

TPO Staff Services Agreement

With the Hillsborough County City-County Planning Commission



Today's Discussion

- ✓ What is the Executive Director responsible for producing, for and on behalf of the governing board?
- ❑ How are those work products delivered?
- ❑ What are the next steps in recruiting for an Executive Director?



Hillsborough TPO
Transportation
Planning Organization

What is a Staff Services Agreement?

- Section 339.175(6)(g), Florida Statutes, and Section 5.02 of the *Interlocal Agreement for the Creation of the MPO*: “The MPO may employ personnel and/or may enter into contracts with local or state agencies and private planning or engineering firms to utilize the staff resources of local and/or state agencies;...”
- In law: Hillsborough TPO is a federally certified transportation planning agency of the Tampa Bay Transportation Management Area & is “hosted” by the Hillsborough County City-County Planning Commission, an agency created in Florida Statute for coordinated comprehensive planning among Hillsborough County’s jurisdictions.



*FDOT MPO Program
Management Handbook*

Chapter 1.3.1 Pg 25

MPO's may utilize the staff
resources of state or local
agencies and governments.

Typical advantages:

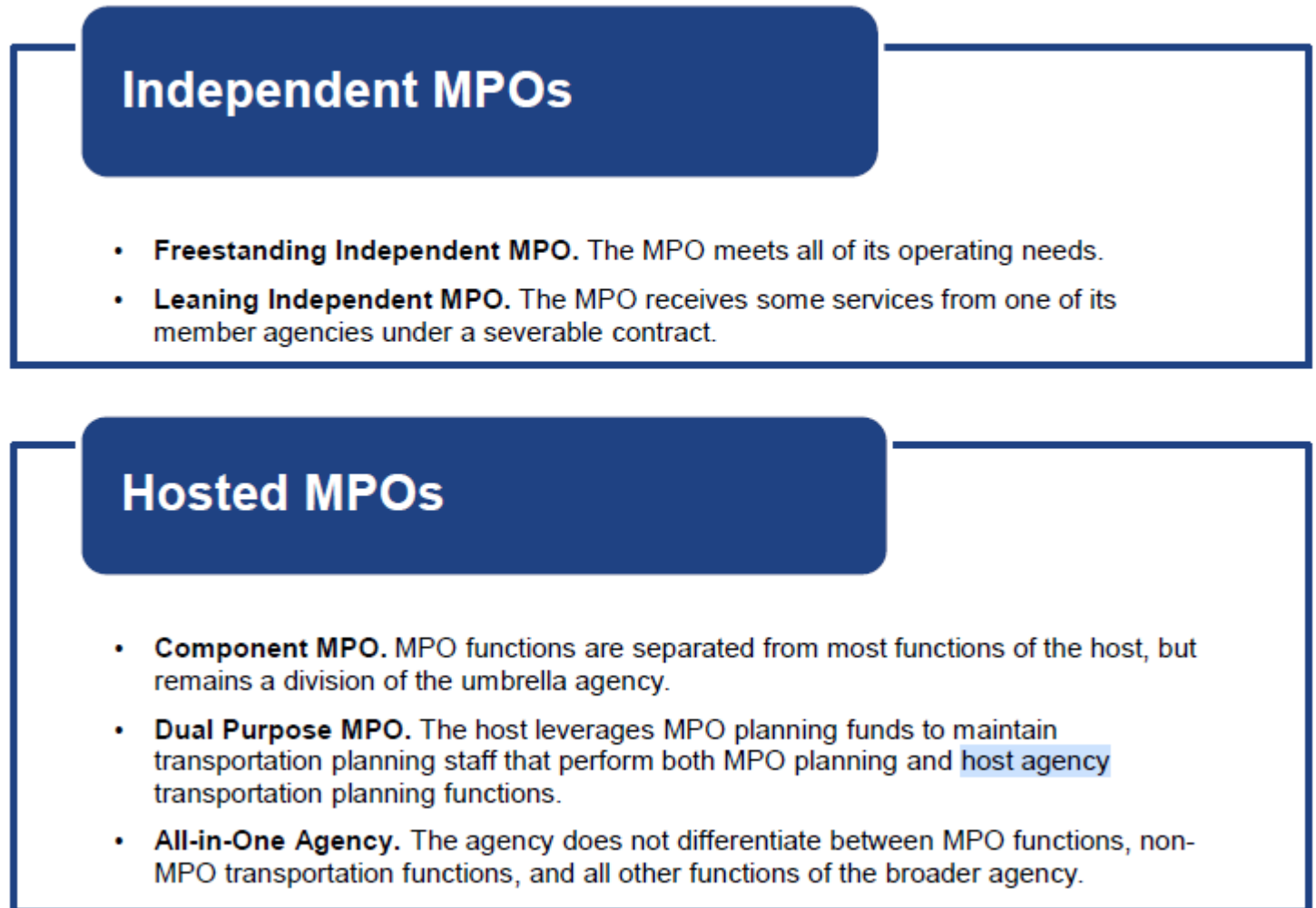
- Reduced overhead expenses
- More opportunities to provide specialized expertise on staff

Typical disadvantages:

- Perception of lack of independence

What does “hosted” mean?

Figure 1.5 MPO Organizational Structures





Hillsborough TPO
Transportation
Planning Organization

TPO-PC Staff Services Agreement

The Executive Director of the Planning Commission shall furnish the MPO with staff and supplies [to perform] service and functions... specified in the UPWP.

Staff support responsibilities include:

- the transportation planning process with mandated reports, plans, tech memos as required by federal and state law
- developing a budget required to carry out the tasks & the anticipated work products identified in the Unified Planning Work Program (UPWP)



Hillsborough TPO
Transportation
Planning Organization

TPO-PC Staff Services Agreement (cont'd)

- The Executive Director of the TPO **reports to the TPO Governing Board** for all matters regarding the administration & operation of the TPO
 - ✓ Responsible for the conduct of the transportation planning process
 - ✓ Assignment, direction, and control of all personnel necessary thereto
 - ✓ Development of appropriate organizational structure
 - ✓ Development of procedures to monitor and coordinate the transportation planning process
 - ✓ Employed by the Planning Commission for administrative purposes.
- The agreement duration is effective until terminated by the parties to the agreement.



Hillsborough TPO
Transportation
Planning Organization

TPO-PC Staff Services Agreement (cont'd)

The agreement also outlines the roles and responsibilities for:

- Commitment of personnel
- Legal Counsel
- Unified Planning Work Program
- Financial Administration, including records, purchasing, rental of space, equipment, indirect costs, audits
- Reimbursement of Planning Commission for all eligible costs supported by federal/state grants for transportation planning, as documented in UPWP
- Compliance with regulations and reporting

Plan Hillsborough's Transportation Division

- **Beth Alden, AICP**, *Transportation Planning Organization Executive Director*, Board, Policy Committee, Sun Coast Transportation Planning Alliance, FL MPO Advisory Council
- **Cheryl Wilkening**, *Executive Assistant*
- **David Franklin**, *TPO Public Information Officer*
- **Gena Torres**, *TPO Assistant Executive Director for External Relations and Active Transportation*
 - **Lisa Silva, AICP, PLA**, *Principal Planner*, for Vision Zero (safety), complete street design, transportation for school areas and tourism, staff to Livable Roadways Committee (LRC), liaison to Tampa's Downtown Partnership and Westshore Alliance
 - **Wade Reynolds, AICP**, *Principal Planner*, for interagency coordination on road network plans, PD&E studies, and freight, staff to Technical Advisory Committee (TAC)
 - **Elizabeth Watkins, AICP**, *Principal Planner*, for bus and rail transit plans and analyses, liaison to HART, TBARTA, MPOAC Freight & Rail Committee
 - **Benjamin Gordon**, *Planner I*, Reviews comprehensive plan amendments, planner for walk & bike plans, trails and greenways, staff to Bicycle Pedestrian Advisory Committee (BPAC)

Plan Hillsborough's Transportation Division

- **Allison Yeh, AICP, LEED GA, TPO Assistant Executive Director** for Work Program Delivery & Sustainability
 - **Amber Simmons, Budget and Grants Coordinator**, TPO Unified Planning Work Program project manager, strategic grant applications & collaborations
 - **Joshua Barber, AICP, Senior Planner**, for Transportation Disadvantaged program, Civil Rights compliance, Shared Mobility
 - **Lizzie Ehrreich, M.A., Planner I**, for public health, air quality, access to food systems, ETDM
- **Johnny King Alaziz Wong, PhD, Executive Planner**, for Performance-Based Planning & Programming, TIP priorities, Long Range Transportation Plan, TPO Certification, staff support to CAC
 - **Roger Mathie, GIS Project Manager II**, for mapping and data analysis, graphic design, regional GIS support, special projects for the TPO
 - **Vishaka Shiva Raman, Planner II**, for TIP and Tampa Bay Regional Planning Model development, data collection and analysis, TSMO plans, staff support for ITS Committee
 - **Connor MacDonald, Planner I**, for TIP amendments, transportation performance measures & targets, multimodal level-of-service reports, electric vehicle plans
-



Hillsborough TPO
Transportation
Planning Organization

Efficiencies of this Agreement

- Cost effective approach to meeting the needs of both agencies:
 - Shared personnel resources like HR Manager, Financial Manager, Recording Secretary, technical and administrative support
 - Staff expertise applied to both TPO work products and Mobility components of the 4 Comprehensive Plans
 - Shared work space and equipment
 - Linking of long-range Land Use, Infrastructure and Transportation planning



Hillsborough TPO
Transportation
Planning Organization

- ✓ Planning Commission staff is ready to assist the TPO in finding a new Executive Director
- ✓ TPO Board is the hiring decision-maker and provides direction to their Executive Director on all TPO work products and work program activities
- ✓ Shared resources are a cost effective approach to providing seamless long range planning to all 4 local governments

Questions?



**Plan
Hillsborough**