Memorandum
December 3, 2024

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

To: AAMPO Executive Committee Members
From: Sid Martinez, Director
Subject: December 9, 2024, Executive Committee Meeting Agenda

The next meeting of the **AAMPO Executive Committee** is scheduled for
Monday, December 9, 2024, at 10:30 a.m.
at the **AAMPO offices located at 825 South Saint Mary's Street.**
It is the intent that the chair will preside over the meeting from this location.

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

The following agenda items will be discussed and action will be taken as appropriate.
Items may be taken out of the order shown.

Agenda

1. **Roll Call**

2. **Citizens to be Heard**

   Citizens who desire to speak will be given up to three minutes to address AAMPO's Executive Committee.

3. **Action on the November 22, 2024, AAMPO Executive Committee Meeting Minutes**

4. **Executive Session**

   Announcement: The Metropolitan Planning Organization Transportation Policy Board Executive Committee will adjourn into Executive Session as authorized by Texas Government Code Section 550.071 (consultation with attorney), and Section 551.074 (personnel matters) to discuss Executive Level Positions.

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

Please provide any written comments on any agenda items at least one day prior to the meeting to the MPO at:
Proporcione comentarios por escrito sobre cualquier tema en la agenda al menos un día antes de la reunión pública a la MPO en:
825 South Saint Mary's Street • San Antonio, Texas 78205
(210) 227-8651 (210) 227-9321 TTD 1 (800) 735-2989
www.alamoareampo.org

5. **Discussion and Appropriate Action regarding AAMPO Executive Level Positions.**

6. **Announcements**

   a. The next meeting of the AAMPO Transportation Policy Board will be held on Monday, December 16, 2024, at 1:30 p.m. at the VIA Metro Center

   b. The FY 27-30 TIP Call for Projects workshop will be held on Tuesday, December 17, 2024, from 1 – 2:30 p.m. and on Thursday, December 19, 2024, from 2:30 – 4:00 p.m. Both meetings will be similar in content and format and attendance is mandatory at one of the meetings to meet the submittal requirement. The meetings will be held in-person at AAMPO Offices with a virtual option as well.

   c. AAMPO offices will be closed Wednesday, December 25, 2024, in observance of Christmas Day and Wednesday, January 1, 2025, for New Year's Day.

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Executive Committee
Meeting Minutes
November 22, 2024

1. Roll Call

Members Present:

Commissioner Grant Moody	Bexar County
Councilmember John Courage	City of San Antonio
Councilmember Melissa Cabello Havrda (Chair)	City of San Antonio
Commissioner Kevin Webb	Comal County
Mayor Chris Riley	Greater Bexar County Council of Cities
Mr. Charles Benavidez, P.E.	Texas Department of Transportation
Mr. Kevin Wolff	VIA Metropolitan Transit

Members Absent:

Commissioner Rebeca Clay-Flores	Bexar County
Judge Kyle Kutscher	Guadalupe County

Others Present:

Sonia Jimenez	Alamo Area Metropolitan Planning Organization
Isidro “Sid” Martinez	Alamo Area Metropolitan Planning Organization
Frank Garza	Davidson Troilo Ream & Garza

Chair Melissa Cabello Havrda called the meeting to order at 1:32 p.m.

2. Citizens to be Heard

There were none.

3. **Approval** of the August 21, 2024 Meeting Minutes

Councilmember John Courage moved and Mayor Chris Riley seconded to approve the August 21, 2024 meeting minutes. The motion passed unanimously.

4. Discussion and Appropriate Action on the AAMPO Call for Projects – AAMPO – (Jimenez)

For information and discussion only.

5. Discussion and Appropriate Action on the upcoming revisions to AAMPO Policy 3 – AAMPO – (Martinez)

For information and discussion only.

6. Executive Session

Announcement: The Metropolitan Planning Organization Transportation Policy Board Executive Committee will adjourn into Executive Session as authorized by Texas Government Code Section 550.071 (consultation with attorney), and Section 551.074 (personnel matters) to discuss Executive Level Positions.

7. Discussion and Appropriate Action regarding AAMPO Executive Level Positions

Agenda item #7 was not considered as there was no action taken during Executive Session.

8. Announcements

a. Update on the MPO Boundary Expansion and Termination of the Continuing Phase Agreement
b. The next meeting of the MPO Transportation Policy Board will be held on Monday, December 16, 2024 at 1:30 p.m. at the VIA Metro Center

There being no further business, the meeting adjourned at 3:05 p.m.

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Councilmember Melissa Cabello Havrda, Chair
Executive Committee

ALAMO AREA METROPOLITAN PLANNING ORGANIZATION
JOB DESCRIPTION

Job Title:	Director
Position Number:	300-105-13
FLSA Classification:	Executive Exemption
EEOC Job Category:	Executive/Senior Level Officials and Managers
Salary Range:	$11,393 - $17,089/month (DOE)

Position Summary

The director is accountable to the Alamo Area Metropolitan Planning Organization (AAMPO) Transportation Policy Board (TPB) and is under the general supervision of the TPB Chair. This position is a leadership role with full responsibility for all aspects of AAMPO operations, including coordination and negotiation with member agencies. The AAMPO director is expected to provide leadership to the TPB and the AAMPO staff related to long- and short-range planning of multimodal transportation systems, facilities, air quality, conformity, and services, as well as their requirements. The AAMPO director is responsible for executing the transportation planning and programming tasks assigned to AAMPO staff through the Unified Planning Work Program (UPWP) as outlined in 23 United States Code (USC) §134 and 49 USC §5303 to maintain Federal certification for the study area. The AAMPO director is expected to be active in civic/community-oriented associations.

Essential Job Functions

The duties of this position include, but are not limited to:

- Act as a liaison between the TPB and federal, state, and local agency staff involved in the work of AAMPO.
- Work with the TPB to ensure that comprehensive, cooperative, and continuing policies, plans, and processes reflect the current and future transportation and growth management needs of the AAMPO Study Area.
- Identify opportunities for improvement that promote transportation systems that efficiently incorporate various transportation modes to augment the mobility of people and goods while prioritizing transportation planning strategies to reduce energy consumption within the study area.
- Coordinate transportation planning and modeling responsibilities and ensure timely and cooperative communication between the TPB, elected officials, Texas Department of Transportation (TxDOT), the Federal Highway Administration (FHWA), and the Federal Transit Authority (FTA), other governmental agencies, transportation providers, and community stakeholders for the implementation of an inclusive regional transportation system.

- Oversee the approval process for using federal transportation funds for the study area and developing AAMPO's operating budget for presentation to the TPB.
- Direct the development, maintenance, revisions, and implementation of AAMPO's Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP), Conformity Document, and Unified Planning Work Program (UPWP) in cooperation with the TPB and participating agencies, committees, and staff in compliance with applicable federal and state laws and regulations.
- Participate in TPB and Technical Advisory Committee (TAC) meetings, direct staff in preparing the meeting agenda and support materials, and maintain documents (e.g., minutes) associated with the functions of the TPB and its subcommittees while providing technical and policy guidance.
- Plan, organize, and supervise the work of AAMPO staff
- Facilitate and participate in the:
    - recruitment, selection, motivation, training, development, evaluation, and retention of AAMPO staff
    - development, implementation, and evaluation of
        - TPB objectives, policies, and priorities;
        - AAMPO delivery methods, procedures, and publications;
        - project work designs and methodologies for planning studies;
        - highly technical studies, reports, models, and systems, including the Annual Performance & Expenditure Report; and
        - procurement and administration of contracts with consultants and subcontractors
- Travel within and outside the AAMPO Study Area to attend relevant meetings involving organizations with vital strategic links to AAMPO.
- Conduct education and leadership development programs for policy members.
- Increase AAMPO's visibility as the primary regional transportation planning forum in the AAMPO Study Area.
- Comply with all applicable local, state, and federal laws related to records management, such as the Open Meetings Act and the Public Information Act, and ensure high standards of fiscal control and ethical behavior for AAMPO.
- Seek transportation funding opportunities in conjunction with transportation-related agency departments.
- Other related duties may be assigned.

Required Knowledge, Skills, and Abilities

A strong knowledge base of:

- relevant federal, regional, state, and local policies, principles, procedures, laws, and regulations governing transportation planning, financial (e.g., funding policies, practices, and processes) and personnel administration, organization, and development;
- applicable principles, practices, and techniques of engineering, public administration (e.g., contract language and program management), and regional planning in transportation, land use, economic development, environment, conformity, and housing; and
- advanced marketing, media, and public relations principles and concepts.

Demonstrated skills in:

- building consensus, resolving conflict, analyzing data, and problem-solving;
- managing financial, material, database, and personnel resources;
- communicating technical and non-technical information; and
- using computers and related software applications.

Ability in:

- developing strategic direction and program implementation collaboratively with various stakeholders
- interpreting and explaining applicable laws and regulations;
- maintaining effective communication and working relationships with boards and commissions, elected officials, agency staff, and the public.

Required Qualifications

- A bachelor's degree in transportation planning, project management, public administration, urban planning or a related field plus five (5) years of progressively responsible transportation planning and administrative experience, to include at least nine (9) years of managerial/leadership experience.
- A master's degree may substitute for two (2) years of the required experience.
- Possess a valid Texas Class C Driver's License, proper insurance, and a reliable vehicle with an acceptable driving record.

Working Conditions

While performing the duties of this job, the incumbent generally works in a business office setting using standard office equipment requiring repetitive hand movement, vision, and fine coordination. The incumbent must be able to represent AAMPO and make presentations at meetings with local officials, transportation agencies, or other organizations.

In addition, the incumbent will be required to frequently travel to locations within and outside the AAMPO Study Area, including infrequent out-of-state travel, and attend evening and weekend meetings/functions.

Finally, the incumbent needs to be able to move reports/items weighing up to 25 pounds from one location to another and may be exposed to various unpleasant field conditions, including wet, rainy, cold, or hot weather, while performing job functions.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

This position description does not constitute an employment agreement between the employer and the employee. It is subject to change as the employer's needs and the position's requirements change.

Acknowledgment

I have received a copy of the director's job description and understand its contents.

_____ _____

Employee's Signature Date