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

To: All Members, Technical Advisory Committee  
From: Jeanne Geiger, Deputy Director  
Subject: Online Meeting Notice and Agenda

The next meeting of the MPO Technical Advisory Committee is scheduled for Friday, September 11, 2020 at 1:30 p.m.

Due to the COVID-19 limitations, this will be an online meeting.

Internet access to the meeting is through the MPO’s website at www.alamoareampo.org/committees/online  
Access code: 146 385 6934#  
Access to the online meeting will be available at 1:00 p.m. on September 11th.

Individuals without internet access can access the meeting audio only via phone by calling 1-844-992-4726 and entering the access code: 146 385 6934#

If you have issues accessing the meeting please call 210-227-8651.

Citizens to be Heard: Speakers will be allowed up to three (3) minutes each to address the Technical Advisory Committee under the Citizens to be Heard agenda item. All speakers must state their names and any organizations they represent.

Agenda: Items may be taken out of the order shown

1. Roll Call
2. Citizens to be Heard
3. Approval of the August 7, 2020 Meeting Minutes
4. Discussion and Appropriate Action on Revisions to MPO Policies – MPO (Geiger)  
   b. Policy 3: Guidelines for Programming Projects in the MTP and TIP  
   c. Policy 4: Ethics Policy  
   d. Policy 5: Technical Advisory Committee
5. Discussion and Appropriate Action on the MPO’s Title VI Policy and Assurances – MPO (Blazosky)

Alamo Area MPO meetings are accessible to persons with disabilities. To arrange for special assistance or an interpreter, please call 210-227-8651 or TDD 1-800-735-2989 (Relay Texas) at least five working days in advance.  
Las reuniones son accesibles a personas con discapacidad. Si usted necesita asistencia especial o un intérprete, llame al (210) 227-8651 o al TDD 1-800-662-4954 (Relay Texas) con cinco días hábiles de anticipación.

825 South St. Mary’s Street – San Antonio, Texas 78205 – (210) 227-8651  
TDD 1 (800) 735-2989 - Fax (210) 227-9321  
www.alamoareampo.org
6. Discussion and Appropriate Action on the FY 2023-2026 Transportation Improvement Program Call for Projects – MPO (Hall)

7. Discussion and Appropriate Action on Roadway and Transit Amendments to the Metropolitan Transportation Plan and the FY 2021-2024 Transportation Improvement Program – MPO (Hall)

8. Discussion and Appropriate Action on the Presentation of the Public Involvement Results from the Development of the FY 2021-2024 Transportation Improvement Program – MPO (Martinez)

9. Announcements
### Technical Advisory Committee

**September 11, 2020**

1. **Roll Call**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Organization</th>
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<tbody>
<tr>
<td>Manjiri Akalkotkar</td>
<td>Christina Castaño</td>
<td>Adv. Transportation District</td>
</tr>
<tr>
<td>Stella Garcia</td>
<td>Sean Scott</td>
<td>Alamo Area Council of Govts</td>
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<tr>
<td>Reggie Fountain, P.E.</td>
<td>Dave Wegmann, P.E.</td>
<td>Alamo Reg. Mobility Authority</td>
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<tr>
<td>Dave Wegmann, P.E.</td>
<td>Jesse Garcia, P.E.</td>
<td>Bexar County</td>
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<tr>
<td>Garry Ford, PE, PTOE *</td>
<td>Mary Hamann, P.E.</td>
<td>City of New Braunfels</td>
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<tr>
<td>Marc Jacobson, P.E.</td>
<td>Lilly Banda, P.E.</td>
<td>City of San Antonio</td>
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<tr>
<td>Bianca Thorpe, P.E. **</td>
<td>Lauren Simcic</td>
<td>City of San Antonio</td>
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<tr>
<td>Christina DeLaCruz, P.E.</td>
<td>Greg Reinerger</td>
<td>City of San Antonio</td>
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<td>David Rabago, P.E.</td>
<td>Ismael Segovia</td>
<td>City of Seguin</td>
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<td>Tom Hornseth, P.E.</td>
<td>David Vollbrecht, P.E.</td>
<td>Comal County</td>
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<td>David Dimaline</td>
<td>Manny Longoria</td>
<td>Greater Bex Co. Council of Cities</td>
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<tr>
<td>Allen Dunn, P.E.</td>
<td>Scott Larson (Schertz)</td>
<td>Guadalupe County</td>
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<tr>
<td>Jeff Carroll, P.E.</td>
<td>Katherine Schweitzer, P.E. Kendall County Area</td>
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<tr>
<td>Ylda Capriccioso</td>
<td>Lydia Kelly</td>
<td>MPO Bicycle Mobility Adv Comm</td>
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<tr>
<td>Robert Hanley, AIA</td>
<td>Brian Crowell</td>
<td>MPO Ped Mobility Adv Comm</td>
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<tr>
<td>Blake Partridge (UC)</td>
<td>Joel Hicks (Cibolo)</td>
<td>Northeast Partnership</td>
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<tr>
<td>Nicholas Wingerter</td>
<td>Vacant</td>
<td>Private Transportation Providers</td>
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<tr>
<td>Clayton Ripps, P.E.</td>
<td>Mark Mosley, P.E.</td>
<td>Texas Dept. of Transportation</td>
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<tr>
<td>Kammy Horne</td>
<td>Art Herrera</td>
<td>VIA Metropolitan Transit</td>
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* Chair  
** Vice Chair
2. Citizens to be Heard

3. Approval of the August 7, 2020 Meeting Minutes

Issue

The August 7, 2020 meeting minutes are attached for your review.

Action Requested

A motion to approve the August 7, 2020 meeting minutes.
Technical Advisory Committee  
Meeting Minutes  
August 7, 2020

**Voting Members Present:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
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<tbody>
<tr>
<td>Manjiri Akalkotkar, AIA</td>
<td>Advanced Transportation District</td>
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<tr>
<td>Stella Garcia</td>
<td>Alamo Area Council of Governments</td>
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<tr>
<td>Reggie Fountain, P.E.</td>
<td>Alamo Regional Mobility Authority</td>
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<tr>
<td>Jesse Garcia, P.E.</td>
<td>Bexar County</td>
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<tr>
<td>Garry Ford, P.E., PTOE</td>
<td>City of New Braunfels</td>
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<tr>
<td>Marc Jacobson, P.E.</td>
<td>City of San Antonio</td>
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<td>Comal County</td>
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<tr>
<td>Manny Longoria</td>
<td>Greater Bexar County Council of Cities</td>
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<tr>
<td>Jeff Carroll, P.E.</td>
<td>Kendall County Geographic Area</td>
</tr>
<tr>
<td>Ylida Capriccioso</td>
<td>MPO Bicycle Mobility Advisory Committee</td>
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<tr>
<td>Robert Hanley</td>
<td>MPO Pedestrian Mobility Advisory Committee</td>
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<tr>
<td>Blake Partridge</td>
<td>Northeast Partnership</td>
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<td>Nicholas Wingerter</td>
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<tr>
<td>Clayton Ripps, P.E.</td>
<td>Texas Department of Transportation</td>
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<tr>
<td>Kammy Horne, AICP</td>
<td>VIA Metropolitan Transit</td>
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**Voting Members Absent:**

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<thead>
<tr>
<th>Name</th>
<th>Organization</th>
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<tbody>
<tr>
<td>Allen Dunn</td>
<td>Guadalupe County</td>
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<tr>
<td>Tobin Maples</td>
<td>Kendall County Geographic Area</td>
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</table>

**Others Present:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
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<tbody>
<tr>
<td>Allison Blazosky</td>
<td>Alamo Area Metropolitan Planning Organization</td>
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<tr>
<td>Jeanne Geiger</td>
<td>Alamo Area Metropolitan Planning Organization</td>
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<tr>
<td>Zack Graham</td>
<td>Alamo Area Metropolitan Planning Organization</td>
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<tr>
<td>Clifton Hall</td>
<td>Alamo Area Metropolitan Planning Organization</td>
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<tr>
<td>Sid Martinez</td>
<td>Alamo Area Metropolitan Planning Organization</td>
</tr>
<tr>
<td>Felipe Diaz</td>
<td>Citizen</td>
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<tr>
<td>Sara Serra</td>
<td>City of Boerne</td>
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<tr>
<td>Lily Banda (alt)</td>
<td>City of San Antonio</td>
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<tr>
<td>Joshua Jaeschke</td>
<td>City of San Antonio</td>
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<tr>
<td>Lauren Simcic (alt)</td>
<td>City of San Antonio</td>
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<tr>
<td>Ellen Emeric</td>
<td>Freese and Nichols</td>
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<tr>
<td>David Paine</td>
<td>Freese and Nichols</td>
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<tr>
<td>Nishant Kukadia</td>
<td>Jacobs</td>
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<td>Alex Quintero</td>
<td>Jacobs</td>
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<td>Trish Wallace</td>
<td>Jacobs</td>
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<tr>
<td>Joel Hicks</td>
<td>Northeast Partnership</td>
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<tr>
<td>Elizabeth High</td>
<td>RS&amp;H</td>
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<tr>
<td>Jonathan Bean, P.E.</td>
<td>Texas Department of Transportation</td>
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<tr>
<td>Kris Long</td>
<td>Texas Department of Transportation</td>
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<tr>
<td>Mark Mosley, P.E. (alt)</td>
<td>Texas Department of Transportation</td>
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<td>Scott Nelson</td>
<td>Texas Department of Transportation</td>
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<td>Darcie Schipull</td>
<td>Texas Department of Transportation</td>
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<td>Jeanne Tarrants</td>
<td>Texas Department of Transportation</td>
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<tr>
<td>Arturo Herrera (alt)</td>
<td>VIA Metropolitan Transit</td>
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<tr>
<td>Timothy Mulry</td>
<td>VIA Metropolitan Transit</td>
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Garry Ford called the Technical Advisory Committee (TAC) meeting to order at 1:31 p.m.

1. Roll Call

Jeanne Geiger called roll. A quorum was present.

2. Citizens to be Heard

None.

3. Approval of the June 5, 2020 Meeting Minutes

Christina DeLaCruz motioned and Joel Hicks seconded the motion to approve the June 5, 2020 Meeting Minutes. The motion was unanimously approved.

4. Discussion and Appropriate Action on Updates to the National Highway System

Blake Partridge motioned and Ylda Capriccioso seconded the motion to recommend approval of the updates to the National Highway System and Intermodal Connectors to the Transportation Policy Board. The motion was unanimously approved.

5. Discussion and Appropriate Action on a Resolution of Support for the FY 2021 Unified Transportation Program

Christina DeLaCruz motioned and Blake Partridge seconded the motion to recommend approval of the resolution supporting the FY 2021 Unified Transportation Program to the Transportation Policy Board. The motion was unanimously approved.

6. Discussion and Appropriate Action on County Population and Employment Control Totals for Mobility 2050

Tom Hornseth motioned and Christina DeLaCruz seconded the motion to recommend population and employment county control totals for use in the development of Mobility 2050 to the Transportation Program to the Transportation Policy Board. The motion was unanimously approved.
Technical Advisory Committee
August 7, 2020

7. Discussion and Appropriate Action on TxDOT’s Highway Safety Improvement Program Presentation

   For information and discussion only.

8. Discussion and Appropriate Action on a Presentation on Planning Activities related to Advanced Rapid Transit and August 2020 Service Changes

   For information and discussion only.

9. Discussion and Appropriate Action on the MPO’s Transportation Systems Management and Operations (TSMO) Activities

   For information and discussion only.

10. Discussion and Appropriate Action on MPO Policies

    For information and discussion only.

11. Discussion and Appropriate Action on the Development of the FY 2023-2026 Transportation Improvement Program

    For information and discussion only.

12. Announcements

There being no further business the meeting was adjourned at 3:37 p.m.

Garry Ford, P.E., Chair
Technical Advisory Committee
4. Discussion and Appropriate Action on Revisions to MPO Policies

Purpose

The purpose of this agenda item is to make a recommendation on proposed revisions to MPO Policies.

Issue

The MPO’s policies for review and action by the Technical Advisory Committee are as follows:

b. Policy 3: Guidelines for Programming Projects in the Metropolitan Transportation Plan and the Transportation Improvement Program
c. Policy 4: Ethics Policy
d. Policy 5: Technical Advisory Committee

The presentation and policies are attached for your review. The Technical Advisory Committee will be making a recommendation to the Transportation Policy Board on updates to the policies.

The text below has been added to Policy 3. This is the only change made from what was previously presented.

H. General Project Considerations

Unless expressly approved by the Transportation Policy Board, under funding Categories 5 CMAQ, 7 STBG, and 9 TA, the MPO will not reimburse any project development costs associated with project administration, preliminary engineering, environmental analysis or mitigation, right-of-way, or utilities.

Although the Transportation Policy Board makes all funding decisions associated with these funds, TxDOT is the federal designated pass-through agency for Category 5 CMAQ, 7 STBG, and 9 TA. Entities awarded funding under these categories will enter into agreements with TxDOT. TxDOT will charge the entity the direct state cost for review of all aspects of the project.

This agenda item was presented at your June and August meetings and is now scheduled for action.

Action Requested

A motion to recommend approval of the policies.
**MPO Policy Review**

- The MPO undertakes a periodic review of its policies
- Policies under review
  - **Policy 1**: Guidelines for Funding Planning Studies in the Unified Planning Work Program
  - **Policy 2**: Public Participation Plan
  - **Policy 3**: Guidelines for Programming Projects in the MTP and TIP
  - **Policy 4**: Ethics Policy
  - **Policy 5**: Technical Advisory Committee
MPO Policy Review – Only Change

• Policy 3: Guidelines for Programming Projects in the MTP and TIP

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# Policy Review and Adoption Schedule

<table>
<thead>
<tr>
<th>Task</th>
<th>Date</th>
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<tbody>
<tr>
<td>Formal presentation of proposed policy revisions</td>
<td>August 2020</td>
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<tr>
<td>Scheduled adoption of</td>
<td>September 2020</td>
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<tr>
<td>Policy 1: UPWP</td>
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<tr>
<td>Policy 3: TIP and MTP</td>
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<tr>
<td>Policy 4: Ethics</td>
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<td>Policy 5: TAC</td>
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<tr>
<td>Scheduled adoption of</td>
<td>October 2020</td>
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<tr>
<td>Policy 2: Public Participation Plan</td>
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<td>(required 45 day public comment period)</td>
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Requesting a recommendation from TAC today
MPO Policy Review

• Policy 1: Guidelines for Funding Planning Studies in the Unified Planning Work Program
  • Updated start month of UPWP development (February to January)
  • “Participation in Planning Studies” section has been revised and included in Policy 4, Ethics Policy

Note: development of the FY 2022-2023 UPWP will begin in early 2021
MPO Policy Review

• Policy 2: Public Participation Plan
  • Updated target audience list for inclusiveness and to reflect federal guidance language
  • Clarified “Virtual” and “Online” meeting language
  • Allowed for MPO Committee meetings to be held “online”
  • Included one step emergency approval for new UPWP, TIP, MTP and Transportation Conformity document
  • Updated outreach monitoring and evaluation methods
  • Added Kendall County as one of the counties we post meeting notices in
MPO Policy Review

• Policy 3: Guidelines for Programming Projects in the MTP and TIP
  • Updated “STP-MM” references to “STBG”
  • Updated to reflect the MPO is now receiving CMAQ funding
  • Added CMAQ Call for Projects framework; similar to STBG and Transportation Alternatives
  • Included one step emergency approval for new TIP and MTP
  • Clarified Administrative Revisions opportunities
  • Clarified Appendix D amendment process
  • Added a new section (Section H) of text
MPO Policy Review

- **Policy 4: Ethics Policy**
  - Added language stating that former MPO staff, TPB members and TAC members, following termination of official duties, shall not, for a period of one year have a financial interest, direct or indirect, in any discretionary contract with the MPO
  - This also includes parents, children or spouse
  - Financial interest is defined as having a business entity in which the individual directly or indirectly owns
    1. ten (10) percent or more of the voting stock or shares of the business entity, or
    2. Ten (10) percent or more of the fair market value of the business entity
MPO Policy Review

- **Policy 5: Technical Advisory Committee**
  - Added Joint Base San Antonio representative
  - Specified City of San Antonio Planning Department member as an alternate
  - Clarified language that alternate TPB members may serve on the TAC (currently included in adopted TPB bylaws)
  - Revised name and description of one TAC subcommittee and added a new subcommittee
Policy 1:
Guidelines for Funding Planning Studies in the Unified Planning Work Program

A. Development of the Budget Document (Unified Planning Work Program)

As required by federal and state regulations, the Alamo Area Metropolitan Planning Organization (MPO) adopts a document detailing the transportation planning tasks and their budgets for the study area for a given time period. This document is referred to as the Unified Planning Work Program or UPWP. The Alamo Area MPO currently adopts a two-year UPWP.

In February January of the UPWP development year, the MPO’s Technical Advisory Committee (TAC), in coordination with MPO staff, will identify priorities for the upcoming two-year time period. Priorities may include refinements to the MPO’s processes; development of databases; or other aspects of multi-modal transportation planning to include demographic development and travel demand modeling; public involvement; analysis of geographic subareas or corridors, transit, bicycle and/or pedestrian, freight, environmental, congestion management, air quality or other priorities. These priorities must be sufficiently defined because they will then become planning studies to be considered for funding.

In March, TAC and MPO staff will develop scopes of work (specifically noting data requirements, including data that already exists and data that will need to be collected) and budgets for the priorities identified in February January. A recommendation will be made for the work to be performed by MPO staff, partner agency staff or consultants. For each identified planning study, MPO staff will identify previous related work and a reasonable timeframe for completing the scope of work.

Throughout April of the UPWP development year, MPO staff, in consultation with TAC as necessary, will prepare a draft UPWP and present it to TAC for review in May. A draft UPWP is also submitted to TxDOT (Austin) by the required deadline.

Prior to the final deadline established by TxDOT for UPWP submittal, TAC will review the final draft UPWP, make a recommendation on its approval and submit it to the Transportation Policy Board for final adoption.

The Transportation Policy Board gives final approval of studies and budgets for inclusion in the Unified Planning Work Program.

B. Reporting Requirements

Monthly Progress Report

For studies and projects undertaken by either agency staff or consultant, a written monthly progress report (Form "C") will be prepared and submitted to the MPO with each monthly billing package. This monthly progress report will outline specifically the work accomplished under each work element/deliverable and compare that work, specifically with the objectives and tasks outlined to be accomplished. The progress report will specify and delineate any problems that have occurred as well as indicate whether the study will be completed on time and within the budget as approved.
This report will be submitted along with monthly billings and signed in accordance with the agency or consultant’s internal procedures.

Annual Performance and Expenditure Report

The annual performance and expenditure report will be prepared by the MPO staff and forwarded to the Texas Department of Transportation and the Federal funding agencies by the required deadline. The annual report work documents work completed for each subtask, and provides a year-to-date funding summary.

Technical Memorandum

A Technical Memorandum is a status report of work completed for one or more work elements/deliverable as outlined in the agency or consultant contract, with a timeframe of less than a complete fiscal year. The effort required for each technical memorandum is dependent on the amount of work performed in the timeframe specified in the contract. The technical memorandum format of those products being reviewed by the Technical Advisory Committee will be in report document form. Agencies and consultants will be responsible for providing an electronic version from which to make hardcopies as necessary.

Technical Report

A Technical Report is the documentation of work accomplished within an entire fiscal year for a subtask that extends beyond one fiscal year. This document will fully describe the work performed without a requirement for final recommendations or conclusions. Agencies and consultants will be responsible for providing an electronic version to post on the MPO’s website and from which to make hardcopies as necessary.

Final Report

A Final Report is a stand-alone document that states the objective of the study, describes the planning work accomplished, and provides recommendations or conclusions (this report may consist of work accomplishments in more than a single fiscal year). Agencies and consultants will be responsible for providing an electronic version to post on the MPO’s website and from which to make hardcopies as necessary.

C. Budget Amendment Approval

The MPO Director is authorized to approve/disapprove agency and consultant line-item budget amendments that stay within the total contract amount.

The following amendments shall be presented to the Technical Advisory Committee and Transportation Policy Board for review and subsequent approval:

a. Any proposed change in scope of work for any study (Agency or consultant) regardless of dollar amount.

b. Any request for additional funding.
D. Participation in Planning Studies

Transportation Policy Board members, Technical Advisory Committee members and MPO staff shall not be eligible to participate in contracted work for a period of one year following their departure from one of the aforementioned entities. Any violations of this policy will result in the disqualification of the consulting team from the procurement process for that project.

Member agencies of the MPO are ineligible to compete for studies identified in the UPWP as consultant studies.

Adopted: December 4, 2017  September 28, 2020
Policy 3: Guidelines for Programming Projects in the Metropolitan Transportation Plan and the Transportation Improvement Program

This document constitutes the Alamo Area Metropolitan Planning Organization’s process for programming projects in the Metropolitan Transportation Plan and 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 in the TIP 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 Block Grant (STBG) Program—Metro Mobility (STP-MM), Transportation Alternatives (TA), 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 in the TIP and MTP include but are not limited to:

- Category 1 Preventative Maintenance & Rehabilitation
- Category 2 Metropolitan and Urban Corridor Projects
- Category 3 Non-Traditional Funding
- Category 4 Statewide Connectivity Corridor
- Category 5 Congestion Mitigation & Air Quality (CMAQ)
- Category 6 Structure Rehabilitation
- Category 7 Surface Transportation Block Grant (STBG) Program—Metro Mobility or STP-MM
- Category 8 Safety
• Category 9 Transportation Alternatives
• Category 10 Miscellaneous
• 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 5339 (Bus and Bus Facilities Infrastructure Investment Program)

C. Use of ‘Grouped’ Control Section Job (CSJ) Numbers

A CSJ (Control Section Job number) is an identifying project number used by the Texas Department of Transportation. The MPO will use ‘Grouped’ 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 Grouped CSJs will be used for projects funded under Category 1 (Preventive Maintenance & Rehabilitation), Category 6 (Structure Rehabilitation), Category 8 (Safety), and Category 10 (Miscellaneous). These projects are initially included in an Appendix of a new TIP and are revised or amended administratively as allowed in Section G Administrative Revisions.

Grouped CSJs will not be used for wholly or partially funded Category 2 (Metropolitan and Urban Corridor), Category 5 (CMAQ, when allocated), Category 7 (STP-MM STBG), or Category 9 (Transportation Alternatives) projects.

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.

Appendix D is adopted with a new TIP. Since projects in Appendix D are also included in the MTP and Bexar County is non-attainment for ozone, Appendix D can only be amended if there is no impact to transportation conformity.

Projects listed in Appendix D will include, at a minimum, MPO ID number, county, sponsoring entity, street name, project limits, project description, and 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. 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 unless the new projects are funded using additional allocation.

Category 5 (CMAQ) Category 7 (STP-MM STBG) and Category 9 (TA) Projects

Every three (3) months, a detailed review of Category 5 (CMAQ), Category 7 (STP-MM STBG) and Category 9 (TA) 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. CMAQ project limits and scope changes would require emissions reductions equal to or greater than the awarded project.
F. Amendment Process

The following changes will require an amendment to the TIP and MTP:

- Adding or deleting project(s)
- Revising the project scope of work
- Revising the project cost
- Revising funding categories
- Revising the phase of work (e.g., from P.E. to construction)
- Revising project limits

Amendments to and/or the adoption of a new TIP and MTP require a two-step approval process. To permit adequate public review and comment, amendments to and/or the adoption of the new TIP and MTP 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). TIP and MTP amendments and/or new document will be provided in the meeting package which is posted on the MPO’s website a week prior to TAC and TPB meetings. Amendments to both the TIP and the MTP may be initiated concurrently.

Amendments to and/or the adoption of a new TIP or the MTP 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 MTP amendment or new TIP and/or MTP document. 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.

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 and/or MTP 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 and/or MTP, but to allow for
minor corrections to the TIP and/or MTP that do not materially change a project’s function including minor revisions to project limits, scope or cost.

H. General Project Considerations

Unless expressly approved by the Transportation Policy Board, under funding Categories 5 CMAQ, 7 STBG, and 9 TA, the MPO will not reimburse any project development costs associated with project administration, preliminary engineering, environmental analysis or mitigation, right-of-way, or utilities.

Although the Transportation Policy Board makes all funding decisions associated with these funds, TxDOT is the federal designated pass-through agency for Category 5 CMAQ, 7 STBG, and 9 TA. Entities awarded funding under these categories will enter into agreements with TxDOT. TxDOT will charge the entity the direct state cost for review of all aspects of the project.

I. Category 7 (STBG STP-MM) Projects

Basic Requirements for STBG STP-MM Projects

All projects submitted for consideration for funding through normal Category 7 (STBG 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. An ‘in-kind’ match is not allowed. for construction projects.

2. All submitted projects shall be developed in accordance with minimum standards as defined by AASHTO and/or NACTO, as applicable.

3. Each implementing agency is encouraged to address Title VI and Environmental Justice considerations in submitting projects to the MPO for consideration.

4. Agencies should consider the transit service area when submitting projects.

5. Pedestrian and bicycle facilities will be included in all future transportation improvement projects. Any exceptions will need to be adequately justified by management of the implementing entity. Bicycle and pedestrian components included in a funded project may not be deleted from the project at a future date.
6. Funded STBG STP-MM projects will also be included in the MTP. Note: Amendments to the MTP and the TIP are made through the amendment process at the discretion of the Transportation Policy Board. Amendments to the MTP and TIP, can be made simultaneously.

7. A roadway project submitted for funding consideration in the TIP must be on a federally functionally classified facility as defined by the MPO and approved by the Federal Highway Administration through the State. Roadway projects on facilities classified as a local street or minor collector do NOT qualify for Federal funding.

8. All deadlines set by the MPO are firm.

**STP-MM STBG Call for Projects Process**

Prior to each STP-MM STBG project call, MPO staff will develop the schedule, submittal form and call for projects process, to include workshop(s) jointly hosted by the MPO and TxDOT. These items will be reviewed and acted upon by the Bicycle Mobility Advisory Committee (BMAC), Pedestrian Mobility Advisory Committee (PMAC), and Technical Advisory Committee (TAC) with final action by the Transportation Policy Board.

MPO staff will be responsible for assembling data for the technical scoring process. A subcommittee of BMAC and PMAC will score standalone bicycle and pedestrian projects. A subcommittee of TAC will score added capacity, and operational, and transit projects.

**STP-MM STBG Project Selection**

The TAC will review the technical scoring, public input, project readiness and agency priorities and make a funding recommendation to the MPO’s Executive Committee and/or Transportation Policy Board, as directed by the approved call for projects process, to the MPO’s Executive Committee on a slate of projects to be funded. The Executive Committee will make a recommendation to the Transportation Policy Board. The TAC may request presentations by implementing agencies.

**STP-MM STBG Project Implementation**

1. Unless allocated a fixed amount, each STBG STP-MM project will have a cost figure in the approved TIP that is an estimate. This TIP “Estimated Construction Bid” shall include all construction costs at 100% and shall designate what percent match is required by the local agency.

“Estimated Construction Bid” is defined as all anticipated bid item costs of the improvement project, other than for right-of-way acquisition, utility relocation or betterment, preliminary engineering, environmental analysis/clearance, contingency, change orders and construction engineering. The amount programmed as the “Construction Cost” in the TIP shall equal the “Estimated Construction Bid”.
2. Unless allocated a fixed amount, each selected STP-MM STBG project may be adjusted when bids are approved.

a. If bids are higher than the TIP Construction Cost, the TIP estimate shall become a fixed construction funding cap.

b. If the Approved Construction Bid is lower than the TIP Construction Cost, the TIP shall be administratively revised by MPO staff to reflect the approved Construction bid (excludes any right-of-way acquisition, utility relocation or betterment, preliminary engineering, environmental analysis/clearance, contingency, and construction engineering)

c. Following the establishment of the project construction amount in items 2a and 2b above, the sponsoring entity is then eligible for up to 10% contingency of STBG STP-MM project funding towards eligible change orders and up to 11% of STBG STP-MM project funding towards eligible construction engineering and construction management costs. An under run in contingency cannot cover an over run in construction engineering/construction management and vice versa. As these eligible change orders and eligible construction engineering costs are potential costs, they are not specifically programmed in the TIP towards the STBG funding levels STP-MM. These costs, if incurred, would impact future fiscal allocations and it must be acknowledged that this could require the delay and/or re-scoping of existing TIP projects to remain fiscally constrained by fiscal year.

3. Once a project is included in the TIP, TxDOT and the local governmental entity (implementing agency) shall execute a Funding Agreement.

a. Prior to letting, the executed Funding Agreement will be based on the Estimated Construction Bid (identified as Construction Cost in the TIP) and reflect:

   Estimated Construction Bid + maximum 10% contingency of STBG STP-MM project funding for eligible change orders + maximum 11% of STBG STP-MM funding for eligible construction engineering and construction management costs.

b. Post Letting, if the Approved Construction Bid (excluding any right-of-way acquisition, utility relocation or betterment, preliminary engineering, environmental analysis/clearance, contingency, and construction engineering) is lower than the TIP Construction Cost, the Funding Agreement will be amended and re-executed to reflect:

   Approved Construction Bid + maximum 10% contingency of STBG STP-MM project funding for eligible change orders + maximum 11% of STBG STP-MM funding for eligible construction engineering and construction management costs.
4. 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.

5. Non-let programs and studies are considered a fixed amount and are not subject to this section.

J. Category 9 (TA) Projects

Basic Requirements for TA Projects

The MPO will hold a competitive call for projects for TA funding. 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 and appropriate commitments of local match shall be made. Approval of the commitment of the local match from the agency submitting the project for consideration will be obtained and submitted to the MPO. An ‘in-kind’ match is not allowed for construction projects.

2. All submitted projects shall be developed in accordance with minimum standards as defined by AASHTO and/or NACTO, as applicable.

3. Each implementing agency is encouraged to address Title VI and Environmental Justice considerations in submitting projects to the MPO for consideration.

4. Agencies should consider the transit service area when submitting projects.

5. Funded TA projects will also be included in the MTP. Note: Amendments to the MTP and the TIP are made through the amendment process at the discretion of the Transportation Policy Board. Amendments to the MTP and TIP, can be made simultaneously.

6. All deadlines set by the MPO are firm.

TA Call for Projects Process

Prior to each TA project call, MPO staff will develop the schedule, submittal form and call for projects process to include informational workshop(s) jointly hosted by the MPO and TxDOT. These items will be reviewed and acted upon by the Bicycle Mobility Advisory Committee (BMAC), Pedestrian Mobility Advisory Committee (PMAC), and Technical Advisory Committee (TAC) with final action by the Transportation Policy Board.
MPO staff will be responsible for assembling data for the technical scoring process. A subcommittee of BMAC and PMAC will score TA projects.

**TA Project Selection**

A subcommittee of BMAC and PMAC will score TA projects. BMAC and PMAC will review the technical scoring, public input, project readiness and agency priorities and make a funding recommendation to the Technical Advisory Committee on a slate of projects to be funded. The TAC may request project presentations by implementing agencies and will make a funding recommendation to the MPO’s Executive Committee and/or Transportation Policy Board, as directed by the approved call for projects process.

**K. Category 5 (CMAQ) Projects**

**Basic Requirements for CMAQ Projects**

All projects submitted for consideration for funding through normal Category 5 CMAQ program allocations will compete through a standard project call. 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 non-attainment 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. An ‘in-kind’ match is not allowed.

2. All submitted projects shall be developed in accordance with minimum standards as defined by AASHTO and/or NACTO, as applicable.

3. Each implementing agency is encouraged to address Title VI and Environmental Justice considerations in submitting projects to the MPO for consideration.

4. Agencies should consider the transit service area when submitting projects.

5. Funded CMAQ projects will also be included in the MTP. Note: Amendments to the MTP and the TIP are made through the amendment process at the discretion of the Transportation Policy Board. CMAQ project limits and scope changes would require emissions reductions equal to or greater than the awarded project. Amendments to the MTP and TIP can be made simultaneously.
6. A roadway project submitted for funding consideration in the TIP must be on a federally functionally classified facility as defined by the MPO and approved by the Federal Highway Administration through the State. Roadway projects on facilities classified as a local street or minor collector do NOT qualify for Federal funding.

7. All deadlines set by the MPO are firm.

CMAQ Call for Projects Process

Prior to each CMAQ project call, MPO staff will develop the schedule, submittal form and call for projects process, to include informational workshop(s) jointly hosted by the MPO and TxDOT. These items will be reviewed and acted upon by the Bicycle Mobility Advisory Committee (BMAC), Pedestrian Mobility Advisory Committee (PMAC), and Technical Advisory Committee (TAC) with final action by the Transportation Policy Board.

Implementing agencies will be responsible for submitting verifiable emissions reductions for each project/program.

CMAQ Project Selection

A multiagency workgroup will score projects. The TAC will review the technical scoring, public input, and agency priorities. The TAC may also request project presentations by implementing agencies and will provide a funding recommendation to the MPO’s Executive Committee and/or Transportation Policy Board, as directed by the approved call for projects process.

K. 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 Participation Plan for additional information on public involvement.

Adopted: December 4, 2017 September 28, 2020
Policy 4: Ethics Policy

A. Purpose

The Alamo Area Metropolitan Planning Organization (MPO) is committed to conducting its business in an ethical and open manner. To ensure ethical conduct by current and former members of the Transportation Policy Board and its employees, and to ensure compliance with the Transportation Code and other provisions under state law.

B. Rules

The following rules have been adopted:

I. Chapter 472. Transportation Code Requirements:

   a) No policy board member or employee of the MPO may 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.

   b) No policy board member or employee of the MPO may 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 acquired by reason of the official position.

   c) No policy board member or employee of the MPO may accept other employment or compensation that could reasonably be expected to impair the member's or employee's independence of judgment in the performance of official duties.

   d) No policy board member or employee of the MPO may make personal investments that could reasonably be expected to create a conflict between the member’s or employee’s private interest and the public interest.

   e) No policy board member or employee of the MPO may intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised official powers or performed the official duties in favor of another.

II. Chapter 171. Local Government Code Requirements:

   a) If a policy board member has a substantial interest in a business entity or in real property, the policy board member shall file, before a vote or decision on any matter involving the business entity or the real property, an affidavit stating the nature and extent of the interest and shall abstain from further participation in the matter if:
(1) in the case of a substantial interest in a business entity, the action on the matter will have a special economic effect on the business entity that is distinguishable from the effect on the public; or

(2) in the case of a substantial interest in real property, it is reasonably foreseeable that an action on the matter will have a special economic effect on the value of the property, distinguishable from its effect on the public.

b) If a policy board member is required to file and does file an affidavit, the policy board member is not required to abstain from further participation in the matter requiring the affidavit if a majority of the policy board members are likewise required to file and do file affidavits of similar interests on the same official action.

c) A person has a substantial interest in a business entity if:

(1) the person owns 10 percent or more of the voting stock or shares of the business entity or owns 10 percent or more or $15,000 or more of the fair market value of the business entity; or

(2) funds received by the person from the business entity exceed 10 percent of the person’s gross income for the previous year.

d) A person has a substantial interest in real property if the interest is an equitable or legal ownership with a fair market value of $2,500 or more.

e) A policy board member is considered to have a substantial interest in a person related to the policy board member in the first degree by consanguinity or affinity, as determined under Chapter 573, Government Ode, has a substantial interest.

III. Former Official and Employee Restriction

Within one (1) year of the termination of official duties, a former Transportation Policy Board member, Technical Advisory Committee member and MPO staff member shall not have a financial interest, direct or indirect, in any discretionary contract with the MPO. This includes the former Transportation Policy Board member, Technical Advisory Committee member or MPO staff member and shall also include his or her parent, child or spouse.

Financial interest is defined as having a business entity in which the former Transportation Policy Board member, Technical Advisory Committee member and MPO employee, or his or her parent, child or spouse, directly or indirectly owns:

(A) ten (10) percent or more of the voting stock or shares of the business entity, or

(B) ten (10) percent or more of the fair market value of the business entity.

Any violation of this Section, with the knowledge, expressed or implied, of the individual or business entity contracting with the MPO shall render the proposal or contract involved voidable by the Executive Director or the Transportation Policy Board; this determination is based on who approved the contract.
C  Incorporation of Statutes

All provisions of Section 472.034 of the Transportation Code and Chapter 171, Local Government Code, are intended to be incorporated into this ethics policy. In the case of any uncertainty as to the applicability of any of these statutes, the policy board member or employee should refer to the actual statutes.

D. Penalties

Any employee who violates the Ethics Policy is subject to termination or other employment related sanctions per personnel policy. Any board member or employee of the MPO who violates the Ethics Policy is subject to applicable civil or criminal penalty if the violation also constitutes a violation of a state statute.

E. Distribution

Upon adoption of the Ethics Policy by the Transportation Policy Board, a copy shall be distributed to each policy board member and MPO employee. Each policy board member and employee will acknowledge receipt of the Ethics Policy. The Ethics Policy adopted by the Transportation Policy Board shall be provided to each new employee no later than three (3) business days after the date on which the person begins employment. The Ethics Policy adopted by the Transportation Policy Board shall be provided to each new board member no later than three (3) business days after the person qualifies for office.

F. Policy Amendment

When considered for amendment, this policy shall be subject to the MPO’s two-step approval process which allows for a public comment period of approximately 30 days prior to adoption by the Metropolitan Planning Organization Transportation Policy Board.

Adopted: April 28, 2014 September 28, 2020
Policy 5:  
Technical Advisory Committee

Roles and responsibilities

The Technical Advisory Committee (TAC) is a standing committee. The role of the TAC is to provide technical advice to the Transportation Policy Board on elements of the transportation planning process. Any changes to this policy are subject to majority approval by the Transportation Policy Board.

At a minimum, the TAC provides technical, planning and policy review and recommendations and/or action on:

- Metropolitan Transportation Plan and amendments
- Transportation Improvement Program and amendments
- Unified Planning Work Program (UPWP) and amendments
- Transportation Conformity document
- Final reports, technical reports, and technical memoranda resulting from studies undertaken with planning funds programmed in the UPWP

In addition, the TAC provides other technical recommendations as requested by the Transportation Policy Board.

Membership

The voting membership of TAC shall be structured as follows:

- Advanced Transportation District 1 representative
- Alamo Area Council of Governments 1 representative
- Alamo Regional Mobility Authority 1 representative
- Bexar County 1 representative
- City of New Braunfels 1 representative
- City of San Antonio 3 representatives
  (Note: the CoSA Planning Department will have, at a minimum, one alternate representative serve on TAC)
- City of Seguin 1 representative
- Comal County 1 representative
- Greater Bexar County Council of Cities 1 representative
- Guadalupe County 1 representative
- Joint Base San Antonio 1 representative
- Kendall County Geographic Area 1 representative
- MPO Bicycle Mobility Advisory Committee 1 representative
- MPO Pedestrian Mobility Advisory Committee 1 representative
- Northeast Partnership 1 representative
- Private Transportation Providers 1 representative
- Texas Department of Transportation 1 representative
- VIA Metropolitan Transit 1 representative

The representative(s) and alternate(s) of each governmental agency entity on the TAC will be designated in writing through each agency’s/entity’s internal procedures.
Transportation Policy Board may not simultaneously serve on the Technical Advisory Committee. The Private Transportation Providers representative and alternate will be selected for recommendation by the TAC through an application process. The representative from the Northeast Partnership and the Suburban Cities Greater Bexar County Council of Cities will be nominated and appointed through letters to the MPO from the Transportation Policy Board representative from the Northeast Partnership and the Chairman of the Greater Bexar County Council of Cities, respectively.

Each agency/entity on the TAC will be allowed to designate one alternate from within the same agency or entity for each representative serving on the TAC. If the representative cannot attend the TAC meeting, the designated alternate may attend and vote as the representative of the agency or entity. Proxies will not be allowed. Members (both primary and alternate) may not represent more than one entity at a time.

**A primary member of the Transportation Policy Board may not serve simultaneously on the TAC, however, alternate Transportation Policy Board members may serve on the TAC.**

In addition to the voting and ex-officio members, the TAC recognizes individuals and organizations within the community can provide meaningful input into the transportation planning process. These resources will be informed of TAC meetings and invited to provide input in a non-voting capacity as appropriate.

**Ex-Officio Membership**

Ex-officio members shall hold non-voting status on the TAC:

- Texas Dept. of Transportation - Transportation Planning and Programming Division
- Texas Commission on Environmental Quality
- Utility Coordination Council

**Election of Chair and Vice-Chair**

Every two years, the TAC will elect a Chair and Vice-Chair from its current membership. The Chair and Vice-Chair shall be elected by a majority of the members present at the meeting. Elections of Chair and Vice-Chair will occur in June 2014 and then in June of every even year.

**Chair and/or Vice Chair Vacancies**

Vacancies in Chair and/or Vice-Chair whether created by resignation or otherwise, shall be filled by election of the TAC for the remainder of the unexpired term and election to be held at the next regular TAC meeting.

**Quorum**

A quorum for meetings will consist of fifty (50) percent plus one or greater of the voting members or designated alternates of the TAC. Vacancies are defined as positions on the TAC that are not filled. Vacancies on the TAC will not count against the quorum.
Committees

The TAC will have the following committees:

A. Bicycle Mobility Advisory Committee

The role of the Bicycle Mobility Advisory Committee (BMAC) is to improve bicycle mobility within the Alamo Area MPO Study Area. BMAC will provide bold and visionary leadership in all matters affecting bicycle mobility in the MPO study area and be expansive in its vision with its mission throughout the entire region. BMAC will adopt Committee By-laws to outline its goals, desired membership and procedures. BMAC by-laws will be approved by the TAC and the Transportation Policy Board.

B. Pedestrian Mobility Advisory Committee

The role of the Pedestrian Mobility Advisory Committee (PMAC) is to improve pedestrian mobility within the Alamo Area MPO Study Area. PMAC will provide bold and visionary leadership in all matters affecting pedestrian mobility in the MPO study area and be expansive in its vision with its mission throughout the entire region. PMAC will adopt Committee By-laws to outline its goals, desired membership and procedures. PMAC by-laws will be approved by the TAC and the Transportation Policy Board.

Both BMAC and PMAC are advisory committees, and subject to this Policy, will directly advise the TAC on technical matters and the Transportation Policy Board on relevant bicycle and pedestrian-related policy issues.

C. Land Use and Regional Thoroughfare Planning Committee

The role of the Land Use and Regional Thoroughfare Planning Committee is to oversee the development and monitoring of the selected land use (growth) scenario for use in the development of the Metropolitan Transportation Plan and will provide input into the development of a Regional Thoroughfare Plan. The committee will operate on an informal basis and will meet as needed.

D. Freight, Rail and Transit Committee

The role of the Freight, Rail and Transit Committee is to review and provide input on regional freight, passenger rail, and transit initiatives as requested. The committee will operate on an informal basis and will meet as needed.

E. TSMO/TIM Traffic Incident Management Committee

The role of the TSMO/TIM (Transportation Systems Management and Operations / Traffic Incident Management) Committee is to review and provide input into a regional TSMO framework and to consider input from the regional TIM group, provide direction as necessary, incorporate TSMO/TIM into regional transportation planning practices, and to foster partnerships and agreements where possible. The committee will operate on an informal basis and will meet as needed.
F. Transportation Demand Management (TDM) Committee

The role of the Transportation Demand Management Committee is to review and provide input on transportation demand management (TDM) programs, projects and plans in the MPO study area, and to foster partnerships and collaboration where possible. The committee will operate on an informal basis and will meet as needed.

Adopted: September 28, 2020
5. Discussion and Appropriate Action on the MPO’s Title VI Policy and Assurances

Purpose

The purpose of this agenda item is to make a recommendation on the MPO’s proposed Title VI Policy and Assurances.

Issue

Title VI is a federal law that protects individuals or groups, regardless of citizenship, from discrimination on the basis of race, color and national origin. Other related regulations prohibit discrimination based on sex, age and disability.

As a Federal-Aid recipient, the Alamo Area MPO is required to provide a statement of its commitment to Title VI and non-discrimination compliance that is signed by its top official and circulated throughout the organization and available to the general public. Additionally, the MPO is required to sign a nondiscrimination assurance to certify to FHWA and TxDOT that its programs, services, and activities are being conducted in a nondiscriminatory manner.

The presentation, draft policy statement and the U.S. Department of Transportation Standard Title VI Assurances are attached. These document the MPO’s commitment to nondiscrimination and equitable service to the community. The signed assurances also serve as a legally enforceable agreement by which the MPO may be held liable if not adhered to.

Action Requested

A motion to recommend approval of the MPO’s Title VI Policy and Assurances.
Background of Title VI

• Recipients of Federal financial assistance must operate all programs and activities without discrimination

• Title VI applies to any entity that receives Federal assistance, either directly or indirectly through another recipient, for any program

  • TxDOT receives Federal financial assistance directly
  • MPOs, local public agencies, colleges or universities are examples of entities that receive funds indirectly (“subrecipient”)

1 See 23 Code of Federal Regulations (CFR) 200.5(n)
What is a Title VI Policy?

**REQUIREMENTS**

- The policy statement, signed by the head of the agency, should express the agency’s commitment to the nondiscrimination provisions of Title VI

**RECOMMENDATIONS**

- Title VI Policy Statement should be circulated internally and to the general public
- Where appropriate, publish in languages other than English
- If an agency doesn’t already have a signed policy statement, consider using TxDOT’s template
What are Title VI Assurances?

• A subrecipient must sign a Title VI and related statutes nondiscrimination assurance to certify to FHWA and TxDOT that its program, services, and activities are being conducted in a nondiscriminatory manner. Assurances:

  • **Document agency commitment to nondiscrimination and equitable service** to its community.

  • **Serve as a legally enforceable agreement** by which the Agency may be held liable if not adhered to

  • **List all the Title VI requirements that a local agency agrees to perform** in return for receiving FHWA funds from the State, including developing a nondiscrimination policy statement and a discrimination complaint handling procedure.
What are Title VI Assurances?

**REQUIREMENTS**

- The head of the agency is required to sign the U.S. DOT Standard Title VI Assurances every three years or within 30 days following a change in executive leadership.
- The subrecipient is responsible for ensuring that the applicable appendices of the Standard Assurance are included in every contract that includes federal assistance.

**RECOMMENDATIONS**

- If an agency doesn’t already have signed Title VI Assurances, consider using TxDOT’s template for Standard Assurances.
Action requested

Requesting a recommendation from TAC today to approve the MPO’s Title VI Policy and Assurances
TITLE VI AND RELATED STATUTES

NONDISCRIMINATION STATEMENT

The Alamo Area Metropolitan Planning Organization, as a recipient of federal financial assistance and under Title VI of the Civil Rights Act of 1964 and related statutes, ensures that no person shall on the grounds of race, religion, color, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any Agency programs or activities.

__________________________  __________________________
Isidro Martinez             Date
Executive Director
Alamo Area Metropolitan Planning Organization
TITULO VI YE ESTATUTOS RELACIONADOS

DECLARACION DE NO DISCRIMINACION

La MPO del Área de Álamo, como recipiente de Asistencia Financiera Federal y según el Acta de Derechos Civiles Título VI del 1964 y estatutos relacionados, asegura que ninguna persona será excluida a causa de raza, religión, color, origen nacional, sexo, edad o incapacidad de participación en, o negados las beneficios de, o de otra manera sea sujeto a discriminación en cualquiera de las programas o actividades del Agencia.

___________________________________
Isidro Martinez
Director Ejecutivo
Organización de Planificación Metropolitana del Área del Álamo

___________________________________
Date
The Alamo Area Metropolitan Planning Organization (herein referred to as the “Recipient”), HEREBY AGREES THAT, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through the Federal Transit Administration (FTA) or the Federal Highway Administration (FHWA), is subject to and will comply with the following:

**Statutory/Regulatory Authorities**

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled Non-discrimination In Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of The Civil Rights Act of 1964);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory cites hereinafter are referred to as the “Acts” and “Regulations,” respectively.

**General Assurances**

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity,” for which the Recipient receives Federal financial assistance from U. S. DOT, including the Federal Transit Administration or the Federal Highway Administration.

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Nondiscrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally-assisted.
Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally-assisted U. S. DOT programs:

1. The Recipient agrees that each “activity,” “facility,” or “program,” as defined in §§ 21.23 (b) and 21.23 (e) of 49 C.F.R. § 21 will be (with regard to an “activity”) facilitated, or will be (with regard to a “facility”) operated, or will be (with regard to a “program”) conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.

2. The Recipient will insert the following notification in all solicitations for bids, Requests for Proposals for work, or material subject to the Acts and the Regulations made in connection with all USDOT programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

   "The Alamo Area Metropolitan Planning Organization, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.

4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.

5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.

6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.

7. The Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:

   a) for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
b) for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.

8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:

a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
b) the period during which the Recipient retains ownership or possession of the property.

9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, subgrantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.

10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the Alamo Area Metropolitan Planning Organization also agrees to comply (and require any subrecipients, subgrantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the USDOT access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the USDOT. You must keep records, reports, and submit the material for review upon request to USDOT, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The Alamo Area Metropolitan Planning Organization gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the USDOT under all Department of Transportation programs. This ASSURANCE is binding on Texas, other recipients, subrecipients, subgrantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in all Department of Transportation programs. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

____________________________________________  ____________________
Isidro (Sid) Martinez, Executive Director                    Date
Alamo Area Metropolitan Planning Organization
During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations**: The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, the Federal Transit Administration, and the Federal Highway Administration, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

2. **Nondiscrimination**: The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment**: In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Nondiscrimination on the grounds of race, color, or national origin.

4. **Information and Reports**: The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient, the Federal Transit Administration, or the Federal Highway Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient, the Federal Transit Administration, or the Federal Highway Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

5. **Sanctions for Noncompliance**: In the event of a contractor's noncompliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Transit Administration or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

   a) withholding payments to the contractor under the contract until the contractor complies; and/or
   b) cancelling, terminating, or suspending a contract, in whole or in part.

6. **Incorporation of Provisions**: The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient, the Federal Transit Administration, or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.
APPENDIX B

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the Alamo Area Metropolitan Planning Organization will accept title to the lands and maintain the project constructed thereon in accordance with all applicable federal statutes, the Regulations for the Administration of all Department of Transportation programs, and the policies and procedures prescribed by the Federal Transit Administration or the Federal Highway Administration of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the Alamo Area Metropolitan Planning Organization all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto the Alamo Area Metropolitan Planning Organization and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the Alamo Area Metropolitan Planning Organization, its successors and assigns.

The Alamo Area Metropolitan Planning Organization, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [], [and] (2) that the Alamo Area Metropolitan Planning Organization will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended[], [and] (3) that in the event of breach of any of the above-mentioned nondiscrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)
APPENDIX C

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the Recipient pursuant to the provisions of Assurance 7(a):

A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:

1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.

B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Nondiscrimination covenants, the Alamo Area Metropolitan Planning Organization will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.*

C. With respect to a deed, in the event of breach of any of the above Nondiscrimination covenants, the Alamo Area Metropolitan Planning Organization will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will thereupon revert to and vest in and become the absolute property of the Alamo Area Metropolitan Planning Organization and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)
APPENDIX D
CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by the Recipient pursuant to the provisions of Assurance 7(b):

A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.

B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Nondiscrimination covenants, the Alamo Area Metropolitan Planning Organization will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*

C. With respect to deeds, in the event of breach of any of the above Nondiscrimination covenants, the Alamo Area Metropolitan Planning Organization will there upon revert to and vest in and become the absolute property of the Alamo Area Metropolitan Planning Organization and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)
APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees to comply with the following nondiscrimination statutes and authorities; including but not limited to:

**Pertinent Nondiscrimination Authorities:**

- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 U.S.C. § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, subrecipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Nondiscrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).
6. Discussion and Appropriate Action on the FY 2023-2026 Transportation Improvement Program Call for Projects

Purpose

The purpose of this agenda item is to make a recommendation on the schedule and process for the call for CMAQ, STBG, and TA projects in support of the development of the FY 2023-2026 Transportation Improvement Program.

Issue

The development of the FY 2023-2026 Transportation Improvement Program (TIP) is underway. The project scoring work group met virtually on June 1st, July 21st, and August 26th to review the draft call for project parameters and new project scoring criteria and process.

The presentation is attached. The call for projects parameters are similar to those from previous project calls. Note that MPO staff would like agreement on weights of major scoring criteria categories prior to the beginning of the project call.

The multiagency work group will continue to meet to refine aspects of the project call including specific project scoring criteria and the project submittal form.

Action Requested

A motion to recommend approval of the Congestion Mitigation & Air Quality, Surface Transportation Block Grant and Transportation Alternatives Call for Projects parameters, process and schedule.
FY 2023-2026
Transportation Improvement Program Development

Technical Advisory Committee
September 11, 2020
MPO Plans and Documents

**Transportation Improvement Program (TIP):**
Funded transportation projects within a four year timeframe; adoption of FY 2023-2026 TIP is scheduled for **May 23, 2022**

**Metropolitan Transportation Plan (MTP):**
Future goals, strategies and transportation projects for 25 years; adoption of Mobility 2050 is scheduled for **May 23, 2022**

**Transportation Conformity Document (TCD):**
Evaluates future transportation projects to ensure they cause no further harm to air quality; approved through a significant interagency consultation process; adoption is scheduled for **May 23, 2022**
Transportation Improvement Program (TIP)

- Covers a time period of four years
- Formally updated every two years
- Financially constrained
- Developed cooperatively among the partner agencies
- Must be consistent with the Metropolitan Transportation Plan
- Approval process occurs in two steps with presentation one month and action the next month
- Approved TIP is tentatively due to TxDOT in June 2022
Types of Projects in the TIP

- Additional Vehicle Travel Lanes
- Air Quality Improvement Projects and Programs
- Alamo Commutes Program
- Bicycle Projects
- Major Planning Studies
- Transportation Systems Mgmt and Operations
- Pedestrian Projects
- Safety Improvements
- Transit Bus and Van Purchases
- Transit Passenger Facilities
State and Federal Funding Categories in the TIP

**CATEGORY 1**
Preventive Maintenance and Rehabilitation

**CATEGORY 2**
Metropolitan Area Corridor

**CATEGORY 3**
Non-Traditional Funding Sources (local contribution)

**CATEGORY 4**
Connectivity

**CATEGORY 5**
Congestion Mitigation & Air Quality Improvement (CMAQ)

**CATEGORY 7**
Surface Transportation Block Grant (STBG)

**CATEGORY 9**
Transportation Alternatives (TA)

**CATEGORY 11**
District Discretionary

**CATEGORY 12**
Strategic Priority

**TRANSIT**
Project Funding
## Alamo Area MPO Region

### Map of Alamo Area MPO Region

### Table of Counties and Transportation Agency (TA) Status

<table>
<thead>
<tr>
<th>County</th>
<th>CMAQ</th>
<th>STBG</th>
<th>TA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bexar</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
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<tr>
<td>Kendall</td>
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<td>✔️</td>
<td>✔️</td>
</tr>
</tbody>
</table>

*September 11, 2020 AAMPO Technical Advisory Committee Meeting Package: Page 61 of 101*
Call for Projects: Overview

- Call for Projects for all three MPO funding programs
- Approximately $300,000,000+ is available to program
- Required 20% cash match for the program cost or the project construction cost
- Commitment of project development costs and local match by the implementing agency
- Roadway projects must be on “functionally classified roadways”, not local streets
- Is a reimbursable program and all federal and state rules apply
- Projects would be programmed in years 2023, 2024, 2025, 2026, 2027, or 2028
Call for Projects: Overview

- **Congestion Mitigation & Air Quality**
  - Bexar County projects only
  - focus on emissions benefits
- **Surface Transportation Block Grant**
  - most flexible of the funding sources
- **Transportation Alternatives**
  - bicycle and pedestrian projects only
  - projects must be in areas open to the public

<table>
<thead>
<tr>
<th>Project Type</th>
<th>CMAQ (Bexar County only)</th>
<th>STBG</th>
<th>TA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bicycle/Pedestrian</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Add travel lanes</td>
<td>-</td>
<td>✓</td>
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</tr>
<tr>
<td>Transportation Systems</td>
<td></td>
<td>✓</td>
<td>-</td>
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<tr>
<td>Management &amp; Operations</td>
<td>✓</td>
<td>✓</td>
<td>-</td>
</tr>
<tr>
<td>Transit</td>
<td>✓</td>
<td>✓</td>
<td>-</td>
</tr>
<tr>
<td>Planning Studies</td>
<td>-</td>
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## Estimated Available Funding by Category

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Cat 5 Congestion Mitigation &amp; Air Quality</th>
<th>Cat 7 Surface Transportation Block Grant</th>
<th>Cat 9 Transportation Alternatives</th>
<th>Total</th>
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<tbody>
<tr>
<td>2022 *</td>
<td></td>
<td></td>
<td>$3.18 M</td>
<td>$3.18 M</td>
</tr>
<tr>
<td>2023</td>
<td>$21.35 M</td>
<td></td>
<td>$3.18 M</td>
<td>$24.53 M</td>
</tr>
<tr>
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<td></td>
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<tr>
<td>Total</td>
<td>$132.52 M</td>
<td>$165.71 M</td>
<td>$22.26 M</td>
<td>$320.49 M</td>
</tr>
</tbody>
</table>

1. In the FY 2019-2022 STBG Call for Projects, the TPB programmed projects into FY 2025
2. Source is the FY 2021 draft Unified Transportation Program
3. Reflects 100% funds
Projects submitted for funding consideration must have a minimum construction cost of $1,000,000.

For infrastructure projects: only eligible items related to construction will be reimbursable; project development costs are the responsibility of the implementing agency.

Maintenance/Rehabilitation projects are not eligible for submittal.

Although the Transportation Policy Board makes all funding decisions associated with these funds, TxDOT is the federal designated pass-through agency for this funding source. Entities awarded funding will enter into agreements with TxDOT. TxDOT will charge the entity the direct state cost for review of all aspects of the project(s).
• Implementing agencies will be required to sign the project understanding form

• If an agency submits more than one project, the MPO requires the agency to prioritize projects. The projects selected for funding will be placed in fiscal year 2023, 2024, 2025, 2026, 2027, or 2028

• The implementing agency commits to developing and letting selected projects in that timeframe (or sooner if funding is available)

• TA funding will focus on bicycle and pedestrian projects

• Cost overruns are the responsibility of the implementing agency; or re-scope project with Transportation Policy Board approval through a TIP amendment that does not trigger transportation conformity in Bexar County; CMAQ project limits and scope changes would require emissions reductions equal to or greater than the awarded project
CMAQ Projects
Draft Weighting: all CMAQ Projects

- Emissions reduction (Total): 50%
- Emissions reduction (Benefit Cost Ratio): 50%

<table>
<thead>
<tr>
<th>Project Types</th>
<th>CMAQ (Bexar County only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bicycle/Pedestrian</td>
<td>✓</td>
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<tr>
<td>Transportation Systems Mgmt. &amp; Operations</td>
<td>✓</td>
</tr>
<tr>
<td>Transit</td>
<td>✓</td>
</tr>
</tbody>
</table>

1,000 point scale
Added Capacity Projects
Draft Weighting: STBG projects only

• Addresses congestion: 40% 55%
  – Detailed categories (demand (v/c); reliability; hours of congestion delay;)
• Addresses safety: 35% 30%
• Addresses access for EJ populations: 15%
• Improves system connectivity: 10% 15%
  – Includes safe bicycle and pedestrian facilities (as multimodal connections)
TSMO Projects
Draft Weighting: STBG projects only

- Addresses congestion: 35%
- Addresses safety: 30%
- Addresses known operational issues: 20%
- Addresses access for EJ populations: 15%

1,000 point scale
Transit Projects
Draft Weighting: STBG Projects only

- Increases ridership: 25%
- Improves reliability: 20%
- Addresses access for EJ populations: 15%
- Improves system connectivity: 15%
- Increases service capacity: 15%
- Increases “frequent” transit access: 10%

Note: will continue working with transit partners on final scoring recommendation
1,000 point scale
• Addresses safety: 35%
• Serves high activity generators: 20%
• Improves system connectivity: 20%
• Addresses access for EJ populations: 15%
• Overall usage/demand: 10%

1,000 point scale
Potential Extra Points

• Project overmatch (*local contributions beyond required 20% local match*)
  ➢ +50 points for overmatching 5% – 10%
  ➢ +100 points for overmatching more than 10%

• Approximately 100 points for EJ access improvement
  ➢ Continued discussion with work group
### TIP Development Schedule

- **October 1, 2020**
  - Agency Call for Projects begins

- **October 2020 - March 2021**
  - Agencies develop projects and secure local match

- **January 2021**
  - Workshop to provide information and support to submitting agencies (required attendance)

- **April 1, 2021**
  - Agency project submittals and commitment of local match are due to the AAMPO

- **June 2021**
  - Public meetings and online public input on projects

- **August 2021**
  - TPB selection and approval of STBG, TA and CMAQ projects
TIP Development Schedule

- **September 2021 – February 2022**: Travel Demand Modeling & Emissions Analysis
- **March 2022**: Public meeting on Transportation Conformity
- **April - May 2022**: TPB Presentation and Action on
  - MTP
  - TIP
  - Conformity
- **June – August 2022**: Interagency Consultation Review with federal and state partners
- **September 2022**: Joint FHWA-FTA Conformity Determination
- **October 2022**: FY 2023-2026 TIP goes into effect
Immediate Next Steps

**TAC and TPB:**

*September 2020 approval of Call for Projects process and schedule*

**Staff:**

*Continued work with multiagency work group on detailed scoring criteria and project submittal form*
Technical Advisory Committee  
September 11, 2020

7. Discussion and Appropriate Action on Roadway and Transit Amendments to the Metropolitan Transportation Plan and the FY 2021-2024 Transportation Improvement Program

Purpose

The purpose of this agenda item is to receive a brief presentation on roadway and transit amendments to the Metropolitan Transportation Plan and the FY 2021-2024 Transportation Improvement Program.

Issue

The Texas Department of Transportation (TxDOT) amends the Statewide Transportation Improvement Program (STIP) on a quarterly basis. To meet our local process for amending the Transportation Improvement Program (TIP), amendments will be reviewed in September with action scheduled for October. In order to keep the Metropolitan Transportation Plan (MTP) and TIP consistent, amendments to the TIP will also need to be made to the MTP.

The following roadway projects are proposed for revision:

0016-08-034: Austin Highway from Burr to IH 35; cost increase
(additional information pending from the City of San Antonio)
0915-00-212: Safety Service Patrol; move from FY 2021 to FY 2020
0915-00-213: Safety Service Patrol; move from FY 2021 to FY 2020

Transit amendments from VIA are also attached for your review.

Other amendments may be identified over the next few weeks.

It is important to note that none of the proposed amendments are triggering the need for transportation conformity.

Action Requested

Action is scheduled for October 2020.
Roadway and Transit Amendments to the Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP)

Technical Advisory Committee
September 11, 2020
MPO Plans and Documents

Unified Planning Work Program (UPWP):
MPO staff budget and regional planning studies over a two year timeframe; FY 2022-2023
UPWP is scheduled for adoption in June 2021

Transportation Improvement Program (TIP):
Funded transportation projects within a four year timeframe; FY 2021-2024 TIP was adopted in May 2020

Metropolitan Transportation Plan (MTP):
Future goals, strategies and transportation projects for 25 years; updated MTP was adopted in May 2020

Transportation Conformity Document (TCD):
Evaluates future transportation projects to ensure they cause no further harm to air quality; approved through a significant interagency consultation process; adopted in May 2020
In accordance with MPO policy, amendments to the *Long Range Transportation Plan (MTP)* and the *Short Range Transportation Plan (TIP)* occur in a two step process with presentation one month and action the following month.
Amendment Process

• Amendments are being presented in September 2020 with action scheduled for October 2020
• After approval, amendments to the short range plan are then forwarded to TxDOT for inclusion in the Statewide Transportation Improvement program (STIP)
• Amendments to the short range plan also need to be made to the long range plan so they stay consistent per federal requirements
• Roadway amendments are minor this quarter
  – Two projects are moving back from FY 2021 to FY 2020
    • 0915-00-212: Safety Service Patrol
    • 0915-00-213: Safety Service Patrol
  – One project has a cost increase
    • 0016-08-034: Broadway from Burr to IH 35 (additional information pending from the City of San Antonio)
  – Additional amendments may be identified over the next few weeks
• Amendments do not impact Transportation Conformity
Transit Amendment Summary

- Transit amendments are included in the meeting package
- Amendments to projects in FY 2021 and FY 2022
  - Update project descriptions to reflect VIA adopted FY 2021-2015 Capital Program
  - Modify amounts to Advanced Rapid Transit and Bus Operations and Maintenance Facility projects per federal regulations
- Amendments do not impact Transportation Conformity
Action is scheduled for October 2020
### PROJECT LIST FOR VIA METROPOLITAN TRANSIT

**SECTION 5307, 5339 and 5310 FORMULA FUNDS**

**AMENDMENTS to FY 2021 and 2022**

<table>
<thead>
<tr>
<th>PROJECT NAME</th>
<th>Apportionment Year</th>
<th>MPO ID</th>
<th>Fed Fund Category</th>
<th>Federal Amount</th>
<th>State Amount</th>
<th>TDC Amount</th>
<th>Other/Local Amount</th>
<th>TOTAL $</th>
<th>Action Requested</th>
<th>COMMENTS</th>
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**TOTAL FY2021**

$9,021,365
$29,633,245
$0
$47,596,802
$133,551,462

### PROJECT LIST FOR VIA METROPOLITAN TRANSIT

**SECTION 5307, 5339 and 5310 FORMULA FUNDS**

**AMENDMENTS to FY 2022**

<table>
<thead>
<tr>
<th>PROJECT NAME</th>
<th>Apportionment Year</th>
<th>MPO ID</th>
<th>Fed Fund Category</th>
<th>Federal Amount</th>
<th>State Amount</th>
<th>TDC Amount</th>
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<th>TOTAL $</th>
<th>Action Requested</th>
<th>COMMENTS</th>
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<td>5307</td>
<td>$570,315</td>
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<td>Transportation Services for New Braunfels, Celilo, McQueeney, Marion, Schertz etc.</td>
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**TOTAL FY2022**

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$10,004,417
$0
$83,324,560
$105,327,562
# VIA Metropolitan Transit
2021 Capital Spending Plan

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<th>Project No</th>
<th>Totals</th>
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<td>Fullsize (40&quot;) CNG Buses (*includes CMAQ)</td>
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<td>Renovation of Main Service Station</td>
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<td>Replace All VMC HVAC Air Handlers</td>
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## VIA Metropolitan Transit
### 2021 Capital Spending Plan

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### VIA Metropolitan Transit

#### 2022 Capital Spending Plan

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<td>Engines and Transmissions</td>
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### VIA Metropolitan Transit
#### 2022 Capital Spending Plan

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8. **Discussion and Appropriate Action on Presentation of the Public Involvement Results from the Development of the FY 2021-2024 Transportation Improvement Program**

**Purpose**

The purpose of this agenda item is to receive a presentation from MPO staff on the results from the TIP public meetings held in September and October 2019.

**Issue**

In early Fall 2019, the MPO held a series of public meetings associated with the development of the FY 2021-2024 Transportation Improvement Program. A key component of the input was for citizens, both at the in-person meetings and online, to notate congested areas, safety areas of concern and bicycle, pedestrian and transit improvements.

MPO staff has compiled this information into a viewer for your agency’s use. The viewer will be demonstrated at your meeting. The presentation is attached.

**Action Requested**

For information and discussion only. No action is being requested.
PUBLIC MEETINGS

KENDALL COUNTY  LIVE
Wednesday, September 25, 2019
Kronkosky Place
17 Old San Antonio Road (78006)

BEXAR COUNTY  LIVE
Thursday, September 26, 2019
VIA Metro Center
1021 San Pedro (78212)

GUADALUPE COUNTY  LIVE
Wednesday, October 2, 2019
Seguin Public Library
315 W. Nolte Street (78155)

COMAL COUNTY  LIVE
Thursday, October 3, 2019
New Braunfels Civic Center
375 S. Castell Ave. (78130)
Welcome to our online public meeting!

You can participate in person at one of four public meetings, or online using the links below. On this page, you will find everything you need to participate in the public meeting.

* Online public participation closes on Thursday, October 3, 2019.

Start participating by:

- **STEP 1**: Watching the presentation given at the in-person meetings.
- **STEP 2**: Mapping your concerns about congestion, safety, public transportation, and bicycle/pedestrian.
- **STEP 3**: Providing feedback on projects currently in the Transportation Improvement Program.

Questions? Please contact Jeanne Geiger at geiger@alamoareampo.org.

1. Watch Presentation

2. Map Your Concerns

3. Provide Project Feedback
Public Input Exercise

Exercise was similar for in-person and virtual public meeting

Visit each of the four stations (in any order) and participate in the mapping exercise on

- Active Transportation
- Public Transportation
- Traffic Congestion
- Traffic Safety
Public Input Exercise:
Active Transportation Station

On the Active Transportation Base Map, indicate corridors or areas where bicycle and pedestrian facilities are needed. Consider items such as:

- Bike lane concerns
- Bike parking concerns
- Crosswalk concerns
- Sidewalk concerns
- Visibility/Lighting concerns
- Tell us more
Public Input Exercise:
Public Transportation Station

On the Public Transportation Base Map, indicate activity centers that could be connected using fixed route transit, potential transit routes and transit stops. Consider items such as:

- No service
- Bus stop is too far
- Long wait at bus stop
- No shelter or bench at bus stop
- Safety concerns
- Tell us more
Public Input Exercise: Public Transportation Station

On the Traffic Congestion Base Map, identify where and when you experience the most traffic congestion.

Consider items such as:

- Is it all day congestion?
- Peak time congestion only?
- Does the congestion occur every day?
- Is there construction in the area?
- Tell us more
Public Input Exercise: Traffic Safety Map

On the Traffic Safety Base Map, correlating to a specific safety issue, please indicate the locations where you notice these types of issues:

- Lack of lighting
- Poor signage or lane markings
- School zones
- Significant truck activity
- Speeding traffic
- Too many decision or conflict points
- What else may be significant
Kendall County, Boerne and Fair Oaks Transportation Committee

New Braunfels Transit Study

Public Transportation Input from 2019 AAMPO Public Meetings and Online Application

Comments from Public

Other
- More stops on the route
- Connect with the TIGS
- Bus route to the Round Rock Mall
- Bus route to the San Marcos Mall
- Bus route to the New Braunfels Library
- Need bus route to KBHS

Categories
- Other
- Service

Number of Comments: 7

Percentage of service request comments and other factors

[Bar chart showing percentages]
9. Announcements