

**MEETING ANNOUNCEMENT**  
**Joint Meeting of Madison Area Transportation Planning Board - A Metropolitan Planning Organization (MPO) and Capital Area Regional Planning Commission (CARPC)**

**January 9, 2019**

**Madison Water Utility Building**  
**119 E. Olin Avenue, Room A-B**

**6:45 p.m.**

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If you need an interpreter, materials in alternate formats, or other accommodations to access this meeting, contact the Madison Planning, Community & Econ. Development Dept. at (608) 266-4635 or TTY/TEXTNET (866) 704-2318.  
*Please do so at least 48 hours prior to the meeting so that proper arrangements can be made.*

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*Por favor contáctenos con al menos 48 horas de anticipación a la reunión, con el fin de hacer a tiempo, los arreglos necesarios.*

Yog tias koj xav tau ib tug neeg txhais lus, xav tau cov ntaub ntawv ua lwm hom ntawv, los sis lwm yam kev pab kom koom tau rau lub rooj sib tham no, hu rau Madison Lub Tuam Tsev Xyuas Txog Kev Npaj, Lub Zej Zos thiab Kev Txhim Kho (Madison Planning, Community & Economic Development Dept.) ntawm (608) 266-4635 los sis TTY/TEXTNET (866) 704-2318.  
*Thov ua qhov no yam tsawg 48 teev ua ntej lub rooj sib tham kom thiaj li npaj tau.*

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*请在会议开始前至少 48 小时提出请求，以便我们做出安排。*

## **AGENDA**

1. Roll Call
2. Public Comment (for items *not* on Agenda)
3. Presentation on National Survey and Report on MPO Staffing and Organizational Structures
4. Review of Draft MATPB/CARPC Workgroup Report
5. Discussion Regarding Communication to Local Leaders and Officials Regarding Workgroup Report
6. Discussion of Next Steps for Continuing Planning Integration Efforts
7. Adjournment

Next Regular MATPB (MPO) Meeting:

**Wednesday, February 6, 2019 at 6:30 p.m.**  
Madison Water Utility, 119 E. Olin Avenue, Room A-B

**Joint MPO - CARPC Meeting Agenda Cover Sheet  
January 9, 2019**

**Item No. 3**

**Re:**

Presentation on National Survey and Report on MPO Staffing and Organizational Structures

**Staff Comments on Item:**

The Federal Highway Administration (FHWA) contracted with the Center for Urban Transportation Research at the University of South Florida to research and prepare a report on the Staffing and Organizational Structures of MPOs. The report was published in October 2017 and updated an earlier 2010 report. The purpose of the project was to help MPOs evaluate their staffing and structures in light of current planning responsibilities and their policy environment.

The main focus of the Joint MATPB-CARPC Workgroup to investigate methods for better coordinating and integrating the planning efforts of the two agencies was on short-term strategies that don't involve major changes to the structure/governance of the two agencies. However, potential longer term strategies that do involve major changes such as merging MPO staff into CARPC were investigated and are listed in the report.

The FHWA report provides helpful background information on how MPOs around the country are structured and the advantages and disadvantages of those structures. This information can help inform discussion regarding the long-term planning integration methods identified in the report that involve restructuring of MATPB and CARPC.

**Materials Presented on Item:**

1. Presentation slides summarizing findings from the FHWA report related to MPO organizational structures

**Staff Recommendation/Rationale:**

N/A



# MPO Staffing and Organizational Structures

Prepared by  
Center for Urban Transportation Research, University of South Florida  
for  
U.S. Dept. of Transportation, FHWA

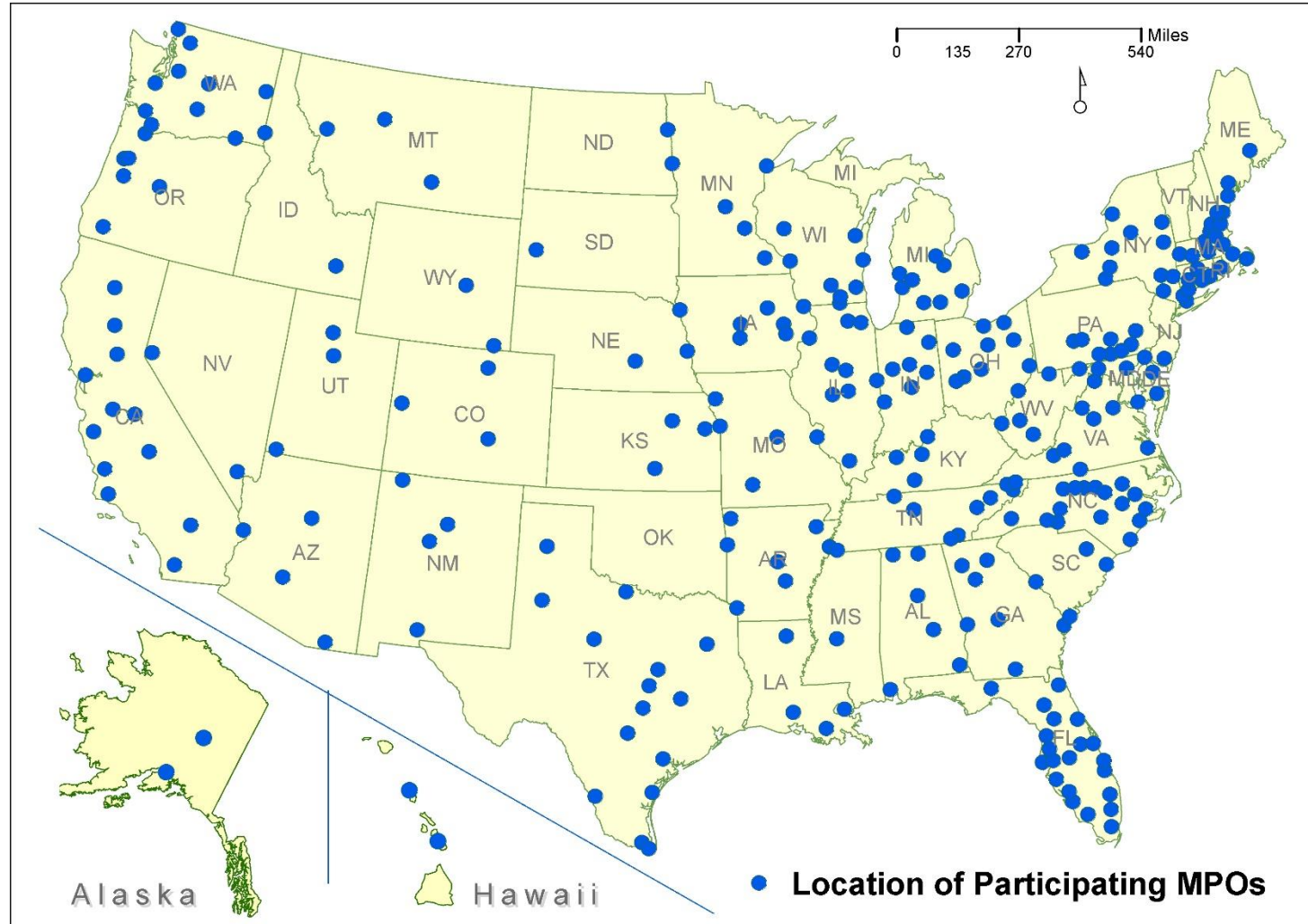
Published October 2017

# Project Scope

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- FHWA contracted with CUTR at USF to research and prepare report, Staffing and Administrative Capacity of MPOs (May 2010).
- Project involved national survey of MPOs and follow up case study research.
- Purpose – help MPOs evaluate their staffing and organizational structures in light of planning responsibilities, budget, and policy environment.
- Research updated and another report produced, MPO Staffing and Organizational Structures (October 2017).
- Total of 279 MPOs or 70% participated in survey

# Map of Participants



# Survey Scope

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Topics covered in the FHWA reports include:

- MPO governance
- MPO organizational structure and funding
- Work planning
- Staffing arrangements, employee retention, technical skills
- Use of consultants
- Use of advisory committees

2017 report also includes information on:

- Performance management
- Scenario planning

# Survey Results – Governance/Administration

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# Governance

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- Vast majority of seats on MPO boards belong to local (municipal, county) elected officials.
- Intergovernmental balance on board achieved through:
  - Allocation of seats (most common)
  - Rotation of seats among subset of local governments, and
  - Weighted voting.
- Over 50% of MPO boards have non-voting members, with State DOT representative by far the most common.
- Over 90% of MPOs have a technical advisory committee. Over 30% have citizen and pedestrian/bicycle advisory committees.

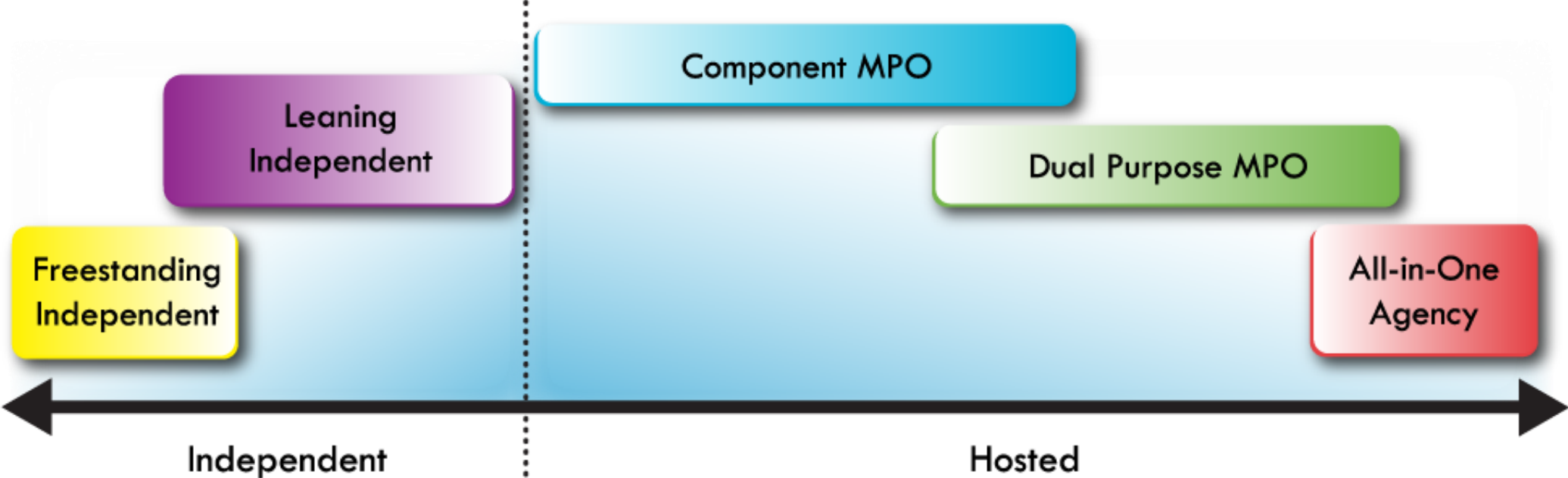


# Administrative Structure

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- More than 2/3 of MPOs are hosted by another entity/agency (i.e., acts as fiscal agent and hires employees).
- Regional council/RPC most common host (39%), followed by municipal government (35%), and county government (17%).
- MPOs structures span continuum ranging from fully independent to completely integrated with their host agency.

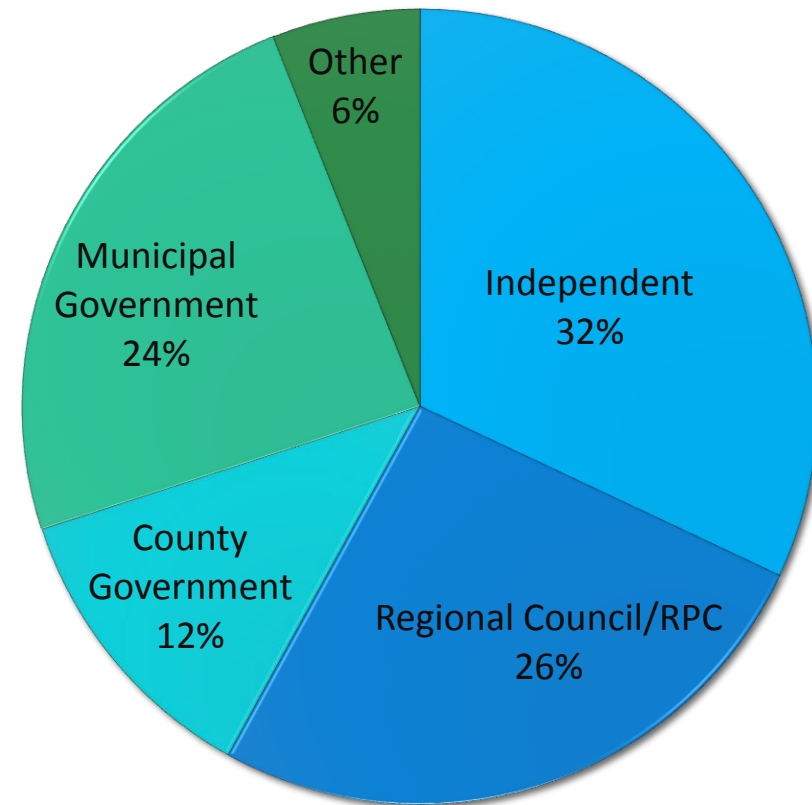
# MPO Hosting Continuum



# Types of Hosting

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- More likely to be hosted if the MPO is a non-TMA
- Regional Council/RPC is most common host
- Combined, local governments host 36% of all MPOs



# Host Agencies / Characteristics Shared with Host Agencies

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- Vast majority (81%) of hosted MPOs do not share same name and logo as host agency.
- Vast majority (84%) of hosted MPOs have separate board from host agency.
  - MPOs hosted by regional council/RPC more likely to have same board as host agency or a subset of that board.
- 63% of hosted MPOs have budget integrated with budget of the host agency.

# Advantages of Hosted Structure

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- Reduced cost of operations (shared resources, economies of scale)
- Financial assistance
- Enhanced coordination of planning efforts

# Disadvantages of Hosted Structure

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- Administrative rules/procedures of host agency
- Blurring between MPO and host agency responsibilities, identities, and boundaries
- Lack of autonomy and independence