



Memorandum August 9, 2024

This agenda is subject to revision up to 72 hours prior to the meeting.

To: AAMPO Executive Committee Members
From: Sid Martinez, Director
Subject: August 21, 2024 Executive Committee Meeting Agenda

The next meeting of the **AAMPO Executive Committee** is scheduled for **Wednesday, August 21, 2024, at 10:30 a.m.** at the **AAMPO offices located at 825 South Saint Mary's Street.** It is the intent that the chair will preside over the meeting from this location.

Internet access to the meeting is through the AAMPO website at www.alamoareampo.org/committees/online

The following agenda items will be discussed and action will be taken as appropriate. Items may be taken out of the order shown.

Agenda

1. Roll Call

2. Citizens to be Heard

Citizens who desire to speak will be given up to three minutes to address AAMPO's Executive Committee.

3. Action on the May 30, 2024 AAMPO Executive Committee Meeting Minutes

4. Action on the FY 2024 AAMPO Staff Budget – AAMPO (Martinez)

AAMPO's fiscal year begins October 1st. The Transportation Policy Board (TPB) will be asked to adopt the Staff Budget at their August meeting based on the Executive Committee's recommendation. The draft budget will be included in the meeting package. Specific line items will be discussed during the meeting.

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status.

To arrange for translation services or assistance due to disability (free of charge), please contact the MPO at aampo@alamoareampo.org or (210) 227-8651 (or Relay Texas at 7-1-1) at least five working days in advance.

Se solicita la participación pública sin distinción de raza, color, nacionalidad de origen, edad, sexo, religión, discapacidad o estado familiar. Para coordinar servicios gratuitos de traducción o asistencia debido a una discapacidad, comuníquese con la MPO por correo electrónico a aampo@alamoareampo.org o llame al 210-227-8651 (o Relay Texas al 7-1-1) con al menos cinco días hábiles de anticipación.

Please provide any written comments on any agenda items at least one day prior to the meeting to the MPO at:

Proporcione comentarios por escrito sobre cualquier tema en la agenda al menos un día antes de la reunión pública a la MPO en:

825 South Saint Mary's Street • San Antonio, Texas 78205

(210) 227-8651 (210) 227-9321 TTD 1 (800) 735-2989

www.alamoareampo.org

5. Discussion and Appropriate Action on the Schedule for the Upcoming AAMPO Call for Projects – AAMPO (Jimenez)

AAMPO staff will review the schedule for the upcoming AAMPO Call for Projects, which is expected to officially kick off on October 1, 2024.

6. Announcements

- a. A letter, signed by the Chair, was sent to the Texas Transportation Commission in advance of their August 22, 2024 meeting where they will adopt the 10-year Unified Transportation Program (UTP). The board would normally adopt a Resolution of Support for the UTP process; however, the timing of our August Board meeting and the August Commission meeting did not align this year.
- b. AAMPO offices will be closed on Monday, September 2, 2024 in observance of the Labor Day holiday.
- c. Update on AAMPO Boundary Expansion
- d. AAMPO UPWP Subtask 5.6 Comal County Railroad Crossing Study Request for Proposals is posted on the AAMPO website. Proposals are due September 16, 2024.

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**Executive Committee
Meeting Minutes
May 30, 2024**

1. Roll Call

Members Present:

Commissioner Rebeca Clay-Flores	Bexar County
Commissioner Grant Moody	Bexar County
Councilmember John Courage	City of San Antonio
Councilmember Melissa Cabello Havrda (Chair)	City of San Antonio
Commissioner Kevin Webb	Comal County
Mayor Chris Riley	Greater Bexar County Council of Cities
Judge Kyle Kutscher	Guadalupe County
Mr. Charles Benavidez, P.E.	Texas Department of Transportation
Mr. Kevin Wolff	VIA Metropolitan Transit

Members Absent:

Others Present:

Clifton Hall	Alamo Area Metropolitan Planning Organization
Sonia Jimenez	Alamo Area Metropolitan Planning Organization
Isidro "Sid" Martinez	Alamo Area Metropolitan Planning Organization
Frank Garza	Davidson Troilo Ream & Garza

Vice Chair Rebeca Clay-Flores called the meeting to order at 5:00 p.m.

2. Citizens to be Heard

There were none.

3. Approval of the April 5, 2024 Meeting Minutes

Commissioner Kevin Webb moved and Councilmember John Courage seconded to approve the April 5, 2024 meeting minutes. The motion passed unanimously.

4. Discussion and Appropriate Action on the possible expansion of the AAMPO Metropolitan Area Boundary and changes to the AAMPO Transportation Policy Board – AAMPO (Martinez)

Chair Melissa Cabello Havrda moved and Councilmember John Courage seconded to recommend to the Transportation Policy Board (TPB) that the TPB membership increase by 4 for a total of 25 members based on the AAMPO boundary expansion which encompasses the remainder of Kendall County and a portion of Medina County. One seat for Kendall County, one seat for Medina County and one additional seat each for both Bexar County and the City of San Antonio.

Judge Kyle Kutscher and Commissioner Grant Moody voted against the original motion. The remainder of the committee, seven members, voted in favor of the motion.

Mr. Kevin Wolff amended the original motion and Chair Melissa Cabello Havrda seconded to recommend to the TPB to increase membership by 3, one additional seat for Bexar County, one seat each for Kendall and Medina Counties, and to change the current Advanced Transportation District seat to a City of San Antonio seat, for a total of 24 members.

Judge Kyle Kutscher voted against the amended motion. The remainder of the committee, 8 members, voted in favor of the amended motion.

5. Announcements

- a. The draft FY 25 -28 Transportation Improvement Program (TIP) and draft FY 2025 Conformity Determination will be posted online for public comment from April 15 through May 31, 2024. The public meeting schedule has been distributed.
- b. Upcoming Transportation Policy Board Meetings: The June TPB meeting is scheduled for Monday, June 24, 2024 at 1:30 p.m. at the VIA Metro Center. As is our usual custom, the July TPB meeting will likely be cancelled to give members a break over the Summer.
- c. AAMPO Offices will be closed on Wednesday, June 19th in observance of Juneteenth Holiday.

There being no further business, the meeting adjourned at 5:55 p.m.

	A	B	C	D	E	F	G
1	ALAMO AREA METROPOLITAN PLANNING ORGANIZATION						
2	BUDGET COMPARISON						
3						Between Current FY 2024 Budget & FY 2025 Proposed	
4	LINE ITEM		CURRENT FY 2024 BUDGET	FY 2024 YTD %Expended (Includes Projected & Encumbered Expenditures)	FY 2025 PROPOSED	DIFFERENCE	% CHANGE
5	FIXED ASSETS	Reference Books <i>(Nearmap data related to lighting study)</i>	\$ -	0.00%	\$ 35,000	\$ 35,000	100.00%
6	PERSONNEL SALARIES						
7		Salaries & Wages <i>(Salary adjustments, including FLSA exempt threshold requirement)</i>	1,732,600	90.37%	1,869,400	136,800	7.90%
8	BENEFITS						
9		Payroll Tax & Fringe <i>(36% - more employees selecting a health plan)</i>	607,400	0.00%	673,000	65,600	10.80%
10	TRAVEL & TRAINING						
11		Staff Training <i>(New staff)</i>	54,105	51.05%	68,700	14,595	26.98%
12		Travel Local Mileage	2,200	84.52%	2,300	100	4.55%
13		Auditing Services <i>(Reflects FY 2024 actual cost)</i>	36,170	100.00%	36,200	30	0.08%
14		Contract Services <i>(Organizational Development & 5-year Goal Setting workshop)</i>	8,000	32.00%	18,300	10,300	128.75%
15		Print/Bind/Reproduction	5,500	2.73%	5,500	-	0.00%
16		Education Incentive/Tuition Reimbursement	6,900	98.87%	6,800	(100)	-1.45%
17		Rental-Building	170,800	98.56%	168,500	(2,300)	-1.35%
18		Rental-Copier	7,900	99.14%	7,600	(300)	-3.80%
19		Garbage Disposal Services <i>(Shredding/recycling services increased)</i>	3,600	82.54%	4,100	500	13.89%
20		Public Notices	18,800	78.69%	18,000	(800)	-4.26%
21		Pest Control Services	800	95.25%	800	-	0.00%
22		Janitorial Services	16,600	99.96%	17,100	500	3.01%
23		Electric & Gas	11,500	87.86%	12,000	500	4.35%
24		Internet Services	7,500	100.00%	7,500	-	0.00%
25		Water & Sewage	2,300	83.05%	2,300	-	0.00%
26		Repairs & Maintenance-Equipment <i>(No computer warranty extensions-11 done in FY 24)</i>	15,500	99.33%	5,200	(10,300)	-66.45%
27		Repairs & Maintenance-Building <i>(Partitions & related furniture purchased in FY 24)</i>	17,100	98.56%	12,000	(5,100)	-29.82%
28		Supplies-Office	10,000	65.50%	10,000	-	0.00%
29		Postage <i>(No freight charges expected in FY 25)</i>	1,720	94.94%	1,000	(720)	-41.86%
30		Books & Periodicals (Subscriptions) <i>(Move from Mad Mimi to Constant Contact)</i>	15,600	96.94%	18,000	2,400	15.38%
31		Supplies-Food <i>(2 less Bike Nights and \$15 reduction per public meeting)</i>	700	96.43%	500	(200)	-28.57%
32		Furniture Minor - (\$1,000≤x<\$5,000) <i>(5 less computer replacements)</i>	52,800	80.65%	25,100	(27,700)	-52.46%
33		Compensated Absences	20,000	11.90%	20,000	-	0.00%
34							
35							

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36	Insurance <i>(Increase based on FY 2024 actual costs)</i>	6,100	93.00%	6,600	500	8.20%		
37	Public Meetings (Space Rental & Livestreaming)	11,675	98.69%	11,800	125	1.07%		
38	Storage Rental <i>(One unit will be charged to Commute Solutions Program in FY 2025)</i>	8,900	99.64%	5,400	(3,500)	-39.33%		
39	Telephone Usage	17,700	97.68%	18,500	800	4.52%		
40	Indirect Cost <i>(The de minimis rate function of salaries increased from 10% to 15%)</i>	173,600	90.19%	280,500	106,900	61.58%		
41	Computer Services <i>(Support services haven't been increase since 2007, cybersecurity awareness training and MS365 conversion incorporated, and 6 additional wkstns added since then)</i>	51,630	100.00%	60,400	8,770	16.99%		
42	Grant Equipment (x<\$1,000) <i>(Removed ArcGIS Desktop Basic licenses)</i>	5,700	83.18%	5,200	(500)	-8.77%		
43	Office & Other Equipment (x≥\$5,000)	12,000	60.70%	12,000	-	0.00%		
44	TOTAL	\$ 3,113,400	90.22%	\$ 3,445,300	\$ 331,900	10.66%		

FY 2027-2030 Transportation Improvement Program

FY 2027 – 20230 TIP Call for Projects and Document Development Schedule

Date	Milestone
September 2024	Project Call Schedule Approval – TAC and TPB
October 1, 2024	Project Call Begins
December 13, 2024	Informational Workshops
March 1, 2025	Project Submittals Due – Preliminary Phase
April 1, 2025	Notice to Submitters for Eligibility
April 30, 2025	Full and Final Submittals Due to AAMPO
May – June 2025	Multiagency Scoring Workshop(s) + Public Involvement
July 2025	TAC Funding Recommendation Work Session
July 2025	Executive Committee Recommended Projects Presentation
August/September 2025	TAC and Policy Board Action on Call for Projects Projects
April/May 2026	Action to Approve FY2027-2030 TIP/Mobility 2050 Update/2026 Conformity Determination