Memorandum
August 10, 2026

This agenda is subject to revision up to three business days prior to the meeting.

To: AAMPO Executive Committee Members
From: Rebeca Clay-Flores, Chair and Brendon Wheeler, Executive Director
Subject: August 14, 2026 Executive Committee Meeting Agenda

The next meeting of the **AAMPO Executive Committee** is scheduled for
Friday, August 14, 2026, at 3:30 p.m.
at the **AAMPO office located at 825 South Saint Mary's Street.**

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. **Approval of the June 2, 2026 AAMPO Executive Committee Meeting Minutes** (Item 3)

   ACTION **Requested**

4. **Fiscal Year 2027 AAMPO Staff and Operations Budget** 10 minutes

   Brendon Wheeler, Executive Director (AAMPO)

   ACTION **Requested**

   Purpose: AAMPO's Fiscal Year begins October 1. The policy board will be asked to adopt a staff budget at the August 24, 2026, meeting based on the Executive Committee's recommendation. The draft budget is attached for review. Specific line items will be discussed during the meeting. (Item 4)

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**
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5. Executive Director Future Goals and Performance Framework 10 minutes
Brendon Wheeler (AAMPO)

***ACTION* Requested**

Purpose: To adopt framework for Executive Committee to review and assess the Executive Director's performance. Actual review of Executive Director's performance to-date per employment contract will occur in the following **Item 6. Executive Session**. (Item 5)

6. Executive Session – Executive Director 6 Month Review 10 minutes
Rebeca Clay-Flores, Chair (Bexar County Commissioner)

The Metropolitan Planning Organization Transportation Policy Board Executive Committee will adjourn into Executive Session as authorized by Texas Government Code Section 550.071 (consultation with attorney) and Section 551.074 (personnel matters) to discuss Executive Director performance.

7. Appropriate Action Regarding Executive Director Performance 1 minute
Rebeca Clay-Flores, Chair (Bexar County Commissioner)

Possible ACTION

Purpose: To address any item related to Executive Director performance requiring action following Executive Session.

8. Executive Session – General Counsel 45 minutes
Rebeca Clay-Flores, Chair (Bexar County Commissioner)

The Metropolitan Planning Organization Transportation Policy Board Executive Committee will adjourn into Executive Session as authorized by Texas Government Code Section 551.074 (personnel matters) to deliberate appointment of General Counsel for Alamo Area MPO.

9. Appropriate Action Regarding General Counsel Recommendation to Transportation Policy Board 1 minute
Rebeca Clay-Flores, Chair (Bexar County Commissioner)

***ACTION* Requested**

Purpose: To recommend a qualified legal services firm to support legal needs of AAMPO in FY2027 – FY2031 for Transportation Policy Board approval at their September meeting. Pending timing of final recommendation, action may be requested to extend current legal services contract with Davidson Troilo Ream & Garza, P.C. (terminates September 30, 2026) for a brief period to maintain continuity of service. (Item 8)

10. Testimony to Subcommittee on Transportation Funding (Interim Hearing) 5 minutes
Brendon Wheeler (AAMPO)

Purpose: State Representative Terry Canales's Subcommittee on Transportation Funding is holding its interim hearing on Wednesday, September 2, 2026, at the Port of Corpus Christi's Ortiz Center. TxDOT officials, MPO Directors (including AAMPO), and other subject matter experts have been requested to provide testimony. (Item 9)

Executive Committee
Meeting Minutes
June 2, 2026

1. Roll Call

Members Present:

Commissioner Rebeca Clay-Flores	Bexar County
Councilmember Teri Castillo	City of San Antonio
Councilmember Edward Mungia	City of San Antonio
Commissioner Kevin Webb	Comal County
Mayor Chris Riley	Greater Bexar County Council of Cities
Mr. Charles Benavidez, P.E.	Texas Department of Transportation

Members Absent:

Commissioner Grant Moody	Bexar County
Judge Kyle Kutscher	Guadalupe County
Mr. Leo Gomez	VIA Metropolitan Transit

Others Present:

Frank Garza	Davidson Troilo Ream & Garza
Brendon Wheeler	Alamo Area Metropolitan Planning Organization

Chair Rebeca Clay-Flores called the meeting to order at 10:03 a.m.

2. Citizens to be Heard

There were none.

3. **Approval** of the October 21, October 30 and 31, November 3, November 13 and 14, and December 8, 2025 Meeting Minutes

Commissioner Kevin Webb moved and Mayor Chris Riley seconded to approve the presented minutes with two administrative edits as discussed. The motion passed unanimously.

4. Approval of Update to Memorandum of Understanding Among TxDOT, AAMPO, and Public Transportation Operators – AAMPO (Brendon Wheeler)

Commissioner Kevin Webb moved and Councilmember Edward Mungia seconded to approve, and recommend to the full Policy Board, approval to include the City of New Braunfels as party to the Memorandum of Understanding. The motion passed unanimously.

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5. Nomination for First Vice Chair Position on Transportation Policy Board **-** (Bexar County Commissioner) Rebeca Clay-Flores, Chair

Commissioner Mayor Riley moved and Commissioner Kevin Webb seconded to approve, and recommend to the full Policy Board, the nomination of City of San Antonio Councilmember Edward Mungia, for position of First Vice Chair to the policy board to serve the remainder of the current two (2) year term.

6. Strategic Visioning and Realignment - AAMPO (Brendon Wheeler)

For Information and Discussion Only.

7. Executive Director Future Goals and Performance Framework **-** AAMPO (Brendon Wheeler)

For Information and Discussion Only.

8. Executive Session - (Bexar County Commissioner) Rebeca Clay-Flores, Chair

The Metropolitan Planning Organization Transportation Policy Board Executive Committee will adjourn into Executive Session as authorized by Texas Government Code Section 550.071 (consultation with attorney) and Section 551.074 (personnel matters) to discuss Executive Director performance.

9. Appropriate Action Regarding Executive Director Performance **-** (Bexar County Commissioner) Rebeca Clay-Flores, Chair

No action was taken in Executive Session.

There being no further business, the meeting adjourned at 12:09 p.m.

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Commissioner Rebeca Clay-Flores
Executive Committee

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AAMPO

FY 2027 Staff And Operations Budget

August 14, 2026

Executive Committee

Presented by **Brendon Wheeler, P.E.**

Background

- Transportation Planning Funds (TPF) through the Federal Surface Transportation Bill (currently **Bipartisan Infrastructure Law, BIL**) primary funding source for Staff and Operations budget
- Funded through **Federal Highway Administration (FHWA)** and **Federal Transit Administration (FTA) Planning Funds**
- **Bexar County** is AAMPO's fiscal agent (reimbursable)
- Staff and Operations budget is housed within **Unified Planning Work Program (UPWP)**
- Fiscal Year 2027 (FY27) is **October 1, 2026 to September 30, 2027**

FY26-27 UPWP Overview

- **$36.4 M** Work Program

  Funds include:

  – Transportation Planning Funds (TPF) $18.6 M, 51%

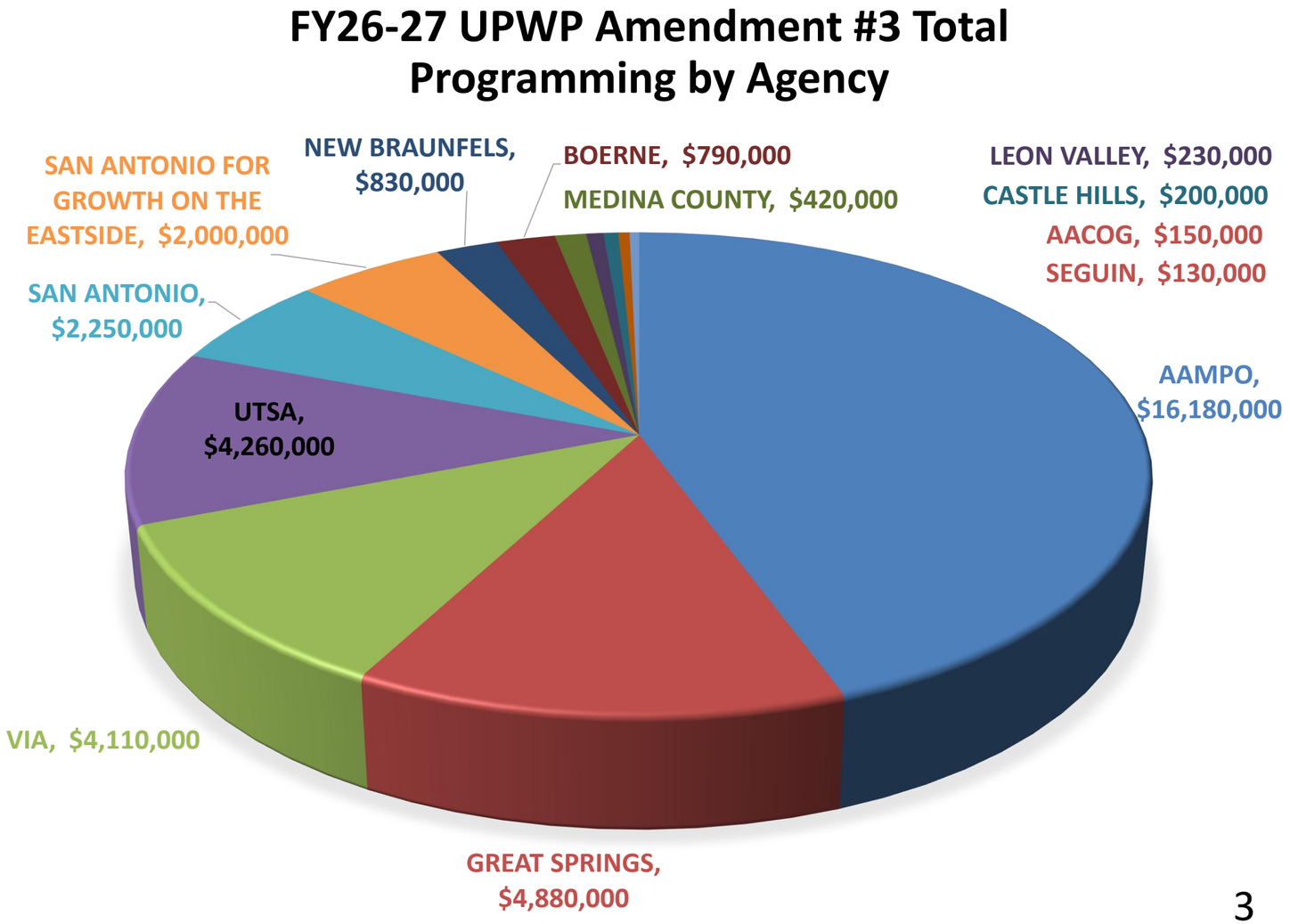
  – Federal Formula/Discretionary grants $14.0 M, 39%

  – Local funds $2.7 M, 7%

  – FTA Funds $1.0 M, 3%

- Studies are defined within 5 tasks:

  1. Administrative and Management
  2. Data Development and Maintenance
  3. Short Range Planning
  4. Metropolitan Transportation Plan
  5. Special Studies

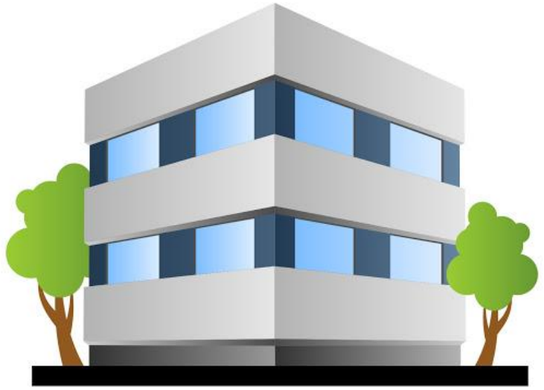


UPWP Funds Available for Staff Operations

Staff and Operations Funding Available in FY 2026-2027 UPWP	$9,037,624	Split evenly over 2-year work program and programmed across Tasks 1 – 5; total TPF Programmed in UPWP is $18,643,375
Approved FY 2026 Staff Operating Budget	$3,985,700	Current expenditure rate projection at 90% of approved budget
Proposed FY 2027 Staff Operating Budget	**$4,727,600**	Includes additional staff salaries, equipment, and supporting materials for additional staff positions and moving expenses; represents an increase of $741,900 or 18.6%
Remaining Staff and Operations funding in UPWP Budget	**+$324,324**	Covers compensated absences liability and reasonable contingency
Additional Unprogrammed Amount in the UPWP	*Over $4 M*	*Anticipated carryover from FY25 unprogrammed; serve as operational continuity reserve contingency should federal authorization lapse*

Staff and Operations Budget Breakdown

- Staff Salaries & Benefits
- Travel & Professional Training
- Equipment & Software Licenses
- Rent & Utilities
- Printing
- Contract Labor
- Telecommunications
- *NEW* Moving Expenses



FY27 Staffing and Operations

Additional Resources Required to Manage MPO Core Functions

- **7** New Full-time equivalents (FTE's) – Currently, 19 Staff employed
- FY26 budget included **4** FTE positions, currently unfilled
- **Needs:** long-range planning, planning oversight, engineering, air quality / conformity, public involvement manager, and support functions (administrative, human resources, accounting / grants management)
- Review facility capacity constraints, future needs, and consider alternative locations

Action

Recommend Transportation Policy Board:

- **Approve** Staff and Operations Budget of **$4,727,600** for FY 2027
- **Direct** Executive Director to engage appropriate real estate and/or site-selection resources to identify and evaluate potential facilities capable of accommodating the MPO's increased staff and functionality

Plan Slow, Deliver Fast

Questions and Open Discussion

AAMPO

Brendon Wheeler
Executive Director

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ALAMO AREA METROPOLITAN PLANNING ORGANIZATION					
BUDGET COMPARISON					
				Between Current FY 2026 Budget & FY 2027 Proposed	
	CURRENT FY 2026 BUDGET	**FY 2026 YTD %Expended (Includes Projected & Encumbered Expenditures)**	**FY 2027 PROPOSED**	**DIFFERENCE**	**% CHANGE**
Reference Books	$ -	0.00%	$ -	$ -	**0.00%**
Salaries & Wages *(Merit increases and 7 hires, FTEs:19→26)*	2,197,300	81.38%	2,605,700	408,400	**18.59%**
Payroll Tax & Fringe *(39% →36% - increase in # of FTEs)*	855,300	73.67%	938,100	82,800	**9.68%**
Relocation & Moving Expenses	-	0.00%	109,700	109,700	**0.00%**
Staff Training *(Increased training requests)*	58,100	46.83%	98,200	40,100	**69.02%**
Travel Local Mileage	2,100	59.97%	2,200	100	**4.76%**
Auditing Services *(Contract limit reached)*	33,000	100.00%	28,400	(4,600)	**-13.94%**
Contract Services *(No consultant for staff development)*	18,300	70.61%	8,300	(10,000)	**-54.64%**
Print/Bind/Reproduction *(Increase public engagement efforts)*	3,700	30.30%	4,300	600	**16.22%**
Education Incentive/Tuition Reimbursement *(Increased from 2 to 3 employees)*	17,500	80.95%	22,200	4,700	**26.86%**
Rental-Building *(2 months under relocation)*	168,000	99.96%	141,000	(27,000)	**-16.07%**
Rental-Copier	7,600	97.65%	7,700	100	**1.32%**
Garbage Disposal Services	4,200	78.16%	4,300	100	**2.38%**
Public Notices *(Increased public engagement efforts and hiring ads)*	21,800	43.25%	36,900	15,100	**69.27%**
Pest Control Services	800	95.25%	800	-	**0.00%**
Janitorial Services *(Lower bid)*	17,700	99.46%	15,000	(2,700)	**-15.25%**
Electric & Gas	12,000	94.07%	12,000	-	**0.00%**
Internet Services	7,500	100.00%	7,800	300	**4.00%**
Water & Sewage	2,700	77.66%	2,700	-	**0.00%**
Repairs & Maintenance-Equipment *(Aged plotter maintenance)*	4,900	25.13%	5,700	800	**16.33%**
Repairs & Maintenance-Building	11,700	85.52%	11,700	-	**0.00%**

ALAMO AREA METROPOLITAN PLANNING ORGANIZATION					
BUDGET COMPARISON					
				Between Current FY 2026 Budget & FY 2027 Proposed	
	CURRENT FY 2026 BUDGET	**FY 2026 YTD %Expended (Includes Projected & Encumbered Expenditures)**	**FY 2027 PROPOSED**	**DIFFERENCE**	**% CHANGE**
Supplies-Office *(Walktober materials for printing job)*	10,000	99.38%	13,900	3,900	**39.00%**
Postage (FY 26 freight charges for conf. & office furniture)	1,800	89.24%	1,000	(800)	**-44.44%**
Books & Periodicals (Subscriptions) *(Website platform services - aid in ADA compliance)*	18,200	99.28%	40,300	22,100	**121.43%**
Supplies-Food *(Increased public engagement meetings)*	1,000	94.87%	2,000	1,000	**100.00%**
Furniture Minor - ($1,000≤x<$5,000) *(5 computer replacements, 3-4 FTEs wkstn setups)*	30,900	86.87%	59,200	28,300	**91.59%**
Compensated Absences (CA)	20,000	1.21%	20,000	-	**0.00%**
Insurance *(6% WC and 12% Comm. increase in FY 26)*	7,400	93.88%	8,400	1,000	**13.51%**
Public Meetings (Space Rental & Livestreaming) *(7% increase in FY 26 and budgeted 7% more)*	13,350	99.75%	14,400	1,050	**7.87%**
Storage Rental	6,600	99.82%	6,900	300	**4.55%**
Telephone Usage *(1 less cell phone)*	20,000	91.08%	18,400	(1,600)	**-8.00%**
Indirect Cost *(15% of salaries)*	330,900	80.54%	390,900	60,000	**18.13%**
Computer Services	60,700	99.26%	62,700	2,000	**3.29%**
Grant Equipment (x<$1,000) *(FY 26: Dual L desks purchased)*	8,000	96.81%	5,300	(2,700)	**-33.75%**
Office & Other Equipment (x≥$5,000) *(ESRI license-category change and add' t TransCAD license)*	12,650	99.66%	21,500	8,850	**69.96%**
TOTAL	**$ 3,985,700**	**83.78%**	**$ 4,727,600**	**$ 741,900**	**18.61%**

Alamo Area Metropolitan Planning Organization

Executive Director Performance Review

Executive Director: Brendon Wheeler

Review Period: 2nd Half of FY 2026 (February – August)

Review Date: August 14, 2026

Reviewed By: Executive Committee / Transportation Policy Board

Evaluator:

The Alamo Area Metropolitan Planning Organization (AAMPO) Executive Director Performance Review consists of four sections:

1) **Anonymous Staff Survey** – Administered by AAMPO's Human Resources Generalist, providing confidential staff feedback to inform Board's assessment of Executive Director's performance. The staff survey is not scored and does not directly contribute to the overall performance rating.
2) **Core Performance Evaluation** – Evaluation of Executive Director's performance across established core performance areas through the following perspectives: Board, External, and Internal.
3) **Annual Goals Achievement** – Evaluation of the Executive Director's progress and accomplishments toward established annual goals.
4) **Future Goal Setting** – Establishment of goals and priorities for the upcoming evaluation period.

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Overall Scoring

Overall Performance Weighting

Core Performance Areas: **70%**

Annual Goals Achievement: **30%**

Score	Rating	Description
4	Substantially Exceeds Expectations (S)	Performance substantially exceeds established expectations
3	Exceeds Expectations (E)	Performance consistently exceeds established expectations
2	Meets Expectations (M)	Performance meets established expectations
1	Needs Improvement (I)	Performance partially meets expectations but improvement is needed
0	Unsatisfactory (U)	Performances does not meet established expectations

1) Anonymous Staff Survey

(Not performed for inaugural 6-month review)

2) Core Performance Area Evaluation

PERSPECTIVES	Core Performance Areas	Rating / Score	Comments
BOARD	AAMPO Mission Advancement and Strategic Leadership		
	Board Relationships / Governance Support		
	Professionalism and Integrity		
EXTERNAL	External Relations / AAMPO Ambassador		
	Collaboration and Stakeholder Engagement		
INTERNAL	Staff Leadership and Organizational Culture		
	Organizational Management and Operations		
	Execution of Essential Duties / Program and Project Delivery		
	Financial Stewardship		
	Innovation and Continuous Improvement		
	Combined Average:		

(Average = summation of equivalent scores by rating divided by 10)

Executive Director comments:

Evaluator comments:

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3) Annual Goals Achievement

(No previous goals set for inaugural 6-month review; sample layout provided below)

Goals	Result / Achievements	Rating
Goal #1		
Goal #2		
Goal #3		

Combined Average:

(Average = summation of equivalent scores by rating divided by # of Goals)

Executive Director comments:

Evaluator comments:

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4) Future Goal Setting

Executive Director proposal for **Fiscal Year 2027 Goals**:

- **Goal #1:** Collaboratively develop and implement a needs-based framework (policies and processes) to advance a pipeline of projects.
- **Goal #2:** Collaboratively establish framework for a Transportation Planning Partnership Program, increasing staff capabilities and MPO support for local governments.
- **Goal #3:** Align staffing, facilities, and other resources to support core MPO functions and organizational growth.

Evaluator comments:

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