

STAFF SERVICES AGREEMENT

THIS STAFF SERVICES AGREEMENT is made by and between the Ocala/Marion County Transportation Planning Organization, hereinafter called the TPO, and the City of Ocala, hereinafter called the City.

WITNESSETH:

WHEREAS, the Federal Government, under the authority of 23 U.S.C. 134 and any subsequent amendments, required that each urbanized or metropolitan area, as a condition of receiving federal capital or operating assistance, have a continuing, cooperating, and comprehensive transportation planning process that results in plans and programs reflecting consideration of the likely effects of transportation policy decisions on land use and development and the consistency of transportation plans and programs with the provisions of all applicable short and long term land use and development plans; and

WHEREAS, the TPO, pursuant to the power conferred upon it by Section 339.175, Florida Statutes, and Section 5.00 of the Interlocal Agreement between Marion County, the City of Ocala, the City of Belleview, and the City of Dunnellon, and the Florida Department of Transportation (FDOT), dated May 18, 2004 may enter into agreements, with local agencies to utilize the staff resources of such agencies or for the performance of certain services by such agencies, and

WHEREAS, it is deemed by the parties to be appropriate and necessary that the duties and obligation of the TPO and the City in relation to the staffing of the TPO be defined and fixed by formal agreement.

NOW, THEREFORE, in consideration of the mutual covenants, premises, and representations herein, the parties agree as follows:

1.00 PURPOSE

For the reasons recited in the preamble, which are hereby adopted as part thereof, this agreement is to provide for professional services to carry out the terms of the Transportation Planning Joint Participation Agreement, dated February 27th 2007, between the TPO and the FDOT and to provide personnel for the administration of the TPO.

2.00 SCOPE OF SERVICES

It is agreed by the City that it shall furnish the TPO with the staff necessary for professional, technical, administrative, and clerical services, office and other space, and other incidental items as may be required and necessary to manage the business and affairs of the TPO and to carry on the transportation planning and programming process specified by the Transportation Planning Joint Participation Agreement; provided, it is understood and agreed that, unless otherwise provided for, the performance of such service and functions shall be limited to those specified and allocated in the annual Unified Planning Work Program (UPWP) budget and all approved budgets and management reports under Federal or State grant contracts with the TPO. The TPO shall be responsible for the utilities and other costs related to the operation of the office space.

The UPWP shall be prepared by the TPO Staff in cooperation with all related state and federal agencies and TPO committees in accordance with the rules and regulations governing the TPO and shall be subject to the approval of the TPO before submittal to State or Federal agencies.

2.01 TPO Director

The TPO Director shall be selected by the TPO. Pursuant to Section 339.715(6)(g) Florida Statutes, the TPO Director shall report directly to the TPO governing board for all matters relating to the administration and operation of the TPO, including any additional personnel as deemed necessary. The TPO Director shall be responsible for the development of an appropriate organizational structure to carry out the responsibilities set forth in the Agreement; and the development of procedures to monitor and coordinate the planning process, as well as the overall administration of TPO programs. Addition of new personnel shall be subject to approval of the TPO. The TPO Director position shall be eligible for executive benefits as defined in HR-203 of the City's Administrative Policies and Procedures. The TPO chairman or his/her designee shall be responsible for the annual performance evaluation of the TPO Director.

2.02 Commitment of Personnel

The TPO Director shall annually have prepared a detailed listing of all tasks necessary and incident to carrying out the planning process. The TPO staff shall, at a minimum, have the following duties and functions:

- carry out the tasks as defined in the annual UPWP and ensure the continued certification of the TPO;

- coordinating the activities of the various structures established by the Interlocal Agreement heretofore mentioned;

- preparing the agendas and public notification for meetings of the TPO, Technical Advisory and Citizens Advisory Committees, Transportation Disadvantaged Local Coordinating Board, and Transit Executive Committee;

- preparing resolutions and other appropriate documents;

- scheduling meetings, giving notice, keeping minutes;

- coordinating and monitoring the activities of the various supporting offices;

- preparing an annual report;

- preparing such interim reports as may be required;

- developing and implementing operating procedures of a secretarial and administrative nature as are necessary and proper in order to effect the most efficient implementation of said program;

- directing the implementation of policies established by the TPO;

and performing other duties as may be assigned by the TPO.

2.03 Legal Representation

The TPO may employ special legal counsel for specific needs when it is deemed necessary.

2.04 Annual Budget

The UPWP shall serve as the annual budget for the TPO. The UPWP shall identify funding sources, participating agencies and the level of participation by the various agencies.

2.05 Financial Administration

- 2.05.1 The records and accounts of the TPO including receipts, expenditures and deposits shall be administered by the City in accordance with accounts and accounting procedures which shall be developed by the City for the TPO.
- 2.05.2 Contracts and bids for the purchase of materials and services shall be in accordance with City procedures for the same purposes. The TPO shall review and approve all Requests for Proposals (RFP) and subsequent contracts.
- 2.05.3 Each year the TPO shall establish per diem rates as part of the annual UPWP process.
- 2.05.4 The TPO shall be responsible for establishing job descriptions and pay grades for TPO positions. Each pay grade will define a minimum, mid-point and a maximum for the position. The TPO Director shall be responsible for determining the salary for new hires.

2.06 Training

Pursuant to Section 339.715(6)(h) Florida Statutes, the TPO shall provide training opportunities and training funds specifically for local elected officials and others who serve on the TPO. These training opportunities may be conducted by the TPO or through statewide and federal training programs and initiatives that are specifically designed to meet the needs of TPO board members.

3.00 Reimbursement to the City of Ocala

The TPO hereby agrees that it shall reimburse the City for all services rendered under this Agreement as specified in the UPWP budget and all approved budgets under Federal or State grant contracts with the TPO and in accordance with the procedures established pursuant to 2.05 of this Agreement. The determination of eligible costs shall be in accordance with 23 CFR Section 420, Federal Management Circular (FMC) 74-4, as appropriate.

3.01 Local Share

The City will provide cash for the required match for Federal funds from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

3.02 Invoices and Progress Reports

The TPO shall provide to the FDOT or appropriate Federal agencies quarterly progress reports and an invoice for reimbursement for all Federal grants with FHWA and FTA. The progress reports and invoices shall be in sufficient detail for audit purposes.

3.03 Payment

Payment to the City of any and all monies by the TPO is contingent upon the TPO first receiving the funds for the work tasks from the FDOT, FHWA, or FTA.

4.00 Information and Reports

The TPO will provide all required information and reports and will permit access to its books, records, accounts, and other sources of information, and its facilities as may be determined by FDOT, FHWA, or FTA to be pertinent to ascertain compliance with such regulations, orders and instructions. Where any information required of the TPO is in the exclusive possession of another who fails or refuses to furnish this information, the TPO shall certify to FDOT, FHWA, or FTA as appropriate, and shall set forth what efforts it has made to obtain the information.

5.00 Amendment of Agreement

The City and the TPO may, upon initiation of either party, amend this Agreement to cure any ambiguity, defect, omission or to grant any additional powers, or to confer additional duties which are consistent with the intent and purpose of this Agreement subject to formal approval by resolution of each party.

This Agreement shall become effective upon approval by the TPO and the Ocala City Council and remain in effect for a period of three years. At that time, the TPO shall review this Agreement to determine if any changes are warranted.

IN WITNESS WHEREOF, the undersigned parties have caused this Staff Services Agreement to be duly executed in their behalf this _____ day of _____, 2008.

CITY OF OCALA

OCALA/MARION COUNTY
TRANSPORTATION PLANNING
ORGANIZATION

By: _____
Charles Ruse Jr, Council President

By: _____
Michael Goldman, TPO Chairman

ATTEST: _____
Valerie Forster, City Clerk

ATTEST: _____
Greg Slay, TPO Director

Approved as to form and legality

Patrick G. Gilligan, City Attorney

**CITY OF OCALA
BUDGET RESOLUTION REVIEW FORM**

*ALL resolutions having a financial/budgetary impact must be reviewed and approved by the Finance Department **prior** to being placed on the City Council agenda. This form will be retained in the budget office and CMO will be emailed approval to include the resolution on the agenda.*

Resolution Subject:	<i>Acceptance of 2008/2009 PL112 (Planning)Funding</i>
Amount:	<i>\$645,815</i>
Agenda Date:	<i>Introduce 11/18/08 and adopt 12/2/08</i>
Contact Person:	<i>Karen Parko, TPO</i>

Other Notes: <i>This is the annual allocation of funding for the Ocala/Marion County Transportation Planning Organization.</i>

Reviewed By:	Initials	Date
Budget		
Accounting		
Grants (if applicable)		

Resolution

No. _____

A RESOLUTION TO ACCEPT AND APPROPRIATE GRANT FUNDS RECEIVED FROM THE U.S. DEPARTMENT OF TRANSPORTATION THROUGH THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION ON BEHALF OF THE OCALA/MARION COUNTY TRANSPORTATION PLANNING ORGANIZATION.

WHEREAS, on July 1, 2008 the Federal Highway Administration and the State of Florida Department of Transportation approved the Unified Planning Work Program for FY 2008/2009 as submitted by the Ocala/Marion County Transportation Planning Organization; and

WHEREAS, the United States Federal Highway Administration, through the Department of Transportation, approved the grant and has agreed to participate in the amount of \$545,815. An additional \$100,000 of deobligated funding has also been provided for a total funding of \$645,815.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF OCALA, FLORIDA, duly assembled in regular session, accepts grant funds in the amount of \$645,815 from the U.S. Department of Transportation on behalf of the Ocala/Marion County Transportation Planning Organization and appropriates these funds as outlined herein.

SOURCE

349-331.49600	PL112 Funds	\$645,815
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APPLICATION

349-16-569-549.11100	Admin. - Salaries/Regular	\$81,808
349-16-569-549.11300	Admin. – Salaries/Part-time	11,470
349-16-569-549.12100	Admin. - FICA	7,136
349-16-569-549.12200	Admin. - Retirement	12,680
349-16-569-549.12300	Admin. - Insurance	6,498
349-16-569-549.12400	Admin. – Workers’ Comp.	840
349-16-569-549.11400	Admin. – Longevity	4,335
349-16-569-549.13000	Admin. - Exec. Car Allowance	2,400
349-16-569-549.12700	Admin. - Exec. Life Insurance	150
349-16-569-549.13500	Admin. - Exec. Physical Allowance	500
349-16-569-549.31800	Admin. - Books/Publications	500
349-16-569-549.37800	Admin. - Dues/Subscriptions	2,600
349-16-569-549.43200	Admin – Professional Svcs. – Legal/Audit	1,750
349-16-569-549.48100	Admin - Fuel	500
349-16-569-549.55400	Admin. - Local Training	750
349-16-569-549.52800	Admin. - Office Supplies	4,500
349-16-569-549.53400	Admin. – Postage	500

349-16-569-549.42000	Admin. - Printing/Binding	500
349-16-569-549.42200	Admin. – Copy Contract	5,000
349-16-569-549.48800	Admin. - Repair/Maint. – Other	500
349-16-569-549.53600	Admin. - Small Tools/Equipment	1,250
349-16-569-549.53900	Admin. – Software	6,650
349-16-569-549.55300	Admin. – Travel/Training	7,500
349-16-569-549.55700	Admin. – Telephone Access	5,200
349-16-569-549.55800	Admin. – Telephone	4,000
349-16-569-549.66600	Admin. – Capital	<u>15,000</u>
	Subtotal	\$184,517
349-16-570-549.11100	Data Collection - Salaries/Regular	\$24,028
349-16-570-549.12100	Data Collection – FICA	1,838
349-16-570-549.12200	Data Collection – Retirement	3,724
349-16-570-549.12300	Data Collection – Insurance	2,825
349-16-570-549.43900	Data Collection – Professional Services	<u>71,445</u>
	Subtotal	\$103,860
349-16-573-549.11100	Long Range - Salaries/Regular	\$42,925
349-16-573-549.12100	Long Range – FICA	3,284
349-16-573-549.12200	Long Range – Retirement	6,654
349-16-573-549.12300	Long Range – Insurance	4,238
349-16-573-549.12700	Long Range – Exec. Life Insurance	75
349-16-573-549.43900	Long Range - Professional Services – Other	<u>150,000</u>
	Subtotal	\$207,176
349-16-574-549.11100	Short Range - Salaries/Regular	\$43,567
349-16-574-549.12100	Short Range – FICA	3,333
349-16-574-549.12200	Short Range – Retirement	6,753
349-16-574-549.12300	Short Range – Insurance	4,520
349-16-574-549.12700	Short Range – Exec. Life Insurance	<u>50</u>
	Subtotal	\$58,223
349-16-576-549.11100	Public Transp. - Salaries/Regular	\$14,238
349-16-576-549.12100	Public Transp. – FICA	1,089
349-16-576-549.12200	Public Transp. – Retirement	2,207
349-16-576-549.12300	Public Transp. – Insurance	1,413
349-16-576-549.12700	Public Transp. – Exec. Life Insurance	<u>25</u>
	Subtotal	\$18,972

349-16-578-549.11100	Public Involv. - Salaries/Regular	\$24,529
349-16-578-549.12100	Public Involv. – FICA	1,876
349-16-578-549.12200	Public Involv. – Retirement	3,802
349-16-578-549.12300	Public Involv. – Insurance	2,260
349-16-578-549.12700	Public Involv. - Exec. Life Insurance	50
349-16-578-549.30600	Public. Involv. – Advertising	<u>7,500</u>
	Subtotal	\$40,017
349-16-580-549.11100	Special Projects - Salaries/Regular	\$24,961
349-16-580-549.12100	Special Projects - FICA	1,910
349-16-580-549.12200	Special Projects – Retirement	3,869
349-16-580-549.12300	Special Projects – Insurance	2,260
349-16-580-549.12700	Special Projects - Exec. Life Insurance	<u>50</u>
	Subtotal	\$33,050
	TOTAL APPLICATIONS	\$645,815

This Resolution introduced this _____ day of _____, 2008.

This Resolution adopted this _____ day of _____, 2008.

CITY OF OCALA, FLORIDA

Attest:

Valerie J. Forster, City Clerk

Charles Ruse, Jr., City Council President

Reviewed for accounting accuracy
and completeness:

Approved as to form and legality:

Donald A. Corley
Director of Finance and Admin. Services

Patrick G. Gilligan, City Attorney

EMP NAME: Greg Slay PAYROLL DATE: 5/21/10

EMP # 1445 DATE RANGE: 5/3/10 5/14/10

DEPT: TPO Administration

CITY OF OCALA EXEMPT EMPLOYEE TIME SHEET

Table with 5 columns: DAY, DATE, VACATION HOURS, SICK HOURS, OTHER LEAVE TYPE/HOURS. Rows include dates from 5/3/10 to 5/14/10.

Comments:

By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.

EMPLOYEE SIGNATURE DATE

APPROVED BY DATE

PAYROLL CLERKS SIGNATURE DATE

For Payroll Clerks Use Only: Regular (01)..... Vacaton(03)..... Sick (04)..... FL Holiday(09)..... SPV (02)..... Safety Hrs Taken (14)..... Holiday (HL)..... Auth Lv W/Pay (31).. Other..... TOTAL.....

This record is maintained for administrative purposes only and does not in any way impact the employees wages or exempt status.

