

6B. CHIEF TRANSPORTATION OFFICER 2025-2026 PERFORMANCE PLAN

BACKGROUND

The Transportation Policy Council Bylaws and Operating Procedures establish that the Chair convenes an Executive Committee whose purpose is to provide general oversight of MPO operations, to establish the MPO Director's performance objectives, to review the MPO Director's performance, compensation, and continued employment, and to consider all other matters as determined by the Chairman. All actions of the Executive Committee shall be presented to the TPC for a vote.

CURRENT SITUATION

The H-GAC Chief Transportation Officer is the MPO Director and began service on June 30, 2025. The Executive Committee met August 22, 2025, to discuss a draft 2025-2026 Performance Plan for the Chief Transportation Officer and asked the Chief Transportation Officer to bring back a final draft performance plan for consideration.

The Executive Committee convened on September 5, 2025, to discuss and consider a final draft Performance Plan. The Performance Plan identifies keys to success and milestones and timelines in support of four objectives: Leadership, Program Management, Communication, and Transportation Policy Council Support. The Executive Committee members present voted unanimously to recommend the Chief Transportation Officer 2025-2026 Performance Plan. That recommendation is now before the full TPC for a vote as directed by the TPC Bylaws.

ACTION REQUESTED

Approve the 2025-2026 Performance Plan for the Chief Transportation Officer.

HOUSTON-GALVESTON AREA COUNCIL METROPOLITAN PLANNING ORGANIZATION

CHIEF TRANSPORTATION OFFICER

2025-2026 PERFORMANCE PLAN

IMPLEMENTATION DATE _____

REVIEW DATE _____

Objective 1. Leadership: Build trust and inspire action through effective collaboration and engagement with agency staff, regional transportation partners, and the Transportation Policy Council.

Keys to success:

- Inspire confidence, establish credibility, and build and maintain strong working relationships with TPC members, subcommittees, agency partners, staff, transportation stakeholder groups, and the public.
- Maintain a “big picture” outlook and stay abreast of transportation issues, policies, and regulations related to metropolitan planning and act in the interests of the region, State, and nation.
- Exhibit diligence and excellence, lead change, invite innovation, communicate clearly, and maintain an environment of accountability within the organization.
- Assist the TPC on policy matters including the overall direction of the MPO.

Milestones and timelines

1. Establish by December 31, 2025, an Agency Coordination Team to enhance collaboration and information sharing among MPO leadership, TxDOT, METRO, FHWA, and FTA and convene the group at least bi-monthly.
2. Meet monthly with the TPC Chair.
3. Establish a regular cadence of meetings with TxDOT Houston District leadership.
4. Attend at least one meeting per month with a regional transportation agency or stakeholder group or representative.

Self Evaluation:

Feedback comments:

Objective 1 rating: Partially Achieving

Achieving

Exceeding

Objective 2. Program Management: Manage the MPO's staff and activities and deliver high-quality work products.

- Keys to success: Manage the MPO's day-to-day activities consistent with relevant laws, policies, regulations, and procedures.
- Effectively interpret TPC policies and concerns and develop consistent direction for staff.
- Recommend policies or changes to policies to comply with laws and procedural changes as well as recommend and implement best practices in the field of transportation planning.
- Develop budgets and deliver timely work products within budgetary limits.
- Ensure the efficient and effective functioning of the MPO programs.
- Create an atmosphere that fosters cooperation, teamwork, creativity, and staff professional growth and development.
- Exhibit a high degree of problem-solving skills.

Milestones and timelines

1. Develop and implement methods and procedures to monitor Unified Planning Work Program activities and tasks and provide mid-year and year-end reports.
2. Complete and present an organizational assessment and action plan strategy to the TPC Executive Committee by first quarter, 2026.
3. Ensure that core MPO products and processes, including the Annual Listing of Obligated Projects and federal performance measure reporting are completed accurately and on schedule.
4. Reduce the number of reported STIP exceptions to 25% or less by June 30, 2026.
5. Support the completion and presentation for TPC consideration of a TIP project development and delay policy by January 1, 2026.

Self Evaluation:

Feedback comments:

Objective 2 rating: Partially Achieving

Achieving

Exceeding

Objective 3: Communication: Create an environment that fosters a healthy exchange of ideas, thoughts, opinions, knowledge, and data and communicate with others in a clear and concise manner.

Keys to success:

- Keep TPC, TAC, subcommittees, and staff informed, and effectively communicate with them and others.
- Represent the MPO to committees, the public, and local, state, and federal transportation partners.
- Provide information on legislative and/or regulatory matters impacting the MPO.
- Organize ideas and information logically and present them clearly and concisely.
- Project a positive image and cooperative spirit.

Milestones and timelines

1. Provide regular updates about significant issues impacting the MPO to the TPC Executive Committee and TPC membership, as appropriate.
2. Ensure agendas, staff reports, and other materials are clear and concise, free from errors, and appropriate to the intended audience.
3. By June 30, 2026, deliver two briefings to regional transportation stakeholder groups or events regarding MPO activities, issues, and/or priorities.

Self Evaluation:

Feedback comments:

Objective 3 rating: Partially Achieving

Achieving

Exceeding

Objective 4: Transportation Policy Council Support: Work in partnership with the TPC Chair, Executive Committee and membership to successfully carry out TPC functions and duties as documented in the TPC Bylaws and Operating Procedures.

Keys to success:

- Ensure high-quality administrative support for the TPC.
- Assist the TPC Chair and officers in carrying out their duties.
- Foster a strong partnership with the TPC Executive Committee through open communications and mutual support.

Milestones and timelines

1. Assist the TPC Chair with the annual nominating committee and officer election process.
2. Develop training for current TPC members and provide on-boarding training for new TPC members and alternates at least annually.
3. Work with the TPC Executive Committee to convene a TPC annual retreat and goal setting session.

Self Evaluation:

Feedback Comments:

Objective 4 Rating: Partially Achieving

Achieving

Exceeding

Overall Self Evaluation:

Overall Feedback Comments:

Overall rating: Partially Achieving Achieving Exceeding

Signed:

_____	_____
Chief Transportation Officer	TPC Chair
Date	Date

Executive Director, H-GAC, Fiscal Agent Date

cc: employment file