Policy 1: 
Guidelines for Funding Planning Studies in the 
Unified Planning Work Program

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

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

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

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

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

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

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

B. Reporting Requirements

Monthly Progress Report

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

Annual Performance and Expenditure Report

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

Technical Memorandum

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

Technical Report

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

Final Report

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

C. Budget Amendment Approval

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

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

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

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

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

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

This document constitutes the Alamo Area Metropolitan Planning Organization’s process for programming projects in the Metropolitan Transportation Plan and the Transportation Improvement Program. When considered for amendment, this document shall be subject to a public comment period of approximately 30 days prior to adoption by the Metropolitan Planning Organization Transportation Policy Board.

A. Purpose

The Alamo Area Metropolitan Planning Organization (MPO) develops a Transportation Improvement Program (TIP) that programs projects for a minimum of the following four (4) fiscal years. The TIP is forwarded to the Texas Department of Transportation (TxDOT) for inclusion into the Statewide Transportation Improvement Program. The TIP project selection process begins with the long-range Metropolitan Transportation Plan process. The public is invited to fully participate in the Metropolitan Transportation Plan development process thus assisting in the selection and prioritization of transportation improvement projects. Implementing agencies which include the Alamo Area Council of Governments, Alamo Regional Mobility Authority, cities and counties within the MPO study area, the Texas Department of Transportation (TxDOT), and VIA Metropolitan Transit, participate in the Metropolitan Transportation Plan development process with one of the final products of the process being a prioritized list of transportation projects to be eventually considered for inclusion in the TIP.

Projects in the TIP are either selected by the Transportation Policy Board in consultation with the State (TxDOT) and transit operator (VIA) or selected by the State (TxDOT) in cooperation with the MPO. Projects selected by the Transportation Policy Board are those that are to be funded with Surface Transportation Block Grant (STBG), Transportation Alternatives (TA), Congestion Mitigation & Air Quality (CMAQ), and any other future U.S. Department of Transportation (USDOT) or TxDOT funds suballocated to the local level.

B. Project Funding Categories

Project funding categories in the TIP and MTP include but are not limited to:

- Category 1 Preventative Maintenance & Rehabilitation
- Category 2 Metropolitan and Urban Corridor Projects
- Category 3 Non-Traditional Funding
- Category 4 Statewide Connectivity Corridor
- Category 5 Congestion Mitigation & Air Quality (CMAQ)
- Category 6 Structure Rehabilitation
- Category 7 Surface Transportation Block Grant (STBG)
- Category 8 Safety
- Category 9 Transportation Alternatives
C. Use of 'Grouped' Control Section Job (CSJ) Numbers

A CSJ (Control Section Job number) is an identifying project number used by the Texas Department of Transportation. The MPO will use ‘Grouped’ CSJs for the following types of projects:

- Preliminary Engineering
- Right-of-Way Acquisition
- Preventive Maintenance and Rehabilitation
- Bridge Replacement and Rehabilitation
- Railroad Grade Separations
- Safety
- Landscaping
- Intelligent Transportation Systems Deployment
- Bicycle and Pedestrian
- Safety Rest Areas and Truck Weigh Stations
- Transit Improvements

Projects that fall within these categories will be listed in an appendix of the Transportation Improvement Program. Generally these Grouped CSJs will be used for projects funded under Category 1 (Preventive Maintenance & Rehabilitation), Category 6 (Structure Rehabilitation), Category 8 (Safety), and Category 10 (Miscellaneous). These projects are initially included in an Appendix of a new TIP and are revised or amended administratively as allowed in Section G Administrative Revisions.

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

D. Use of Appendix D - Projects Undergoing Environmental Assessment

The purpose of Appendix D is to identify projects that are undergoing preliminary engineering and environmental analysis (PE/EA) consistent with early project development. The Federal Highway Administration allows these projects to be referenced in the current Transportation Improvement
Program in order to facilitate the feasibility and PE/EA phases. This Appendix contains projects that are scheduled for implementation beyond the four years of the TIP time frame, and it in no way implies that these projects are programmed in the TIP. Cost estimates are preliminary and do not represent any commitment of construction funding. Consistency with the Metropolitan Transportation Plan will be verified as alternatives are examined in studies or environmental clearance efforts.

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

Projects listed in Appendix D will include, at a minimum, MPO ID number, county, sponsoring entity, street name, project limits, project description, and estimated let date and preliminary project cost.

E. Quarterly Review of Projects

Category 2 (Metropolitan and Urban Corridor) Projects

The implementing agency will submit amendments to the Category 2 (Metropolitan and Urban Corridor) projects to the MPO in writing. For cost increases greater than 10%, the implementing agency will also submit to the MPO justification for the cost increase and the funding source of the additional amount. For new projects being amended into the TIP that are not part of the current Unified Transportation Program, the implementing agency will also submit to the MPO which other Category 2 projects are being amended to allow for the inclusion of the new project unless the new projects are funded using additional allocation.

Category 5 (CMAQ) Category 7 (STBG) and Category 9 (TA) Projects

Every three (3) months, a detailed review of Category 5 (CMAQ), Category 7 (STBG) and Category 9 (TA) funded projects in the TIP will be conducted. These projects will be reviewed for progress towards their letting (contract) dates, cost estimates, description and limits. If warranted by the detailed review, projects may be re-prioritized at the discretion of the Transportation Policy Board.

If the quarterly review warrants amendment(s) to the TIP, such amendment(s) will be presented to the Transportation Policy Board for consideration in sufficient time to allow the amendment(s) to be incorporated into the next regularly scheduled quarterly amendment of the Statewide Transportation Improvement Program. CMAQ project limits and scope changes would require emissions reductions equal to or greater than the awarded project.

F. Amendment Process

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

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

Amendments to and/or the adoption of a new TIP and MTP require a two-step approval process. To permit adequate public review and comment, amendments to and/or the adoption of the new TIP and MTP will be presented at a Transportation Policy Board meeting with action on the amendment occurring at the following Transportation Policy Board meeting (approximately 30 days after initial presentation). TIP and MTP amendments and/or new document will be provided in the meeting package which is posted on the MPO’s website a week prior to TAC and TPB meetings. Amendments to both the TIP and the MTP may be initiated concurrently.

Amendments to and/or the adoption of a new TIP or MTP requiring quick action due to impending federal or state requirements or deadlines (or for other reasons deemed in the community’s best interest) may be accomplished by a 75% vote of the TPB quorum present to waive the routine two-step process. In these cases, the Transportation Policy Board will hold a special public hearing within their normal meeting agenda to specifically solicit public comment on the proposed TIP or MTP amendment or new TIP and/or MTP document. These actions will be emphasized on the meeting agenda that is both mailed and e-mailed out ten (10) days prior to the Transportation Policy Board meeting. This will alert the public and permit special attendance to comment on the action prior to adoption by the Transportation Policy Board.

Governing bodies of the sponsoring agencies will promptly notify the MPO in writing of any currently programmed projects that are proposed to be deleted from the TIP. The governing body of the sponsoring agency shall state its preference for project replacement in the written notification. The Transportation Policy Board will provide direction and/or may consider action at the next appropriate meeting with respect to amending the TIP.

To the extent possible, any project amended outside the timeframe of the current TIP due to funding limitations will have priority consideration in being amended back into the TIP when additional funding becomes available.

G. Administrative Revisions

The MPO Director is authorized to approve certain “administrative changes” to the TIP and/or MTP with the notification of such to the appropriate transportation planning partners. The intent of this section is not to circumvent the public process for amending the TIP and/or MTP, but to allow for minor corrections to the TIP and/or MTP that do not materially change a project’s function including minor revisions to project limits, scope or cost.

H. General Project Considerations

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

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

I. Category 7 (STBG) Projects

Basic Requirements for STBG Projects

All projects submitted for consideration for funding through normal Category 7 (STBG) program allocations will compete through a standard project call when a new TIP is being developed. The Transportation Policy Board will approve a schedule, parameters and project selection criteria prior to the formal project call. Submitted projects must meet the following basic requirements:

1. Projects will be submitted to the MPO through an implementing agency (Alamo Area Council of Governments, Alamo Regional Mobility Authority, Texas Department of Transportation, VIA Metropolitan Transit and cities and counties within the MPO Study Area) and appropriate commitments of local match shall be made. Approval of the commitment of the local match from the Texas Department of Transportation District Engineer or the policy body of the local agency submitting the project for consideration will be obtained and submitted to the MPO. An ‘in-kind’ match is not allowed.

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

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

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

5. Pedestrian and bicycle facilities will be included in all future transportation improvement projects. Any exceptions will need to be adequately justified by management of the implementing entity. Bicycle and pedestrian components included in a funded project may not be deleted from the project at a future date.

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

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

8. All deadlines set by the MPO are firm.

**STBG Call for Projects Process**

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

A subcommittee of BMAC and PMAC will score standalone bicycle and pedestrian projects. A subcommittee of TAC will score added capacity, operational, and transit projects.

**STBG Project Selection**

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

**STBG Project Implementation**

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

   “Estimated Construction Bid” is defined as all anticipated bid item costs of the improvement project, other than for right-of-way acquisition, utility relocation or betterment, preliminary engineering, environmental analysis/clearance, contingency, change orders and construction engineering. The amount programmed as the “Construction Cost” in the TIP shall equal the “Estimated Construction Bid”.

2. Unless allocated a fixed amount, each selected STBG project may be adjusted when bids are approved.

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

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

c. Following the establishment of the project construction amount in items 2a and 2b above, the sponsoring entity is then eligible for up to 10% contingency of STBG project funding towards eligible change orders and up to 11% of STBG project funding towards eligible construction engineering and construction management costs. An under run in contingency cannot cover an over run in construction engineering/construction management and vice versa.

As these eligible change orders and eligible construction engineering costs are potential costs, they are not specifically programmed in the TIP towards the STBG funding levels. These costs, if incurred, would impact future fiscal allocations and it must be acknowledged that this could require the delay and/or re-scoping of existing TIP projects to remain fiscally constrained by fiscal year.

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

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

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

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

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

4. Owner requested change orders will be covered 100% by the local agency. Owner requested change orders are the result of changes requested by the local agency, not included in the original TPB approved scope of work.

5. Non-let programs and studies are considered a fixed amount and are not subject to this section.
J. **Category 9 (TA) Projects**

**Basic Requirements for TA Projects**

The MPO will hold a competitive call for projects for TA funding. The Transportation Policy Board will approve a schedule, parameters and project selection criteria prior to the formal project call. Submitted projects must meet the following basic requirements:

1. Projects will be submitted to the MPO through an implementing agency and appropriate commitments of local match shall be made. Approval of the commitment of the local match from the agency submitting the project for consideration will be obtained and submitted to the MPO. An 'in-kind' match is not allowed.

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

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

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

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

6. All deadlines set by the MPO are firm.

**TA Call for Projects Process**

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

**TA Project Selection**

A subcommittee of BMAC and PMAC will score TA projects. BMAC and PMAC will review the technical scoring, public input, project readiness and agency priorities and make a funding recommendation to the Technical Advisory Committee on a slate of projects to be funded. The TAC may request project presentations by implementing agencies and will provide a funding recommendation to the MPO's Executive Committee and/or Transportation Policy Board, as directed by the approved call for projects process.
K. Category 5 (CMAQ) Projects

Basic Requirements for CMAQ Projects

All projects submitted for consideration for funding through normal Category 5 CMAQ program allocations will compete through a standard project call. The Transportation Policy Board will approve a schedule, parameters and project selection criteria prior to the formal project call. Submitted projects must meet the following basic requirements:

1. Projects will be submitted to the MPO through an implementing agency (Alamo Area Council of Governments, Alamo Regional Mobility Authority, Texas Department of Transportation, VIA Metropolitan Transit and cities and counties within the non-attainment area) and appropriate commitments of local match shall be made. Approval of the commitment of the local match from the Texas Department of Transportation District Engineer or the policy body of the local agency submitting the project for consideration will be obtained and submitted to the MPO. An ‘in-kind’ match is not allowed.

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

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

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

5. Funded CMAQ projects will also be included in the MTP. Note: Amendments to the MTP and the TIP are made through the amendment process at the discretion of the Transportation Policy Board. CMAQ project limits and scope changes would require emissions reductions equal to or greater than the awarded project. Amendments to the MTP and TIP, can be made simultaneously.

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

7. All deadlines set by the MPO are firm.

CMAQ Call for Projects Process

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

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

**CMAQ Project Selection**

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

**K. Public Involvement**

The MPO commits to a public involvement process that includes the provision of timely information, provides reasonable public access to technical and policy information, provides adequate public notice, seeks out and considers traditionally underserved populations, and documents significant comments. Please see the MPO Policy 2: Public Participation Plan for additional information on public involvement.

Adopted: September 28, 2020
Policy 4:  
Ethics Policy

A. Purpose

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

B. Rules

The following rules have been adopted:

I. Chapter 472. Transportation Code Requirements:

   a) No policy board member or employee of the MPO may accept or solicit any gift, favor or service that might reasonably tend to influence the member or employee in the discharge of official duties or that the member or employee knows or should know is being offered with the intent to influence the member’s or employee’s official conduct.

   b) No policy board member or employee of the MPO may accept other employment or engage in a business or professional activity that the member or employee might reasonably expect would require or induce the member or employee to disclose confidential information acquired by reason of the official position.

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

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

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

II. Chapter 171. Local Government Code Requirements:

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

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

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

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

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

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

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

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

III. Former Official and Employee Restriction

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

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

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

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

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

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

D. Penalties

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

E. Distribution

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

F. Policy Amendment

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

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

Roles and responsibilities

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

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

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

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

Membership

The voting membership of TAC shall be structured as follows:

Advanced Transportation District 1 representative
Alamo Area Council of Governments 1 representative
Alamo Regional Mobility Authority 1 representative
Bexar County 1 representative
City of New Braunfels 1 representative
City of San Antonio 3 representatives

(Note: the CoSA Planning Department will have, at a minimum, one alternate representative serve on TAC

City of Seguin 1 representative
Comal County 1 representative
Greater Bexar County Council of Cities 1 representative
Guadalupe County 1 representative
Joint Base San Antonio 1 representative
Kendall County Geographic Area 1 representative
MPO Bicycle Mobility Advisory Committee 1 representative
MPO Pedestrian Mobility Advisory Committee 1 representative
Northeast Partnership 1 representative
Private Transportation Providers 1 representative
Texas Department of Transportation 1 representative
VIA Metropolitan Transit 1 representative

The representative(s) and alternate(s) of each entity on the TAC will be designated in writing through each agency’s/entity’s internal procedures. The Private Transportation Providers representative and
alternate will be selected by the TAC through an application process. The representative from the Northeast Partnership and the Greater Bexar County Council of Cities will be appointed through letters to the MPO from the Northeast Partnership and the Chairman of the Greater Bexar County Council of Cities, respectively.

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

A primary member of the Transportation Policy Board may not serve simultaneously on the TAC or any TAC committee; however, this rule regarding committees will apply to any new committee appointment and not the committee makeup at the time of adoption of this Policy amendment. Alternate Transportation Policy Board members may serve on the TAC.

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

Ex-Officio Membership

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

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

Election of Chair and Vice-Chair

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

Chair and/or Vice Chair Vacancies

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

Quorum

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

A. Bicycle Mobility Advisory Committee

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

B. Pedestrian Mobility Advisory Committee

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

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

C. Land Use and Regional Thoroughfare Planning Committee

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

D. Freight, Rail and Transit Committee

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

E. TSMO/TIM Committee

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

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

Adopted: September 28, 2020