

# ABILENE MPO TRANSPORTATION POLICY BOARD MEETING



Tuesday, September 1, 2020 at 11:00 am

Via Zoom

Abilene, Texas

# I. Call to Order.

*Public comment on any item on the agenda.*

**Individuals will be able to address the Members via telephone conference call.**

**The number to call is 877-853-5257 and the meeting ID is 5138730228.**

***As a courtesy, please keep your phone muted unless you would like to speak on an item.***

## 2. Receive a Report, Hold a Discussion, and Take Action on the MPO Budget, Job Descriptions, and Staffing.

### **Background**

In August of 2010, the MPO underwent a management review by the Texas Transportation Institute in cooperation with the Texas Department of Transportation. This review established the necessity of having three staff positions for the Abilene MPO based on workload and funding. Thus, the MPO has historically maintained three full-time staff to handle the day to day functions of the MPO: an Executive Director, a Transportation Planner, and a Planning Technician. The third position (Technician) has been vacant since April of 2016 due to funding constraints.

### **Current Situation**

The MPO has been operating with one staff member (Executive Director) since May 2, 2020 due to a hiring freeze related to COVID-19. Currently there are two positions open: the Transportation Planner I/II/III and a part-time Office Assistant. With the increase in the workload due to the new requirement of performance measures, the establishment of a travel demand model along with maintenance, the increase in projects due to the increase in funding availability, need for increased public participation, and many other factors have necessitated that these two open positions be filled.

At the February 18, 2020 PB meeting the Board indicated support for a part-time Assistant (a full time Technician was not budgetary feasible) so this was advertised and subsequently pulled due to COVID-19. The Transportation Planner position was advertised starting on July 9, 2020. Applications have been received, interviews conducted, and the MPO is ready to offer the position to a candidate.

# MPO Budget, Job Descriptions, and Staffing (continued)

		w/o carryover	Spent	carryover next	(over)/under annual funding
	<b>Fiscal Year 2015</b>				
MPO PL 112 funds	\$176,905.47				
MPO FTA 5303	\$52,536.00	\$229,441.47			
Carryover	\$181,514.86				
<b>TOTAL</b>	<b>\$410,956.33</b>		\$249,650.99	\$161,305.34	(\$20,209.52)
				\$0.00	
	<b>Fiscal Year 2016</b>				
MPO PL 112 funds	\$170,800.00				
MPO FTA 5303	\$52,258.00	\$223,058.00			
Carryover	\$161,305.34				
<b>TOTAL</b>	<b>\$384,363.34</b>		\$212,405.80	\$171,957.54	\$10,652.20
				\$0.00	
	<b>Fiscal Year 2017</b>				
MPO PL 112 funds	\$181,686.00				
MPO FTA 5303	\$53,007.00	\$234,693.00			
Carryover	\$171,957.54				
<b>TOTAL</b>	<b>\$406,650.54</b>		\$204,735.67	\$201,914.87	\$29,957.33
				\$0.00	
	<b>Fiscal Year 2018</b>				
MPO PL 112 funds	\$184,317.00				
MPO FTA 5303	\$54,137.89	\$238,454.89			
Carryover	\$201,914.87				
<b>TOTAL</b>	<b>\$440,369.76</b>		\$212,612.24	\$227,757.52	\$25,842.65
				\$0.00	
	<b>Fiscal Year 2019</b>				
MPO PL 112 funds	\$182,451.00				
MPO FTA 5303	\$55,233.00	\$237,684.00			
Carryover	\$227,757.52				
<b>TOTAL</b>	<b>\$465,441.52</b>		\$272,062.95	\$193,378.57	(\$34,378.95)
				\$0.00	
	<b>Fiscal Year 2020</b>				
MPO PL 112 funds	\$207,669.45				
MPO FTA 5303	\$56,997.71	\$264,667.16			
Carryover	\$193,378.57				
<b>TOTAL</b>	<b>\$458,045.73</b>		\$232,428.05	\$225,617.68	\$32,239.11
			end of June 2020		

# MPO Budget, Job Descriptions, and Staffing (continued)

## ARTICLE 5. PERSONNEL MANAGEMENT

The City, as the fiscal agent for the MPO is responsible for providing fiscal, human resource and staff support services to the MPO and Board. The personnel management responsibilities for the term of this MOU are as follows:

1. The City will provide human resources services to the MPO and will serve as the employer of record for those employees receiving work product direction solely from the MPO Policy Board (MPO Employees).
2. All MPO Employees shall be considered City employees for the purposes of payroll disbursement and all fringe benefits, including retirement, medical and life insurance, vacations, sick leave, holidays, and any other benefits normally extended to the City employees. Costs incurred by the City for these benefits will be reimbursed by the MPO.
3. Both the Board and the City agree that the City of Abilene Policies and Procedures Manual will govern the responsibilities and actions of the parties to this MOU, including all MPO Employees, and the City of Abilene Policies and Procedures Manual is hereby adopted to that extent. The Chair of the Board and the MPO Executive Director shall be provided a copy of the City's Policies and Procedures Manual, hereinafter called MPO Policies and Procedures Manual.
4. The hiring, supervision, performance evaluation and termination of the MPO Executive Director shall be the sole responsibility of the Board, except where otherwise delegated herein to the City. The responsibility and authority for disciplinary action shall be as follows:
  - a. The City, acting as the MPO, fiscal agent, and employer of record, shall have the sole authority and responsibility for disciplinary action, including termination, arising from a violation of the MPO's Policies and Procedures Manual unrelated to work product. The City shall notify the Chairman of the Board prior to initiating any disciplinary action.
  - b. The Board shall have the sole authority and responsibility for disciplinary action, including termination, arising from performance issue and duties related to work product. All disciplinary action taken must comply with the MPO's Policies and Procedures Manual. The Chairman of the Board shall notify the City Manager prior to initiating any disciplinary action.
5. The hiring, supervision, performance evaluation and termination of the MPO Employees other than the Executive Director shall be the sole responsibility of the Executive Director in consultation with the Chairman of the Board, except where otherwise delegated herein to the City. The responsibility and authority for disciplinary action shall be as follows:
  - a. The City, acting as the MPO, fiscal agent, and employer of record, shall have the sole authority and responsibility for disciplinary action, including termination, arising from a violation of the MPO's Policies and Procedures Manual unrelated to work product. The City shall notify the Chairman of the Board prior to initiating any disciplinary action.
  - b. The MPO Executive Director shall have the authority and responsibility for disciplinary action, including termination, arising from performance issue and duties related to work product in consultation with the Chairman of the Board. All disciplinary action taken must comply with the MPO's Policies and Procedures Manual. The Chairman of the Board shall notify the City Manager prior to initiating any disciplinary action.
6. The number of positions, job descriptions, salary, and salary range for each position shall be within the discretion of the Board, but shall be, in part, based upon a recommendation from the City, as employer of record. Decisions relating to salary increases, if any, are the sole responsibility of the Board.

# MPO Budget, Job Descriptions, and Staffing (continued)



- Safety Sensitive
- Security Sensitive
- CDL Required

*We work together to build and maintain a community of the highest quality for present and future generations.*

Abilene Metropolitan Planning Organization

<b>City Title:</b> Office Assistant III - PT	<b>Grade Range:</b> 215
<b>Functional Title:</b> Transportation Planning (MPO) Office Assistant	<b>FLSA:</b> Non-exempt

**GENERAL DESCRIPTION**

Under general supervision, to perform a variety of responsible clerical, administrative, and bookkeeping duties in support of assigned department including: type instructional and financial reports, forms, and letters; process documents associated with City and regulatory agencies compliance; issue check requests; maintain office administrative records including accounts payable and receivable; process technical documents; perform all tasks as directed; and provide exceptional customer service to the public.

**SUPERVISION EXERCISED**

This position exercises no supervision.

8/6/2020

Job Bulletin



**CITY OF ABILENE**  
invites applications for the position of:

**Transportation Planner I, II, III**

**SALARY:** \$45,012.00 - \$65,556.00 Annually

**OPENING DATE:** 07/09/20

**CLOSING DATE:** Continuous

**DESCRIPTION:**

**OPEN UNTIL FILLED**

**PAY RATE Depending On Experience + Qualifications**

Under immediate supervision (Planner I) or general supervision (Planner II/III) to perform a variety of professional transportation planning work including preparing long-range comprehensive/transportation plans, sub-area studies, short-range transportation improvement programs, urban and regional transit planning, annual work programs, and other pertinent transportation documents, policies, and programs.

**SUPERVISION EXERCISED**

**Transportation Planner I** – This position exercises no supervision.

**Transportation Planner II / III** - May exercise technical and functional supervision over lower level staff.

**Recommendation from the Technical Advisory Committee (TAC)**

N/A

**Action Requested**

1. Any action deemed appropriate.

### 3. Hold a Discussion, and Take any Action on the MPO's Organization Structure within the City of Abilene.

#### **Background**

On August 7<sup>th</sup> the City of Abilene initiated discussion on how the MPO structure fits within the City. This item is to discuss how to streamline processes and ensure that the relationship is viable for both.

#### **Current Situation**

This was discussed at the August 25, 2020 PB meeting and staff was asked to bring it back at this meeting. More information to be provided at the meeting.

#### **Recommendation from the Technical Advisory Committee (TAC)**

N/A.

#### **Action Requested**

1. Any action deemed appropriate.

4. Opportunity for members of the Public to make comments on MPO issues.

5. Opportunity for Board Members, Technical Advisory Committee Members, or MPO Staff to recommend topics for future discussion or action.

## 6. Adjournment.

**OUR NEXT MEETING IS SCHEDULED FOR:**

**OCTOBER 20, 2020**

**THANK YOU**

**FOR ALL YOU DO FOR TRANSPORTATION PLANNING.**