate for TIM and successfully compete for these funds. It can be a significant challenge to obtain and maintain funding for TIM. To overcome this challenge, the benefits of the existing TIM investments or efforts must be marketed internally and externally. Additional funding cannot be viewed in isolation as a panacea to address TIM challenges; however, adequate funding can help to support incremental improvements in TIM efforts by providing program equipment, personnel, or further research."
>
> *FHWA, Best Practices in Traffic Incident Management (2010)*

Any move to expand TIM efforts should consider the variety of ways funding can be obtained to help implement TIM in the CAMPO Region. This chapter describes existing TIM funding sources and investigates several avenues for the pursuit of additional TIM funding beyond what is currently programmed by stakeholder agencies, including:

Legislative Concepts. This section describes how ballot initiatives and other legislative measures can be used to support the funding of TIM initiatives.

Eligible Federal Funding Sources. There are numerous federal funding sources that could be pursued for TIM funding in the CAMPO Region, including the Highway Safety Improvement Program, the Advanced Transportation and Congestion Management Technologies Deployment Grant, and the FEMA Grant Program.

Leveraging Motorist Assistance Programs. Sponsorship of safety service patrol programs by private sector companies such as State Farm can provide funding for a portion of the patrol program's operating costs. 19 states are currently using this funding mechanism.

Private Sector Funding. Special interest foundations or corporate sponsorships may be a good source of TIM funding. While this is not a common funding model across the nation, the CAMPO Region could pursue private sector funding and be a pioneer in this domain.

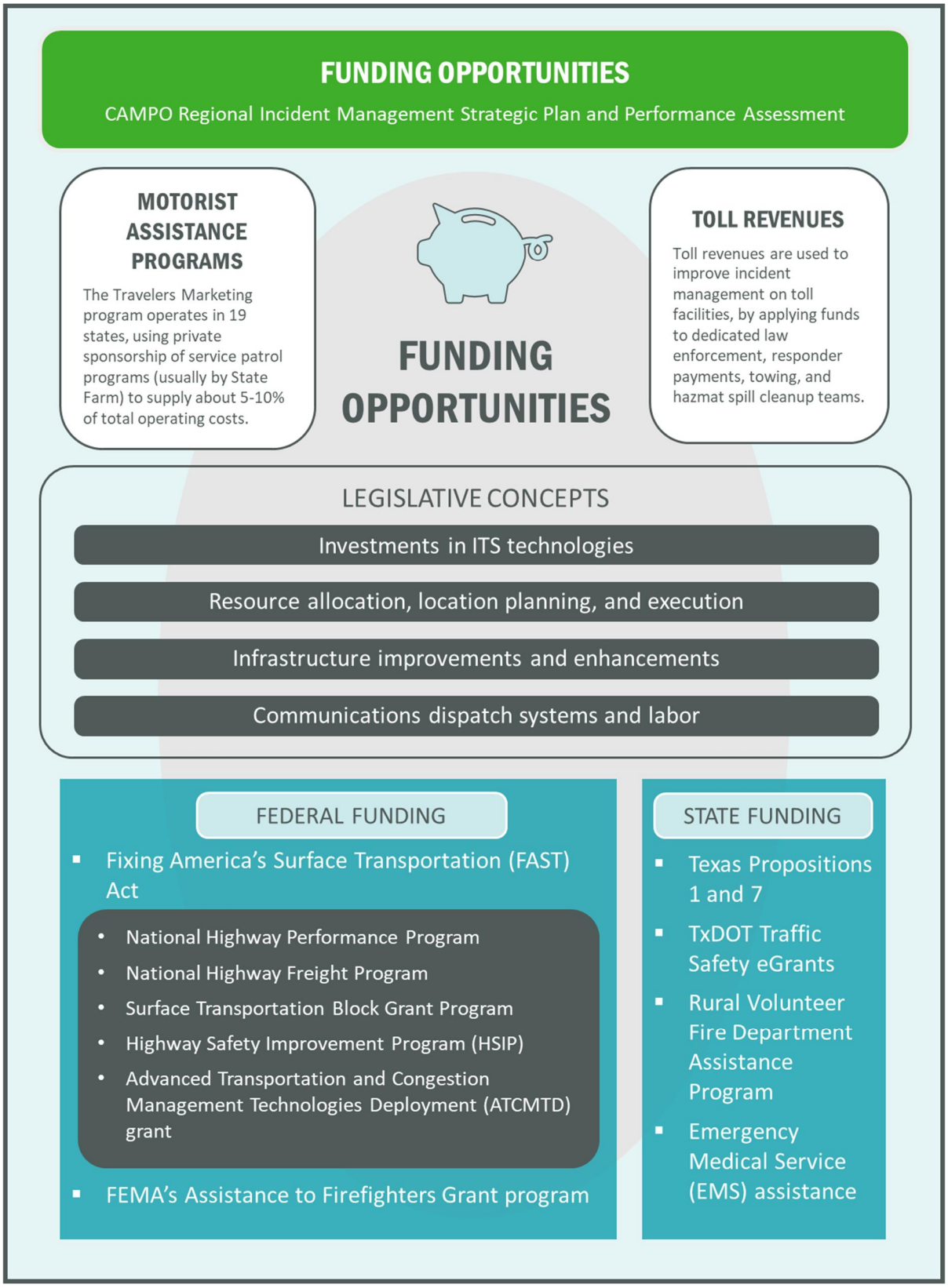



Figure 14 – Summary of Funding Opportunities

# Legislative Concepts

Legislative support for TIM programming generally consists of passing state laws on driver removal, authority removal, and motorist-responder safety with a move-over or slow-down message. As noted in Chapter 3 of this report, Texas has a foundation of statewide legislation that is supportive of TIM operations. Statewide laws can also be supplemented by local ordinances, such as the Austin ordinance establishing its Rush Hour Rapid Response towing program.

Legislation. There is no identifiable existing legislation in the United States that directs funding to specific traffic operations or TIM functions. In states where ballot initiatives are used for local sales tax increases or bond initiatives to fund transportation, they are largely for investment in roadway or transit capital improvements, not operations or TIM. Therefore, it is often necessary to identify alternative funding sources to fund TIM programs. The specific types of TIM improvements that legislation could direct funding to include:

- Investment in ITS technologies;
- Resource allocation/location planning and execution;
- Infrastructure improvements and enhancements; or
- Communications and dispatch systems and labor.

Ballot Initiatives. One noteworthy national trend in recent years is ballot initiatives for transportation bonds and local transportation-focused sales tax increases. The American Road and Transportation Builders Association (ARTBA) tracks the initiatives and has reported more than 65% of ballot initiatives have passed in recent years. In 2017, there were over 249 transportation-related ballot initiatives, and 213 (over 85%) passed, for a total of $8.1 billion in state and local funds approved. In addition, ARTBA reports that 2017 included over 140 transportation funding measures in 38 states. 29 funding measures passed in legislatures in 23 states, for over $69 billion in new transportation revenue through legislation.

Most initiatives state that funding must be used for transportation infrastructure (capital expenditures), and some allow for maintenance. A review of the descriptions and limitations of many of the 2017 initiatives indicates the majority are clearly dedicated for transportation construction and maintenance, which may not allow for TIM funding. However, several initiatives could potentially be used for TIM programs, since the initiative had a stated objectives of congestion mitigation.

Voters in Austin have shown that they are willing to invest in improved mobility. The voter-approved 2016 Mobility Bond Program focused on regional mobility, corridor mobility, and local mobility projects to create a more robust transportation system. Some 95 local projects were included in the $720 million bond investment. While this bond program does not designate funds for TIM or operations, a future ballot measure could potentially provide a revenue stream for TIM programming.

# Eligible Federal and State Funding Sources

Federal Aid Highway funding that can be used in the CAMPO Region for incident management-related projects and programs is summarized in Table 11. Also included in this list is funding from Texas Propositions 1 and 7, which authorized constitutional amendments for transportation funding in Texas and provided approximately $110M in CAMPO funding in 2018. In addition to the funding summarized in Table 11, several other potential funding sources are also described below.

Table 11 – Federal and State Funding Sources

| Funding Program | Estimated Annual Amount | Funding Region | Funding Category |
|---|---|---|---|
| National Highway Performance Program | $2.18B | State of Texas | Federal |
| National Highway Freight Program | $110M | State of Texas | Federal |
| Highway Safety Improvement Program | $13M | TxDOT Austin District | Federal |
| Surface Transportation Block Grant Program | $32M | CAMPO Region | Federal |
| Texas Propositions 1 and 7 | $110M | CAMPO Region | State |

*Data Sources: FHWA, CAMPO, and TxDOT*

Highway Safety Improvement Program. Access to Highway Safety Improvement Program (HSIP) federal funding sources is a state-by-state decision, but states including Tennessee, Pennsylvania, and Ohio have leveraged HSIP funding specifically for TIM activities, since they help mitigate highway safety issues.

23 U.S. Code § 148 specifies the types of projects that qualify for HSIP funds, most of which are infrastructure related. HSIP funding must be tied to the goals of the State Strategic Highway Safety Plan, and address not only engineering, but also management, operations, education, enforcement, and emergency service elements. Examples of HSIP-permitted non-infrastructure inclusions that are eligible for FAST Act funding and support TIM initiatives include the following.

- Collection, analysis, and improvement of safety data;
- Road safety audits, a formal safety performance examination of existing or future highways by an independent multidisciplinary audit team;
- Transportation safety planning; and
- Planning integrated, interoperable emergency communications equipment, operational activities, and traffic enforcement activities (including police assistance) relating to work zone safety.

Advanced Transportation & Congestion Management Technologies Deployment Grant. One of the newer funding sources under the FAST Act is a $60M annual allocation called “Advanced Transportation and Congestion Management Technologies Deployment” grants. A TIM-related program would qualify for consideration, but none has yet been awarded specifically to a

targeted TIM program. According to the USDOT, which reviews potential projects in the spring of each year, some of the expected benefits of programs and projects funded by the grant include reduced traffic-related fatalities and injuries, reduced traffic congestion, and improved travel time reliability. All of these benefits could be further realized through improved TIM.

FEMA Grant Program. Though not expressly a source of highway funding, FEMA's Assistance to Firefighters Grant (AFG) program can provide fire departments and nonaffiliated emergency medical service organizations with equipment, protective gear, emergency vehicles, training, and other resources necessary for protecting the public and emergency personnel from fire and related hazards, according to FEMA. In the 2016 grant year, the Austin Fire Department received $58,875 and San Marcos received $365,400 for equipment.

The Staffing for Adequate Fire and Emergency Response Grants (SAFER) grants specifically assist in increasing the number of firefighters. In 2016, the Leander Fire Department received $1,408,502 and the Pflugerville Fire Department received $1,450,237 for hiring, according to the SAFER website (https://www.fema.gov/staffing-adequate-fire-emergency-response-grants-grantee-award-year-2016).

Additional Funding Sources. There are several other funding opportunities identified by this plan that could be leveraged to support TIM projects and programs.

The State of Texas coordinates grants for rural fire service training and equipment through the Rural Volunteer Fire Department Assistance Program as part of the Texas Forest Service. (http://texasforestservice.tamu.edu/RuralVFDAssistanceProgram/)

Emergency medical service (EMS) assistance is coordinated through the Office of EMS/Trauma Systems, Department of State Health Services, in the form of grants, training funds, and other funding streams. (https://www.dshs.texas.gov/emstraumasystems/efunding.shtm)

Education and outreach activities aimed at both responders and motorists may find a funding source in the TxDOT Traffic Safety eGrants program, which focuses spending in a variety of areas to reduce traffic deaths. (https://www.txdot.gov/government/funding/egrants.html)

## Leveraging Safety Service Patrol Programs

Another possible source of incident management funding is contracting a company to partially subsidize the HERO program. Arrangements are largely driven by the sponsorship value to the business and the contracting agency.

FHWA's Office of Transportation Operations addressed the issue of motorist assistance patrols in April of 2008 (HOTO-1, April 23, 2008), when it presented options to include:

- Joint funding by state DOT and MPO;
- Police or other dispatch and administrative cost sharing;
- Public/private partnership with a sponsor private sector partner(s);
- Selection of sponsors with a strong commitment to highway safety and customer service (such as the State Farm Assist Patrol Program) to maintain agency integrity; and
- Logos of sponsoring government agencies along with a sponsor business.

The motorist assistance program operated by Travelers Marketing is now in 19 states: Colorado, Connecticut, Florida, Georgia, Illinois, Indiana, Kansas, Louisiana, Maine, Maryland, Massachusetts, Nevada, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, and Wisconsin. All but Massachusetts are under State Farm sponsorship. These sponsorships typically supply about 5-10% of operating costs for the patrol program.

## Private Sector Funding

Private sector funding normally comes from corporate sources directly, or through charitable foundations. Likewise, community foundations will often fund specific programming on an ad hoc or sustaining basis. Special interest foundations may fund only a specific type of program or activity, and are the third most likely source.

Community foundations often fund programs that support safety initiatives. For example, the Firehouse Subs Public Safety Foundation (https://firehousesubsfoundation.org) has given more than $33 million in 46 different states (including Puerto Rico and Canada) to more than 3,300 organizations. In 2017, the foundation funded 359 sets of bunker gear, 134 thermal imaging cameras, 664 AED units, 20 ATVs, 104 extrication tools and 268 bulletproof vests, for example. The organization is an outgrowth of a business begun by firefighters, with a shared vision for better, safer, response.

While there is little evidence that foundations or other private funding is being used successfully for TIM programs in other regions, CAMPO could be a leader in this advancement. The Texas Association of Non-Profit Organizations (TANO) could be a starting point for further grant exploration.

Creation of a non-profit organization dedicated to traffic safety and incident management may be a way to attract additional funding if the appropriate agency to create such a non-profit can be identified. A non-profit organization would permit donations from a variety of sources. Iowa DOT is now considering financial support for a TIM training facility through donations to a 501(c)(3) organization. Improved interagency TIM coordination is an added benefit, since the non-profit organizations will likely be comprised of a board of emergency responders with a vested interest in its overall success.

# Summary of Funding Strategies

Funding is a means of providing growth opportunities. The U.S. Fire Administration offers advice that is applicable to all responder and support agencies.

> *"There are a variety of private-funding sources available through nonprofit foundations and corporate-giving programs that may apply to emergency medical services (EMS) and fire services. Typically, these are onetime grants. Sometimes, the funding is multiyear. Virtually none are for continued support of general operating expenses. However, private foundations and corporations are an excellent source of revenue providing grants for program planning, seed money for start-up costs, management and technical assistance, facility and equipment funding, and program-related investments. Private organizations are also a good source for in-kind donations of materials and services, and low-interest loans."*
>
> *U.S. Fire Administration Funding Alternatives for Emergency Medical and Fire Services FA-331/April 2012*

Most TIM programs are nearly totally dependent on local and state government tax dollars, or administration of federal tax dollars. TIM programs compete with planning, design, construction, and maintenance funding through DOTs, and competes with individual emergency services for funds.

The CAMPO Region is not alone in its interest in expanding funding for TIM services. There is no evidence of any locality, planning region, or state that is a clear leader in diversification of creative financing with a "silver bullet" solution. Successfully funded TIM programs are those with clear champions, well-defined business processes, and a culture of operations.

The MPO leadership model makes sense from a programmatic standpoint, but may not be the best structure to receive increased investment. MPOs by regulation are not permitted to raise public funds through taxation. Partner investments can be coordinated under the structure, but receipt of funds may be limited, dependent on investor preferences.

The CAMPO Region can support its TIM efforts most effectively by continuing to engage the community in a cooperative search for appropriate funding streams, with shared mobility and safety benefits.

CHAPTER 7

# NEXT STEPS

# 7 | NEXT STEPS

Agencies in the CAMPO Region have made significant strides towards improving TIM in recent years. While much has been accomplished, there remain significant opportunities to improve TIM and reduce the impacts of traffic incidents in the Region. As the CAMPO Region continues to grow in population and the road network becomes increasingly stretched beyond capacity, the need to quickly and safely clear incidents becomes even greater in order to reduce congestion and improve the safety and reliability of the transportation network.

The CAMPO Regional Incident Management Strategic Plan and Performance Assessment developed a total of 29 recommendations to improve TIM in the CAMPO Region. Implementation of these recommendations will be led by CAMPO, TxDOT, municipalities or other agencies as discussed in Chapter 4. To accelerate implementation of several recommendations that are expected to yield a high benefit-cost ratio and serve as foundation programs for other TIM activities, it is recommended that CAMPO take a leadership role to implement six key policies and programs in the near-term. These policies and programs are described below.

- Develop a Regional Open Roads Policy. Develop a Regional Open Roads Policy for review and approval by local law enforcement, first responder, and traffic management agencies throughout the Region.
- Develop a Standardized HAZMAT and Non-HAZMAT Clean-up Policy for the Region. Research national best practices and assemble stakeholder input to develop regional standards for the cleanup of incidents involving HAZMAT and non-HAZMAT spills.
- Develop a Framework for a Regional Rapid Clear Towing Program. Investigate the benefits to the Region of providing rapid clear towing for incident management, research possible funding mechanisms for such a program, and recommend a program implementation strategy.
- Develop a Framework for a Regional Heavy Tow Program. Collaborate with CAMPO, TxDOT, and local agencies in the CAMPO Region to develop a framework for a regionally administered heavy wrecker towing service available for use by any agency responding to major incidents on freeways.
- Develop a Standardized Data Collection and Performance Measures Framework for the Region. Assess data needs of specific agencies and develop a framework for integrating data sources so that TIM data can be collected and shared regionally to track performance.
- Develop a Regional State of Traffic Incident Management Report. Analyze existing TIM data from across the CAMPO Region and compare this data to established regional performance goals in a “State of TIM” report written for a public audience.

Any successful TIM program will rely on coordination and cooperation between transportation and public safety agencies. In the CAMPO Region, stakeholders have continuously demonstrated a strong preference towards regional cooperation. Efforts such as the AIMHigh Regional Incident Management Task Force, the Regional TMC Operations Forum, implementation and operation of CTECC, and most recently the development of CAMPO Regional Incident Management Strategic Plan and Performance Assessment have proven stakeholders in the CAMPO Region are very willing to work towards common goals related to TIM. Continued cooperation in the CAMPO Region and a focus on implementation of the recommendations identified in this plan will allow the Region to realize the full benefits of TIM, including reduced congestion, increased safety, and improved reliability for travelers throughout Central Texas.

APPENDIX

# COST-BENEFIT ANALYSIS

# APPENDIX | COST-BENEFIT ANALYSIS

As discussed in Chapter 4, a cost-benefit analysis was performed for a subset of recommendations presented in the CAMPO Regional Incident Management Strategic Plan and Performance Assessment. The cost-benefit analysis focused on projects for which quantitative data was available and whose analysis methods were approved by the Study Steering Committee. The results of this analysis inform the "Estimated Scores" in Figure 11 for these strategies.

VISSIM software was used to develop a quantitative traffic model to assess costs and benefits related to non-recurring traffic incidents and subsequent incident management efforts. Confidence levels and assumptions are recorded in this Appendix for each strategy. Confidence levels reflect the level of faith in the analysis methodology and accuracy of available data, based on the following guidelines:

- High confidence levels were recorded for analysis methods that included data specific to the CAMPO Region, such as crash data and HERO patrol assists.
- Medium confidence levels were recorded for methods that were based on accepted national or statewide standard values.
- Low confidence levels were recorded for methods that relied upon assumptions and qualitative information from stakeholder interviews, in lieu of available local data.

Benefit-cost results can be found in the Table 12 on the following page.

This Appendix provides more information about the methodology and corridor-by-corridor results for each analysis

## HERO FREEWAY SAFETY SERVICE PATROL

Cost-benefit analysis was performed for the existing HERO program, as well as for possible expansion of the program to arterials and additional freeways in the Region.

### Existing HERO Program

The HERO program provides direct assistance to stranded motorists within the CAMPO region, and as of 2018 this assistance is provided along 138 miles of roadway. The HERO program assists with traffic incident management by reducing the amount of time that vehicles are stranded in a travel lane or on the shoulder of a road.

In late 2017, new contract language expanded HERO's capabilities and geographic scope. As a result, HERO operators are now trained to assist in incident management activities related to vehicle collisions. The geographic scope of services was also expanded. HERO now currently operates on portions of I-35, Texas Loop 1 (MoPac), US Highway 183, Texas State Highway 71, and US Highway 290. HERO vehicles also patrol smaller arterial roadway segments of US Highway 183 and Texas State Highway 71.

Table 12 – Benefit-Cost Ratios for TIM Recommendations Allowing Quantitative Analysis

| Strategy | | Benefit-Cost Ratio | | Data Confidence Level |
|---|---|---|---|---|
| | | Analysis Corridor with Lowest Ratio | Analysis Corridor with Highest Ratio | |
| Existing HERO Program | | N/A | 34 | High |
| HERO Program Expansion | Additional Freeways | 2 | 3 | Medium |
| | Regional Arterials | 1 | 5 | Low |
| Peak Hour Rapid Response Tow | Additional Freeways | 2 | 20 | High |
| | Regional Arterials | <1 | 21 | Medium |
| DMS | Additional Freeways | <1 | 8 | Low |
| | Regional Arterials | <1 | 3 | Low |
| | Rural Decision Points | 2 | 4 | Low |
| Additional Freeway Lighting | | N/A | 40 | Medium |
| CCTV Camera Freeway Coverage | | 2 | 15 | Medium |
| Prescribed Traffic Bypass of I-35 via SH 130 | | N/A | 12 | Low |

Cost-benefit analysis results of the HERO program are calculated using incident response data from both before and after the expansion of the HERO program that occurred in late 2017. Results do not consider costs or benefits associated with arterial HERO program operations. From this analysis and preliminary 2018 data, it appears that the benefit-cost performance of the overall program has improved since the new contract took effect.

### HERO Program Expansion to Additional Freeways

The HERO program is planned to contain additional phased expansions to other freeway facilities within the CAMPO Region, including State Highway 130, State Route 183A, State Route 290, State Route 45, and an additional segment of State Loop 1. Based upon existing crash rates and traffic volumes along these facilities and discussions with CAMPO and the Study Steering Committee, the existing HERO program characteristics were applied as a test fit to these roadways to determine whether a geographic expansion of the program might yield a positive benefit-cost ratio. Notably, the FHWA TIM-BC Tool requires a minimum hourly volume input of 500 vehicles per hour per lane to produce analysis results. Most segments of other freeway

facilities in the region have peak period hourly volumes that fail to reach this minimum hourly volume threshold, so these facilities were not analyzed.

Several facilities that are not yet covered by HERO patrol met the minimum hourly volume thresholds specified by the tool. The portion of State Loop 1 (north of Parmer Lane) and the portion of State Highway 45 (between State Loop 1 and State Highway 130) currently have hourly per-lane volumes that exceed analysis minimums in both peak periods and off-peak periods. The portion of State Highway 130 between the Travis/Caldwell County Lane and the northern terminus at I-35 in Georgetown currently have hourly per-lane volumes that generally exceed analysis minimums in both peak periods, but not in the off-peak periods. In several cases, volumes less than 5% below the minimum threshold were rounded up to the minimum value to make the analysis possible.

Two HERO patrol expansion options were analyzed individually to determine a benefit-cost ratio associated with the extension of service: a combination State Loop 1/State Highway 45 service expansion and a State Highway 130 service expansion.

### HERO Program Expansion to Regional Arterials

Currently, the HERO program operates mostly on freeways within the CAMPO Region. Of the 138 miles of roadway currently in HERO coverage, however, approximately 26 miles of the HERO network are on arterial roadways within the region. Existing arterial roadways serviced by the HERO patrol include portions of US 183, US 290, and Texas SH 71. Future expansion plans for the program show that the service patrol will include additional arterial facilities such as FM 620, Texas Loop 360, and a portion of US 79 in subsequent phases of program expansion. To test the benefit-cost ratio of an arterial service patrol in the CAMPO Region, existing HERO program characteristics as well as roadway-specific volume and crash data were applied as a test fit to determine for which types of arterial roadways a service patrol might yield a positive benefit-cost ratio.

Since no FHWA tools exist to examine the effects of incidents on traffic for non-freeway facilities, effects were calculated by creating generic traffic models using VISSIM software for three road types: rural highways, regional connectors, and urban through routes. Two road segments of each road type (selected based on discussions with CAMPO and the Study Steering Committee) were analyzed during peak traffic hours of 6 to 9 AM and 4 to 7 PM. The generic nature of the models was required since modeling each individual roadway to be studied according to each one's specific geometric and traffic characteristics was not within the scope of this study. Results are intended to provide order-of-magnitude level insight on the potential cost-effectiveness of an arterial service patrol on each test fit roadway.

A summary of benefit-cost results for HERO expansion to regional arterials is as follows:

- Both rural highway segments that were analyzed with a HERO-style service patrol yielded program benefit-cost ratios that were less than 1 (breakeven performance). As a result, arterial service patrols are not recommended for rural highways within the region.
- When regional connectors were analyzed, conditions along Texas Loop 360 yielded a service patrol program benefit-cost ratio greater than 1, while conditions along the northern portion of FM 620 yielded a service patrol program benefit-cost ratio less than 1.

- Both urban through routes analyzed (Lamar Blvd from US 290 to US 183, and FM 1431 from US 183 to I-35) for arterial service patrol performance yielded benefit-cost ratios well above breakeven performance.

## PEAK HOUR RAPID RESPONSE TOWING

Cost-benefit analysis was performed for the implementation of peak hour rapid response towing on arterials and additional freeways in the Region.

### Freeway Expansion

In order to be eligible for the City of Austin's towing contract, towing companies must agree to provide towing services to remove disabled vehicles from the roadway free of charge during peak hour "zone times" (6-9 a.m. and 4-7 p.m.) along some of the freeways that pass through the city. This service relocates vehicles from travel lanes or shoulders on the freeway to nearby parking lots where they no longer impact traffic flow, thereby reducing associated delays and risks of secondary incidents. The program uses location-based dispatch and performance measurement to ensure prompt response times from towing service providers.

Currently this program is available only within the City of Austin. A similar program could be applied at a regional level, however, if a funding scheme were determined to subsidize the cost of the program. Similar programs elsewhere in Texas have either completely subsidized the cost of these tows or else have partially subsidized the cost, leaving the rest of the cost to be covered by owners of the towed vehicles.

The existing Austin Rush Hour Rapid Response program was analyzed, and a potential program was analyzed at a per-assist level for several other test fit freeway segments representative of those throughout the CAMPO Region. The benefit-cost ratio assumes full subsidization of towing costs. The benefit-cost ratios would improve further if vehicle owners paid for part of the cost of each tow.

### Arterial Deployment

In order to be eligible for the City of Austin's towing contract, towing companies must agree to provide towing services to remove disabled vehicles from certain freeway segments free of charge during peak hour "zone times" (6-9 a.m. and 4-7 p.m.). This service relocates vehicles from travel lanes or shoulders on the freeway to nearby parking lots where they no longer impact traffic flow, thereby reducing associated delays and risks of secondary incidents. The program uses location-based dispatch and performance measurement to ensure prompt response times from towing service providers.

While this program is currently only available on freeways and freeway frontage roads within the City of Austin, such a program could be expanded to other key arterials throughout the CAMPO Region if a funding scheme were determined to subsidize the cost of the program. Similar programs elsewhere in Texas have either completely subsidized the cost of these tows or else have partially subsidized the cost, leaving the rest of the cost to be covered by owners of the towed vehicles.

Performance data from the existing Austin Rush Hour Rapid Response program was analyzed, and a potential peak hour no-cost arterial towing service program was analyzed at a per-assist

level for several other test fit arterial segments representative of those throughout the CAMPO Region. Since no FHWA tools exist to examine the effects of incidents on traffic for non-freeway facilities, effects were calculated by creating generic traffic models using VISSIM software for three road types: rural highways, regional connectors, and urban through routes. Two road segments of each road type were analyzed during peak traffic hours of 6-9 a.m. and 4-7 p.m. The generic nature of the models was required since modelling each individual roadway to be studied according to each one's specific geometric and traffic characteristics was not within the scope of this study. Results are intended to provide order-of-magnitude level insight on the potential cost-effectiveness of an arterial service patrol on each test fit roadway.

The benefit-cost ratio assumes full subsidization of towing costs. The benefit-cost ratios would improve further if vehicle owners paid for part of the cost of each tow. Both rural highway segments that were analyzed yielded program benefit-cost ratios that were less than 1 (breakeven performance). As a result, no-cost arterial towing services are not recommended for rural highways within the region. By comparison, both urban through routes that were analyzed yielded program benefit-cost ratios greater than 10, suggesting that the CAMPO Region would benefit from a program that efficiently removed disabled vehicles from busy urban arterials.

## DYNAMIC MESSAGE SIGNS

Cost-benefit analysis was performed for the implementation of dynamic message signs (DMS) on arterials and additional freeways in the Region, including installations at key rural decision points.

### DMS on Additional Freeways

DMS are used for many purposes, including inclement weather messages, public service announcements, amber and silver alerts, work zone information, and detour routes. For this analysis, only the benefits of DMS specific to incident management were estimated, using the Wisconsin Department of Transportation's (WisDOT) Transportation Systems Management and Operations Project Benefits Analysis tool (similar to the Federal Highway Administration's TOPS-BC tool). It is important to note that if other benefits unrelated to TIM were also considered in this analysis, the resulting benefit-cost ratios would improve.

The WisDOT Project Benefits Analysis tool considers factors including the average number of traffic incidents per year on a study corridor where resulting driver decision would be affected by DMS, average incident duration, traffic volumes, and an estimate of the average travel time savings for a driver acting on the information posted on DMS. Several freeway corridors with DMS implementation planned as a part of the TxDOT Austin District ITS Master Plan were analyzed using this tool. Program costs include construction costs for the DMS units (annualized over the expected lifetime of the DMS unit), operating costs, and maintenance costs. Corridor costs were largely dependent upon the number of DMS units planned for installation in the ITS Master Plan for that corridor, so it was assumed that as the number of DMS units on a corridor increased, the percentage of travelers adjusting travel routes based on the DMS message also increased.

### DMS on Regional Arterials

The existing TxDOT Austin District ITS Master Plan includes several DMS implementation projects along key arterial roadways within the CAMPO Region, including Loop 360, FM 620, and Parmer Lane. For this analysis, the benefits of proposed DMS specific to incident management were estimated, using the Wisconsin Department of Transportation's (WisDOT) Transportation Systems Management and Operations Project Benefits Analysis tool (similar to the Federal Highway Administration's TOPS-BC tool). It is important to note that if other benefits unrelated to TIM were also considered in this analysis, the resulting benefit-cost ratios would improve.

The WisDOT Project Benefits Analysis tool considers factors including the average number of traffic incidents per year on a study corridor where resulting driver decision would be affected by DMS, average incident duration, traffic volumes, and an estimate of the average travel time savings for a driver acting on the information posted on DMS. Several regional arterial corridors with DMS implementation planned as a part of the TxDOT Austin District ITS Master Plan were analyzed using this tool. Program costs include construction costs for the DMS units (annualized over the expected lifetime of the DMS unit), operating costs, and maintenance costs. Corridor costs were largely dependent upon the number of DMS units planned for installation in the ITS Master Plan for that corridor, so it was assumed that as the number of DMS units on a corridor increased, the percentage of travelers adjusting travel routes based on the DMS message also increased. Note that Parmer Lane shows a better benefit-cost ratio than the other study roads because the ITS Master Plan states that smaller, less expensive DMS units will be used on this road.

### DMS at Rural Decision Points

During stakeholder discussions, TxDOT had expressed interest in investigating the impact that DMS units could have in communicating traveler information on roads leading into and out of Austin regarding unplanned road closures or major traffic incidents. These DMS units could be placed ahead of key decision points where routing choices were limited because of constricting elements of geography such as river crossings. The project team identified rural portions of US 290 and SH 71 as candidates for rural DMS implementation.

For this analysis, the benefits of proposed DMS specific to incident management were estimated, using the Wisconsin Department of Transportation's (WisDOT) Transportation Systems Management and Operations Project Benefits Analysis tool (similar to the Federal Highway Administration's TOPS-BC tool). It is important to note that if other benefits unrelated to TIM were also considered in this analysis, the resulting benefit-cost ratios would improve.

The WisDOT Project Benefits Analysis tool considers factors including the average number of traffic incidents per year on a study corridor where resulting driver decision would be affected by DMS, average incident duration, traffic volumes, and an estimate of the average travel time savings for a driver acting on the information posted on DMS. None of the rural test corridors featured planned DMS implementation as a part of the TxDOT Austin District ITS Master Plan, so program costs were calculated from those derived for another planned DMS unit implementation project along Texas Loop 360. Program costs include construction costs for the DMS units (annualized over the expected lifetime of the DMS unit), operating costs, and

maintenance costs. Because of the rural nature of these roads, benefit assumptions differ from the similar analyses completed for freeway and regional arterial DMS implementations.

### ADDITIONAL FREEWAY LIGHTING

Additional freeway lighting was cited as a critical need by the City of Kyle Police Department during stakeholder interviews, for the prevention of secondary crashes with disabled vehicles on I-35 at night. (While the benefit-cost analysis for this project used historical data provided by the Kyle Police Department to estimate the general benefit-cost ratio for additional freeway lighting, the City of Round Rock also reported the need for additional lighting along I-35, and it is anticipated that other municipalities or counties in the CAMPO Region could have the same need.)

The project team and Study Steering Committee agreed that it is not sound logic to extrapolate purely from crash data that includes location and time of day whether lack of lighting was the primary factor in a secondary crash. For this reason, only crashes identified by the Kyle Police Department as strongly influenced by lack of lighting have been included in this analysis, and a factor of 50% was applied to calculated benefits because other factors besides lighting could have contributed to the fatal crashes, such as intoxicated driving.

### CCTV CAMERA FREEWAY COVERAGE

While CCTV cameras do not play a direct role in many parts of incident response, they can help to hasten the detection of incidents as they happen, thereby reducing the overall duration of an incident. Cameras also allow traffic management personnel to maintain surveillance of the incident throughout the response, potentially allowing for improved coordination of response efforts.

The TxDOT Austin District ITS Master Plan includes CCTV installation plans for several freeway corridors that do not currently have CCTV coverage. These corridors are analyzed to determine potential benefits related to improved incident detection, and those benefits are compared to installation, operation, and maintenance costs for the CCTV cameras. In some cases, much of the benefits that CCTV could provide in terms of improved detection capability is negated by the existing presence of HERO patrol vehicles. In talks with CTECC staff, HERO vehicle operators generally detect an incident before CTECC personnel do, even if CCTV is present in the area of the incident. This analysis accounts for a reduced impact of CCTV implementation in locations where HERO already patrols the roadway. As a result, corridors that do not yet have HERO patrolling the roadway will show a higher benefit from CCTV implementation.

The FHWA TIM-BC Tool Shared Quick Clearance Agreements Module was used to complete this analysis. Regional Performance Measures

## PRESCRIBED TRAFFIC BYPASS OF I-35 VIA SH 130

One potential application of DMS unit implementation on freeways would be using DMS to advise travelers to use a specific alternate, parallel route. In discussions with TxDOT, representatives from the traffic operations division and the toll operations division both expressed interest in developing a system of coordinated response following a major incident on I-35. This response would consist of the TxDOT Toll Operations Division temporarily waiving toll charges along SH 45 south and SH 130, and CTECC operators broadcasting information on DMS at approaches to the I-35/SH 130 decision points about the incident and available alternate route and waived tolls. Similar prescribed traffic bypasses have been executed in Houston in response to major hurricane events.

For this analysis, the benefits of DMS specific to travelers adjusting their route from I-35 to SH 130 were estimated, using the Wisconsin Department of Transportation's (WisDOT) Transportation Systems Management and Operations Project Benefits Analysis tool (similar to the Federal Highway Administration's TOPS-BC tool). It is important to note that if other benefits unrelated to TIM were also considered in this analysis, the resulting benefit-cost ratios would improve.

The WisDOT Project Benefits Analysis tool considers factors including the average number of traffic incidents per year on a study corridor where resulting driver decision would be affected by DMS, average incident duration, traffic volumes, and an estimate of the average travel time savings for a driver acting on the information posted on DMS. Program costs include construction costs for the DMS units (annualized over the expected lifetime of the DMS unit), operating costs, and maintenance costs.

**Date:** December 10, 2018
**Continued From:** N/A
**Action Requested:** Approval

| | |
|---|---|
| **To:** | Transportation Policy Board |
| **From:** | Mr. Ryan Collins, Short-Range Planning Manager |
| **Agenda:** | 10 |
| **Subject:** | Discussion and Adoption of TxDOT Performance Measure Targets (PM2/PM3) |

## RECOMMENDATION

Staff and the Technical Advisory Committee (TAC) recommend the Transportation Policy Board adopt the TxDOT Performance Measure Targets for Pavement and Bridge Conditions (PM2) and System Performance and Freight Performance Measures (PM3).

## PURPOSE AND EXECUTIVE SUMMARY

The use of a performance-based transportation planning process is required by the federal government in the development of the Transportation Improvement Program (TIP) and long-range Regional Transportation Plan (RTP). Part of the performance-based planning process requires the adoption of performance targets in key areas by the effective dates set by the FHWA's Final Rulemaking. By these rulemakings, CAMPO must adopt performance targets for Pavement and Bridge Conditions (PM2) and System Performance and Freight Performance Measures (PM3) for on-system facilities within 180 days of the state target-setting.

The Texas Department of Transportation (TxDOT) adopted targets for PM2 and PM3 on June 21, 2018. As a result, CAMPO must adopt its own targets or motion to adopt the state targets by December 18, 2018. Upon review of the state targets, staff and the Technical Advisory Committee is recommending that CAMPO adopt the PM2 and PM3 performance targets set by the state as TxDOT has the most knowledge in these areas and are national leaders in the maintenance of bridges and pavements.

## FINANCIAL IMPACT

None.

## BACKGROUND AND DISCUSSION

In order to provide more transparency in the selection and prioritization of transportation projects, federal legislation beginning with the Moving Ahead for Progress in the 21st Century Act (MAP-21) and continuing to the current Fixing America's Surface Transportation Act (FAST Act), now stipulate that a performance measurement framework must be used in the development of the TIP and MTP.

The United States Department of Transportation (USDOT) has been developing rules for the implementation of these performance measures. Within one year of the effective dates of the final rules from USDOT, state departments of transportation (DOT) must set performance targets for each performance area. Following state department of transportation target-setting, MPOs must set their own targets or agree with those set by the state DOT.

Performance measures at the federal level are focused on the following national goals:

- Safety
- Infrastructure condition
- Congestion reduction
- System reliability
- Freight movement and economic vitality
- Environmental sustainability
- Reduced project delivery delays

**SUPPORTING DOCUMENTS**

**Attachment A –** *TxDOT Targets*

**Attachment B** – *Draft TPB Resolutions*

**Attachment C –** *Additional Resources*

**Attachment D –** *Additional Resource Excerpts*

## Attachment A: TxDOT Targets

| TxDOT Targets: Pavement and Bridge Performance Measures (PM2) | | | |
|---|---|---|---|
| **Federal Performance Measure** | **Baseline** | **2020 Target** | **2022 Target** |
| **Pavement on Interstate Highway** | | | |
| **Percentage in "good" condition** | **N/A** | **N/A** | **66.4%** |
| **Percentage in "poor" condition** | **N/A** | **N/A** | **0.3%** |
| **Pavement on Non-Interstate Highway NHS** | | | |
| **Percentage in "good" condition** | **54.4%** | **52.0%** | **52.3%** |
| **Percentage in "poor" condition** | **14.0%** | **14.3%** | **14.3%** |
| **NHS Bridge Deck Condition** | | | |
| **Percentage in "good" condition** | **50.7%** | **50.6%** | **50.4%** |
| **Percentage in "poor" condition** | **0.9%** | **0.8%** | **0.8%** |

| TxDOT Targets: System Performance (PM3) | | | |
|---|---|---|---|
| **Federal Performance Measure** | **Baseline** | **2020 Target** | **2022 Target** |
| **NHS Travel Time Reliability** | | | |
| **IH Level of Travel Time Reliability** | **79.5%** | **61.2%** | **56.6%** |
| **Non-IH Level of Travel Time Reliability** | **N/A** | **N/A** | **55.0%** |
| **Truck Travel Time Reliability** | | | |
| | **1.40%** | **1.70%** | **1.79%** |

# Resolution 2018-12-10a

## Adoption of Targets for Pavement and Bridge Performance Measures (PM2) Established by the Texas Department of Transportation.

**WHEREAS,** pursuant to federal law, the Governor of the State of Texas designated the Capital Area Metropolitan Planning Organization (CAMPO) as the Metropolitan Planning Organization for the Austin region in 1973; and

**WHEREAS,** CAMPO's Transportation Policy Board is the regional forum for cooperative decision-making regarding transportation issues in Bastrop, Burnet, Caldwell, Hays, Travis and Williamson Counties in Central Texas; and

**WHEREAS**, the Moving Ahead for Progress in the 21st Century (MAP-21) and subsequent Fixing America's Surface Transportation (FAST) Act require the implementation of Performance Measures; and



**WHEREAS**, the Texas Department of Transportation (TxDOT) adopted six targets for Pavement and Bridge Condition Measures as listed below:

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

**WHEREAS**, CAMPO must adopt targets for Pavement and Bridge Performance Measures (PM2) in compliance with federal rule making within 180 days from the adoption of the state targets; and

**WHEREAS**, CAMPO may choose to adopt the targets for Pavement and Bridge Performance Measures (PM2) established by the Texas Department of Transportation or adopt their own; and

**WHEREAS**, the CAMPO Technical Advisory Committee met on November 26, 2018 and voted to recommend the adoption of the targets for Pavement and Bridge Performance Measures (PM2) established by the Texas Department of Transportation; and

**NOW, THEREFORE BE IT RESOLVED** that the CAMPO Transportation Policy Board hereby votes to adopt and support the targets for Pavement and Bridge Performance Measures (PM2) established by the Texas Department of Transportation as reflected in this resolution; and

Hereby orders the recording of this resolution in the minutes of the Transportation Policy Board; and

**BE IT FURTHER RESOLVED** that the Board delegates the signing of necessary documents to the Board Chair.

The above resolution being read, a motion to adopt and support the targets for Pavement and Bridge Performance Measures (PM2) established by the Texas Department of Transportation as reflected was made on December 10th, 2018 by _____duly seconded by _____.

Ayes:

Nays:

Abstain:



Absent and Not Voting:

SIGNED this 10th day of December 2018.

_____

**Chair, CAMPO Board**

Attest:

_____

**Executive Director, CAMPO**

| TxDOT Targets: Pavement and Bridge Performance Measures (PM2) | | | |
|---|---|---|---|
| **Federal Performance Measure** | **Baseline** | **2020 Target** | **2022 Target** |
| **Pavement on Interstate Highway** | | | |
| **Percentage in "good" condition** | **N/A** | **N/A** | **66.4%** |
| **Percentage in "poor" condition** | **N/A** | **N/A** | **0.3%** |
| **Pavement on Non-Interstate Highway NHS** | | | |
| **Percentage in "good" condition** | **54.4%** | **52.0%** | **52.3%** |
| **Percentage in "poor" condition** | **14.0%** | **14.3%** | **14.3%** |
| **NHS Bridge Deck Condition** | | | |
| **Percentage in "good" condition** | **50.7%** | **50.6%** | **50.4%** |
| **Percentage in "poor" condition** | **0.9%** | **0.8%** | **0.8%** |

**Attachment C – Additional Resources**

The Technical Advisory Committee recommended the adoption of TxDOT Performance Measure recommended the Transportation Policy Board adopt the TxDOT Performance Measure Targets for Pavement and Bridge Conditions (PM2) and System Performance and Freight Performance Measures (PM3), contingent on the receipt of additional information. Below are links and descriptions of various resources that provide additional information as requested. Additionally, excerpts from these sources that directly relate to questions from the TAC are provided in Attachment D.

**Name:** Transportation Performance Management Resource Center
**Description:** Primary website for all things related to the implementation of TPM.
**Source:** Federal Highway Administration (FHWA)
**Link:** https://www.fhwa.dot.gov/tpm/

**Name:** Overview of Performance Measures: Pavement Condition (PM2)
**Description:** Overview of pavement condition including definitions and calculations.
**Source:** Federal Highway Administration (FHWA)
**Link:** https://www.fhwa.dot.gov/tpm/workshop/az/pavement_az.pdf

**Name:** Overview of Performance Measures: Bridge Conditions (PM2)
**Description:** Overview of bridge conditions including definitions and calculations.
**Source:** Federal Highway Administration (FHWA)
**Link:** https://www.fhwa.dot.gov/tpm/workshop/az/bridge.pdf

**Name:** Overview of Performance Measures: Travel Time Reliability (PM3)
**Description:** Overview of travel time reliability including definitions and calculations.
**Source:** Federal Highway Administration (FHWA)
**Link:** https://www.fhwa.dot.gov/tpm/workshop/az/reliability.pdf

**Name:** Overview of Performance Measures: Freight Reliability (PM3)
**Description:** Overview of freight reliability including definitions and calculations.
**Source:** Federal Highway Administration (FHWA)
**Link:** https://www.fhwa.dot.gov/tpm/workshop/az/freight.pdf

**Name:** Overview of Performance Based Planning and Programming (PBPP)
**Description:** Overview of PBPP including requirements, schedules and deadlines for implementation.
**Source:** Federal Highway Administration (FHWA)
**Link:** https://www.fhwa.dot.gov/tpm/workshop/az/planning.pdf

**Name:** Highway Performance Monitoring System Field Manual
**Description:** Detailed manual for monitoring highway system performance.
**Source:** Federal Highway Administration (FHWA)
**Link:** https://www.fhwa.dot.gov/policyinformation/hpms/fieldmanual/

**Name:** Texas Transportation Plan (TTP) 2040 Statewide Transportation Report
**Description:** Report on the state of the Texas highway system including performance measures.
**Source:** Texas Department of Transportation
**Link:** https://www.txdot.gov/inside-txdot/forms-publications/publications/transportation-planning.html

# *National Pavement Performance Measures*

U.S. Department of Transportation
**Federal Highway Administration**

TPM
HOW WE GET THERE

# *Pavement TPM Regulations: Performance Measures*

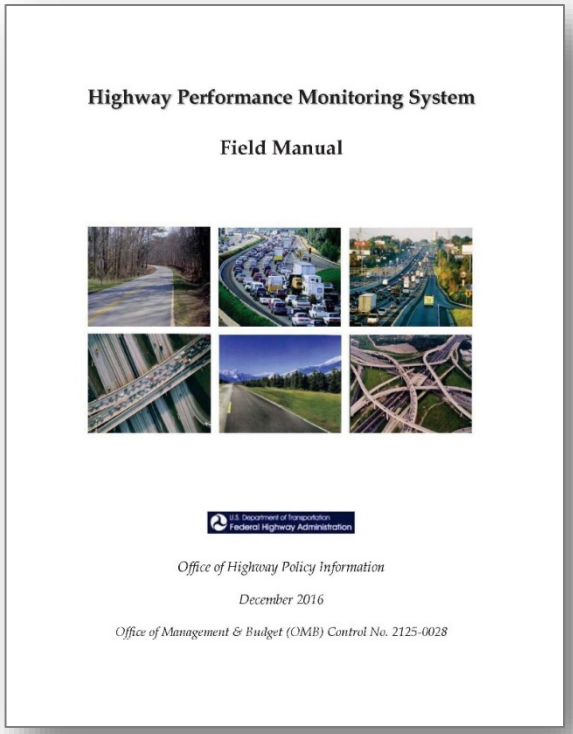
| Performance Target | Interstate Condition | Non-Interstate NHS Condition |
|---|---|---|
| ***Two-year*** | % Good | % Good |
| | % Poor | % Poor |
| ***Four-year*** | % Good | % Good |
| | % Poor | % Poor |

# *Supporting Systems: Pavement Management System (PMS)*

- Collect, process, store and update pavement inventory and conditions
- Forecast pavement deterioration
- Determine benefit-cost over the life cycle of pavements to determine alternative strategies
- Identify short- and long-term budget needs
- Determine strategies for project selection that maximize overall program benefits
- Recommend pavement programs and schedules within policy and budget constraints

# *Supporting Data Systems: HPMS*

- Official Federal source of data on the extent, condition, performance, use and operating characteristics of the nation's highways
- Populated by States using each State's linear referencing system
- Data requirements in the *HPMS Field Manual, December 2016 version*



# *Data Needed for Calculating the National Pavement Measures*

**Inventory Data:**

- NHS extent
- Section length
- Facility Type
- Through lanes
- Functional system
- Surface type
- Structure type

# *Data Needed for Calculating the National Pavement Measures*

**Condition Data:**

- Roughness (IRI)
- Rutting (asphalt pavements only)
- Cracking
- Faulting (concrete pavements only)
- Can use Present Serviceability Rating (PSR) only where speed limit < 40 mph

# *Determining Condition for a Section*

- Evaluate each of the metrics for the section to determine whether the section is good, fair or poor with respect to:
  - Asphalt: IRI, rutting, cracking %
  - JCP: IRI, faulting, cracking %
  - CRCP: IRI, cracking %
- Determine overall condition for the section based on the number of metrics that are good, fair and poor

# Pavement Condition Thresholds

| | Good | Fair | Poor |
|---|---|---|---|
| **IRI (inches/mile)** | <95 | 95-170 | >170 |
| | | | |
| **Rutting (inches)** | <0.20 | 0.20-0.40 | >0.40 |
| | | | |
| **Faulting (inches)** | <0.10 | 0.10-0.15 | >0.15 |
| | | | |
| **Cracking (%)** | <5 | 5-20 (asphalt)<br>5-15 (JCP)<br>5-10 (CRCP) | >20 (asphalt)<br>>15 (JCP)<br>>10 (CRCP) |

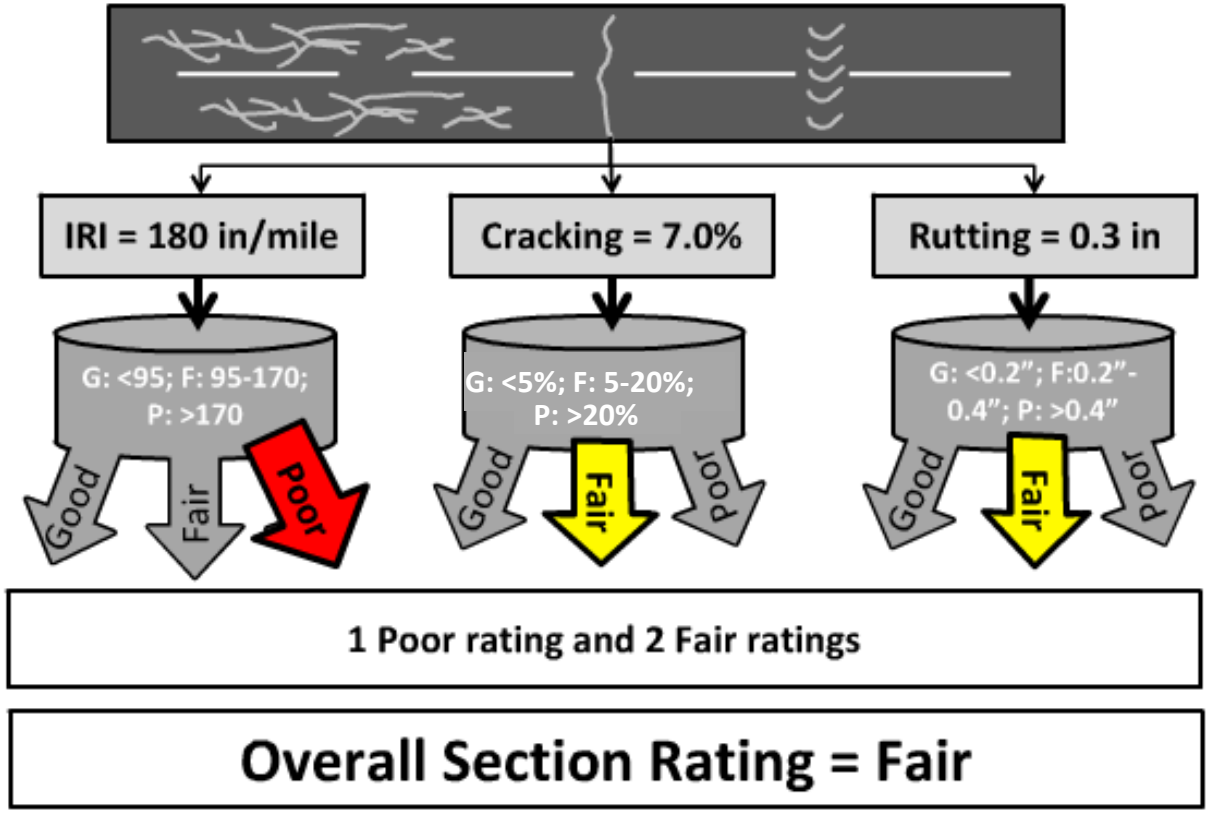
# Calculation of Pavement Measures

| | Pavement Type | | | |
|---|---|---|---|---|
| | Asphalt and Jointed Concrete | Continuous Concrete | | |
| Overall Section Condition Rating | 3 metric ratings (IRI, cracking and rutting/faulting) | 2 metric ratings (IRI and cracking) | | Measures |
| Good | All three metrics rated "Good" | Both metrics rated "Good" | → | percentage of lane-miles in "Good" condition |
| Poor | ≥ 2 metrics rated "Poor" | Both metrics rated "Poor" | → | percentage of lane-miles in "Poor" condition |
| Fair | All other combinations | All other combinations | | |

# *Calculation of Pavement Measures*

| Overall Section Condition Rating | Pavements with Speed Limit less than 40 MPH | | Measures |
|---|---|---|---|
| Good | PSR ≥ 4.0 | → | % of lane-miles in "Good" condition |
| Poor | PSR ≤ 2.0 | → | % of lane-miles in "Poor" condition |
| Fair | 2.0 < PSR < 4.0 | | |

# *Pavement Metric Rating Example: Asphalt Surfaces, Interstate*



# *Performance Measures: Travel Time Reliability (NHPP)*

U.S. Department of Transportation
**Federal Highway Administration**

# *New 23 CFR Part 490 Subparts E&G*

- Subpart E: Measures to Assess the Performance of the National Highway System (NHS)
  - Percent of the Person-Miles Traveled on the Interstate That Are Reliable
  - Percent of the Person-Miles Traveled on the Non-Interstate NHS That Are Reliable
- Subpart G: Measure to Carry Out the Congestion Mitigation and Air Quality Improvement (CMAQ) Program
  - Annual Hours of Peak Hour Excessive Delay Per Capita (PHED)

# *Introduction – What We'll Cover*

- General Definitions
  - Introduction to Metrics, Measures and Targets and other terms
- Measure Definitions
  - Data requirements for each of the measures
  - Precise step-by-step procedures for calculating the metrics and measures
    - Under the National Highway Performance Program NHPP:
      - Travel time reliability – 2 measures
    - Under the Congestion Mitigation and Air Quality (CMAQ) Improvement (CMAQ) Program:
      - Annual hours of peak hour excessive delay
- (Time Permitting) Suggestions for:
  - NPMRDS and PM3 Measures (New)
  - Assembling a master database to handle all the measures
  - Creating epoch-level traffic volumes

# *Definitions*

- *Metric:* a quantifiable indicator of performance or condition
- *Measure:* an expression based on a metric that is used to establish targets and to assess progress toward achieving the established targets
- *Target:* a quantifiable level of performance or condition, as a value for the measure, to be achieved within a time period required by FHWA

# Definitions

- *National Performance Management Research Data Set (NPMRDS):* a data set derived from vehicle/passenger probe data (sourced from Global Positioning Station [GPS], navigation units, cell phones)
  - Covers the National Highway System (NHS)
  - Includes average travel times representative of all traffic and average travel times for freight trucks
  - Individual records represent 5-minute time periods for a travel time segment (can also be downloaded as 15-minute time periods), measured continuously throughout the year

# *Definitions*

- *Highway Performance Monitoring System (HPMS)*: A national level highway information system that includes data on the extent, condition, performance, use, and operating characteristics of the nation's highways

# *Definitions*

- *Reporting segment:* the length of roadway the DOT and MPOs define for metric calculation and reporting; comprised of one or more travel time segments
- *Travel time segment:* a contiguous NHS stretch for which average travel time data are summarized in the travel time data set
- *Traffic Message Channel (TMC):* segmentation of roadway by TMC length in NPMRDS v1 and v2

# *Definitions*

- *Travel time reliability:* the consistency or dependability of travel times from day to day or across different times of the day

**Date:** December 10, 2018
**Continued From:** N/A
**Action Requested:** Information

| | |
|---|---|
| **To:** | Transportation Policy Board |
| **From:** | Mr. Ryan Collins, Short-Range Planning Manager |
| **Agenda Item:** | 11 |
| **Subject:** | Discussion of FY 2018 Federal Transit Administration (FTA) Section 5310 Projects |

## RECOMMENDATION

None. This item is for information purposes only.

## PURPOSE AND EXECUTIVE SUMMARY

CAMPO has received 13 applications for FTA Section 5310 grant program for Fiscal Year (FY 2018). This competitive project selection process awards Federal FTA funding that was authorized under the FAST Act. The FTA Section 5310 Program is administered by the Capital Metropolitan Transit Authority (Capital Metro) and projects are selected by the Transportation Policy Board (TPB). Program information is provided in Attachment A. Applicant information, scores and recommended awards are provided in Attachment B.

This item was presented to the Technical Advisory Committee at its November 26, 2018 meeting as an information item.

## FINANCIAL IMPACT

This call for projects will allocate up to $842,252.00 in FTA 5310 funding to local sponsors for FY 2018.

## BACKGROUND AND DISCUSSION

The FTA Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310) program is intended to enhance mobility for seniors and persons with disabilities by providing funds for programs to serve the special needs of transit-dependent populations beyond traditional public transportation services and Americans with Disabilities Act (ADA) complementary paratransit services.

At least 55% of program funds must be used on traditional capital projects to support public transportation projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable.

The remaining 45% may be used for other capital and operating expenses, additional public transportation projects that exceed the requirements of the ADA, improve access to fixed-route service and decrease reliance by individuals with disabilities on complementary paratransit, and provide alternatives to public transportation that assist seniors and individuals with disabilities.

## SUPPORTING DOCUMENTS

**Attachment A:** *Scoring and Recommendation Report*

# Federal Transit Administration: Section 5310

Enhanced Mobility of Seniors and Individuals with Disabilities



## Scoring and Recommendation Report

Fiscal Year 2018

CAMPO
CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION
CENTRAL TEXAS

## Table of Contents

## About the Grant Program

The Federal government, through the Federal Transit Administration (FTA), provides financial assistance to develop new transit systems and to improve, maintain, and operate existing systems.

The FTA Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310) program is intended to enhance mobility for seniors and person with disabilities by providing funds for programs to serve the special needs of transit-dependent populations beyond traditional public transportation services and Americans with Disabilities Act (ADA) complementary paratransit services.

The Capital Area Metropolitan Planning Organization is soliciting project proposals for these grant programs within the Austin Urbanized Area. This competitive project selection process will award Federal funding that was apportioned under the FAST (Fixing America's Surface Transportation) Act.

| Funding Information | |
|---|---|
| **Funding Type** | **Amount Available FY 2018** |
| Traditional Section 5310 Projects | $527,294.00 |
| Other Section 5310 Projects | $314,958.00 |
| Total Available | $842,252.00 |

## Who Can Apply

### "Traditional" Capital Projects

- A private nonprofit organization
- A state or local governmental authority that is approved by the state to coordinate services for seniors and individuals with disabilities
- A state or local governmental authority that certifies that there are no nonprofit organizations readily available in the area to provide the service

### "Other" Capital and Operating Expenses

- A state or local government authority
- A private nonprofit organization
- An operator of public transportation that receives a Section 5310 grant indirectly through a recipient

## Grant Administration and Program Requirements

The Capital Metropolitan Transportation Authority (Capital Metro) serves as the designated recipient for FTA Section 5310 Funds in the Austin Urbanized Area. Successful applicants will enter into a grant agreement with Capital Metro and will become subrecipients for these funds. The grant agreement will provide for additional requirements related to project administration and reporting.

Successful recipients are strongly encouraged to expend all funds as soon as possible by the end of fiscal year 2021. The grant agreement with Capital Metro may specify additional deadlines for expenditure of the funds in order to ensure that timely progress is made.

There are numerous Federal provisions that projects and agencies are required to comply with in order receive funding from the Federal Transit Administration(FTA). Those requirements will vary depending on the funding for which applicants apply, the type of project proposed, the type of agency that is applying for the funding, and other factors.

## General Eligibility Requirements

### All Projects

- Project must serve the Austin Urbanized Area (*see Urbanized Area Map*)
- Sponsor and project operator must be able to certify that they meet all related FTA requirements
- Proposal must meet a minimum award threshold of $50,000.00
- Project must be consistent with the strategies and goals outlined in the Capital Area's *Coordinated Public Transit-Health and Human Services Transportation Plan*

### "Traditional" Capital Projects

Traditional capital projects are those projects that support public transportation needs for seniors and individuals with disabilities where public transportation is insufficient, inappropriate, or unavailable.

### "Other" Eligible Capital and Operating Expenses

"Other" eligible capital and operating expenses are public transportation projects that:

- Exceed the requirements of the ADA
- Improve access to fixed-route service and decrease reliance by individuals with disabilities on complementary paratransit
- Provide alternatives to public transportation that assist seniors and individuals with disabilities

A complete list of eligible activities and descriptions from the Federal Transit Administration can be found under Eligible Activies or the FTA Guidance linked under Additional Resources.

## Funding and Match Requirements

- The project sponsor must have sufficient funding to carry out the project—grant payments are issued as reimbursements for eligible expenses and project deliverables.
- These programs require local match funding. The applicant will be required to identify local match funding of at least 20% of the total project cost for capital projects, and at least 50% of the total project cost for eligible transportation operating expenses.
- The local match may be met using additional federal funding, however the funding must come from a source which is not administered through the US Department of Transportation (USDOT).

## Project Call Timeline

| Date | Milestone |
|---|---|
| August 29, 2018 | Call for Projects: Issued |
| September 12, 2018 | Informational Webinar at 10:00 p.m. |
| **September 28, 2018** | **Applications Due by 5:00 p.m.** |
| | Technical Review and Scoring of Applications |
| November 26, 2018 | Technical Advisory Committee – Information |
| December 10, 2018 | Transportation Policy Board – Information/Public Hearing |
| December 17, 2018 | Technical Advisory Committee – Recommendation |
| January 14, 2018 | Transportation Policy Board - Award |

## Selection Criteria

Projects were evaluated based upon the CAMPO Transportation Policy Board-approved selection criteria for a total of up to 100 points. Applications were subject to five independent reviews and scores were averaged to provide the ranking and recommendation. (See Attachment B for individual project scores)

### 1. *Benefit* *(20 points)*

Describe how this project will establish, preserve and/or improve public transportation, mobility, and access within the region. In particular, describe how the project will benefit seniors and individuals with disabilities. Please provide the current number of users per year being served and an estimate of the total number of additional users per year who would benefit from the project. If no additional users per year will be served, please describe the impact on the current users being served by the project.

| Score | Description |
|---|---|
| 20 | High user base, clear transportation impact and benefit |
| 15 | Medium user base, some transportation impact and benefit |
| 10 | Low user base, minimum impact and benefit |
| 0 | Unanswered, unclear, or does not meet criteria |

### 2. *Financial Sustainability* *(15 points)*

Describe how this project will be sustained after the grant funding is expended. In particular, describe whether there is long term funding commitment from another source/sources, or what proactive efforts will be undertaken to ensure continuation of the project at the end of the grant period.

| Score | Description |
|---|---|
| 15 | Clear, long-term dedicated funding (other than 5310) |
| 10 | Clear, short-term dedicated funding (can include 5310) |
| 5 | Potential funding identified (can include 5310) |
| 0 | Unanswered, unclear, or does not meet criteria |

### 3. *Coordination and Partnerships* *(15 points)*

Describe how the project will be coordinated with other efforts and will leverage partnerships. Please provide information on coordination efforts, including partner agencies and details of activities. If there is no current coordination, please provide your agency's plan for coordination.

| Score | Description |
|---|---|
| 15 | Strong coordination and partnerships with other organizations |
| 10 | Some coordination and partnerships with other organizations |
| 5 | Little coordination and partnerships with other organizations |
| 0 | Unanswered, unclear, or does not meet criteria |

### 4. *Interconnectivity* *(15 points)*

Describe how the project will build on or connect with the existing system of public transportation, non-profit providers, medical transportation services, and special transit services in the Capital Area.

| Score | Description |
|---|---|
| 15 | High-level of interconnectivity to existing system |
| 10 | Medium-level of interconnectivity to existing system |
| 5 | Minimum interconnectivity or independent from existing system |
| 0 | Unanswered, unclear, or does not meet criteria |

### 5. *Implementation of Capital Area Regional Transit Coordination Plan* *(10 points)*

Describe how the project will support the 2017 Capital Area Coordinated Plan. Describe which Plan Goals or Strategies will be supported by the project.

| Score | Description |
|---|---|
| 10 | Clearly meets 5 goals of the plan |
| 8 | Clearly meets 4 goals of the plan |
| 6 | Clearly meets 3 goals of the plan |
| 4 | Clearly meets 2 goals of the plan |
| 2 | Clearly meets 1 goals of the plan |
| 0 | Clearly meets 0 goals of the plan |

### 6. *Cost Effectiveness* *(15 points)*

Describe how the project will be cost effective by leveraging resources or minimizing total project costs. (The project will be evaluated based on a cost benefit analysis that considers overall cost per individual benefit/ridership)

| Score | Description |
|---|---|
| 1-15 | Projects ranked in increments of 1.25 points |

### 7. *Budget and Project Implementation* *(10 points)*

Describe how the project will be developed based on a reasonable and realistic budget and work tasks. (The project will be evaluated based on the answer provided as well as an analysis of the budget submitted and demonstrated experience with FTA and TxDOT project agreements. Sponsors will be required to be in good standing with the Federal Transit Administration, Capital Metropolitan Transportation Authority, and the Texas Department of Transportation.)

| Score | Description |
|---|---|
| 10 | Clear, developed budget (template) and demonstrated experience |
| 5 | Budget (template) is not developed, experience is minimal |
| 0 | Unanswered, unclear, or does not meet criteria |

## Funding Requests

CAMPO received 12 applications totaling $1,723,587.00 in requested funding. Funding request information is provided below. (See Attachment A for project activity information)

| Applicant Request Information | | | |
|---|---|---|---|
| **Sponsor** | **Traditional** | **Operating** | **Total** |
| Silver Lift, LLC | $165,000.00 | $24,000.00 | $189,000.00 |
| Senior Access | $51,000.00 | $62,000.00 | $113,000.00 |
| Capital Metropolitan Transportation Authority | $60,000.00 | $0.00 | $60,000.00 |
| Bluebonnet Trails Community Services | $177,328.00 | $0.00 | $177,328.00 |
| AGE of Central Texas | $0.00 | $105,000.00 | $105,000.00 |
| City of Austin Parks and Recreation | $0.00 | $129,742.00 | $129,742.00 |
| Drive a Senior Network | $161,400.00 | $96,150.00 | $257,550.00 |
| ARCIL INC. | $169,322.00 | $169,322.00 | $338,644.00 |
| City of Pflugerville | $0.00 | $82,500.00 | $82,500.00 |
| Faith in Action Georgetown | $78,240.00 | $18,925.00 | $97,165.00 |
| Mary Lee Foundation | $50,880.00 | $73,804.00 | $124,684.00 |
| City of Georgetown | $0.00 | $48,974.00 | $48,974.00 |
| **Total Requested** | **$913,170.00** | **$810,417.00** | **$1,723,587.00** |

## Attachment A: Project Recommendation

| Project Information | | | | | |
|---|---|---|---|---|---|
| **Sponsor** | **Traditional Request** | **Traditional Activity** | **Other Request** | **Other Activity** | **Award Amount** |
| Capital Metropolitan Transportation Authority | $60,000.00 | Office of Mobility Management (OMM) | $0.00 | N/A | $60,000.00 |
| Drive a Senior Network | $161,400.00 | Information Technology, Vehicle Purchase, Travel Voucher | $96,150.00 | Operating Costs | $257,550.00 |
| Senior Access | $51,000.00 | Information Technology | $62,000.00 | Operating Costs | $113,000.00 |
| Faith in Action Georgetown | $78,240.00 | Mobility Management, Information Technology | $18,925.00 | Operating Costs | $97,165.00 |
| City of Georgetown | $0.00 | N/A | $48,974.00 | Paratransit Service Extension | $48,974.00 |
| Mary Lee Foundation | $50,880.00 | Vehicle Purchase | $73,804.00 | Operating Costs | $124,684.00 |
| Bluebonnet Trails Community Services | $177,328.00 | Third Party Transportation, Travel Vouchers | $0.00 | N/A | $125,774.00 |
| ARCIL INC. | $169,322.00 | Travel Training | $169,322.00 | Travel Training | $15,105.00 |
| City of Pflugerville | $0.00 | N/A | $82,500.00 | Operating Costs | $0.00 |
| City of Austin Parks and Recreation | $0.00 | N/A | $129,742.00 | Operating Costs | $0.00 |
| AGE of Central Texas | $0.00 | N/A | $105,000.00 | Operating Costs | $0.00 |
| Silver Lift, LLC | $165,000.00 | Vehicle Purchase | $24,000.00 | Operating Costs | $0.00 |

| | |
|---|---|
| Fully Funding | |
| Partial Funding | |
| No Funding | |

## Attachment B: Project Scores

| Application Scores | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **Sponsor** | **Benefit** | **Financial Sustainability** | **Coordination and Partnerships** | **Interconnectivity** | **Implementation of RTCC Plan** | **Cost Effectiveness** | **Budget and Project Implementation** | **Total Score** | **Rank** |
| **Capital Metropolitan Transportation Authority** | 14 | 15 | 15 | 14 | 8 | 12.50 | 10 | 88.00 | 1 |
| **Senior Access** | 11 | 15 | 15 | 14 | 6 | 15.00 | 10 | 85.50 | 2 |
| **Drive a Senior Network** | 14 | 15 | 15 | 14 | 7 | 11.25 | 10 | 85.25 | 3 |
| **Faith in Action Georgetown** | 13 | 10 | 13 | 11 | 7 | 13.75 | 10 | 77.00 | 4 |
| **City of Georgetown** | 10 | 15 | 11 | 13 | 9 | 6.25 | 10 | 73.50 | 5 |
| **Mary Lee Foundation** | 11 | 15 | 13 | 13 | 6 | 5.00 | 10 | 71.75 | 6 |
| **Bluebonnet Trails Community Services** | 11 | 13 | 13 | 13 | 5 | 7.50 | 10 | 71.25 | 7 |
| **ARCIL INC.** | 11 | 15 | 15 | 14 | 7 | 2.50 | 6 | 70.25 | 8 |
| **City of Pflugerville** | 8 | 13 | 11 | 14 | 5 | 1.25 | 10 | 61.25 | 9 |
| **City of Austin Parks and Recreation** | 9 | 13 | 5 | 13 | 3 | 8.75 | 10 | 60.50 | 10 |
| **AGE of Central Texas** | 10 | 11 | 6 | 9 | 3 | 10.00 | 10 | 58.75 | 11 |
| **Silver Lift, LLC** | 9 | 9 | 6 | 11 | 3 | 3.75 | 5 | 46.75 | 12 |

**Date:** December 10, 2018
**Continued From:** N/A
**Action Requested:** Information

**To:** Transportation Policy Board

**From:** Mr. Ryan Collins, Short-Range Planning Manager

**Agenda Item:** 12

**Subject:** Discussion of Transportation Improvement Program (TIP) and Regional Transportation Plan (RTP) Amendment Cycle and Requested Amendments

## RECOMMENDATION

None. This item is for informational purposes only.

## PURPOSE AND EXECUTIVE SUMMARY

The Capital Area Metropolitan Planning Organization (CAMPO) requested amendments for the 2019 – 2022 Transportation Improvement Program (TIP) and 2040 Regional Transportation Plan (RTP). The amendment cycle schedule is listed below, and the requested amendments are listed in Attachment A.

| Date | Description |
|---|---|
| 11/9/2018 | Amendment Request Form Due |
| Nov.-Dec. | Public Outreach |
| 11/26/2018 | Technical Advisory Committee Information |
| 12/10/2018 | Transportation Policy Board Information and Public Hearing |
| 12/17/2018 | Technical Advisory Committee Recommendation |
| 1/14/2018 | Transportation Policy Board Approval |
| 1/28/2020 | Statewide Transportation Improvement Program (STIP) Amendment Due |

## FINANCIAL IMPACT

None.

## BACKGROUND AND DISCUSSION

The amendment cycle is part of the regularly scheduled amendment process. This amendment cycle does not allocate any CAMPO funding for projects and only provides an opportunity for project sponsors to make changes to existing projects, add projects, or remove projects currently listed.

## SUPPORTING DOCUMENTS

**Attachment A –** *Amendment List*

**Attachment B –** *Amendment Brochure*

| Amendment List | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| MPO ID | CSJ | Sponsor | County | Project Name | Limits (To) | Limits (From) | Description | FY | Total Project Cost | Amendment Requested |
| 61-00130-00 | N/A | City of Round Rock | Williamson | University Boulevard | AW Grimes | Co. Rd. 110 | Reconstruct two-lane facility with shoulders to four-lane divided roadway with left-turn lanes. | 2019 | $11,900,000.00 | Change project limits. Currently listed as: AW Grimes (FM 1460) to County Road 110. Revised listing will read: AW Grimes (FM 1460) to SH 130. |
| 51-00197-00 | 0914-04-273 | Travis County | Travis | Blake Manor Road | Proposed Wildhorse Connector | Travis County East Metro Park | Construct a new shared use path. | 2019 | $3,176,784.00 | Change Fiscal Year (FY) from 2019 to 2020. |
| 51-00022-01 | 1186-01-091 | Travis County | Travis | FM 969 | FM 973 | Hunters Bend Road | Widen FM 969, an existing 2-lane undivided arterial, to provide for two additional travel lanes, a continuous left turn lane, shoulders, and a sidewalk on one side of the roadway. | 2019 | $10,917,185.00 | Change Fiscal Year (FY) from 2019 to 2020. |
| 51-00029-00 | 0000-00-002 | Travis County | Travis | VA | Various Locations | | Construct new sidewalk on both sides of Elroy Road within SH 130 right-of-way and a shared use path on FM 973 from Moores Bridge Road to Elroy Road. | 2019 | $1,278,570.00 | Change Fiscal Year (FY) from 2019 to 2020. |
| 51-00195-00 | 0700-03-077 | TxDOT | Travis | SH 71 | US 290 West | Silvermine Road | Construct 4-lane divided highway with 1 eastbound and 1 westbound direct connector. | 2022 | $89,506,861.30 | Add to the TIP. |
| 51-0085-00 | 0113-08-060 | TxDOT | Travis | US 290 | West of RM 1826 | SL 1 | Reconstruct 4-lane to 6-lane controlled access highway and 2-lane frontage roads in each direction. | 2022 | $455,252,844.26 | Add to the TIP. |
| 73-00038-00 | N/A | City of Round Rock | Williamson | N/A | N/A | N/A | Local fixed route and commuter service to provide access to jobs, schools and quality of life activities. This project is JARC eligible. | 2019 | $1,357,392.00 | Roll over from previous TIP. Update Fiscal Year. |
| 73-00039-00 | N/A | City of Round Rock | Williamson | N/A | N/A | N/A | Local fixed route and commuter service to provide access to jobs, schools and quality of life activities. This project is JARC eligible. | 2020 | $1,383,078.00 | Roll over from previous TIP. Update Fiscal Year. |
| 61-00002-00 | 0914-05-192 | CTRMA | Williamson | 183A | Hero Way | SH 29 | Construct 4-lane tolled expressway. | 2020 | $259,100,000.00 | Roll over from previous TIP. Update Fiscal Year, Phase, Funding, and Cost Information. |
| 61-00004-00 | 0151-05-114 | CTMRA | Williamson | 183N | RM 620/SH 45 | Travis County Line | Add two express lanes in each direction. | 2019 | $117,500,000.00 | Roll over from previous TIP. |
| 51-00001-03 | 0151-06-143 | CTRMA | Travis | 183N | Williamson County Line | SL 1 | Add two express lanes in each direction. | 2019 | $117,500,000.00 | Roll over from previous TIP. |
| 41-00199-00 | 0016-02-149 | TxDOT | Hays | IH-35 | North of River Ridge Parkway | Loop 82 | Reconstruct Ramps | 2020 | $13,095,115.12 | Roll over from previous TIP. Update project cost information. |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| 73-00060-00 | N/A | Capital Metro | Travis | Project Connect | Various | Various | Preliminary engineering and environmental evaluation for corridors identified in Project Connect | 2019 | $11,000,000.00 | Add to the TIP. |
| 51-0133-00 | N/A | Travis County | Travis | Reimers Peacock | SH 71 | Hamilton Pool Road | New 2-lane minor arterial undivided. | 2019 | $10,000,000.00 | Remove from the RTP. |
| N/A | N/A | Travis County | Travis | Vail Divide | Circa Terra Dr. | RM 3238 | Extend existing MAD-4 on a new alignment to RM 3238. | 2022 | $8,700,000.00 | Add to the RTP. |
| | | | | | | | | | | |

**Transportation Improvement Program (TIP) Amendment***

**Regional Transportation Plan (RTP) Amendment**

*All amendments to the Transportation Improvement Program (TIP) will automatically be amended in the Regional Transportation Plan (RTP) per CFR 450.218.

CAMPO
CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION
CENTRAL TEXAS

# CAMPO 2019-2022 Transportation Improvement Amendment

## Combined Categories, Recommended Amendments

Projects illustrated here are being considered by the CAMPO Transportation Policy Board as amendments to the 2019-2022 Transportation Improvement Program (TIP), a federally funded program that allocates transportation funding to Metropolitan Planning Organizations (MPOs), such as CAMPO, to distribute among local governments with representation. Projects also fully funded by local resource agencies such as the Texas Department of Transportation include their projects in the TIP for CAMPO discussion

Note: References are presented for planning and discussion purpose only and are not an endorsement of recommendation for funding by the CAMPO Technical Advisory Committee nor the CAMPO TPB until adopted. Planned alignments and project extents are maintained by sponsor jurisdictions and may vary from those represented here through the project development, design or construction letting.


University Boulevard
Reconstruct to 4-lane divided roadway from AW Grimes (FM 1460) to CR 110. Previously shown as extending to SH 130.
Williamson County, City of Round Rock
$11,900,000


Blake Manor Road
Construct a new shared use path.
Change Fiscal Year (FY) from 2019 to 2020.
Travis County
$3,176,784

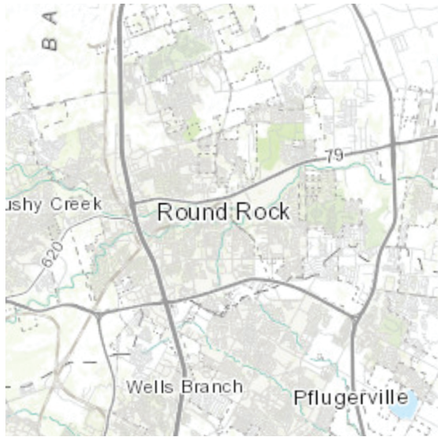

FM 969
Widen for two additional lanes, continuous left turn lane, shoulders, and a sidewalk on one side.
Change Fiscal Year (FY) from 2019 to 2020.
Travis County
$10,917,185


Various
Construct sidewalk on both sides of Elroy Road and a shared use path on FM 973.
Change Fiscal Year (FY) from 2019 to 2020.
Travis County
$1,278,570

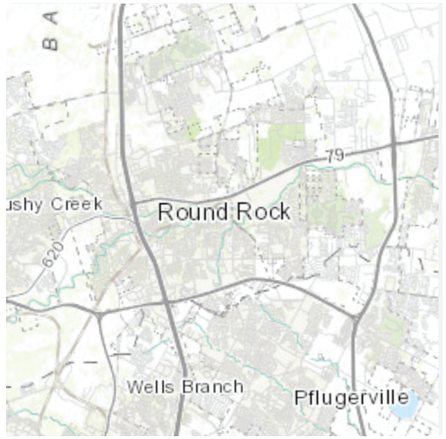

SH 71
Construct 4-lane divided highway with 1 eastbound and 1 westbound direct connector.
Add to the TIP
Travis County, TxDOT
$89,506,861


US 290
Reconstruct 4-lane to 6-lane controlled access highway and 2-lane frontage roads in each direction.
Add to the TIP.
Travis County, TxDOT
$455,252,844

For more details and project descriptions associated with the projects shown here, please visit **www.campotexas.org/get-involved** or call **512.974.2282**

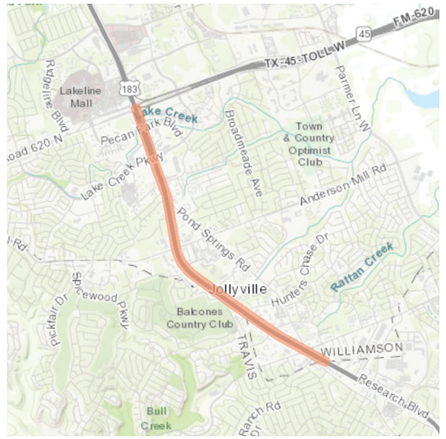



Round Rock Vicinity (Not Mapped)
Local fixed route and commuter service to provide access to jobs, schools and quality of life activities.
Roll over from previous TIP. Update Fiscal Year.
Williamson County, City of Round Rock
$1,357,392




Round Rock Vicinity (Not Mapped)
Local fixed route and commuter service to provide access to jobs, schools, and quality of life activities.
Roll over from previous TIP. Update Fiscal Year.
Williamson County, City of Round Rock
$1,383,078


183A
Construct 4-lane tolled expressway.
Roll over from previous TIP. Update Fiscal Year, Phase, Funding and Cost Information.
Williamson County, CTRMA
$259,100,000




183N
Add two express lanes in each direction.
Roll over from previous TIP.
Willaimson County, CTMRA
$117,500,000


183N
Add two express lanes in each direction.
Roll over from previous TIP.
Travis County, CTMRA
$117,500,000


IH 35/Ramp Restructure
Request to be rolled over from previous TIP.
Update project cost information.
Hays county, TxDOT
$13,095,115


Reimers Peacock
New 2-lane minor arterial undivided road.
Request to be removed from the Regional Transportation Plan.
Travis County


Vail Divide
Extend existing 4-lane arterial on a new alignment to RM 3238. Request to be added to the Regional Transportation Plan.
Travis County

For more details and project descriptions associated with the projects shown here, please visit **www.campotexas.org/get-involved** or call **512.974.2282**

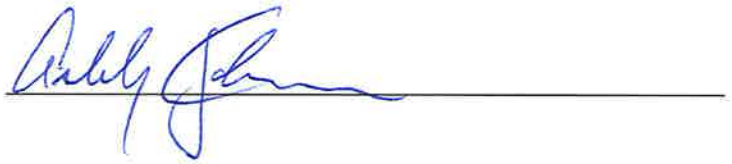
**2019-2022 Transportation Improvement Program (TIP): Administrative Modification**

Under the Administrative Policies of the Transportation Improvement Program (TIP), the following actions are classified as administrative modifications and do not require action by the Transportation Policy Board (TPB):

- Total Year of Expenditure cost increases that do not cause an increase of funds allocated by the TPB within the following limits:

| Total Project Cost | Percent Increase in YOE |
|---|---|
| $0 - $249,000 | 25% |
| $250,000 - $999,999 | 20% |
| $1,000,000 - $2,999,999 | 15% |
| $3,000,000+ | 10%, capped at $5 million |

- Decreases in federal or state funding
- Increases to local matches
- Changes in project sponsors if the sponsor or sponsors submit adequate documentation to CAMPO indicating that they have the funding needed to sponsor the project
- Modifications to TIP projects as long as the modifications do not materially change the project's intended function, nature, costs or environmental impact.
- Including a project as a phased improvement to a longer project, as long as the modifications do not materially change the project's intended function, nature, costs or environmental impact.
- Data entry or typographical errors.



Executive Director, CAMPO

## 2019-2022 Transportation Improvement Program (TIP): Administrative Modification

| MPO ID | CSJ | Highway | Limits (From) | Limits (To) | Description | FY | Amendment |
|---|---|---|---|---|---|---|---|
| 51-00197-00 | 0914-04-273 | Blake Manor Rd | Proposed Wildhorse Connector | Travis County East Metro Park | Construct a new shared use path | 2019 | Administratively Amended the Project Description to Include the Location of the Facility |
| 41-00166-00 | 0914-33-074 | Hopkins St | Moore Street | Bishop Street | Reconstruct Roadway with Multi-Use Path, Sidewalks, and Curb and Gutter | 2019 | Administratively Amended the Project Description to Include the Location of the Facility |
| 41-00011-00 | 3210-01-014 | FM 2770 | .955 Miles South of SL 4 | 1.414 Miles South of SL 4 | Add left turn lane and shoulders. | 2019 | Administratively Amended the Project Cost Information to Update the YOE |
| 41-00163-00 | 0016-16-029 | RM 967 | 0.130 Miles North of Robert S Light | 0.141 Miles South of Robert S Light | Add Left Turn Lane And Shoulders | 2019 | Administratively Amended the Project Cost Information to Update the YOE |

## 2019-2022 Transportation Improvement Program (TIP): Administrative Modification

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 11-00005-00 | 0265-04-062 | SH 21 | 1.187 MI W OF SH 95 | 0.668 MI W of SH 95 | Construction of 2 New 2 Lane Frontage Roads along the Colorado River Bridge and Convert the Existing 2 Lane 2 Way to 2 Lane One Way Frontage Roads along SH 21 | 2019 | Administratively Amended the Project Description and Cost Information |
| 41-00168-00 | 0914-33-077 | VA | Nine Intersections On Guadalupe, | Hopkins, Gary & LBJ Streets | Install Countdown Pedestrian Signals, Audible Walk Signals and ADA Ramps | 2019 | Administratively Amended the Project Description |
| 41-00167-00 | 0914-33-075 | Hopkins St | CM Allen Parkway | Thorpe Rd. | Construct Multi-Use Bike/Ped. Facility | 2020 | Administratively Amended the Project Description to Include the Location of the Facility |
| 41-00164-00 | 0366-01-077 | SH 123 | IH 35 | Dezavalla Dr | Construct Sidewalks | 2020 | Administratively Amended the Project Cost Information to Update the YOE |

## 2019-2022 Transportation Improvement Program (TIP): Administrative Modification

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 41-00162-00 | 0016-03-114 | IH 35 | South of SH 80 | North of RM 12 | Add Shoulders, Aux Lanes, Ramp Improvements, Pavement Rehabilitation, Frontage Rd Intersection Improvements | 2021 | Administratively Amended the Project Description |
| 51-00191-00 | 0265-01-113 | SH 71 | SH 71/US 183 Interchange | Presidential Blvd. | Construct 3 Lane Eastbound Frontage Road along SH 71 and 1-Lane Direct Connector from 183S to 71E | 2021 | Administratively Amended the Project Description |
| 51-00192-00 | 0265-01-116 | US 183 | 0.46 Miles South of Thompson Ln | 0.07 Miles SW of Airport Commerce Dr | Construct 1 Lane Southbound Frontage Road along US 183 that Merges with US 183S-71W Direct Connector | 2021 | Administratively Amended the Project Description |
| 51-00186-00 | 0113-13-163 | SH 71 | East of Riverside Dr. | US 183 | Construct 3-Lane Eastbound Frontage Rd along SH 71 and 1-Lane Direct Connector from 183S to 71E | 2022 | Administratively Amended the Project Description |

**2019-2022 Transportation Improvement Program (TIP): Administrative Modification**

Under the Administrative Policies of the Transportation Improvement Program (TIP), the following actions are classified as administrative modifications and do not require action by the Transportation Policy Board (TPB):

- Total Year of Expenditure cost increases that do not cause an increase of funds allocated by the TPB within the following limits:

| Total Project Cost | Percent Increase in YOE |
|---|---|
| $0 - $249,000 | 25% |
| $250,000 - $999,999 | 20% |
| $1,000,000 - $2,999,999 | 15% |
| $3,000,000+ | 10%, capped at $5 million |

- Decreases in federal or state funding
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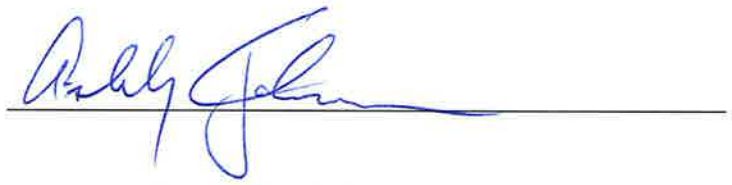


Executive Director, CAMPO

## 2019-2022 Transportation Improvement Program (TIP): Administrative Modification

| MPO ID | CSJ | Highway | Limits (From) | Limits (To) | FY | Amendment |
|---|---|---|---|---|---|---|
| 41-00172-00 | 3545-01-005 | FM 110 | SH 21 | 800'' EAST OF IH 35 NBFR | 2019 | Category 2 funding was incorrectly listed as a state funding source. This has been amended to be listed as a federal source per TxDOT. |
| 31-00028-00 | 3545-03-003 | FM 110 | SH 80 | SH 21 | 2019 | Category 2 funding was incorrectly listed as a state funding source. This has been amended to be listed as a federal source per TxDOT. |
| 41-00193-00 | 3545-02-010 | FM 110 | Intersection at SH 123 | | 2019 | Category 2 funding was incorrectly listed as a state funding source. This has been amended to be listed as a federal source per TxDOT. |
| 51-00200-00 | 1539-02-026 | FM 1626 | West of Brodie Lane | Manchaca Rd. (FM 2304) | 2019 | Category 2 funding was incorrectly listed as a state funding source. This has been amended to be listed as a federal source per TxDOT. |
| 51-00184-00 | 0015-13-396 | IH 35 | At Parmer Lane | | 2019 | Category 2 funding was incorrectly listed as a state funding source. This has been amended to be listed as a federal source per TxDOT. |
| 54-00038-00 | 2100-01-060 | RM 2222 | RM 620 | BONAVENTURE DR | 2019 | Category 2 funding was incorrectly listed as a state funding source. This has been amended to be listed as a federal source per TxDOT. |

## 2019-2022 Transportation Improvement Program (TIP): Administrative Modification

| | | | | | | |
|---|---|---|---|---|---|---|
| 11-00005-00 | 0265-04-062 | SH 21 | 1.187 MI W OF SH 95 | 0.668 MI W of SH 95 | 2019 | Category 2 funding was incorrectly listed as a state funding source. This has been amended to be listed as a federal source per TxDOT. |
| 41-00191-00 | 0113-07-072 | US 290 | Intersection at Trautwein Rd. | | 2019 | Category 2 funding was incorrectly listed as a state funding source. This has been amended to be listed as a federal source per TxDOT. |
| 74-00007-00 | 0914-00-421 | VA | N/A | N/A | 2019 | Category 2 funding was incorrectly listed as a state funding source. This has been amended to be listed as a federal source per TxDOT. |
| 61-00128-00 | 2103-01-036 | RM 2243 | Norwood Drive | SW Bypass | 2021 | Category 2 funding was incorrectly listed as a state funding source. This has been amended to be listed as a federal source per TxDOT. |
| 21-00006-00 | 0151-02-026 | SH 29 | RM 243 North | Williamson County Line | 2021 | Category 2 funding was incorrectly listed as a state funding source. This has been amended to be listed as a federal source per TxDOT. |
| 21-00010-00 | 0700-01-045 | SH 71 | Spur 191 | Blanco County Line | 2021 | Category 2 funding was incorrectly listed as a state funding source. This has been amended to be listed as a federal source per TxDOT. |
| 11-00036-00 | 0323-01-028 | SH 95 | LP 230 | FM 535 | 2021 | Category 2 funding was incorrectly listed as a state funding source. This has been amended to be listed as a federal source per TxDOT. |

**2019-2022 Transportation Improvement Program (TIP): Administrative Modification**

| | | | | | | |
|---|---|---|---|---|---|---|
| 21-00007-00 | 0252-02-060 | US 281 | SH 71 | Blanco County Line | 2021 | Category 2 funding was incorrectly listed as a state funding source. This has been amended to be listed as a federal source per TxDOT. |
| 61-00133-00 | 3417-02-030 | FM 734 | RM 1431 | SH 45 | 2022 | Category 2 funding was incorrectly listed as a state funding source. This has been amended to be listed as a federal source per TxDOT. |
| 51-00232-00 | 0683-02-072 | RM 620 | SH 71 | Aria Dr/Cavalier Dr. | 2022 | Category 2 funding was incorrectly listed as a state funding source. This has been amended to be listed as a federal source per TxDOT. |
| 51-00233-00 | 0683-02-073 | RM 620 | Aria Dr/Cavalier Dr. | Oak Grove Blvd. | 2022 | Category 2 funding was incorrectly listed as a state funding source. This has been amended to be listed as a federal source per TxDOT. |

**Date:** December 10, 2018
**Continued From:** N/A
**Action Requested:** Information

**To:** Transportation Policy Board

**From:** Mr. Ryan Collins, Short-Range Planning Manager

**Agenda:** 13b

**Subject:** Quarterly Project Progress Reports

## RECOMMENDATION

None. This item is for information only.

## PURPOSE AND EXECUTIVE SUMMARY

Sponsors awarded funding by the Capital Area Metropolitan Planning Organization's Transportation Policy Board (TPB) are required to demonstrate continual progress through the project development process. To monitor progress, sponsors are required to submit a quarterly progress report for each individual project awarded funding.

To report on progress, CAMPO has created an online reporting form for sponsors to report information regarding major milestones in the project development process. The reports are due on a quarterly basis over the next year according to the schedule below:

| Date | Description |
|---|---|
| 11/16/2018 | Project Progress Reports Due |
| 12/10/2018 | Transportation Policy Board Report Presentation |
| 2/15/2019 | Project Progress Reports Due |
| 3/4/2019 | Transportation Policy Board Report Presentation |
| 5/17/2019 | Project Progress Reports Due |
| 6/10/2019 | Transportation Policy Board Report Presentation |
| 8/16/2019 | Project Progress Reports Due |
| 9/9/2019 | Transportation Policy Board Report Presentation |

## FINANCIAL IMPACT

None.

## BACKGROUND AND DISCUSSION

Sponsors awarded funding by the Capital Area Metropolitan Planning Organization's Transportation Policy Board (TPB) are required to demonstrate continual progress through the project development process. To monitor progress, sponsors are required to submit a quarterly progress report for each individual project awarded funding.

## SUPPORTING DOCUMENTS

**Attachment A –** *Progress Report Summary Chart*

# Capital Area Metropolitan Planning Organization

Quarterly Project Progress Report

December 2018



CAMPO
CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION
CENTRAL TEXAS

# Table of Contents

## Overview

The Capital Area Metropolitan Planning Organization (CAMPO) is responsible for allocating certain federal and state funds for transportation projects in the six-county capital region. In order to administer these funding programs and ensure an effective and equitable distribution to project sponsors, CAMPO developed a project evaluation and selection process with an emphasis on several key factors including the ability of sponsors to implement projects effectively.

As part of the process, sponsors awarded funding by CAMPO's Transportation Policy Board (TPB) are required to demonstrate continual progress through the project development process. To monitor progress, sponsors are required to submit a quarterly progress report for each individual project awarded funding.

The progress reporting system is an online form that is based on the project development process outlined by the Texas Department of Transportation (TxDOT).


**Source:** TxDOT Local Government Projects Toolkit

These reports will be reviewed and reconciled with information from the state and federal reporting systems to provide a complete understanding of project progress. This information will be used by CAMPO to provide a complete understanding of the funding investment portfolio, guide funding decisions, and ensure that projects are moving forward.

## Schedule

| Date | Item |
|---|---|
| **11/16/2018** | Project Progress Reports Due |
| **12/10/2018** | Report to the Transportation Policy Board |
| **2/15/2019** | Project Progress Reports Due |
| **3/4/2019** | Report to the Transportation Policy Board |
| **5/17/2019** | Project Progress Reports Due |
| **6/10/2019** | Report to the Transportation Policy Board |
| **8/16/2019** | Project Progress Reports Due |
| **9/9/2019** | Report to the Transportation Policy Board |

# Appendix A: Project Report Summary

| Project Sponsor | Project Name | Award Date | AFA | PE | Environmental | ROW | PS&E | Let | Construction | Close Out |
|---|---|---|---|---|---|---|---|---|---|---|
| Bastrop County | Transportation Plan-Phase II | 12/12/2011 | | | | | | | | |
| Burnet County | Wirtz Dam Road | 5/7/2018 | | | | | | | | |
| Burnet County/TxDOT | US 281 | 5/7/2018 | | | | | | | | |
| Burnet County/TxDOT | SH 71 | 5/7/2018 | | | | | | | | |
| Burnet County/TxDOT | SH 29 | 5/7/2018 | | | | | | | | |
| Burnet County/TxDOT | US 281 | 5/7/2018 | | | | | | | | |
| Burnet County/TxDOT | US 281 | 5/7/2018 | | | | | | | | |
| Caldwell County | Caldwell County Transportation Plan | 12/12/2011 | | | | | | | | |
| CAMPO | FM 150/Yarrington Rd. | 5/7/2018 | | | | | | | | |
| CAMPO | FM 1626/RM 957 | 5/7/2018 | | | | | | | | |
| CAMPO | Garlic Creek Parkway | 5/7/2018 | | | | | | | | |
| CAMPO | Bergstrom Spur | 5/7/2018 | | | | | | | | |
| CAMPO | US 290/RM 12 | 5/7/2018 | | | | | | | | |
| CAMPO | San Marcos Sub-Regional | 5/7/2018 | | | | | | | | |
| CAMPO | Regional Transportation Demand Management Study | 5/7/2018 | | | | | | | | |
| CAMPO | CAMPO-Transportation Planning Activities | 12/12/2011 | | | | | | | | |
| CAMPO | Luling Relief Route Study | 12/12/2011 | | | | | | | | |
| CAPCOG | Regional Commute Solutions Program | 5/7/2018 | | | | | | | | |
| Capital Metro | North Lamar / Airport Blvd | 5/7/2018 | | | | | | | | |
| Capital Metro | Downtown Austin Transportation Management Association | 12/12/2011 | | | | | | | | |
| Capital Metro | Plaza Saltillo | 12/12/2011 | | | | | | | | |
| CARTS | Eastside Bus Plaza | 5/7/2018 | | | | | | | | |
| CARTS | Bus Purchase | 11/10/2014 | | | | | | | | |
| CARTS | Public Transit Vehicles - San Marcos (small urban transit) | 11/10/2014 | | | | | | | | |
| CARTS | Interurban Bus Project | 12/12/2011 | | | | | | | | |
| CARTS | Country Buses | 12/12/2011 | | | | | | | | |
| City of Austin | Lakeline Boulevard | 5/7/2018 | | | | | | | | |
| City of Austin | Braker Lane | 5/7/2018 | | | | | | | | |
| City of Austin | One System Traffic Monitoring | 5/7/2018 | | | | | | | | |

**Not Started** **In Progress** **Complete** **Not Applicable** **Unknown**

| Project Sponsor | Project Name | Award Date | AFA | PE | Environmental | ROW | PS&E | Let | Construction | Close Out |
|---|---|---|---|---|---|---|---|---|---|---|
| City of Austin | Vehicle Detection | 5/7/2018 | | | | | | | | |
| City of Austin | E. Vehicle Preemption and T. Signal Priority | 5/7/2018 | | | | | | | | |
| City of Austin | Slaughter Lane | 5/7/2018 | | | | | | | | |
| City of Austin | William Cannon Drive | 5/7/2018 | | | | | | | | |
| City of Austin | West Rundberg Road | 5/7/2018 | | | | | | | | |
| City of Austin | Austin to Manor Phase 2 | 5/7/2018 | | | | | | | | |
| City of Austin | Pedestrian Safety & Transit Connections | 5/7/2018 | | | | | | | | |
| City of Austin | Violet Crown Trail - North | 5/7/2018 | | | | | | | | |
| City of Austin | Smart Trips Austin | 5/7/2018 | | | | | | | | |
| City of Austin | Pedestrian Safety Improvements Citywide | 11/16/2015 | | | | | | | | |
| City of Austin | Upper Boggy Creek Trail | 11/16/2015 | | | | | | | | |
| City of Austin | Bike Share Expansion | 11/16/2015 | | | | | | | | |
| City of Austin | Bicycle Signal and Detection | 5/13/2013 | | | | | | | | |
| City of Austin | Advanced Traffic Management System | 12/12/2011 | | | | | | | | |
| City of Austin | North Lamar Sidewalks | 12/12/2011 | | | | | | | | |
| City of Austin | Braker Lane North | 12/12/2011 | | | | | | | | |
| City of Austin | Sabine Street Promenade | 12/12/2011 | | | | | | | | |
| City of Austin | Bike Share | 12/12/2011 | | | | | | | | |
| City of Austin | Urban Rail Studies | 12/12/2011 | | | | | | | | |
| City of Austin | MoPac Pedestrian Bridge | 12/12/2011 | | | | | | | | |
| City of Bastrop | River Loop | 5/7/2018 | | | | | | | | |
| City of Bastrop | Bastrop State Park to Downtown Bastrop Multi-Use Pedestrian Connection | 11/10/2014 | | | | | | | | |
| City of Bastrop | Bastrop Update to City's Thoroughfare Plan | 12/12/2011 | | | | | | | | |
| City of Buda | RM 967 (Main St.) Intersection improvements | 5/7/2018 | | | | | | | | |
| City of Cedar Park | Brush Creek North Fork Trail | 5/7/2018 | | | | | | | | |
| City of Cedar Park | Brushy Creek Regional Trail Connections | 11/16/2015 | | | | | | | | |
| City of Cedar Park | RM 1431 | 11/10/2014 | | | | | | | | |
| City of Cedar Park | Bagdad Road | 12/12/2011 | | | | | | | | |
| City of Dripping Springs | Mercer Street Pedestrian Improvements | 12/12/2011 | | | | | | | | |

**Not Started** **In Progress** **Complete** **Not Applicable** **Unknown**

| Project Sponsor | Project Name | Award Date | AFA | PE | Environmental | ROW | PS&E | Let | Construction | Close Out |
|---|---|---|---|---|---|---|---|---|---|---|
| City of Elgin | Elgin Connections | 11/16/2015 | | | | | | | | |
| City of Elgin | US 290 Signal Synchronization Study | 12/12/2011 | | | | | | | | |
| City of Elgin | Transit Connections | 12/12/2011 | | | | | | | | |
| City of Elgin | FM 1100 & County Line Road | 12/12/2011 | | | | | | | | |
| City of Elgin | FM 1100 Engineering | 12/12/2011 | | | | | | | | |
| City of Georgetown | RM 2243 | 5/7/2018 | | | | | | | | |
| City of Georgetown | North and South Austin Avenue Bridges | 11/10/2014 | | | | | | | | |
| City of Georgetown | North Austin Avenue | 12/12/2011 | | | | | | | | |
| City of Hutto | Limmer Loop Sidewalk | 11/16/2015 | | | | | | | | |
| City of Kyle | Kyle Railroad Siding | 5/7/2018 | | | | | | | | |
| City of Kyle | FM 2770/FM 150 Sidewalks | 12/12/2011 | | | | | | | | |
| City of Lago Vista | Lago Vista Middle School SRTS | 11/16/2015 | | | | | | | | |
| City of Leander | S. West Drive Sidewalk | 5/7/2018 | | | | | | | | |
| City of Round Rock | Gattis School Seg. 6 | 5/7/2018 | | | | | | | | |
| City of Round Rock | Kenney Fort Blvd | 5/7/2018 | | | | | | | | |
| City of Round Rock | University Boulevard | 5/7/2018 | | | | | | | | |
| City of Round Rock | 2014 Sidewalk GAP's Project | 11/16/2015 | | | | | | | | |
| City of Round Rock | Southwest Downtown Infrastructure Improvements Phase 5B | 11/16/2015 | | | | | | | | |
| City of Round Rock | Transit Facility | 12/12/2011 | | | | | | | | |
| City of Round Rock | FM 1460 | 12/12/2011 | | | | | | | | |
| City of San Marcos | Wonder World Drive | 5/7/2018 | | | | | | | | |
| City of San Marcos | Hopkins Street Reconstruction | 11/10/2014 | | | | | | | | |
| City of San Marcos | Hopkins Multi-Use Bike/Ped Facility | 11/10/2014 | | | | | | | | |
| City of San Marcos | Loop 82 Aquarena Springs | 12/12/2011 | | | | | | | | |
| City of San Marcos | Crosstown Pathway | 12/12/2011 | | | | | | | | |
| City of Smithville | SH-95 | 11/10/2014 | | | | | | | | |
| City of Taylor | SH-95 Bicycle and Pedestrian Corridor | 5/13/2013 | | | | | | | | |
| City of Wimberley | RM 12 and FM 3237 Intersection Improvement | 11/10/2014 | | | | | | | | |
| CTRMA | HERO Program | 12/12/2011 | | | | | | | | |
| CTRMA | US 183 N Managed Lane Study | 12/12/2011 | | | | | | | | |

**Not Started** **In Progress** **Complete** **Not Applicable** **Unknown**

| Project Sponsor | Project Name | Award Date | AFA | PE | Environmental | ROW | PS&E | Let | Construction | Close Out |
|---|---|---|---|---|---|---|---|---|---|---|
| CTRMA | Loop 1 | 0/00/0000 | | | | | | | | |
| CTRMA / TxDOT | HERO Program | 11/10/2014 | | | | | | | | |
| CTRMA/TxDOT | US 183 (Colorado Byway) | 11/10/2014 | | | | | | | | |
| CTRMA/TxDOT | US 183 S | 2/14/2014 | | | | | | | | |
| CTRMA/TxDOT | US 183N | 12/12/2011 | | | | | | | | |
| Hays County | FM 110 at SH 123 | 5/7/2018 | | | | | | | | |
| Hays County | Lime Kiln Road | 5/7/2018 | | | | | | | | |
| Hays County | FM 2001 West (Sunbright to FM 2001) | 5/7/2018 | | | | | | | | |
| Hays County | RM 967 Safety | 5/7/2018 | | | | | | | | |
| Hays County | SH 80 at CR 266 | 5/7/2018 | | | | | | | | |
| Hays County | FM 621 | 5/7/2018 | | | | | | | | |
| Hays County | US 290 at Trautwein | 5/7/2018 | | | | | | | | |
| Hays County | RM 3237 Safety | 5/7/2018 | | | | | | | | |
| Hays County | RM 12 at RM 3237 | 5/7/2018 | | | | | | | | |
| Hays County | SH 80 @ Old Bastrop Hwy (CR 266) | 11/10/2014 | | | | | | | | |
| Hays County | SH 21 at FM 150 | 12/12/2011 | | | | | | | | |
| Hays County | RM 12 | 12/12/2011 | | | | | | | | |
| Lone Star Rail District | Freight Rail Bypass Study | 12/12/2011 | | | | | | | | |
| Texas State University | Bus Capital (IH 35 Corridor Service) | 12/12/2011 | | | | | | | | |
| Travis County | FM 969 | 0/00/0000 | | | | | | | | |
| Travis County | FM 969 | 0/00/0000 | | | | | | | | |
| Travis County | RM 1826 | 5/7/2018 | | | | | | | | |
| Travis County | FM 1626 | 5/7/2018 | | | | | | | | |
| Travis County | Braker Lane North | 5/7/2018 | | | | | | | | |
| Travis County | Pearce Lane | 5/7/2018 | | | | | | | | |
| Travis County | FM 2304 | 4/10/2017 | | | | | | | | |
| Travis County | Elroy Rd. and FM 973 | 11/16/2015 | | | | | | | | |
| Travis County | Blake Manor Road | 12/12/2011 | | | | | | | | |
| Travis County | Braker Lane North | 12/12/2011 | | | | | | | | |
| TxDOT | Hero Program Expansion (ITS) | 5/7/2018 | | | | | | | | |

**Not Started** **In Progress** **Complete** **Not Applicable** **Unknown**

| Project Sponsor | Project Name | Award Date | AFA | PE | Environmental | ROW | PS&E | Let | Construction | Close Out |
|---|---|---|---|---|---|---|---|---|---|---|
| TxDOT | FM 734 (ITS) | 5/7/2018 | | | | | | | | |
| TxDOT | RM 620/SH 71 (ITS) | 5/7/2018 | | | | | | | | |
| TxDOT | SH 71 (ITS) | 5/7/2018 | | | | | | | | |
| TxDOT | RM 2222 (ITS) | 5/7/2018 | | | | | | | | |
| TxDOT | SL 360 (ITS) | 5/7/2018 | | | | | | | | |
| TxDOT | SH 95 | 5/7/2018 | | | | | | | | |
| TxDOT | FM 734 | 5/7/2018 | | | | | | | | |
| TxDOT | RM 620 | 5/7/2018 | | | | | | | | |
| TxDOT | RM 620 | 5/7/2018 | | | | | | | | |
| TxDOT | I-35 Improvements (Travis) | 11/10/2014 | | | | | | | | |
| TxDOT | I-35 Improvements (Williamson) | 11/10/2014 | | | | | | | | |
| TxDOT | I-35 Improvements (Hays) | 11/10/2014 | | | | | | | | |
| TxDOT | SH 80 | 11/10/2014 | | | | | | | | |
| TxDOT | FM 969 | 11/10/2014 | | | | | | | | |
| TxDOT | SH 123 | 11/10/2014 | | | | | | | | |
| Williamson County | RM 2243 | 5/7/2018 | | | | | | | | |
| Williamson County | Bagdad Road Sidewalks and Shared Use Path | 11/16/2015 | | | | | | | | |
| Williamson County | Brushy Creek Regional Trail Phase V | 11/16/2015 | | | | | | | | |
| Williamson County | IH-35 Operational Analysis | 12/12/2011 | | | | | | | | |

**Not Started** **In Progress** **Complete** **Not Applicable** **Unknown**

| | |
|---|---|
| Date: | December 10, 2018 |
| Continued From: | N/A |
| Action Requested: | None |

| | |
|---|---|
| **To:** | Transportation Policy Board |
| **From:** | Mr. Ashby Johnson, Executive Director |
| **Agenda Item:** | 13c |
| **Subject:** | Report on the Results of the FY 2017 Audit Finding |

## RECOMMENDATION

None. This item is for informational purposes.

## PURPOSE AND EXECUTIVE SUMMARY

In accordance with 2CFR 200 Subpart F, a single audit is required for an entity that expends $750,000 or more during the entity's fiscal year in Federal awards.

## FINANCIAL IMPACT

None.

## BACKGROUND AND DISCUSSION

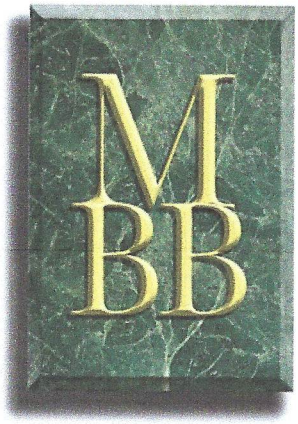
Over the past several months, the CAMPO Finance & Administration Manager has worked closely with the auditors, Montemayor Britton Bender PC, to ensure they had the necessary documents to perform the required audit.

Per the Schedule of Findings and Questioned Costs for the Year Ended September 30, 2017, some of the highlights in the Summary of the Auditor's Results (shown on Page 21 of Attachment A)

a. No significant deficiencies relating to the audit of the financial statements were reported in CAMPO's Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards.
b. No instances of noncompliance material to the financial statements were noted.
c. No significant deficiencies relating to the audit of the major federal programs were reported in CAMPO's Independent Auditor's Report on Compliance for Each Major Program and on Internal Control Over Compliance as required by OMB Compliance Supplement.
d. There are no audit findings that are required to be reported in accordance with 2 CFR section 200.512(a).

## SUPPORTING DOCUMENTS

**Attachment A –** *Financial Statements and Independent Auditor's Reports, September 30, 2017*
**Attachment B –** *Communication with Those Charged with Governance*




# Montemayor Britton Bender PC

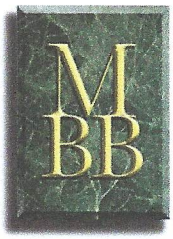
CERTIFIED PUBLIC ACCOUNTANTS

**CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION**

FINANCIAL STATEMENTS
AND
INDEPENDENT AUDITOR'S REPORT

30 SEPTEMBER 2017

**CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION**



# Montemayor Britton Bender PC

CERTIFIED PUBLIC ACCOUNTANTS

Transportation Policy Board
Capital Area Metropolitan Planning Organization

## INDEPENDENT AUDITOR'S REPORT

**Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities and general fund of Capital Area Metropolitan Planning Organization (CAMPO), as of and for the year ended 30 September 2017, and the related notes to the financial statements, which collectively comprise CAMPO's basic financial statements as listed in the table of contents.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

**Auditor's Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

**Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and general fund of CAMPO, as of 30 September 2017, and the

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AUSTIN, TEXAS 78746
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FAX: 512.442.0817
www.montemayor.team

respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Required Supplementary Information**
Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and the budgetary comparison information on pages 3-5 and 13 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

**Other Information**
Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise CAMPO's basic financial statements. The schedule of expenditures of federal awards is presented for purposes of additional analysis as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* and is not a required part of the basic financial statements.

The schedule of expenditures of federal awards is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

**Other Reporting Required by *Government Auditing Standards***
In accordance with *Government Auditing Standards*, we have also issued our report dated 11 October 2018, on our consideration of CAMPO's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering CAMPO's internal control over financial reporting and compliance.

Montemayor Britton Bender PC

11 October 2018
Austin, Texas

The following is a narrative overview and analysis of the financial activities of the Capital Area Metropolitan Planning Organization ("CAMPO") for the year ended 30 September 2017. Please read it in conjunction with CAMPO's financial statements, which follow this section.

## Financial Highlights

- Current government awards receivable amounted to $1,895,686 at September 30, 2017, which represented an increase compared to the $1,141,584 grant receivable at 30 September 2016.
- Total liabilities increased by $1,244,465 due to mostly to the timing of the payment of monthly bills.
- Government award revenue was $2,276,408 in 2017 and $2,925,706 in 2016 due to the timing of costs incurred on reimbursement contracts.

## Overview of the Financial Statements

This annual report consists of three parts—*management's discussion and analysis* (this section), *basic financial statements, and supplementary information.* The *basic financial statements* include two kinds of statements that present different views of CAMPO. The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The statements are followed by a section of *required supplementary information* that further explains and supports the information in the financial statements.

## Financial Statements

The *Statement of Net Position* presents information on all of CAMPO's assets and liabilities, with the difference between the two reported as net position. Increases or decreases in net position may serve as a useful indicator of whether the financial position of CAMPO has improved or deteriorated.

The *Statement of Activities* presents information showing how CAMPO's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows. Thus, revenues and expenses are reported in this statement for some items that will result in cash flows in future fiscal periods (example: accounts receivable).

## Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control and account for resources that have been segregated for specific activities or objectives. CAMPO, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal or contractual requirements.

**Governmental Funds:** The General Fund is used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, the governmental funds financial statements focus on current fiscal year cash inflows and outflows, as well as balances of resources available for spending at the end of the fiscal year. Such information may be useful in evaluating CAMPO's recent financing requirements.

Because the focus of the governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for the General Fund with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of CAMPO's recent financing decisions. Both the Governmental Funds Balance Sheet and the Governmental Funds Statement of Revenues, Expenditures,

and Changes in Fund Balances provide a reconciliation to facilitate this comparison between Governmental Fund and government-wide financial statements.

The Statement of Activities presents information showing how CAMPO's net position changed during the fiscal year. All of the current year's revenues and expenses are accounted for in the Statement of Activities regardless of when cash is received or paid. This statement separates program revenue (grants, local match, and other) to show the extent of reliance of each type of revenue.

This report also presents certain supplementary information concerning CAMPO's Schedule of Federal Awards.

Reconciliation of the government wide and fund financial statements is provided in Note 4.

## Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of the government's financial health. Over time, increases or decreases in CAMPO's net position are a useful indicator of whether its financial health is improving or deteriorating. However, one also needs to consider other non-financial factors such as changes in economic conditions, population growth, and new or changed governmental legislation to adequately assess its overall health.

The focus of CAMPO's Governmental Fund is to provide information on near-term inflows and outflows and on resource balances available for spending. Such information is useful in assessing CAMPO's financing requirements. In particular, unassigned fund balance serves as a useful measure of CAMPO's net resources available for spending at fiscal year-end.

During the fiscal year ended 30 September 2017, CAMPO's only Governmental Fund was the General Fund, and it reported ending total assets of $1,910,310, an increase of $683,310 from 30 September 2016.

Government-wide revenues for fiscal year 2017 were $2,364,533 compared to $3,160,731 for fiscal year 2016, a decrease of $796,198 or 25%. Grant revenue for 2017 totaled $2,276,408 compared to $2,925,706 for fiscal year 2016, or a decrease of $649,298, due the timing of contracts for projects.

The tables below summarize the financial position of CAMPO at 30 September 2017 and 2016 and the results of operations for the years ended 30 September 2017 and 2016.

**Statement of Net Position**

| **Assets** | **2017** | **2016** |
|---|---|---|
| Current assets | $1,910,310 | $1,227,113 |
| Capital assets, net | 39,095 | 0 |
| Total assets | 1,949,405 | 1,227,113 |
| | | |
| **Liabilities** | | |
| Current liabilities | 1,724,714 | 480,249 |
| Net position: | | |
| Invested in capital assets | 39,095 | 0 |
| Unrestricted | 185,596 | 746,864 |
| Total net position | $224,691 | $746,864 |

**Statement of Activities**

| | 2017 | 2016 |
|---|---|---|
| **Revenues** | | |
| Planning revenues: | | |
| Grant revenue | $2,276,408 | $2,925,706 |
| Local match funds and other | 88,125 | 235,025 |
| Total revenues | 2,364,533 | 3,160,731 |
| **Expenses** | | |
| General government | 2,886,706 | 2,813,743 |
| Change in net position | (522,173) | 346,988 |
| Net position, beginning | 746,864 | 399,876 |
| Net position, ending | $224,691 | $746,864 |

**Budgetary Highlights – General Fund**

CAMPO's actual revenues were $4,828,975 less than the final budget due to the Board budgeting the entire grant award amount; however, the entire award was not spent due to some contracts not being completed. The remaining difference is due to the fund financial statements excluding revenue not available in the current period. CAMPO's actual expenses were $4,116,464 less than the final budget due to some contracts not being completed, therefore, the full amount of the expenses were not yet incurred. The net result is a $712,511 unfavorable budget variance. The original budget was amended throughout the year to include additional planning projects.

**Capital Asset Activity**

During the year CAMPO purchased furniture and equipment for its new office.

**Request for Information**

This financial report is designed to provide a general overview of CAMPO's finances for all those who have expressed an interest in its finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to:

3300 N IH 35, Suite 630
Austin, TX 78705

**CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION**

STATEMENT OF NET POSITION AND GOVERNMENTAL FUNDS BALANCE SHEET

30 SEPTEMBER 2017

| | General Fund | Adjustments | Statement of Net Position |
|---|---|---|---|
| ASSETS | | | |
| Federal awards receivable | $1,895,686 | $0 | $1,895,686 |
| Security deposit and prepaid expenses | 14,624 | 0 | 14,624 |
| Furniture and equipment | 0 | 39,095 | 39,095 |
| | $1,910,310 | 39,095 | 1,949,405 |
| LIABILITIES | | | |
| Accounts payable | $152,760 | 0 | 152,760 |
| Retainage payable | 84,322 | 0 | 84,322 |
| Accrued payroll | 32,337 | 34,160 | 66,497 |
| Due to Williamson County | 1,421,135 | 0 | 1,421,135 |
| | 1,690,554 | 0 | 1,724,714 |
| DEFERRED INFLOWS OF RESOURCES | | | |
| Unavailable grants receivable | 968,415 | (968,415) | 0 |
| FUND BALANCES/NET POSITION | | | |
| FUND BALANCE– unassigned | (748,659) | 748,659 | 0 |
| TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCE | $1,910,310 | | |
| NET POSITION | | | |
| Invested in furniture and equipment | | | 39,095 |
| Unrestricted | | | 185,596 |
| | | | $224,691 |

The accompanying notes are an integral part of this financial statement presentation.

**CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION**

STATEMENT OF ACTIVITIES AND GOVERNMENTAL FUNDS STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCES

FOR THE YEAR ENDED 30 SEPTEMBER 2017

| | General Fund | Adjustments | Statement of Activities |
|---|---|---|---|
| REVENUE | | | |
| Federal awards | $2,091,005 | $185,403 | $2,276,408 |
| Local contributions | 88,125 | 0 | 88,125 |
| | 2,179,130 | 185,403 | 2,364,533 |
| EXPENDITURES | | | |
| Salaries and related | 1,271,644 | 34,160 | 1,305,804 |
| Projects | 656,649 | 0 | 656,649 |
| Rent | 268,030 | 0 | 268,030 |
| Professional services | 179,524 | 0 | 179,524 |
| Administrative fee to Williamson County | 103,155 | 0 | 103,155 |
| Furniture and equipment | 146,691 | 0 | 146,691 |
| Publications | 25,870 | 0 | 25,870 |
| Training | 24,743 | 0 | 24,743 |
| Capital outlay | 39,095 | (39,095) | 0 |
| Internet | 22,060 | 0 | 22,060 |
| Other | 154,180 | 0 | 154,180 |
| | 2,891,641 | (4,935) | 2,886,706 |
| REVENUE OVER EXPENDITURES | (712,511) | 190,338 | (522,173) |
| BEGINNING FUND BALANCE/NET POSITION | (36,148) | 783,012 | 746,864 |
| ENDING FUND BALANCE/NET POSITION | ($748,659) | $973,350 | $224,691 |

The accompanying notes are an integral part of this financial statement presentation.

# CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION

## NOTES TO FINANCIAL STATEMENTS

## NOTE 1: ORGANIZATION

Capital Area Metropolitan Planning Organization (CAMPO) is the federally required Metropolitan Planning Organization responsible for the continuous and comprehensive transportation planning process for the Williamson, Travis, Hays, Bastrop, Caldwell, and Burnet counties in central Texas. Its purpose is to coordinate regional transportation planning with counties, cities, the Capital Metropolitan Transportation Authority (Capital Metro), the Capital Area Rural Transportation System (CARTS), Texas Department of Transportation (TxDOT), and other transportation providers in the region and to approve the use of federal transportation funds within the region. CAMPO was established in 1973 and is governed by the Transportation Policy Board (CAMPO board) comprised of state, regional, and local officials.

For the year ended 30 September 2017, CAMPO had a staffing arrangement with Williamson County, whereby all CAMPO personnel services were performed by certain Williamson County employees. The salaries and related fringe benefits of such Williamson County employees were reimbursed to Williamson County by CAMPO.

## NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

### MEASUREMENT FOCUS, BASIS OF ACCOUNTING AND FINANCIAL STATEMENTS PRESENTATION

The governmental fund financial statements are presented on the modified accrual basis of accounting, which recognizes revenues in the accounting period in which they become measurable and available and recognizes expenditures when the related fund liability is incurred, if measurable. All revenue is considered program revenue because CAMPO receives no taxes or other general revenue.

The government wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded as earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider are met.

Separate financial statements are provided for governmental funds. A fund financial statement is presented for CAMPO's only fund, the general fund.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, CAMPO considers revenues to be available if they are collected within 60 days of the end of the current period, unless collections are delayed beyond a normal time of receipt due to unusual circumstances. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

### CASH

Cash balances are pooled and invested with other funds by Williamson County, under a fiscal agent agreement. Interest earned is deposited to the account of each participating fund.

## NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

### MEASUREMENT FOCUS, BASIS OF ACCOUNTING AND FINANCIAL STATEMENTS PRESENTATION

GASB 54 has provided a classification hierarchy of fund balances based on spending constraints.

Unassigned fund balance represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes.

Net position in government wide financial statements is classified as net investment in capital assets, restricted, and unrestricted. Restricted net position represents constraints on resources that are externally imposed by creditors, grantor, contributors, or laws or regulations of other government, or imposed by law.

When both restricted and unrestricted resources are available for use, it is CAMPO's policy to use restricted resources first, then unrestricted resources as they are needed.

Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is employed as an extension of formal budgetary integration in the General Fund.

### RECEIVABLES

All receivables and amounts due from other governments are reported net of an allowance for uncollectible accounts, which is based upon management's analysis of historical trends.

### FURNITURE AND EQUIPMENT

Capital assets, which include furniture and equipment, are reported in the Statement of Net Position. CAMPO defines capital assets as assets with an initial, individual cost of $5,000 or more. All capital assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Donated capital assets are valued at their estimated fair value on the date donated. The depreciable lives of all capital assets are estimated to be five years.

### ESTIMATES

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from these estimates.

## NOTE 3: CASH

At 30 September 2017, CAMPO had no cash funds. CAMPO, through Williamson County Commissioners Court, follows the requirements of Chapter 2256 of the Texas Government Code which authorizes the County to invest its funds under a written investment policy. These deposits are invested pursuant to the investment policy, which is approved annually by the Williamson County Commissioners Court.

Interest Rate Risk - Investments are governed as discussed above.

Credit Risk - CAMPO's investment policies are governed as discussed above.

Concentrations of Credit Risk - CAMPO's investment policies are governed as discussed above.

Custodial Credit Risk - Custodial Credit Risk is the risk that in the event of a failure of a depository, CAMPO's deposits may not be returned to it. At 30 September 2017, CAMPO had no custodial credit risk.

## NOTE 4: COMPLIANCE AND ACCOUNTABILITY

An individual annual budget was adopted for CAMPO's governmental fund. The basis on which the budget was prepared is consistent with generally accepted accounting principles for the fund. All annual appropriations lapse at fiscal year end.

No later than 60 days prior to fiscal year end, the proposed budget is presented to the Transportation Policy Board (Board) for review. The Board holds public meetings and a final budget must be prepared and legally adopted prior to July 1. The annual budget is prepared by department and object code. Transfers of appropriations between departments require approval of the Board. The legal level of budgetary control is at the department level.

## NOTE5: OPERATING LEASE

In May 2017 CAMPO signed a lease agreement for office space. CAMPO will pay $13,124 a month beginning November 2017 through October 2023. Future minimum lease payments for the operating lease are as follows:

| | |
|---|---|
| 2018 | $144,368 |
| 2019 | 161,430 |
| 2020 | 165,725 |
| 2021 | 170,020 |
| 2022 | 174,316 |
| 2023-2024 | 376,798 |
| | $1,192,657 |

## NOTE 6: RECONCILIATION OF GOVERNMENT - WIDE AND FUND FINANCIAL STATEMENTS

| | |
|---|---|
| Ending fund balance-governmental fund | ($748,659) |
| Capital assets not recorded in the fund statements | 39,095 |
| Grants receivable collected greater than 60 days past year end are deferred in the fund financial statements and not in the government-wide financial statements | 968,415 |
| Accrued vacation not recorded in the fund statements | (34,160) |
| Net position-governmental activities | $224,691 |

| | |
|---|---|
| Net change in fund balance-governmental fund | ($712,511) |
| Purchases of capital assets | 39,095 |
| Grants receivable collected more than 60 days after year end are not considered available to pay for current period expenditures and therefore, are not recognized in current revenues in the fund statements | 185,403 |
| Accrued vacation not recorded in the fund statements | (34,160) |
| Change in net position-governmental activities | ($522,173) |

## NOTE 7: CONCENTRATIONS

CAMPO's receivables at 30 September 2017 are due from a single grantor. Funding received from one grantor makes up 96% of total revenue.

## NOTE 8: RISK MANAGEMENT

CAMPO is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters, all of which are satisfactorily insured by general liability insurance. Commercial insurance policies are also obtained for all other risks of loss, including worker's compensation and employee health and accident insurance.

## NOTE 9: CONTINGENCIES

Amounts received or receivable from grantor agencies in current and prior years are subject to audit and adjustment by grantor agencies, principally the federal and state governments. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time although management expects such amounts, if any, to be immaterial.

## NOTE 10: BUDGET VARIANCES

CAMPO adopts an annual budget for the General Fund and amends the budget as needed during the year. The budget was amended during the year ended 30 September 2017. Certain revenue and expenses were different than budgeted, primarily due to the Board budgeting the full amount of the grant funded, however budget was not fully spent. The fund financial statements also exclude revenue not available in the current period.

## NOTE 11: PENSION PLAN

PLAN DESCRIPTION

CAMPO provides pension benefits to its personnel vested as of 1 October 2016 through the City of Austin Employees' Retirement and Pension Fund (the Plan). As of 1 October 2016, CAMPO's non vested personnel have been transferred into the Texas County and District Retirement System (System) as employees of Williamson County. Non vested employee's contributions were not transferred to the System, however the non vested employee's service time may be credited. The System is a defined benefit retirement plan, similar to the previous Plan. CAMPO's contributions into the System during the year was approximately $123,000. The System is administered by the TCDRS Board of Trustees. All employees who qualify are required to pay seven percent of their gross wages to the System through payroll withholdings. The employee vests after eight years of service and is fully funded.

The Plan provides retirement, death, disability, and withdrawal benefits. State law governs benefit and contribution provisions. Amendments may be made by the Legislature of the State of Texas.

.

## NOTE 12: FURNITURE AND EQUIPMENT

| | Beginning Balance | Additions | Deletions | Ending Balance |
|---|---|---|---|---|
| Capital assets being depreciated: | | | | |
| Furniture and equipment | $0 | $39,095 | $0 | $39,095 |
| Accumulated depreciation | 0 | 0 | 0 | 0 |
| | $0 | $39,095 | $0 | $39,095 |

**CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION**

REQUIRED SUPPLEMENTARY INFORMATION -
BUDGETARY COMPARISON - GENERAL FUND

FOR THE YEAR ENDED 30 SEPTEMBER 2017

| | Original Budget | Final Budget | Actual | Variance Positive/ (Negative) |
|---|---|---|---|---|
| REVENUE | | | | |
| Federal and State awards | $2,485,105 | $7,008,105 | $2,091,005 | ($4,917,100) |
| Local contributions | 0 | 0 | 88,125 | 88,125 |
| | 2,485,105 | 7,008,105 | 2,179,130 | (4,828,975) |
| EXPENDITURES | | | | |
| Salaries and related | 1,863,461 | 1,963,461 | 1,271,644 | 691,817 |
| Projects | 0 | 4,123,000 | 656,649 | 3,466,351 |
| Rent | 75,224 | 183,024 | 268,030 | (85,006) |
| Professional services | 305,000 | 389,200 | 179,524 | 209,676 |
| Capital outlay | 0 | 90,000 | 39,095 | 50,905 |
| Admin fee to Williamson County | 160,000 | 160,000 | 103,155 | 56,845 |
| Furniture and equipment | 6,000 | 23,000 | 146,691 | (123,691) |
| Publications | 1,000 | 1,000 | 25,870 | (24,870) |
| Training | 34,000 | 34,000 | 24,743 | 9,257 |
| Other | 40,420 | 41,420 | 176,240 | (134,820) |
| | 2,485,105 | 7,008,105 | 2,891,641 | 4,116,464 |
| REVENUE OVER EXPENDITURES | $0 | $0 | ($712,511) | ($712,511) |

# Montemayor Britton Bender PC

CERTIFIED PUBLIC ACCOUNTANTS

Transportation Policy Board
Capital Area Metropolitan Planning Organization

## INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and general fund of Capital Area Metropolitan Planning Organization (CAMPO), as of and for the year ended 30 September 2017, and the related notes to the financial statements, which collectively comprise CAMPO's basic financial statements, and have issued our report thereon dated 11 October 2018.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered CAMPO's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of CAMPO's internal control. Accordingly, we do not express an opinion on the effectiveness of CAMPO's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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Compliance and Other Matters

As part of obtaining reasonable assurance about whether CAMPO's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance, or other matters, that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Montemayor Britton Bender PC

11 October 2018
Austin, Texas

# Montemayor Britton Bender PC

CERTIFIED PUBLIC ACCOUNTANTS

Transportation Policy Board
Capital Area Metropolitan Planning Organization

## INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

### Report on Compliance for Each Major Federal Program

We have audited Capital Area Metropolitan Planning Organization's (CAMPO) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of CAMPO's major federal programs for the year ended 30 September 2017. CAMPO's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

### Management's Responsibility

Management is responsible for compliance with federal statues, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

### Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of CAMPO's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about CAMPO's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination on CAMPO's compliance.

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Opinion on Each Major Federal Program

In our opinion, CAMPO complied, in all material respects, with the types of the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended 30 September 2017.

Report on Internal Control Over Compliance

Management of CAMPO is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered CAMPO's internal control over compliance with the types of requirements that could have a direct and material effect on a major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of CAMPO's internal control over compliance.

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Montemayor Britton Bender PC

11 October 2018
Austin, Texas

**CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION**

SCHEDULE OF FEDERAL AWARDS

YEAR ENDED 30 SEPTEMBER 2017

| Federal Grantor/ Pass-Through Grantor/ Program Title | Federal CFDA Number | Pass-Through Grantor's Number | Program Or Award Amount | Expenditures |
|---|---|---|---|---|
| U.S. Department of Transportation | | | | |
| Federal Highway Administration | | | | |
| Texas Department of Transportation | | | | |
| Highway Planning and Construction PL-112 | 20.205 | 50-15XF0008 | $4,628,937 | $1,884,762 |
| Highway Planning and Construction | 20.205 | CSJ-0914-05-188 | 210,000 | 128,677 |
| 2045 Regional Active Transportation Plan | 20.205 | CSJ-0914-00-392 | 270,000 | 179,475 |
| Dynamic Traffic Assignment | 20.205 | CSJ-0914-00-383 | 1,040,000 | 11,482 |
| Regional Incident Management | 20.205 | CSJ-0914-00-409 | 240,000 | 10,522 |
| General Planning Consultant | 20.205 | CSJ-0914-00-408 | 600,000 | 33,660 |
| | | | | 2,248,578 |
| Federal Transit Administration | | | | |
| Texas Department of Transportation | | | | |
| Federal Planning Program | 20.515 | REG-1701 (14) 23 | 56,622 | 27,830 |
| Total Federal Expenditures | | | | $2,276,408 |

The above schedule was prepared on the same basis of accounting as the financial statements. See pages 8 to 12 of this report.
CAMPO did not elect to use the 10% de minimis indirect cost rate.

**CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION**
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED 30 SEPTEMBER 2017

I. SUMMARY OF AUDITOR'S RESULTS

A. FINANCIAL STATEMENTS

1. Type of auditor's report issued: Unmodified
2. Internal control over financial reporting:
   a. Material weakness (es) identified? No
   b. Significant deficiency(ies) identified that are not considered material weaknesses? None
   c. Noncompliance material to financial statements? None

B. FEDERAL AWARDS

1. Internal controls over major programs:
   a. Material weakness(es) identified? No
   b. Significant deficiency(s) identified that are not considered material weakness(es)? None
2. Type of auditor's report issued on compliance with major programs: Unmodified
3. Any audit findings disclosed that are required to be reported in accordance with 2 CFR section 200.516(a)? No
4. Major program: Grants received from U.S. Department of Transportation passed through the Texas Department of Transportation CFDA #20.205
5. Dollar threshold used to distinguish between Type A and Type B programs: $750,000
6. Auditee qualified as a low-risk auditee? No

II. FINANCIAL STATEMENT FINDINGS

1. Current year – none
2. Prior year – none

III. FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

None noted.

Montemayor Britton Bender PC
CERTIFIED PUBLIC ACCOUNTANTS

Transportation Policy Board
Capital Area Metropolitan Planning Organization

# COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE

We have audited the financial statements of Capital Area Metropolitan Planning Organization (CAMPO) for the year ended 30 September 2017, and have issued our report thereon dated DATE. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards,* issued by the Comptroller General of the United States; and the audit requirements of the Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. We have communicated information related to the planned scope and timing of our audit in our engagement letter to you dated 8 March 2018. Professional standards also require that we communicate to you the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards and Uniform Guidance

As stated in our engagement letter, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles, *Government Auditing Standards* and Uniform Guidance. Our audit of the financial statements does not relieve you or management of your responsibilities.

Because an audit is designed to provide reasonable, but not absolute, assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

In accordance with Uniform Guidance, we examined, on a test basis, evidence about CAMPO's compliance with the types of compliance requirements described in the Uniform Guidance Compliance Supplement applicable to each of its major federal programs for the purpose of expressing an opinion on

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Accounting Estimates
Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. CAMPO did not have any significant accounting estimates during fiscal year 2017.

Difficulties Encountered in Performing the Audit
We encountered no significant difficulties in dealing with management in performing and completing our audit.

Uncorrected Misstatements
Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. The attached schedule summarizes uncorrected misstatements of the financial statements. Management has determined that their effects are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Disagreements with Management
For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations
We have requested certain representations from management that are included in the management representation letter dated 11 October 2018.

Management Consultations with Other Independent Accountants
In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to CAMPO's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other
With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with U.S. generally accepted accounting principles, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as CAMPO's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Transportation Policy Board and management of CAMPO and is not intended to be and should not be used by anyone other than these specified parties.

Montemayor Britton Bender PC

11 October 2018
Austin, Texas

**CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION**

UNCORRECTED MISSTATEMENTS

30 SEPTEMBER 2017

| Account | Debit | Credit |
|---|---|---|
| Project expense | 5,421 | |
| Accounts payable | | 5,421 |
| Grants receivable | 5,421 | |
| Federal awards | | 5,421 |
| Prepaid expense | 8,333 | |
| Miscellaneous expense | | 8,333 |
| Rent | 11,812 | |
| Rent obligation | | 11,812 |
| Professional services | 19,694 | |
| Federal awards | | 19,694 |