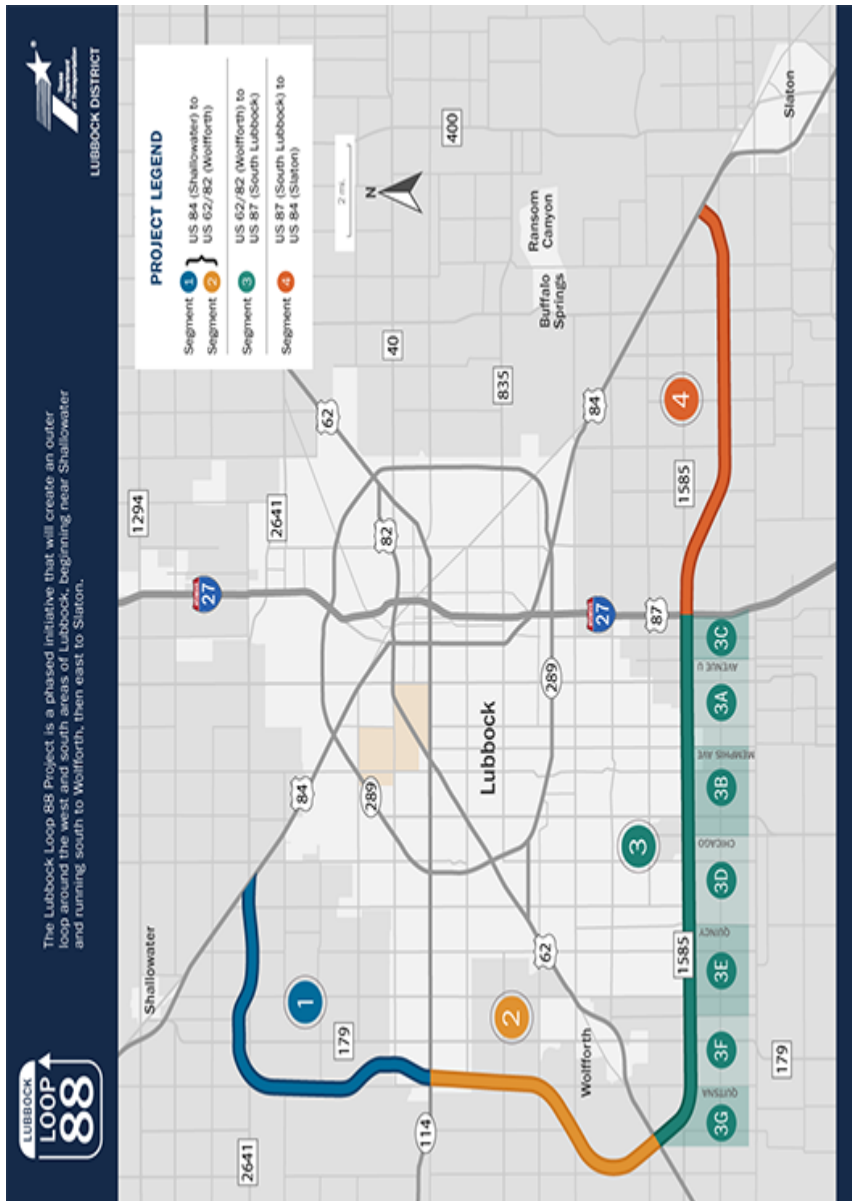


Transportation Policy Committee

September 15, 2026



Agenda

Agenda Item 1 Call to order

Agenda Item 2 Acknowledgement of Quorum

Agenda Item 3 Safety Procedures

Agenda Item 4 Public Comment

Agenda Item 5 Meeting Minutes

Agenda Item 6 Office Space

Agenda Item 7 Chair/Vice-Chair Nominations

Agenda Item 8 MTP 2055

Agenda Item 9 Fiscal True Up

Agenda Item 10 Reports

Loop 88 Segment 3C

Current status

Segment 3C is a part of the overall Loop 88 project in Lubbock County. The goal of the project is to improve mobility and reduce congestion in the area as many goods are transported within the region.

The project would convert existing two-lane rural roadways section to an access-controlled, six-lane divided freeway section with frontage roads and ramps.

The construction schedule for Loop 88 Segment 3C is unique to the remaining sections of Loop 88 Segment 3. Please view the map linked below in the “Downloads” section to visualize the remaining sections of Loop 88 Segment 3.

- Section 3A and 3B (Construction Completed)
- Section 3C (Forthcoming Fall 2026)
- Section 3D
- Section 3E
- Section 3F & 3G

Current activity

TxDOT is preparing to let the project during the Summer of 2026. Once award of the project is completed this project webpage will be updated with proposed lane closures, construction detours, and updated timelines. The Lubbock District Public Information Officer will also update the community thru news releases once construction has begun.

AGENDA ITEM 1

Call to order of the Transportation Policy Committee.

AGENDA ITEM 2

Acknowledgement of the Quorum of the Transportation Policy Committee by the Chair.

AGENDA ITEM 3

Safety Procedures.

Discussion: None

Staff Recommendation: Review

Safety Procedures
1314 Avenue K, City Council Chambers
Lubbock Texas 79401

In the event of an emergency, serious illness or accident to an employee or visitor while in this meeting:

1. Call 911.
2. City safety protocol determines that the most senior city employee in attendance is in charge to control panic, meet emergency personnel and direct them to the site.
3. DO NOT MOVE the injured person unless they are in IMMEDIATE DANGER. Wait for emergency personnel.

Tornado or Inclement Weather

When a tornado warning has been issued by the National Weather Service, designated building contacts will notify the meeting to take cover. In addition, most cell phones are equipped with 911/Alert software that will alert you to take cover.

1. Do not leave the building and stay away from window and doors
2. Exit Council Chambers and use the stairwell by the elevators to go to the basement. Emergency personnel will direct you to areas of the basement, and sit/crouch down on floor and remain calm.
3. Remain there until the all clear signal has been given by emergency personnel.

Fire

If you hear the fire alarm: Evacuate immediately by exiting the Council Chambers, south facing doors, or the south facing door in the Council Conference room. Continue to the main Citizen Towers doors facing south or east and meet in the parking lots across the streets. The last person to exit the room should shut the door if there is no danger to that person.

If you discover the fire in the building try to isolate the fire by shutting the doors and pulling the fire alarm nearest you. Exit the building.

Gas Leak, Odor, Toxic Fume

Exit the building following the guidelines set for fire. DO NOT pull fire alarm or use your phone as it may trigger an explosion. Call 911 outside.

Workplace Violence, Terrorism Incident

1. Remain calm, call 911.
2. The main doors of the Citizen Tower will lock. Lock all doors to the Council Chambers, if possible.
3. Those present will exit the room as instructed by the senior city employee and will be directed where to go for safety.
4. When emergency personnel arrive **DO EXACTLY AS THEY DIRECT YOU TO** in order to alleviate as much confusion as possible.

AGENDA ITEM 4

Public Comment Period/Acknowledgement of Guests of the Transportation Policy Committee.

DISCUSSION: Opportunity for the public to comment on transportation planning activities.

ACTION REQUIRED: None

Agenda Item 5

Approval of the August 18, 2026 Transportation Policy Committee Meeting Minutes

Discussion:

Review and approve the Transportation Policy Committee meeting minutes dated August 18, 2026.

Action Required:

Consider approval.

Staff Recommendation:

Approve.

**Minutes of the
Transportation Policy Committee
Lubbock Metropolitan Planning Organization
August 18, 2026**

The meeting of the Transportation Policy Committee of the Lubbock Metropolitan Planning Organization was held at the Lubbock City Hall located at 1314 Avenue K, Lubbock TX 79401, City Council Chambers at 8:30 a.m. on August 18 2026.

Required notices were given to the members of the Policy Committee and the public. The following Transportation Policy Committee members were present:

TPC Members:

Curtis Parrish, Chair, Judge, Lubbock County
Dr. Jennifer Wilson, Vice-Chair, Councilwoman, City of Lubbock
Christy Martinez-Garcia, Pro-Tem, Councilwoman, City of Lubbock
Jarrett Atkinson, City Manager, City of Lubbock
Mike Dalby, Commissioner, Lubbock County
Chris Mandrell, General Manager, Citibus
Charlotte McDonald, Councilwoman, City of Wolfforth
Kylan Fancis, District Engineer, TxDOT, Lubbock District
Mark McBrayer, Mayor, City of Lubbock

Staff/Guests:

Martin Lucero, Lubbock MPO, Executive Director
Tammy Walker, Lubbock MPO, Management Specialist
Ayla Ryan, Lubbock MPO, Senior Planner
Steven Sims, Lubbock MPO, Assistant Director
Mallory Garcia, Lubbock MPO, Planner
Kaitlin Matheus, GIS Database Admin.
Slater Elza, Underwood Law Firm
Eric Rejino, Assistant City Manager, City of Lubbock
John Turpin, PE, Division Director of Engineering/City Engineer
Randy Criswell, City Manager, City of Wolfforth, Chair of Transportation
Advisory Committee
Chelsea Baldivia, SPAG
Kelly Criswell, SPAG
Travis Widman, Kimley-Horn
Rey Carrassaco, Kimley-Horn
Michael Mangum, CFO/AGM, Citibus

Call to Order:

Chair Judge Curtis Parrish called the Transportation Policy Committee meeting to order at 8:31 a.m.

The Committee moved to the next item.

Acknowledgement of the Quorum of the Transportation Policy Committee by the Chair.

Chair Judge Curtis Parrish acknowledged a quorum.

The Committee moved to the next item.

Safety Procedures:

Safety procedures were reviewed.

The Committee moved to the next item.

Public comment period/Acknowledgement of Guests of the Transportation Policy Committee:

Chair Judge Curtis Parrish welcomed guests in attendance.

The Chair and Policy Committee welcomed Kylan Francis to the Policy Committee. She replaces retired Steve Warren, TxDOT.

There was no public comment.

The Committee moved to the next item.

Approval of June 16, 2026, meeting minutes of the Transportation Policy Committee.

Chair Curtis Parrish asked the Policy Committee if there were any corrections or comments regarding the meeting minutes of June 16, 2026. There were none.

Mike Dalby made a motion to approve the meeting minutes of June 16, 2026. Christy Martinez-Garcia seconded the motion and it was approved unanimously.

The Committee moved to the next item.

TxDOT Freight Industry Workshop:

Martin Lucero stated that the region has been selected to host a Freight Industry Workshop that will take place on September 23, at 916 main Street, First Floor Bank Lobby. He stated it will be part of the Texas Mobility Plan, and we are hoping to have strong show for West Texas at the workshop. WSP is the consulting firm that TxDOT has hired to do the Freight Plan.

There was discussion on business to invite, as well as Ports to Plains, congressmen and other transportation supporters to the workshop.

The Committee moved to the next item.

Provide an update to the Transportation Policy Committee on discussions focused on non-federalized funding mechanisms for establishing a predictable annual local contribution for grant matching and project development.

Martin Lucero updated the Policy Committee of various funding options that could help with predictable sources of non-federal funds for grant matching, project development and related transportation needs. He stated the discussion includes how other MPO's have structured their funding options.

Martin Lucero discussed Transportation Development Credits (TDC's), Vehicle Registration Fees, Sales Tax Revenue, local match, and TPF funds. Martin Lucero stated that Citibus uses TDC's and that the City of Wolfforth could apply for TDC's, however, they do not have a transit provider. Martin Lucero also discussed how the Waco MPO gathers their grant match which is based on the different cities within those MPO areas population. Martin Lucero also discussed how the sales tax was utilized by the City of Lubbock, Lubbock County and City of Wolfforth.

Martin Lucero stated that Vehicle Registration Fees must be approved by state legislature and can take up to 3 years to advance. He stated that Sales tax must go through the same process but also needs to be voter approved.

Chair Curtis Parrish stated he supports staff to go after grant funding.

The Committee moved to the next item.

FY 2027-2028 Unified Planning Work Program Review Amendment:

Martin Lucero stated that the proposed 27-28 UPWP updates projected revenues using the latest formula funding estimates provided by TxDOT as well as additional wording. He stated the revised estimates are lower than those used when the UPWP was originally developed and reflect the current federal funding outlook.

Martin Lucero discussed the “highs” and “lows” of each task and how work might be affected depending on which budget the Committee chose.

There was discussion regarding staff, grants, GIS, Citibus, interns, work with SPAG, what the TAC recommended, and the majority of the Committee commented that the cuts seem extreme, and continued conversation regarding carryover for FY 2026. Martin Lucero stated that when the new transportation bill allows, we can come back to the Committee with an amendment to increase the budgets and tasks.

Chris Mandrell expressed his concern regarding the cut for the MTP and asked when the new MTP process begins. Martin Lucero stated in January 2027. Chris Mandrell stated his concern is to make sure the MTP is in place, because it is everything we do and though I heard you say that we have staff that can accomplish this. Martin Lucero stated we do but that means that staff time will be only for that and we couldn't work on anything else. We couldn't look for additional grants, travel for training, etc. Chris Mandrell stated the last time we did the MTP we had consultants that came in and conducted the process. Martin Lucero stated yes that that's where the \$60,000 would apply for the consultant. They would carry the workload, public involvement, and making sure we are compliant with federal requirements. Chris Mandrell stated, yes that is a concern, the MTP is the basis of everything, maybe we should fill this task with more, I just do not want to go back to what we had to go through last time. Martin Lucero stated, yes, we can add to that as long as we don't go over the high.

Kylan Francis stated “what happens if we have to come back and ask for more and there is no more to give?” I would rather that we do a middle ground so that there is a “cushion” and then if they do ask we can do that. I mean it seems so drastic and as Chris Mandrell mentioned we won't have money to do what is needed. I personally feel we should go middle ground closer to the \$835,043 because if we go low and they ask for more cuts where is that coming from, what would be next to cut? Martin Lucero stated unfortunately, that would be staff. Kylan Francis stated that is concern for me because we now have the staff we need with people with experience who know their jobs. In my opinion, that would hurt us in the long run.

Mike Dalby stated in this discussion with Mayor McBrayer, we agree with Kylan Francis and what she just said. I think we need to add the \$147,000 back into the amount of \$835,043. Jarett Atkinson asked about rollover and if that amount was to be included. Mike Dalby stated that I do not want to put anyone in the position where you have to cut staff. That's a no for me. I support the amendment amount to be \$835,043.

The Committee continued to discuss the cost increases per task. In TASK 1 (staff) there will be an increase of \$40,000, TASK 2 (Transportation Model) increase of \$40,000, Task 4 MTP will have \$30,000 added and in TASK 5, Special Studies (Grants) it will increase \$32,000. Chair Curtis Parrish stated that the action was to approve the amount of the UPWP. Martin Lucero stated he would make the adjustments.

Mike Dalby made motion to approve the amended 27-28 UPWP to the total amount of \$835,043. Christy Martinez-Garcia seconded the motion, and it was approved unanimously.

The Committee moved to the next item.

FY 2025-2026 Unified Planning Work Program (UPWP) Benefit Cost Analysis Amendment:

Martin Lucero stated that the amendment to the 2025-2026 UPWP is to add a Benefit-Cost Analysis to Subtask 3.1.A. He stated that the MPO partnered with TxDOT to use an on-call consultant to prepare the BCA required for the infrastructure for Rebuilding America (INFRA) Grant application for LP 88 3F and 3G. Martin Lucero also stated that the amendment reallocates funding within the UPWP to support completion of this work and document the anticipated project benefits and costs as required by the USDOT, mostly changing wording to what is required and true up costs.

Mayor Marck McBrayer made a motion to approve the Amendment to the 2025-2026 UPWP regarding Benefit Cost Analysis. Dr Jennifer Wilson seconded the motion and it was approved unanimously.

The Committee moved to the next item.

Reports:

Martin Lucero stated that the MPO and SPAG partner went to Atlanta GA recently because they were selected to receive the 2026 Excellence Award for their "above and

beyond” teamwork for the South Plains Regional Commuter Mobility and Transit Demand Study. He stated it was a great honor for both parties and is a big win for the area. Everyone congratulated them.

Chair Curtis Parrish adjourned the meeting of the Transportation Policy Committee at 9:39 a.m.

Agenda Item 6

Lubbock MPO Lease Agreement Status

Background:

The Lubbock Metropolitan Planning Organization (LMPO) is currently in the final year of its facility lease contract. To ensure seamless operational continuity and allow sufficient lead time to evaluate administrative needs, staff briefed the Transportation Policy Committee (TPC) in June regarding office space procurement and lease negotiation authority. At that meeting, the TPC formally authorized the Executive Director to evaluate prospective space options, negotiate lease terms or extensions, and submit a finalized agreement for committee approval.

Maintaining an appropriate, accessible facility is essential to supporting the LMPO's federally mandated planning obligations under Title 23 and Title 49 of the United States Code. Beyond providing workspace for daily staff operations and board governance, the MPO facility serves as a central hub for inter-agency coordination with regional transportation partners and provides a compliant public forum for community involvement activities.

In the attachment provided, each proposed tenant has provided estimated costs associated with the services necessary for the Lubbock Metropolitan Planning Organization (MPO) to perform its daily administrative and operational responsibilities and maintain compliance with applicable federal requirements.

As part of this evaluation, each proposed tenant was given the opportunity to identify and provide costs for services comparable to those the MPO currently receives as part of its existing operating environment. This approach was intended to provide a consistent comparison of the overall costs associated with each proposed location.

The estimates presented to the Transportation Policy Committee include the anticipated costs necessary for the MPO to continue operating at its current level of service, including the administrative, technical, facility, and support functions required for normal day-to-day operations. These estimates are intended to represent the anticipated cost of maintaining operational continuity and federal compliance rather than simply comparing base lease or occupancy costs.

Accordingly, the information presented should be considered as a comparison of the overall operational cost associated with each proposed tenant arrangement and the services necessary for the Lubbock MPO to continue functioning in substantially the same manner as it does today.

Discussion:

Staff will present the office location comparison, summarize the material service and cost differences, and request direction on the preferred option. Any discussion of confidential negotiating terms may be conducted in executive session as authorized by Texas Government Code Section 551.072. Any final action will be taken in open session.

Attachments: Office Location Cost and Service Comparison.

Action Requested: Select a preferred office location or temporary occupancy option and authorize the Executive Director and fiscal agent to negotiate a proposed agreement, subject to legal review, available funding, and applicable procurement requirements. The proposed agreement will return to the Transportation Policy Committee for consideration before execution.

Staff Recommendation: Authorize negotiations for the option that best meets LMPO's operational needs at a reasonable total cost and direct staff to return with a proposed agreement for final consideration.

Lease Agreement Cost Breakdown									
Tenant A					Tenant B				
Services	Quantity	Unit	Unit Price	Cost	Services	Quantity	Unit	Unit Price	Cost
Office Space	1558	sq. ft./yr	\$14.48	\$22,561.91	Office Space	875	sq. ft.	\$13.65	\$11,940.25
					Fire, access control, security	1	Annually	\$1,800.00	\$1,800.00
					Cleaning	875	sq. ft.	\$6.00	\$5,250.00
					Meeting Space	1	Annually	\$2,849.76	\$2,849.76
					Building and Facility Support	1	Annually	\$1,500.00	\$1,500.00
Subtotal				\$22,561.91	Subtotal				\$23,340.01
Parking	5	Annually	\$25.00	\$1,500	Parking	5	Annually	\$6.00	\$360.00
Subtotal				\$1,500	Subtotal				\$360.00
Lubbock County IT	1	Annually	\$1,056.00	\$1,056	IT	1	Annually	\$300.00	\$300.00
City of Lubbock IT	10	Monthly	\$2,958.75	\$29,588					
Subtotal				\$30,644	Subtotal				\$300.00
MPO Communication	12	Monthly	\$4.10	\$49	MPO Communication	12	Monthly	\$4.10	\$49
Liability Insurance	1	Annually	\$2,907.51	\$2,907.51	Liability Insurance	1	Annually	\$2,907.51	\$2,907.51
Subtotal				\$2,957	Subtotal				\$2,957
Total				\$57,662.12	Total				\$26,956.72

Discussion:

Staff will present the office location comparison, summarize the material service and cost differences, and request direction on the preferred option. Any discussion of confidential negotiating terms may be conducted in executive session as authorized by Texas Government Code Section 551.072. Any final action will be taken in open session.

Attachments: Office Location Cost and Service Comparison.

Action Requested: Select a preferred office location or temporary occupancy option and authorize the Executive Director and fiscal agent to negotiate a proposed agreement, subject to legal review, available funding, and applicable procurement requirements. The proposed agreement will return to the Transportation Policy Committee for consideration before execution.

Staff Recommendation: Authorize negotiations for the option that best meets LMPO's operational needs at a reasonable total cost and direct staff to return with a proposed agreement for final consideration.

Agenda Item 7

Considerations for a Transportation Policy Committee Chairman and Vice Chairman

Background:

The governance framework, eligibility criteria, and operational procedures for the upcoming Transportation Policy Committee (TPC) officer elections. For reference purposes, please find attached the most recently adopted bylaws.

Officer Eligibility and Governance Considerations

The Lubbock Metropolitan Planning Organization (LMPO) bylaws require the TPC to elect a Chair and Vice Chair from among its designated voting membership. Voting members in good standing are eligible to hold office, whereas nonvoting members, technical advisers, and agency visitors may not serve as officers.

- **Voting vs. Nonvoting Representation:** The TxDOT Lubbock District Engineer holds a voting seat on the TPC, while the TxDOT Transportation Planning and Programming (TPP) Division representative serves in a nonvoting capacity.
- **3C Regulatory Neutrality:** Although the TxDOT District representative technically holds voting status under the bylaws, TxDOT officials traditionally abstain from serving as TAC Chair or Vice Chair. This practice aligns with federal Continuing, Cooperative, and Comprehensive (3C) planning regulations to prevent perceived conflicts of interest, preserving administrative neutrality between MPO decision-making bodies and TxDOT's ultimate role in fund oversight and project execution.

Nomination Guidelines and Agency Succession

LMPO bylaws do not establish a required agency rotation among participating entities (City of Lubbock, City of Wolfforth, Lubbock County, Citibus, TxDOT, or rural communities), nor do they impose term limits on serving officers. An officer may be reelected for consecutive terms provided they remain the designated voting representative for their entity.

While past elections reflect an informal commitment to sharing leadership among regional partners, this custom is advisory rather than mandatory. Nominations remain open to any eligible voting member.

Recent TPC Leadership History

Term	Chair	Vice Chair
2022–2024	Judge Curtis Parrish (<i>Lubbock County</i>)	Chris Mandrell (<i>City of Lubbock</i>)
2024–2026	Judge Curtis Parrish (<i>Lubbock County</i>)	Dr. Jennifer Wilson (<i>City of Lubbock Councilwoman</i>)

Note: Historical leadership reflects broad interagency participation but does not dictate a binding succession sequence or reserve upcoming seats for specific jurisdictions.

Officer Responsibilities and Election Timeline

TPC officers serve two-year terms commencing in October of even-numbered years. Terms continue for the full two years or until successors are elected; however, an officer's term ends automatically if they no longer hold their designated voting position.

Duties of the Chair & Vice Chair

- **Governance & Parliamentary Authority:** The Chair presides over TPC meetings, maintains decorum, enforces attendance and committee rules, certifies meeting minutes, and guides proceedings in accordance with *Robert's Rules of Order*. Administrative responsibilities include opening sessions, calling for motions, managing votes, and appointing subcommittee members.
- **Interagency Liaison & Community Representation:** The Chair serves as the official spokesperson and primary liaison for the committee in public engagement initiatives, leadership communications, hearings, and conferences, with the authority to designate an alternate representative when needed.
- **Vice Chair Responsibilities:** The Vice Chair assumes all duties of the Chair during their absence or incapacity.

Election Schedule: The committee will receive nominations during the September meeting, with formal elections conducted in October.

Discussion:

Consider nominations for Chair and Vice Chair of the Transportation Policy Committee.

Attachment: LMPO Bylaws

Action Requested:

Receive nominations and conduct the election at the October Transportation Policy Committee meeting.

Staff Recommendation: Consider Nominations and vote in October



Lubbock Metropolitan Planning Organization

Bylaws

Adopted: October 1995
Amended: May 1998
Amended: October 2002
Amended: February 10, 2004
Amended: September 13, 2005
Amended: March 20, 2006
Amended: July 24, 2007
Amended: January 19, 2010
Amended: July 20, 2021
Amended: December 19, 2023

CHAPTER 1

STUDY ORGANIZATION AND MANAGEMENT

The Lubbock Metropolitan Planning Organization (MPO) requires involvement of policy makers, technical staff and citizens to address various facets of the transportation planning process. The geographic boundary of the MPO is shown on the following page.

Participant Roles:

The Transportation Policy Committee (TPC) structure is outlined in the 1973 Designation Agreement and its roles reiterated in the 1988 Designation Agreement, Under I. Organization, Section C., which declares “Use the Committee structure established pursuant to Section 134 of Chapter 1 of Title 23 U.S.C. as the group responsible for giving the Metropolitan Planning Organization overall transportation policy guidance.”

Its purpose and structure are reaffirmed in the preamble of the September 18, 2018 Memorandum of Understanding between the City of Lubbock and the MPO when it states, “...and the Transportation Policy Committee of the Lubbock Metropolitan Planning Organization acting as the legal representative of the Lubbock Metropolitan Planning Organization in the Lubbock urbanized area....”

Currently, three political jurisdictions are included within the Lubbock MPO Metropolitan Area Boundary (Exhibit No. 1). These are the Cities of Lubbock and Wolfforth and Lubbock County. The MPO Transportation Policy Committee shall ensure adequate staff is available to perform all appropriate MPO activities required by law. The Lubbock Metropolitan Planning Organization’s Transportation Planning Director administers the program in compliance with policy and procedures as determined by the Transportation Policy Committee. The Transportation Planning Director is responsible to the designated MPO Transportation Policy Committee for policy and supervision.

The Lubbock Metropolitan Planning Organization seeks technical assistance from various sources including the City of Lubbock, the City of Wolfforth, the County of Lubbock, the Texas Department of Transportation’s Lubbock District office, Texas Department of Transportation’s Transportation Planning and Programming Division, the Federal Highway Administration, the Federal Transit Administration, Citibus, and other public and private resources.

Organizational Structure:

The Lubbock Metropolitan Planning Organization shall be comprised of:

1. Transportation Policy Committee
2. Transportation Advisory Committee
3. Transportation Planning Director and MPO staff

4. Other Committees and Sub-Committees as approved by the Transportation Policy Committee
5. Fiscal Agent

CHAPTER 2

RESPONSIBILITIES OF THE METROPOLITAN PLANNING ORGANIZATION

Transportation Policy Committee:

The Transportation Policy Committee (TPC) is a group responsible for the overall operation of the Metropolitan Planning Organization (MPO) and sets policy for the MPO and staff. It is responsible for insuring that the requirements, as established in the state and federal laws and regulations, are carried out.

The Transportation Policy Committee shall have the following responsibilities:

1. Approve goals and objectives of the transportation planning process and plan.
2. Establish fiscal and personnel management agreements between the MPO Policy Committee and the fiscal agent to identify respective relationships, roles and responsibilities.
3. Ensure that the Metropolitan Planning Organization is adequately staffed.
4. Provide guidance and policy to the MPO staff on carrying out their responsibilities.
5. Hire, terminate and evaluate the Transportation Planning Director.
6. Review and adopt changes in transportation planning concepts.
7. Review and approve the Unified Planning Work Program (UPWP) and its revisions.
8. Review and adopt the Transportation Improvement Program (TIP) and its revisions including project priorities and approval of any changes in the priority schedule.
9. Review and adopt the Metropolitan Transportation Plan and its revisions.
10. Ensure the efficient and effective use of the Federal Highway Administration (FHWA) PL Funds and the Federal Transit Administration (FTA) Section 5303 planning funds.
11. Serve as liaison representatives between various governmental units in the study area to obtain optimum cooperation of all governmental units in implementing various elements of the plan.
12. Ensure citizen participation in the transportation planning process through a proactive policy.
13. Ensure certain Standards of Conduct and Ethics amount its membership.

Transportation Advisory Committee:

The Transportation Advisory Committee (TAC) is the group of the MPO that provides technical support to the Transportation Policy Committee and MPO staff. It reports to the Transportation Policy Committee.

The Transportation Advisory Committee shall have the following responsibilities:

1. Review transportation related studies within the Lubbock Metropolitan Planning Area and make recommendations to the Transportation Policy Committee and other Committees.
2. Provide technical support in the preparation of the Metropolitan Transportation Plan and recommend its adoption to the Transportation Policy Committee.
3. Review the Transportation Improvement Program (TIP) including reviewing projects and making recommendations to the Transportation Policy Committee.
4. Advise the Transportation Policy Committee on technical and policy matters with accompanying recommendations and supporting rationale.
5. Assist the Transportation Policy Committee and MPO Staff with technical tasks associated with developing the Unified Planning Work Program (UPWP) and recommends its adoption by the Transportation Policy Committee.

Fiscal Agent:

The fiscal agent of the Lubbock Metropolitan Planning Organization is responsible for maintaining required accounting records for state and federal funds consistent with current state and federal requirements, providing funding to allow the MPO staff to operate the program and establishing fiscal and personnel management agreements with the MPO Policy Committee to identify respective relationships, roles and responsibilities.

The City of Lubbock serves as the fiscal agent for the Lubbock Metropolitan Planning Organization.

Transportation Planning Director:

1. Take directions from and be responsible to the Transportation Policy Committee for policy and guidance.
2. Supervise (hire, terminate, and evaluate) all MPO staff as identified in the Unified Planning Work Program. Supervise MPO staff regardless of agency affiliation. Coordinate the duties of all MPO staff as identified in the Unified Planning Work Program.
3. Maintain necessary staff to continually execute the transportation planning responsibilities required, keeping the study up to date.
4. Administer and coordinate Metropolitan Planning Organization activities with signatories of the MPO and the Texas Department of Transportation.

5. Assure compliance with the Federal and State Transportation Planning Regulations by providing reports and certification to the sponsoring organizations.
6. Develop and revise, with cooperation of TxDOT and other participants in MPO activities, the Metropolitan Transportation Plan (MTP) for the Lubbock Metropolitan Area and obtain approval of the TIP and amendments to the TIP, as needed.
7. Develop the Transportation Improvement Program (TIP) for the Lubbock Metropolitan Area in cooperation with TxDOT, and other participants in the MPO activities. Obtain approval of the TIP and amendments to the TIP, as needed.
8. Develop, revise and obtain approval of the Unified Planning Work Program (UPWP) for the Lubbock Metropolitan Area in cooperation with TxDOT and other participants in the MPO activities.
9. Prepare Performance Reports and Expenditure Reports and submit those to TxDOT for reimbursement of expenditures.
10. Provide staff support for the Transportation Policy Committee and the Transportation Advisory Committee.
11. Prepare the meeting agenda and distribute it to the Committee members no later than one week prior to any scheduled meeting.
12. Act as a Disadvantaged Business Enterprise Liaison Officer to ensure compliance with the Federal DBE requirements.
13. Act as the designated Title VI Coordinator responsible for implementing and monitoring the Title VI plan and ensuring compliance.
14. Act as the designated Limited English Proficiency Liaison responsible for implementing and monitoring the Limited English Proficiency Plan and ensuring compliance.

Other Committees and Sub-committees:

The Transportation Policy Committee may appoint other committees, as it deems necessary, to assist it in carrying out its responsibilities. The Transportation Policy Committee shall define the responsibilities of any other committees or sub-committees for a special purpose or to ensure adequate pro-active participation in the transportation planning process.

CHAPTER 3 BYLAWS AND OPERATING PROCEDURE OF The Transportation Policy Committee

Name:

The name of this committee shall be the Transportation Policy Committee for the Lubbock Metropolitan Planning Organization.

Composition:

The Transportation Policy Committee shall be composed of the following individuals from participating governmental jurisdictions:

Voting Members:

1. One elected County official – Lubbock County appointed by the County Commissioners Court.
2. County Judge – Lubbock County
3. Three representatives of the City of Lubbock (including at least two elected officials) appointed by the Lubbock City Council.
4. District Engineer – Texas Department of Transportation, Lubbock District
5. City Manager – City of Lubbock
6. One elected official appointed by the Wolfforth City Council – City of Wolfforth
7. General Manager – Citibus¹

Non-voting Members:

1. One representative from the Federal Highway Administration.
2. One representative from the Federal Transit Administration.
3. One representative from the Texas Department of Transportation's Transportation Planning and Programming Division.
4. One representative of the Texas Commission on Environmental Quality (TCEQ)
5. Any State legislators, or United States Congressmen, whose districts include the study area and who desire to serve in an ex-officio capacity

Organization:

1. The Transportation Policy Committee shall elect a Chairperson and a Vice-Chairperson from among its voting members. Such elections shall be by a majority of the voting membership of the membership of the Transportation Policy Committee.
2. Elections shall take place in October of each even numbered year.
3. Appointed members of the Transportation Policy Committee shall serve two-year terms or until a successor is appointed.
4. An officer may succeed with no limitation to a number of terms, except that such term will not continue in the event an officer becomes ineligible for membership on the Transportation Policy Committee.
5. The term of office shall be two years or until such time new officers are elected.
6. The Chairperson and Vice-Chairperson may be removed from office by a vote of the majority of all voting members of the Transportation Policy Committee.

¹23 USAC 134(d)(2)(B) and 49 USC 5303(d)(2)(B) as amended by Section 1201 and 20005 of Map 21, Public Law 112-141 requires representation by providers of public transportation in each MPO that serves an area designated as a TMA by October 14, 2014. Amendments to CFR 450 and 49 CFR 613 will follow for consistency.

Duties of the Chairperson and Vice-Chairperson:

1. The Chairperson shall preside at all meetings of the Transportation Policy Committee.
2. The Vice-Chairperson shall assume the duties and responsibilities of the Chairperson in his/her absence.
3. The Chairperson shall serve as chief policy advocate for the Transportation Policy Committee.
4. The Chairperson shall authenticate, by signature, all resolutions adopted by the Transportation Policy Committee.
5. The Chairperson shall represent the committee at hearings, conferences, and other events as required or designate another member of the Committee, Chairperson of the Transportation Advisory Committee, or the Transportation Planning Director to represent the Chairperson.
6. Chairperson approves travel authorizations for the Transportation Planning Director of the Lubbock Metropolitan Planning Organization.
7. Chairperson reviews agendas and other documents as requested.

Meetings:

1. The regular meeting day of the Transportation Policy Committee shall be the third Tuesday of each month, or as established by a majority vote.
2. The Transportation Policy Committee shall meet for the purpose of reviewing the plan and actions that may materially affect the plan and its implementation.
3. The meetings will be held in accordance with the Texas Open Meetings Act.
4. The Transportation Planning Director, or his designee, shall serve as Secretary to the Transportation Policy Committee.
5. The Transportation Planning Director, as the Secretary to this Committee, may cancel a regularly scheduled meeting or call an additional meeting as deemed necessary. The Transportation Policy Committee Chairman may also call meetings.
6. In the event the Chairperson or Vice-Chairperson is absent from a meeting with quorum, the attending members shall elect a presiding officer to conduct the meeting until the conclusion of the meeting or until the Chairperson or Vice-Chairperson arrives.
7. Opportunities for public comments shall be provided subject to guidelines of the Transportation Policy Committee, shown in the MPO's Procedures for Public Comments (Exhibit No. 4) and the Public Participation Plan.
8. The MPO will provide online participation opportunities as appropriate. Virtual public meetings will include the same information provided at in-person public meetings and will be advertised at the same time as in-person opportunities.

Conflicts of Interest:

A Transportation Policy Committee member is considered to be a local public official for the purposes of Chapter 171, Local Government Code. If a Transportation Policy Committee member must abstain from participation in a vote or decision under Chapter 171, Local Government Code, that member must file an affidavit required under Section 171.004. Local Government Code.

Quorum:

In order for business to be transacted, there must be a recognized quorum of voting members. Fifty-one percent (51%) or greater of the total committee voting membership shall constitute a quorum for the transaction of business at all meetings.

Minutes:

Minutes of all meetings shall be kept by the MPO staff and put on the Lubbock Metropolitan Planning Organization website. Live streaming of the Transportation Policy Committee meetings are recorded by the City of Lubbock's IT staff (Exhibit No. 3). The recordings of the Transportation Policy Committee meetings are archived on the City of Lubbock's website.

Committees:

The Transportation Policy Committee may create ad hoc committees or other technical committees at their discretion or on the advice of the Transportation Advisory Committee.

Rules of Order:

The Transportation Policy Committee shall generally conduct business as prescribed in Roberts' Rules of Order in all areas of parliamentary procedures or any voting member may invoke the rules, as necessary.

Amendments to the Bylaws:

These Bylaws may be amended by two-thirds vote of the membership of the Transportation Policy Committee at any duly called meeting wherein an official quorum is present. A bylaw change shall be presented for consideration at a regularly scheduled meeting of the committee. However, voting shall be deferred until the regular scheduled meeting following the meeting at which the bylaws change was proposed and which coincides with the requirements outlined in the Public Involvement Policy regarding Policies and Procedures.

The Transportation Policy Committee may add Non-voting (Ex-Officio) members to either the Transportation Policy or Advisory Committee at any time.

Standards of Conduct and Ethics (Bylaw 09-001):

Section 472.034 of the Texas Transportation Code requires that the Policy Board of each Metropolitan Planning Organization (MPO) in the state of Texas adopt amendments to its Bylaws, as applicable, which incorporate certain standards of conduct and ethics for the MPO Board Members and employees. A Policy Board member or employee of the Lubbock Metropolitan Planning Organization may not:

1. Accept or solicit any gift, favor, or service that might reasonably tend to influence the member or employee in the discharge of official duties or that the member or employee knows or should know is being offered with the intent to influence the member's or employee's official conduct;
2. Accept other employment or engage in a business or professional activity that the member or employee might reasonably expect would require or induce the member or employee to disclose confidential information by reason of the official position;
3. Accept other employment or compensation that could reasonably be expected to impair the member's or employee's independence of judgement in the performance of the member's or employee's official duties;
4. Make personal investments that could reasonably be expected to create a substantial conflict between the member's or employee's private interest and the public interest; or
5. Intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised the member's or employee's powers or performed the member's or employee's official duties in favor of another.

For the purposes of this section, the Transportation Planning Director shall be subject to all standards, restrictions, prohibitions, and rules set forth herein for employees of the Lubbock Metropolitan Planning Organization. See Exhibit No. 2 for additional guidance.

CHAPTER 4 BYLAWS AND OPERATING PROCEDURE OF The Transportation Advisory Committee

Name:

The name of this Committee shall be the Transportation Advisory Committee for the Lubbock Metropolitan Planning Organization.

Composition:

The Transportation Advisory Committee shall be composed of key staff members of participating governmental jurisdictions.

Voting Members:

1. Director of Planning – City of Lubbock
2. City Engineer – City of Lubbock
3. City Traffic Engineer – City of Lubbock
4. Two Lubbock County Commissioners (must be designated by Commissioners Court)
5. One designated Representative – Citibus
6. Director of Transportation Planning and Development – TxDOT Lubbock District
7. City Manager – City of Wolfforth
8. Director of Public Works – Lubbock County
9. One designated representative from the City of Lubbock Police Department
10. One designated representative from the Texas Department of Public Safety
11. One designated representative from the Facilities Department of Texas Tech University
12. Director of Public Works – City of Lubbock

Non-voting members:

1. One representative of the Texas Department of Transportation, Transportation Planning and Programming Division.
2. One representative of the Federal Highway Administration
3. One representative of the Commission on Environmental Quality (TCEQ)
4. One representative from the Freight Community
5. One representative from the Lubbock Preston Smith International Airport
6. Two representatives from the City of Lubbock's Traffic Commission
7. Same (5) five elected officials as noted on the Policy Committee

And other resources from:

Lubbock Traffic Management Team
Lubbock Emergency Planning Committee
The Freight Community
City of Lubbock's Traffic Commission
Texas Bicycle Coalition
The Freight Community
Preston Smith International Airport
Lubbock Chamber of Commerce
Independent School Districts
Lubbock Economic Development Alliance
Rural Transit Providers

Intercity Bus Providers
Telework Program Agents
Public Transportation Providers
Intermodal Facility Operators
Non-motorized Transportation Facilities Providers and users
Carpool Program Operators
Van Pool Operators
Transit Benefit Program Operators
Parking Cash-out Program Operators
Shuttle Program Operators

Alternate Members:

Each voting member may have a designated alternate voting member, who is otherwise a non-voting member and may serve at any Transportation Advisory Committee meeting in the voting member's absence. Alternate member must be appointed in the same manner as the voting member. Appointed alternate members will have the voting rights and privileges of members when serving in the absence of the Transportation Advisory Committee voting member.

Organization:

1. The Transportation Advisory Committee shall elect a Chairperson and a Vice-Chairperson from among its voting members. Such election shall be by majority of the voting membership of the membership of the Transportation Advisory Committee.
2. Elections shall take place in October of each even numbered year.
3. An officer may succeed with no limitation to a number of terms, except that such term will not continue in the event an officer becomes ineligible for membership on the Transportation Advisory Committee.
4. The term of office shall be two years or until such time new officers are elected.
5. The Chairperson or Vice-Chairperson may be removed from office by a vote of the majority of all voting members of the Transportation Advisory Committee.
6. Appointed members of the Transportation Advisory Committee shall serve two-year terms or until a successor is appointed. There shall be no limitation as to the number of terms served so long as the member remains eligible for membership for the position held.

Duties of the Chairperson:

1. The Chairperson shall preside at all meetings of the Transportation Advisory Committee. During the absence of the Chairperson, the Vice-Chairperson shall preside over meetings and shall exercise all the duties of the Chairperson.
2. The Chairperson shall authenticate, by signature, all resolutions approved by the Transportation Advisory Committee.

3. The Chairperson shall represent the committee at hearings, conferences, and other events as required or designate another member of the Committee to represent the Chairperson.
4. During the absence or disability of the Chairperson, the Vice-Chairperson shall preside over meetings of the Committee and shall exercise all the duties of the Chairperson.

Meetings:

1. The regular meeting day of the Transportation Advisory Committee shall be the first Tuesday of each month or as established by majority vote.
2. The Transportation Advisory Committee shall meet for the purpose of reviewing the plan and actions that may materially affect the plan and its implementation.
3. The Transportation Planning Director, or his designee, as secretary to this Committee, may cancel a regularly scheduled meeting or call an additional meeting as deemed necessary. The Transportation Advisory Committee Chairperson may also call meetings.
4. In the event the Chairperson or Vice-Chairperson is absent from a meeting with quorum, the attending members shall elect a presiding officer to conduct the meeting until the conclusion of the meeting or until the Chairperson or Vice-Chairperson arrives.
5. Members desiring an item to be included on a meeting agenda shall notify the Transportation Planning Director no later than two (2) weeks prior to the meeting.
6. Opportunities for public comment shall be provided subject to guidelines of the Transportation Policy Committee, as shown in the Procedures for public Comments (Exhibit No. 4).
7. The MPO will provide online participation opportunities as appropriate. Virtual public meetings will include the same information provided at in-person public meetings and will be advertised at the same time as in-person opportunities.

Quorum:

In order for business to be transacted, there must be a recognized quorum of voting members. Fifty-one percent (51%) or greater of the total committee voting membership shall constitute a quorum for the transaction of business at all meetings.

Minutes:

Minutes of all meetings shall be kept and recorded by the MPO staff.

Administrative Support:

The MPO staff shall provide administrative support to the Transportation Advisory Committee.

Committees:

The Transportation Advisory Committee may create ad hoc committees or technical sub-committees as deemed appropriate, subject to the approval of the Transportation Policy Committee.

Agenda Item 8

Lubbock MTP

Background:

Federal law requires an MPO to maintain a Metropolitan Transportation Plan with a planning horizon of at least 20 years. Under [23 CFR Section 450.324](#), an MPO in an attainment area must review and update its plan at least every five years. The plan must address current and projected transportation demand, an integrated multimodal system, performance measures and targets, and a financial plan based on revenues reasonably expected to be available.

LMPO's current Metropolitan Transportation Plan, MTP 2024-2050, was prepared by HNTB through a TxDOT statewide consultant contract. The Transportation Advisory Committee recommended adoption on October 3, 2024, and the Transportation Policy Committee adopted the plan on October 15, 2024, through Resolution 2024-11. Staff proposes to begin development of MTP 2055 during Fiscal Year 2027 so that data collection, public involvement, technical analysis, financial planning, and committee review can be completed in an orderly manner before the next required update.

Professional services may be obtained through an available TxDOT statewide consultant contract, if TxDOT authorizes that method, or through a separate competitive procurement conducted with the fiscal agent. Either method must follow the applicable agreement, procurement, funding, and documentation requirements. The adopted MTP 2024-2050 is being provided separately as a reference so committee members may review the existing plan framework. It is not presented for amendment or reapproval under this item.

Discussion:

Staff will present the tentative development schedule, major work phases, proposed consultant responsibilities, and available procurement methods. The committee will be asked to identify significant local or regional issues that should be addressed in the scope of work and to select the preferred method for obtaining professional services.

Attachments: MTP 2055 Tentative Schedule.

Action Requested: Consider and take appropriate action regarding the method for obtaining professional services and authorize staff to prepare, solicit, negotiate, and engage a qualified consultant for development of the MTP 2055, subject to available funding and applicable procurement requirements.

Staff Recommendation: Authorize Staff to begin the procurement process and negotiations so development of the MTP 2055 can begin during FY 2027.

Metropolitan Transportation Plan

Lubbock MPO

Project start date: 10/1/2026

Milestone description	Category	Progress	Start	Days
Procurement				
Procurement	On Track	0%	10/1/2026	120
Visioning and Public Outreach				
Visioning Workshop and Public Outreach	On Track	0%	1/29/2027	120
Data Collection & Financial Plan				
Data Collection and Financial Plan	On Track	0%	5/29/2027	90
Travel Demand Model Simulation				
Travel Demand Model Data Collection and Review	On Track		8/27/2027	120
Drafting and Fiscal Constraint				
Document Draft and Fiscal Constraint Input	On Track		12/25/2027	90
Public Review and Committee Review				
Public Review and Committee Review	On Track		3/24/2028	90
Committee Review and Adoption			6/22/2028	60
Complete	Milestone		8/21/2028	

Agenda Item 9

Fiscal Year 2026 True Up

Background:

Prior to the close of Fiscal Year 2026, LMPO staff reviewed actual and projected revenues, expenditures, reimbursements, encumbrances, contractual obligations, administrative charges, credits, and other adjustments attributable to the fiscal year ending September 30, 2026. The purpose of the review is to identify the remaining obligations that may be paid from the current fiscal year and to ensure that each amount is supported by the adopted budget, the Unified Planning Work Program, the applicable funding source, and available documentation.

Presented prior to the close of the fiscal year, all financial figures remain preliminary projections subject to adjustment upon receipt of final invoices, credits, reimbursements, and fiscal agent entries.

Discussion:

Staff will present the projected year end financial position and a reconciliation schedule identifying each remaining obligation or adjustment, its amount, purpose, funding source, budget authority, and current documentation status. Staff will also identify any item that requires additional support, fiscal agent action, budget amendment, or TxDOT concurrence before payment or reimbursement.

Attachment:

Fiscal Year 2026 Projected Financial Summary and Reconciliation Schedule

Action Requested: Consider approval of the eligible and supported obligations and accounting adjustments identified in the attached reconciliation schedule, within the adopted budget and subject to final invoice verification.

Staff Recommendation: Approve the supported obligations and adjustments identified in the reconciliation schedule, subject to the stated funding, documentation, and approval conditions.

Task	Title	Total per Task	Month of July	Total Special Studies	Remaining Balance
1	Administrative/Management	\$ 288,546.00	\$ 242,181.55		\$ 46,364.45
2.1	Land Use TDM	\$ 98,105.00	\$ 39,845.06		\$ 58,259.94
2.1 SPECIAL STUDY			\$ 188.59	\$ 2,527.08	
2.1.1	SPAG Consultant Fee	\$ 25,500.00	\$ 3,148.06		\$ 11,681.94
2.2	GIS City of Lubbock	\$ 53,700.00	\$ 52,546.98		\$ 1,153.02
2.3	Demographic Data Development	\$ 136,320.00	\$ 64,193.18		\$ 72,126.82
2.3 SPECIAL STUDY			\$ 5,963.74	\$ 15,640.88	
2.4	Regional, Title VI, EJ Data Analysis	\$ 96,551.00	\$ 27,790.60		\$ 68,760.40
2.4 SPECIAL STUDY			\$ 1,760.78	\$ 2,831.88	
3.1	TIP/UPWP/Regional Coordination/RPO	\$ 44,586.00	\$ 75,021.27		\$ (30,435.27)
3.1 SPECIAL STUDY			\$ 376.49	\$ 16,246.08	
3.3	Transit Analysis	\$ 60,700.00	\$ 48,868.83		\$ 11,831.17
3.2	System Operational Planning	\$ 196,028.00			
3.4	PPP/Title VI/ LEP/Update of the PPP	\$ 33,666.00	\$ 5,700.49		\$ 27,965.51
3.4 SPECIAL STUDY					
3.5	Congestion Management Process	\$ 14,357.00	\$ 1,980.96		\$ 12,376.04
4.1	MTP/PEAs/TAP	\$ 80,919.00	\$ 20,485.31		\$ 60,433.69
4.1 SPECIAL STUDY					
4.2	ATP, B & P Revision, Complete Streets	\$ 100,379.00	\$ 34,520.22		\$ 65,858.78
4.2 SPECIAL STUDY			\$ 1,505.95	\$ 10,471.63	
4.3	2045 MTP	\$ 48,478.00	\$ 9,229.48		\$ 39,248.52
4.3 SPECIAL STUDY					
4.4	Freight & Rail Plan	\$ 20,000.00	\$ 16,358.93		\$ 3,641.07
4.4 SPECIAL STUDY			\$ 3,224.90	\$ 3,224.90	
5.1.1	TRIP	\$ 11,289.00	\$ 2,992.33		\$ 8,296.33
5.2	PS&E Alcove Study	\$ 22,000.00			\$ 22,000.00
5.3	FM 179 Corridor Study	\$ 22,000.00			\$ 22,000.00
5.4	Pre-Engineering for Safe Shoulders for All Program	\$ 10,594.00			\$ 10,594.00
5.5	Safety Action Plan	\$ 11,289.00	\$ 15,149.49		\$ (3,860.49)
5.6	Freight Study	\$ 2,828.00			\$ 2,828.00
July 2026			\$ 673,033.19		\$ 511,123.92
			Removal of Non-federal funds 2.1.1		\$ 499,441.98
			Anticipated expenses for Aug/Sept		\$ 163,770.00
			Total		\$ 674,894.00
			TPF Award		\$ 1,156,307.00
			Estimated Rollover		\$ 481,413.00