

CITY OF LEON VALLEY



CITY OF LEON VALLEY
CITY COUNCIL SPECIAL MEETING
Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, Texas 78238
Tuesday, September 02, 2014

AGENDA ADDENDUM

The following item is added to the agenda for consideration:

- 1b. Discussion and possible action concerning a proposal to amend the Alamo Area Metropolitan Planning Organization (AAMPO) Transportation Improvement Program (TIP) deleting the Category 7 Hike & Bike project (\$933,000) slated for FY 2015 and replacing it with the preferred Evers Road Rehabilitation project (\$933,000 in FY 2015). **At the Request of Mayor Chris Riley**

Executive Session. The City Council of the City of Leon Valley reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed on the posted agenda, above, as authorized by the Texas Government Code, Sections 551.071 (consultation with attorney), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), and 551.087 (economic development).

Attendance by Other Elected or Appointed Officials: It is anticipated that members other City boards, commissions and/or committees may attend the meeting in numbers that may constitute a quorum. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of any other boards, commissions and/or committees of the City, whose members may be in attendance in numbers constituting a quorum. These members of other City boards, commissions, and/or committees may not deliberate or take action on items listed on the agenda. [Attorney General Opinion – No. GA-0957 (2012)].

I hereby certify that the above **NOTICE OF PUBLIC MEETING(S) AND AGENDA OF THE LEON VALLEY CITY COUNCIL** was posted on the Bulletin Board at City Hall, 6400 El Verde Road, Leon Valley, Texas, on August 29, 2014 at 11:19 a.m. and remained posted until after the meeting(s) hereby posted concluded. This notice is posted on the City website at www.leonvalleytexas.gov. This building is wheelchair accessible. Any request for sign interpretive or other services must be made 48 hours in advance of the meeting. To make arrangements, call (210) 684-1391, Extension 216.



SAUNDRA PASSAILAIGUE, TRMC
City Secretary



Policy 3: Guidelines for Programming Projects in the Transportation Improvement Program

This document constitutes the Alamo Area Metropolitan Planning Organization's process for programming projects in the Transportation Improvement Program. When considered for amendment, this document shall be subject to a public comment period of approximately 30 days prior to adoption by the Metropolitan Planning Organization Transportation Policy Board.

A. Purpose

The Alamo Area Metropolitan Planning Organization (MPO) develops a Transportation Improvement Program (TIP) that programs projects for a minimum of the following four (4) fiscal years. The TIP is forwarded to the Texas Department of Transportation (TxDOT) for inclusion into the Statewide Transportation Improvement Program. The TIP project selection process begins with the long-range Metropolitan Transportation Plan process. The public is invited to fully participate in the Metropolitan Transportation Plan development process thus assisting in the selection and prioritization of transportation improvement projects. Implementing agencies which include the Alamo Area Council of Governments, Alamo Regional Mobility Authority, cities and counties within the MPO study area, the Texas Department of Transportation (TxDOT), and VIA Metropolitan Transit, participate in the Metropolitan Transportation Plan development process with one of the final products of the process being a prioritized list of transportation projects to be eventually considered for inclusion in the TIP.

Projects are either selected by the Transportation Policy Board in consultation with the State (TxDOT) and transit operator (VIA) or selected by the State (TxDOT) in cooperation with the MPO. Projects selected by the Transportation Policy Board are those that are to be funded with Surface Transportation Program - Metro Mobility (STP-MM), Congestion Mitigation & Air Quality (CMAQ), and any other future U.S. Department of Transportation (USDOT) or TxDOT funds suballocated to the local level.

B. Project Funding Categories

Project funding categories include but are not limited to:

- Category 1 Preventative Maintenance & Rehabilitation ¹
- Category 2 Metropolitan and Urban Corridor Projects
- Category 3 Non-Traditional Funding
- Category 4 Statewide Connectivity Corridor ²
- Category 5 Congestion Mitigation and Air Quality (CMAQ) ²

¹ These projects are identified through the use of Statewide CSJs and a lump sum dollar amount.

² The Alamo Area MPO does not currently receive these types of funds. If the area is declared non-attainment and CMAQ funds are made available to the region, a project selection process will be established by the Transportation Policy Board to assist in the distribution of the region's allocation.

- Category 6 Structure Rehabilitation ¹
- Category 7 Metro Mobility (Surface Transportation Program – Metro Mobility or STP-MM)
- Category 8 Safety ¹
- Category 9 Transportation Enhancements Program
- Category 10 Miscellaneous ¹
- Category 11 District Discretionary
- Category 12 Strategic Priority
- Federal Transit Administration Section 5307 (Urbanized Area Formula Grant Program)
- Federal Transit Administration Section 5309 (Capital Grant Program)
- Federal Transit Administration Section 5310 (Elderly and Disabled Transportation Assistance Grant Program)
- Federal Transit Administration Section 5316 (Job Access & Reverse Commute Grant Program)
- Federal Transit Administration Section 5317 (New Freedom Grant Program)

C. Use of ‘Grouped’ or ‘Statewide’ CSJs ³

The MPO will use ‘Grouped’ or ‘Statewide’ CSJs for the following types of projects:

- Preliminary Engineering
- Right-of-Way Acquisition
- Preventive Maintenance and Rehabilitation
- Bridge Replacement and Rehabilitation
- Railroad Grade Separations
- Safety
- Landscaping
- Intelligent Transportation Systems Deployment
- Bicycle and Pedestrian
- Safety Rest Areas and Truck Weigh Stations
- Transit Improvements

Projects that fall within these categories will be listed in an appendix of the Transportation Improvement Program. Generally these statewide CSJs will be used for projects funded under Category 1 (Preventive Maintenance & Rehabilitation), Category 6 (Structure Rehabilitation), Category 8 (Safety), and Category 10 (Miscellaneous).

Statewide CSJs will not be used for wholly or partially funded Category 2 (Metropolitan and Urban Corridor) or Category 7 (STP-MM) projects.

¹ These projects are identified through the use of Statewide CSJs and a lump sum dollar amount.

³ CSJ stands for Control Section Job and is an identifying number used by the Texas Department of Transportation.

Statewide CSJ projects will be revised or amended administratively as allowed in Section G Administrative Revisions.

D. Use of Appendix D - Projects Undergoing Environmental Assessment

The purpose of Appendix D is to identify projects that are undergoing preliminary engineering and environmental analysis (PE/EA) consistent with early project development. The Federal Highway Administration allows these projects to be referenced in the current Transportation Improvement Program in order to facilitate the feasibility and PE/EA phases. This Appendix contains projects that are scheduled for implementation beyond the four years of the TIP time frame, and it in no way implies that these projects are programmed in the TIP. Cost estimates are preliminary and do not represent any commitment of construction funding. Consistency with the Metropolitan Transportation Plan will be verified as alternatives are examined in studies or environmental clearance efforts.

Projects listed in Appendix D will include, at a minimum, CSJ Number, MPO ID number, county, TxDOT district, sponsoring entity, street name, project limits, project description, estimated let date and preliminary project cost.

E. Quarterly Review of Projects

Category 2 (Metropolitan and Urban Corridor) Projects

The implementing agency will submit amendments to the Category 2 (Metropolitan and Urban Corridor) projects to the MPO in writing. For cost increases greater than 10%, the implementing agency will also submit to the MPO justification for the cost increase and the funding source of the additional amount, i.e. which other Category 2 projects are being amended to cover the requested TIP revision. For new projects being amended into the TIP that are not part of the current Unified Transportation Program, the implementing agency will also submit to the MPO which other Category 2 projects are being amended to allow for the inclusion of the new project.

Category 7 (STP-MM) Projects

Every three (3) months, a detailed review of Category 7 (STP-MM) funded projects in the TIP will be conducted. These projects will be reviewed for progress towards their letting (contract) dates, cost estimates, description and limits. If warranted by the detailed review, projects may be re-prioritized at the discretion of the Transportation Policy Board.

If the quarterly review warrants amendment(s) to the TIP, such amendment(s) will be presented to the Transportation Policy Board for consideration in sufficient time to allow the amendment(s) to be incorporated into the next regularly scheduled quarterly amendment of the Statewide Transportation Improvement Program.

F. Amendment Process

The following changes will require an amendment to the TIP:

- 1) Adding or deleting project(s)
- 2) Revising the project scope of work
- 3) Revising the project cost
- 4) Revising funding categories
- 5) Revising the phase of work (ex: from P.E. to construction)
- 6) Revising project limits

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

To the extent possible, amendments to delete a project or significantly change the scope of work of a project will be explicitly listed on both the presentation and action agendas for the Transportation Policy Board meetings.

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

Amendments to the TIP or the Metropolitan Transportation Plan requiring quick action due to impending federal or state requirements or deadlines (or for other reasons deemed in the community's best interest) may be accomplished by a 75% vote of the TPB quorum present to waive the routine two-step process. In these cases, the Transportation Policy Board will hold a special public hearing within their normal meeting agenda to specifically solicit public comment on the proposed TIP or Metropolitan Transportation Plan amendment. These actions will be emphasized on the meeting agenda that is both mailed and e-mailed out ten (10) days prior to the Transportation Policy Board meeting. This will alert the public and permit special attendance to comment on the action prior to adoption by the Transportation Policy Board. To the extent possible, amendments to delete a project or significantly change the scope of work of a project will be explicitly listed on the agenda for the Transportation Policy Board meeting.

Governing bodies of the sponsoring agencies will promptly notify the MPO in writing of any currently programmed projects that are proposed to be deleted from the TIP. The governing body of the sponsoring agency shall state its preference for project replacement in the written notification. The Transportation Policy Board will provide direction and/or may consider action at the next appropriate meeting with respect to amending the TIP.

To the extent possible, any project amended outside the timeframe of the current TIP due to funding limitations will have priority consideration in being amended back into the TIP when additional funding becomes available.

G. Administrative Revisions

The MPO Director is authorized to approve certain “administrative changes” to the TIP with the notification of such to the appropriate transportation planning partners. The intent of this section is not to circumvent the public process for amending the TIP, but to allow for minor corrections to the TIP that do not materially change a project’s function. These revisions may include minor corrections to project limits, scope or project costs.

H. Category 7 (STP-MM) Funded Projects

Basic Requirements for STP-MM Projects

All projects submitted for consideration for funding through normal Category 7 (STP-MM) program allocations will compete through a standard project call when a new TIP is being developed. The Transportation Policy Board will approve a schedule, parameters and project selection criteria prior to the formal project call. Submitted projects must meet the following basic requirements:

1. Projects will be submitted to the MPO through an implementing agency (Alamo Area Council of Governments, Alamo Regional Mobility Authority, Texas Department of Transportation, VIA Metropolitan Transit and cities and counties within the MPO Study Area) and appropriate commitments of local match shall be made. Approval of the commitment of the local match from the Texas Department of Transportation District Engineer or the policy body of the local agency submitting the project for consideration will be obtained and submitted to the MPO.
2. Each implementing agency is encouraged to address Title VI and Environmental Justice considerations in submitting projects to the MPO for consideration.
3. Agencies should consider the transit service area when submitting projects.
4. Pedestrian and bicycle facilities will be included in all future transportation improvement projects. Any exceptions will need to be adequately documented by management of the implementing entity. Regardless, technical points will be subtracted for not including bicycle and pedestrian components in an added capacity roadway project or roadway rehabilitation project. Bicycle and pedestrian components included in a project may not be deleted from the project at a future date.
5. Funded projects will be included in the latest approved Metropolitan Transportation Plan. Note: Amendments to the Metropolitan Transportation Plan and the Transportation Improvement Program can be made through the amendment process at the discretion of the Transportation Policy Board. Any required amendments to the Metropolitan

Transportation Plan must be made prior to amending the TIP, however amendments to both may be initiated concurrently.

6. A roadway project submitted for consideration must be on a functionally classified facility as defined by the MPO and approved by Federal Highway Administration through the State. Roadway projects on facilities classified as a local street or rural minor collector do NOT qualify for Federal transportation assistance.
7. All deadlines set by the MPO are firm.

Project Selection

1. Projects will be primarily selected from priority corridors/projects identified through the Metropolitan Transportation Plan development process. However, the flexibility to incorporate other projects into the Metropolitan Transportation Plan and TIP when essential will be retained.
2. When the project is submitted to the MPO for funding consideration, the sponsoring agency will include the following information:
 - Project name,
 - Project limits (logical termini)
 - Project description
 - Project justification
 - Length of roadway (in miles)
 - Roadway classification
 - Right of way requirements
 - Utility and drainage requirements (with initial cost estimates)
 - Location map with adjacent land uses shown
 - Typical cross-section, existing and proposed
 - Bicycle and pedestrian facilities
 - Initial total cost construction estimate
 - Source of match funding

To the extent that data is available and used for project scoring, MPO staff will provide the following information for submitted projects:

- Current (base year) and future year volume to capacity ratio
- Congestion Management System status for project prioritization
- Cost/vehicle mile traveled
- Transit route information
- Number of trucks
- Critical intersection
- Existing and future traffic volumes

- Bicycle information
- Pedestrian information
- System connectivity
- Crash rates

3. If more projects are submitted than funding is available, the projects submitted will be scored based on technical criteria adopted by the Transportation Policy Board. Submitted projects may be grouped by project type to allow for direct technical comparisons between projects within those project types. Project types may include transit, added roadway capacity, roadway operational, roadway rehabilitation, bicycle and pedestrian.

Awarding of points will always be given to projects supported by transit service. Additional points will be awarded for overmatching or leveraging a project.

4. Projects will be presented to the Transportation Policy Board for consideration in sufficient time to allow the new TIP or amendment(s) to be incorporated into the next regularly scheduled quarterly amendment or adoption of the Statewide Transportation Improvement Program.
5. Unless allocated a fixed amount, each STP-MM project will have a cost figure in the approved TIP that is an estimate. The TIP estimate shall include all construction costs at 100% and shall designate what percent match is required by the local agency. "Construction cost" is to be defined consistent with the Texas Administrative Code 43 Part 1 Chapter 15 Subchapter E. "Construction cost" includes all direct and indirect costs to a highway improvement project, other than for right-of-way acquisition, preliminary engineering and construction engineering. The amount programmed in the TIP shall be calculated as follows:

Construction estimate + maximum 10% contingency for eligible change orders + maximum 11% for construction management services

6. Unless allocated a fixed amount, each selected STP-MM project will be adjusted when bids are approved.
 - a. If bids are higher than the TIP estimate, the TIP estimate shall become a fixed funding cap unless an increase is approved by the TPB.
 - b. If bids are lower than the TIP estimate, the TIP shall be revised as follows:

Construction bid + 10% contingency for eligible change orders + 11% for construction management services (not to exceed the TIP programmed amount).

- c. TxDOT and the local governmental entity shall execute an amendment to the Funding Agreement (Federal Letter of Authority) to reflect a change in the TIP amount.
7. Owner requested change orders will be covered 100% by the local agency. Owner requested change orders are the result of changes requested by the local agency, not included in the original TPB approved scope of work.

I. Public Involvement

The MPO commits to a public involvement process that includes the provision of timely information, provides reasonable public access to technical and policy information, provides adequate public notice, seeks out and considers traditionally underserved populations, and documents significant comments. Please see the MPO Policy 2: Public Involvement Process for additional information on public involvement.

Adopted: April 28, 2014