



**FY 2023**  
**MPO Staff/Line-Item Budget**

**Executive Committee Meeting**  
**August 5, 2022**





# Background

- AAMPO staff operating expenses are funded through Federal Highway Administration and Federal Transit Administration Planning Funds
- Reimbursable program where Bexar County acts as AAMPO's fiscal agent
- Staff operating budget is also included in the larger budget of studies (Unified Planning Work Program – UPWP) which includes all AAMPO planning and operating expenses

- MPO planning funds are included as part of the federal transportation bill, currently the Infrastructure Investment and Jobs Act (or IJJA, but also referred to as the Bipartisan Infrastructure Law or BIL)
- The IJJA was approved by Congress and signed by President Biden in November 2021. The Act funds surface transportation infrastructure planning and investment through Fiscal Year 2026
  - A record \$1.2 Trillion in infrastructure investment
  - Approximately \$500 million above the previous (FAST) act
  - Planning funds are a small fraction of the Act; approximately 1% of annual infrastructure distributions from the highway trust fund

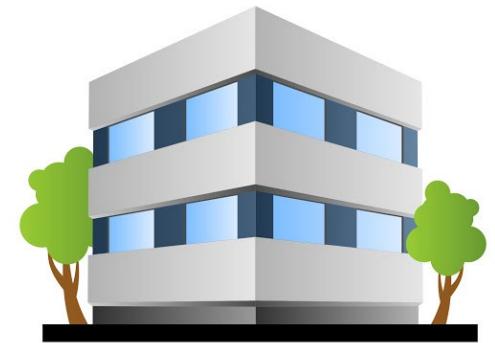


# Background

- Like most federal funds, planning funds also require a 20% local match
- TxDOT covers that match for all MPOs on a statewide basis
- AAMPO follows the federal fiscal year, which begins October 1<sup>st</sup>
- AAMPO Staff Operating Budget is a framework for planning
- The budget provides flexibility for changes, revisions, and new directions as needed

# Operating Budget Includes

- Staff Salaries & Benefits
- Travel & Professional Training
- Equipment
- Rent & Utilities
- Printing
- Contract Labor
- Communications



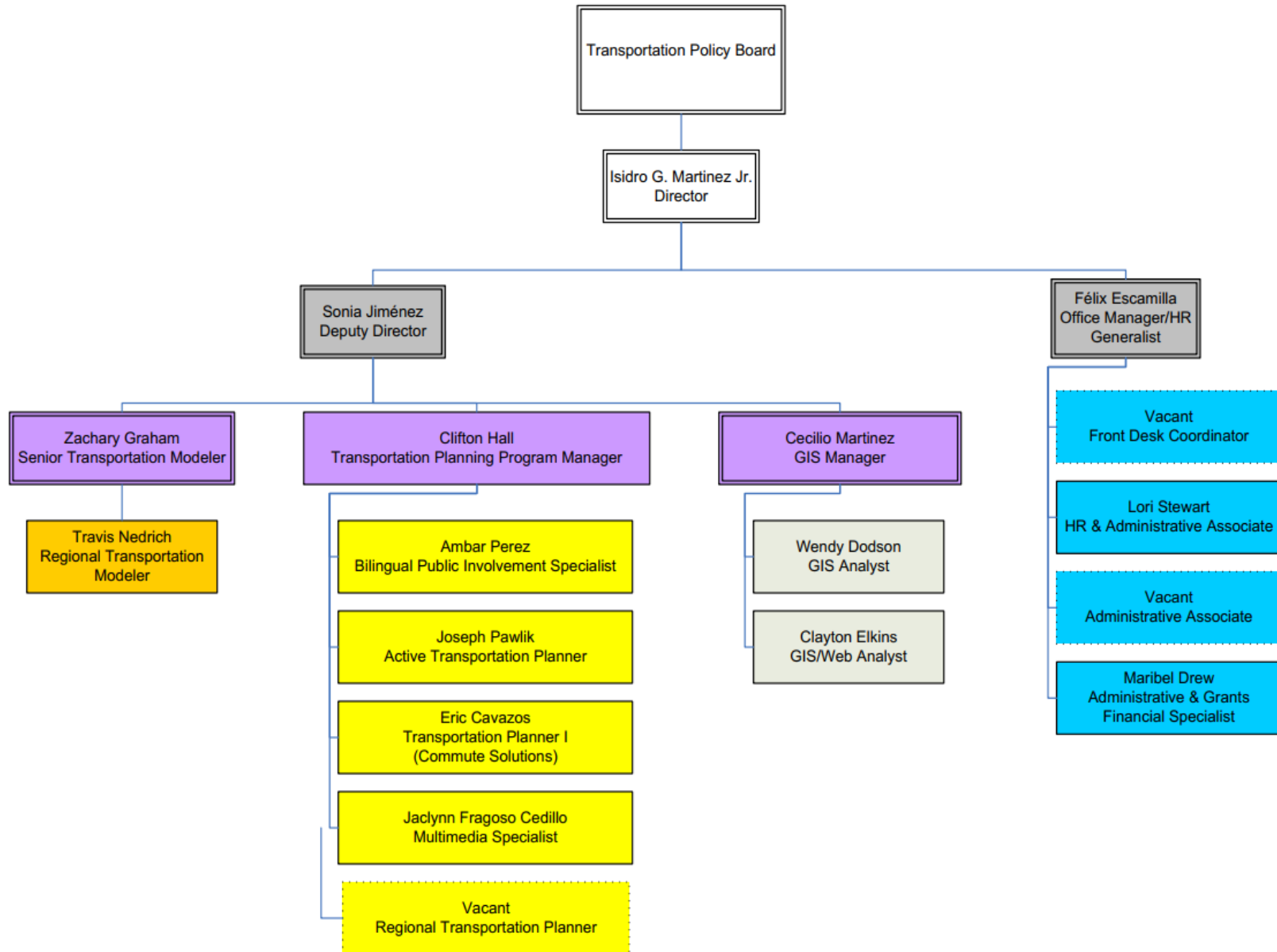


# MPO Staff

- Currently allotted 18 full-time equivalent (FTE) positions
- We currently have 16 positions filled; with 2 vacancies
- We plan on filling both positions in the coming months (Front Desk Coordinator and Regional Transportation Planner)
- Proposed budget does increase the overall number of FTE's by one; Will likely need additional staff to help meet the planning requirements in the new BIL
- Proposed budget allows for an average 5% performance based merit increase for eligible AAMPO employees

# Alamo Area Metropolitan Planning Organization

August 2022





# Line Items w/ Largest % Change

| Line Item                  | % Change | Reason   |
|----------------------------|----------|--|
| Salaries and Wages         | +12.34   | Includes up to 5% merit increases and one new senior position    |
| Payroll Tax & Fringe       | +12.61   | Line item is a percentage of salaries and wages                  |
| Staff Training             | +48.63%  | Reverting to pre-covid travel and new staff development          |
| Auditing Services          | +51.38%  | Issuing new five-year contract in FY 23; expect increase in cost |
| Contract Services          | -75.55%  | Used staffing agency in FY 22; don't anticipate need in FY 23    |
| Print/Binding/Reproduction | +120.00% | Creating/Printing/Ordering new bike maps in FY 23                |
| Public Notices             | -21.46%  | Less advertising; had three large procurements in FY 22          |
| Janitorial Services        | +15.43%  | Using COVID treatment; cost of services increased by 10%         |

**Continued on next slide**





# Line Items w/ Largest % Change

| Line Item                  | % Change      | Reason  |
|----------------------------|---------------|---|
| Repairs & Maint. – Equip   | -50.00%       | Completed more maintenance renewals in FY 22                  |
| Supplies-Food              | -45.45%       | Using funds on food is cumbersome; using edu. Incentives      |
| Furniture-Minor            | -10.83%       | Replacing less workstations                                   |
| Indirect Cost              | +12.29%       | Automatic percentage of salaries line item                    |
| Grant Equipment            | -22.22%       | Upgraded video conferencing equipment in FY 22                |
| Office & Other Equipment   | -100.00%      | Purchased new server in FY 22; don't anticipate need in FY 23 |
| <b>Total Budget Change</b> | <b>+8.32%</b> |   |



# UPWP Funds Available for Staff Operations

|   |             |
|---|-------------|
| Staff Funding Available in<br>FY 2022-2023 UPWP   | \$6,284,000 |
| FY 2022<br>Staff Operating Budget   | \$2,576,200 |
| Draft FY 2023<br>Staff Operating Budget   | \$2,791,100 |
| <i>Unused funding available to program in future<br/>Unified Planning Work Programs = \$916,000</i> |             |



# Budget Summary

*Overall Proposed Staff Operating Budget for Fiscal Year 2022:*

**\$2,791,100**

- Represents a **8.32%** overall increase from FY 2022
- Largest dollar increase can be attributed to the addition of new staff
- Even with increase, AAMPO still has significant planning funds unprogrammed to meet other future needs
- Seeking approval today with a recommendation for full board approval at the August TPB meeting