

CRTPA BOARD

MEETING OF MONDAY, FEBRUARY 8, 2016 AT 1 PM

CITY OF TALLAHASSEE COMMISSION CHAMBERS
300 S. ADAMS STREET
TALLAHASSEE, FL 32301

MISSION STATEMENT

"The mission of the CRTPA is to act as the principal forum for collective transportation policy discussions that results in the development of a long range transportation plan which creates an integrated regional multimodal transportation network that supports sustainable development patterns and promotes economic growth."

FINAL AGENDA

1. **AGENDA MODIFICATIONS**

2. **AWARDS AND SPECIAL PRESENTATIONS**
 - CRTPA 2015 Chair Recognition to Commissioner Kristin Dozier.

3. **CONSENT AGENDA**
 - A. Minutes of the November 16, 2015 CRTPA Board Meeting
 - B. Minutes of the Executive Director Search Committee Meetings
 - C. CRTPA Travel Resolution

4. **CONSENT ITEMS PULLED FOR DISCUSSION**

5. C RTPA ACTION

The public is welcome to comment on any discussion item after a motion has been made and seconded. Each member of the public is provided three (3) minutes to address the C RTPA.

A. Orange Avenue

This agenda item seeks approval from the C RTPA Board to expand the limits of the Orange Avenue Project Development and Environment (PD&E) Study (scheduled to begin in 2019) and discuss the pursuit of an Orange Avenue/Lake Bradford Road/Springhill Road Corridor Study prior to the initiation of the PD&E study.

B. Executive Director Selection

This agenda item seeks C RTPA Board approval of the Executive Director Search Committee's recommended order of candidates as follows: Mr. Mike Kozlosky as the top candidate, Mr. Alauddin Kahn as the second candidate and Mr. Greg Slay as the third candidate for the C RTPA Executive Director position. Additionally, the Executive Director Search Committee is requesting approval to begin negotiations with the top candidate or successive candidates (should negotiations not be successful).

C. Executive Director Contract

This agenda item is being presented to provide direction to the C RTPA Board regarding the employment of the next Executive Director. The issue before the Board is whether to employ the Executive Director, with or without a contract.

D. November 2015 C RTPA Organizational Structure - Clarification

At the November 16, 2015 C RTPA Board meeting members held a lengthy discussion regarding the organizational structure and potential reconfigurations of the C RTPA. This item is being presented to address the votes that were taken at the meeting.

6. **C RTPA INFORMATION**

- A. Executive Director's Report
- B. 2016 C RTPA Transportation Alternatives Program (TAP) Update
- C. Correspondence
- D. Committee Actions (Citizen's Multimodal Advisory Committee/ Technical Advisory Committee/Transportation Disadvantaged Coordinating Board)
- E. Future Meeting Dates (Next Meeting: March 21, 2016)
- F. C RTPA Expense Reports

7. **C RTPA CITIZEN COMMENT**

This portion of the agenda is provided to allow for citizen input on any C RTPA issue. Those interested in addressing the C RTPA should complete a speaker request form located at the rear of the meeting room. Speakers are requested to limit their comments to three (3) minutes.

8. **ITEMS FROM C RTPA BOARD MEMBERS**

This portion of the agenda is provided to allow members an opportunity to discuss and request action on items and issues relevant to the C RTPA, as appropriate.



February 8, 2016

AGENDA ITEM 1

AGENDA MODIFICATIONS



February 8, 2016

AGENDA ITEM 2

CRTPA 2015 CHAIR RECOGNITION

STATEMENT OF ISSUE

An award will be presented to Commissioner Kristin Dozier for her dedicated service to the Capital Region Transportation Planning Agency as Chair of the organization during 2015.



February 8, 2016

AGENDA ITEM 3 A

MINUTES

REQUESTED BY: CRTPA Staff

TYPE OF ITEM: Consent

The minutes from the November 16, 2015 CRTPA meeting provided as ***Attachment 1*** and the voting sheet from the meeting is shown as ***Attachment 2***.

RECOMMENDED ACTION

Option 1: Approve the minutes of the November 16, 2015 CRTPA Board meeting.

ATTACHMENT

Attachment 1: Minutes of the November 16, 2015 CRTPA Board meeting.



CRTPA BOARD

MEETING OF MONDAY, NOVEMBER 16, 2015 AT 1 PM

CITY OF TALLAHASSEE COMMISSION CHAMBERS
300 S. ADAMS STREET
TALLAHASSEE, FL 32301

Meeting Minutes

MEMBERS PRESENT

Commissioner Kristin Dozier, Leon County, Chair
Commissioner Betsy Barfield, Jefferson County, Vice-Chair
Commissioner Mary Ann Lindley, Leon County
Commissioner Nick Maddox, Leon County
Commissioner Bryan Desloge, Leon County
Commissioner Bill Proctor, Leon County
Commissioner John Dailey, Leon County
Commissioner Jane Sauls, Leon County
Commissioner Nancy Miller, City of Tallahassee
Commissioner Curtis Richardson, City of Tallahassee
Commissioner Randy Merritt, Wakulla County
Commissioner Anthony Viegbesie, Gadsden County
Commissioner Georgia "Joy" Bowen, Leon County Schools

Members Absent:

Commissioner Scott Maddox, City of Tallahassee
Gadsden Municipalities

Staff Present: Thornton Williams, CRTPA Attorney; Ivan Maldonado, StarMetro; Wayne Tedder, PLACE; Greg Burke, CRTPA; Colleen Roland, CRTPA; Harry Reed, CRTPA; Lynn Barr, CRTPA; Jack Kostrzewa, CRTPA; Yulonda Mitchell, CRTPA; Starsky Harrell, FDOT; Jon Sewell, KHA,; April Williams, DOT; Cherie Bryant, PLACE; Suzanne Lex, DOT; Lonnie Ballard, City of Tallahassee; Nick Arnio.

1. AGENDA MODIFICATIONS

2. CONSENT AGENDA

A. Minutes of the October 19, 2015 CRTPA Board Meeting

Board Action: Commissioner Merritt made a motion to approve the Minutes of the October 19, 2015 Meeting Minutes. Commissioner Viegbesie seconded the motion. The motion was unanimously passed.

3. CONSENT ITEMS PULLED FOR DISCUSSION

4. CRTPA DISCUSSION

A. Connections 2040 Regional Mobility Plan Adoption

The CRTPA's long range transportation plan, "Connections 2040 Regional Mobility Plan" is scheduled for adoption.

Board Action: Commissioner Merritt made a motion to adopt the Connections 2040 Regional Mobility Plan. Commissioner Barfield seconded the motion. The motion was unanimously passed.

B. Election of CRTPA Chair and Vice-Chair

Annually, CRTPA members elect a new Chair and Vice-Chair to serve for the upcoming calendar year. Currently, Commissioner Dozier and Commissioner Barfield hold the CRTPA Chair and Vice-Chair positions, respectively.

Board Action: Commissioner Merritt nominated Commissioner Barfield for Chair and Commissioner Richardson for Vice-Chair. With no further nominations, Commissioner Viegbesie seconded the motion. The motion was unanimously passed.

C. 2016 CRTPA Meeting Calendar

The CRTPA Board meeting calendar for 2016 has been developed for board approval

Board Action: Commissioner Merritt made the motion to delete April retreat and schedule a regular meeting, noting the schedule could be modified if necessary. Commissioner Miller seconded the motion. The motion was unanimously passed.

D. Executive Director Transition Activities

Commissioner Barfield outlined the Committee's actions to the full board. She noted 23 applications received, reviewed and discussed. The Committee created a list of top qualities that would be sought out when searching for the top candidate for the position. The Committee narrowed the list down to six candidates. She noted the application period was not closed at the time of the meeting and more applicants would possibly apply. She outlined next steps. At the next meeting of the Executive Committee On December 9, 2015, the committee will review any new applications and narrow the applicant pool down to the top three candidates, set up interview process and develop interview questions. The top candidate would be presented to the full board at the February 8, 2016 board meeting.

Board Action: Commissioner Merritt made a motion to approve options 1 with the addition of the newly elected Vice-Chair and option 2. Commissioner Miller seconded the motion. The motion passed: For: 82.69 Against: 0

E. CRTPA Organizational Structure

A discussion related to potential organizational structures for the CRTPA will be provided.

Scott Ross, Leon County Financial Stewardship, presented information on the structure of the Metropolitan Planning Agencies within the state of Florida. Wayne Tedder, Director PLACE, provided information from City Managers and FDOT regarding the CRTPA and current relationship with the CRTPA.

Citizen Comment:

Sue Dick, 412 Plantation Road, President of Greater Tallahassee Chamber of Commerce, stated the Chamber recognizes the importance of the CRTPA regarding economic development opportunities and resources for our community and neighboring counties. This issue is important to the Business Advocacy Committee in regards to economic development.

Gary Yordon, 118 North Gadsden, Big Bend Contractors Association, stated there was no reason to rush the process and should be considered carefully. He noted, he chaired the board when this was reviewed in the 90s and felt the board may have not made the best choice. He strongly recommended the board consider all options prior to making a decision.

Board Action: Commissioner Desloge made a motion approve option 2 and move forward towards the next level with continued discussion. Commissioner Dozier seconded the motion for discussion.

The Attorney stated the board could not vote on the item, as the item was advertised as a discussion and direction item. Suggested the board have a general discussion with a general consensus for direction for staff regarding this item.

Board Action: Commissioner Lindley made a motion to withdraw options 3 and 4 completely from the list of options and request more information to consider a hybrid of 1 and 2. Commissioner Desloge withdrew the original motion and the new motion was seconded Commissioner Merritt.

The options of keeping the current structure or the assignment of the CRTPA under PLACE were discussed in detail with Commissioner Lindley making a motion to investigate both options and bring back information to find a potential hybrid solution. This motion was seconded by Commissioner Merritt.

It was noted by several commissioners that the real difference between the two options related to the placement of the CRTPA under PLACE. The other issues of coordination, cooperation, efficiency, and supervision of the Executive Director remained regardless of the structure.

Commissioner Lindley made a motion to modify the agenda to allow for there to be a vote on this agenda item. Commissioner Merritt seconded the motion. The motion was unanimously passed.

Board Action: Commissioner Richardson made a substitute motion that eliminated options 2, 3, and 4 and kept the CRTPA organizational structure as is, and to address the coordination, cooperation, efficiency, and supervision of the Executive Director through the CRTPA Board. This was seconded by Commissioner Nick Maddox. The motion passed: For: 42.95 (55%) Against: 34.45 (45%)*

The Board then brought back the original motion:

Board Action: Commissioner Lindley made a substitute motion to withdraw options 3 and 4 completely from the list of options and request more information to consider a hybrid of 1 and 2. The motion passed: For: 77.40 (100%) Against: 0

* - The substitute motion that was made by Commissioner Richardson passed 55% to 45% although it was originally reported that the substitute motion did not pass. See February 8, 2016 Agenda Item 5D for additional information.

F. Woodville Highway (SR 363) Design

A project update on the design for Woodville Highway (Capital Circle to Paul Russell Road) will be provided including information related to an upcoming project public meeting.

Board Action: This item was informational; therefore, no action was taken.

G. Thomasville Road Planning Study Update

A brief update will be provided on the Thomasville Road Planning Study that is exploring alternatives to provide additional capacity to north-south roadways on or parallel to Thomasville Road.

Board Action: This item was informational; therefore, no action was taken.

5. EXECUTIVE DIRECTOR'S REPORT

A status report on the activities of the Capital Region Transportation Planning Agency (CRTPA) and other items of interest will be provided.

Board Action: This item was informational; therefore, no action was taken.

6. CITIZEN COMMENT

7. ITEMS FROM MEMBERS

8. INFORMATION

-
- A. Correspondence**
 - B. Transportation Improvement Program Administrative Amendment**
 - C. Committee Actions (Citizen's Multimodal Advisory Committee/ Technical Advisory Committee/Transportation Disadvantaged Coordinating Board)**
 - D. Future Meeting Dates (Next Meeting: February 8, 2016)**
 - E. C RTPA Expense Reports**

Attested:

Yulonda Mitchell, Recording Secretary

Betsey Barfield, Chair

CRTPA VOTING RECORD

November 16 2015

Member Name	Representing	Voting Points	Consent		RMP		2016 Chair		Calendar		EDT 1		EDT 2		4E1 add to agen		4E sub		4E orig	
			Total Points		Total Points		Total Points		Total Points		Total Points		Total Points		Total Points		Total Points		Total Points	
			FOR	AGST	FOR	AGST	FOR	AGST	FOR	AGST	FOR	AGST	FOR	AGST	FOR	AGST	FOR	AGST	FOR	AGST
Commissioner Bowen	LCSB	1.00	1.00		1.00		1.00		1.00		1.00		1.00		1.00		1.00		1.00	
Commissioner Barfield	Jefferson	4.00	4.00		4.00		4.00		4.00			4.00	4.00		4.00		4.00		4.00	
Vacant	Gadsden Cities	5.00																		
Commissioner Randy Merritt	Wakulla	8.00	8.00		8.00		8.00		8.00		8.00		8.00		8.00			8.00	8.00	
Commissioner Dr. Anthony O. Viegbesie	Gadsden	8.00	8.00		8.00		8.00		8.00		8.00		8.00		8.00		8.00		8.00	
Commissioner John Dailey	Leon	5.29									5.29		5.29		5.29			5.29	5.29	
Commissioner Brian Desloge	Leon	5.29	5.29		5.29		5.29		5.29		5.29		5.29		5.29			5.29	5.29	
Commissioner Kristen Dozier	Leon	5.29	5.29		5.29		5.29		5.29			5.29	5.29		5.29			5.29	5.29	
Commissioner Mary Ann Lindley	Leon	5.29	5.29		5.29		5.29		5.29			5.29	5.29		5.29			5.29	5.29	
Commissioner Nick Maddox	Leon	5.29			5.29		5.29		5.29		5.29		5.29		5.29		5.29		5.29	
Commissioner Bill Proctor	Leon	5.29	5.29		5.29		5.29		5.29		5.29		5.29		5.29					
Commissioner Jane Sauls	Leon	5.29	5.29		5.29		5.29		5.29			5.29	5.29		5.29			5.29	5.29	
Commissioner Scott Maddox	Tallahassee	12.33																		
Commissioner Nancy Miller	Tallahassee	12.33	12.33		12.33		12.33		12.33		12.33		12.33		12.33		12.33		12.33	
Commissioner Curtis Richardson	Tallahassee	12.33	12.33		12.33		12.33		12.33		12.33		12.33		12.33		12.33		12.33	
TOTAL		100	72.11	0.00	77.40	0.00	77.40	0.00	77.40	0.00	62.82	19.87	82.69	0.00	82.69	0.00	42.95	34.45	77.40	0.00



February 8, 2016

AGENDA ITEM 3 B

**CRTPA SEARCH COMMITTEE
MINUTES**

REQUESTED BY: CRTPA Staff

TYPE OF ITEM: Consent

The minutes from the June 25, 2015, November 2, 2015, December 9, 2015 and January 7, 2016 CRTPA Search Committee meetings are provided as ***Attachment 1, Attachment 2, Attachment 3*** and ***Attachment 4, respectively.***

RECOMMENDED ACTION

Option 1: Approve the minutes of the June 25, 2015, November 2, 2015, December 9, 2015 and January 7, 2016 CRTPA Search Committee meetings.

ATTACHMENT

Attachment 1: Minutes of the June 25, 2015 CRTPA Search Committee meeting.

Attachment 2: Minutes of the November 2, 2015 CRTPA Search Committee meeting.

Attachment 3: Minutes of the December 9, 2015 CRTPA Search Committee meeting.

Attachment 4: Minutes of the January 7, 2016 CRTPA Search Committee meeting.



CRTPA SEARCH COMMITTEE MEETING

June 25, 2015
1:00 PM-3:00 PM

Meeting Minutes

MEMBERS PRESENT

Commissioner Kristin Dozier, Leon County, Chair
Commissioner Betsey Barfield, Jefferson County
Commissioner Randy Merritt, Wakulla County
Commissioner Nancy Miller, City of Tallahassee

Members Absent:

Commissioner Anthony Viegbesie, Gadsden County

Staff Present: Harriet Williams, CRTPA Attorney Harry Reed, CRTPA; Yulonda Mitchell, CRTPA; Toya Owens, City of Tallahassee Human Resources and Shanita Jones, City of Tallahassee Human Resources

1. CRTPA Executive Director Position Description

The members of the Committee reviewed position descriptions from other Metropolitan Planning Organizations. The Committee also determined how the final description would be worded for this position for advertisement. (Attached)

2. CRTPA Executive Director Salary and Benefits

The Committee reviewed the current salary and benefits to determine ranges for inclusion in recruitment advertisement. The Committee set the minimum and maximum hiring range.

3. Advertisement – The Committee determined advertisement methods and screening criteria. The Committee determined the City of Tallahassee and Leon County would post the job opening on their respective websites. The position was also advertised with the Association of Metropolitan Planning Organizations, American Planning Association (APA) as well as the Florida (APA) websites.

4. Future Meetings and Agendas

- Determine time and date of next meeting (August) to consider benefit package, employment contract, and management structure.
- Shortlist meeting - Time and date (September) – determine ranking method
- Finalist Interviews – Time and date (October) – interview and select candidate

Attested:

Yulonda Mitchell, Recording Secretary

Kristin Dozier, Chair

EXECUTIVE DIRECTOR-CAPITAL REGION TRANSPORTATION PLANNING AGENCY

City of Tallahassee

Salary Range: \$ \$95,000 - \$110,000/annually

(Previous Applicants Need Not Reapply-Current Application Still Valid)

This is managerial and professional work serving as the Executive Director for the Capital Region Transportation Planning Agency (CRTPA). The CRTPA is a multi-county metropolitan planning organization established by federal and state statute. It has a voting makeup that reflects the multi-county area (Gadsden, Leon, Jefferson and Wakulla) it serves. A considerable degree of independent judgment, discretion and initiative are exercised by the incumbent in carrying out work assignments by and for the CRTPA Board. This position reports to the CRTPA Board. Work is reviewed through reports, conferences, observations and by results achieved.

Meets the needs of the CRTPA Board. Plans, organizes, supervises and coordinates transportation planning activities for the CRTPA. Directs CRTPA staff in the implementation of related policies and procedures. Directs resource allocation to transportation planning efforts and project development programs. Administers, plans, assigns, schedules and coordinates the activities of professional MPO planners, technical specialists and administrative staff involved in the planning, coordinating, implementing and maintaining of an MPO long range, short range or regional transportation planning program; a transportation improvement program; a congestion management or corridor planning program; a multimodal planning program; a transportation land use planning program; or an administrative support activity to meet other state and federal requirements. Prepares and administers the CRTPA budget and seeks alternative funding sources. Assigns, directs, and evaluates professional, technical and clerical staff. Prepares agenda and agenda requests for CRTPA and subcommittees. Performs related work as required.

Minimum Training and Experience

Possession of a master's degree in transportation engineering, planning, public administration, or a related field and four years of professional planning experience; or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity.

Note: Preference may be given to applicants with Metropolitan Planning Organization (MPO) and FDOT/ FHWA Processes experience. AICP Designation desirable. Benefits and salary to be negotiated at time of hire.

CLOSING DATE: November 6, 2015

Visit <http://www.talgov.com>, -job openings link, for instructions on how to apply. Please follow application instructions precisely. TDD Number: 711. Equal Opportunity, Veterans Preference Employer.

MAJOR FUNCTION

This is managerial and professional work serving as the Executive Director for the Capital Region Transportation Planning Agency (CRTPA). The CRTPA is a multi-county metropolitan planning organization established by federal and state statute. It has a voting makeup that reflects the multi-county area (Gadsden, Leon, Jefferson and Wakulla) it serves. A considerable degree of independent judgment, discretion and initiative are exercised by the incumbent in carrying out work assignments by and for the CRTPA Board. This position reports to the CRTPA Board. Work is reviewed through reports, conferences, observations and by results achieved.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Meets the needs of the CRTPA Board. Plans, organizes, supervises and coordinates transportation planning activities for the CRTPA. Directs CRTPA staff in the implementation of related policies and procedures. Directs resource allocation to transportation planning efforts and project development programs. Administers, plans, assigns, schedules and coordinates the activities of professional MPO planners, technical specialists and administrative staff involved in the planning, coordinating, implementing and maintaining of an MPO long range, short range or regional transportation planning program; a transportation improvement program; a congestion management or corridor planning program; a multimodal planning program; a transportation land use planning program; or an administrative support activity to meet other state and federal requirements. Prepares and administers the CRTPA budget and seeks alternative funding sources. Assigns, directs, and evaluates professional, technical and clerical staff. Prepares agenda and agenda requests for CRTPA and subcommittees. Performs related work as required.

Other Important Duties

Engages in community involvement related to transportation issues. Assists with statewide transportation policy development through the Metropolitan Planning Organization Advisory Committee (MPOAC) and the review of state planning legislation. Undertakes special transportation projects and studies, as outlined in the UPWP.

DESIRABLE QUALIFICATIONS**Knowledge, Skills and Abilities**

Thorough knowledge of metropolitan planning organization processes, including transportation modeling and statistics. Thorough knowledge of the inter-relationship between planning and other physical and social planning activities. Thorough knowledge of sources of information, current literature and recent developments regarding best business practices and MPO planning including the principles of supervision, organization and administration and knowledge of budget preparation, accounting, economics, and administration. Thorough knowledge of business/public administration with particular reference to MPO, state and federal administration. Knowledge of Florida Department of Transportation (FDOT) and Federal Highway Administration (FHWA) functions and operations including FDOT work program and FHWA funding. Skill in modern technology and computer application related to the function of an MPO. Ability to plan, direct, and supervise agency operations and activities and to analyze facts and exercise sound judgment in decision-making. Ability to analyze complex regional transportation planning issues, develop innovative solutions and implement programs which effectively meet the needs of the CRTPA. Ability to develop and maintain effective working relationships with elected officials, staff, citizens, the FDOT and the FHWA as necessitated by CRTPA work. Ability to communicate clearly and concisely, orally and in writing. Ability to plan, organize, direct and coordinate activities of technical and professional staff. Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed

officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.

Minimum Training and Experience

Possession of a master's degree in transportation engineering, planning, public administration, or a related field and four years of professional planning experience; or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity.

Established: 09-22-04
01-25-06
06-30-15

CRTPA SEARCH COMMITTEE MEETING

NOVEMBER 2, 2015

1:00 pm-3:00 pm

CITY OF TALLAHASSEE COMMISSION CHAMBERS
300 S. ADAMS STREET
TALLAHASSEE, FL 32301

Meeting Minutes

MEMBERS PRESENT

Commissioner Kristin Dozier, Leon County, Chair
Commissioner Betsey Barfield, Jefferson County
Commissioner Nancy Miller, City of Tallahassee
Commissioner Randy Merritt, Wakulla County

Members Absent:

Commissioner Anthony Viegbesie

Staff Present: Harriet Williams, CRTPA Attorney; Wayne Tedder, PLACE; Harry Reed, CRTPA; Jack Kostrzewa, CRTPA; Yulonda Mitchell, CRTPA; Toya Owens, City of Tallahassee Human Resources

Agenda Item 1 Review and General Discussion

The Committee conducted a review and general discussion of all candidates for CRTPA Executive Director's position. The Chair invited staff from CRTPA (Jack Kostrzewa) and the Planning Department (Wayne Tedder) to join in an advisory Capacity.

It was determined the purpose for the committee would be to serve as a 'search committee' for the Executive Director position that would be vacated by Harry Reed.

Agenda Item 2 Discussion of Applicant Ranking Process

The applicants were ranked by the members present and experience was carefully considered. The Committee narrowed the search down to 5 candidates, noting the position would likely be re-advertised.

Agenda Item 3 Next Steps Discussion

- Finalize applicants (Closing date November 6, 2015)
- Distribute applications (November 17, 2015)
- Conduct Interviews (Early January 2015)
- Prepare an agenda item for November 16, 2015 meeting regarding Organization Structure

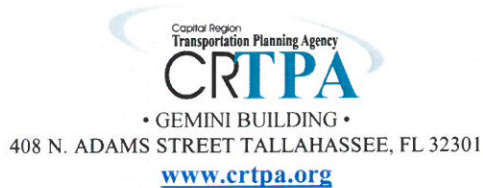
Applicants to move forward in process:

It was decided by the members of the Committee that the following applicants would move forward in the process. Eric Hill; Alauddin Kahn; Michael Kozlosky; David (Greg) Slay; Elizabeth Schrey.

Attested:

Yulonda Mitchell, Recording Secretary

Kristin Dozier, Chair



CRTPA SEARCH COMMITTEE MEETING

DECEMBER 9, 2015

9:00 am-11am

Meeting Minutes

MEMBERS PRESENT

Commissioner Kristin Dozier, Leon County, Chair
Commissioner Betsey Barfield, Jefferson County
Commissioner Nancy Miller, City of Tallahassee
Commissioner Randy Merritt, Wakulla County
Commissioner Anthony Viegbesie, Gadsden County
Commissioner Curtis Richardson, City of Tallahassee (Non-voting)

Staff Present: Harriet Williams, CRTPA Attorney Harry Reed, CRTPA; Jack Kostrzewa, CRTPA; Yulonda Mitchell, CRTPA; Toya Owens, City of Tallahassee Human Resources

1. Review additional applications

As noted in previous minutes, there were additional applications received since the last meeting. The two additional applicants were reviewed and discussed.

2. Develop short list of candidates to interview

The Committee determined through ranking applicants, the candidates for interview would be the following applicants. Eric Hill, David (Greg) Slay, Michael Kozlosky, Alauddin Kahn. The Committee directed staff to proceed with contacting the applicants and scheduling interviews for January 7 and 8, 2016.

3. Develop interview questions

The Committee was provided with sample questions to start the process. The Committee determined that there would be 11 questions during the interview.

4. Discuss interview process and times

The applicants would be interviewed by a panel (the 'Search Committee'), followed by the selected candidate being presented to the board for approval at the February 8, 2015 board meeting.

5. Discuss salary and benefits for new Executive Director

Legal staff was asked to provide information on the pros and cons of offering a contract for this position. Any negotiations would be conducted with the Chair, Legal Council and the selected candidate. The final decision would be approved at the March 21, 2015 Board meeting.

Attested:

Yulonda Mitchell, Recording Secretary

Kristin Dozier, Chair

CRTPA Executive Director Interview Questions

1. Briefly describe your strengths and weaknesses in a professional setting.
2. Describe your experience with Metropolitan Planning Organizations (MPOs).
3. What are the main functions of a MPO?
4. Describe your knowledge of the State of Florida and Federal legislation pertaining to MPOs.
5. Describe your experience in leading an organization and supervising staff.
6. Tell us about your experience in implementing Federal, State and Local policies regarding diversity in hiring and contracting.
7. Describe your experience working with local and state elected officials and State Transportation and other State agency staff. How would your experience apply to this position?
8. Give an example of a controversial issue you took to the public. What facilitation methods did you find successful.
9. Describe your experience in managing contracts, budgeting and audits.
10. Describe your knowledge and/or experience of the FDOT project planning and Work Program processes and how it apply to the Long Range Transportation Plan.
11. Under the current organizational structure, this position reports to the CRTPA Board, it is currently under consideration to change the position to a contract position; Tell us the job in which you received the greatest amount of supervision and the job with the least amount of supervision?
12. Tell us why you want to move to Tallahassee and take this position?
13. Do you have any questions of us?

THANK YOU FOR TAKING THE TIME INTERVIEW WITH US.



CRTPA SEARCH COMMITTEE MEETING

January 7, 2016

3:30 pm-5:00 pm

Meeting Minutes

MEMBERS PRESENT

Commissioner Kristin Dozier, Leon County, Chair
Commissioner Betsey Barfield, Jefferson County
Commissioner Nancy Miller, City of Tallahassee
Commissioner Curtis Richardson, City of Tallahassee

Members Absent:

Commissioner Randy Merritt, Wakulla County
Commissioner Anthony Viegbesie, Gadsden County

Staff Present: Harriet Williams, CRTPA; Jack Kostrzewa, CRTPA; Yulonda Mitchell, CRTPA; Toya Owens, City of Tallahassee Human Resources

1. **Candidate Discussion and Ranking**

Interviews were held on January 7, 2016. The applicants that were selected were Michael Kozlosky, David Slay and Aladdin Kahn. The fourth candidate, Eric Hill, withdrew his application. The Board discussed the three candidates and discussed the strengths of each candidate and how the candidate would be a benefit to the Agency.

The Committee then ranked the applicants. The vote on the ranking was:

1) Kozlosky 2) Kahn and 3) Slay

The Committee outlined the next steps as:

- 1) Contact references for all candidates (Human Resources)
- 2) Contact employer references for all candidates (CRTPA)
- 3) Conduct Background checks on all candidates (CRTPA and Human Resources-Safety Division)
- 4) Present findings to Board on February 8, 2016, for approval and further direction.

Attested:

Yulonda Mitchell, Recording Secretary

Kristin Dozier, Chair



February 8, 2016

AGENDA ITEM 3 C

TRAVEL REIMBURSEMENT

REQUESTED BY: Staff

TYPE OF ITEM: Consent

STATEMENT OF ISSUE:

The CRTPA, as part of their Staff Services Agreement, is paid or reimbursed for travel according to the standards set forth by the City of Tallahassee. To facilitate the processing of invoices for reimbursement from the Florida Department of Transportation and be reimbursed for the City rate, a resolution is necessary.

RECOMMENDED ACTION

Option 1: Approve the resolution.

BACKGROUND:

Section 112.061, Florida Statute (2015) allows certain units of local government to establish their own rate of travel expense reimbursement. At this time, the CRTPA provides a rate of reimbursement different than the Florida Department of Transportation, but consistent with Federal Guidelines. The CRTPA uses the standards established by the City of Tallahassee because:

- Through the adopted Staff Services Agreement, the City processes travel reimbursement at a specific rate, relative to the costs incurred.
- The process of receiving reimbursement from the Florida Department of Transportation becomes complicated, often delaying the reimbursement to the City.

Adoption of a resolution memorializing the preference to use the City rate will expedite the future processing of travel reimbursement as well as ensure that the proper amount be reimbursed.

RECOMMENDED ACTION

- Option 1: Approve the resolution
- Option 2: Provide other direction

ATTACHMENT

Attachment 1: Resolution



Authorizing Resolution 2016-2-3C

A RESOLUTION OF THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY HEREBY REFERRED TO AS THE "CRTPA" APPROVING THE PER DIEM RATES APPLICATION OF FEDERAL PER DIEM AND MILEAGE RATES.

WHEREAS, the CRTPA is responsible for administering the State and Federal Transportation Planning Process in Gadsden, Jefferson, Leon and Wakulla Counties;

WHEREAS, Florida Statute 112.61(14)(a)[5] states that "any metropolitan planning organization created pursuant to s. 339.175 or any other separate legal or administrative entity created pursuant to s. 339.175 of which a metropolitan planning organization is a member" may establish per diem rates and mileage rate by enactment of a resolution;

WHEREAS, the CRTPA is required to attend meetings and training opportunities outside of its jurisdiction, and

WHEREAS, the CRTPA wishes to be reimbursed for travel according to rates that are part of their Staff Services Agreement with the City of Tallahassee and consistent with Federal standards.

NOW THEREFORE, BE IT RESOLVED BY THE CRTPA THAT:

1. The CRTPA has the right to establish per diem rates beyond the State of Florida rates, and
2. The CRTPA establishes that the staff and elected officials will be compensated for per diem and mileage costs consistent with Federal government rates.

DULY PASSED AND ADOPTED THIS 8th DAY OF FEBRUARY 2016.

Capital Region Transportation Planning Agency

By: _____
Betsy Barfield, Chair

Attest: _____
Jack Kostrzewa
Interim CRTPA Executive Director



February 8, 2016

AGENDA ITEM 4

CONSENT ITEMS PULLED FOR DISCUSSION

**AGENDA ITEM 5 A****ORANGE AVENUE PROJECT DEVELOPMENT AND ENVIRONMENT (PD&E) STUDY
AND CORRIDOR STUDY****REQUESTED BY: CRTPA Staff****TYPE OF ITEM: Action****STATEMENT OF ISSUE**

This agenda item seeks approval from the CRTPA Board to expand the limits of the Orange Avenue Project Development and Environment (PD&E) Study (scheduled to begin in 2019) and discuss the pursuit of an Orange Avenue/Lake Bradford Road/Springhill Road Corridor Study prior to the initiation of the PD&E Study.

RECOMMENDED ACTION

- Option 1: Approve the expansion of the Orange Avenue Project Development and Environment Study from the original limits of Monroe Street to Springhill Road to the new limits of Monroe Street to Capital Circle, Southwest.
- Option 2: Authorize the CRTPA Interim Executive Director to pursue a corridor study on Orange Avenue, Lake Bradford Road and Springhill Road with CRTPA transportation partners.

HISTORY AND ANALYSIS

There are two items that are being forwarded for discussion and approval by the CRTPA Board relating to the Orange Avenue Corridor. The first is the Orange Avenue PD&E Study and the second is a corridor study on Orange Avenue, Lake Bradford Road and Springhill Road. Both of these items are outlined as follows.

Orange Avenue PD&E Study

The Orange Avenue Project Development and Environment (PD&E) Study is currently scheduled in the Draft Florida Department of Transportation (FDOT) Work Program for the year 2019 with the limits of Monroe Street to Springhill Road. This expanded on the limits of Adams Street to Springhill Road as suggested in the CRTPA's Regional Mobility Plan (RMP) and the Leon County Sales Tax (now Blueprint 2000) project.

However, these limits call into question what happens west of Springhill Road in terms of pedestrian, roadway, transit, the airport connection and general mobility throughout the corridor. Therefore, CRTPA staff, in discussions with the FDOT, would like to have the CRTPA Board approve the expansion of the study's limits to Capital Circle, Southwest. The new limits would be from Monroe Street to Capital Circle, Southwest.

The limit change may alter the cost and timing of the PD&E Study which needs to be worked out with FDOT. The cost, timing, and modification to the Connection 2040 RMP Cost Feasible Plan will be brought back to the Board; however, this may be in the best interest of the corridor based on the discussion below regarding the initiation of a corridor study prior to the PD&E Study.

Orange Avenue/Lake Bradford Road/Springhill Road Corridor Study

There are several projects in the Blueprint 2020 program that are in the southwest area of Leon County including two on state roads; [Orange Avenue (Monroe Street to Capital Circle, Southwest) and Lake Bradford Road (Stadium Drive to Orange Avenue)] and one on a Leon County Road; [Springhill Road (Orange Avenue to Capital Circle, Southwest)]. In total, these corridors are approximately 8.5 miles in length with the Orange Avenue corridor being 4.5 miles and the Lake Bradford/Springhill Road corridor being 4.0 miles (an area map is shown as **Attachment 1**). While these projects will be pursued independently, from a transportation perspective, it would be a best practice to perform a single study for the following purposes:

1. **Coordination**. Collectively, these projects and the property along these corridors have varying interests that range from the FDOT, FHWA, CRTPA, Blueprint 2000, City of Tallahassee, Leon County, StarMetro, FSU, FAMU, Leon County School Board, Innovation Park, Economic Development and the Tallahassee International Airport. It would be in the best interest of all of these organizations to move forward into the PD&E Study with the same concepts for these corridors.
2. **Advanced Planning**. These corridors have the potential to change dramatically following the lead of the Gaines Street improvements and through the identification of potential land use changes. Vetting the vision of the potential land use and transportation changes in the area as seen by the public, Leon County Schools, the Tallahassee International Airport, and FDOT (through implementation of complete streets and roundabout policies) will help frame the study area prior to the initiation of any PD&E Study.
3. **Public Participation**. One of the most intensive components of the planning effort is the need for a high level of public participation. Reaching out to the citizens, organizations, and agencies along these corridors will help lay a great foundation for developing these projects beyond the corridor studies.
4. **Flexibility**. The corridor plan that is developed for these projects can be updated as needed to implement any future decisions.
5. **Adoption of Plan**. The adoption of the corridor plan into the Tallahassee-Leon County Comprehensive Plan will provide a greater level of security for the implementation of the projects when the funds are available.
6. **Funding**. All of these corridors, with the exception of a portion of Orange Avenue, are identified in the Blueprint 2020 program which in total has over \$110 million identified in the Connections 2040 Regional Mobility Plan for improvements. There will be plenty of opportunities to develop funding partnerships for these corridors.

These are a few of the major items that would be of benefit to addressing these corridors collectively. Additionally, major intersections such as Springhill Road and Orange Avenue can be planned for with all of the improvements in mind as opposed to a project by project approach.

However, before the corridor study can be initiated, staff to the FDOT, C RTPA, and Blueprint 2000 need to detail the funding and management components. Therefore, C RTPA staff is seeking authorization from the Board to further discuss the details of this effort with FDOT and Blueprint 2000.

From a timing perspective, it is estimated that this project should move forward within the next six (6) to nine (9) months in order to be completed and utilized for the Orange Avenue PD&E Study. The cost and funding partnership of the corridor study has yet to be determined and will be brought to future C RTPA meetings along with any agreements or Joint Participation Agreements to be approved and initiated.

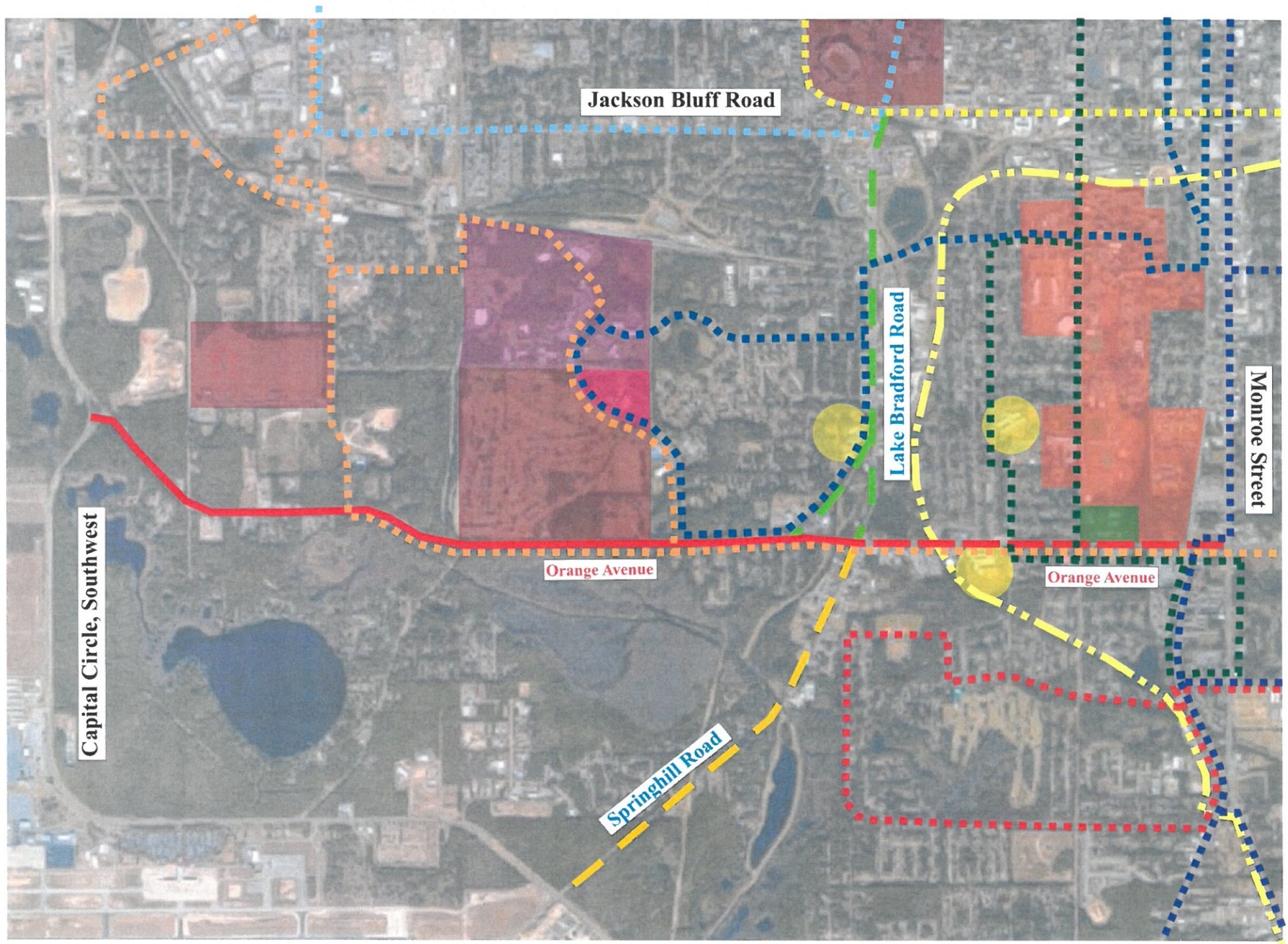
OPTIONS

- Option 1: Approve the expansion of Orange Avenue Project Development and Environment Study from the original limits of Monroe Street to Springhill Road to the new limits of Monroe Street to Capital Circle, Southwest.
(RECCOMENDED)
- Option 2: Authorize the C RTPA Interim Executive Director to pursue a corridor study on Orange Avenue, Lake Bradford Road and Springhill Road with C RTPA transportation partners.
(RECCOMENDED)
- Option 3: C RTPA Board Discretion.

Attachments

- Attachment 1: Area Map

Orange Avenue/Lake Bradford Road/Springhill Road Corridor Study



Legend



StarMetro Big Bend Route



StarMetro Dogwood Route



StarMetro Forest Route



StarMetro Gulf Route



StarMetro Live Oak Route



StarMetro Moss Route



StarMetro Tall Timbers Route



St. Marks Trail/Cascades Trail



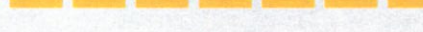
Orange Avenue - C RTPA



Orange Avenue - C RTPA and Blueprint 2000



Lake Bradford Road - C RTPA and Blueprint 2000



Springhill Road - Leon County and Blueprint 2000



FSU



FAMU



FSU/FAMU



Innovation Park



Tallahassee Regional Airport



FAMU High School



Leon County School Board



February 8, 2016

AGENDA ITEM 5 B

CRTPA EXECUTIVE DIRECTOR SELECTION

REQUESTED BY: Executive Director Search
Committee

TYPE OF ITEM: Action

STATEMENT OF ISSUE

This agenda item is being presented to seek Capital Region Transportation Planning Agency (CRTPA) Board approval of the Executive Director Search Committee's recommended order of candidates as follows: Mr. Mike Kozlosky as the top candidate, Mr. Alauddin Kahn as the second candidate and Mr. Greg Slay as the third candidate for the CRTPA Executive Director position. Additionally, the Executive Director Search Committee is requesting approval to begin negotiations with the top candidate or successive candidates (should negotiations not be successful).

RECOMMENDED ACTION

- Option 1: Approve the selection of Mr. Mike Kozlosky as the top candidate, Mr. Alauddin Kahn as the second candidate and Mr. David (Greg) Slay as the third candidate for the position of Executive Director of the CRTPA.
- Option 2: Authorize the CRTPA Chair, Betsy Barfield, to enter into the negotiation process with the top candidate or successive candidates as required in the event of unsuccessful negotiations.

HISTORY AND ANALYSIS

In March of 2015, the CRTPA Executive Director announced that he would be retiring at the end of the calendar year. This announcement initiated the process to find a new CRTPA Executive Director. The following briefly describes the process and conclusion to the CRTPA Executive Director search.

May 2015

At the May 18, 2015 CRTPA Board meeting, members were presented a Transition Plan for the hiring of the Executive Director. This process was approved by the CRTPA Board and included the establishment of a CRTPA Executive Committee which included the CRTPA Chair (Leon County Commissioner Kristin Dozier), Vice-Chair (Jefferson County Commissioner Betsy Barfield), Past Chair (Wakulla County Commissioner Randy Merritt) and a member from the City of Tallahassee (Commissioner Nancy Miller) and Gadsden County (Commissioner Anthony Viegbesie). A general calendar of events was also developed and presented to the Board and included timeframes for advertising, application submission, shortlisting candidates, interviews and final hiring of the Executive Director.

June 2015

At the June 25, 2015 CRTPA Executive Committee meeting, members were presented the description of the Executive Director position to prepare final language for advertising the position. Additional discussion at the meeting related to the Executive Director's salary, benefits, and the description of the position. These items are shown as **Attachment 1**, **Attachment 2**, and **Attachment 3**, respectively.

July 2015

The CRTPA Executive Director position is released with a closing date of August 28, 2015.

August 2015

The window to submit application for the CRTPA Executive Director closes.

September 2015

At the September 21, 2015 CRTPA Board meeting, members begin the discussion regarding the Executive Director position as it relates to having a contract or not having a contract. This discussion leads to re-opening the position for additional applicants with a closing date of November 6, 2015.

November 2, 2015

The CRTPA Executive Committee meeting began with a review of all the qualified candidate applications twenty-one (21) received to date. During the review process and discussion, it became evident that most committee members had begun to identify candidates they felt should receive strong consideration. While there were differences in how each member was selecting their strong candidates, the members came to consensus on five candidates they would like to move to interview consideration based on general discussion and input from staff, including:

- Eric Hill
- Alauddin Kahn
- Michael Kozlosky
- Elizabeth Schrey
- David (Greg) Slay

Since the deadline for the second round of application submittals was November 6, 2015, additional qualified applications were to be considered at the next Executive Committee meeting (December 9, 2015).

November 6, 2015

This served as the closing date for additional applications for the Executive Director position. Three additional applications were added bringing the total to twenty-four (24).

November 16, 2015

The CRTPA Board approved a motion to rename the Executive Committee to the Executive Director Search Committee.

Additionally, the CRTPA Board traditionally elects a new Chair for the upcoming calendar year and approved Commissioner Betsy Barfield for Chair with Commissioner Curtis Richardson serving as the

Vice-Chair which called into question the membership of the Executive Director Search Committee. After further discussion, the C RTPA approved a motion that would maintain the membership as originally constituted, with Commissioner Richardson serving in a non-voting role.

December 9, 2015

There were several items discussed at the December 9, 2015 Executive Director Search Committee meeting. The first was a review of the three (3) additional applications that were submitted by the November 6, 2015 deadline. After a discussion of these three applications, members decided that none would be moving into the next phase of the process which left the five applicants discussed at the November 2, 2015 committee meeting [Eric Hill, Alauddin Kahn, Michael Kozlosky, Elizabeth Schrey, and David (Greg) Slay].

The Committee discussed the qualities that each of the applicants possessed versus the requirements of the Executive Director position which ultimately led to the decision to move into the interview process with the four (4) applicants below:

- Eric Hill
- Alauddin Kahn
- Michael Kozlosky
- David (Greg) Slay

Additional discussion at the meeting related to the development of the questions for the interview process with a focus on supervisory skills, general Metropolitan Planning Organization (MPO) knowledge, and project experience.

The final item discussed at the meeting revolved around whether applicants were still interested in pursuing the Executive Director position since some of them had applied in the July – August 2015 time period. C RTPA staff was asked to verify the willingness of applicants to continue in the process. Additionally, the committee decided January 7 and 8, 2016 would serve as the dates for the interviews for all applicants.

December 9, 2015 through January 7, 2016

During this time period C RTPA staff contacted applicants to ensure that they were willing to continue into the interview process. One of the applicants, Eric Hill, decided that he did not wish to be considered as a candidate for the Executive Director position thus reducing those being considered to three (3) and only requiring one day for interviews which would be January 7, 2016.

On January 6, 2016 Commissioner Viegbesie informed the Committee that he would not be able to continue in the interview process due to illness, leaving Commissioner Barfield, Commissioner Dozier, Commissioner Merritt, and Commissioner Miller remaining as voting members with Commissioner Richardson serving as a non-voting member.

January 7, 2016

The interview process began at 9:30 with the first interview. During the interview, Commissioner Merritt had a family emergency and had to leave immediately. The interviews continued leaving

Commissioner Barfield, Commissioner Dozier, and Commissioner Miller remaining as voting members with Commissioner Richardson serving as a non-voting member.

Executive Director Selection

The four (4) remaining members of the Executive Director Selection Committee discussed the interviews and the strengths that they saw in each of the applicants with all members reaching consensus on the candidates. The three remaining voting members approved a motion that ranked the three applicants in the following order:

- Michael Kozlosky – Application shown as **Attachment 4**.
- Alauddin Kahn – Application shown as **Attachment 5**.
- David (Greg) Slay – Application shown as **Attachment 6**.

NEXT STEPS

February 8, 2016 CRTPA Meeting

The purpose of the February 8, 2016 CRTPA meeting is to approve the selection of Mr. Mike Kozlosky as the top candidate, Mr. Alauddin Khan as the second candidate and Mr. David (Greg) Slay as the third candidate for the CRTPA Executive Director position. After approval of the top candidates, the second step of the process is to have the top candidate (Mr. Mike Kozlosky) enter into negotiations with the Chair and the CRTPA Attorney (serving in an advisory role).

The reason the Executive Director Search Committee is requesting the CRTPA Board approve the candidate order as shown in the “Recommended Action” is to ensure that should negotiations **not** be successful, negotiations can begin with the next candidate, or candidates, without having to go back to the full CRTPA Board until successful negotiations occur.

March 21, 2016 CRTPA Meeting

Pending successful negotiations, the CRTPA Board members will be asked to approve the CRTPA Executive Director and dissolve the Executive director Search committee.

OPTIONS

- Option 1: Approve the selection of Mr. Mike Kozlosky as the top candidate, Mr. Alauddin Kahn as the second candidate and Mr. David (Greg) Slay as the third candidate for the Executive Director of the CRTPA.
(RECCOMENDED)
- Option 2: Authorize the CRTPA Chair, Betsy Barfield, to enter into the negotiation process with the top candidate or successive candidates as required in the event of unsuccessful negotiations.
(RECCOMENDED)
- Option 3: CRTPA Board Discretion.

Attachments

- Attachment 1: Executive Director Salary
- Attachment 2: Executive Director Benefits
- Attachment 3: Executive Director Position Description
- Attachment 4: Application of Mr. Mike Kozlosky
- Attachment 5: Application of Mr. Alauddin Khan
- Attachment 6: Application of Mr. David (Greg) Slay

MPO Salaries and Benefits

ATTACHMENT 1

MPO	Salary	Contract	Severance	Benefits/Allowances	Retirement
Space Coast (Brevard County)	\$105,046	Yes	20 wks	Laptop Computer Cell phone \$75/mo \$125K Life Ins Auto mileage Reimburse Annual Lv - 24 days Annual Sick - 15 days	FRS
North Florida TPO (Duval, Clay Nassau and St. Johns counties)	\$150,000 3% COLA Merit Pay Bonus (up to 15%)	Yes	6 mos	Auto - \$600/mo Cell phone provided	City of Jacksonville Deferred Comp - \$10K/yr
Broward	\$150,000 COLA Merit	Yes	3 mos	Auto - \$500/mo Cell phone \$125/mo Annual Lv - 10 days	FRS
Hernando/Citrus	\$97,217	No	No	Cell phone provided County vehicle available 30 days paid time off annually (both sick and annual)	FRS
Sarasota/Manatee	\$138,320 - FY 15 \$143,852 - FY 16 \$148,908 - FY 17	Yes	20 wks	Auto - \$450/mo Cell phone \$45/mo LT Disability - \$500/yr	FRS Deferred Comp - \$7K/yr
MetroPlan (Orange, Osceola and Seminole counties)	\$165,448	Yes	3 mos	incentive payment up to 3% Auto - \$600/mo Cell phone provided 12days sick - 32 days annually	10% contribution to 401 plan \$18,000 annual contribution to 457 plan
Charlotte County - Punta Gorda	\$65,790 - \$98,696	No	12 wks	County through Staff Services Agreement provides vehicle and cell phone 12days sick - 15 days annually	FRS
St. Lucie	\$101,000	Yes	3 mos	Auto - \$600/mo Cell phone provided Life Insurance provided Annual Lv - 4 weeks Annual Sick - 2 weeks	FRS
CRTPA (Gadsden, Jefferson, Leon and Wakulla counties)	\$105,290	No	?	Auto - \$250/mo Cell phone provided Flex Bucks - \$294/mo Annual Lv - 24 days Annual Sick - 6 days Plus cumulative lifetime maximum of 1200 catastrophic illness leave hours	Choice FRS or City Plan

MPO Salaries and Benefits

ATTACHMENT 2

MPO	Salary	Contract	Severance	Benefits/Allowances	Retirement
Space Coast (Brevard County)	\$105,046	Yes	20 wks	Laptop Computer Cell phone \$75/mo \$125K Life Ins Auto mileage Reimburse Annual Lv - 24 days Annual Sick - 15 days	FRS
North Florida TPO (Duval, Clay Nassau and St. Johns counties)	\$150,000 3% COLA Merit Pay Bonus (up to 15%)	Yes	6 mos	Auto - \$600/mo Cell phone provided	City of Jacksonville Deferred Comp - \$10K/yr
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MAJOR FUNCTION

This is managerial and professional work serving as the Executive Director for the Capital Region Transportation Planning Agency (CRTPA). The CRTPA is a multi-county metropolitan planning organization established by federal and state statute. It has a voting makeup that reflects the multi-county area (Gadsden, Leon, Jefferson and Wakulla) it serves. A considerable degree of independent judgment, discretion and initiative are exercised by the incumbent in carrying out work assignments by and for the CRTPA Board. This position reports to the CRTPA Board. Work is reviewed through reports, conferences, observations and by results achieved.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Meets the needs of the CRTPA Board. Plans, organizes, supervises and coordinates transportation planning activities for the CRTPA. Directs CRTPA staff in the implementation of related policies and procedures. Directs resource allocation to transportation planning efforts and project development programs. Administers, plans, assigns, schedules and coordinates the activities of professional MPO planners, technical specialists and administrative staff involved in the planning, coordinating, implementing and maintaining of an MPO long range, short range or regional transportation planning program; a transportation improvement program; a congestion management or corridor planning program; a multimodal planning program; a transportation land use planning program; or an administrative support activity to meet other state and federal requirements. Prepares and administers the CRTPA budget and seeks alternative funding sources. Assigns, directs, and evaluates professional, technical and clerical staff. Prepares agenda and agenda requests for CRTPA and subcommittees. Performs related work as required.

Other Important Duties

Engages in community involvement related to transportation issues. Assists with statewide transportation policy development through the Metropolitan Planning Organization Advisory Committee (MPOAC) and the review of state planning legislation. Undertakes special transportation projects and studies, as outlined in the UPWP.

DESIRABLE QUALIFICATIONS**Knowledge, Skills and Abilities**

Thorough knowledge of metropolitan planning organization processes, including transportation modeling and statistics. Thorough knowledge of the inter-relationship between planning and other physical and social planning activities. Thorough knowledge of sources of information, current literature and recent developments regarding best business practices and MPO planning including the principles of supervision, organization and administration and knowledge of budget preparation, accounting, economics, and administration. Thorough knowledge of business/public administration with particular reference to MPO, state and federal administration. Knowledge of Florida Department of Transportation (FDOT) and Federal Highway Administration (FHWA) functions and operations including FDOT work program and FHWA funding. Skill in modern technology and computer application related to the function of an MPO. Ability to plan, direct, and supervise agency operations and activities and to analyze facts and exercise sound judgment in decision-making. Ability to analyze complex regional transportation planning issues, develop innovative solutions and implement programs which effectively meet the needs of the CRTPA. Ability to develop and maintain effective working relationships with elected officials, staff, citizens, the FDOT and the FHWA as necessitated by CRTPA work. Ability to communicate clearly and concisely, orally and in writing. Ability to plan, organize, direct and coordinate activities of technical and professional staff. Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed

officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.

Minimum Training and Experience

Possession of a master's degree in transportation engineering, planning, public administration, or a related field and four years of professional planning experience; or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity.

Established: 09-22-04
01-25-06
06-30-15

**ATTACHMENT 4**

Name: Kozlosky, Michael
Applicant ID: 131258
Job Opening: 150222 Executive Director - Capital Region Transportatic
Date Submitted: 8/2/2015 12:46:28 PM

Contact Information

Address 1: 1800 Eastwood Road #158 **City:** Wilmington **State:** NC **Zip Code:** 28403
Address 2: **Race:** **Gender:**
Email Address: mkozlosky@hotmail.com **Telephone:** 910/367-3754

Highest Education Level: G-Bachelor's Level Degree

High School Education

School: Kittanning Sr. High School
Received: Certificate of Completion **Completion Date:** 5/26/1995
State: PA **Country:** USA

College, University or Vocational/Tech Education

Name of School: Indiana University of PA **Major:** Urban and Regional Planning
Degree Earned: Bachelor of Science **Date Acquired:** 5/12/2000
Location: PA **Graduated?** Y **# of credit hours earned:**
Name if Different in School

.....

Work Experience

ATTACHMENT 4

Employer City of Wilmington/Wilmington
Job Title Executive Director
Start Date: 11/29/2004 **End Date:** 08/01/2015
Annual Salary: \$0.00 **Number of Hours Worked Per Week** 0
Number of Employees Supervised: 8

Description:

Perform professional duties for implementing a continuing, cooperative and comprehensive (3-C) transportation planning process the Wilmington Urban Area.

- Managed growth and operations of the Wilmington Urban Area Metropolitan Planning Organization
 - Long Range Planning, Current Planning and Transportation Demand Management
 - Budget and Fiscal Management
 - Strategic Planning
 - Project Management of between \$100,000-\$12,000,000
- Supervise employees for the Wilmington MPO

Work Experience

Employer City of Jacksonville, NC
Job Title Transportation Planner
Start Date: 04/09/2001 **End Date:** 11/26/2004
Annual Salary: \$40,000.00 **Number of Hours Worked Per Week** 0
Number of Employees Supervised: 0

Description:

Major Projects: External Origin and Destination Study, Traffic Count Plan, Socio-economic Housing Data Collection and coordination of a Transit Demonstration Project. Left this position to take a position in Wilmington, NC.

Training**License/Certificates**

License	License #
Issued By	Issue Date

Additional Attachments

Attachment: Resume
Attachment Description Talahassee_Resume.docx

Supervisor References**ATTACHMENT 4**

Employer	City of Wilmington			
Name	Glenn Harbeck		<i>Director of PDT</i>	
Address	305 Chesnut Street	City	Wilmington	State NC
Phone	910/341-5808			
Employer	City of Wilmington			
Name	Kayre Graybeal		<i>Development Services</i>	
Address	305 Chestnut Street	City	Wilmington	State NC
Phone	910/341-5808			
Employer	City of Jacksonville			
Name	Rhonda Rogers		<i>Sr. Transportation P</i>	
Address	PO Box 128	City	Jacksonville	State NC
Phone	910/938-5294			
Employer	City of Wilmington			
Name	Ron Satterfield		<i>Planning Manager</i>	
Address	305 Chestnut Street	City	Wilmington	State NC
Phone	910/341-3255			

COT Applicant Answers and Questions

ARE YOU CLAIMING VETERAN'S PREFERENCE?

(NOTE: In order to receive Veterans' Preference, you MUST submit appropriate documentation substantiating your claim at the time of application.)

No

Are you a U.S. citizen or are you legally authorized to work in the U.S.? If a conditional offer of employment is made, you will be required to provide identification and proof of citizenship or authorization to work in the U.S.

Yes

Are you a current City Employee?

No

Are you a current or former law enforcement officer, other covered employee or the spouse or child of a covered employee or former employee who is exempt from public records disclosure under §119.07, Florida Statutes?

No

Do you have Supervisory Experience? If, "Yes", include your supervisory duties and number of employees supervised, in the work History section of your application.

Yes

IF YOU ARE CLAIMING VETERAN'S PREFERENCE:

Are you a veteran awarded a qualifying Campaign or Expeditionary Medal, or who has served on active duty for one day or more during a wartime period for a war listed by Section 1.01 (14), Florida Statutes?

N/A

IF YOU ARE CLAIMING VETERAN'S PREFERENCE:

Are you a veteran with a service-connected disability who is eligible for or receiving compensation, disability retirement, or pension.

N/A

IF YOU ARE CLAIMING VETERAN'S PREFERENCE:

Are you the spouse of a veteran who cannot qualify for employment because of a total and permanent disability, or the spouse of a veteran missing in action, captured, or forcibly detained by a foreign power?

N/A

IF YOU ARE CLAIMING VETERAN'S PREFERENCE:

Are you the unmarried widow or widower of a veteran who died of a service-connected disability?

N/A

If you are a male between the ages of 18 and 26, you will be required to provide proof of registration or exemption prior to any employment. Do you have proof of registration with the Selective Service System, or proof of exemption from such?

N/A

May we contact your Current Employer?

No

May we contact your former employer?

ATTACHMENT 4
Yes

To Your Knowledge, Do You Have Any Relatives Working For The City Of Tallahassee? (If Yes, Prior To Any Employment By The City, You Will Be Required To Provide Their Name, Relationship To You, And The Department.)

No

I understand that any omissions, falsifications, misstatements, or misrepresentations of the information provided by me may disqualify me for employment consideration and, if I am hired, may be grounds for termination at a later date. I understand that any information I provide may be investigated as allowed by law. I consent to the release of information about my ability, employment history, and fitness for employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staff, and other authorized employees of the City government for employment purposes. This consent shall continue to be effective during my employment if I am hired. I understand that applications submitted for City employment are public records except as noted in next section. I certify that to the best of my knowledge and belief that all of the statements contained herein and on any attachments are true, correct, complete, and made in good faith. I further understand that if I am selected to fill a safety-sensitive position, I will be required to successfully pass a pre-employment drug test prior to appointment.

Applicant Signature:

Michael Kozlosky

Date: _____

CRTPA Executive Director Supplemental Applicant Questionnaire
(Please respond to each of the questions below)

1. Describe your experience with Metropolitan Planning Organizations (MPOs).

I have worked for a Metropolitan Planning Organization for the 14+ years of my professional career. I am responsible to a board of 13-elected and appointed officials that represent 10 municipalities and counties which serve 252,000 people within the 494 square mile MPO planning area boundary. I am intimately involved with MPOs and the continuing, cooperative and comprehensive transportation planning process. In my professional capacity, I have been involved with and lead efforts in long range planning, current planning, strategic planning, ect. These long range planning activities include the development of metropolitan transportation plans, corridor studies, collector street plans, bicycle and pedestrian plans and transit plans. As a Transportation Management Area (TMA), we are also responsible for the administration of the Surface Transportation Program-Direct Attributable (STP-DA) and Transportation Alternatives Program-Direct Attributable (TAP-DA) funds.

2. Describe your knowledge of State and Federal legislation pertaining to MPOs.

I am very knowledgeable of federal legislation pertaining to MPOs. 23 U.S.C 134 and 49 U.S.C 1607 outline MPO requirements to conduct transportation planning in a (3-c) continuing, cooperative and comprehensive manner. 23 U.S.C 134 outlines the general requirements of MPOs. The most current Congressional transportation legislation also outlines requirements for MPOs. Based on federal law, MPOs are required to be in compliance with Title VI of the Civil Rights Act of 1964, consider how the planning process will affect Disadvantaged Business Enterprises and how the process has considered the Americans With Disabilities Act. Federal law outlines the core functions and federal mandates for MPOs.

My state knowledge centers around experiences in North Carolina. However, if selected for the position would be willing and eager to learn these state legislative requirements. Based on research, I have found that the Florida Legislature established the Florida Metropolitan Planning Organization Advisory Council (MPOAC). This legislation outlines the administrative procedures for the MPOAC. We have a similar Association in North Carolina however this Association is not legislatively created.

3. Describe your experience in leading an organization.

I have been responsible for leading the Wilmington Urban Area Metropolitan Planning Organization for 10+ years. In my tenure in my current position, I have been able to grow the MPO from 3 positions in 2005 to 9 positions today. In this capacity, the MPO has been responsible for developing metropolitan transportation plans, corridor studies, collector street plans, bicycle and pedestrian plans and transit plans including an award winning long range transportation plan, The MPO has been responsible for current planning activities that include development and Transportation Impact Analysis review. The MPO also administers the STP-DA and TAP-DA programs. In my capacity, I am responsible for managing the day to day operations of the MPO which include strategic planning, budgeting and fiscal management, supervision of staff, ect.

4. Describe your past relationships with local elected officials, State legislative staffs and elected officials, and/or FDOT and other State agency staff.

I work with the Transportation Advisory Committee (TAC) members, local elected boards of City, Town, County officials, and state legislative members and NCDOT officials on a daily basis. The MPO's policy board is comprised of 13-elected or appointed officials. In my role as Executive Director, I am in constant contact with these various boards and commissions. I am frequently in dialogue with members of the state delegation and this interaction is elaborated on in the section regarding the legislative action.

5. Describe your experience in developing and/or reviewing policy.

In my planning career, I have been responsible for developing long range planning efforts that include policy recommendations. These include the development of the Metropolitan Transportation Plan, Collector Street Plans, Bike/Pedestrian plans and Corridor Studies. As part of these planning efforts, these policy recommendations strive to improve the community and region.

6. Describe your experience in drafting and/or reviewing legislation.

I have experience in working with the state legislature on many fronts. In the past, I have worked with the NC Blue Ribbon Commission on Mobility and the 21st Transportation Committee. I was responsible for the drafting of legislation that in 2006 allowed the Wilmington MPO (only MPO in the state with this authority) to file Transportation Corridor Official maps. The case of Kirby v. North Carolina Department of Transportation found that the filing of transportation corridor official maps is a taking. The MPO was subsequently named as a defendant in lawsuits as a result of this filing. The NC Department of Transportation and US attorneys declined to represent the Wilmington MPO in these lawsuits. To date, the MPO has been a named defendant in 13 lawsuits. I was responsible for developing legislation and testifying in the NC House Transportation Committee on legislation that requires the NCDOT to indemnify, hold harmless and defend the MPO in these lawsuits. This bill was signed by the Governor in July 2015. In the current legislative session, I was also responsible for working with Senator Michael Lee to draft legislation that allows the City of Wilmington to utilize an abandoned rail corridor for a trail and/or greenspace until the re-establishment of rail service to Wilmington which is many years off.

7. Describe your experience in supervising staff.

I have 10+ years of experience in supervising staff. This experience ranges from managing star employees to difficult staff to even having to terminate an employee. Although there are still minor issues, I believe currently we have the best staff working for the MPO. In my tenure at the MPO, I have been able to grow the number of staff from 3 to 9 members. My management style empowers staff to make decisions without micro-management.

8. Describe your experience in facilitating public and stakeholder involvement.

I have significant experience in facilitating public and stakeholder involvement. The type of stakeholder involvement depends on the type of project or effort that is being undertaken. These engagement efforts can range from steering committees, subject matter experts, charrettes, open-house style meetings to formal presentations. With the development of Cape Fear Transportation 2040 we utilized a Citizen Advisory Committee and subject matter experts to assist in the development of the plan. We also used an on-line survey in which we received over 4,000 comments and held a number of open house meetings. Another example is the Wilmington/New Hanover Comprehensive Greenway Plan. In this effort we utilized a greenway steering committee; conducted a media partner workshop; created brochures, flyers and

marketing materials; utilized an on-line comment form in which we received over 3,600 comments; project website; created a Facebook page; print media; radio/television; attendance at public events; held interview sessions and presented to civic organizations; conducted public input meetings and created a video. Both of these planning efforts were a tremendous success. We also use a Public Involvement Plan to also guide stakeholder involvement. Additionally, I am a certified Charrette Planner.

9. Describe your experience in managing contracts and budgeting.

I have substantial experience in managing contracts for long range planning efforts and Capital Improvement Projects. This includes managing consultant contracts for corridor studies, collector street plans, bike/pedestrian plans, transit plans as well as for capital projects. I have managed planning projects ranging from \$25,000 to the North 3rd Street Streetscape project which was over a \$12 million design and construction project. This project included the design and construction of streetscape and aesthetic enhancements, water and sewer upgrades, repaving, etc. This effort included coordination with the City, NCDOT, Cape Fear Public Utility Authority, etc.

10. Describe your experience in preparing and giving oral presentations.

I have prepared and given presentations to various groups and stakeholders throughout my career. These presentations include TCC/TAC, local elected boards, community/civic groups, etc. I am typically willing to talk to anyone who is willing to listen. The type of presentation depends on the audience. One example of these presentations and educational outreach efforts was the 2014 City of Wilmington Transportation Bond. As part of this City effort, the MPO was the responsible staff in charge of working with a Wilmington City Council sub-committee to evaluate and develop a list of projects for the bond and then educate the public on the effort. These project lists were developed from the adopted long range plans and evaluated using a matrix of evaluation criteria approved by the Committee. The final bond package included \$35 million for roadways and \$20 million for bike/pedestrian improvements. In this effort, we held public open house meetings and I presented by myself or with the Mayor to over 25 civic/community organizations, residents and business leaders. The bond passed with 65% for and 35% against.

11. Describe your experience in working with very minimal supervision and initiating projects.

I work with minimal supervision on a daily basis and I am responsible for initiating projects. These efforts range from long range planning activities, current planning projects and the development of capital improvement projects. Although the MPO is housed in the City of Wilmington's Planning, Development and Transportation Department, I am responsible for the management and oversight of the MPO and our activities.

12. Describe your knowledge and/or experience of the FDOT project planning and Work Program processes.

I have significant experience in the development of the Unified Planning Work Program and budget for the Wilmington MPO. Although I do not have experience with FDOT project planning, I do have experience with planning capital projects in North Carolina. This includes taking projects from cradle to grave and can be as small as a \$100,000 intersection project to a \$12 million streetscape. I also have experience in working with the Department of Transportation to plan and develop multi-million dollar projects utilizing state or federal funds.

Mike Kozlosky
mkozlosky@hotmail.com
1800 Eastwood Road #158
Wilmington, NC 28403
(910) 367-3754

Job Target:

To obtain the position of *Executive Director* with the Capital Region Transportation Planning Agency where I can utilize the knowledge, skills and abilities I have obtained to guide and grow the agency.

Professional Experience

Nov. 2004- Present Executive Director/Wilmington Metropolitan Planning Organization
Sr. Transportation Planner/City of Wilmington
City of Wilmington, Wilmington, NC: Glenn Harbeck AICP (910) 341-5808
Perform professional duties for implementing a continuing, cooperative and comprehensive (3-C) transportation planning process the Wilmington Urban Area.

- Managed growth and operations of the Wilmington Urban Area Metropolitan Planning Organization
- Long Range Planning, Current Planning and Transportation Demand Management
- Budget and Fiscal Management
- Strategic Planning
- Project Management of between \$100,000-\$12,000,000

April 2001- Nov. 2004 Transportation Planner
City of Jacksonville: Jacksonville, NC: Rhonda Rogers (910) 938-5294
Major Projects: External Origin and Destination Study, Traffic Count Plan, Socio-economic Housing Data Collection and coordination of a Transit Demonstration Project.

Education:

Indiana University of Pennsylvania, Indiana, Pennsylvania
Bachelor of Science May 2000
Major: Regional and Urban Planning
Minor: Economics

Activities:

Member, National American Planning Association
Member, North Carolina American Planning Association
Member, North Carolina Institute of Traffic Engineers
President of NCAMPO- 2008 and 2009
Member, AMPO Technical Committee
Certified Charrette Planner, National Charrette Institute
Leadership Wilmington, Class of 2009
Former Member, Cape Fear Habitat for Humanity Board of Directors
Former Member, Cape Fear Land Trust Board of Directors

References: Available Upon Request



Name: Khan,Alauddin
Applicant ID: 131876
Job Opening: 150222 Executive Director - Capital Region Transportation
Date Submitted: 8/13/2015 11:29:44 AM

ATTACHMENT 5

Contact Information

Address 1: 427 Artemus Ct
Address 2:
Email Address: alauddin-khan@transpomatics.us
City: Henderson
Race:
State: NV
Zip Code: 89074
Gender:
Telephone: 415/572-8081

Highest Education Level: I-Master's Level Degree

High School Education

School:
Received:
Completion Date:
State:
Country:

College, University or Vocational/Tech Education

Name of School: Aspen University
Location: CO
Major: Business Administration
Graduated? Y
Date Acquired: 8/9/2008
Degree Earned: Master of Business Admin
Credit Hours:
Credit Type:

Name if Different in School

Name of School: Harvard University
Location: MA
Major: Management Mentor Program
Graduated? N
Date Acquired:
Degree Earned: Non-Graduate
Credit Hours:
Credit Type:

Name if Different in School

Name of School: Michigan State University
Location: MI
Major: Transportation Engineering
Graduated? Y
Date Acquired: 1/5/2002
Degree Earned: Master of Civil Engineering
Credit Hours:
Credit Type:

Name if Different in School

Name of School: NUST
Location:
Major: Civil Engineering
Graduated? Y
Date Acquired: 3/15/1998
Degree Earned: Master of Civil Engineering
Credit Hours:
Credit Type:

Name if Different in School

Work Experience**ATTACHMENT 5**

Employer Transpomatics
Job Title Managing Director
Start Date: 3/13/2014 **End Date:**
Annual Salary: \$110,000.00 **Number of Hours Worked Per Week** 30
Number of Employees Supervised: 12

Description:

Strategic management advisory and program implementation of the Department of Transportation Major Systems Data Integration and Business Intelligence program to help put agency in line with Map-21 reporting requirement and streamline FHWA system performance indicators. Developed Architecture for strategic management software, performance management software, Value Analysis and Value Engineering software, Electronic Statewide Transportation Improvement Program. Helped implement the financial, planning, GIS, traffic and TDM model, pavement, bridge management systems, in compliance with Map-21 requirements. Collaborated with partner agencies to facilitate the sharing of data. Other tasks accomplished included: Advanced Data Analytics and Research, Financial Analyses, System Preservation Strategies, GIS networks integration, Safety management system, performance management, development of automated data collection systems, innovative and alternative transportation funding strategies. Manage the work performed by a group of professional staff including civil engineers, planners, software and hardware engineers, and financial and statistical professionals.

Currently Working in this job

Work Experience

Employer Nevada Dept. of Transportation
Job Title Chief of Strategic Management
Start Date: 2/2/2010 **End Date:** 3/13/2014
Annual Salary: \$0.00 **Number of Hours Worked Per Week** 40
Number of Employees Supervised: 5

Description:

Lead and initiated dialogue to identify alternative funding sources for roadway improvements. Collaborated with legislators and policy makers regarding performance measures, legislative matters, asset management and operational strategies, and revenue and expenditures. Identified funding sources for operational improvements. Worked with program development division to help identify funding for local agencies traffic systems improvement. Developed the congestion management measure using field traffic data and synchro traffic models. Managed consultants to enhance system efficiency. Worked with operations division to calculate Level of Service on major arterials to include in funding initiatives. Actively involved in the flashing yellow policy and implementation. Worked with Caltrans to develop strategies for ramp metering queue determination. worked with the university to develop an automated tool to provide improved signal progression and minimize delays. Performed quality and risk management to reduce costs and added value to projects. Saved \$100s of millions through effective value analysis. Conducted financial analyses and provided policy recommendations. Helped the department in its strategic planning and financial planning processes to improve operations and deliver projects on-time and within budget. Helped initiate strategic data plan for data integration and GIS visualization. Improved department performance through customer feedback. Helped integrate departmental data for strategic fact-based decision-making. Developed sophisticated performance management system to improve agency's performance. Developed the transportation revenue management system to manage the department budget effectively. Developed and implemented cost allocation and value engineering management systems to streamline program delivery. Prepared legislative Bill Draft Requests for the legislative session. Collaborated and built consensus with local agencies, MPOs, FHWA, stakeholders, Congressional members and staff, Governor's office, Legislative Counsel Bureau and the public to build consensus for regional initiatives. Met with media and editorial boards to provide information. Managed strategic performance measures for the agency to increase accountability and optimize resource allocation. Served on national transportation committees. Analyze public-private partnerships and alternative program delivery methods and explored innovative financing options. Helped build the west coast coalition of states to identify alternative funding initiatives. Worked with other divisions to prioritize and implement projects to improve freeway operations and preserve and optimize existing assets. Developed congestion management system for congestion performance measures. Worked closely with the MPOs in Nevada to strategize the short range and long range transportation plans for the metropolitan regions. Actively involved in the strategic direction and policy of the statewide 50-year long range plan to identify future needs and funding for economic competitiveness and sustainability. Collaborated with the FHWA office regarding the Everyday Counts Initiative, collaborated closely with federal agencies to craft language for the transportation funding legislation. Actively participated in the multi-state and multi-agency regional operations improvement program and the discussion of the newly proposed I-11 freeway. Director NDOT Research and Innovation division Lead and overhauled the research and innovation division of the department. Lead the Research advisory committee. Coordinated with consultants, universities, and local partners, and national organizations. Initiated research proposals and secured funding for sensitive areas such as safety and operations improvement. Implemented strategies to enhance the quality of deliverables for the various divisions.

Reason For Leaving - Opportunity for Professional Growth

Work Experience

ATTACHMENT 5

Employer	Washoe RTC - MPO		
Job Title	Planning Project Manager		
Start Date:	4/10/2006	End Date:	2/2/2010
Annual Salary:	\$0.00	Number of Hours Worked Per Week	40

Number of Employees Supervised:

Description:

Planning accomplishments Worked on the Transit Signal Priority initiative. Helped successfully pass ballot initiative to generate funds through fuel tax indexing. Developed Congestion Management Process for the metropolitan area. Managed the annual multi-million\$ Unified Work Program. Developed intersection and corridor Level of Service (LOS) to improve traffic operations. Develop the Capital Improvement Program. Update the comprehensive 2040 Transportation Plan. Keep track of Federal funds - CMAQ, STP, NHS, Safety, FTA funds. Prepare strategic plans. Member of the Statewide Technical Advisory Committee. Lead a Regional GIS Program. Collaborate with NDOT, FHWA, and Cities. Developed strategies for the Regional Open Space Plan. Worked on advanced truck stop electrification. Updated the Planning for Transit Manual. Developed Environmental Justice and Public Participation Plan. Analyzed Comprehensive Annual Financial Reports and high crash locations for funding short, long range plans. Managed the Transportation Improvement Program. Help developed project prioritization process for long range plan project selection. Thoroughly familiar with the 3C planning process, the federal regulations, planning processes, and aware of the intricacies and integration of the various programs to deliver cohesive short range and long range programs. Worked on the Transportation Demand Model (TDM) to extract data for analyses, forecasting, and strategic decision-making. Familiar with the 4-step planning model process. Updated the long range plan and identified funding sources for projects in the plan. Worked closely with Technical Advisory Committee, Citizen Advisory Committee, Neighborhood Advisory Committee, Project Selection Committee, and Statewide Technical Advisory Committee to identify and select congestion, bike and peds, transit, air quality improvement, safety, aviation, and safe routes to school, freight mobility, and enhancement programs. Actively participated in stakeholder and public involvement process. Oversaw consultants to identify and optimize major corridors in the region. Monitor budget, coordinate with agencies. Develop scope of work, negotiate cost proposal, identify funding sources. Collaborate with agencies for land-use, traffic, and utilities data. Design the long-long range program. Run optimization model, extract data for project prioritization and selection using traffic data and Synchro models. Developed Level of Service for project prioritization and improvement. Used Highway Capacity Manual, Synchro, and Highway Capacity Software to identify the most congested locations in the region. Conducted safety analyses. Worked with the City of Reno, City of Sparks, and Washoe County traffic engineers to develop policies for traffic operations improvement and helped identify and secure funding for traffic improvement. Alternative Funding program (VMT Fee)- Manager Prepared strategies, goals, and objectives to implement and develop the Vehicle Miles Traveled Fee Program. Managed consultants/ research team, prepared scopes of work, budget, and developed agreements. Collaborated with elected officials and policy makers.

Reason For Leaving - Opportunity for Promotion

Work Experience

ATTACHMENT 5

Employer	NCTCOG-North Texas MPO		
Job Title	Project Manager		
Start Date:	1/10/2002	End Date:	4/11/2006
Annual Salary:	\$0.00	Number of Hours Worked Per Week	40

Number of Employees Supervised:

Description:

Implement the regional traffic operations and mobility improvement program in the 16-county region of Dallas Fort Worth that included 5,000 traffic signals. Lead and built regional consensus among local agencies to garner support. Secured federal funding for the program. Managed 8 large independent consultant firms and implemented the multimillion\$\$ Congestion Management /Traffic Operations Programs to enhance capacity of existing system, and alleviate congestion for passenger and transit vehicles in Dallas-Fort Worth with the help of signal-retiming and low cost operational improvements. Identified and prioritized projects. Collaborated with the Board, Cities, DOT, airport, and FHWA. Developed a high-level methodology to calculate air quality benefits. Monitored fine-tuning of new plans and directed implementation. Negotiated project costs to save millions\$\$\$. Reviewed invoices, progress reports. Developed budget and schedule. Issued Call For Projects and Funding Agreements (Memorandum of Understandings). Initiated Request For Proposals. Interviewed and selected consultants. Identified high crash locations and developed strategies to improve safety at the intersections and along highways. Worked closely with the Dallas Area Bus Rapid Transit agency to secure funding to improve transit operations and improve old systems. Implemented the traffic operations improvement program ahead of schedule and below budget. Used Synchro, Vissim, Passer, Traffix, and IDAS to analyze traffic data and helped in fine-tuning the system. Manager-Congestion Management-Aerial Traffic Data Program Implemented innovative low-level aerial data collection to identify bottlenecks for funding in the STIP/TIP and MTP to reduce congestion along 850 miles of freeways. Oversaw consultants, project schedule, and budget. Analyzed field data for statistical analyses. Traffic Signal Replacement and ITS Deployment (idas) Developed strategies, streamlined and implemented the LED program. Secured funds for LED deployment through the STIP/TIP, CMAQ and STPMM, vendor's and energy incentives programs. Imported the model network into IDAS, tested this ITS planning tool to quantify the benefits of deploying ITS technologies on freeway and arterials, and prioritize ITS projects. Long Range Plan Worked on developing project priorities and identifying projects for the short range Transportation Improvement Program and for the 20-year long range plan. Identified funding sources for the various types of mobility and safety improvement projects. Assess the needs of the region and worked collaboratively with local agencies to select projects for implementation.

Reason For Leaving - Opportunity for Professional Growth

Work Experience**ATTACHMENT 5**

Employer Michigan DOT and MSU
Job Title Asiatant to Campus Engineer
Start Date: 5/15/2001 **End Date:** 1/1/2002
Annual Salary: \$0.00 **Number of Hours Worked Per Week** 20

Number of Employees Supervised:

Description:

Conducted traffic impact studies, signal retiming, access management, and supervised professionals. Developed innovative pavement markings for Michigan DOT. Designed signs for pedestrian's safety. Evaluated pedestrian safety and impact of Ramp Metering on capacity.

Reason For Leaving - Full time job after graduation

Work Experience

Employer Skyways Inc
Job Title Assistand Director
Start Date: 4/8/2000 **End Date:** 4/15/2001
Annual Salary: \$0.00 **Number of Hours Worked Per Week** 40

Number of Employees Supervised: 38

Description:

Supervised groups of 38 staff and business project managers. Built strong marketing and business plans increasing efficiency and productivity by 25% and profitability by 20%. Developed long range plan and coordinated with distributors to increase market share at a higher profit. Prepared strategic plans and policies. Hired and retained bright employees.

Reason For Leaving - Higher Education

Work Experience

ATTACHMENT 5

Employer Army Corps of Engineers
Job Title Engineer - Lieutenant
Start Date: 4/6/1997 **End Date:** 4/14/2000
Annual Salary: \$0.00 **Number of Hours Worked Per Week** 40
Number of Employees Supervised: 182

Description:

Administered construction programs of the company. Selected consultants, negotiated cost and awarded contracts. Collaborated with elected officials/decision makers. Directed and led a diverse group of 182 professional staff. Initiated new programs. Conducted employee reviews. Presented strategic plans and budgets to the Board. Administered all major aspects of a large organization in various capacities: administrative director of procurement, accounting, planning and programming, engineering design and construction, safety and security.

Reason For Leaving - Higher Education

Training**License/Certificates**

License Issued By	Drivers License-CDL Type C State of Nevada	License #	
		Issue Date	4/4/2014
License Issued By	Other License or Certificate Professional Engineer	License #	
		Issue Date	9/9/2009

Supervisor References

Employer		Title	State
Name	Address	City	
Phone			

COT Applicant Answers and Questions

ARE YOU CLAIMING VETERAN'S PREFERENCE?
(NOTE: In order to receive Veterans' Preference, you MUST submit appropriate documentation substantiating

No

Are you a U.S. citizen or are you legally authorized to work in the U.S.? If a conditional offer of employment is made, you will be required to provide identification and proof of citizenship or authorization to work in the U.S.

Yes

Are you a current City Employee?

No

Are you a current or former law enforcement officer, other covered employee or the spouse or child of a covered employee or former employee who is exempt from public records disclosure under §119.07, Florida Statutes?

No

Do you have Supervisory Experience? If, "Yes", include your supervisory duties and number of employees supervised, in the work History section of your application.

ATTACHMENT 5

IF YOU ARE CLAIMING VETERAN'S PREFERENCE:

Are you a veteran awarded a qualifying Campaign or Expeditionary Medal, or who has served on active duty for

N/A

IF YOU ARE CLAIMING VETERAN'S PREFERENCE:

Are you a veteran with a service-connected disability who is eligible for or receiving compensation, disability

No

IF YOU ARE CLAIMING VETERAN'S PREFERENCE:

Are you the spouse of a veteran who cannot qualify for employment because of a total and permanent disability,

No

IF YOU ARE CLAIMING VETERAN'S PREFERENCE:

Are you the unmarried widow or widower of a veteran who died of a service-connected disability?

N/A

If you are a male between the ages of 18 and 26, you will be required to provide proof of registration or exemption prior to any employment. Do you have proof of registration with the Selective Service System, or proof of

No

May we contact your Current Employer?

Yes

May we contact your former employer?

Yes

To Your Knowledge, Do You Have Any Relatives Working For The City Of Tallahassee? (If Yes, Prior To Any Employment By The City, You Will Be Required To Provide Their Name, Relationship To You, And The

No

Additional Attachments

I understand that any omissions, falsifications, misstatements, or misrepresentations of the information provided by me may disqualify me for employment consideration and, if I am hired, may be grounds for termination at a later date. I understand that any information I provide may be investigated as allowed by law. I consent to the release of information about my ability, employment history, and fitness for employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staff, and other authorized employees of the City government for employment purposes. This consent shall continue to be effective during my employment if I am hired. I understand that applications submitted for City employment are public records except as noted in next section. I certify that to the best of my knowledge and belief that all of the statements contained herein and on any attachments are true, correct, complete, and made in good faith. I further understand that if I am selected to fill a safety-sensitive position, I will be required to successfully pass a pre-employment drug test prior to appointment.

Applicant Signature: _____

Alauddin Khan

Date _____

CRTPA Executive Director Supplemental Applicant Questionnaire
(Please respond to each of the questions below)

1. Describe your experience with Metropolitan Planning Organizations (MPOs).

My experience working with Metropolitan Planning Organizations include the following:

1. Washoe County MPO – Regional Transportation Commission

Worked there from 2006 through 2010 in various capacities, including managing the Transportation Improvement Program, managing the Unified Planning Work Program, managing the long-long range transportation plan (50 year long range plan), managing corridor optimization, managing the funding program – vmt fee funding to generate sustainable funds for the transportation system in the wake of increased hybrid vehicles and enhanced fuel efficiency standards that have led to and will continue to lead to declining revenue.

Member of the Statewide Technical Advisory Committee, worked on the transportation enhancement and safe routes to school programs, worked on the open space plan for the county, led a regional GIS committee to centralize planning data, led and developed congestion management system and Level of Service for traffic signals in the region, led and developed benefit cost and project prioritization, collaborated with Nevada Department of Transportation, FHWA, FTA, Cities, Counties, neighboring states, various stakeholders, led and developed public participation plan, updated the regional transportation plan, developed financial forecasting models to identify and allocate future revenues more accurately, led a team of consultants to select corridors for the 50-year transportation plan implementation, led a team of consultants to identify, evaluate, and recommend alternative transportation funding, participated on blue ribbon commissions, actively worked with the travel demand model data and land use data to identify and determine transportation mobility and safety needs in the region, developed project management plans to implement projects within budget and on schedule. Developed reports and presentations for the transportation board, technical advisory committees, citizens advisory committees, monitored and tracked state and federal legislations relating to MPOs, the 3C planning process, and funding authorizations

2. North Central Texas Council of Governments

Worked there from 2002 through 2006 in various roles, including transportation project manager, transportation planner, and lead traffic engineering expert on regionally significant programs in the 7-county Dallas and Fort Worth Metropolitan region.

Managed and led a team of more than 25 diversified consultants from various companies to implement the multi-million dollar regional transportation mobility, safety, air quality and congestion improvement program. Crafted policies for recommendation to the transportation board and stakeholder groups, helped update the long range transportation plan, actively participated on the regional committees such as the incident management committee, traffic operations and mobility improvement committee, air quality improvement sub group. Provided information to policy makers and elected officials to help craft regional policies. Actively collaborated with the management of the 7 counties and more than 30 cities to ensure timely implementation of the regional mobility and congestion improvement program. Developed innovative methodologies for calculating air quality benefits in the region.

3. Describe your knowledge of State and Federal legislation pertaining to MPOs.

Well versed in the various state and federal regulations pertaining to MPOs. Thoroughly read, understood, and ensured all programs were implemented according to the State of Texas and State of Nevada regulations and Federal Highway Administration and Federal Transit Administration, and NEPA regulations. Thoroughly understand and can interpret and implement programs in the light of the current MAP-21 legislation. Previously, understood, interpreted, and implemented programs in the light of the SAFETEA-LU legislation, and the Tea-21 legislations. In Texas, worked closely with the Texas Department of Transportation to make sure programs were implemented in-line with the Texas DOT guidelines. In Nevada, worked closely with the Nevada Department of Transportation to ensure all state regulations were followed strictly.

4. Describe your experience in leading an organization.

Led a group of 180 professional engineers, planners, accountants and technicians in the Army Corps of Engineers to help implement regional programs. Developed professional development programs, monitored worked progress, mentored staff, initiated disciplinary actions, conducted regular one-on-one meetings to received direct feedback, assessed training needs, conducted quality control, provided direction, crafted policies, increased team work by providing opportunities for cross-training. Developed budget, assessed needs, developed short range and long range plans, worked with key stakeholders and decision makers, took initiatives to maximize the utility of the limited funds, developed innovative programs in direction and consultation with the policy makers and decision makers. Coordinated with the higher authorities and sought direction to ensure the vision, mission, and goals and objectives are met effectively and efficiently.

At the Nevada Department of Transportation, as the Chief of Strategic and Performance Management division –a key and central position – included working directly with the CEO, elected officials, policy makers, sister agencies, stakeholders groups, federal agencies, citizens, academic institutions, economic development authorities, advisory committees, technical committees, planners, engineers, accountants, budget analysts, division chiefs, staff of the legislators, local and national lobbyists, news media and reporters, law enforcement agencies, Governor's office, neighboring state agencies, private sector corporation CEOs and think tanks, and non-profit organizations. Led a team of professionals to develop performance targets, goals, and realistic objectives for the Nevada Department of Transportation, developed congestion management process, conducted state and federal legislation review in light of the President Obama initiative to eliminate obsolete and redundant legislations that cause delays in program implementation and put unnecessary burden on agencies, initiated and developed a regional coalition of agencies to identify funding needs and recommend a sustainable, future-oriented transportation funding program to minimize the continuing funding resolutions and to enable agencies to effectively plan and execute programs without the expirations of continuing resolutions or short term funding legislations. Helped craft procedures and policies to centralize departmental data into one platform and to integrate the various sources of data to enable visualization of data for transparent decision making and to minimize errors in reporting and duplication of work. Helped initiate innovative solutions to improve existing processes and enhance productivity of the Department. Worked closely with the Governor's office to develop strategies and performance goals for the various agencies in the State of Nevada.

5. Describe your past relationships with local elected officials, State legislative staffs and elected officials, and/or FDOT and other State agency staff.

Extensive experience working directly with local, state, and federal elected officials, policy makers, sister agencies, stakeholders groups, federal agencies, citizens, academic institutions, economic development authorities, advisory committees, technical committees, planners, engineers, accountants, budget analysts, division chiefs, staff of the legislators, local and national lobbyists, news media and reporters, law enforcement agencies, Governor's office, neighboring state agencies, private sector corporation CEOs and think tanks, and non-profit organizations.

Have held one-on-one meetings with elected officials to provide information and receive direction related to various issues. Presented to elected officials on various matters to seek support and guidance. Worked closely with the staff of senators, assemblymen/women, and governor's office. Worked with the Transportation Board of Directors and advisory committees.

5. Describe your experience in developing and/or reviewing policy.

Hands on experience in reviewing, updating, and developing policies to effectively meet the goals and objectives in-line with the mission and vision of the agency. Crafted new policies for system performance management, value analyses and value engineering. Extensively reviewed and provided feedback on policies of the planning, design, operations, environmental, budgeting, administration, asset management, project management, and system preservation divisions of the Department of Transportation. Crafted policies at the North Central Texas Council of Governments for regional cooperation of the congestion management and mobility improvement programs.

6. Describe your experience in drafting and/or reviewing legislation.

Experience in helping draft legislative bills draft requests (BDRs), and helping in legislative language for the fuel tax indexing program, and the alternative transportation funding initiative at the federal level. Worked closely with the Nevada Legislative Council Bureau and provided active support during legislative sessions for various bill drafts. Conducted analyses and provided recommendations on various elements. Also helped draft language for legislative process related to systems performance management and performance-based budgeting process.

7. Describe your experience in supervising staff.

Significant experience in effectively leading teams of professionals, technicians, planners, engineers, budget analysts, accountants, human resource professionals, and administrative staff to deliver high quality projects and programs on time and within budget. Led a team of 180 staff in the Army Corps of Engineers, led a team of engineers and planners at the Nevada Department of Transportation. Led multiple groups of consultants, groups of professors and academic professionals on various transportation programs. Provided clear direction, resolved issues and conflicts, provided professional development opportunities, took disciplinary actions when needed, led from the front by example, provided the necessary tools to help get the job done, hired the best and brilliant, trained new-comers, helped staff reach their full potential by encouraging and leading them, constantly received feedback to improve processes and procedures,

involved staff in active discussions to empower them and give them the sense of ownership of their projects and programs, encouraged initiatives and innovation. Conducted SWOT analyses of employees to leverage on their strength, identify and remove their weaknesses, provide opportunities for professional development growth, and help minimize threats in their professional growth.

8. Describe your experience in facilitating public and stakeholder involvement.

Developed the public involvement plan for the Washoe County MPO. Facilitated stakeholder involvement in planning studies, funding initiatives, regional operations improvement, and strategic dialogue about replacing the fuel tax mechanism with vmt fee.

Conducted and led various public involvement meetings to receive feedback on sensitive transportation issues.

Conducted public involvement through the news media by meeting with the Editorial Boards ahead of sensitive projects and initiatives. Collaborated with the various stakeholder groups such as American Civil Liberties Union, Trucking Association, Citizens for Better Nevada group of regional CEOs, tribal elders, economic development groups, representatives of political parties, advisory panels, farming stakeholders, gas stations associations, business owners, freight companies, air quality and environmental preservation advocates, neighborhood associations, representatives of elected officials, elected officials, policy makers, and various other groups of public and stakeholders.

9. Describe your experience in managing contracts and budgeting.

Experience in managing multi-million dollar projects in various aspects of engineering, planning, and business. Most prominent contracts and projects include one of the largest of its kind congestion management and mobility improvement program implemented across multiple jurisdictions in the 7-County area of the Dallas Fort Worth. It was unique in its nature as it included managing large teams of consultants working on multiple system of different cities and counties concurrently. The project entailed identifying funding, securing funding, securing approval from the Board and from the regional agencies, allocation of funds in the region based on needs, developing project management plans, budget tracking mechanism, project progress monitoring system, quality control, presentations to the agencies, allocating tasks to the consultants based on their specific expertise, and field fine tuning the details to optimize the project deliverables. Other contracts included managing a team of consultants, academic experts, economists, statisticians, strategists, and lobbyists to identify, evaluate, and recommend a sustainable self-sufficient funding mechanism. Other contracts included managing consultants on corridor studies, planning studies, technology projects such as software development and hardware development, traffic engineering studies, safety programs, corridor optimization projects, and a myriad of other projects. All the projects were completed on time and within budget and delivered high quality deliverables by applying sound financial principles, professional judgement, and proven management skills.

10. Describe your experience in preparing and giving oral presentations.

Extensive experience in preparing and giving oral presentations to the elected officials, board of directors, citizen groups, advisory committees, national level organizations, and various regional and national coalitions. Communicated ideas and issues concisely, accurately, and effectively with the help of visual aids and oral descriptions. Well-versed in Microsoft Power Point and Microsoft office suite. Well-versed in using non-electronic

tools such as white boards to provide information and engage the audience in meaningful dialogue and discussions.

11. Describe your experience in working with very minimal supervision and initiating projects.

Worked predominantly independently with minimal supervision and identified, initiated, and implemented novel solutions and ideas that led to successful projects. At NDOT, initiated system automation independently and convinced the CEO to secure funding and implemented it. The system automation helped remove duplication of work, enhanced credibility of reports and data provided by the agency, and increased productivity and accuracy.

Initiated the west-coast coalition of states by reaching out to the State of Utah, California, Oregon, and Washington. Built the initial coalition and tested the alternative transportation funding mechanism across multiple states and built consensus that led to a broader coalition of states.

Initiated the long-long range planning effort in led it with no supervision. Led and successfully implemented the business intelligence project to centralize all data and visualize data with no supervision. Led and successfully implemented the mobility improvement project independently with no direct technical supervision.

12. Describe your knowledge and/or experience of the FDOT project planning and Work Program processes.

Have worked extensively with Texas Department of Transportation project planning and work program processes. In addition, worked with the Nevada Department of Transportation project planning group and Work Program processes. Developed a robust mechanism for a proposed Work Program improvement initiative. Thoroughly understand has hands on experience working with the project planning and Work Programs. Most DOT's project planning and Work Program processes follow the unified federal guidelines with very slight local variations as needed. The FDOT processes also would have to follow the federal guidelines hence getting familiar with FDOT processes would be an easy process.

**ATTACHMENT 6**

Name: Slay, David Gregory
Applicant ID: 131331
Job Opening: 150222 Executive Director - Capital Region Transportatic
Date Submitted: 7/31/2015 9:31:13 AM

Contact Information

Address 1: 1602 NE 47th Court **City:** Ocala **State:** FL **Zip Code:** 34470
Address 2: **Race:** **Gender:**
Email Address: gslay01@gmail.com **Telephone:** 352/816-1335

Highest Education Level: G-Bachelor's Level Degree

High School Education

School: Cottondale High School
Received: Diploma **Completion Date:** 6/1/1983
State: FL **Country:** USA

College, University or Vocational/Tech Education

Name of School: University Of West Florida **Major:** Computer Information Systems
Degree Earned: Bachelor of Science **Date Acquired:** 6/1/1988
Location: FL **Graduated?** Y **# of credit hours earned:** 130
Name if Different in School

Work Experience**ATTACHMENT 6**

Employer Ocala/Marion County TPO
Job Title Director
Start Date: 12/01/1997 **End Date:**
Annual Salary: \$89,000.00 **Number of Hours Worked Per Week** 40
Number of Employees Supervised: 4

Description:

Responsible for the overall administration of the TPO including development of annual work program and supervision of all project tasks.

Coordinate funding opportunities for both state and local transportation projects.

Conduct presentations on growth and transportation issues to community organizations.

Provide oversight and management of SunTran including grant administration and operations planning.

Manage various corridor studies and implementation plans.

****Still Employed****

Work Experience

Employer Ocala/Marion County TPO
Job Title Senior Transportation Planner
Start Date: 07/01/1996 **End Date:** 11/30/1997
Annual Salary: \$50,000.00 **Number of Hours Worked Per Week** 40
Number of Employees Supervised: 2

Description:

Managed TPO functions including budgeting and assignment of work tasks.

Developed all required work items including Long Range Transportation Plan, Transportation Improvement Plan

and Bicycle/Pedestrian Master Plan.

Managed agency public involvement activities.

Work Experience

Employer Ocala/Marion County TPO
Job Title Transportation Planner
Start Date: 05/01/1993 **End Date:** 06/30/1997
Annual Salary: \$35,000.00 **Number of Hours Worked Per Week** 40
Number of Employees Supervised: 0

Description:

Developed the Year 2020 Long-Range Transportation Plan and annual Transportation Improvement Program.

Review of traffic studies as well as participation on various corridor studies within Ocala/Marion County.

Developed annual Project Priorities.

Work Experience**ATTACHMENT 6**

Employer City of Ocala Planning Dept
Job Title Long Range Planner
Start Date: 06/01/1989 **End Date:** 04/30/1993
Annual Salary: \$30,000.00 **Number of Hours Worked Per Week** 40
Number of Employees Supervised: 0

Description:

Responsible for preparation of assigned elements of the City of Ocala Comprehensive Plan.
Assigned elements included Traffic Circulation, Housing, and Conservation.
Developed and managed Ocala's Concurrency Management System to monitor the affects of growth on local infrastructure.

Training**License/Certificates**

License Other License or Certificate **License #** 082274
Issued By AICP **Issue Date** 06/01/1996

Additional Attachments

Attachment:

Attachment Description

Supervisor References

Employer	MPO Advisory Council			
Name	Karl Mikyska	<i>Executive Director</i>		
Address	605 Suwannee Street, MS 28B	City	Tallahassee	State FL
Phone	850/414-4062			
Employer	Marion County BOCC			
Name	Stan McClain	<i>Chairman</i>		
Address	601 SE 25th Ave	City	Ocala	State FL
Phone	352/266-1245			
Employer	Greenways Foundation			
Name	W. Dale Allen	<i>Executive Director</i>		
Address		City		State
Phone	850/591-7646			

COT Applicant Answers and Questions

ARE YOU CLAIMING VETERAN'S PREFERENCE?

(NOTE: In order to receive Veterans' Preference, you MUST submit appropriate documentation substantiating your claim at the time of application.)

N/A

Are you a U.S. citizen or are you legally authorized to work in the U.S.? If a conditional offer of employment is made, you will be required to provide identification and proof of citizenship or authorization to work in the U.S.

Yes

Are you a current City Employee?

ATTACHMENT 6

Are you a current or former law enforcement officer, other covered employee or the spouse or child of a covered employee or former employee who is exempt from public records disclosure under §119.07, Florida Statutes?

No

Do you have Supervisory Experience? If, "Yes", include your supervisory duties and number of employees supervised, in the work History section of your application.

Yes

IF YOU ARE CLAIMING VETERAN'S PREFERENCE:

Are you a veteran awarded a qualifying Campaign or Expeditionary Medal, or who has served on active duty for one day or more during a wartime period for a war listed by Section 1.01 (14), Florida Statutes?

N/A

IF YOU ARE CLAIMING VETERAN'S PREFERENCE:

Are you a veteran with a service-connected disability who is eligible for or receiving compensation, disability retirement, or pension.

N/A

IF YOU ARE CLAIMING VETERAN'S PREFERENCE:

Are you the spouse of a veteran who cannot qualify for employment because of a total and permanent disability, or the spouse of a veteran missing in action, captured, or forcibly detained by a foreign power?

N/A

IF YOU ARE CLAIMING VETERAN'S PREFERENCE:

Are you the unremarried widow or widower of a veteran who died of a service-connected disability?

N/A

If you are a male between the ages of 18 and 26, you will be required to provide proof of registration or exemption prior to any employment. Do you have proof of registration with the Selective Service System, or proof of exemption from such?

N/A

May we contact your Current Employer?

Yes

May we contact your former employer?

Yes

To Your Knowledge, Do You Have Any Relatives Working For The City Of Tallahassee? (If Yes, Prior To Any Employment By The City, You Will Be Required To Provide Their Name, Relationship To You, And The Department.)

No

I understand that any omissions, falsifications, misstatements, or misrepresentations of the information provided by me may disqualify me for employment consideration and, if I am hired, may be grounds for termination at a later date. I understand that any information I provide may be investigated as allowed by law. I consent to the release of information about my ability, employment history, and fitness for employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staff, and other authorized employees of the City government for employment purposes. This consent shall continue to be effective during my employment if I am hired. I understand that applications submitted for City employment are public records except as noted in next section. I certify that to the best of my knowledge and belief that all of the statements contained herein and on any attachments are true, correct, complete, and made in good faith. I further understand that if I am selected to fill a safety-sensitive position, I will be required to successfully pass a pre-employment drug test prior to appointment.

Applicant Signature:

David Slay

Date:

CRTPA Executive Director Supplemental Applicant Questionnaire
(Please respond to each of the questions below)

1. Describe your experience with Metropolitan Planning Organizations (MPOs).

I have worked for the Ocala/Marion County TPO since 1993. During that time, I have been involved in a multitude of projects including highway, transit, bicycle/pedestrian and land development. I have also assisted local governments on DRI review and comprehensive planning. In addition, I have served on statewide groups including the MPOAC, the MPOAC's Policy & Technical and Freight subcommittees and the FDOT Mobility Performance Measures group.

2. Describe your knowledge of State and Federal legislation pertaining to MPOs.

I have a thorough understanding of the various statutes and regulations related to MPOs including FS 339.175 and 23 CFR 450.

3. Describe your experience in leading an organization.

Based on priorities set by the TPO Board, I am the point person working with FDOT and local agencies to ensure those priorities are accomplished. I have established good working relationships with a multitude of agencies and individuals that have helped us develop dozens of highway, transit and multimodal projects.

4. Describe your past relationships with local elected officials, State legislative staffs and elected officials, and/or FDOT and other State agency staff.

I have enjoyed successful relationships at both the elected and agency levels. At the elected level, my board members rely on me to provide accurate information and professional opinion. I am confident that each of them would tell you I consistently provide both. At the federal and state level, I do not have as much interaction as I once did. Pursuing project funding, particularly for transit projects at the federal level, was my primary role in the past. The elimination of the federal earmarks and reduction of state budget requests reduced my involvement at these levels. In addition, both the City of Ocala and Marion County have expanded their legislative affairs staffing and professional lobbying efforts in recent years. I now work more closely with local staff on federal and state legislative issues.

I believe I have an exceptionally strong relationship with the FDOT District 5 staff. I have cultivated these relationships over the years by working closely with several different sections of D5 and approaching the work more as a partnership. I am able to call on department managers and upper management to work out issues that arise on projects. Often, these same managers will request that my assistance on issues they may have with a local agency. I have also worked extensively with FDEP, both locally and their Tallahassee office, on a number of projects. We have assisted them on obtaining funding for projects as well as partnering on the development of the Heart of Florida Trail Loop.

5. Describe your experience in developing and/or reviewing policy.

I have been involved in a number of both statewide and local policy issues. As mentioned before, I have been a member of the MPOAC Policy & Technical Subcommittee for over 10 years and reviewed a number of topics including federal and

state transportation legislation, PL funding, traffic modeling and transportation funding. Locally, I have developed transportation policy for comprehensive plans and vision plans as well as administrative functions such as traffic study guidelines.

6. Describe your experience in drafting and/or reviewing legislation.

I continually review various legislative proposals throughout the state session. Each year, the TPO establishes its annual legislative priorities for submittal to our legislative delegation. I am responsible for monitoring those priorities and reporting to the board on other legislation of interest as well. In addition, local agencies will request I review and provide feedback on legislative proposals related to funding, growth management and various other topics.

I have not really had any opportunity to draft any federal or state legislation. I have developed or helped develop local ordinances for several issues including concurrency management, scenic roads and transit advertising.

7. Describe your experience in supervising staff.

I have been fortunate over the years to have an exceptional staff. Like me, they are committed to carrying out the TPO's priorities and working with other agencies in a professional manner. Of my current staff, the shortest tenured is seven years and the longest, 22 years. I typically assign various tasks and allow each employee to manage their particular assignment themselves. My primary focus on work products are accuracy and quality.

8. Describe your experience in facilitating public and stakeholder involvement.

I particularly enjoy this aspect of my position. I have always felt strong public involvement provides the basis for better planning. We have developed a wide network of local groups that regularly participate in the transportation planning process and find they are a valuable asset, both in assisting in plan development and educating others about transportation. Keeping these groups engaged on a regular basis has allowed us to continue this successful relationship over period of several years.

9. Describe your experience in managing contracts and budgeting.

I have managed numerous contracts for planning projects and transit operations over the years. Currently, we have two planning firms under general planning consultant (GPC) contracts. We have retained GPCs for the past 15 years, usually on a five-year cycle. I am responsible for developing task work orders and assigning staff to manage projects as necessary. I have developed RFPs/RFQs for stand-alone projects and have assisted other agencies in developing/reviewing planning-related RFPs/RFQs. I am also responsible for overseeing the private contractor operating SunTran.

I have developed and managed the TPO budget as well as the SunTran budget since 1998. In that time, we have consistently carried-over a surplus of PL funds each year and stayed within budget for SunTran. I review progress reports and quarterly invoices before they are submitted to both FDOT and FTA. I also develop our Section 5307 grants using FTA's TEAM system.

10. Describe your experience in preparing and giving oral presentations.

Over the years, I have made over 100 presentations to local civic groups, elected boards, special-interest groups and professional conferences. I almost always prepare my own presentations and am comfortable with using PowerPoint or speaking from notes. The topic and audience usually determine the format I use. I have presented on a variety of topics including transportation funding, transit, regional trails as well as project-specific information and the overall transportation planning process.

11. Describe your experience in working with very minimal supervision and initiating projects.

Since 2008, the TPO has functioned as an independent agency. As I like to explain - we are administratively attached but organizationally separated from the City of Ocala. In that time, I have been responsible for running the agency with little to no supervision. I am entrusted to ensure that we meet all our federal and state requirements and to date, have not had any issues in this regard. Most all of the projects we manage are initiated at the staff level working with our local government or agency partners. We generally manage the non-state highway projects to the point of right-of-way acquisition or construction, depending on the type of project.

12. Describe your knowledge and/or experience of the FDOT project planning and Work Program processes.

I work on a continual basis with District 5 in the development of the work program as it relates to projects here in Marion County. Our typical cycle includes developing our annual priorities through the summer months for submittal to FDOT in September. We will have an initial meeting in October-November with the district to review our list and determine which projects can move forward depending on funding levels and what particular phase may be completed. We work with the District and our local partners throughout the development of the work program to ensure as many projects as possible are funded.

1602 NE 47TH COURT, OCALA, FLORIDA 34470 | C: (352) 816-1335 | GSLAY01@GMAIL.COM

Executive Profile

Experienced planner with 26 years in urban planning and 18+ years managing the metropolitan planning process. Proven ability in establishing strong relationships with agencies critical to delivering transportation projects. Extensive experience with federal and state funding programs. Member - American Institute of Certified Planners (AICP)

Highlights

- Improved working relationship between local agencies and FDOT
- Developed area's first Intelligent Transportation System (ITS) Master Plan
- Implemented area's first fixed-route transit system - SunTran
- Assisted in development of Interchange Justification Reports (IJR)
- Established effective relationships with diverse community groups
- Managed multiple corridor studies focused on improving multi-modal access
- Developed extensive multi-use trail plan as part of the Heart of Florida Loop
- Assisted smaller municipalities in developing and implementing transportation projects

Professional Experience

DIRECTOR

12/1997 to Current

Ocala/Marion County Transportation Planning Organization

- Responsible for the overall administration of the TPO including development of annual work program and supervision of all project tasks.
- Coordinate funding opportunities for both state and local transportation projects.
- Conduct presentations on growth and transportation issues to community organizations.
- Provide oversight and management of SunTran including grant administration and operations planning.
- Manage various corridor studies and implementation plans.

SENIOR TRANSPORTATION PLANNER

07/1996 to 12/1997

Ocala/Marion County Transportation Planning Organization

- Managed TPO functions including budgeting and assignment of work tasks.
- Developed all required work items including Long Range Transportation Plan, Transportation Improvement Plan and Bicycle/Pedestrian Master Plan.
- Managed agency public involvement activities.

TRANSPORTATION PLANNER

05/1993 to 07/1996

Ocala/Marion County Transportation Planning Organization

- Developed the Year 2020 Long-Range Transportation Plan and annual Transportation Improvement Program.
- Review of traffic studies as well as participation on various corridor studies within Ocala/Marion County.
- Developed annual Project Priorities.

LONG RANGE PLANNER

06/1989 to 05/1993

City of Ocala Planning Department

- Responsible for preparation of assigned elements of the City of Ocala Comprehensive Plan.
- Assigned elements included Traffic Circulation, Housing, and Conservation.
- Developed and managed Ocala's Concurrency Management System to monitor the affects of growth on local infrastructure.

Education

BS: Systems Science
University of West Florida

Pensacola, Florida

AA: Computer Science
Chipola College

Marianna, Florida

References

Available Upon Request



February 8, 2016

AGENDA ITEM 5 C

EXECUTIVE DIRECTOR CONTRACT

REQUESTED BY: CRTPA Staff

TYPE OF ITEM: Action

STATEMENT OF ISSUE

This agenda item is being presented to provide direction to the CRTPA Board regarding the employment of the next Executive Director. The issue before the Board is whether to employ the Executive Director with or without a contract.

RECOMMENDED ACTION

Board discretion

HISTORY AND ANALYSIS

From the inception of the CRPTA, the Executive Director has not been under contract with the CRTPA. Since Florida is an at will state, that means that the CRTPA, as a body could, if it chose to do so, terminate the Executive Director, without cause and without notice. To keep this issue on balance, there are many positions throughout government that are without contract and many that are under contract.

At the juncture of employing a new Executive Director, the Board has asked staff for the pros and cons of hiring an Executive Director, under contract or without a contract.

At the outset, it should be clear that this is a policy decision by the Board. There are no critical legal or other issues that would provide any basis for the Board to consider as detrimental whether it decided to place the new Executive Director under contract, or keep the current "no contract" employment status.

As background, under the present situation, the employment of a new Executive Director with or without a contract, the only issue that could not get addressed without a contract, is severance if there is a notice for separation without cause. Also, any perks which might be included as a part of the hire would require a contract.

Additionally, if there was a desire to include additional "perks" or a severance package, then a contract would be needed, as there would not be any other mechanism to address those provisions under the current, no contract, employment arrangement.

The primary issue before the Board, in setting this policy, is whether it wants to set the policy, beforehand (prior to the Chair's negotiations with the new Executive Director), or does the Board want to allow the negotiations between the Chair and the potential new Executive Director determine what is ultimately decided regarding a contract between the parties.

September 21, 2015 CRTPA Board Meeting

The September 21, 2015 CRTPA meeting agenda included an item that addressed the contract/no contract issue. There is additional information contained in the agenda regarding the issue as well as the Staff Services Agreement that was included in the agenda item. The agenda item from September and the Staff Services Agreement are shown as **Attachment 1**, and **Attachment 2**, respectively.

Other Florida MPO's


In addition to the CRTPA, CRTPA staff collected information from eight (8) other Florida MPO's relating to the Executive Director position. This data includes salary, contract or no contract, benefits, severance, and retirement. This information is shown as **Attachment 3**.

OPTIONS

Option: CRTPA Board Discretion

ATTACHMENT

- Attachment 1: September 21, 2105 CRTPA Agenda Item 5 C – Executive Director Contract
- Attachment 2: CRTPA Staff Services Agreement with the City of Tallahassee
- Attachment 3: Florida MPO Executive Director Information

September 21, 2015	
	
AGENDA ITEM 5 G	
EXECUTIVE DIRECTOR CONTRACT DISCUSSION	
REQUESTED BY: Staff	TYPE OF ITEM: Discussion/Action

STATEMENT OF ISSUE

At June 29, 2015 CRTPA Board meeting, members discussed whether or not to have an employment contract with the next CRTPA Executive Director. The Board requested that the contract issue be an agenda item for the September 21, 2015 meeting for further discussion.

RECOMMENDED ACTION

- Option 1: Provide the new CRTPA Executive Director with an employment contract that stipulates the terms and conditions of employment as the CRTPA Executive Director.
- or
- Option 2: Do not provide the new CRTPA Executive Director with an employment contract that stipulates the terms and conditions of employment as the CRTPA Executive Director.

HISTORY AND ANALYSIS

During the discussions of the June 29th agenda item on the Executive Director Transition Update, the issue of whether or not to provide an employment contract was discussed. Thornton Williams, CRTPA's General Counsel, discussed the pros and cons of having an employment contract. While the contract can cover benefits and salary items, the primary matter that would be covered in an employment contract would be the terms and condition of termination of employment for the Executive Director. Additional discussion on the matter was related to the City of Tallahassee personnel policies and what potential impact they may have in determining whether or not a contract would be applicable.

The current CRTPA Executive Director does not have an employment contract. However, it should be pointed out that the current Director was hired when CRTPA was under a different Interlocal Agreement and set of By-Laws. The current Interlocal Agreement and By-Laws clearly establish the CRTPA as an independent organization from City or County oversight. A staff services agreement with the City of Tallahassee has been executed to provide selected administrative services also states this in several of the sections of the agreement (**Attachment 1**). The staff services agreement also addresses the relationship between the City and CRTPA regarding CRTPA personnel policies. The sections of the agreement that is applicable to the Executive Director contract issue and the question regarding the conflict with City of Tallahassee personnel policies are noted below.

- Section 2.0 – Pages 2 & 3 – last two paragraphs
- Section 3.0 c & d. –pages 3 & 4
- Section 4.0 d. – page 5

CRTPA staff has been working on the development of policies related to the administration and operation of the agency. They will be presented to the board for consideration later this year. For the most part, the intent is to follow current City of Tallahassee policies for personnel, purchasing, accounting, financial services and computer services to the extent they are in line with CRTPA state and federal compliance requirements.

RECOMMENDED ACTION

- Option 1: Provide the new CRTPA Executive Director with an employment contract that stipulates the terms and conditions of employment as the CRTPA Executive Director.
- or
- Option 2: Do not provide the new CRTPA Executive Director with an employment contract that stipulates the terms and conditions of employment as the CRTPA Executive Director.
- Option 3: Provide other direction.

ATTACHMENT

Attachment 1: CRTPA Staff Services Agreement

**STAFF SERVICES AGREEMENT BETWEEN THE CAPITAL REGION
TRANSPORTATION PLANNING AGENCY AND THE
CITY OF TALLAHASSEE**

THIS STAFF SERVICES AGREEMENT ("Agreement"), is made and entered into on the date specified herein, by and between the Capital Region Transportation Planning Agency, the region's Metropolitan Planning Organization ("CRTPA") and the City of Tallahassee, a Florida municipal corporation ("CITY").

WITNESSETH:

WHEREAS, Section 339.175, Florida Statutes, provides for the designation of a Metropolitan Planning Organization ("MPO") for each urbanized area of the state and the creation and operation of such metropolitan planning organizations pursuant to an Interlocal Agreement entered into pursuant to Section 163.01, Florida Statutes; and

WHEREAS, the CRTPA is designated as the MPO for Leon, Gadsden, Jefferson and Wakulla Counties; and

WHEREAS, the CRTPA as the MPO is duly created and operated pursuant to that certain Amended Interlocal Agreement between the Florida Department of Transportation, the Counties of Leon, Gadsden, Jefferson, and Wakulla, the Cities of Chattahoochee, Gretna, Midway, Quincy and Tallahassee, the Towns of Greensboro and Havana, and the Leon County School Board; and

WHEREAS, Section 339.175, Florida Statutes specifies that the CRTPA as the MPO shall be considered separate from the state or the governing body of the local government that is represented on the governing board of the CRTPA or that is a signatory to the Interlocal Agreement creating the CRPTA and shall have such powers and privileges that are provided under Sections 163.01 and 339.175, Florida Statutes, including the authority to contract with other governmental entities for the provision and exchange of certain services; and

WHEREAS, pursuant to Section 339.175 (2) (b), Florida Statutes, the CRTPA as the MPO is a legally independent governmental entity distinct from CITY government; and

WHEREAS, pursuant to Section 339.175(6)(g), Florida Statutes, the CRTPA as the MPO has the authority to contract with the CITY and other governmental entities for the provision and exchange of certain services; and

WHEREAS, the CRTPA as the MPO wishes to obtain certain administrative support services from the CITY to assist the CRTPA staff in managing the continuing, cooperative and comprehensive transportation planning process mandated by state and

federal law and is authorized to enter into said Agreement with the CITY for the same; and

WHEREAS, the CITY has the authority to enter into said Agreement and to provide the administrative services hereinafter described; and

WHEREAS, the provision of such services will mutually benefit the parties hereto and its citizens;

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

1.0 PURPOSE

For the reasons recited in the preamble, which are hereby adopted as part hereof, the purpose of this Agreement is to define the services to be provided by the CITY; to provide for the professional services deemed necessary to carry out the terms of the Interlocal Agreement and any other related agreement to which the CRTPA is a party; to provide the staff services necessary for the administration of the CRTPA and to provide for compensation for such services from the CRTPA to the CITY. This Agreement embodies the entire understanding of the parties.

2.0 CRTPA GOVERNING BOARD, EXECUTIVE DIRECTOR, AND STAFF

The governing board of the CRTPA shall be the policy-making body of CRTPA as defined by Section 339.175, Florida Statutes, responsible for cooperative decision-making actions taken by CRTPA. As provided in Section 339.175, Florida Statutes, the CRTPA may employ personnel, and may enter into contracts with local or state agencies to utilize the staff resources of local and/or state agencies.

The Executive Director of the CRTPA serves under the direction, supervision and control of the CRTPA governing board. The Executive Director serves as the principal administrator for the day-to-day administration of the CRTPA's operations, supervision of the CRTPA's staff, consultants and contractors, establishment of procedures and operational policies governing the CRTPA's administration and staff, and such other responsibilities as set forth in the CRTPA's bylaws.

The Executive Director, with the consent of the CRTPA governing board, employs such personnel as may be necessary and authorized by the CRTPA governing board to perform adequately the functions of the CRTPA within the CRTPA's budgetary limitations. Pursuant to this Agreement, the CRTPA's staff shall receive certain benefits and administrative support services from the CITY, but shall otherwise function independently of the control, supervision and direction of the CITY. The CITY shall have no management or control over, or

responsibility for the CRTPA personnel, employees, staff or the Executive Director.

As an independent legal entity, the CRTPA shall have the authority to add or delete staff and staff's positions from time to time, adjust salaries and benefits for its staff, and determine when and if to hire, terminate, discipline, layoff, furlough or suspend personnel working for the CRTPA.

The CRTPA Executive Director and staff may receive certain CITY employment related benefits as set forth in 3.0 below, but shall otherwise not be considered or regarded as agents, employees, or representatives of the CITY and shall operate independently of the control, supervision and direction of the CITY.

3.0 ADMINISTRATIVE SUPPORT SERVICES

The CRTPA shall operate as an independent governmental entity, employ its own staff, and enter into any contracts necessary or convenient for its operations and administration.

The CITY will provide the following administrative support services to the CRTPA and CRTPA's staff to assist in managing the continuing, cooperative and comprehensive transportation planning process for the CRTPA region. Cost of these services shall be expensed at the rates determined by the CITY's cost allocation plan for such services unless noted otherwise herein.

- a. **Accounts.** The CITY shall establish a cost center with the budgetary system of the CITY for the CRTPA and provide financial management of federal, state and local monies granted to the CRTPA in accordance with general accepted accounting procedures. Notwithstanding the foregoing, the parties agree that the CRTPA, as a distinct governmental entity, shall bear the ultimate responsibility to ensure that all required financial reporting, including the filing of applicable tax returns, has been done, regardless of whether such functions are performed by the CITY's Clerk and Auditor, or privately.
- b. **Annual Funding and Audit.** The CITY will include the CRTPA's revenues and expenditures in the CITY's accounting system, and will pay the CRTPA's expenses from appropriated funds subject to reimbursement at the agreed rate. The CITY will provide an option to include CRTPA in its annual audit as performed by the City Auditor. The parties agree to provide to each other and any other third party all information necessary to complete said audit. The CRTPA also has the option to outsource for the performance of its annual audit to an auditing firm. The cost of the audit will be separate from the CITY's cost allocation plan.
- c. **Personnel Expenditures.** Subject to the availability of funds from the CRTPA, the CRTPA's staff shall have the option to receive the same benefits

and services as similarly-classified CITY employees, including health, life, dental, long term disability, wellness program, unemployment compensation benefits and leave accruals. However, Leon County shall administer the CRTPA staff's participation in the Florida Retirement System ("FRS") through a separate agreement, as the CITY maintains a different retirement system from the FRS. Additionally, the CITY shall not provide social security benefits to the CRTPA employees as it does not provide such benefits to CITY employees. The CRTPA understands and agrees that the employee benefits programs which the CITY may offer will change from time to time. If programs are added or removed, the CITY will advise or notify the CRTPA when changes are contemplated and/or implemented at the same time the CITY's employees are advised or notified.

- d. **Human Resources.** The CRTPA may utilize all personnel services offered by the CITY's Human Resources Department or Office. Such personnel services include, but not limited to the recruitment, hiring, screening, background and/or credit examination, and applicable pre-employment physical and drug testing of the CRTPA employees or prospective employees. The CITY shall permit the CRTPA employees, at no cost difference than what is charged to CITY employees, to participate in personnel-related training courses and programs.
- e. **Central Services.** The CITY shall provide support services in the same manner as provided to CITY departments such as procurement, technical support, vehicle maintenance, communications, mail services, central stores and building maintenance, as requested by the CRTPA. The CRTPA procurement requirements must adhere to all Federal and State of Florida laws regarding procurement of services. The CRTPA must also be in compliance with the Federal Highway Administration ("FHWA"), the Federal Transit Administration ("FTA") and the Florida Department of Transportation ("FDOT"), rules and regulations as applicable.
- f. **Facilities.** The CITY shall provide office space and meeting facilities sufficient to adequately support the functions of the CRTPA as mandated by federal and state law. Any charges for the office and meeting space, as well as the location and hours of use of the office and meeting space, shall be covered under the CITY cost allocation plan as agreed to by the CITY and CRTPA.
 1. **Office Space.** The CITY shall provide the CRTPA with office space suitable to conduct the CRTPA's business. The CRTPA shall pay the building maintenance expenses based on the CITY's cost allocation plan.
 2. **Meeting Space.** The CITY shall provide suitable meeting space (as reasonably determined by the CRTPA) for the CRTPA to conduct its advisory and governing board meetings. The CRTPA shall coordinate

with the CITY to reserve such meeting and conference rooms. The CITY in accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, shall provide assistance to persons with disabilities needing special accommodations to participate in meetings held on the CITY's property.

4.0 MPO Duties.

All administrative support of the CRTPA's functions not delineated in Section 3 of this Agreement shall be provided by the CRTPA staff. Such duties include, but are not limited to:

- a. **Legal Services.** The CRTPA may employ a general counsel, who shall serve under contract and at the pleasure of the CRTPA governing board ("Board"), providing legal counsel and services to the CRTPA and its Executive Director at the direction of the Board, the Board Chairperson and the Executive Director.
- b. **Budget.** The CRTPA shall establish a budget which shall operate on a fiscal year basis consistent with any requirements of the Unified Planning Work Program ("UPWP"). The CRTPA shall annually prepare a budget necessary to perform adequately the functions of the CRTPA as mandated by federal and state law. The budget shall be written so as to cover all of the costs to the CITY for all support services provided to the CRTPA pursuant to this Agreement. The CRTPA's Board shall approve the CRTPA's annual operating budget and UPWP as well as any changes needed. The CITY shall have no authority in reviewing or approving the budget, budget changes or the UPWP. It is the responsibility of the CRTPA to ensure that all appropriate Federal and State of Florida budget rules and regulations are followed in preparing their annual budget.
- c. **Reimbursement of Fund Advances.** Upon receipt of quarterly spending reports from the CITY, the CRTPA shall calculate and submit bills to the appropriate federal, state and local grantors for program expenditures and forward reimbursement payments to the CITY upon receipt from such federal, state and local grantors. Other than providing basic cost information to the CRTPA, the CITY shall have no authority over the approval of the CRTPA's budget, which shall instead be approved by the CRTPA's Board.
- d. **Personnel Policy.** The CRTPA will adopt and implement personnel policies for the recruitment, retention, promotion, supervision, discipline and evaluation the CRTPA employees. The CITY shall have no say regarding the adoption of this policy. While the CRTPA may adopt the CITY's personnel policies for its day-to-day operation, the CRTPA shall as a separate and independent governmental entity structure all its policies to meet its immediate needs and to comply with all state and federal guidelines. The

CRTPA shall be permitted to participate in personnel related training courses or programs, including drug testing, offered by the CITY. All Personnel Policies shall be in compliance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, *et seq.*

- e. **Professional Services.** So as to facilitate the CITY's provision of the purchasing function of the CRTPA, the CRTPA shall adopt and implement the provisions of Section 287.055, Florida Statutes ("The Consultants' Competitive Negotiation Act"), as well as compliance with the federal and FDOT procurement requirements for the procurement of professional services.
- f. **Insurance.** Any person who performs services for remuneration and who is employed full-time by the CRTPA, while acting within the course and scope of his or her employment, shall be covered by the CRTPA's insurance for automobile, general liability and worker's compensation. Such coverage is not provided by the CITY to the CRTPA.

5.0 COMPENSATION

In consideration for the administrative support services to be provided herein by the CITY, the CRTPA shall annually budget the amounts sufficient to reimburse the CITY for all costs incurred by the CITY for administrative support, and other direct and indirect costs associated with the CRTPA operations. Actual cost estimates shall be used with the exception of indirect costs, which cost estimates, shall be calculated in accordance with the Comprehensive Annual Financial report, which is in compliance with the federal OMB Circular A-87.

6.0 TRAVEL AND TRAVEL EXPENSES

All travel by the CRTPA's personnel and Board members shall be approved by the CRTPA's Executive Director, and travel expenses shall be paid consistent with the provisions of Section 112.061, Florida Statutes. All travel by the CRTPA's Executive Director shall be approved by the Chairperson of the Board or his designee and travel expenses shall be paid consistent with the provisions of Section 112.061, Florida Statutes. The CITY shall have no function or responsibility with respect to the travel of any CRTPA staff or Board members.

7.0 DURATION AND TERMINATION PROCEDURE

This Agreement shall remain in effect for seven (7) years or until terminated by the parties in accordance to the terms of this Agreement.

TERMINATION FOR CONVENIENCE

If either party fails or refuses to perform any of the provisions of this Agreement or otherwise fails to timely satisfy the provisions of this Agreement, either party may notify the other party in writing of the nonperformance and terminate this Agreement or such part of the Agreement as to which there has been delay or failure to properly perform after six (6) months from the date of the notification if performance still has not been completed.

TERMINATION FOR DEFAULT

If either party is in default of the Agreement, termination may be made thirty (30) calendar days after receipt of the written notice to the defaulting party of the default and the default is not cured. Upon notification of the default, the defaulting party will have thirty days (30) to cure upon receipt of written notice of the default unless a different term is agreed to by the parties. Failure to comply with any of the terms of this Agreement will constitute a default within the meaning of this section.

The parties agree that neither party waived any of its rights to seek damages of any kind against the other party. In the event of substantial breach or default of any of the terms hereunder. After termination, this Agreement shall be of no further continuing effect, and the parties have no obligations to each other hereunder, except those noted as surviving termination, those duties and responsibilities to be carried out upon or after termination, and those duties or responsibilities arising on or before the date of termination.

8.0 RECORD KEEPING AND RETENTION

The CRTPA and the CITY shall prepare and retain all books, papers, records and accounts related to this Agreement in accordance with generally accepted accounting procedures and with federal requirements, including but not limited to, 23 CFR Part 420, 49 CFR Part 18, and 49 CFR 18.42. All books, papers, records and accounts made in connection with this Agreement are open to inspection and shall be retained by both parties for a period of five (5) years after termination of this Agreement. All books, papers, records and accounts related to the performance of this Agreement shall be subject to the applicable provisions of the Florida Public Records Act, Chapter 119, Florida Statutes, and appropriate records retention requirements as may be implemented by the State of Florida from time to time. Notwithstanding the foregoing provisions, all books, papers, records and accounts made in connection with this Agreement or otherwise by the CRTPA and the CITY shall not be open to inspection or disclosure pursuant to this Agreement or otherwise when said books, papers, records and accounts are confidential or exempt from open and public records law pursuant to Federal or Florida law.

9.0 SEVERABILITY

If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected thereby if such remainder would then continue to conform to the terms and requirements of applicable law. In turn, should any section, sentence or clause of this Agreement be deemed unlawful by a court of competent jurisdiction, no other provision hereof shall be affected and all other provisions of this Agreement shall continue in full force and effect.

10.0 CONSTITUTIONAL OR STATUTORY DUTIES AND RESPONSIBILITIES OF PARTIES

This Agreement shall not be construed to authorize the delegation of the constitutional or statutory duties of any of the parties. In addition, this Agreement does not relieve any of the parties of an obligation or responsibility imposed upon them by law, except to the extent of actual and timely performance thereof by one or more of the parties to this Agreement or any legal or administrative entity created or authorized by this Agreement, in which case this performance may be offered in satisfaction of the obligation or responsibility.

11.0 AMENDMENT OF AGREEMENT

The CRTPA and the CITY 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. Amendments or modifications to this Agreement may only be made by written agreement signed by all parties hereto with the same formalities as the original Agreement. However, no amendment may alter the apportionment or jurisdictional boundaries of the CRTPA without approval by the Governor.

12.0 CONFIRMATION OF AGREEMENT

The Agreement shall be reviewed annually by the CRTPA and the CITY to confirm the validity of the contents and to recommend the type of amendments, if any, that are required.

13.0 NOTICES

All notices and other communications required hereunder shall be in writing and shall be delivered personally, or by registered or certified mail, return receipt requested, postage prepaid, or by Federal Express, Airborne Express Mail, or other nationally recognized overnight commercial delivery service, fees prepaid for next day delivery. Such notices shall be deemed to have been received (i) upon delivery, if personally delivered; (ii) upon the earlier of actual receipt or the

second day after mailing, if mailed by registered or certified United States mail, return receipt requested, postage prepaid; and (iii) upon the earlier of actual receipt or the next business day if sent by Federal Express, Airborne Express, or other nationally recognized overnight commercial delivery service, if fees prepaid for next day delivery. The addresses for delivery of such notices shall be as follows:

(a) CRPTA

To:

Mr. Harry Reed
Executive Director
Capital Region Transportation Planning Agency
Mailing Address:
City Hall
300 S. Adams Street A-19
Tallahassee, FL 32301

Office Location:
408 N. Adams Street, 4th Floor
Tallahassee, FL

With a copy to:

Mr. Thornton Williams
CRTPA General Counsel
Mailing Address:
Williams McMillian P.A.
P.O. Box 10109
Tallahassee, Florida 32302

Office Location:
Alliance Center, Suite 200
119 South Monroe Street
Tallahassee, Florida 32301

(b) CITY

To:

Mayor John Marks
City Hall
300 S. Adams Street
Tallahassee, Florida 32301

With a copy to:

Mr. James R. English
City Attorney
Office of the City Attorney
City Hall
300 S. Adams Street
Tallahassee, Florida 32301

or to such other address as any party hereto shall from time to time designate to the other party by notice in writing as herein provided.

14.0 RULES OF CONSTRUCTION

All words used herein in the singular form shall extend to and include the plural. All used in the plural form shall extend to and include the singular. All words used in any gender shall extend to and include all genders.

15.0 EXECUTION OF AGREEMENT; COUNTERPARTS

This Agreement may be simultaneously executed in several counterparts, each of which so executed shall be deemed to be an original, and such counterparts together shall constitute one and the same instrument. The parties hereby further agree that each party shall execute and deliver all other appropriate supplemental agreements and other instruments, and take any other action necessary to make this Agreement fully and legally effective, binding, and enforceable as between them and as against third parties.

16.0 GOOD FAITH

In order to facilitate the success of the Agreement, the MPO and the CITY shall enter into this Agreement in good faith and with mutual trust.

17.0 AUTHORITY

Each party represents and warrants, with respect to itself, that the execution and delivery of this Agreement has been authorized by all necessary action of each party, and that this Agreement constitutes the legal, valid, and binding agreement of each party, enforceable in accordance with its terms.

18.0 GOVERNING LAW; VENUE

This Agreement shall be construed, interpreted, enforced, and governed in accordance with the laws of the State of Florida. Venue for any action arising out of or related to this Agreement shall be in Leon County, Florida.

19.0 BINDING EFFECT

This Agreement shall be binding upon and shall inure to the benefit of the respective successors, heirs, assigns, representatives, subsidiaries, affiliates, joint venturers, officers, directors, and members of the parties hereto.

20.0 NON-WAIVER

Failure by the CRTPA and the CITY to insist upon the strict performance of any of the terms, conditions, or provisions of this Agreement shall not be deemed to be a waiver of such terms, conditions, and provisions, and the CRTPA and the CITY notwithstanding such failure, shall have the right hereafter to insist upon the strict performance of any or all such terms and conditions of this Agreement as set forth herein.

21.0 INTERPRETATIONS; HEADINGS

All parties hereto acknowledge that they participated in the negotiation and drafting of the terms of this Agreement and acknowledge that no provision shall be strictly construed against one party or the other based solely on draftsmanship. The parties have entered into this Agreement without duress, coercion, or under undue influence of any kind, and are motivated by a desire to avoid the costs and time associated with litigation and to arrive at a fair and reasonable agreement with regard to the parties' dispute. All parties hereto acknowledge that they have been represented by counsel in connection with the negotiation of the terms of this Agreement and that they enter into this Agreement freely and voluntarily, and only after consultation with their respective counsel. All sections and descriptive headings in this Agreement are inserted for convenience only, and shall neither affect the construction or interpretation hereof, nor add or subtract from the meaning of the contents of each section.

22.0 ENTIRE AGREEMENT

This Agreement represents the entire understanding and agreement between the parties with respect to the subject matter hereof. No representations have been made, either express or implied by the parties, other than those expressly set forth in this Agreement.

23.0 ENFORCEMENT; REMEDIES

The parties hereto shall have all equitable and legal remedies available under Florida law to enforce the terms and conditions of this Agreement, and the terms of this Agreement shall be specifically enforceable in Circuit Court.

24.0 ATTORNEYS FEES

In the event of any dispute hereunder or any action to interpret or enforce this Agreement, any provision hereof, or any matter arising herefrom, the prevailing party shall be paid by the non-prevailing party the reasonable attorneys' fees and costs incurred in enforcing its rights and remedies, whether incurred at the pretrial, trial, or appellate levels.

25.0 DISCLAIMER OF THIRD PARTY BENEFICIARIES

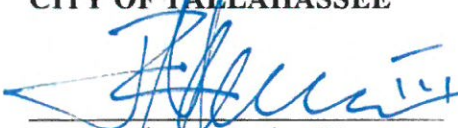
This Agreement is solely for the benefit of the formal parties hereto and no right or cause of action shall accrue by reason hereof to or for the benefit of any third party not a formal party hereto. Nothing in this Agreement, expressed or implied, is intended or shall be construed to confer upon or give any person or entity any right, remedy, or claim under or by reason of this Agreement or any provisions or conditions hereof, other than the parties hereto.

26.0 EFFECTIVE DATE

This Agreement shall become effective upon the date of execution by the last of the parties hereto.

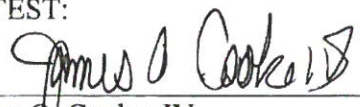
IN WITNESS WHEREOF, the undersigned parties have caused this Agreement to be duly executed in their behalf.

CITY OF TALLAHASSEE

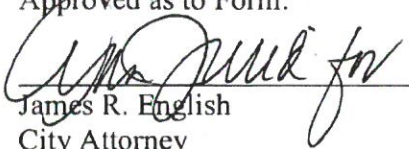

Mayor John R. Marks, III
City of Tallahassee

Date: 5-18-12


ATTEST:


James O. Cooke, IV
City Treasurer-Clerk

Approved as to Form:



James R. English
City Attorney

**CAPITAL REGION TRANSPORTATION
PLANNING AGENCY**

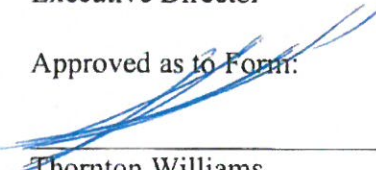

Jane G. Sauls, Board Chair, Capital Region
Transportation Planning Agency

Date: 5-21-12

ATTEST:


Harry D. Reed, III
Executive Director

Approved as to Form:


Thornton Williams
CRTPA Attorney

MPO Salaries and Benefits

MPO	Urbanized Area Population	Federal Planning Funds (PL)*	Ex Director Hire Date	Salary	Contract	Severance	Benefits/Allowances	Retirement
Space Coast (Brevard County)	517,914	\$644,661	1998	\$105,046	Yes	20 wks	Laptop Computer Cell phone \$75/mo \$125K Life Ins Auto mileage Reimburse Annual Lv - 24 days Annual Sick - 15 days	FRS
North Florida TPO (Duval, Clay Nassau and St. Johns counties)	1,073,717	\$960,879	2013	\$150,000 3% COLA Merit Pay Bonus (up to 15%)	Yes	6 mos	Auto - \$600/mo Cell phone provided	City of Jacksonville Defered Comp - \$10K/yr
Broward	1,770,800	\$1,357,476	2010	\$150,000 COLA Merit	Yes	3 mos	Auto - \$500/mo Cell phone \$125/mo Annual Lv - 10 days	FRS
Hernando/Citrus	217,327	\$473,646	2015	\$97,217	No	No	Cell phone provided County vehicle available 30 days paid time off annually (both sick and annual)	FRS
Sarasota/Manatee	678,297	\$735,909	2005	\$138,320 -FY 15 \$143,852 -FY 16 \$148908 - FY 17	Yes	20 wks	Auto - \$450/mo Cell phone \$45/mo LT Disability - \$500/yr	FRS Defered Comp - \$7K/yr
MetroPlan (Orange, Osceola and Seminole counties)	1,786,395	\$1,366,349	1995	\$165,448	Yes	3 mos	incentive payment up to 3% Auto - \$600/mo Cell phone provided 12days sick - 32 days annually	plan \$18,000 annual contribution to 457 plan

MPO Salaries and Benefits

MPO	Urbanized Area Population	Federal Planning Funds (PL)*	Ex Director Hire Date	Salary	Contract	Severance	Benefits/Allowances	Retirement
Charlotte County - Punta Gorda	148,678	\$434,589	2011	\$65,790 - \$98,696	No	12 wks	County through Staff Services Agreement provides vehicle and cell phone 12days sick - 15 days annually	FRS
St. Lucie	270,987	\$504,175	2008	\$101,000	Yes	3 mos	Auto - \$600/mo Cell phone provided Life Insurance provided Annual Lv - 4 weeks Annual Sick - 2 weeks	FRS
CRTPA (Gadsden, Jefferson, Leon and Wakulla counties)	242,163	\$487,776	2007	\$105,290	No	?	Auto - \$250/mo Cell phone provided Flex Bucks - \$294/mo Annual Lv - 24 days Annual Sick - 6 days Plus cumulative lifetime maximum of 1200 catastrophic illness leave hours	Choice FRS or City Plan

* - PL funds are federal planning funds allocated to each urbanized area over 50,000 population.



AGENDA ITEM 5 D

NOVEMBER 2015 CRTPA ORGANIZATION STRUCTURE CLARIFICATION

REQUESTED BY: CRTPA Chair

TYPE OF ITEM: Action

STATEMENT OF ISSUE

At the November 16, 2015 CRTPA Board meeting members held a lengthy discussion regarding the organizational structure and potential reconfigurations of the CRTPA. This item is being presented to address the votes that were taken at the meeting.

RECOMMENDED ACTION

CRTPA Board Discretion.

HISTORY AND ANALYSIS

At the November CRTPA Board meeting, Mr. Scott Rossman, Mr. Wayne Tedder, and Mr. Harry Reed made a presentation regarding the current structure of the CRTPA and potential alternative structures that would address coordination, cooperation, efficiency, Executive Director supervision and duplicative services provided by the CRTPA, PLACE and Blueprint.

The options to create a completely independent CRTPA and having the CRTPA revert back an organization under Tallahassee and Leon County, exclusively, were eliminated by the CRTPA Board.

The options of keeping the current structure or the assignment of the CRTPA under PLACE were discussed in detail with Commissioner Lindley making a motion to investigate both options and bring back information to find a potential hybrid solution. This motion was seconded by Commissioner Merritt.

It was noted by several commissioners that the real difference between the two options related to the placement of the CRTPA under PLACE. The other issues of coordination, cooperation, efficiency, and supervision of the Executive Director remained regardless of the structure.

Based on the overlapping issues and the perception of the placing the CRTPA under PLACE, Commissioner Richardson made a substitute motion that kept the CRTPA organizational structure as is, and address the coordination, cooperation, efficiency, Executive Director supervision issues through the CRTPA Board. This was seconded by Commissioner Nick Maddox.

The vote on the substitute motion was as follows:

CRTPA VOTING RECORD

November 16 2015

Member Name	Representing	Voting Points	4E Substitute Motion	
			Total Points	
			FOR	AGST
Commissioner Bowen	LCSB	1.00	1.00	
Commissioner Barfield	Jefferson	4.00	4.00	
Vacant	Gadsden Cities			
Commissioner Randy Merritt	Wakulla	8.00		8.00
Commissioner Dr. Anthony O. Viegbesie	Gadsden	8.00	8.00	
Commissioner John Dailey	Leon	5.29		5.29
Commissioner Brian Desloge	Leon	5.29		5.29
Commissioner Kristen Dozier	Leon	5.29		5.29
Commissioner Mary Ann Lindley	Leon	5.29		5.29
Commissioner Nick Maddox	Leon	5.29	5.29	
Commissioner Bill Proctor	Leon			
Commissioner Jane Sauls	Leon	5.29		5.29
Commissioner Scott Maddox	Tallahassee			
Commissioner Nancy Miller	Tallahassee	12.33	12.33	
Commissioner Curtis Richardson	Tallahassee	12.33	12.33	
TOTAL		77.38	42.95	34.45

 - Commissioner not at meeting during vote.

It was reported that the motion did not pass because it had not reached the 51% needed for a motion to pass. However, the CRTPA bylaws state the following in section IV, E, 4:

4. There must be majority representation to constitute a quorum for the transaction of business. A quorum is defined as 51% of the voting interest of the CRTPA. An affirmative vote shall consist of a majority vote of the total quorum present. A quorum must be present for any matters to be voted on at any duly called CRTPA meeting.

Based on the voting as shown above, and the CRTPA Bylaws, the substitute motion passed with a 55.5% vote in the affirmative.

After the substitute vote was taken and reported as failing the original motion that was made by Commissioner Lindley, and seconded by Commissioner Merritt, was voted upon by the CRTPA Board and passed unanimously.

Due to the lateness of the meeting and obligations to other events by commissioners, the CRTPA Board lost its quorum after the vote on the original motion.

Roberts Rules of Order

The CRTPA Board proceedings are guided by Roberts Rule of Order Revised per the CRTPA Bylaws. Therefore, based on the CRTPA's quorum rule as discussed previously, the substitute motion by Commissioner Richardson that kept the current CRTPA structure intact passed by a vote of 55% to 45%. No other vote that took place after the substitute motion passed is valid regardless of how it was reported to Board members.

In order for the CRTPA to reconsider the vote:

1. The motion to reconsider can only be made by a member who voted with the prevailing side.
 - a) If the motion to reconsider fails, the vote can't be reconsidered.
 - b) If the motion to reconsider receives a second, and the vote to reconsider passes, which requires a majority vote, the vote on the item can be reconsidered and debated.

Based on the "vote to reconsider" language from Roberts Rules of Order Revised, Commissioner Bowen, Commissioner Barfield, Commissioner Viegbesie, Commissioner Nick Maddox, Commissioner Miller or Commissioner Richardson can make a motion to reconsider.

NEXT STEPS

CRTPA staff will work with the new CRTPA Executive Director on developing suggestions, commitments and policies towards addressing the issues brought up at the November 2015 meeting.

RECOMMENDED ACTION

CRTPA Board Discretion.



February 8, 2016

AGENDA ITEM 6 A

EXECUTIVE DIRECTOR'S REPORT

REQUESTED BY: Staff

TYPE OF ITEM: Information

A status report on the activities of the Capital Region Transportation Planning Agency (CRTPA) and other items of interest will be provided.

February 8, 2016



AGENDA ITEM 6 B

2016 CRTPA TRANSPORTATION ALTERNATIVES PROGRAM (TAP) UPDATE

REQUESTED BY: CRTPA Staff

TYPE OF ITEM: Information

STATEMENT OF ISSUE

This item provides an update on the CRTPA's 2016 Transportation Alternatives Program that has recently initiated.

BACKGROUND

Transportation Alternatives are federally funded programs and projects, including on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, community improvement activities, and environmental mitigation; recreational trail program projects; safe routes to school projects; and projects for the planning, design or construction of boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.

CRTPA TAP

The CRTPA Transportation Alternatives Program (TAP) was established in 2013 subsequent to The creation of the Transportation Alternatives Program associated with the July 6, 2012 signing of P.L. 112-141, the Moving Ahead for Progress in the 21st Century Act (MAP-21) by President Obama.

Fifty percent (50%) of the TA funding received by each state is to be distributed by population. For those Metropolitan Planning Organizations with a population greater than 200,000 (which includes the CRTPA), the MPO agency must run the competitive grant process, necessitating the creation of the CRTPA TAP.

Associated with the CRTPA TAP is approximately \$310,000 of TA funding explicitly dedicated annually to the CRTPA region. In addition, other TA funding is available for placement on TA projects within the CRTPA region. This funding, which is outside of the dedicated amount to the CRTPA, is placed on projects at the discretion of the Florida Department of Transportation.

Consistent with CRTPA Board direction, solicitation of new TA projects occurs biennially. The last time that CRTPA solicited TA applications was in 2014. As a result, the CRTPA has recently initiated new applications for this year (2016).

Guiding the 2016 CRTPA TAP will be the CRTPA TA Subcommittee. The subcommittee, comprised of 6 members (3 from the CRTPA's Citizens Multimodal Advisory Committee (CMAC) and 3 from the Technical Advisory Committee (TAC)), will review and recommend a ranking of the TA applications that are received by the CRTPA. Related to this process will be the review of the adopted TA evaluation criteria upon which eligible TA applications will be ranked. If the TA Subcommittee recommends changes to the TA evaluation criteria, the proposed new criteria will be presented to the CRTPA Board for review and approval at the March CRTPA meeting.

Once the TA application projects are ranked by the TA Subcommittee, the projects will be placed on the CRTPA's Fiscal Year (FY) 2018 – FY 2022 Transportation Alternatives Priority Project List for consideration by the CRTPA Board at the September 19, 2016 meeting. Once adopted by the CRTPA, the TA PPL will be provided to the FDOT for funding consideration as that agency develops the Draft State Work Program

The following provides the CRTPA 2016 TA Solicitation calendar

- January 15, 2016 – Announcement of TA Applications Open Period
- February 2, 2016 – TA Informational Public Meeting (3 PM; Tallahassee City Hall)
- February 10, 2016 – TA Subcommittee Meeting (Noon – 1:30) (Review adopted criteria)*
- February 11, 2016 – TA Subcommittee Meeting (Noon – 1:30) (Review adopted criteria)*
- March 25, 2016 – TA Applications DUE
- March 30, 2016 – TA Applicant Interviews with Subcommittee
- March 31, 2016 – TA Applicant Interviews with Subcommittee (continued)
- April 6, 2016 – TA Subcommittee Recommended Application Ranking (Noon – 1:30)*
- May/June CRTPA Meeting – CRTPA adoption of FY 2018 – FY 2022 TA Priority Project List

Recently Funded CRTPA TAP Projects

Since the last solicitation of the TA projects in 2014, the CRTPA TAP has funded the following projects in the CRTPA region:

- Havana Middle School Sidewalks (Limits: 11th Avenue (4th Street to Iron Bridge Road); Iron Bridge Road (CR 12A to 11th Avenue); design funded (Gadsden County)
- Adams Street (CR 268) (City of Quincy) Sidewalk Construction (Limits: Clarke Street to MLK Jr Blvd); design and construction funded (Gadsden County)
- Glenview Drive Sidewalk Project (Limits: Thomasville Road to Meridian Road); design and construction funded (Leon County)
- US 98/Panacea Community Sidewalk (Limits: Mound Street to US Post Office); design and construction funded (Wakulla County)



February 8, 2016

AGENDA ITEM 6 C

CORRESPONDENCE

REQUESTED BY: CRTPA Staff

TYPE OF ITEM: Information

The following correspondence has been received by the CRTPA since its last meeting:

From Greg Burke, AICP, Transportation Planner to long@remtally.com regarding projected bike lanes on Pensacola Street, dated January 11, 2016. Because the project was a City Project the e-mail was forwarded to Megan Doherty at the City of Tallahassee.

From Greg Burke, AICP, Transportation Planner to Suzanne Lex, Urban Liaison, FDOT District 3 Office, dated November 20, 2015 regarding Project #4325591 (US 27 Resurfacing from John Knox to Thomasville Rd.)

Burke, Greg

From: Burke, Greg
Sent: Friday, November 20, 2015 10:15 AM
To: Lex, Suzanne (Suzanne.Lex@dot.state.fl.us)
Cc: Kostrzewa, Jack
Subject: Project # 4325591 (US 27 Resurfacing from John Knox to Thomasville Rd)

Hi Suzanne. Our agency is looking to set up a meeting to bring various agencies together regarding the programmed resurfacing of Monroe Street (PE funded in FY 2016; CST in FY 2018). The project is located just north of downtown Tallahassee with limits that include the CRTPA's upcoming Lake Ella median installation project. Additionally, the corridor has been studied by our agency for the possible future installation of medians (Monroe Street Median Feasibility Study: <http://crtpa.org/files/80742648.pdf>) and has also been identified by BluePrint 2000 as a corridor for improvement in the agency's 2020 Sales Tax Projects (N. Monroe Gateway & Midtown Placemaking: <http://www.leonpenny.org/>).

Given the project's time frame, we think an initial meeting of various agencies to discuss the corridor and opportunities to facilitate pedestrian, bicycle and landscape enhancements would be beneficial as the design of the project proceeds.

Thank you for your assistance.

Sincerely,

Greg T. Burke, AICP
Transportation Planner
Capital Region Transportation Planning Agency
408 N. Adams Street, 4th Floor
Tallahassee, FL 32301
850/891.6802 Fax/891.6832
Email: greg.burke@talgov.com
web site: www.crtpa.org

Mailing Address:
300 S. Adams Street, M.S. A-19
Tallahassee, FL 32301

Burke, Greg

From: Burke, Greg
Sent: Monday, January 11, 2016 1:42 PM
To: 'long@remtally.com'
Cc: Doherty, Megan; Kostrzewa, Jack
Subject: RE: Someone Submitted Contact the CRTPA! Comments

Thank you for contacting the Capital Region Transportation Planning Agency regarding the recent Phase I addition of protected bicycle lanes on Pensacola Street. Please note that this project is a City of Tallahassee project (not a CRTPA project).

As noted in the City's project press release, protected bicycle lanes provide a more comfortable riding environment for bicyclists and are a part of the City's continuing efforts to towards making the community more bike-friendly. For more information on this project, please Megan Doherty with the Tallahassee-Leon County Planning Department at 850 891-6400 (copied).

With regards to the CRTPA, as the region's transportation planning agency, our agency's focus is on state and federal roadways. Such focus includes efforts related to ensuring a balanced transportation system for all residents of the CRTPA region.

To that end, the CRTPA annually adopts priority project list that identify different types of transportation projects (including roadway, bicycle and pedestrian, and transit) for which the agency is seeking state and federal funding. Those projects within the CRTPA region that have already received such funding are included in the CRTPA Transportation Improvement Program, available for review on the agency's website (www.crtpa.org).

Please note that the CRTPA's projects are first identified in the agency's plans and programs, such as the CRTPA's Regional Mobility Plan. Associated with development of such plans and programs is a large public involvement component which provides opportunities for citizen involvement throughout the process.

Feel free to contact me via email (greg.burke@talgov.com) or phone (850 891 6802) to further discuss the CRTPA including opportunities to become more involved in the region's transportation planning process. Additionally, as noted above, please contact the Tallahassee-Leon County Planning Department to discuss the Pensacola Street project.

Thank you again for contacting our agency.

Sincerely,

Greg T. Burke, AICP
Transportation Planner
Capital Region Transportation Planning Agency
408 N. Adams Street, 4th Floor
Tallahassee, FL 32301
850/891.6802 Fax/891.6832
Email: greg.burke@talgov.com
web site: www.crtpa.org

Mailing Address:
300 S. Adams Street, M.S. A-19
Tallahassee, FL 32301

From: Contact the CRTPA! [mailto:form-www.crtpa.org@apps.registeredsite.com]
Sent: Friday, January 08, 2016 8:59 PM
To: Burke, Greg
Subject: Someone Submitted Contact the CRTPA! Comments

Name: Darlene Long
Address: 5700 Verlaine Ct. Tallahassee Florida 32308
Email: long@remtally.com
Phone number: 8506569739
Subject: bike lanes vs roads

Message: I have observed many changes lately that did more for bike lanes and the expense of roads and cars. One example is the bike lane down Pensacola st. by the Civics Center with the physical barrier. In your January 2016 Insight brochure on the inside it said: "3. A protected bike lane is part of the street grid. On roads where protected bike lanes exist, cyclists can still legally ride with traffic in the travel lane; they are not restricted to the protected bike lane." This makes no sense. Why are we going to all the expense and trouble to separate the bikes from the cars, but they can also ride with the cars? If as a pedestrian I can't walk in the bike lane, why would the bike be able to be in the car lane?

February 8, 2016



AGENDA ITEM 6 D

COMMITTEE ACTIONS(CITIZEN'S MULTIMODAL ADVISORY COMMITTEE/TECHNICAL ADVISORY COMMITTEE/TRANSPORTATION DISADVANTAGED COORDINATING BOARD)

REQUESTED BY: CRTPA Staff

TYPE OF ITEM: Information

STATEMENT OF ISSUE

This item provides information to the Capital Region Transportation Planning Agency (CRTPA) on the activities of the Citizens Multimodal Advisory Committee (CMAC), the Technical Advisory Committee (TAC), and the Transportation Disadvantaged Coordinating Boards (TDCBs) for Leon, Wakulla, Jefferson, and Gadsden counties.

TAC and CMAC: The CMAC and TAC have not met since their last meeting on Tuesday, November 3, 2015. Both committees, however, have been coordinating with CRTPA staff to identify three (3) members from each committee to serve on the Transportation Alternatives (TA) Subcommittee, which will meet in February, March, and April of 2016 to establish a recommended priority ranking of TA project applications. The formation of this subcommittee is still ongoing as TAC and CMAC members continue to check their calendars of availability, but thus far the following members are committed to serving on the subcommittee:

CMAC: Dan Beaty, Hans VanTol

TAC: Jill Jeglie

TDCB: The actions of the Transportation Disadvantaged Coordinating Boards in Gadsden, Jefferson, Leon and Wakulla counties are listed below.

Wakulla County

The Wakulla County TDCB has not met since the last CRTPA meeting. Their next meeting is on February 16, 2016.

Jefferson County

The Jefferson County TDCB has not met since the last CRTPA meeting. Their next meeting is on February 18, 2016.

Gadsden County

The Jefferson County TDCB has not met since the last CRTPA meeting. Their next meeting is on February 18, 2016.

Leon County

The Leon County TDCB met on January 13, 2016. They received a report from the Community Transportation Coordinator (CTC) and heard from its members about relevant issues. Of special note was the discussion between the CTC and the Veteran's Representative on increased transportation opportunities for veterans. Staff presented an update of the Transportation Disadvantaged Service Plan and Human Services Transportation Plan, which was approved by the members. The next meeting is on April 13, 2016.



February 8, 2016

AGENDA ITEM 6 E

FUTURE MEETINGS

REQUESTED BY: CRTPA Staff

TYPE OF ITEM: Information

The Capital Region Transportation Planning Agency is next scheduled to meet on the following dates in the 2016:

Meeting Date	Meeting Type	Location	Scheduled Items
March 21	Board Meeting*	Tallahassee City Commission Chambers	Draft Unified Planning Work Program (UPWP); Draft Transportation Improvement Program (TIP)
April 18	Workshop	To Be Determined (TBD)	
May 16	Board Meeting	Tallahassee City Commission Chambers	Final UPWP
June 20	Board Meeting	Tallahassee City Commission Chambers	Final TIP
September 19	Board Meeting	Tallahassee City Commission Chambers	Priority Project List
October 17	Retreat (9am – 1 pm)	TBD	
November 14	Board Meeting	Tallahassee City Commission Chambers	Election of Chair/Vice Chair

* - Unless noted otherwise, CRTPA meetings are scheduled to begin at 1 pm.



February 8, 2016

AGENDA ITEM 6 F

EXPENSE REPORTS

REQUESTED BY: CRTPA Staff

TYPE OF ITEM: Information

No expense reports have been generated since the last meeting.



February 8, 2016

AGENDA ITEM 7

CITIZEN COMMENT



February 8, 2016

AGENDA ITEM 8

ITEMS FROM MEMBERS