

**CITY OF SAN ANTONIO  
INTERDEPARTMENTAL MEMORANDUM  
DEPARTMENT OF PLANNING**

**TO:** Mayor and City Council

**FROM:** Emil R. Moncivais, AICP, AIA, Director, Planning Department; Thomas G. Wendorf, P.E., Director, Public Works Department

**THROUGH:** Terry M. Brechtel, City Manager

**COPIES:** Jelynn LeBlanc Burley, Assistant City Manager; Melissa Byrne Vossmer, Assistant City Manager

**SUBJECT:** Execution of a Contract with the Metropolitan Planning Organization for City Tasks in the MPO's 2002-03 Unified Planning Work Program

**DATE:** June 26, 2003

**SUMMARY AND RECOMMENDATIONS**

This ordinance authorizes the City Manager to execute a contract with the Metropolitan Planning Organization (MPO) for the City to perform various transportation planning tasks and studies for an amount not to exceed \$65,000 as part of the MPO's Unified Planning Work Program for Fiscal Year 2002-2003. This amount reflects mid-year adjustments made by the MPO to account for changes in available federal and state transportation planning funds.

Staff recommends approval.

**BACKGROUND INFORMATION**

On March 28, 2002 City Council by ordinance approved a proposed list of transportation planning programs which were forwarded to the MPO for funding consideration. The MPO's adopted Unified Planning Work Program provides the City with funding to undertake the studies outlined in the following table:

| <b>Studies Recommended by Council for FY 02-03</b> | <b>Amount Requested</b> | <b>MPO Amount Approved</b> |
|--|-------------------------|----------------------------|
| Metropolitan Transportation Plan Update            | \$ 40,000               | \$ 55,000 <sup>1</sup>     |
| Support for the MPO Planning Process               | \$ 20,000               | \$ 10,000                  |
| <b>City/MPO Contract Subtotal</b>                  | <b>\$ 60,000</b>        | <b>\$ 65,000</b>           |
| Medical Center Transportation Model                | \$ 250,000              | \$ 0 <sup>2</sup>          |
| CRA Target Area Transportation Model, Phase I      | \$ 200,000              | \$ 0                       |
| Traffic Signal Re-timing Project                   | \$ 200,000              | \$ 0                       |
|  |                         |                            |
|  |                         |                            |
| <b>FY 02-03 City/MPO Work Program TOTAL</b>        | <b>\$710,000</b>        | <b>\$65,000</b>            |

<sup>1</sup> Study was amended in March 2003 by the Transportation Steering Committee to include a task for conducting bicycle coordination and the development of a bicycle

<sup>2</sup> The Medical Center Transportation Model study will be fully funded in the amount of \$250,000 spanning fiscal years 2004 and 2005

The referenced amounts include mid-year amendments to the current fiscal year by the MPO to account for the changes in federal and state transportation planning funds available to the MPO for planning projects.

City staff support in the MPO's planning process is essential for the coordination and implementation of local transportation planning programs. City staff's involvement in the planning process including participation in committees and task forces that address diverse issues such as air quality, pedestrian and bicycle planning, land use and transportation planning, and corridor planning. Additionally, citizen involvement is an essential requirement for a coordinated, cooperative and comprehensive planning process. The Planning Department will also assist the MPO and member agencies in reviewing and updating elements of the Metropolitan Transportation Plan. A mid-year amendment added a task to fund a bicycle plan and coordination of bicycling related projects such as bike to work week and coordinating bicycle projects that are in the MPO's Transportation Improvement Program.

These planning programs ensure continued staff support in this federally funded planning process.

### **POLICY ANALYSIS**

The approved program for transportation planning responds to the planning requirements as established in the Transportation Equity Act for the 21<sup>st</sup> Century (TEA 21), and reflects the City's continuing commitment to undertake an enhanced transportation planning function.

These studies reflect established planning priorities consistent with the City's Master Plan and constitute the City of San Antonio's role in the coordinated transportation planning process of the Metropolitan Planning Organization.

### **FINANCIAL IMPACT**


The MPO's amended Unified Planning Work Program for Fiscal Year 2002-2003 provides the City with grant funds in the amount of \$65,000.

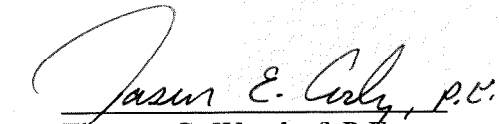
### **COORDINATION**

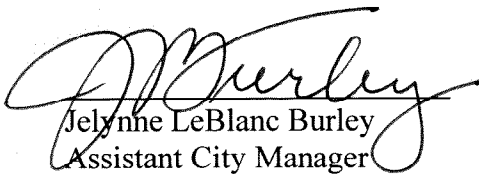
This item has been coordinated with the City Attorney's Office and the Public Works Department.

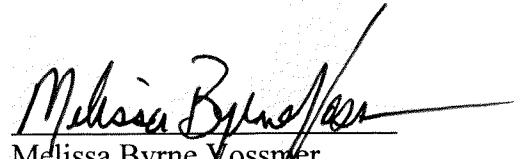
## SUPPLEMENTARY COMMENTS

This contract does not require a Discretionary Contracts Disclosure Form.

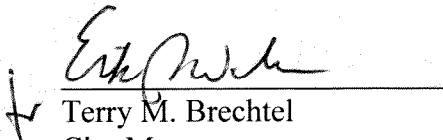
  
Emil R. Moncivais, AICP, AIA  
Director of Planning

  
for Thomas G. Wendorf, P.E.  
Director of Public Works

  
Jelynn LeBlanc Burley  
Assistant City Manager

  
Melissa Byrne Yossner  
Assistant City Manager

Approved:

  
Terry M. Brechtel  
City Manager

**Budget**

Fund 26 - 059197

| Index Number |   | Object Number |                    |
|--------------|---|---------------|--------------------|
|              | Estimated Revenues                        |               |                    |
| 081125       | Federal Highway Administration (thru MPO) |               | \$65,000.00        |
|              | Total Revenues                            |               | <u>\$65,000.00</u> |
|              | Appropriated Expenditures                 |               |                    |
| 770917       | REGULAR SALARIES AND WAGES                | 01-010        | \$45,395.00        |
| 770925       | RETIREMENT BENEFITS- SOCIAL SECURITY      | 01-030        | \$3,092.00         |
| 770933       | RETIRMENT BENEFITS - TMRS                 | 01-040        | \$4,039.00         |
| 770941       | GROUP HEALTH INSURANCE                    | 01-050        | \$3,645.00         |
| 770958       | LIFE INSURANCE                            | 01-051        | \$92.00            |
| 770966       | WORKER'S DISABILITY COMPENSATION          | 01-060        | \$207.00           |
| 770974       | COMMUNICATIONS                            | 02-110        | \$900.00           |
| 770982       | MAIL AND PARCEL SERVICE                   | 02-113        | \$100.00           |
| 770990       | USE OF MOTOR POOL                         | 02-120        | \$300.00           |
| 771006       | AUTOMATIC DATA PROCESSING SERVICES        | 02-172        | \$1,200.00         |
| 771014       | BINDING, PRINTING, AND REPRODUCTION       | 02-181        | \$450.00           |
| 771022       | OFFICE SUPPLIES                           | 03-210        | \$185.00           |
| 771030       | TRAVEL - OFFICIAL                         | 02-124        | \$1,200.00         |
| 771048       | INDIRECT COSTS                            | 04-280        | \$4,045.00         |
| 771055       | PUBLICATIONS                              | 02-175        | <u>\$150.00</u>    |
|              | TOTAL EXPENDITURES                        |               | \$65,000.00        |

FUND ONLY I.C. 001625  
ACTIVITY NO. 50-10-02

**PERSONNEL COMPLEMENT**

| Class No. | Job Title  | No. of Positions |
|-----------|------------|------------------|
| 0160      | Planner II | 1                |

**Attachment 1**