



Memorandum
January 6, 2025



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

To: Members, Active Transportation Advisory Committee
From: Matthew Moreno, Regional Transportation Planner
Subject: Meeting Notice and Agenda

The next meeting of the **Active Transportation Advisory Committee (ATAC)** is scheduled for
Wednesday, January 15, 2025 at 3:00 p.m.

This meeting will be held in a hybrid format.
Participants can attend via internet access or in-person
at the Alamo Area MPO office located at
825 South Saint Mary's Street, San Antonio, TX 78205.
It is the intent that the presiding officer will preside over the meeting from this location.

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

Individuals without internet access can access the meeting audio via phone.
Call 1-844-992-4726 (Toll Free) and enter the access code: 2493 586 2324#. If you have issues accessing the meeting, please call 210-227-8651.

The following agenda items will be discussed and action will be taken as appropriate.

Agenda: *Items may be taken out of the order shown*

1. Roll Call
2. Citizens to be Heard
3. **Approval** of the October 9, 2024 ATAC Meeting Minutes

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status.
To arrange for translation services or assistance due to disability (free of charge), please contact the MPO at aampo@alamoareampo.org or (210) 227-8651 (or Relay Texas at 7-1-1) at least five working days in advance.
Se solicita la participación pública sin distinción de raza, color, nacionalidad de origen, edad, sexo, religión, discapacidad o estado familiar. Para coordinar servicios gratuitos de traducción o asistencia debido a una discapacidad, comuníquese con la MPO por correo electrónico a aampo@alamoareampo.org o llame al 210-227-8651 (o Relay Texas al 7-1-1) con al menos cinco días hábiles de anticipación.

Please provide any written comments on any agenda items at least one day prior to the meeting to the MPO at:
Proporcione comentarios por escrito sobre cualquier tema en la agenda al menos un día antes de la reunión pública a la MPO en:

825 South Saint Mary's Street • San Antonio, Texas 78205
 (210) 227-8651 (210) 227-9321 TTD 1 (800) 735-2989
 www.alamoareampo.org

4. Discussion and Appropriate **Action** on Active Transportation Advisory Committee Bylaws Updates – AAMPO (Moreno)
5. Announcements and Future Agenda Items
 - a. The **AAMPO Lighting Study** Work Group will formally kick-off efforts in January 2025. Please contact Cecilio Martinez at martinez@alamoareampo.org for more information.
 - b. The **AAMPO Policy 3 Work Group, Congestion Mitigation Process Work Group, and the FY26-27 Unified Planning Work Program** Work Group will kick-off efforts in February 2025. Please contact Sonia Jimenez at jjimenez@alamoareampo.org for more information.
 - c. The State of Texas requested additional information regarding AAMPO's Study Area expansion. The expanded Study Area will include the remainder of Kendall and a portion of Medina County. As soon as State approval is achieved, new members will be seated at the various AAMPO committees and the Policy Board.
 - d. The FY 27-30 Call for Projects Preliminary Submittals are due by March 1, 2025. The submission portal officially opened on January 13, 2025 at alamoareampo.org/callforprojects.
 - e. AAMPO offices will be closed Monday, January 20 in observance of Martin Luther King Jr. Day

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1. Roll Call

Name	Title	Organization
Veronica Escalera-Ibarra Jessica Sifuentes	Primary Alternate	Advanced Transportation District (ATD)
Lyle Hufstetler Doris Martinez	Primary Alternate	Alamo Area Council of Governments (AACOG)
Vacant Vacant	Primary Alternate	Bexar County / Alamo Regional Mobility Authority (ARMA)
Cristina Solorzano Alexis Rodriguez	Primary Alternate	Bicycling Organization (Ghisallo Cycling Initiative)
Jeff Jordan Oscar Cervantes	Primary Alternate	Bicycling Organization (South Texas Off Road Mountain Bikers [STORM])
Victor Saenz Mary Ellen Schulle	Primary Alternate	City of Boerne / Kendall County
Elizabeth Dupont Carly Farmer	Primary Alternate	City of New Braunfels
Margarita Hernandez Brandon Ross	Primary Alternate	City of San Antonio (CoSA) Parks and Recreation
Jacob Howard Ann Benavidez	Primary Alternate	CoSA Planning
Isaac Levy Rebecca Rodriguez	Primary Alternate	CoSA Transportation
Erica Taft Michael Sharp	Primary Alternate	City of Seguin
Lawrence Jackson Vacant	Primary Alternate	Comal County / Local Municipal Representative
Bill Hill Vacant	Primary Alternate	Greater Bexar County Council of Cities (GBCCC)
Vacant Vacant	Primary Alternate	Guadalupe County / Local Municipal Representative



Scott Wayman Janeshia Grider	Primary Alternate	Northeast Partnership (NEP)
Lori Day Ryan Pflipsen	Primary Alternate	Organization Representing People with Disabilities (disABILITYsa)
Bert Pickell Vacant	Primary Alternate	Pedestrian or Walking Organization (San Antonio Walks)
Joey Pawlik* Kenny Skrobanek	Primary Alternate	Pedestrian or Walking Organization (ActivateSA)
Robert Hanley* Vacant	Primary Alternate	Professional Organization (San Antonio Chapter of the American Institute of Architects [AIA])
Vacant Jordan Merson	Primary Alternate	San Antonio River Authority (SARA)
Vacant Vacant	Primary Alternate	Shared Micromobility Provider
Vacant Ivonne De La Rosa	Primary Alternate	Texas Department of Transportation (TxDOT)
Maricela Diaz-Wells Ruben Martinez	Primary Alternate	VIA Metropolitan Transit
<i>Ex-Officio</i>		
Vacant Vacant	Primary Alternate	BikeTexas
Deborah Scharven Robert (Scott) Potter	Primary Alternate	CoSA Disability Access Office
Ed Burgos-Gomez Vacant	Primary Alternate	Federal Highway Administration
Vacant Vacant	Primary Alternate	San Antonio Area Tourism Council

* Co-Chair

2. Citizens to be Heard

As part of the Alamo Area MPO policies for public participation and in accordance with the bylaws of ATAC, each meeting will provide an opportunity for citizens to be heard and involved with the transportation planning process. Speakers will be allowed up to three (3) minutes each to address the Active Transportation Advisory Committee (ATAC). All speakers must state their names and any organizations they represent.

3. Approval of the October 9, 2024 ATAC Meeting Minutes

Issue

The October 9, 2024 meeting minutes are attached for the committee's review and consideration. For more information and to hear the audio archive, please visit <https://www.alamoareampo.org/Committees/ATAC/>

Action Requested

A motion to approve the October 9, 2024 ATAC Meeting Minutes.



Active Transportation Advisory Committee (ATAC)

Meeting Minutes

October 9, 2024

ATAC Voting Members Present:

Veronica Escalera-Ibarra
Lyle Hufstetler
Oscar Cervantes (alt)
Victor Saenz
Elizabeth Dupont
Jacob Howard
Isaac Levy
Joey Pawlik
Bert Pickell
Robert Hanley
Ivonne De La Rosa (alt)
Maricela Diaz-Wells

Advanced Transportation District (ATD)
Alamo Area Council of Governments (AACOG)
Bicycling Organization
City of Boerne / Kendall County
City of New Braunfels
City of San Antonio (CoSA) Planning
CoSA Transportation
Pedestrian or Walking Organization
Pedestrian or Walking Organization
Professional Organization
Texas Department of Transportation (TxDOT)
VIA Metropolitan Transit

ATAC Voting Members Absent:

Cristina Solorzano
Margarita Hernandez
Erica Taft
Bill Hill
Scott Wayman
Ryan Pflipsen
Jordan Merson (alt)

Bicycling Organization
CoSA Parks and Recreation
City of Seguin
Greater Bexar County Council of Cities (GBCCC)
Northeast Partnership (NEP)
Organization Representing People with Disabilities
San Antonio River Authority (SARA)

Others Present:

Matthew Moreno
Javier Sandoval
Robert (Scott) Potter (alt)
Riki Kobayashi
Rebecca Rodriguez (alt)
Darcie Schipull
Dawniele Metsker-Galarza
Kenny Skrobanek (alt)
David Bemporad
Liz High
Sara Serra-Bennett

Alamo Area Metropolitan Planning Organization (AAMPO)
AAMPO
CoSA Disability Access Office
CoSA Parks
CoSA Transportation
Great Springs Project
Kimley-Horn
Pedestrian or Walking Organization
RS&H
RS&H
RS&H

Robert Hanley called the meeting to order at 3:03 p.m.

1. Roll Call

Javier Sandoval called roll. A quorum was present.

2. Citizens to be Heard

There were none.

3. Approval of the September 11, 2024 ATAC Meeting Minutes

Elizabeth Dupont motioned and Isaac Levy seconded to approve the September 11, 2024 meeting minutes. The motion passed unanimously.

4. Discussion and Appropriate Action on Active Transportation Advisory Committee Bylaws Updates – AAMPO (Moreno)

Elizabeth Dupont motioned and Joey Pawlik seconded to approve the changes to the ATAC bylaws as presented. The motion passed unanimously.

5. Presentation on Bike Network Plan Final Report – City of San Antonio (Hubbard)

For information and discussion only.

6. Announcements and Future Agenda Items

For information and discussion only.

There being no other business the meeting adjourned at 4:11 p.m.

Print Name

Signature

Date

4. Discussion and Appropriate Action on Active Transportation Advisory Committee Bylaws Updates – AAMPO (Moreno)

Purpose

The ATAC bylaws are to be revisited at the request of the Transportation Policy Board to include membership for the new geographic areas as a result of AAMPO's boundary expansion. Simultaneously, an annual review of the bylaws is being conducted to remove imprecise language and streamline committee processes.

Issue

At the August 2024 Transportation Policy Board meeting, action was taken to expand the AAMPO Study Area to include all of Kendall County and a portion of Medina County. During this meeting, the TPB recommended ATAC (and the Technical Advisory Committee (TAC)) evaluate its membership accordingly.

The TPB membership was revised and approved to the following:

- Remove the Advanced Transportation District position
- Add a seat for another staff member to represent the City of San Antonio,
- Add a seat for another staff member to represent Bexar County,
- Revise the Kendall Geographic Area to represent City of Boerne,
- Add a seat for Kendall County, and
- Add a seat for Medina County.

The proposed TAC membership changes include revising the Kendall Geographic Area position to City of Boerne, adding a representative from Kendall County, and one from Medina County. The ATAC membership does not necessarily have to mirror the TBP or TAC membership. The ATAC currently consists of 23 voting members.

Staff is recommending redistributing the Micromobility Organization to a Multimodal Organization and adding an additional seat to the Multimodal Organization representation, removing the ATD position, and removing non-voting positions that have been vacant for extended periods of time. The topic of consolidating the county position with the municipality position, for each county, is up for discussion. Seguin (in Guadalupe County) and New Braunfels (in Comal County) have made it clear they do not wish to consolidate and prefer to have independent representation on the ATAC. Additionally, staff is recommending redefining ATAC's TAC representatives as the Co-Chairs and renaming any mention of "bicycling" to "cycling" to streamline administrative processes and promote inclusive language.

Matthew Moreno, AAMPO Multimodal Transportation Planner, will be presenting. The presentation is attached for review.

Action Requested

Motion to approve the changes to the ATAC bylaws as presented.

AAAMPO

ATAC Bylaws

ATAC | January 15, 2025

Matthew Moreno, Multimodal Transportation Planner



Purpose

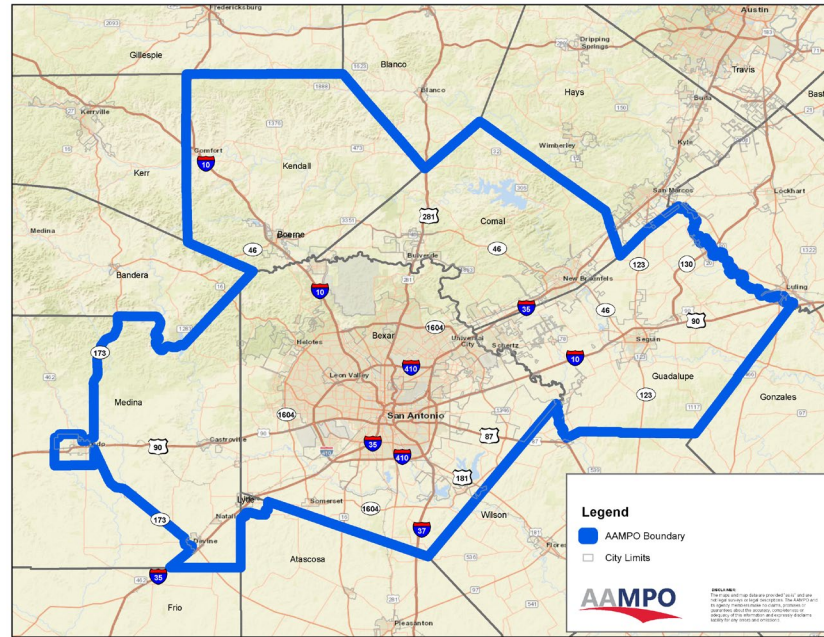
***Discuss and take action on revising the
Active Transportation Advisory
Committee's Bylaws.***

Issue

- Transportation Policy Board (TBP) has requested ATAC redefine its membership to accommodate for AAMPO's boundary expansion.
- ATAC membership is listed within the ATAC Bylaws.
- ATAC has approved the addition of a multimodal representative.
- ATAC has more members than any AAMPO committee and long-term vacancies are an issue.

AAMPO Study Area Expansion

- Expansion
 - Kendall County in its entirety
 - A portion of Medina County
- AAMPO Transportation Policy Board membership changes
 - Remove VIA ATD representation
 - Add a representative for Kendall County
 - Add a representative for Medina County
 - Convert Kendall County Geographic Area to City of Boerne
 - Add another staff representative to City of San Antonio and Bexar County



- AAMPO Technical Advisory Committee membership changes
 - Rename Kendall Geographic Area to City of Boerne
 - Add a representative from Kendall County
 - Add a representative from Medina County

Issue

- ATAC has recently voted to consolidate members of the rural counties and add a multimodal representative to the membership roster
- AAMPO has received letters from municipalities in rural counties expressing the desire to continue membership separate from the county

Staff Recommendations

- ***Continue with all other changes previously approved except:***
 - ***Review City and County co-representation***

Previously approved changes:

- ***Add Multimodal representation (+1 position, redefine Micromobility as Multimodal)***
- ***Remove ATD representation***
- ***Remove long-vacant non-voting representation***
- ***Revisit Bylaw language (replace Bicycle with Cycle, Co-Chairs as TAC representatives)***

Municipal & County Representation

- **County Positions**

- Separate Comal, Guadalupe, and Kendall County representatives from their county seats with option for counties to appoint a municipal representative
- Clarify Medina County representative to match the format of other counties

ATAC Bylaw Excerpts

Membership Page 2-3

Comal County or local municipal representative	1 representative
Guadalupe County or local municipal representative	1 representative
Kendall County or local municipal representative	1 representative
Medina County or local municipal representative	1 representative
City of Boerne	1 representative
City of New Braunfels, alternate from Comal County	1 representative
City of Seguin, alternate from Guadalupe County	1 representative

Timeline



Today

ATAC Bylaws discussion and action to approve and send to TAC

3/7/2025

TAC meeting and approval of ATAC Bylaws and recommendation to TPB

3/24/2025

TPB meeting and approval of ATAC Bylaws

Future

ATAC Multimodal Application Posted
ATAC Membership Discussion/Action of applications

Action Requested

Motion to approve the changes to the ATAC bylaws as presented.

- ***Continue with previously approved changes with changes to the County Positions:***
 - Separate Comal, Guadalupe, and Kendall County representatives from their county seats with option for counties to appoint a municipal representative
 - Clarify Medina County representative to match the format of other counties

Questions/Discussion

Matthew Moreno

Regional Transportation Planner, Alamo
Area MPO

moreno@alamoareampo.org

210-230-6931



**Alamo Area Metropolitan Planning Organization
Active Transportation Advisory Committee (ATAC)**

Bylaws

December 13, 2021

Background

The Transportation Policy Board (TPB) of the San Antonio-Bexar County Metropolitan Planning Organization, now known as the Alamo Area MPO (AAMPO), established the Bicycle Mobility Advisory Committee in 1995 and Pedestrian Mobility Advisory Committee in 1997. The committees' purposes were to improve ~~bicycle-cycling~~ and pedestrian mobility, respectively, within the agency's Metropolitan Area Boundary. On December 13, 2021, the TPB consolidated these committees as one Active Transportation Advisory Committee (ATAC) that will act collectively to improve the region's safety, programs, investments, and user experience in active transportation.

Active transportation refers to human powered transportation, and low speed electronic assist devices. Examples include but are not limited to walking, ~~bicycles~~, electric ~~bicycles~~, tricycles, scooters, electric scooters, wheelchairs, electric wheelchairs (scooters), skates, and skateboards.

Active transportation is a critical component in developing and implementing sustainable community strategies, improving air quality, increasing public health, and making the region a more enjoyable place to live, work, and play. Active transportation is often a solution for the first mile and last mile people travel.

Purpose

The role of the ATAC is to provide coordinated, comprehensive and continuous participation in the active transportation planning process, with a focus on ~~bicycle-cycling~~ and pedestrian mobility issues. The committee does this by:

- Considering technical, policy, and user experience issues related to active transportation mobility during regular presentation of information on subjects including but not limited to urban design, design and construction standards, maintenance, access, connectivity, and safety.
- Advising the MPO's Technical Advisory Committee (TAC) and Transportation Policy Board (TPB) on items that affect the region's safety, programs, investments, and user experience in active transportation. Items on which TAC and the ATAC take different actions may still be brought to the TPB for consideration.
- Exploring funding options and opportunities for active transportation-related projects/programs and recommending projects/programs submitted to the MPO during project calls for funding.
- Recommending and/or advising the development of active transportation-related planning studies to be conducted by the MPO and/or transportation partners.

In particular, the ATAC and its committee members will:

- Hear updates from transportation partners and participate in active transportation training and events that strengthen members' technical and policy understandings.
- Promote programs and facilities for people who use active transportation in the region.
- Participate in the development of the MPO's regional transportation plans including the MPO's Unified Planning Work Program, Transportation Improvement Program, Metropolitan Transportation Plan and Public Participation Plan.
- Participate in the development and implementation of the MPO's active transportation related plans and studies.
- Promote and participate in regional activities during annual National Pedestrian Safety Month and National Bike Month.
- Serve as liaison to other stakeholders and interest groups for bicycling / walking and other active transportation interests.

Membership

The ATAC shall be comprised of governmental agency staff and non-governmental organization members. Membership should reflect the diversity of active transportation modes and interests affected by transportation policy decisions to assure transportation planning decisions are considered in their broad context. The voting membership of the ATAC should be structured as follows:

Alamo Area Council of Governments (AACOG)	1 representative
Bexar County, alternate from the Alamo Regional Mobility Authority (ARMA)	1 representative
Comal County or local municipal representative	1 representative
Guadalupe County or local municipal representative	1 representative
City of Boerne, alternate from Kendall County	1 representative
<u>Kendall County or local municipal representative</u>	<u>1 representative</u>
<u>Medina County or local municipal representative</u>	<u>1 representative</u>
City of New Braunfels	1 representative
City of San Antonio	3 representatives (One (1) from the Transportation Department and two (2) from other departments)
City of Seguin	1 representative
San Antonio River Authority	1 representative
TxDOT San Antonio District (TxDOT)	1 representative
VIA Metropolitan Transit	1 representative
Advanced Transportation District (ATD)	1 representative
Greater Bexar County Council of Cities (GBCCC)	1 representative (Not to be represented by a member of the NE Partnership.)

Northeast Partnership (NEP)	1 representative
Organization representing people with disabilities	1 representative *
Bic Cycling organization (s)	2 representatives *
Pedestrian or walking organization (s)	2 representatives * (at least one from a group representing vulnerable road users)
Professional organization	1 representative *
Multimodal Organization-(s)Shared-micromobility provider	<u>2</u> representatives*

*Non-governmental organizations

The representative(s) and alternate(s) of each agency/entity on the ATAC will be designated and/or removed in writing to the AAMPO through each agency's/entity's internal procedures.

Each agency/entity on the ATAC will be allowed to designate one alternate from within the same agency/entity for each representative serving on the ATAC. If the representative cannot attend the ATAC meeting, the designated alternate may attend and vote as the agency/entity representative. 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 ATAC.

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

Rotating positions will be selected by the ATAC through an application process.

- One (1) member shall be selected from an organization representing people with disabilities.
- Two (2) members shall be selected by from a pedestrian or walking organization. (At least one from a group representing vulnerable road users.).
- One (1) member shall be selected from a professional organization. The appointee should be serving an officer or staff role in a professional organization such as, but not limited to:
 - American Institute of Architects,
 - American Planning Association,
 - Congress for New Urbanism, or
 - Institute for Transportation Engineers.
- Two (2) members shall be selected from ~~b~~icycling organizations.
- ~~One~~ Two (2) members shall be selected from ~~a shared micromobility provider~~ multimodal organizations.

An application to fill open organization positions will be posted on the MPO's website in August of each odd year. This approach allows different community groups focused on active transportation improvements to have representation over time on the ATAC. A subcommittee of the ATAC will review applications, shortlist, and may interview candidates as appropriate, and provide a recommended candidate in September to the ATAC, which as a whole will select the primary and alternate members in October. The updated membership will join the ATAC and vote on the Co-Chairs in January of even years, as outlined below. After initial selection of a representative through this process, the position will be filled by a candidate applying as the alternate member. The alternate will move into the primary position after two years and the vacant alternate position will be posted.

Ex-Officio Membership

In addition to appointing the voting membership, the ATAC may appoint ex-officio members as appropriate. The ex-officio members are not voting members but will receive all meeting materials and are encouraged to actively participate in all ATAC discussions.

One (1) non-voting member shall be appointed each by:

- ~~BikeTexas~~
- ~~San Antonio Area Tourism Council~~
- City of San Antonio Disability Access Office
- Federal Highway Administration

Co-Chairs

Every two (2) years, the ATAC will elect two (2) Co-Chairs from its current membership. The Co-Chairs shall be elected by a majority of the members present at the meeting. One Co-Chair will represent the cycling or micromobility community and one co-chair will represent the pedestrian community. The Co-Chairs will alternate leading ATAC meetings. Elections of the Co-Chairs will occur in January 2022 and then in January of every even year.

Co-Chair Vacancies

Vacancies in the Co-Chair position, whether created by resignation or otherwise, shall be filled by election of the ATAC for the remainder of the unexpired term and election to be held at the next regular ATAC 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 ATAC. Vacancies are defined as positions on the ATAC that are not filled. Vacancies on the ATAC will not count against the quorum.

In order to allow for increased citizen participation, the following terms shall apply:

- Agency staff – no term limits.
- Advanced Transportation District – no term limits.
- Greater Bexar County Council of Cities and Northeast Partnership – renewable two-year term as approved by ATAC.

- Non-governmental organizations – renewable two-year terms requiring the organization to reapply and receive ATAC approval during the described application process.
- Should a member, or their designated alternate, fail to attend three consecutive meetings of ATAC, the Chair may recommend that the member be removed and replaced by an alternate or by selecting a representative from previously submitted applications. Any member who will be absent is urged to send written notification to their alternate and to AAMPO staff prior to the meeting.

Procedures

- The ATAC shall meet regularly and no less than quarterly.
- ATAC meeting notices and information will be provided by e-mail to all members approximately one week prior to a meeting.
- Meeting minutes shall be made of each meeting. Meeting minutes will be posted on the MPO's website following approval.
- Each agenda will include a "Citizens to Be Heard" item. Participation by interested citizens is encouraged.
- These by-laws and any future amendments will be approved by the Alamo Area MPO's Technical Advisory Committee and Transportation Policy Board.
- Additionally, ~~ATAC will designate two (2) representatives and the ATAC Co-Chairs will serve as primaries and ATAC will designate~~ alternates from existing membership to serve on the voting membership of the TAC. Designation shall be recorded in ATAC's meeting minutes to be officially recognized by the MPO.
- In accordance with Article VII Advisory Committees of the Transportation Policy Board By-Laws for the Alamo Area Metropolitan Planning Organization, all meetings of the ATAC and subcommittees, which may be created, are required to comply with the requirements of the Texas Open Meetings Act.

Staff Support

- Support shall be provided to the ATAC by AAMPO staff within limitations imposed by budgetary and personnel considerations.
- In consultation with ATAC members, AAMPO staff will develop the meeting agenda, meeting package, provide meeting minutes, participate in discussions, and coordinate ATAC activities as appropriate.

Adopted: December 13, 2021

Revised: December 11, 2023

Revised: March 24, 2025

5. Announcements and Future Agenda Items

- a. The AAMPO Lighting Study Work Group will formally kick-off efforts in February 2025. Please contact Cecilio Martinez at martinez@alamoareampo.org for more information.
- b. the AAMPO Policy 3 Work Group, Congestion Mitigation Process Work Group, and the FY26-27 Unified Planning Work Program Work Group will kick-off efforts in February 2025. Please contact Sonia Jimenez at jjimenez@alamoareampo.org for more information.
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- d. The FY 27-30 Call for Projects Preliminary Submittals are due by March 1, 2025. The submission portal officially opened on January 13, 2025 at <https://alamoareampo.org/callforprojects/>.
- e. AAMPO offices will be closed Monday, January 20 in observance of Martin Luther King Jr. Day.