

**Agenda**  
**Alamo Area Council of Governments**  
**Management / Audit Committee Meeting**  
**Wednesday, October 19, 2011 – 10:00 a.m.**  
**Al J. Notzon III Board Room**  
**8700 Tesoro Drive, Suite 100**  
**San Antonio, TX 78217-6228**

***Request All Electronic Devices Be Silenced***

1. Meeting called to Order.
2. Roll Call.
3. Citizens to be heard.

This time is for citizens to address the Management / Audit Committee on issues and items of concern. There will be no Management / Audit Committee action at this time.

4. Consider and act upon approving the September 21, 2011 Minutes.

**EXECUTIVE**

5. Discussion and appropriate action on the recommendation for authorizing the Interim Executive Director to update the position responsible for the agency's records management program and submit to the Texas State Library and Archive Commission.
6. Request authorization for the Interim Executive Director to make changes to AACOG internal policies due to the elimination of both the Administrative Services Department and the position of Administrative Services Director.
7. Discussion and appropriate action on the recommendation for authorizing the Interim Executive Director to submit AACOG's Salary Schedule to the Governor's Office as required by Local Government Code 391.0117.
8. Discussion and appropriate action on the recommendation for the proposed 2012 Board of Directors and Management / Audit Committee meetings schedule.
9. Discussion and appropriate action on the recommendation for the proposed 2012 AACOG Holiday Schedule.

## **FINANCIAL**

10. Discussion and appropriate action on the recommendation regarding the following:
  - A. Grants.
  - B. Recoveries.
  - C. Balance Sheet.
  - D. Income Statement.
  - E. Board Expenditures.
  - F. TexPool Quarterly report.
  - G. State Auditor's Office Summary of Reports Submitted by Regional Planning Commissions.
  
11. Discussion and appropriate action on the recommendation regarding AACOG 2011 final budget and 2012 proposed annual budget.
  
12. Discussion and appropriate action on the recommendation regarding approving the following from the Texas County & District Retirement System 2012 Rate:
  - A. A 1% COLA for retirees with a year cost of \$31,656.00.
  - B. Proposed 2012 employer contribution rate to the AACOG Texas County and District Retirement System plan - a lump sum contribution, not to exceed \$50,000.00.
  - C. Approve the contribution rate of 8.06%.
  
13. Discussion and recommend appropriate action authorizing the Interim Executive Director to enter into the following
  - A. Cooperative Purchasing Agreement with the City of Fort Worth.
  - B. Commercial Card Agreement with AACOG's current bank depository, JPMorgan Chase.

## **PROGRAMS**

14. Discussion and appropriate action on the recommendation regarding the following from the Weatherization Assistance Program (WAP):
  - A. Update on the WAP September Production Schedule.
  
  - B. Update on the AACOG response to the May 2011 Texas Department of Housing and Community Affairs (TDHCA) monitoring report.
  
  - C. Update on the September TDHCA monitoring visit.

- D. Authorizing the Interim Executive Director to accept \$678,031.00 from the TDHCA in Department of Energy (DOE) funding for the Weatherization Assistance Program (WAP) for program year 2011-2012. The Grant program ends March 2012.
- E. Authorizing the Interim Executive Director to extend the following Weatherization Assistance Program contractor contracts until March 31, 2012:
  - 1. Advanced Applied Construction Services;
  - 2. American G.I. Forum – Community and Housing Development Organization, Inc.;
  - 3. Bratton Construction, Inc.;
  - 4. Geofill Material Technologies, LLC;
  - 5. Glenn's A/C Service & Consulting, Inc.;
  - 6. M & M Weatherization Company;
  - 7. Ram's Weatherization & Construction, LLC;
  - 8. Standard Renewable Energy; and
  - 9. Target Restoration Services, LLC.
- 15. Discussion and appropriate action on the recommendation regarding authorizing the Interim Executive Director to submit an application for a Planning Assistance grant to the Economic Development Administration (EDA) for the amount of \$180,000.00.
- 16. Discussion and appropriate action on the recommendation regarding authorizing the Interim Executive Director to add two (2) new vendor agencies for the provision of services to the Alamo Local Authority (ALA), for the biennium contract period beginning September 1, 2011 and ending August 31, 2013.
- 17. Discussion and appropriate action on the recommendation regarding authorizing the Interim Executive Director to utilize the most efficient method of procurement to purchase three buses with the Job Access Reverse Commute (JARC) grant in the amount not to exceed \$320,000.00.
- 18. Discussion and appropriate action on the recommendation regarding authorizing the Interim Executive Director to submit a grant application for Supplemental Funding to the Texas Department of Transportation (TxDOT) – for the AACOG Regional Coordinated Transportation Planning Program for fiscal year 2012. Total amount of funding is not to exceed \$250,000.00.
- 19. Consider and act upon additional items to be placed on the Board of Directors meeting agenda from the Management / Audit Committee.

20. Discussion of items to be placed on the agenda for the next Management / Audit Committee meeting.
21. Next Meeting Date: Wednesday, November 16, 2011, 10:00 a.m.
22. Adjournment.

**NOTE:** *The AACOG Management / Audit Committee reserves the right to retire into executive session concerning any of the items listed on this Agenda whenever it is considered necessary and legally justified under the Open Meetings Act (Chapter 551 of the Texas Government Code).*

This meeting is wheelchair accessible. The accessible entrance is located at the front entrance of 8700 Tesoro Drive. Accessible parking spaces are also available. Interpreters for the deaf must be requested forty-eight (48) hours prior to the meeting by calling (210) 362-5200 or by calling Texas Relay at 7-1-1 for assistance.