



## Memorandum August 15, 2019

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

**To:** All Members, Transportation Policy Board  
**From:** Kevin Wolff, Chair and Sid Martinez, Director  
**Subject:** Transportation Policy Board Meeting Notice and Agenda

The next meeting of the **MPO Transportation Policy Board** is scheduled for  
**Monday, August 26, 2019 at 1:30 p.m.**  
at the VIA Metro Center Community Room located at 1021 San Pedro.  
The following agenda items will be discussed and action will be taken as appropriate.  
Items may be taken out of the order shown.

*Citizens to be Heard: Speakers will be allowed up to three (3) minutes each to address the Transportation Policy Board on any **one** specific agenda item. While speakers who have signed up may donate their time to another speaker, the maximum time allowed for any individual speaker will be nine (9) minutes. Speakers who wish to address the Board on multiple items or on items not listed on the agenda must do so under Citizens to be Heard. All speakers must sign the register and state their names and any organizations they represent.*

### Agenda:

1. Roll Call
2. Director's Report – MPO (Martinez)
  - a. Update on revisions to MPO bylaws
  - b. The 15<sup>th</sup> Annual State of the District Luncheon will be held on Wednesday, September 18, 2019 at the Security Service Event Center located at 15000 IH 10 West, San Antonio, TX 78249. More information can be found at:  
<http://www.samcoinc.org/event/state-of-the-tdot-district-luncheon-with-mario-jorge/>
  - c. Public meetings in support of the development of the FY 2021-2024 Transportation Improvement Program will be held in late September – early October 2019
  - d. The MPO Office will be closed on Monday, September 2<sup>nd</sup> for Labor Day
3. Citizens to be Heard

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.  
Please provide any written comments on any agenda items within three days prior to the meeting, to the MPO at:

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

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

[www.alamoareampo.org](http://www.alamoareampo.org)

**Transportation Policy Board****August 26, 2019**

**Consent Agenda:** All items under the Consent Agenda are acted upon collectively unless opposition is presented, in which case, the contested item will be considered, discussed and appropriate action taken separately.

4. **Approval** of the June 24, 2019 Meeting Minutes
5. **Action** on the MPO's FY 2020 Staff Operating Budget – MPO (Martinez)
6. **Action** on the Composition of the Consultant Selection Committee for Subtask 4.2 Mobility 2050 Demographics and Travel Demand Model Update – MPO (Geiger)
7. **Action** on Updates to the MPO's Policy 2: Public Participation Plan – MPO (Geiger)
8. **Action** on the Revised Congestion Management Process – MPO (Blazosky)

**Items for Individual Discussion and Appropriate Action:**

9. **Action** on the Appointment(s) of Transportation Policy Board Member(s) to the MPO's Executive Committee
10. Presentation on the 2020 Census Outreach Efforts – US Census Bureau (Mendoza)
11. Discussion and Appropriate Action on an Update on TxDOT's FY 2020 Unified Transportation Program – MPO (Bean)
12. Monthly Status Reports
  - a. Alamo Regional Mobility Authority/Bexar County (Renee Green)
  - b. Air Quality Issues (Diane Rath)
  - c. City of San Antonio (Art Reinhardt)
  - d. San Antonio Mobility Coalition (Vic Boyer)
  - e. Texas Department of Transportation (Mario Jorge)
  - f. VIA Metropolitan Transit (Jeff Arndt)
  - g. Others
13. Executive Session - Pursuant to Chapter 551, Subchapter D, Texas Government Code

At any time during the meeting of the MPO Transportation Policy Board, the Board reserves the right to adjourn into executive Session at any time to discuss any of the matters listed on the posted agenda, as authorized by Texas Government Code Section 551.071 (consultation with attorney), Section 551.072 (deliberations about real property), Section 551.074 (personnel matters), and Section 551.086 (economic development)

14. Adjourn

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.

Please provide any written comments on any agenda items within three days prior to the meeting, to the MPO at:

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

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

 [www.alamoareampo.org](http://www.alamoareampo.org)

**Transportation Policy Board****August 26, 2019****1. Roll Call**

Commissioner Kevin A. Wolff ( <i>Chair</i> )	Bexar County	210-335-2613
Ms. Jordana Matthews	Advanced Transportation District	210-362-2000
Mr. Michael J. Lynd, Jr.	Alamo Regional Mobility Authority	210-335-7065
Commissioner Tommy Calvert	Bexar County	210-335-2614
Commissioner Sergio “Chico” Rodriguez	Bexar County	210-335-2611
Ms. Renee Green, P.E.	Bexar County	210-335-6700
Mayor Pro Tem Wayne Peters	City of New Braunfels	830-221-4215
Councilwoman Shirley Gonzales	City of San Antonio, District 5	210-207-7043
Councilwoman Melissa Havrda	City of San Antonio, District 6	210-207-7065
Councilman Clayton Perry	City of San Antonio, District 10	210-207-7276
Councilwoman Ana Sandoval	City of San Antonio, District 7	210-207-7044
Mr. Art Reinhardt, P.E.	City of San Antonio	210-207-8022
Ms. Bridgett White	City of San Antonio	210-207-0147
Mayor Don Keil	City of Seguin	830-303-7333
Commissioner Kevin Webb	Comal County	830-221-1100
Mayor Chris Riley [Leon Valley]	Greater Bexar County Council of Cities	210-684-1391
Judge Kyle Kutscher	Guadalupe County	830-303-8857
Commissioner Christina Bergmann	Kendall County Geographic Area	830-331-8254
Councilman Kevin Hadas [Selma]	Northeast Partnership	210-651-6661
Mr. Mario Jorge, P.E.	Texas Department of Transportation	210-615-5803
Mr. Ezra Johnson	VIA Metropolitan Transit	210-362-2000

**Ex-Officio Members**

Mr. Kirk Fauver	Federal Highway Administration
Mr. Nick Page	Texas Department of Transportation
Mr. Jeff Arndt	VIA Metropolitan Transit
Ms. Diane Rath	Alamo Area Council of Governments
Mr. Vic Boyer	San Antonio Mobility Coalition

- a. Update on revisions to MPO bylaws
  
  
  
  
  
  
  
  
  
  
- b. The 15<sup>th</sup> Annual State of the District Luncheon will be held on Wednesday, September 18, 2019 at the Security Service Event Center located at 15000 IH 10 West, San Antonio, TX 78249. More information can be found at:  
<http://www.samcoinc.org/event/state-of-the-tdot-district-luncheon-with-mario-jorge/>
  
  
  
  
  
  
  
  
  
  
- c. Public meetings in support of the development of the FY 2021-2024 Transportation Improvement Program will be held in late September – early October 2019
  
  
  
  
  
  
  
  
  
  
- c. The MPO Office will be closed on Monday, September 2<sup>nd</sup> for Labor Day

**Transportation Policy Board**

**August 26, 2019**

**3. Citizens to Be Heard**

**Transportation Policy Board**

**August 26, 2019**

**4. Approval of the June 24, 2019 Meeting Minutes**

**Issue**

The June 24, 2019 meeting minutes are attached for your review.

**Action Requested**

**A motion to approve the June 24, 2019 meeting minutes.**



## Transportation Policy Board Meeting Minutes June 24, 2019

### 1. Roll Call

#### **Members Present:**

Ms. Jordana Matthews	Advanced Transportation District
Mr. Michael J. Lynd, Jr.	Alamo Regional Mobility Authority
Ms. Renee Green, P.E.	Bexar County
Commissioner Sergio "Chico" Rodriguez	Bexar County
Commissioner Kevin Wolff (Chair)	Bexar County
Councilman Justin Meadows	City of New Braunfels
Councilwoman Melissa Cabello-Havdra	City of San Antonio
Councilwoman Shirley Gonzales	City of San Antonio
Mr. Rudy Niño	City of San Antonio
Councilman Clayton Perry	City of San Antonio
Mr. Arthur Reinhardt, P.E., C.F.M.	City of San Antonio
Councilwoman Ana E. Sandoval	City of San Antonio
Ms. Betty Ann Matthies	City of Seguin
Commissioner Kevin Webb	Comal County
Ms. Cheryl Landman	Greater Bexar County Council of Cities
Judge Kyle Kutscher	Guadalupe County
Mr. Jeff Haberstroh	Kendall County Geographic Area
Councilman Kevin Hadas	Northeast Partnership
Mr. Mario Jorge, P.E.	Texas Department of Transportation
Mr. Robert Comeaux	VIA Metropolitan Transit

#### **Members Absent:**

Commissioner Tommy Calvert	Bexar County
----------------------------	--------------

#### **Others Present:**

Ms. Diane Rath	Alamo Area Council of Governments
Mr. Frank Garza	Davidson Troilo Ream & Garza
Mr. Isidro "Sid" Martinez	Metropolitan Planning Organization
Mr. Vic Boyer	San Antonio Mobility Coalition
Mr. Jeff Arndt	VIA Metropolitan Transit

Chair Kevin Wolff called the meeting to order at 1:30 p.m.

## Transportation Policy Board

June 24, 2019

### 2. **Action** on a Recommendation from the Nominating Committee for the Election of MPO Transportation Policy Board Chair and Vice Chair

Judge Kyle Kutscher moved and Mayor Pro Tem Wayne Peters seconded to re-elect Commissioner Kevin A. Wolff as Chair of the AAMPO Transportation Policy Board. The motion passed unanimously.

Ms. Cheryl Landman moved and Councilwoman Shirley Gonzales seconded to nominate Councilwoman Ana E. Sandoval for Vice Chair of the AAMPO Transportation Policy Board.

Mayor Pro Tem Wayne Peters moved and Mr. Jeff Haberstroh seconded to close nominations for Vice Chair of the AAMPO Transportation Policy Board. The motion passed unanimously.

Judge Kyle Kutscher moved and Councilman Kevin Hadas seconded to approve the Nominating Committee recommendation of Commissioner Kevin Webb for Vice Chair of the AAMPO Transportation Policy Board.

A roll call vote was taken. Commissioner Kevin Webb was elected as Vice Chair of the AAMPO Transportation Policy Board. Webb received 11 votes, Sandoval received 8 votes with 1 abstention.

### 3. **Director's Report**

- a. The July 2018 Transportation Policy Board meeting will likely be cancelled
- b. The MPO Office will be closed on Thursday, July 4<sup>th</sup> for Independence Day

### 4. **Citizens to be Heard**

None



**Transportation Policy Board**

**June 24, 2019**

**Consent Agenda: All items under the Consent Agenda are acted upon collectively unless opposition is presented, in which case the contested item will be considered, discussed and appropriate action taken separately.**

- 5. Approval of the May 20, 2019 Meeting Minutes**
- 6. Action on the Unified Planning Work Program**
  - a. Amendment to the FY 2018-2019 Unified Planning Work Program (Geiger)
  - b. FY 2020-2021 Unified Planning Work Program (Blazosky)

**Judge Kyle Kutscher moved and Councilwoman Ana Sandoval seconded to approve the Consent Agenda. The motion passed unanimously.**

**Items for Individual Discussion and Appropriate Action**

- 7. Action on Amendments to the Metropolitan Transportation Plan and the FY 2019-2022 Transportation Improvement Program associated with selected Congestion Mitigation and Air Quality Improvement Projects and Programs**

**Councilwoman Ana Sandoval moved and Mr. Robert Comeaux seconded to approve the amendments to the FY 2019-2022 Transportation Improvement Program and Metropolitan Transportation Plan. The motion passed unanimously.**

- 8. Discussion and Appropriate Action on the FY 2020 Unified Transportation Program Update**

**For information and discussion only.**

- 9. Discussion and Appropriate Action on Updates to the MPO's Policy 2: Public Participation Plan**

**For information and discussion only.**

- 10. Discussion and Appropriate Action on the FY 2021-2024 and FY 2023-2026 Transportation Improvement Program Development Schedules**

**For information and discussion only.**

**Transportation Policy Board**

**June 24, 2019**

**11. Monthly Status Reports**

- a. Alamo Regional Mobility Authority (Renee Green)
- b. Air Quality Issues (Diane Rath)
- c. City of San Antonio (Mike Frisbee)
- d. San Antonio Mobility Coalition (Vic Boyer)
- e. Texas Department of Transportation (Mario Jorge)
- f. VIA Metropolitan Transit (Jeff Arndt)
- g. Others

**For information and discussion only.**

**12. Executive Session - Pursuant to Chapter 551, Subchapter D, Texas Government Code**

This item was not considered.

**Adjourn**

**There being no further business, the meeting was adjourned at 3:33 p.m.**

---

**Councilman Kevin A. Wolff, Chair  
Transportation Policy Board**

## **Transportation Policy Board**

**August 26, 2019**

### **5. Action on the MPO's FY 2020 Staff Operating Budget**

#### **Purpose**

The purpose of this agenda item is to take action on the MPO's fiscal year 2020 staff budget.

#### **Issue**

In accordance with MPO policy, the Executive Committee met on Wednesday, August 14, 2019 to review the MPO's proposed FY 2020 line item budget.

The MPO continues to commit to:

- a competent staff to do the required planning work
- continued strong partnerships with member agencies and sharing resources and information
- efficient and effective use of resources
- a proactive and inclusive approach to public involvement and information
- professional support and response to the MPO Transportation Policy Board using best practices and continuing to enhance planning, modeling and mapping capabilities

The Executive Committee reviewed the draft budget and unanimously recommended forwarding it to the Board for review and approval.

The draft line item budget is attached as is a brief presentation.

#### **Action Requested**

**A motion to approve the FY 2020 MPO Staff Operating Budget.**

**ALAMO AREA METROPOLITAN PLANNING ORGANIZATION****Fiscal Year 2020 Budget**

<b>LINE ITEM</b>		<b>BUDGET</b>
<b>FIXED ASSETS</b>	Reference Books	\$ -
<b>PERSONNEL SALARIES</b>	Salaries & Wages	1,413,200
<b>BENEFITS</b>	Payroll Tax & Fringe (~29% of Personnel)	438,100
<b>TRAVEL &amp; TRAINING</b>	Staff Training	46,200
	Travel Local Mileage	3,100
	Auditing Services	29,200
	Contract Services	20,500
	Print/Bind/Reproduction	9,300
	Education Incentive (Tuition Reimbursement)	8,400
	Rental-Building	155,400
	Rental-Copier	7,500
	Garbage Disposal Services	2,700
	Public Notices	10,600
	Pest Control Services	800
	Janitorial Services	12,400
	Cable	800
	Electric & Gas	12,500
	Internet Services	7,500
	Water & Sewage	2,200
<b>OPERATIONAL COSTS</b>	Repairs & Maintenance-Equipment	1,800
	Repairs & Maintenance-Building	8,800
	Supplies-Office	10,000
	Postage	2,000
	Books & Periodicals (Subscriptions)	5,300
	Supplies-Food	400
	Office Furniture - non-capital (\$1,000≤x<\$5,000)	25,700
	Compensated Absences	20,000
	Insurance	5,400
	Public Meeting (Space & Livestreaming)	10,300
	Storage Rental	6,100
	Telephone Usage	14,300
	Indirect Cost (16.23% of Personnel)	215,100
	Computer Services	47,100
	Grant Equipment (x<\$1,000)	8,000
	Office & Other Equipment (x≥\$5,000)	-
<b>TOTAL</b>		<u><u>\$ 2,560,700</u></u>

**TPB APPROVAL (Chair):** \_\_\_\_\_

# FY 2020 MPO Staff/Line-Item Budget



Transportation Policy Board  
Meeting  
August 26, 2019



# Background

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



# Background

- MPO planning funds are included as part of the federal transportation bill, currently the Fixing America's Surface Transportation (FAST) Act
- The FAST Act was approved by Congress and signed by President Obama in December, 2015. The Act funds surface transportation infrastructure planning and investment through Fiscal Year 2020
  - The Act authorizes a total of \$305 billion over those 5 years
  - Planning funds are a small fraction of the FAST Act; less than 1% of annual infrastructure distributions



# Background

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





# Operating Budget Includes:

Staff Salaries & Benefits

Travel & Professional Training

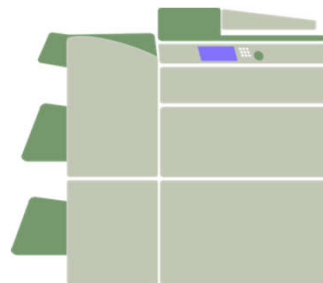
Equipment

Rent & Utilities

Printing

Contract Labor

Communications



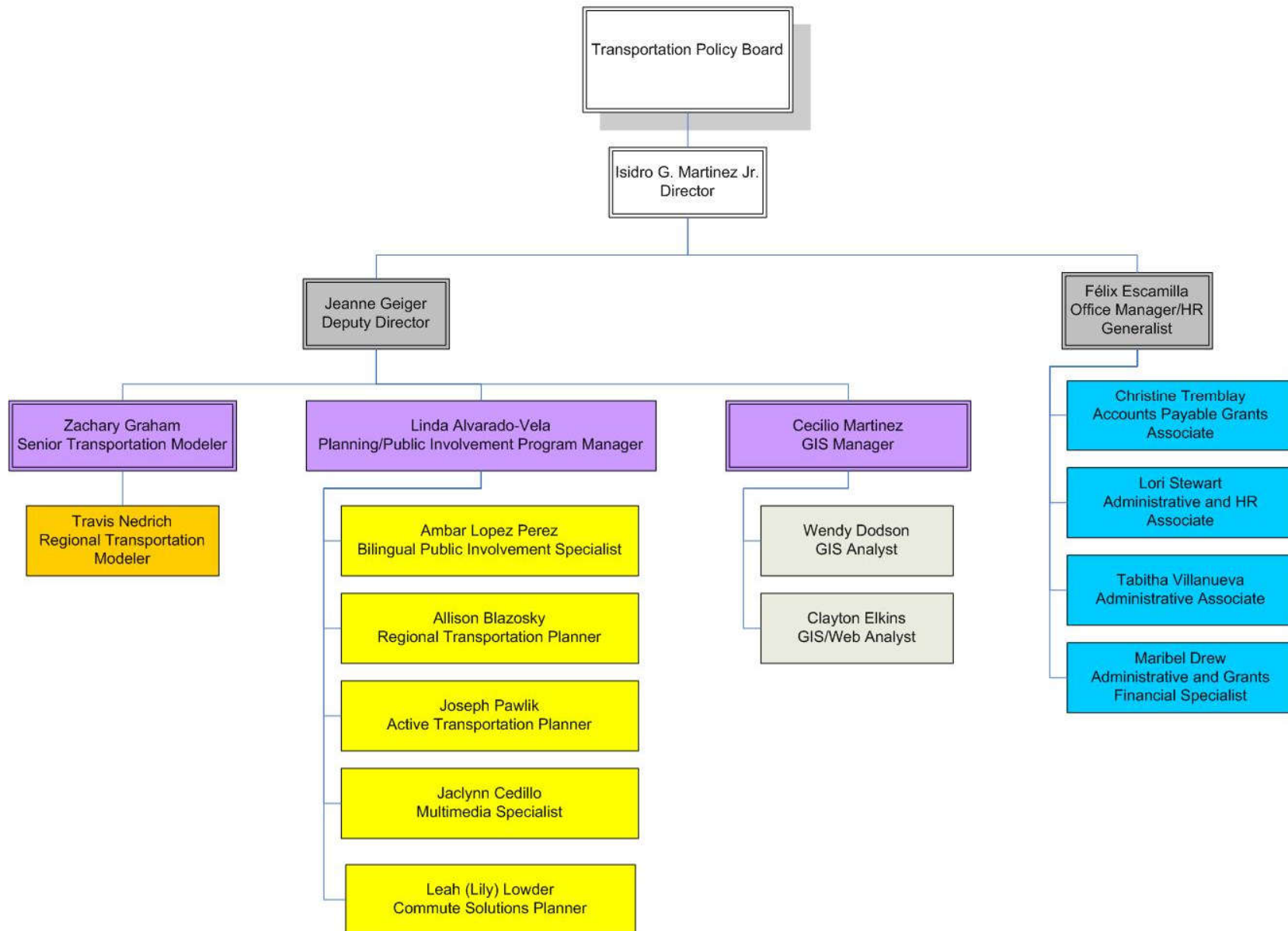


# MPO Staff

- Currently allocated 18 Full-time equivalent (FTE) positions
- All 18 positions are currently filled
- Proposed budget does not increase the overall number of FTE's
- After we complete a full fiscal year in non-attainment status, an additional position may be requested
- Proposed budget allows for a maximum 5% performance based merit increase for eligible MPO employees

# Alamo Area Metropolitan Planning Organization

August 2019





## Line Items w/ Largest % Change

Line Item	% Change	Reason
Staff Training	+26.92%	Lowered fiscal FY 2019 allocation; moved training to FY 2020
Education Incentive	+100.00%	Two employees working on post-graduate degree
Public Meeting Notices	-26.39%	No MTP Public Meetings in FY 2020
Repairs and Maintenance	-66.67%	Had a large number of warranties renewed in FY 2019
Furniture Minor	-46.79%	Less computer workstation replacements in FY 2020
Compensated Absenses	+169.00%	Used some funding in FY 2019 for IT projects
Insurance	-16.92%	Decreased non-routine committee meeting locations
Computer Services	-18.37%	Several IT projects completed in FY 2019
Grant Equipment	-56.52%	Computers and core office phone system upgraded in FY 19
<b>Total Budget Change</b>	<b>3.87%</b>	<b>Increase mainly attributed to Payroll, Tax and Fringe</b>



# UPWP Funds Available for Staff Operations

Staff Funding Available in FY 2020-2021 UPWP	\$5,461,000
Draft FY 2020 Staff Operating Budget	\$2,560,700
Amount Available for FY 2021 Staff Operating Budget	\$2,900,300
<i>Any unused funding will be available to program in future Unified Planning Work Programs</i>	



# Budget Summary

*Overall Proposed Staff Operating Budget for  
Fiscal Year 2019:*

**\$2,560,700**

- Represents a 3.87% overall increase from FY 2019
- Executive Committee unanimously recommended approval at their meeting on August 14, 2019
- Requesting board approval at the August TPB meeting

**Transportation Policy Board****August 26, 2019****6. Action on the Composition of the Consultant Selection Committee for Subtask 4.2 Mobility 2050 Demographics and Travel Demand Model Update****Purpose**

The purpose of this agenda item is to take action on the composition of the consultant selection committee for Subtask 4.2 Mobility 2050 Demographics and Travel Demand Model Update.

**Issue**

The Mobility 2050 Demographics and Travel Demand Model Update task was included in the FY 2020 – 2021 Unified Planning Work Program which was adopted by the Transportation Policy Board (TPB) in June 2019. The UPWP was approved by the Federal Highway Administration/Federal Transit Administration in July 2019. Consultant procurement for this task is scheduled to begin in mid-September 2019 with TPB action on the contract award scheduled for December 9, 2019.

The consultant selection committee will review proposals based on the evaluation criteria outlined in the Request for Proposals. The committee's recommendations will be forwarded to the TPB.

The consultant selection committee is proposed to be comprised of the following representatives:

- Alamo Area MPO – 2 representatives
- Capital Area MPO – 1 representative
- City of New Braunfels – 1 representative
- City of San Antonio TCI Department – 1 representative
- City of Seguin – 1 representative
- Texas Department of Transportation (San Antonio District) – 1 representative
- VIA Metropolitan Transit - 1 representative

**Action Requested**

**A motion to approve the composition of the consultant selection committee for Subtask 4.2 Mobility 2050 Demographics and Travel Demand Model Update.**

## **Transportation Policy Board**

**August 26, 2019**

### **7. Action on Updates to the MPO's Policy 2: Public Participation Plan**

#### **Purpose**

The purpose of this agenda item is to take action on revisions to the MPO's Policy 2: Public Participation Plan.

#### **Issue**

The MPO's Policy 2: Public Participation Plan (PPP) was last revised in December 2017. Proposed revisions to the PPP are subject to a 45-day public comment period. Action on the revised policy is scheduled for August 2019.

At their August meeting, the Technical Advisory Committee unanimously recommended approval of the revised Public Participation Plan. The policy was also presented to the MPO's Bicycle Mobility Advisory Committee and Pedestrian Mobility Committee for any additional input. The draft revised policy, using track changes, is attached for your review, as is a clean copy of the proposed revised policy. A brief presentation is also attached.

As noted previously, no major changes to the policy are proposed.

#### **Action Requested**

**A motion to approve Policy 2: Public Participation Plan.**





AAMPO

## **Policy 2: Public Participation Plan**

Transportation Policy Board | August 26, 2019



## Policy 2: Public Participation Plan

- MPO's Guide for involving the public in all facets of MPO planning and programming
  - Includes goals, procedures and tools
  - Includes metrics to evaluate performance
- Last updated in December 2017
- Public comment period of 45 days
- Presented to the Bicycle Mobility Advisory Committee and Pedestrian Mobility Committee
- Technical Advisory Committee unanimously recommended approval
- TPB action is scheduled for August



## Policy 2: Public Participation Plan

- No major changes are proposed
  - Updated target audience list to include users of micromobility and pedestrians, as examples
  - Updated toolbox of outreach mechanisms to include social media ads, online surveys, pop-up outreach, as examples
  - Reduced the public comment period on the Transportation Conformity document from 60 to 30 days
  - Added a social media policy section
  - Added an ADA compliant website policy section



## Policy 2: Public Participation Plan

- TPB action is requested in August

## Policy 2: Public Participation Plan

---

This text is the Alamo Area Metropolitan Planning Organization's (MPO) plan to involve the public. It is called a Public Participation Plan (PPP) and is required by law. People were able to comment on the plan for 45 days. This comment period took place prior to adoption of the plan.

### Purpose of the Public Participation Plan

This plan provides a guide for how MPO staff can involve the public. It includes goals, procedures, and tools the MPO will use. It also includes metrics used to measure and evaluate plan performance.

### MPO's Commitment to Public Participation

People should have a say in transportation decisions that affect their lives. To help make this possible, the MPO commits to:

1. Welcome all people into the planning process.
2. Identify people affected and involve them in the process.
3. Get people involved early and keep them involved throughout in the process.
4. Provide people with a variety of ways to participate.
5. Hold meetings at convenient dates, times, and locations.
6. Hold meetings at accessible places (see attachment 1).
7. Make meetings accessible for people with disabilities.
8. Provide interpreters (spoken or sign) if requested at least five (5) working days in advance of a meeting.
9. Use information and graphics that are easy to understand.
10. Talk to people and record their comments.
11. Consider comments in the planning process.

## Public Participation Goals

---

### Goal 1

- The MPO will **engage people in the transportation planning process**. The MPO will do this **according to the goals in this plan and applicable laws**.

### Goal 2

- The MPO will **keep people informed** of transportation news.

### Goal 3

- The MPO will **encourage everyone in the study area to get involved**. This includes those traditionally underserved.

### Goal 4

- The MPO will **strive to improve** public participation.

### Goal 5

- The MPO will **work closely with other transportation agencies**.

# Federal and State Requirements

---

This plan reflects the MPO's commitment to the public. It also outlines their role in the regional planning process. It follows the federal and local laws listed below.

## **Federal Highway Administration (FHWA) and Federal Transit Administration (FTA)**

Federal rules for metropolitan transportation planning (23 CFR 450.316) and FHWA guidelines say that Metropolitan Planning Organizations (MPOs) shall develop and use a documented participation plan. The plan defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process. The MPO complies with the ten MPO requirements listed in 23 CFR 450.316.

## **Fixing America's Surface Transportation Act (FAST Act)**

The current transportation bill is the Fixing America's Surface Transportation (FAST) Act. It was passed by Congress and signed by President Obama on December 4, 2015. The FAST Act authorizes \$305 billion nationwide over fiscal years 2016 through 2020 for transportation spending. It is the first law enacted in over ten years that provides long-term funding certainty for surface transportation.

## **Americans with Disabilities Act of 1990**

The Americans with Disabilities Act of 1990 (ADA) stipulates involving the community, particularly those with disabilities in the development and improvement of services.

## **The Age Discrimination Act of 1975**

The Age Discrimination Act of 1975 prohibits discrimination based on age in programs or activities receiving Federal financial assistance. The Act prohibits recipients of Federal financial assistance from taking actions that result in denying or limiting services or otherwise discriminating based on age.

## **Title VI of the Civil Rights Act of 1964.**

Title VI states 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 benefit of, or be subjected to discrimination under any program or activity receiving federal financial assistance." Title VI serves as the legal foundation for what is today referred to as environmental justice. The MPO adheres to Title VI and environmental justice principles.

## **Executive Order 13166 – Limited English Proficiency**

Executive Order 13166 was created to "... improve access to federally conducted and federally assisted programs and activities for persons who, as a result of national origin, are limited in their English proficiency ..." Federal agencies were directed to provide guidance and technical

assistance to recipients of federal funds as to how they can provide meaningful access to limited English proficient users of federal programs. Consistent with Executive Order 13166 and U.S. Department of Transportation (DOT) guidance, the MPO has developed a Limited English Proficiency Plan in order to ensure meaningful input opportunities for persons with limited English proficiency. The MPO LEP plan is available on the MPO website ([www.alamoareampo.org](http://www.alamoareampo.org)) and calls for translations of vital documents, such as public notices, into Spanish. The MPO may, at its discretion, translate documents into additional languages if the nature of the document and the character of the document's target audience justify additional translation. The LEP plan provides further guidance for serving limited English-speaking populations.

### **Executive Order 12898 on Environmental Justice**

This order was signed by President Clinton in 1994. It reinforced the requirements of Title VI of the Civil Rights Act of 1964 that focused federal attention on the environmental and human health condition in minority and low-income communities:

*Each federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies and activities on minority populations and low-income populations.*

### **Executive Order 13175 – Consultation and Coordination with Tribal Governments**

Executive Order 13175 states that “in formulating or implementing policies that have tribal implications, agencies shall establish regular and meaningful consultation and collaboration with tribal officials to reduce the imposition of unfunded mandates upon Indian tribes.”

At least one American Indian tribe has expressed an interest in being notified of activities throughout the state of Texas. Though there are no tribal governments located in the Alamo Area MPO study area, the MPO will actively seek to keep tribal governments informed of major decisions affecting the region. The MPO will continue to communicate with Native American Indian tribal leaders on an ongoing basis to identify issues of common concern.

### **Disclaimers**

In order to share appropriate requirements with the public related to various laws and regulations, the MPO regularly uses the following disclaimers. Their purpose and use is described below.

#### **American's with Disabilities Act Statement**

The following disclaimer will be included on public meeting notices as appropriate:

*MPO meetings will be conducted in accordance with the Americans with Disabilities Act and are accessible to persons with disabilities. Arrangements for special assistance can be made by calling the MPO at (210) 227-8651, or Relay Texas at 1-800-735-2989 at least five (5) business days in advance. The meeting facilities will also be within a reasonable distance of a bus route in counties where bus service is readily available.*



### **Title VI and Environmental Justice Statement**

The following MPO Title VI and Environmental Justice Nondiscrimination Statement will be included in informational items and collateral materials as appropriate:

*The Alamo Area Metropolitan Planning Organization (MPO), as a recipient of Federal funding and under Title VI of the Civil Rights Act 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, denied benefits of, or otherwise discriminated against by any MPO program or activity.*

### **Report Language**

The following language shall be included in all reports published by the MPO:

*Prepared in cooperation with the Texas Department of Transportation and the U.S. Department of Transportation, Federal Highway Administration, and Federal Transit Administration.*

This language shall be displayed on the interior front cover page in a place of prominence in accordance with the contract between TxDOT and the Alamo Area MPO.

### **Federal Transit Administration Section 5307 Language**

For newspaper ads in support of the development of the Transportation Improvement Program, by agreement with the transit provider, the language shown below must be included in the ad text itself:

*The TIP development process is being used to satisfy the public hearing requirements of FTA's Section 5307 program and this notice and associated review period will satisfy FTA's Program of Projects requirements.*

# Target Audiences

The MPO takes great pride in working with people and other agencies. The MPO strongly believes that people should have a say in decisions that impact their lives. MPO staff keeps a contact list updated on a continuous basis. People and groups that the MPO targets are listed below. This list is not exhaustive but is meant to give an understanding of key stakeholder groups.

Target Audiences
Airport operators
Board and committee members
Business and trade organizations
City and academic libraries
Civic and public interest groups
Colleges and universities
Community-based associations
Commuters
Disabled populations
Elected local, state and federal officials
Emergency response agencies
Employers
Environmental groups
Faith-based organizations
Freight shippers
Homeowner, neighborhood and resident associations
Local media outlets
Military Bases
Natural disaster risk reduction agencies
Private transportation organizations and employees
Providers of freight transportation services
Public agencies and staff
Public at large
Public health organizations
Public ports
Public transportation providers
School districts
Social service organizations
Tourism industry
Traditionally underserved populations (described in greater detail in the following section)
Transportation advocates
Tribal governments
Users of micromobility (bicycles, scooters etc.)
Users of pedestrian walkways
Users of ridesharing services such as Uber and Lyft

**Target Audiences**

Workforce development organizations and programs

## Diversity and Inclusiveness

---

The MPO commits to engage traditionally underserved groups. These groups include low-income and minority populations. Federal laws protect additional groups. Protected groups are listed here.

**Protected Categories**

Both Title VI of the Civil Rights Act of 1964 (Title VI) and Executive Order 12898 (EO 12898) on Environmental Justice (EO 12898) are specific in the description of the populations they protect. Title VI prohibits discrimination based on race, color and national origin. EO 12898 protects minority and low-income populations. Discrimination against persons based on gender, age, and disability are addressed by other nondiscrimination statutes. Collectively, these populations are often referred to as “traditionally underserved” in the transportation planning process.

**Minority**

Persons considered minorities are identified by the U.S. Census as people of African, Hispanic, Asian, American Indian, or Alaskan Native origin. Executive Order 12898 and the DOT and FHWA Orders on Environmental Justice consider minority persons as persons belonging to any of the following groups:

- **Black** – a person having origins in any of the black racial groups of Africa
- **Hispanic** – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race
- **Asian** – a person having origins in the Far East, Southeast Asia, or the Indian subcontinent
- **American Indian and Alaskan Native** – a person having origins in North America and who maintains cultural identification through tribal affiliation or community recognition

**Low Income**

A person whose household income (or in the case of a community or group, whose median household income) is at or below the U.S. Department of Health and Human Services poverty guidelines. The national poverty guidelines are issued annually by the Department of Health and Human Services and are available at <http://aspe.hhs.gov/poverty/poverty.shtml>.

**Elderly**

Any persons over the age of 65

### **People with Disabilities**

Under the Americans with Disabilities Act of 1990, a qualified individual with a disability is a person that 1) has a physical or mental impairment that substantially limits one or more major life activities; 2) has a record of such an impairment; or 3) is regarded as having such an impairment.

### **Limited English Proficiency**

People who do not speak English as their primary language and have a limited ability to read, speak, write, or understand English may be considered limited English proficient

### **Additional Categories**

Additionally, MPO includes low-literacy populations and households without personal transportation as traditionally underserved populations, although they are not protected by either a federal act or an executive order.

### **Low Literacy**

People who have difficulty using certain reading, writing, and computational skills considered necessary for functioning in everyday life may be considered to have low literacy. Persons with low literacy are generally defined as having less than fifth-grade reading and comprehension skills.

### **Zero Car Households**

Households without cars or access to one.

## Board and Committees

The MPO board and committees provide one of the most regular and consistent ways for public involvement. Following is a list of committees supported by MPO staff. The table below identifies the day of the month, time, and location of their meetings.

Committee	Date/Time*	Location*
Technical Advisory Committee (TAC)	First Friday of the month at 1:30 p.m.	TxDOT District Office Building 2 Hearing Room 4615 NW Loop 410 San Antonio, TX 78229
Bicycle Mobility Advisory Committee (BMAC)	Second Wednesday of the month at 9:00 a.m.	MPO Conference Room B 825 South Saint Mary's Street San Antonio, TX 78205
Pedestrian Mobility Advisory Committee (PMAC)	Third Wednesday of the month at 3:30 p.m.	MPO Conference Room B at 825 South Saint Mary's Street, San Antonio, TX 78205
Transportation Policy Board (TPB)	Fourth Monday of the month at 1:30 p.m.	VIA Metro Center Community Room 1021 San Pedro San Antonio, TX 78212

\* Meeting dates and locations are subject to change. The BMAC and PMAC committees hold joint evening meetings several times a year. Some committees choose to cancel meetings in July and December. For the most current information, please visit [www.alamoareampo.org/calendar](http://www.alamoareampo.org/calendar).

MPO meetings are open to all. For special needs or a translator, call 210-227-8651. You can also call TDD 1-800-735-2989 (Relay Texas). Please call at least five working days before the meeting. Meeting dates, times, and locations may change. You can call 210-227-8651 to confirm the meeting. The table below lists by when the MPO commits to posting information on the website.

Materials	What is available on the web?	When is it posted on the web?
Meeting agendas and packages	Transportation Policy Board <a href="http://www.alamoareampo.org/Committees/TPB/">www.alamoareampo.org/Committees/TPB/</a>	One week prior to the meeting
	Technical Advisory Committee <a href="http://www.alamoareampo.org/Committees/TAC/">www.alamoareampo.org/Committees/TAC/</a>	
	Bicycle Mobility Advisory Committee <a href="http://www.alamoareampo.org/Committees/BMAC/">www.alamoareampo.org/Committees/BMAC/</a>	One week prior to the meeting
	Pedestrian Mobility Advisory Committee <a href="http://www.alamoareampo.org/Committees/PMAC/">www.alamoareampo.org/Committees/PMAC/</a>	One week prior to the meeting
Meeting	Board and committee meeting dates and times	Online calendar is posted and

Materials	What is available on the web?	When is it posted on the web?
Information	<a href="http://www.alamoareampo.org/Calendar/">www.alamoareampo.org/Calendar/</a>	updated throughout the year, along with board/committee web pages.  Meeting information pages updated monthly.
Livestreaming	Transportation Policy Board meetings only <a href="http://www.alamoareampo.org/mpolive">www.alamoareampo.org/mpolive</a>	Listen or watch the Transportation Policy Board meetings live or in a searchable archive available 24 hours after the event.
News releases	News and media items, published or broadcast <a href="http://www.alamoareampo.org/news/">www.alamoareampo.org/news/</a>	Timing of the news release varies depending on the news item or event.

### Meeting Notices

The Texas Open Meetings Act requires written notice of all meetings. Section 551.041 provides:

A governmental body shall give written notice of the date, hour, place, and subject of each meeting held by the governmental body.

The MPO regularly posts MPO Transportation Policy Board (TPB), Executive Committee, Technical Advisory Committee (TAC), Bicycle Mobility Advisory Committee (BMAC) and Pedestrian Mobility Advisory Committee (PMAC) meetings in the Texas Register, at the Bexar County Courthouse Bulletin Board, and with Comal and Guadalupe Counties.

### Public Comments

The MPO accepts public comments at every regular meeting of the board and committees. Comments can be spoken or in writing.

# Public Participation Toolbox

The MPO communicates with the public in a variety of ways. Information shared covers the MPO's programs, projects and studies. MPO information materials display the MPO logo and include contacts. This section describes some of the communication tools the MPO uses.

## Philosophy of External Communications

Guiding principles for external communications include:

- **Informative:** The MPO will provide information. The MPO does not advocate on issues.
- **Concise:** The MPO will provide clear and concise information.
- **Clear:** The MPO will use easy to understand text and graphics.
- **Engaging:** The MPO will hold meetings that are fun, interactive, and meaningful.

The MPO uses the "Spectrum of Public Participation." It was developed by the International Association of Public Participation. The spectrum helps identify when to use tools in the process.

## IAP2'S PUBLIC PARTICIPATION SPECTRUM



The IAP2 Federation has developed the Spectrum to help groups define the public's role in any public participation process. The IAP2 Spectrum is quickly becoming an international standard.

INCREASING IMPACT ON THE DECISION					
	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

The table shows different communication tools. The last column shows the level of participation. It corresponds to the Spectrum of Participation. Some strategies, such as outreach tools, are solely informational. Others can include multiple points on the spectrum.

<b>Meetings /Speaking Engagements</b>		
<b>Type</b>	<b>Description</b>	<b>Level of Participation</b>
Public Meetings	An organized large-group meeting usually used to make a presentation and give the public an opportunity to ask questions and give comments. Public meetings are open to the public at large. They are set up to be welcoming and as receptive as possible to ideas and opinions. This format allows for greater interaction between technical staff and the public.	Inform Consult Involve Collaborate
Project Workshops/Open-Houses	This type of public meeting is open and more informal. Team members interact with the public on a one-on-one basis. Short presentations may be given at these meetings. They will be followed by small group exercises or exhibits that people can visit on their own.	Inform Consult Involve Collaborate
Public Hearings	Formal meetings with scheduled presentations offered. Typically, members of the public individually state opinions/positions that are recorded without an immediate response. Instead, comments are collected and responded to after the hearing through a formal comment response process.	Inform Consult
Speakers Bureau	MPO staff actively looks for opportunities to present to the community on a variety of topics including MPO 101, air quality, active transportation, walkability, bicycle safety, and travel demand management. Staff is trained to deliver presentations and answer associated questions prior to going out into the community.	Inform Consult Involve
Pop-Up Outreach	Pop-up staff will conduct pop-up outreach in busy locations to inform, consult, and involve the community. This outreach method has been used effectively for Bike to Work Day and the MPO's annual Fiesta Medal Outreach Campaign.	Inform Consult Involve
MPO Exhibit Tables	MPO staff attend other agency events and staff tables or booths. These include activities, maps, charts and	Inform



<b>Meetings /Speaking Engagements</b>		
<b>Type</b>	<b>Description</b>	<b>Level of Participation</b>
	informational brochures. Exhibit tables may also be used at malls or other public venues.	Consult
Small Group Meetings	During projects such as planning studies, meetings are held with small groups that have an interest in the project. Meetings could be with homeowners or neighborhood associations, civic groups, special interest groups, or other groups of affected or interested parties.	Inform Consult Involve
Partner Agency Meetings	MPO staff attends and participates in as many transportation partner public participation activities as is feasible to enhance public consideration of transportation issues, plans, and programs and to reduce redundancies and costs.	Inform Consult Involve Collaborate

<b>Online/Electronic Tools</b>		
<b>Type</b>	<b>Description</b>	<b>Level of Participation</b>
MPO Website	The website was established in 1998 with basic information about the MPO process, members, meeting times and contact information. The site has been expanded to include information about specific projects undertaken by the MPO. Bicycle, pedestrian and trails information and event schedules are also included. Work products such as the UPWP, TIP and MTP are available from the website. The site provides many links to other transportation related sites from the local to national level. The site is continually maintained and updated by MPO staff and is used to promote regular and special meetings, planning studies, bicycle and pedestrian events, publications and work products.	Inform
FastTrack E-Newsletter	The MPO publishes an electronic newsletter on a bi-weekly basis and distributes it according to the database e-mail list. Citizens are added to the distribution list at their own request. Opportunities to be added to the list occur during public meetings hosted by the MPO, during	Inform Consult

Online/Electronic Tools		
Type	Description	Level of Participation
	public events attended by the MPO, on the MPO website, and when citizens contact MPO staff. Each issue of the newsletter includes staff contact information, upcoming meeting schedules, the MPO website address, project highlights, and current planning project status reports. Information regarding significant transportation issues, MPO awards, and other one-time activities are also included.	
Social Media	The MPO will utilize appropriate social media avenues to post pertinent information and notices on a frequent basis. This also provides another opportunity for the public to provide public input to the MPO's on-going planning process.	Inform Consult Involve
Project-specific Web Sites	For individual projects, project-specific websites may be used. These sites are used when project information is too extensive to be included on the MPO site. Project websites can contain study area maps, meeting announcements, descriptions of alternatives, comment forms, user surveys and project team contact information. Links to project sites are provided from the MPO site.	Inform Consult Involve
Crowdsourcing	The MPO will utilize different online tools to solicit input, ideas, and suggestions from the public. This could be in the form of comments on a map or submitted via an online form.	Inform Consult
Virtual public meetings	The MPO will provide online participation opportunities as appropriate. Virtual public meetings will include the same information provided at in-person public meetings and will be advertised at the same time as in-person opportunities. Further, virtual public meetings will typically be up for a period of at least two weeks and the beginning and end dates for the virtual public meeting will be included in the meeting notice.	Inform Consult Involve
Live webinars	Meetings that occur online. The MPO uses Webex for its webinar meetings. These meetings combine telephone and video technology to allow people to see each other and view information online using web-based technology.	Inform Consult Involve

Online/Electronic Tools		
Type	Description	Level of Participation
Online surveys	Qualitative surveys conducted online and disseminated via email and social media. Respondents self-select whether or not to respond.	Inform Consult Involve

Public Notice Delivery Tools		
Type	Description	Level of Participation
US Postal Service	Traditional mail service is used for formal public hearing notices, as well as to publicize public meetings/workshops.	Inform
Email	Email blasts are used in addition to traditional mailing to stakeholders and community members. Recipients have previously opted in to communications by providing their email addresses.	Inform
Phone	The MPO regularly contacts members of the public and potential meeting participants via telephone to notify them of upcoming meetings and events.	Inform
Flyer/Notice Distribution	Meeting notices are posted in high-traffic gathering places, including but not limited to: schools, parks, libraries, community centers, and other such gathering places. This method of communication is especially helpful in environmental justice areas.	Inform
Transit	Meeting flyers and related collateral material may also be available on buses, notifying riders of upcoming meetings.	Inform

Print and Broadcast Media Tools		
Type	Description	Level of Participation
Display Ads	These ads are used to promote meetings or activities that are not regularly scheduled such as corridor or subarea workshops, project specific meetings, open houses, public meetings, or public hearings. They are published in	Inform

<b>Print and Broadcast Media Tools</b>		
<b>Type</b>	<b>Description</b>	<b>Level of Participation</b>
	local/regional newspapers and/or through social and digital media sites that provide the best coverage at an economical price.	
Social Media Ads	Social media advertising is a way to target audiences on specific networks through demographic information. The MPO uses social media ads to targeted stakeholders with messages that appear in their feeds.	Inform
Press Releases	Formal press releases are sent to local media (newspaper, TV and radio) to announce upcoming meetings and activities and to provide information on specific issues being considered by MPO committees.	Inform
TV and Radio Public Affairs Shows	MPO staff will solicit radio and talk show appearances to provide information or to promote events and topics as appropriate.	Inform
Video and Audio Public Service Announcements	MPO staff will produce audio and video public service announcements for selected events and distribute them to the appropriate metro area radio, TV and cable stations.	Inform

<b>Multimedia Tools</b>		
<b>Type</b>	<b>Description</b>	<b>Level of Participation</b>
Project Newsletters	For individual projects, such as corridor or subarea studies, that are typically performed using consulting services, newsletters are often used to address specific project issues. These newsletters are mailed to targeted residents, businesses and property owners in the area affected by a particular study. Information regarding upcoming project meetings, alternatives being proposed in the area, and other project news is reported in these newsletters.	Inform
Other Newsletters	When project-specific newsletters are not used, articles may be prepared for publication in other newsletters produced by municipalities, homeowner associations, church groups, civic groups, or others that may have an	Inform

Multimedia Tools		
Type	Description	Level of Participation
	interest in the project. These articles are subject to the publication dates and space restrictions of publishers.	
Videos	The MPO produces brief videos focused on topics of interest several times per month. These are shared on social media, through the MPO's e-Newsletter and/or on the MPO website.	Inform
Flyers, Posters, Fact Sheets and Rack Cards	To provide summary information regarding MPO policy, programs and projects, flyers, posters, fact sheets and rack cards may be distributed at public meetings, posted on the MPO web site, and displayed in public places such as libraries and community centers. Individuals and special interest groups can also request these items directly from the MPO staff office.	Inform
Shareable content	The MPO creates shareable information for social media to support MPO meetings, programs, and initiatives. The type of content can vary from shareable graphics sized for different social media platforms, infographics, videos, and sample posts. This content is shared to other public information officers at their monthly meeting, as part of media kits, and with partner organizations.	Inform
Bus Placards	The MPO will use advertising space in VIA buses whenever possible as provided by VIA Metropolitan Transit for various MPO events.	Inform
Banners	The MPO will consider using banner advertising such as physical street banners and internet page banners as appropriate for MPO events and activities.	Inform

## Public Participation Procedures

The MPO generates major planning documents that require public input and community consensus. As a result, they are made available for public comment using various outreach strategies. Members of the public can view all of the required documents, and any amendments, on the MPO website at [www.alamoareampo.org](http://www.alamoareampo.org) or call 210-230-6929 to receive a copy. Following is a list of the major planning documents produced by the MPO.

- Metropolitan Transportation Plan, or long-range plan
- Transportation Improvement Program, or short-range plan
- Unified Planning Work Program
- Public Participation Plan
- Performance Measures Report
- Transportation Conformity Document

The Transportation Policy Board has set different approval processes depending on the item agendaized for action. The two-step approval process is for new TIP, MTP and Transportation Conformity documents, as well as amendments to the TIP and MTP. The two-step process means that items will be presented to the Transportation Policy Board one month with action scheduled for the following month, allowing for a minimum public comment period of 30 days.

The MPO also has a process for an expedited, or one-step process, for TIP and MTP amendments that allows the board to hear the item presented and take action within one meeting.

Other items such as amendments to the Unified Planning Work Program, consultant contract awards and resolutions of support, as examples, are acted upon by the Transportation Policy Board in a one-step approval process.

Below, please find a description of the two-step and expedited one-step processes. For more information on these processes, please reference Policy 3. The following page identifies the planning steps required for each planning document produced by the MPO along with the minimum outreach strategies recommended for each. Whenever possible, the MPO will strive to go beyond the minimum outreach strategies.

### **Two-Step Approval Process**

1. Present, for informational purposes, the Proposed Action to the Technical Advisory Committee/Transportation Policy Board in month one
2. Present, for Action, to the Technical Advisory Committee/Transportation Policy Board in month two

### **Expedited One-Step Approval Process (for TIP and MTP Amendments only)**

- Transportation Policy Board hears a presentation and takes action at one meeting as opposed to two board meetings
- Reserved for items requiring quick action due to impending federal or state requirements or deadlines (or for other reasons deemed in the community's best interest)
- Requires a 75% vote by the Transportation Policy Board to enter into a time certain public hearing and the Board will solicit input into the amendment(s) prior to taking action

### **Approval Process**

	Two-Step Approval Process	One-Step Approval Process	Expedited One-Step Process w/ 75% Board Vote for public hearing	30 Day Comment Period	45 Day Comment Period		Partner Agency Coordination	News release	Newspaper Ads	Social media	E-newsletter	Public Meeting	Neighborhood presentations
<b>TIP/MTP Development Process &amp; Adoption of the TIP/MTP</b>	★			★			★	★	★	★	★	★	★
<b>Routine amendments to the TIP/MTP occurring between annual updates</b>	★			★			★						
<b>Expedited process, urgent amendments to the TIP/MTP</b>			★				★						
<b>Transportation Conformity</b>				★			★	★	★	★	★	★	
<b>Adoption of the Unified Planning Work Program</b>	★			★			★						
<b>Amendments to the Unified Planning Work Program</b>		★					★						
<b>Public Participation Plan</b>	★				★		★			★	★		
<b>Consultant Contract Award</b>		★					★						
<b>Performance Measures and Targets</b>	★			★			★						

## Monitoring and Evaluation

This PPP will be reviewed and adopted, with revisions if necessary, at least every three (3) years. The following performance measures will be recorded by staff on a continuous basis to monitor and evaluate the effectiveness of participation strategies. Where appropriate, the Deputy

Director and the Planning/Public Involvement Program Manager will set yearly targets. Adjustments to strategies will be made as needed to meet the public involvement plan goals.

Goals Addressed	Public Involvement Tool	Evaluation Method
Goals 1, 2, 3, 4, and 5	Public Participation Plan	To be reviewed every three years
Goal 2	MPO Website	Number of New Users Number of Returning users Page Views Sessions
Goal 2	FastTrack E-Newsletter	Number of Subscribers Number of Emails Accepted Unique/Total Views
Goals 1, 2, and 3	Open Houses, Meetings, Workshops, and Public Hearings	Comment Cards and Meeting Evaluations Received
Goals 1, 2, and 3	Online Public Meetings	Number of Participants
Goals 1, 2, and 3	Newspaper Advertisements	Sign-in sheets – “How did you hear about this meeting?”
Goals 1, 2, and 3	Direct Mailings	Distribution
Goals 1, 2, and 3	Press Releases	Press Mentions
Goals 1, 2, and 3	Surveys	Number of Responses
Goals 1, 2, and 3	Facebook	Likes Engaged Users Total Daily Reach Total Daily Impressions Total Daily 30+ sec views
Goals 1, 2, and 3	Twitter	Followers Impressions Retweets Likes Profile Visits Mentions
Goal 2	Instagram	Followers Comments Likes
Goal 2	YouTube	Subscribers Watch Time
Goals 1, 2, and 3	Webstreaming	Number of people watching
Goal 5	Attend Partner Agency Events	Number of Events



In addition to the measures listed above, the MPO will provide meeting evaluation forms at public meetings, workshops, and hearings to collect qualitative feedback from participants that can be used to improve meeting processes for future events.

### Revisions and Amendments

This Public Participation Plan reflects the current policies of the Alamo Area MPO. At a minimum, these policies will be reviewed, revised if necessary and adopted every three (3) years.

**Administrative amendments** to the PPP include changes to the public involvement tools and strategies, revision of references to applicable regulations, misspellings, omissions or typographical errors. Staff performs these updates, with no notification required.

**Amendments** to the Participation Plan include any other changes that do not fit the administrative definition above. A two-step process and 45 days of public comment are required before adoption. If the document changes significantly due to public comments, an additional 45-day comment period is required.

Development of a new Public Participation Plan follows a two-step process and requires a 45-day comment period.

### Policies Regarding Electronic Communications

#### Social Media

The MPO recognizes the value in reaching out to the public on social media platforms such as Facebook, Twitter, Instagram, YouTube, and Nextdoor. The MPO uses these tools to communicate information to the public. They are also a convenient option for the public to communicate comments and questions directly to MPO staff. Following is the MPO's official social media policy:

Comments on the MPO's social media sites do not necessarily reflect the opinions and position of the MPO, its individual board members, administrators, officers, or employees. Further, the MPO reserves the right to remove or hide a comment that is in violation of the MPO's policy without prior notification. The MPO does not endorse any content, viewpoint, product, or service linked from its social media sites and shall not be held liable for any losses caused by reliance on the accuracy, reliability, or timeliness of shared information. In addition to information provided by the MPO, the MPO's social media sites may contain comments and opinions from unrelated third parties which are being provided as a convenience to the public and for informational purposes only. These comments or opinions do not constitute an endorsement or an approval by the MPO of any of the views or comments posted on the MPO's social media platforms. More importantly, comments received and exchange via the MPO's social media platforms do not count as official comments during a published comment period. MPO staff will make every effort to communicate the appropriate channels to submit comments, which typically include in-person, mail, fax, email, or through the organization's online virtual public meetings.

The MPO's social media sites serve as a limited public forum and all content published is subject to monitoring. In the same manner as a public forum, user-generated posts should

be suitable in terms of time, manner and place. The MPO reserves the right to publish any posting, or to later remove it based on the following guidelines. Third party comments will be rejected or removed (if possible) when the content:

- Is off-subject or out of context
- Contains obscenity or material that appeals to the prurient interest
- Contains personal identifying information or sensitive personal information
- Contains offensive terms that target protected classes
- Is threatening, harassing, defamatory or discriminatory
- Contains any copyrighted material owned by a third party
- Circumvents Public Records and Open Meetings Laws
- Incites or promotes violence or illegal activities
- Contains information that reasonably could compromise individual or public safety
- Advertises or promotes a commercial product or service, or any entity or individual

MPO social media sites are subject to applicable public records laws. Any content maintained in a social media format related to MPO business, including communication posted by the Agency and communication received from citizens, is a public record.

### **Section 508 Compliant Website**

The MPO is committed to ensuring that any MPO-sponsored website is accessible for all people regardless of ability or access method. The MPO will conduct two compliance scans yearly, one in July and one in January, to detect Section 508 violations. Given that the MPO's website was developed and updated in-house, violations will be corrected to the best of our ability. Upon request, all information contained on any MPO-sponsored website can be made available in an alternative format, or arrangements can be made by contacting Linda Alvarado-Vela, Planning/Public Involvement Manager at (210) 230-6929. Ms. Alvarado-Vela can arrange to meet with individuals one-on-one and determine the best way to assist them in gaining access to MPO information.

The MPO's websites make use of industry-standard techniques and preferred practices to provide the highest possible level of ADA website accessibility for our users. These include, but are not limited to, the characteristics of usability for screen reader users, keyboard-only users, users with low/impaired vision, users who are deaf and users who are color blind.

### **Known Accessibility Challenges**

- The MPO is committed to assessing, prioritizing, and updating MPO websites found to be non-ADA compliant. At any point in time, we are in varying stages of progress toward our accessibility goal.
- Some of our content is in PDF format only. We are working on a process to ensure all PDFs are accessible.
- Due to current technology constraints, there are some instances where we are unable to provide information in an accessible format (e.g. mapping information).

## Relevant Documents

Sample Outreach Checklist  
Sample Checklist for Planning an Accessible Meeting  
Environmental Justice Plan  
Limited English Proficiency Plan  
Social Media Plan

Revised: May 30, 2019

## Policy 2: Public Participation Plan

This text is the Alamo Area Metropolitan Planning Organization's (AAMPOMPO) plan to involve the public. It is called a Public Participation Plan (PPP) and is required by law. People were able to comment on the plan for 45 days. This comment period took place prior to adoption of the plan.

### Purpose of the Public Participation Plan

This plan provides a guide for how MPO staff can involve the public. It includes goals, procedures, and tools the MPO will use. It also includes metrics used to measure and evaluate plan performance.

### AAMPOMPO's Commitment to Public Participation

People should have a say in transportation decisions that affect their lives. To help make this possible, the AAMPOMPO commits to:

1. Welcome all people into the planning process.
2. Identify people affected and involve them in the process.
3. Get people involved early and keep them involved throughout in the process.
4. Provide people with a variety of ways to participate.
5. Hold meetings at convenient dates, times, and locations.
6. Hold meetings at accessible places (see attachment 1).
7. Make meetings accessible for people with disabilities.
8. Provide interpreters (spoken or sign) if requested at least five (5) working days in advance of a meeting.
9. Use information and graphics that are easy to understand.
10. Talk to people and record their comments.
11. Consider comments in the planning process.

## Public Participation Goals

---

### Goal 1

- The MPO will **engage people in the transportation planning process**. The MPO will do this **according to the goals in this plan and applicable laws**.

### Goal 2

- The MPO will **keep people informed** of transportation news.

### Goal 3

- The MPO will **encourage everyone in the study area to get involved**. This includes those traditionally underserved.

### Goal 4

- The MPO will **strive to improve** public participation.

### Goal 5

- The MPO will **work closely with other transportation agencies**.

# Federal and State Requirements

This plan reflects the [AAMPOMPO's](#) commitment to the public. It also outlines their role in the regional planning process. It follows the federal and local laws listed below.

## Federal Highway Administration (FHWA) and Federal Transit Administration (FTA)

Federal rules for metropolitan transportation planning (23 CFR 450.316) and FHWA guidelines say that Metropolitan Planning Organizations (MPOs) shall develop and use a documented participation plan. The plan defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable

opportunities to be involved in the metropolitan transportation planning process. [The AAMPOMPO](#) complies with the ten MPO requirements listed in 23 CFR 450.316.

## Fixing America's Surface Transportation Act (FAST Act)

The current transportation bill is the Fixing America's Surface Transportation (FAST) Act. It was passed by Congress and signed by President Obama on December 4, 2015. The FAST Act authorizes \$305 billion nationwide over fiscal years 2016 through 2020 for transportation spending. It is the first law enacted in over ten years that provides long-term funding certainty for surface transportation.

## Americans with Disabilities Act of 1990

The Americans with Disabilities Act of 1990 (ADA) stipulates involving the community, particularly those with disabilities in the development and improvement of services.

## The Age Discrimination Act of 1975

The Age Discrimination Act of 1975 prohibits discrimination based on age in programs or activities receiving Federal financial assistance. The Act prohibits recipients of Federal financial assistance from taking actions that result in denying or limiting services or otherwise discriminating based on age.

## Title VI of the Civil Rights Act of 1964.

Title VI states 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 benefit of, or be subjected to discrimination under any program or activity receiving federal financial assistance." Title VI serves as the legal foundation for what is today referred to as environmental justice. [The AAMPOMPO](#) adheres to Title VI and environmental justice principles.

## Executive Order 13166 – Limited English Proficiency

Executive Order 13166 was created to "... improve access to federally conducted and federally assisted programs and activities for persons who, as a result of national origin, are limited in their English proficiency ..." Federal agencies were directed to provide guidance and technical

assistance to recipients of federal funds as to how they can provide meaningful access to limited English proficient users of federal programs. Consistent with Executive Order 13166 and U.S. Department of Transportation (DOT) guidance, [the AAMPOMPO](#) has developed a Limited English Proficiency Plan in order to ensure meaningful input opportunities for persons with limited English proficiency. The [AAMPOMPO](#) LEP plan is available on the [AAMPOMPO](#) website ([www.alamoareampo.org](http://www.alamoareampo.org)) and calls for translations of vital documents, such as public notices, into Spanish. [The AAMPOMPO](#) may, at its discretion, translate documents into additional languages if the nature of the document and the character of the document's target audience justify additional translation. The LEP plan provides further guidance for serving limited English-speaking populations.

### Executive Order 12898 on Environmental Justice

This order was signed by President Clinton in 1994. It reinforced the requirements of Title VI of the Civil Rights Act of 1964 that focused federal attention on the environmental and human health condition in minority and low-income communities:

*Each federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies and activities on minority populations and low-income populations.*

### Executive Order 13175 – Consultation and Coordination with Tribal Governments

Executive Order 13175 states that “in formulating or implementing policies that have tribal implications, agencies shall establish regular and meaningful consultation and collaboration with tribal officials to reduce the imposition of unfunded mandates upon Indian tribes.”

At least one American Indian tribe has expressed an interest in being notified of activities throughout the state of Texas. Though there are no tribal governments located in the Alamo Area MPO study area, the MPO will actively seek to keep tribal governments informed of major decisions affecting the region. The MPO will continue to communicate with Native American Indian tribal leaders on an ongoing basis to identify issues of common concern.

### Disclaimers

In order to share appropriate requirements with the public related to various laws and regulations, the MPO regularly uses the following disclaimers. Their purpose and use is described below.

### American's with Disabilities Act Statement

The following disclaimer will be included on public meeting notices as appropriate:

~~All~~ MPO meetings will be conducted in accordance with the Americans with Disabilities Act (ADA) and are accessible to persons with disabilities. Arrangements for special assistance ~~or an interpreter can~~ can be made by calling the ~~Metropolitan Planning Organization~~ MPO office at (210) 227-8651, or Relay Texas at 1-800-735-2989 at least five (5) business days in advance. The meeting facilities will also be within a reasonable distance of a ~~transit~~ bus route in counties where ~~bus service~~ transit service is readily available.

## **Title VI and Environmental Justice Statement**

The following MPO Title VI and Environmental Justice Nondiscrimination Statement will be included in informational items and collateral materials as appropriate:

*The Alamo Area Metropolitan Planning Organization (MPO), as a recipient of Federal funding and under Title VI of the Civil Rights Act 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, denied benefits of, or otherwise discriminated against by any MPO program or activity.*

## **Report Language**

The following language shall be included in all reports published by the MPO:

*Prepared in cooperation with the Texas Department of Transportation and the U.S. Department of Transportation, Federal Highway Administration, and Federal Transit Administration.*

This language shall be displayed on the interior front cover page in a place of prominence in accordance with the contract between TxDOT and the Alamo Area MPO.

## **Federal Transit Administration Section 5307 Language**

For newspaper ads in support of the development of the Transportation Improvement Program, by agreement with the transit provider, the language shown below must be included in the ad text itself:

*The TIP development process is being used to satisfy the public hearing requirements of FTA's Section 5307 program and this ~~public notice and associated review period of public involvement activities and time established for public review and comments on the TIP~~ will satisfy ~~the~~ FTA's Program of Projects requirements.*



# Target Audiences

The MPO takes great pride in working with people and other agencies. The ~~AAMPO~~MPO strongly believes that people should have a say in decisions that impact their lives. ~~The~~ ~~AAMPO~~MPO staff keeps a contact list updated on a continuous basis. People and groups that the ~~AAMPO~~MPO targets are listed below. This list is not exclusiveexhaustive but is meant to give an understanding of key stakeholder groups. ~~The AAMPO also reaches out to the public at large.~~

Target Audiences
Airport operators
Board and committee members
Business and trade organizations
<u>Citizens</u> <u>Public at large</u> <u>expressing an interest in transportation planning</u>
City and academic libraries
Civic and public interest groups
<u>Colleges and universities</u>
Community-based associations
Commuters
Disabled populations
Elected local, state and federal officials
Emergency response agencies
<u>Employers</u>
Environmental groups
<u>Employers</u>
Faith-based organizations
Freight shippers
<u>Higher education faculty, staff, and students</u> <u>Workforce development organizations and programs</u>
Homeowner, neighborhood and resident associations
Local media outlets
Military Bases
Natural disaster risk reduction agencies
Private transportation organizations and employees
Providers of freight transportation services
Public agencies and staff
<u>Public at large</u>
Public health organizations
Public ports
Public transportation <u>providers</u>
School districts
Social service organizations
Tourism industry
Traditionally underserved populations (described in greater detail in the following section)

Target Audiences
Transportation advocates
Tribal governments
<del>Users of pedestrian walkways and bicycle transportation facilities</del>
<del>Users of micromobility (bicycles, scooters etc.)</del>
<del>Users of pedestrian walkways</del>
Users of ridesharing services such as Uber and Lyft
<del>Workforce development organizations and programs</del>
<del>Any other interested parties</del>

## Diversity and Inclusiveness

The AAMPOMPO commits to engage traditionally underserved groups. These groups include low-income and minority populations. Federal laws protect ~~more additional~~ groups. ~~The AAMPO also protects two more groups. All p~~Protected groups are listed here.

### Protected Categories

Both Title VI of the Civil Rights Act of 1964 (Title VI) and Executive Order 12898 (EO 12898) on Environmental Justice (EO 12898) are specific in the description of the populations they protect. Title VI prohibits discrimination based on race, color and national origin. EO 12898 protects minority and low-income populations. Discrimination against persons based on gender, age, and disability are addressed by other nondiscrimination statutes. Collectively, these populations are often referred to as “traditionally underserved” in the transportation planning process.

### Minority

Persons considered minorities are identified by the U.S. Census as people of African, Hispanic, Asian, American Indian, or Alaskan Native origin. Executive Order 12898 and the DOT and FHWA Orders on Environmental Justice consider minority persons as persons belonging to any of the following groups:

- **Black** – a person having origins in any of the black racial groups of Africa;
- **Hispanic** – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race;
- **Asian** – a person having origins in the Far East, Southeast Asia, or the Indian subcontinent;
- **American Indian and Alaskan Native** – a person having origins in North America and who maintains cultural identification through tribal affiliation or community recognition;

### Low Income

A person whose household income (or in the case of a community or group, whose median household income) is at or below the U.S. Department of Health and Human Services poverty guidelines. The national poverty guidelines are issued annually by the Department of Health and Human Services and are available at <http://aspe.hhs.gov/poverty/poverty.shtml>.

**Elderly**

Any persons over the age of 65.

**People with Disabilities**

Under the Americans with Disabilities Act of 1990, a qualified individual with a disability is a person that 1) has a physical or mental impairment that substantially limits one or more major life activities; 2) has a record of such an impairment; or 3) is regarded as having such an impairment.

**Limited English Proficiency**

People who do not speak English as their primary language and have a limited ability to read, speak, write, or understand English may be considered limited English proficient.

**Additional Categories**

Additionally, AAMPO includes low-literacy populations, ~~households headed by a single-parent~~ and ~~these households~~ without personal transportation as traditionally underserved populations, although they are not protected by either a federal act or an executive order.

**Low Literacy**

People who have difficulty using certain reading, writing, and computational skills considered necessary for functioning in everyday life may be considered to have low literacy. Persons with low literacy are generally defined as having less than fifth-grade reading and comprehension skills.

**Zero Car Households**

Households without cars or access to one.

## Board and Committees

The ~~AAMPO~~MPO board and committees provide one of the most regular and consistent ways for public involvement. Following is a list of committees supported by MPO staff. The table below identifies the day of the month, time, and location of their meetings.

Committee	Date/Time	Location
Technical Advisory Committee (TAC)*	First Friday of the month at 1:30 p.m.	TxDOT District Office Building 2 Hearing Room 4615 NW Loop 410 San Antonio, TX 78229
Bicycle Mobility Advisory Committee (BMAC)*	Second Wednesday of the month at 9:00 a.m.	MPO Conference Room B 825 South Saint Mary's Street San Antonio, TX 78205
Pedestrian Mobility Advisory Committee (PMAC)*	Third Wednesday of the month at 3:30 p.m.	MPO Conference Room B at 825 South Saint Mary's Street, San Antonio, TX 78205
Transportation Policy Board (TPB)*	Fourth Monday of the month at 1:30 p.m.	VIA Metro Center Community Room 1021 San Pedro San Antonio, TX 78212

\* Meeting dates and locations are subject to change. The BMAC and PMAC committees hold joint evening meetings several times a year. Some committees choose to cancel meetings in July and December. For the most current information, please visit [www.alamoareampo.org/calendar](http://www.alamoareampo.org/calendar).

MPO meetings are open to all. For special needs or a translator, call 210-227-8651. You can also call TDD 1-800-735-2989 (Relay Texas). Please call at least five working days before the meeting. Meeting dates, times, and locations may change. You can call 210-227-8651 to confirm the meeting. The table below lists ~~the timing of~~by when the MPO commits to posting information on the website.

Materials	What is available on the web?	When is it posted on the web?
Meeting agendas and <del>packet</del> packages	Transportation Policy Board <a href="http://www.alamoareampo.org/Committees/TPB/">www.alamoareampo.org/Committees/TPB/</a>  Technical Advisory Committee <a href="http://www.alamoareampo.org/Committees/TAC/">www.alamoareampo.org/Committees/TAC/</a>  <del>Bicycle Mobility Advisory Committee</del> <del><a href="http://www.alamoareampo.org/Committees/BMAC/">www.alamoareampo.org/Committees/BMAC/</a></del>  <del>Pedestrian Mobility Advisory Committee</del> <del><a href="http://www.alamoareampo.org/Committees/PMAC/">www.alamoareampo.org/Committees/PMAC/</a></del>	One week prior to the meeting

Materials	What is available on the web?	When is it posted on the web?
	<a href="http://www.alamoareampo.org/Committees/BMAC/">Bicycle Mobility Advisory Committee www.alamoareampo.org/Committees/BMAC/</a>	<del>Three working days</del> <a href="#">One week prior to the meeting</a>
	<a href="http://www.alamoareampo.org/Committees/PMAC/">Pedestrian Mobility Advisory Committee www.alamoareampo.org/Committees/PMAC/</a>	<a href="#">One week</a> <del>Three working days</del> <a href="#">prior to the meeting</a>
Meeting Information	Board and committee meeting dates and times <a href="http://www.alamoareampo.org/Calendar/">www.alamoareampo.org/Calendar/</a>	Online calendar is posted and updated throughout the year, along with board/committee web pages.  Meeting information pages updated monthly.
Livestreaming	Transportation Policy Board meetings only <a href="http://www.alamoareampo.org/mpolive">www.alamoareampo.org/mpolive</a>	Listen or watch the Transportation Policy Board meetings live or in a searchable archive available 24 hours after the event.
News releases	News and media items, published or broadcast <a href="http://www.alamoareampo.org/news/">www.alamoareampo.org/news/</a>	<del>Review news releases after sending to the media.</del>  Timing of the news release varies depending on the news item or event.

### Meeting Notices

The Texas Open Meetings Act ~~requires notice of any public meeting where a decision could be made or that may be attended by more than one elected official~~ requires written notice of all meetings. Section 551.041 provides:

A governmental body shall give written notice of the date, hour, place, and subject of each meeting held by the governmental body.

–The MPO regularly posts MPO Transportation Policy Board (TPB), Executive Committee, Technical Advisory Committee (TAC), Bicycle Mobility Advisory Committee (BMAC) and Pedestrian Mobility Advisory Committee (PMAC) meetings in the Texas Register, at the Bexar County Courthouse Bulletin Board, and with Comal and Guadalupe Counties.

### Public Comments

The MPO accepts public comments at every regular meeting of the board and committees. Comments can be spoken or in writing.

|

# Public Participation Toolbox

The MPO communicates with the public in a variety of ways. Information shared covers the MPO's programs, projects and studies. MPO information materials display the MPO logo and include contacts. This section describes some of the communication tools the MPO uses.

## Philosophy of External Communications

Guiding principles for external communications include:

- **Informative:** The MPO will provide information. The MPO does not advocate on issues.
- **Concise:** The MPO will provide clear and concise information.
- **Clear:** The MPO will use easy to understand text and graphics.
- **Engaging:** The MPO will hold meetings that are fun, interactive, and meaningful.

The MPO uses the "Spectrum of Public Participation." It was developed by the International Association of Public Participation. The spectrum helps identify when to use tools in the process.

## IAP2'S PUBLIC PARTICIPATION SPECTRUM



The IAP2 Federation has developed the Spectrum to help groups define the public's role in any public participation process. The IAP2 Spectrum is quickly becoming an international standard.

INCREASING IMPACT ON THE DECISION					
	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

The table shows different communication tools. The last column shows the level of participation. It corresponds to the Spectrum of Participation. Some strategies, such as outreach tools, are solely informational. Others can include multiple points on the spectrum. Whenever possible, the

<b>Meetings / Events / Speaking Engagements</b>		
<b>Type</b>	<b>Description</b>	<b>Level of Participation</b>
<u>Public Meetings</u>	<u>An organized large-group meeting usually used to make a presentation and give the public an opportunity to ask questions and give comments. Public meetings are open to the public at large. They are set up to be welcoming and as receptive as possible to ideas and opinions. This format allows for greater interaction between technical staff and the public.</u>	<u>Inform</u> <u>Consult</u> <u>Involve</u> <u>Collaborate</u>
Project Workshops/Open-Houses	This type of public meeting is open and more informal. Team members interact with the public on a one-on-one basis. Short presentations may be given at these meetings. They will be followed by small group exercises or exhibits that people can visit on their own.	Inform Consult Involve Collaborate
<u>Public Hearings</u>	<u>Formal meetings with scheduled presentations offered. Typically, members of the public individually state opinions/positions that are recorded without an immediate response. Instead, comments are collected and responded to after the hearing through a formal comment response process.</u>	<u>Inform</u> <u>Consult</u>
<u>Speakers Bureau</u>	<u>MPO staff actively looks for opportunities to present to the community on a variety of topics including MPO 101, air quality, active transportation, walkability, bicycle safety, and travel demand management. Staff is trained to deliver presentations and answer associated questions prior to going out into the community.</u>	<u>Inform</u> <u>Consult</u> <u>Involve</u>
<u>Pop-Up Outreach</u>	<u>Mobile. Pop-up staff will conduct pop-up outreach in busy locations to inform, consult, and involve the community. This outreach method has been used effectively for Bike to Work Day and the MPO's annual Fiesta Medal Outreach Campaign.</u>	<u>Inform</u> <u>Consult</u> <u>Involve</u>
MPO Exhibit Tables	MPO staff attend other agency events and <del>man</del> <u>tables/staff tables</u> or booths. These include activities,	Inform



Meetings <del>Events</del> /Speaking Engagements		
Type	Description	Level of Participation
	maps, charts and informational brochures. Exhibit tables may also be used at malls or other public venues.	Consult
Small Group Meetings	During projects such as planning studies, meetings are held with small groups that have an interest in the project. Meetings could be with homeowners or neighborhood associations, civic groups, special interest groups, or other groups of affected or interested parties.	Inform Consult Involve
<del>Advisory committee</del> <del>Partner Agency Meetings</del>	<u>MPO staff will attend attends and participates in as many transportation partner public participation activities as is feasible to enhance public consideration of transportation issues, plans, and programs and to reduce redundancies and costs.</u>  <del>The AAMPO staff supports four committees and several subcommittees. These groups provide input, advice and recommendations to the planning process. Committees work to build consensus on their recommendations before sending them to the board.</del>	Inform Consult Involve Collaborate
<del>Transportation Policy Board</del>	<del>The board is made up of elected officials and representatives from the various cities, counties, and public agencies within the MPO study area. It is the sole decision-making body within the MPO process.</del>	<del>Inform Consult Involve Collaborate Empower</del>

Online/Electronic Tools		
Type	Description	Level of Participation
<del>AAMPO</del> MPO Website	The website was established in 1998 with basic information about the MPO process, members, meeting times and contact information. The site has been expanded to include information about specific projects undertaken by the MPO. Bicycle, pedestrian and trails	Inform

<b>Online/Electronic Tools</b>		
<b>Type</b>	<b>Description</b>	<b>Level of Participation</b>
	information and event schedules are also included. Work products such as the UPWP, TIP and MTP are available from the website. The site provides many links to other transportation related sites from the local to national level. The site is continually maintained and updated by MPO staff and is used to promote regular and special meetings, planning studies, bicycle and pedestrian events, publications and work products.	
FastTrack E-Newsletter	The MPO publishes an electronic newsletter on a bi-weekly basis and distributes it according to the database e-mail list. Citizens are added to the distribution list at their own request. Opportunities to be added to the list occur during public meetings hosted by the MPO, during public events attended by the MPO, on the MPO website, and when citizens contact MPO staff. Each issue of the newsletter includes staff contact information, upcoming meeting schedules, the MPO website address, project highlights, and current planning project status reports. Information regarding significant transportation issues, MPO awards, and other one-time activities are also included.	Inform Consult
Social Media	The MPO will utilize appropriate social media avenues to post pertinent information and notices on a frequent basis. This also provides another opportunity for the public to provide public input to the MPO's on-going planning process.	Inform Consult Involve
Project-specific Web Sites	For individual projects, project-specific websites may be used. These sites are used when project information is too extensive to be included on the MPO site. Project websites can contain study area maps, meeting announcements, descriptions of alternatives, comment forms, user surveys and project team contact information. Links to project sites are provided from the MPO site.	Inform Consult Involve
Crowdsourcing	The MPO will utilize different online tools to solicit input, ideas, and suggestions from the public. This could be in the form of comments on a map or submitted via an online form.	Inform Consult

Online/Electronic Tools		
Type	Description	Level of Participation
<u>Online-Virtual public meetings</u>	The MPO will provide online participation opportunities as appropriate. <del>These opportunities will include webinar options for participation during the day or virtual public meetings.</del> <u>Virtual public meetings will include the same information provided at in-person public meetings and w</u> <del>These will be advertised at the same time as the public meetings as in-person opportunities.</del> <u>Further, virtual public meetings will typically be up for a period of at least two weeks and the beginning and end dates for the virtual public meeting will be included in the meeting notice.</u>	Inform Consult Involve
<u>Live webinars</u>	<u>Meetings that occur online. The MPO uses Webex for its webinar meetings. These meetings combine telephone and video technology to allow people to see each other and view information online using web-based technology.</u>	<u>Inform</u> <u>Consult</u> <u>Involve</u>
<u>Online surveys</u>	<u>Qualitative surveys conducted online and disseminated via email and social media. Respondents self-select whether or not to respond.</u>	<u>Inform</u> <u>Consult</u> <u>Involve</u>

Public Notice Delivery Tools		
Type	Description	Level of Participation
US Postal Service	Traditional mail service is used for formal public hearing notices, as well as to publicize public meetings/workshops.	Inform
Email	Email blasts are used in addition to traditional mailing to stakeholders and community members. Recipients have previously opted in to communications by providing their email addresses.	Inform <del>Consult</del>
<u>Phone</u>	<u>The MPO regularly contacts members of the public and potential meeting participants via telephone to notify them of upcoming meetings and events.</u>	<u>Inform</u>
<u>Location PlacementFlyer/Notice</u>	Meeting notices are posted in high-traffic gathering places, including but not limited to: schools, parks,	Inform

<a href="#">Distribution</a>	libraries, community centers, and other such gathering places. <u>This method of communication is especially helpful in environmental justice areas.</u>	
Transit	Meeting flyers and related collateral material may also be available on buses, notifying riders of upcoming meetings.	Inform

Print and Broadcast Media Tools		
Type	Description	Level of Participation
Display Ads	These ads are used to promote meetings <u>or activities</u> that are not regularly scheduled, such as corridor or subarea workshops, project specific meetings, open houses, <u>public meetings</u> , -or <u>public</u> hearings. They are published in local/regional newspapers <u>and/or through social and digital media sites</u> that provide the best coverage at an economical price.	Inform
<a href="#">Social Media Ads</a>	<u>Social media advertising is a way to target audiences on specific networks through demographic information. The MPO uses social media ads to targeted stakeholders with messages that appear in their feeds.</u>	<u>Inform</u>
Press Releases	Formal press releases are sent to local media (newspaper, TV and radio) to announce upcoming meetings and activities and to provide information on specific issues being considered by MPO committees.	Inform
TV and Radio Public Affairs Shows	MPO staff will solicit radio and talk show appearances to provide information or to promote events and topics as appropriate.	Inform
Video and Audio Public Service Announcements	MPO staff will produce audio and video public service announcements for selected events and distribute them to the appropriate metro area radio, TV and cable stations.	Inform

Multimedia Tools		
Type	Description	Level of Participation
<del>Printed Newsletter</del>	<del>The MPO publishes a quarterly hardcopy newsletter that is mailed to the contact mailing list and e-mailed to the</del>	<del>Inform</del>

Multimedia Tools		
Type	Description	Level of Participation
	<del>electronic contact list. Included are feature stories about the transportation planning process as well as ongoing studies, projects and issues. A Spanish version is also available upon request.</del>	
Project Newsletters	For individual projects, such as corridor or subarea studies, that are typically performed using consulting services, newsletters are often used to address specific project issues. These newsletters are mailed to targeted residents, businesses and property owners in the area affected by a particular study. Information regarding upcoming project meetings, alternatives being proposed in the area, and other project news is reported in these newsletters.	Inform
Other Newsletters	When project-specific newsletters are not used, articles may be prepared for publication in other newsletters produced by municipalities, homeowner associations, church groups, civic groups, or others that may have an interest in the project. These articles are subject to the publication dates and space restrictions of publishers.	Inform
<del>Videos</del> Blogs	<del>On a monthly basis, the MPO produces, in English and Spanish, a brief video blog called V-News. V-News highlights upcoming meetings of MPO standing committees, special project meetings or public events being undertaken by the MPO, and may include useful information related to various planning issues, such as air quality, safety, and transportation options. The MPO produces brief videos focused on topics of interest several times per month. These are shared on social media, through the MPO's e-Newsletter and/or on the MPO website.</del>	Inform
Flyers, Posters, <del>and</del> Fact Sheets <u>and Rack Cards</u>	To provide summary information regarding MPO policy, programs and projects, flyers, posters, <del>and</del> fact sheets <u>and rack cards</u> may be distributed at public meetings, posted on the MPO web site, and displayed in public places such as libraries and community centers. Individuals and special interest groups can also request <del>fact</del>	Inform

Multimedia Tools		
Type	Description	Level of Participation
	<del>sheetst</del> <u>these items</u> directly from the MPO staff office.	
<u>Shareable content</u>	<u>The MPO creates shareable information for social media to support MPO meetings, programs, and initiatives. The type of content can vary from shareable graphics sized for different social media platforms, infographics, videos, and sample posts. This content is shared to other public information officers at their monthly meeting, as part of media kits, and with partner organizations. Social media kit, PIO meetings, videos for partners etc.</u>	<u>Inform</u>
Bus Placards	The MPO will use advertising space in VIA buses whenever possible as provided by VIA Metropolitan Transit for various MPO events.	Inform
Banners	The MPO will consider using banner advertising such as physical street banners and internet page banners as appropriate for MPO events and activities.	Inform

#### Partner Agency Collaboration

~~MPO staff will attend and participate in as many transportation partner public participation activities as is feasible to enhance public consideration of transportation issues, plans, and programs and to reduce redundancies and costs.~~

# Public Participation Procedures

The MPO generates major planning documents that require public input and community consensus. As a result, they are made available for public comment using various outreach strategies. Members of the public can view all of the required documents, and any amendments, on the MPO website at [www.alamoareampo.org](http://www.alamoareampo.org) or call 210-230-6929 to receive a copy. Following is a list of the major planning documents produced by the MPO.

- Metropolitan Transportation Plan, or long-range plan
- Transportation Improvement Program, or short-range plan
- Unified Planning Work Program
- Public Participation Plan
- Performance Measures Report
- Transportation Conformity Document ~~(if/when needed)~~

The Transportation Policy Board has set different approval processes depending on the item agendized for action. The two-step approval process is for new TIP, MTP and Transportation Conformity documents, as well as amendments to the TIP and MTP. The two-step process means that items will be presented to the Transportation Policy Board one month with action scheduled for the following month, allowing for ~~an approximate~~ a minimum public comment period of 30 days.

The MPO also has a process for an expedited, or one-step process, for TIP and MTP amendments; that allows the board to hear the item presented and take action within one meeting.

Other items such as amendments to the Unified Planning Work Program, consultant contract awards and resolutions of support, as examples, are acted upon by the Transportation Policy Board in a one-step approval process.

Below, please find a description of the two-step and expedited one-step processes. For more information on these processes, please reference Policy 3. The following page identifies the planning steps required for each planning document produced by the MPO along with the minimum outreach strategies recommended for each. Whenever possible, the MPO will strive to go beyond the minimum outreach strategies.

## Two-Step Approval Process

1. Present, for informational purposes, the Proposed Action to the Technical Advisory Committee/Transportation Policy Board in month one
2. Present, for Action, to the Technical Advisory Committee/Transportation Policy Board in month two

### Expedited One-Step Approval Process (for TIP and MTP Amendments only)

- Transportation Policy Board hears a presentation and takes action at one meeting as opposed to two board meetings
- Reserved for items requiring quick action due to impending federal or state requirements or deadlines (or for other reasons deemed in the community's best interest)
- Requires a 75% vote by the Transportation Policy Board to enter into a time certain public hearing and the Board will solicit input into the amendment(s) prior to taking action

	Approval Process													
	Two-Step Approval Process	One-Step Approval Process	Expedited One Step Process w/ 75% Board Vote for public hearing	30 Day Comment Period	45 Day Comment Period	60-Day Comment Period								
<u>Transportation Conformity</u>				★			★	★	★	★	★	★		
TIP/MTP Development Process & Adoption of the TIP/MTP	★			★			★	★	★	★	★	★	★	★
Routine amendments to the TIP/MTP occurring between annual updates	★			★			★							
Expedited process, urgent amendments to the TIP/MTP			★				★							
<u>Transportation Conformity</u>				★			★	★	★	★	★	★		
Adoption of the Unified Planning Work Program	★			★			★							
Amendments to the Unified Planning Work Program		★					★							
Public Participation Plan	★				★		★			★	★			
Consultant Contract Award		★					★							



<b>Performance Measures and Targets</b>	★			★			★						
-----------------------------------------	---	--	--	---	--	--	---	--	--	--	--	--	--

## Monitoring and Evaluation

This PPP will be reviewed and adopted, with revisions if necessary, at least every three (3) years. The following performance measures will be recorded by staff on a continuous basis to monitor and evaluate the effectiveness of participation strategies. Where appropriate, the Deputy Director and the Planning/Public Involvement Program Manager will set yearly targets. Adjustments to strategies will be made as needed to meet the public involvement plan goals.

Goals Addressed	Public Involvement Tool	Evaluation Method
Goals 1, 2, 3, 4, and 5	Public Participation Plan	To be reviewed every three years
Goal 2	<a href="#">AAMPOMPO</a> Website	Number of New Users Number of Returning users Page Views Sessions
Goal 2	FastTrack E-Newsletter	Number of Subscribers Number of Emails Accepted Unique/Total Views
Goals 1, 2, and 3	Open Houses, Meetings, Workshops, and Public Hearings, <u>and Public Comment Periods</u>	<u>Number of Attendees or Comments</u> <u>Comment Cards and Meeting Evaluations Received</u>
<u>Goals 1, 2, and 3</u>	<u>Online Public Meetings</u>	<u>Number of Participants</u>
Goals 1, 2, and 3	Newspaper Advertisements	Sign-in sheets – “How did you hear about this meeting?”
Goals 1, 2, and 3	Direct Mailings	Distribution
Goals 1, 2, and 3	Press Releases	Press Mentions
Goals 1, 2, and 3	Surveys	Number of Responses
Goals 1, 2, and 3	Facebook	Likes <u>Engaged Users</u> Total Daily Reach Total Daily Impressions <u>Total Daily 30+ sec views</u>
Goals 1, 2, and 3	Twitter	Followers Impressions Retweets Likes <u>Profile Visits</u> <u>Mentions</u>

Goals Addressed	Public Involvement Tool	Evaluation Method
Goal 2	Instagram	Followers <a href="#">Comments</a> <a href="#">Likes</a>
Goal 2	YouTube	<del>No measure required</del> <a href="#">Subscribers</a> <a href="#">Watch Time</a>
Goals 1, 2, and 3	Webstreaming	Number of people watching
Goal 5	Attend Partner Agency Events	Number of Events

In addition to the measures listed above, the MPO will provide meeting evaluation forms at public meetings, workshops, and hearings to collect qualitative feedback from participants that can be used to improve meeting processes for future events.

### Revisions and Amendments

This Public Participation Plan reflects the current policies of the Alamo Area MPO. At a minimum, these policies will be reviewed, revised if necessary and adopted every three (3) years.

**Administrative amendments** to the PPP include changes to the public involvement tools and strategies, revision of references to applicable regulations, misspellings, omissions or typographical errors. Staff performs these updates, with no notification required.

**Amendments** to the Participation Plan include any other changes that do not fit the administrative definition above. A two-step process and 45 days of public comment are required before adoption. If the document changes significantly due to public comments, an additional 45-day comment period is required.

Development of a new Public Participation Plan follows a two-step process and requires a 45-day comment period.

### Policies Regarding Electronic Communications

#### Social Media

The MPO recognizes the value in reaching out to the public on social media platforms such as Facebook, Twitter, Instagram, YouTube, and Nextdoor. The MPO uses these tools to communicate information to the public. They are also a convenient option for the public to communicate comments and questions directly to MPO staff, as well as a way of providing the public a way to communicate directly with MPO staff with comments and questions. Following is the MPO's official social media policy:

Comments on the MPO's social media sites do not necessarily reflect the opinions and position of the MPO, its individual board members, administrators, officers, or employees. Further, the MPO reserves the right to remove or hide a comment that is in violation of the

MPO's policy, without prior notification. The MPO does not endorse any content, viewpoint, product, or service linked from its social media sites and shall not be held liable for any losses caused by reliance on the accuracy, reliability, or timeliness of shared information. In addition to information provided by the MPO, the MPO's social media sites may contain comments and opinions from unrelated third parties which are being provided as a convenience to the public and for informational purposes only. These comments or opinions do not constitute an endorsement or an approval by the MPO of any of the views or comments posted on the MPO's social media platforms. More importantly, comments received and exchange via the MPO's social media platforms do not count as official comments during a published comment period. MPO staff will make every effort to communicate the appropriate channels to submit comments, which typically include in-person, mail, fax, email, or through the organization's online virtual public meetings.

The MPO's social media sites serve as a limited public forum and all content published is subject to monitoring. In the same manner as a public forum, user-generated posts should be suitable in terms of time, manner and place. The MPO reserves the right to publish any posting, or to later remove it based on the following guidelines. Third party comments will be rejected or removed (if possible) when the content:

- Is off-subject or out of context
- Contains obscenity or material that appeals to the prurient interest
- Contains personal identifying information or sensitive personal information
- Contains offensive terms that target protected classes
- Is threatening, harassing, defamatory or discriminatory
- Contains any copyrighted material owned by a third party
- Circumvents Public Records and Open Meetings Laws
- Incites or promotes violence or illegal activities
- Contains information that reasonably could compromise individual or public safety
- Advertises or promotes a commercial product or service, or any entity or individual

MPO social media sites are subject to applicable public records laws. Any content maintained in a social media format related to MPO business, including communication posted by the Agency and communication received from citizens, is a public record.

### **Section 508 Compliant Website**

The MPO is committed to ensuring that any MPO-sponsored website is accessible for all people regardless of ability or access method. The MPO will conduct two compliance scans yearly, one in July and one in January, to detect Section 508 violations. Given that the MPO's website was developed and updated in-house, violations will be corrected to the best of our ability. Upon request, all information contained on any MPO-sponsored website can be made available in an alternative format, or arrangements can be made by contacting Linda Alvarado-Vela, Planning/Public Involvement Manager at (210) 230-6929. Ms. Alvarado-Vela can arrange to meet with individuals one-on-one and determine the best way to assist them in gaining access to MPO information.

The MPO's websites make use of industry-standard techniques and preferred practices to provide the highest possible level of ADA website accessibility for our users. These include, but are not limited to, the characteristics of usability for screen reader users, keyboard-only users, users with low/impaired vision, users who are deaf and users who are color blind.

### **Known Accessibility Challenges**

- The MPO is committed to assessing, prioritizing, and updating MPO websites found to be non-ADA compliant. At any point in time, we are in varying stages of progress toward our accessibility goal.
- Some of our content is in PDF format only. We are working on a process to ensure all PDFs are accessible.
- Due to current technology constraints, there are some instances where we are unable to provide information in an accessible format (e.g. mapping information).

### **Relevant Documents**

Sample Outreach Checklist

~~Enclosure 1-~~ Sample Checklist for Planning an Accessible Meeting

~~Enclosure 2-~~ Environmental Justice Plan

Limited English Proficiency Plan

~~Enclosure 3-~~ Social Media Plan

~~Enclosure 4-~~ Brand Standards

~~Adopted: December 4, 2017~~ Revised: May 30, 2019

**Transportation Policy Board****August 26, 2019****8. Action on the Revised Congestion Management Process****Purpose**

The purpose of this agenda item is to take action on proposed revisions to the MPO's Congestion Management Process which was prompted by a federal review of current process.

**Issue**

Congestion management is the act of using a mix of strategies to reduce traffic. Metropolitan areas like ours with populations over 200,000 are known as transportation management areas (TMAs). TMAs are required by the federal government to have a functioning, ongoing congestion management process (CMP). The process includes eight actions:

1. Develop regional congestion management objectives
2. Define the CMP network
3. Develop multimodal performance measures
4. Collect data and monitors system performance
5. Analyze congestion problems and needs
6. Identify and assess strategies
7. Program and implement strategies
8. Evaluate strategy effectiveness

The MPO's process currently monitors system performance regionally and analyzes congestion problems and needs along all regionally significant corridors. FHWA has asked the MPO to conduct this analysis at the project level for applicable projects in our current Metropolitan Transportation Plan (MTP) to document how these projects will include considered strategies during the project development process and to provide a timeline of evaluation for MTP projects evaluated through the CMP.

Applicable projects are projects that add capacity for single-occupant vehicles (SOV) and that receive federal funds. In TMAs that are not meeting federal requirements for air quality, federal funds cannot be used for projects that build new roads or expand the number of lanes for SOVs unless the area's CMP addresses the need for additional roadway space by other multimodal strategies first. Since the Environmental Protection Agency (EPA) designated Bexar County as a nonattainment area for ozone (effective September 24, 2018), the CMP is especially important for the future of transportation in our region.

Additional information and the presentation are attached for your information.

At their August meeting, the Technical Advisory Committee unanimously recommended approval of the revised Congestion Management Process.

**Action Requested**

**A motion to approve the MPO's revised Congestion Management Process.**

The logo for AAMPO, with the letters 'AA' in white on a red background and 'MPO' in white on a dark blue background. A red swoosh underline is positioned below the letters.

# AAMPO

## **ACTION ITEM**

# **Update to Congestion Management Process**

Transportation Policy Board | August 26, 2019

# What we're covering

- Congestion Management Process (CMP) overview
- Additional project-level screening step
- Additional partner agency coordination
- Additional evaluation step
- Summary and next steps





# CMP Overview



## Previous Coordination

- February 2017 Public Opinion Poll on Congestion
- March 10, 2017 TAC CMP workshop
- August 2018 Multiagency Work Group Meeting
- September 2018 TAC and TPB Adoption of CMP
- April 2019 Federal Certification Review
- July 2019 Multiagency Work Group Meeting
- August 2019 TAC and TPB Action requested
- September 2019 Federal deadline for resubmittal of CMP

# What corridors/projects are affected

- Any project that:
  1. Will result in a significant increase in the carrying capacity for SOVs and
  2. Receives federal funds

# Review of Corridor Screening Process

- Corridors are screened for attributes organized under four categories
- Process highlights corridor deficiencies

Alternative Roadway Infrastructure Deficiency		
Factors that influence access to/from the region, between regional activity centers, and to/from local land uses		
	Click cell to answer	Score
Does the roadway have parallel expressway within 5 miles?	Yes	11
Does the roadway have parallel arterials within 1 mile?	Entire and Partial Limits	10
Does the roadway have direct connections to other highways?	Yes	4
Total Points in Category: Alternative Roadway Infrastructure		25
If score is 14 or below, improvements are needed in this category. Please see Table "Strategies for Managing Congestion" to identify related strategies.		

Modal Options Deficiency		
Factors that influence the viability of traveling by alternative modes on the corridor		
	Click cell to answer	Score
What public transportation are available?	Bus	0
Is a rideshare option available?	Yes	7
Are managed or HOV lanes available?	None	0
What bicycle and/or pedestrian facilities are available (for the entire project length)?	None	0
Total Points in Category: Modal Options		7
If score is 14 or below, improvements are needed in this category. Please see Table "Strategies for Managing Congestion" to identify related strategies.		

System Demand (Recurring) Deficiency		
Factors that influence the size of demand for roadway space on the corridor		
	Click cell to answer	Score
Is the roadway's (2015) peak V/C above or below the region's average (2015) peak V/C of 0.85?	Above	3
Is the roadway's (2015) truck volume percentage above or below the region's average (2015) truck volume percentage 11.54%?	Below or Average	7
What is the roadway's area type?	Urban	4
Total Points in Category: System Demand		14
If score is 14 or below, improvements are needed in this category. Please see Table "Strategies for Managing Congestion" to identify related strategies.		

System Reliability (Non-Recurring) Deficiency		
Factors that influence occasional (non-recurring) traffic congestion on the corridor		
	Click cell to answer	Score
Is the roadway's (2017) crash rate above or below the region's average (2017) crash rate of 289 crashes per 100 M VMT?	Above	3
Are shoulders (for highways) or other refuge area (for surface streets) available?	Partial Limits	1
Is the roadway part of the Safety Service Patrol service area?	Partial Limits	1
Does the roadway have a truck lane restriction?	None	0
Does the roadway have Intelligent Transportation Systems?	Partial Limits	1
Total Points in Category: System Reliability		6
If score is 14 or below, improvements are needed in this category. Please see Table "Strategies for Managing Congestion" to identify related strategies.		

# Review of Corridor Screening Process

- Deficiencies connect to potential TDM and TSM&O strategies

Strategy type	Strategy	CMP Corridor Scoring Category			
		Alternative Route Infrastructure	Modal Options	System Demand	System Reliability
Intelligent Transportation Systems	Advanced traffic management				
	Advanced public transit systems				
	Emergency management				
Policy Management	Land use				
	Preservation of green infrastructure				
	Parking management				
	Preserve neighborhood aesthetic				
	Transit-Oriented Development (TOD)				
Corridor Improvements	Capacity improvements				
	Congestion relief corridors				
	Bottleneck removal				
	Roadway rehabilitation				
	Bicycle facilities				
	Pedestrian facilities				
Advanced Transportation Systems	Premium transit				
	Managed lanes				
	Passenger rail service				
	High speed rail				
	Active parking management				
Operational Management	Connected and Automated Vehicle (CAV) technology				
	Incident management system				
	Access management				
	Signalization and traffic flow improvements				
	Railroad crossing improvements				
	Construction coordination				
	Freight management				
	Rideshare program				



# Project-Level Screening

# Additional Project-Level Screening Process

- **MTP projects were screened using same attributes**
  - **84 MPO Project #s for added-capacity projects receiving federal funds**
- Table summarizes CMP scores and applicable strategies that should be considered as project is developed
  - Multiagency work group worked through strategies on 7/22/19





# Partner Agency Coordination

# Additional Project-Level Screening Process

- More detailed strategy checklist for projects in TIP
- Coordinated between implementing agency and MPO
- Will be kept on file by the MPO

ROAD NAME: I-35 NEX      LIMIT FROM: I-410 S      TO: FM 1103  
 MPO PROJECT ID(S): 3477.2; 4013.0; 3477.0; 4014.0; 5555.0; 61.2

## STRATEGIES FOR MANAGING CONGESTION

N/A	Considered NOT IMPL	Considered IMPL	Strategies Alternative Infrastructure Modal Options System Demand System Reliability		Description of how the strategy is being incorporated into the project ( <i>when applicable</i> )
Intelligent Transportation Systems (ITS)					
				Advanced traffic management	Expanding ITS architecture
				Advanced public transit systems	Buses will be using high occupancy vehicle (HOV) lanes and are equipped with on-board vehicle location to improve transit reliability
				Emergency management	ITS cameras are used to remotely inspect incident and to marshal resources
Policy Management					
				Land use	Coordination with adopted "SA Corridors" Plan (City of San Antonio, VIA Metropolitan Transit) that details future land use for Super Loop (i.e., 40-43 of "Corridor Profiles" plan element) and Pearl Station Area Concept (in Station Area Concepts plan element)
				Preservation of green space	Coordination with City of San Antonio on any impacts to Howard W. Peak Greenway Trail System
				Parking management	The project will improve park and pool parking lot design at IH 35 at Cibola Creek.
				Preserve neighborhood aesthetic	The project preserves neighborhood aesthetic by avoiding impacts to cultural and historical sites.
				Transit-oriented development (TOD)	Coordination with adopted "SA Corridors" Plan (City of San Antonio, VIA Metropolitan Transit) that details future land use for Super Loop (i.e., 40-43 of "Corridor Profiles" plan element) and Pearl Station Area Concept (in Station Area Concepts plan element)
Corridor Improvements (≥1 mile in length)					
				Capacity improvements	Adding high occupancy vehicle (HOV) lanes and adding general purpose mainline capacity
				Congestion relief corridors	N/A - I-35 does not function as a congestion relief corridor
				Bottleneck removal	Incorporating auxiliary lanes to improve merging and diverging on mainlines; incorporating dedicated turn lanes on frontage roads
				Roadway rehabilitation	Resurfacing all existing pavement
				Bicycle facilities	Adding 5' painted shoulders on frontage roads to accommodate bicyclists
				Pedestrian facilities	The project would add 6' sidewalks from FM 3009 northwards where none currently exist.
Advanced Transportation Systems					
				Premium transit	N/A - VIA does not have plans to add Primo, Bus Rapid Transit or Light Rail Transit to I-35 corridor
				Managed lanes	Adding two HOV lanes and connections at Loop 1804, Loop 410 N and Loop 410 S





# Project-level and regional evaluation

- **Projects addressed by the CMP will be evaluated after letting**
  - Will use the list of projects contracted for construction each fiscal year
  - We would be looking for differences in corridor components based on the project that was let
- The MPO will **also monitor regional congestion relating to its CMP performance measures** using a combination of the National Performance Measure Research Dataset (NPMRDS), Texas A&M Transportation Institute's Congestion Management Process Assessment Tool (COMPAT), and other data sources available to the MPO






# Summary & Next Steps

# In summary


- To be updated on [www.alamoareampo.org/CMP](http://www.alamoareampo.org/CMP) and in CMP document:
  - New table of MTP project scores and recommended strategies
  - New checklist form for TIP projects
  - One-stop shop for CMP web app and coordination instructions for partner agencies
- Slight updates to strategies
  - High Speed Rail → High Speed Transportation
  - Incorporate building new or improving existing park & pool and park & ride lots into strategies

# Next Steps

- **August 2, 2019: TAC unanimously recommended approval of the updates to the CMP**
- **August 26, 2019: TPB ACTION on CMP updates**



Alamo Area Metropolitan Planning Organization  
We plan to keep you moving!



[Home](#)
[About Us](#)
[Get Involved](#)
[Committees & Agendas](#)
[Newsroom](#)
[Planning](#)
[Library](#)


## Congestion Management Process (CMP)

### What is a CMP?

Traffic congestion impacts how easy - or not - it is to get around. While traffic will grow as more people and jobs move to the Alamo Area, we can and should try to manage the challenge ahead of us. One way is by reducing the demand for space on the same road at the same time. Another way is by improving the efficiency of the transportation system overall.

Congestion Management is the act of using a mix of strategies to reduce traffic. Metropolitan areas like ours with populations over 200,000 are known as transportation management areas (TMAs). TMAs are required by the federal government to have an ongoing congestion management process (CMP). The process includes eight actions:


1. Develop regional congestion management objectives
2. Define the CMP network
3. Develop multimodal performance measures
4. Collect data and monitors system performance
5. Analyze congestion problems and needs
6. Identify and assess strategies
7. Program and implement strategies
8. Evaluate strategy effectiveness



**See also:**

- [Congestion Management Process \(.pdf\)](#) - Adopted on September 24, 2018
- [CMP Overview Presentation \(.pdf\)](#)
- [CMP Project-Level Screening Form \(.xls\)](#)

**For More Information:**



**Allison Blazosky, AICP**  
Regional Transportation Planner  
(210) 230-6911  
[blazosky@alamoareampo.org](mailto:blazosky@alamoareampo.org)

Connect with the Alamo Area MPO!



© 2018 - Alamo Area Metropolitan Planning Organization - All Rights Reserved | Read Disclaimer | E-mail Webmaster  
Phone: 210.227.8651 | Fax: 210.227.9321 | 825 South Saint Mary's St., San Antonio, Texas 78205

# Federal Regulations

- **Federal Certification Review Letter (2016)**
  - Develop a quantitative process for assessing the effectiveness of TDM/TSM
- **Title 23 of the Code of Federal Regulations  
Section 450.322**
  - Federal funds may not be programmed for any project that will result in a significant increase in the carrying capacity for SOVs unless the project is addressed through a congestion management process











## **Transportation Policy Board**

**August 26, 2019**

### **9. Action on the Appointment(s) of Transportation Policy Board Member(s) to the MPO's Executive Committee**

#### **Purpose**

The purpose of this agenda item is to appoint Transportation Policy Board member(s) to serve on the MPO's nine member Executive Committee.

#### **Issue**

Article VI of the MPO's bylaws states the Executive Committee will be comprised of nine Transportation Policy Board members.

The Chair and Vice-Chair of the Transportation Policy Board will serve as the Chair and Vice-Chair of the Executive Committee.

Seven (7) other members will be recommended by the Chair and appointed by the Transportation Policy Board.

The Executive Committee shall be comprised as follows:

- City of San Antonio (2)
- Bexar County (2)
- Texas Department of Transportation (1)
- Elected Bexar County area suburban city representative (1)
- VIA Metropolitan Transit (1)
- Comal County geographic area representative (1), and
- Guadalupe County geographic area representative (1).

Current Executive Committee members include

- 1) Bexar County Commissioner Kevin Wolff (Chair)
- 2) Comal County Commissioner Kevin Webb (Vice Chair)
- 3) Guadalupe County Judge Kyle Kutscher
- 4) Bexar County Commissioner Chico Rodriguez
- 5) San Antonio Councilwoman Ana Sandoval
- 6) Mayor Chris Riley
- 7) Ms. Jordana Matthews, and
- 8) Mr. Mario Jorge

The City of San Antonio's second position is currently vacant.

#### **Action Requested**

**A recommendation from the Chairman will be made at the meeting.**

**Transportation Policy Board**

**August 26, 2019**

**10. Presentation on the 2020 Census Outreach Efforts**

**Purpose**

The purpose of this agenda item is to receive a presentation on the 2020 census.

**Issue**

The 2020 census is nearly here. A representative from the US Census Bureau will present the attached presentation “2020 Census: What’s at Stake for Texas” at your meeting.

More information is available at:

<https://www.census.gov/partners/2020.html> and

<https://www.census.gov/programs-surveys/decennial-census/2020-census.html>

**Action Requested**

**For information and discussion only.**



# 2020 Census: What's At Stake For Texas

**Presented to: MPO Board Members**

**Presenter: Rozanna M. Mendoza, Partnership Specialist**



U.S. Department of Commerce  
Economics and Statistics Administration  
U.S. CENSUS BUREAU  
***census.gov***

# Census Overview

## Article 1, Section 2 of the US Constitution

*“The actual Enumeration shall be made within three Years after the first Meeting of the Congress of the United States, and within every subsequent Term of ten Years, in such Manner as they shall by Law direct.”*

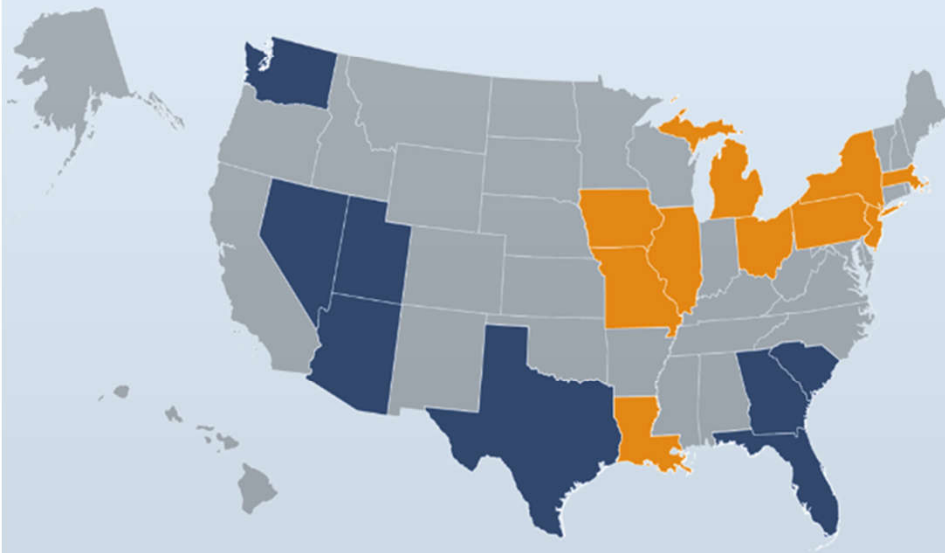
\**Title 13, U.S. Code*

# Census is Confidential and Required by Law

1. The Census Bureau is required to keep information confidential. All responses provided on the 2020 Census questionnaire or to a Census Bureau employee are confidential and protected under Title 13 of the U.S. Code
2. We will never share a respondents personal information with other government agencies
3. Census results reported in statistical format only
4. Records are confidential for 72 years by law (Title 44, U.S. Code)
5. All Census Bureau employees swear a lifetime oath to protect respondent information.
6. Penalty for wrongful disclosure is up to 5 years imprisonment and/or a fine of \$250,000

# APPORTIONMENT

2010  
OFFICIAL RESULTS



## GAINED

Arizona +1  
Florida +2  
Georgia +1  
Nevada +1  
South Carolina +1  
Texas +4  
Utah +1  
Washington +1

## LOST

Illinois -1  
Iowa -1  
Louisiana -1  
Massachusetts -1  
Michigan -1  
Missouri -1  
New Jersey -1  
New York -2  
Ohio -2  
Pennsylvania -1

# Funding Tied to the 2020 Census Count

- Medical Assistance and Healthcare Programs
- Supplemental Food and Nutrition Programs
- Highway Planning and Construction
- Unemployment Insurance
- Disaster Recovery Grants
- Childhood and Adult Education



# The Decennial Census

Uses of Census data:

- **Apportion** representation among states
- **Draw** congressional, legislative, and school districts & voting precincts
- **Enforce** voting rights and civil rights legislation
- **Distribute** \$675 billion federal dollars back to the states
- **Inform** decisions of federal, tribal, state and local government
- **Inform** organizational decisions of businesses and non-profits

## 2020 Census vs 2010 Census

- In 2020, we will introduce new technology to make it easier than ever for individuals to respond to the census.
- For the 1<sup>st</sup> time, you will be able to respond online, by phone, or by mail. We will use data that the public has already provided to cut down on household visits. Non response will result in a personal visit by Census enumerator.
- We are building a more accurate address list and automating our field operations—all while keeping your information confidential and safe

# 2020 Census Outreach Overview



**Education Phase: Engage & Educate Local Leaders, Partners & Communities January 2018-December 2019**

**Promotion Phase: Promote Participation April 2019-January 2020**

**Motivation /Action Phase: Call to Action for Residents to Respond February 2020-June2020**

# Community Partnership and Engagement

- **300** Partnership Specialists in Texas working within their communities to:
- **Enroll** community partners to increase participation in the 2020 Census of those who are less likely to respond or are often missed.
- **Educate** people about the 2020 Census.
- **Encourage** community partners to motivate people to self-respond.
- **Engage** organizations to reach out to hard to count groups and those who are not motivated to respond to the national campaign.

## Local Partnership Strategies

- Metropolitan Planning Organizations (MPOs)
- Councils of Governments (AACOG)
- Local Medicaid Transit Providers
- Private Transit Companies
- School District Transit
- Higher Education Transit
- Municipal, State, Federal Govt

**Transportation Policy Board**

**August 26, 2019**

**11. Discussion and Appropriate Action on an Update on TxDOT's FY 2020 Unified Transportation Program**

**Purpose**

The purpose of this agenda item is to receive an update from TxDOT on the development of the FY 2020 Unified Transportation Program.

**Issue**

Development of TxDOT's FY 2020 UTP is underway. The UTP is a ten year planning document that is developed annually and is approved by the Texas Transportation Commission. The UTP authorizes highway and other projects for construction, development and planning. The UTP is neither a budget nor a guarantee that projects will or can be built. However, it is a critical tool in guiding transportation project development within the long-range planning context.

The Transportation Policy Board has previously taken action on project priorities for the region. TxDOT will provide a status report and next steps in the process.

**Action Requested**

**No action is being requested.**

## **Transportation Policy Board**

**August 26, 2019**

### **12. Monthly Status Reports**

#### **Purpose**

The purpose of this agenda item is to provide information on several important issues.

#### **Issue**

Reports will be presented as follows:

- a. Alamo Regional Mobility Authority/Bexar County (Green)
- b. Air Quality Issues (Rath)
- c. City of San Antonio (Reinhardt)
- d. San Antonio Mobility Coalition (Boyer)
- e. Texas Department of Transportation (Jorge)
- f. VIA Metropolitan Transit (Arndt)
- g. Others

#### **Action Requested**

**For information, discussion and action as necessary.**

## **Air Quality and Regional Planning Efforts in the San Antonio-New Braunfels MSA**

### **Air Quality News and Upcoming Events**

AACOG will be hosting an information session promoting the Texas Property Assessed Clean Energy (TX-PACE) program on **Wednesday, August 28, 2019 at 3:30 p.m. in AACOG's Al J. Notzon III Board Room** (8700 Tesoro Drive, San Antonio, TX 78217). TX-PACE is a proven financial tool that incentivizes property owners in Texas to upgrade facility infrastructure with little or no capital outlay. TX-PACE programs enable owners to lower their operating costs and use the savings to pay for eligible water conservation, energy efficiency, resiliency, and distributed generation projects. Owners of eligible commercial, industrial, agricultural, nonprofit, and multifamily facilities can use TX-PACE to pay for property improvements.

The TCEQ recently announced a grant application workshop for **refuse vehicles** in advance of the next round of funding. This workshop will be held on **Monday, September 16 at 1:00 p.m. in AACOG's Al J. Notzon III Board Room**. For more information, including detailed eligibility requirements and funding amount calculations, please consult the Request for Grant Applications document, which can be viewed at <https://www.tceq.texas.gov/agency/trust>, then by clicking on the "Grants" tab at the top of the page.

The Alamo Area Clean Cities Coalition and AACOG are hosting Drive Electric Day San Antonio at **Wonderland of the Americas on Saturday, September 21, 2019 from 9:00 a.m. to 1:00 p.m.** Drive Electric Day gives people a chance to learn about electric vehicles (EV) in a low-pressure environment. Enthusiastic local EV owners will be bringing their vehicles to display and use for ride-alongs, which will give interested residents an up-close look and feel for EV technology. This event is free and open to the public.

On **September 24, 2019 at 2:00 p.m. in AACOG's Al J. Notzon III Board Room**, there will be a workshop covering the Texas Natural Gas Vehicle Grant Program (TNGVGP). The TNGVGP will be the first of the TERP grants to open during FY 2020. The 86<sup>th</sup> Texas Legislature appropriated \$7,736,987 to the TNGVGP for FY 2020. This workshop will cover the application process, eligibility requirements, changes to the TERP program following the legislative session, and more. More information on TERP programs can be found at <https://www.tceq.texas.gov/airquality/terp>.

### **Volkswagen Settlement Grant Round for School, Shuttle, and Transit Buses**

The TCEQ is accepting applications for the first round of funding under the Texas Volkswagen Environmental Mitigation Plan (TxVEMP) with more than \$58 million statewide for projects that replace or repower diesel school buses, transit buses, and shuttle buses. The deadline to apply for this round of funding is May 8, 2020, though the TCEQ may suspend acceptance and/or processing of applications at any time during the application period. As of July 25, almost \$17 million in reimbursement funds have been requested in the 4-county San Antonio Priority Area, representing 15 school districts and one transit agency. Just under \$5 million remains for bus reimbursement in the San Antonio Priority Area.



## 2015 Ozone NAAQS Timeline

The following is the anticipated timeline of ozone National Ambient Air Quality Standard (NAAQS) Implementation and is not reflective of any proposed legislation or any regulatory modification by the EPA Administrator:

September 24, 2018	Nonattainment designation for Bexar County became effective
October 1, 2018	Initial Infrastructure and Interstate Transport SIPs due
February 4, 2019	Final rule on implementation of the 2015 ozone NAAQS becomes effective
September 24, 2019	Initial Transportation and General Conformity determinations are due
September 24, 2020	Emission Inventory SIP revisions and Emission Statements are due
September 24, 2021	Attainment deadline for Marginal areas
September 24, 2024	Attainment deadline for Moderate areas

## San Antonio – New Braunfels MSA Ozone Status

Bexar County is currently designated marginal nonattainment under the 2015 ozone NAAQS. The current certified design value for the region, using data from 2016-2018, is 72 ppb, and is shown in Table 1. Two regulatory monitors in Bexar County continue to show violations of the 2015 ozone NAAQS through the 2018 ozone season: CAMS 23 at Marshall High School and CAMS 58 at Camp Bullis. The three-year average trend from 2010-2018 at each regulatory monitor is shown in Figure 1. There has been a generally downward trend in the three-year average at each regulatory monitor since 2013.

*Table 1: Fourth Highest Eight-Hour Average Ozone Measurements and Design Value (in blue) at Regulatory Monitors, 2016-2018*

Monitor Site	Fourth Highest 8-Hour Average O <sub>3</sub> Measurement, ppb			Three Year Average
	2016	2017	2018	
San Antonio NW C23	71	73	72	72
Camp Bullis C58	69	72	73	71
Calaveras Lake C59	62	65	71	66

The 2019 ozone season began on March 1. Table 2 shows the maximum allowable fourth-highest ozone reading for each regulatory monitor to attain the NAAQS in 2019. The four highest eight-hour average ozone readings at each regulatory monitor in 2019 are shown in Table 3. The current 2019 fourth-highest ozone values are in exceedance of the maximum allowable to attain the standard (Table 4).

*Table 2: 2019 Maximum Allowable Fourth-Highest Eight-Hour Ozone for Each Regulatory Monitor*

Monitor Site	4 <sup>th</sup> Highest Reading, ppb		2019 Maximum Allowable 4 <sup>th</sup> -Highest to Attain 70 ppb Standard
	2017	2018	
San Antonio NW C23	73	72	67
Camp Bullis C58	72	73	67

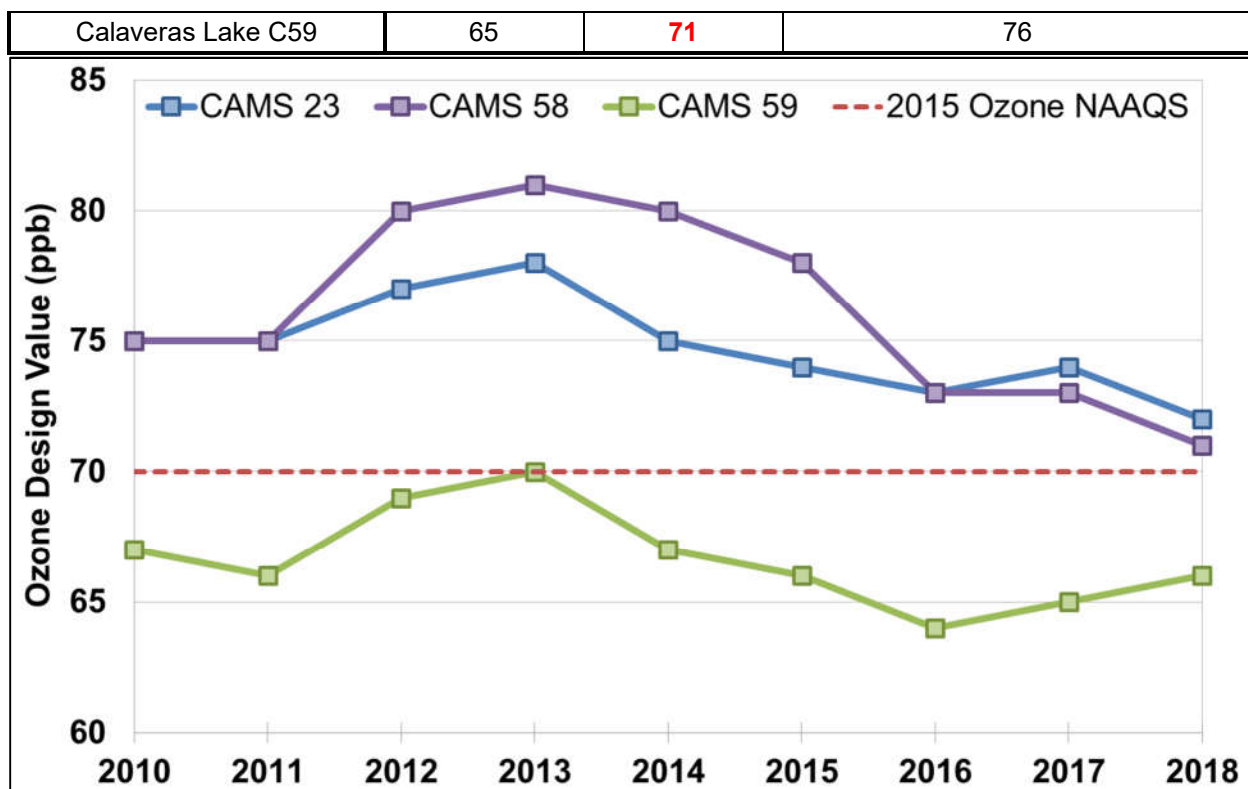


Figure 1: Three-Year Average Trend at San Antonio Regulatory Monitors, 2010 – 2018

Table 3: Four Highest 8-Hour Average Ozone Measurements at Regulatory Monitors, 2019\*

Monitor Site	Date	PPB	Date	PPB	Date	PPB	Date	PPB
San Antonio NW C23	6/13/2019	78	6/8/2019	76	7/26/2019	75	7/25/2019	74
Camp Bullis C58	7/26/2019	76	6/13/2019	70	4/9/2019	70	7/25/2019	69
Calaveras Lake C59	7/26/2019	64	6/13/2019	63	6/7/2019	63	4/9/2019	63

\* As of August 12, 2019; Ozone data validated through April

Table 4: Fourth Highest Eight-Hour Average Ozone Measurements and Three-Year Average at Regulatory Monitors, 2017-2019\*

Monitor Site	Fourth Highest 8-Hour Average O <sub>3</sub> Measurement, ppb			Three Year Average*
	2017	2018	2019*	
San Antonio NW C23	73	72	74	73
Camp Bullis C58	72	73	69	71
Calaveras Lake C59	65	71	63	66

\* Three-year average not official until certified by EPA; certification of 2019 data expected no later than May 2020

There were nine moderate ozone days (days > 54 ppb) at Bexar County regulatory monitors during June, which is greater than the average of five. An average June typically has one day over 70 ppb, although two were recorded in June 2019. On average, July is one of the cleanest months of ozone season, although this year saw seven moderate ozone days at regulatory monitors, with two of those days over 70 ppb. This high ozone event was likely triggered by an unusually strong cool front that passed through the region just before the last week of July. Figure 2 shows the frequency of moderate ozone days and days with 8-hour ozone over 70 ppb at regulatory monitors between 2010 and 2018.

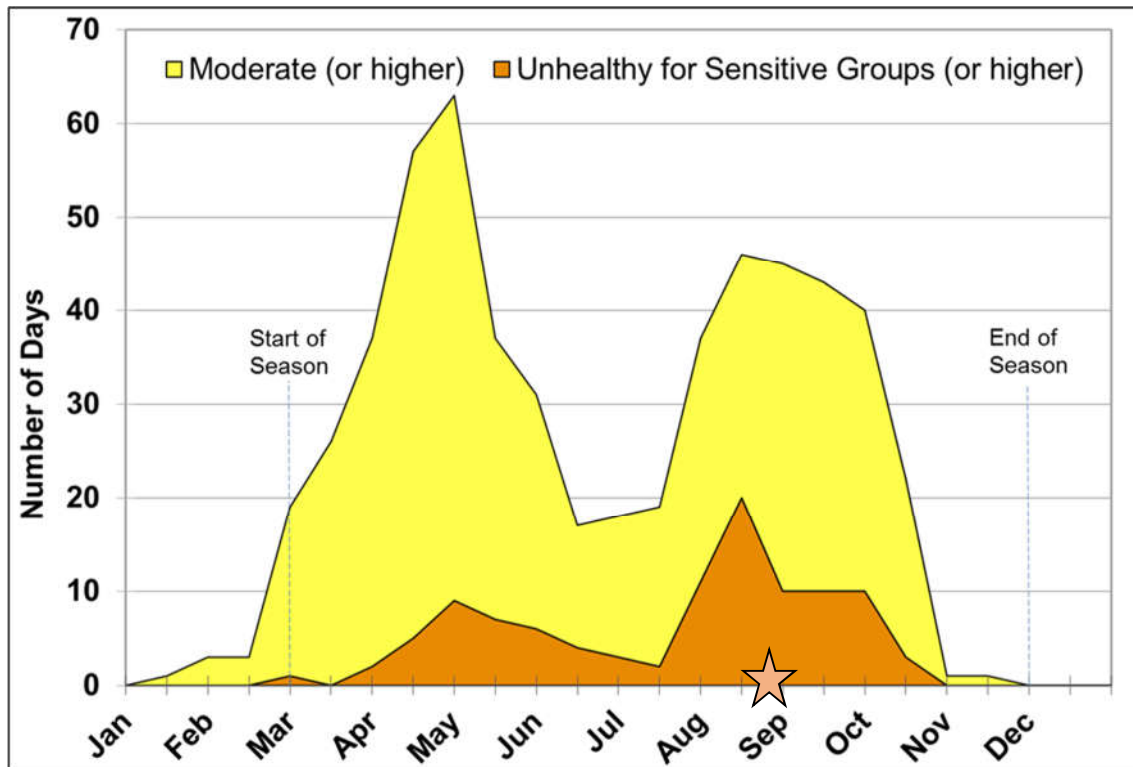


Figure 2: Ozone Exceedances of Selected Thresholds at Regulatory Monitors by Semi-Monthly Period, 2010-2018

We are currently in the middle of the fall peak of ozone season, which continues through much of October, and is typically the most severe part of ozone season. To date, there have been three moderate ozone days at regulatory monitors during August, with none of those days over 70 ppb. An average August typically has nine or ten moderate ozone days, with three or four of those days over 70 ppb. There have been seven Ozone Action Day alerts issued for San Antonio during the 2019 ozone season. For September, we can expect, on average, between nine and ten moderate ozone days, with two or three of those days over 70 ppb.

**Transportation Policy Board**

**August 26, 2019**

**13. Executive Session - Pursuant to Chapter 551, Subchapter D, Texas Government Code**

At any time during the meeting of the MPO Transportation Policy Board, the Board reserves the right to adjourn into executive Session at any time to discuss any of the matters listed on the posted agenda, as authorized by Texas Government Code Section 551.071 (consultation with attorney), Section 551.072 (deliberations about real property), Section 551.074 (personnel matters), and Section 551.086 (economic development).

**14. Adjourn**