

Capital Region  
**CRTPA**  
Transportation  
Planning Agency

CRTPA Board Meeting  
September 19, 2011  
1 P.M.  
City of Tallahassee  
Commission Chambers





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408 N. ADAMS STREET TALLAHASSEE, FL 32301  
[www.crtpa.org](http://www.crtpa.org)

## **CRTPA BOARD**

**MEETING OF MONDAY, SEPTEMBER 19, 2011 AT 1:00 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. AWARDS AND SPECIAL PRESENTATIONS**

- **CRTPA Seventh Annual Transportation Disadvantaged Awards:** Annually, nominations are sought from agencies participating in the Transportation Disadvantaged Programs in Gadsden, Jefferson, Leon and Wakulla counties for outstanding driver and outstanding safety record.

### **2. AGENDA MODIFICATIONS**

### **3. CONSENT AGENDA**

#### **A. Minutes of the June 20, 2011 Meeting**

#### **B. November CRTPA Board Meeting Date Change**

This item seeks approval to move the November 21, 2011 Board meeting date up one week to Monday, November 14, 2011.

#### **C. Legal Services Contract Funding Modification**

This item seeks ratification of the contract funding increase that was authorized by the CRTPA Chair under the expenditure limits allowed for in the CRTPA By-Laws.

*If you have a disability requiring accommodations, please contact the Capital Region Transportation Planning Agency at (850) 891-6800. The telephone number of the Florida Relay TDD Service is # 711.*

**D. CRTPA General Planning Consultant Joint Participation Agreement Amendment Authorization**

This item seeks authorization for CRTPA Chair to execute the Joint Participation Agreement Amendment between the CRTPA and the Florida Department of Transportation related to additional funding associated with the CRTPA General Planning Consultant contract.

**E. Safe Routes to School Joint Participation Agreement Authorization**

This item seeks authorization for CRTPA Chair to execute the Joint Participation Agreement between the CRTPA and the Florida Department of Transportation related to funding associated with the Safe Routes to School project.

**F. FY 2012 CRTPA Budget Approval**

The CRTPA's FY 2012 budget has been developed reflecting available federal funding as identified within the CRTPA's Unified Planning Work Program.

**Recommended Action: *Approve consent agenda***

**4. CONSENT ITEMS PULLED FOR DISCUSSION****5. ROLL CALL VOTE AGENDA ITEMS****A. Fiscal Year (FY) 2012 – FY 2016 Transportation Improvement Program (TIP) Amendment**

The CRTPA FY 2012 – FY 2016 TIP is proposed to be amended to reflect the following project change:

- Lafayette Street Bicycle and Pedestrian Funding (Leon County) (Project #4301541): Revise the project limits in order to more accurately reflect the segment for which the funds will be utilized. This project provides funding to Leon County for bicycle and pedestrian improvements along the corridor.

**Recommended Action: *Approve agenda item by roll call vote***

**6. CRTPA DISCUSSION (35 MINUTES)**

*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 CRTPA.*

**A. Port of Port St. Joe (Information) (15 minutes)**

A brief presentation on current and future activities of the Port of Port St. Joe will be provided by the Port Director, Tommy Pitts.

**Recommended Action: *Information Only***

**B. GPC Work Order Authorizations (Discussion) (10 minutes)**

This item seeks Board approval to proceed with work order agreements between the CRTPA General Planning Consultants (GPC) and the CRTPA to approve the spending of GPC funds on identified projects as well as approve the execution of the identified projects.

**Recommended Action: *Board Approval***

**C. Sustainable Communities Calculator Work Order Authorization (Discussion) (10 minutes)**

This item seeks Board approval to proceed with a work order agreement between the CRTPA and URS Southern/Sprinkle Consulting (General Planning Consultant (GPC)) to complete the Sustainable Communities Calculator.

**Recommended Action: *Board Approval***

**7. EXECUTIVE DIRECTOR'S REPORT**

A status report on CRTPA activities and items of interest will be provided, including the following:

- October 17, 2011 CRTPA Retreat
- CRTPA Committee Restructuring
- Interactive Transportation Improvement Program (TIP)
- I-10 Master Plan Update

**Recommended Action: *Information only - No action required***

**8. ITEMS FROM MEMBERS**

This portion of the agenda is provided to allow members an opportunity to discuss issues relevant to the CRTPA.

9. **CITIZEN COMMENT**

This portion of the agenda is provided to allow for citizen input on any CRTPA issue. Those interested in addressing the CRTPA 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.

10. **INFORMATION**

- A. **Correspondence/Information**
- B. **Committee Actions (Citizen's Advisory Committee/Multimodal Advisory Committee/ Technical Advisory Committee/Transportation Disadvantaged Coordinating Board)**
- C. **Transportation Improvement Program Administrative Amendments**
- D. **Future Meeting Dates and Agenda Items (Next Meeting: October 17 Retreat)**
- E. **CRTPA Expense Reports**

**Recommended Action: *Information only - No action required***

**AGENDA ITEM 1**  
**AWARDS AND SPECIAL PRESENTATIONS**



*September 19, 2011*

## **AGENDA ITEM 1**

### **AWARDS AND SPECIAL PRESENTATIONS**

**REQUESTED BY:** CRTPA Staff

**TYPE OF ITEM:** Award

For the last seven years, nominations have been sought from agencies participating in the Transportation Disadvantaged Programs in Gadsden, Jefferson, Leon and Wakulla counties. Specifically, nominations are sought for outstanding driver and outstanding safety record. Commissioner Akin Akinyemi, Chair of the Leon County Transportation Disadvantaged Coordinating Board will present the following awards:

#### **7th Annual Capital Region Transportation Planning Agency Transportation Disadvantaged Program Driver of the Year**

- **Nathaniel Brown** of Big Bend Transit of Leon County. Mr. Brown is the driver of the Gadsden Express. In the past twelve months, Mr. Brown transported 18,832 passengers, drove over 67,000 miles, and worked 2,470 hours with no accidents or incidents. He took it upon himself to learn Star Metro's fixed route system in order to better serve his passengers.

#### **7th Annual Capital Region Transportation Planning Agency Transportation Disadvantaged Program Safety Award**

- **Big Bend Transit of Jefferson County.** They also won this award in 2010. In the past twelve months, they have provided 15,145 trips, driven 223,838 miles, and no accidents or incidents.

**AGENDA ITEM 2**  
**AGENDA MODIFICATIONS**

*September 19, 2011*



**AGENDA ITEM 2**

**AGENDA MODIFICATIONS**

**AGENDA ITEM 3**  
**CONSENT AGENDA**

**AGENDA ITEM 3.A**  
**MINUTES OF THE JUNE 20, 2011 MEETING**

*September 19, 2011*



**AGENDA ITEM 3 A**

**MINUTES**

**REQUESTED BY:** CRTPA Staff

**TYPE OF ITEM:** Consent

The minutes from the June 20, 2011 CRTPA meeting are provided as *Attachment 1*.

**RECOMMENDED ACTION**

Option 1: Approve the June 20, 2011 CRTPA Minutes.



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## CRTPA BOARD

MEETING OF MONDAY, JUNE 20, 2011 AT 1:00 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.”*

### **MINUTES**

#### **MEMBERS PRESENT:**

Commissioner Doug Croley, Gadsden County, Chairman  
Commissioner Hines Boyd, Jefferson County  
Commissioner Delores Madison, Midway, Havana, Quincy  
Commissioner Randy Merritt, Wakulla County  
Commissioner Akin Akinyemi, Leon County  
Commissioner John Dailey, Leon County  
Commissioner Kristen Dozier, Leon County  
Commissioner Nick Maddox, Leon County  
Commissioner Jane Sauls, Leon County  
Commissioner Bryan Desloge, Leon County  
Commissioner Nancy Miller, City of Tallahassee

**STAFF AND OTHERS PRESENT:** Bryant Paulk, FDOT; Stacie Blizzard, FHWA; Brian Waterman, Starmetro; Jay Townsend, City of Tallahassee; Wayne Tedder, TLCPCD; Greg Burke, CRTPA; Colleen Roland, CRTPA; Harry Reed, CRTPA; Lynn Bar, CRTPA; Jack Kostrzewa, CRTPA; Dave Bright, BP2000; Cherie Horne, TLCPCD; Tony Park, Leon County Public Works

#### **1. AWARDS AND SPECIAL PRESENTATIONS**

- **Commissioner Andrew Gillum**

#### **2. AGENDA MODIFICATIONS**

**None**

#### **3. CONSENT AGENDA**

##### **A. Minutes of the May 16, 2011 Meeting**

**B. CRTPA General Planning Consultant Joint Participation Agreement Authorization**

This item seeks approval of CRTPA Chair authorization of the Joint Participation Agreement between the CRTPA and the Florida Department of Transportation related to funding associated with the upcoming CRTPA General Planning Consultant contract award.

**C. Fiscal Year 2011 Unified Planning Work Program Amendment**

This item seeks amendment to the adopted Unified Planning Work Program to include \$225,000 additional SU funds under Professional Services. Its purpose is to complete the Sustainable Communities Calculator.

**D. FY 2013 – FY 2017 Priority Project List Adoption**

Annually, the CRTPA adopts Priority Project Lists (PPLs) in order to provide the FDOT project funding direction as the state agency proceeds with the annual development of the State Work Program. This year, the following PPLs have been adopted for CRTPA Board approval:

1. **Regional Mobility Plan Priority Project List**
2. **Transportation Systems Management (TSM) Priority Project List**
3. **Transportation Enhancements Priority Project List**
4. **StarMetro Priority Project List**
5. **Tallahassee Regional Airport Priority Project List**
6. **Strategic Intermodal System (SIS) Priority Project List**

**Board Action: Commissioner Miller made a motion to accept the consent agenda as presented by staff. Commissioner Madison seconded the motion. The motion was unanimously passed.**

4. **CONSENT ITEMS PULLED FOR DISCUSSION**

None

5. **HAND VOTE AGENDA ITEMS****A. FY 2012 – FY 2016 Transportation Improvement Program (TIP) Adoption**

The FY 2012 – FY 2016 TIP has been developed for Board adoption. The TIP contains projects within the CRTPA region that have received state and federal funding in the Annual State Work Program.

**Board Action: The consensus of the board was to move forward without additional presentation. A roll call vote was conducted. The vote was unanimously adopted.**

6. **CRTPA DISCUSSION****A. Regional Transportation Area (RTA)/Transportation Regional Incentive Program**

Mr. Reed briefly explained the item. He stated the item updated the CRTPA's RTA map to reflect the recent approval of the agency's apportionment plan.

**Board Action: The consensus of the board was to move forward without additional presentation. Commissioner Dozier made a motion to accept the Regional Transportation Area (RTA) Map as presented by staff. Commissioner Maddox seconded the motion. The motion was unanimously passed.**

**B. CRTPA General Planning Consultant (GPC) Contract Award (Discussion) (15 minutes)**

Consistent with Board approval on March 21, 2011, staff will be presenting recommendations for the CRTPA General Planning Consultant(s).

Mr. Reed presented the recommendation from the technical committee for the three consulting firms for the General Planning Consulting contract. He noted these firms provided the necessary expertise to provide the services needed by the CRTPA. Those firms were presented to the board were: Reynolds, Smith, Hills, URS Corporation and Renaissance Planning Group.

**Board Action: Commissioner Sauls made a motion to accept options #1 and 2 as presented by staff. Commissioner Desloge seconded the motion. The motion was unanimously passed.**

**7. EXECUTIVE DIRECTOR'S REPORT**

A status report on CRTPA activities and items of interest will be provided, including the following:

- Port St. Joe
- Apalachee Parkway Sidewalks

**Board Action: This item was for information only, therefore no action was taken.**

**8. ITEMS FROM MEMBERS**

Ms. Madison stated the town of Havana has requested the board begin to research the addition of a Havana by-pass project, similar to the Quincy by-pass project.

**9. CITIZEN COMMENT**

None

**10. INFORMATION**

- A. Correspondence
- B. Committee Actions (Citizen's Advisory Committee/Multimodal Advisory Committee/ Technical Advisory Committee/Transportation Disadvantaged Coordinating Board)
- C. Future Meeting Dates and Agenda Items (Next Meeting: September 19)
- D. CRTPA Expense Reports

**Board Action: This item was for information only, therefore no action was taken.**

**Meeting adjourned at 1:40 PM.**

**Attested:**

\_\_\_\_\_  
Yulonda Mitchell, Recording Secretary

\_\_\_\_\_  
Douglas M. Croley, Chairman

**AGENDA ITEM 3.B**  
**NOVEMBER CRTPA BOARD MEETING DATE**  
**CHANGE**

September 19, 2011



## AGENDA ITEM 3 B

### 2011 CRTPA MEETING CALENDAR REVISION

REQUESTED BY: CRTPA Staff

TYPE OF ITEM: Consent

#### STATEMENT OF ISSUE

The purpose of this agenda item is to revise the 2011 CRTPA Meeting Calendar to move the November CRTPA Board meeting date up one week to November 14, 2011 (from November 21, 2011).

#### RECOMMENDED ACTION

Option 1: Revise the 2011 CRTPA Calendar to change the November board meeting date to November 14, 2011.

#### HISTORY AND ANALYSIS

Pursuant to CRTPA by-laws, CRTPA board meetings are to be held on the third Monday of any given month. Consistent with this policy, the adopted 2011 CRTPA calendar identifies November 21, 2011 as the date for the November 2011 CRTPA board meeting.

Due to the scheduled November 21, 2011 CRTPA board meeting occurring during the week of Thanksgiving, there has been a recent request to consider moving the date for this meeting. This agenda item revises the CRTPA 2011 Meeting Calendar's November meeting date to November 14, 2011, as follows:

- **January 10** Draft Work Program
- **March 21** Draft UPWP, Draft TIP
- **April 18** (Tentative CRTPA Retreat 9 a.m. – 1 p.m.)
- **May 16** Final UPWP
- **June 20** Final TIP
- **September 19** Regional Mobility Plan Adoption, Priority Project Lists Adoption
- **October 17** (CRTPA Retreat 9 a.m. - 1 p.m.)
- **November 14** Election of Chair/Vice Chair

**OPTIONS**

Option 1: Revise the 2011 CRTPA Calendar to change the November board meeting date to November 14, 2011.

Option 2: Provide other direction.

AGENDA ITEM 3.C  
LEGAL SERVICES CONTRACT FUNDING  
MODIFICATION

September 19, 2011



## AGENDA ITEM 3 C

### LEGAL SERVICES CONTRACT FUNDING MODIFICATION

REQUESTED BY: CRTPA Chair & Staff

TYPE OF ITEM: Consent

#### STATEMENT OF ISSUE

This item seeks ratification of the contract funding modification that was authorized by the CRTPA Chair under the expenditure limits allowed for in the CRTPA By-Laws.

#### RECOMMENDED ACTION

Option 1: Ratify the CRTPA Chair's actions that increased the funding for legal services during the current fiscal year (FY 2011).

#### HISTORY AND ANALYSIS

In early July 2011, it became evident that the yearly expenditure level (\$30,000) authorized in the CRTPA legal services contract would be exceeded before the end of the current fiscal year (FY 2011). In addition, insufficient funding was authorized in the current CRTPA Budget line item for legal services to cover the anticipated expenditures for the remainder of the current budget year.

On July 7, 2011, the CRTPA Executive Director requested the CRTPA Chair to authorize an increase in the expenditure level for legal services (see *Attachment 1* – Email Correspondence). The increase was for \$15,000. It was not really feasible to wait until the next CRTPA meeting in September because the agency needed to proceed with the items listed in the attachment before the end of the fiscal year. The increased funding came from funds that were not needed for the remainder of the fiscal year. The action was taken by the Chair instead of calling a special meeting because as stated in the CRTPA Bylaws (*Attachment 2*), "The Chairman shall have the authority to approve CRTPA expenditures greater than \$5,000, but not greater than \$25,000." The circumstances that lead to this action are outlined in the excerpt below from the email correspondence between the Executive Director and the Chair:

"This has been an unusually busy year regarding the agency's need for legal services. In addition to the retainer fee of nearly \$11,000 annually, we have needed legal assistance for the following issues:

- Drafting a staff services agreement with the City of Tallahassee of services they provide to us. The agreement is currently pending approval of the City.
- Providing legal review of more than our normal amount of Joint Participation Agreements with FDOT,

- Developing several contract amendments related to time extensions and additional funding for the Regional Mobility Plan and Woodville Highway Projects,
- Conducting a legal review of the Request for Qualifications (RFQ) for the General Planning Consultant solicitation before it was issued,
- Conducting extensive legal research of state and federal statutes related to the development of a new Interlocal and Bylaws which need to be executed and adopted related to the CRTPA's expanded planning boundaries approved by the Governor in March of this year, and
- Researching the request by Leon County to change their voting representation on the CRTPA Board

The additional \$15,000 would be covered by utilizing funds that have not been used or will not be used in the current budget (\$10,000 will come from funds set aside for last year's retreat that were not needed and the additional \$5,000 will come from funds that were identified for updates to our website that will not be needed this year).

These additional funds will allow us to:

- Draft and execute the General Planning Consultant contracts approved at the June meeting,
- Continue researching and drafting the needed Interlocal Agreement and CRTPA Bylaws, and
- Provide legal standing for the voting representation change proposed by Leon County.

As stated previously, this has been a very unusual year regarding CRTPA's need for legal services. This level of need is not likely to occur again for the next 5-10 years."

While the action taken on this matter may not require full Board action, it is presented in this agenda item in the spirit of full disclosure confirmation by the Board.

### **OPTIONS**

Option 1: Ratify the CRTPA Chair's actions that increased the funding for legal services during the current fiscal year (FY 2011).  
(Recommended)

Option 2: Provide other direction.

### **ATTACHMENT**

Attachment 1: Email Correspondence

Attachment 2: Current Adopted CRTPA By-Laws

**Reed, Harry**

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**From:** Douglas Croley <DCroley@gadsdencountyfl.gov>  
**Sent:** Thursday, July 14, 2011 11:10 PM  
**To:** Reed, Harry  
**Cc:** Nicholas Thomas; Muriel Straughn; Deborah Minnis  
**Subject:** Re: Request for Funding Increase for Legal Services

**Follow Up Flag:** Follow up  
**Due By:** Monday, July 18, 2011 8:30 AM  
**Flag Status:** Flagged

Harry,

Per your request and justification of the additional expenditure for legal services, as Chair I am approving this item in accordance with the organization by-laws. Please place this item on the September 2011 agenda for ratification by the CRTPA Board. For my Gadsden BOCC records, I am documenting this action by copy of this email with the Gadsden County Clerk of Court and the Gadsden County Attorney. Regards -DC

Doug Croley  
Sent from my iPhone

On Jul 13, 2011, at 3:31 PM, "Reed, Harry" <[Harry.Reed@talgov.com](mailto:Harry.Reed@talgov.com)> wrote:

Commissioner Croley,

Attached is a complete copy of the currently adopted CRTPA Bylaws. I have highlighted the portion of the Bylaws on page 3 that provides the Chairman the authority to approve expenditures greater than \$5,000 and not greater than \$25,000. Waiting until the next meeting in September is not feasible because it would be put us at the end of the fiscal year and we still have several legal matters as outlined below that need to be addressed between now and then.

Your assistance in this matter is appreciated. Should you have any questions, please contact me.

Regards

**Harry D. Reed III, AICP**

Executive Director

Capital Region Transportation Planning Agency (CRTPA)

Mailing Address:

300 S. Adams Street, Mail Stop A-19

Tallahassee, FL 32301

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408 N. Adams Street, 4<sup>th</sup> Floor

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Website: [www.crtpa.org](http://www.crtpa.org)

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**From:** Reed, Harry  
**Sent:** Thursday, July 07, 2011 4:57 PM  
**To:** Doug Croley ([DCroley@gadsdencountyfl.gov](mailto:DCroley@gadsdencountyfl.gov))  
**Subject:** Request for Funding Increase for Legal Services  
**Importance:** High

Commissioner Croley,

This is to request your authorization to increase the CRTPA's legal services contract funding limit from \$30,000 to \$45,000 for the remainder of the current fiscal year which will end September 30, 2011. As stated in the CRTPA Bylaws, "The Chairman shall have the authority to approval CRTPA expenditures greater than \$5,000, but not greater than \$25,000.

This has been an unusually busy year regarding the agency's need for legal services. In addition to the retainer fee of nearly \$11,000 annually, we have needed legal assistance for the following issues:

- Drafting a staff services agreement with the City of Tallahassee of services they provide to us. The agreement is currently pending approval of the City.

- Providing legal review of more than our normal amount of Joint Participation Agreements with FDOT,
- Developing several contract amendments related to time extensions and additional funding for the Regional Mobility Plan and Woodville Highway Projects,
- Conducting a legal review of the Request for Qualifications (RFQ) for the General Planning Consultant solicitation before it was issued,
- Conducting extensive legal research of state and federal statutes related to the development of a new Interlocal and Bylaws which need to be executed and adopted related to the CRTPA's expanded planning boundaries approved by the Governor in March of this year, and
- Researching the request by Leon County to change their voting representation on the CRTPA Board

The additional \$15,000 would be covered by utilizing funds that have not been used or will not be used in the current budget (\$10,000 will come from funds set aside for last year's retreat that were not needed and the additional \$5,000 will come from funds that were identified for updates to our website that will not be needed this year).

These additional funds will allow us to:

- Draft and execute the General Planning Consultant contracts approved at the June meeting,
- Continue researching and drafting the needed Interlocal Agreement and CRTPA Bylaws, and
- Provide legal standing for the voting representation change proposed by Leon County.

As stated previously, this has been a very unusual year regarding CRTPA's need for legal services. This level of need is not likely to occur again for the next 5-10 years. It is not really feasible to wait until the next CRTPA meeting in September because we need to proceed with the items listed above before the end of the fiscal year. I await your concurrence of this request. In the meantime, should you have any questions or need additional information, please do not hesitate to contact me.

Regards

**Harry D. Reed III, AICP**

**Executive Director**

**Capital Region Transportation Planning Agency (CRTPA)**

**Mailing Address:**

**300 S. Adams Street, Mail Stop A-19**

**Tallahassee, FL 32301**

**Office Location:**

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**Office Phone: 850-891-6800**

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**Email: [Harry.Reed@talgov.com](mailto:Harry.Reed@talgov.com)**

**Website: [www.crtpa.org](http://www.crtpa.org)**

**<Final Adopted By-Laws - November 13, 2006 highlighted.pdf>**

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**CAPITAL REGION TRANSPORTATION PLANNING AGENCY  
AMENDED BY-LAWS, PROCEDURES,  
AND POLICIES**

**November, 2006**

- A. Preamble
- B. CRTPA By-Laws
- C. CRTPA General Policies
- D. CRTPA Specific Policies
- E. CRTPA Long-Range Transportation Plan Amendment
- F. Funding

**A. Preamble.** The following sets forth the By-Laws, Policies and Procedures that shall serve to guide the proper functioning of the urban transportation planning process for the Capital Region Transportation Planning Agency.

**B. CRTPA By-Laws**

**B-1. Membership and Board Membership**

(1) As designated by the Governor of the State of Florida, and as reflected in Section 4.01(a)(1) of the May 12, 2005, Interlocal Agreement, the CRTPA shall consist of voting representatives from Leon County, the City of Tallahassee, the Leon County School Board, Gadsden County, Wakulla County, the City of Midway, the Town of Havana, and the City of Quincy, and one non-voting representative from the Department of Transportation. The weighted vote of the voting members is as follows:

Leon County	42
City of Tallahassee	42
Leon County School Board	1
City of Midway	1
Town of Havana	1
City of Quincy	2
Gadsden County	5
Wakulla County	6

As provided in Section 4.01(a)(1) of the Interlocal Agreement, Leon County and the City of Tallahassee may designate the number of members of their respective commissions to serve as members of the Board. Additionally, as provided in Section 4.02 of the Interlocal Agreement, Gadsden County and the Cities of Midway and Quincy and the Town of Havana have the option to consolidate their memberships and weighted vote into one or more memberships.

(2) The City of Tallahassee and Leon County Commission have each designated all members of their respective commissions to serve as members of the CRTPA Board. The Gadsden County and the Cities of Midway and Quincy and the Town of Havana have not opted to consolidate their memberships and weighted vote into one or more memberships. Accordingly, the number of “votes” allocated to each Board member shall be as follows:

<u>Member</u>	<u>Board Members</u>	<u>Votes Each</u>
City of Tallahassee City Commission	5	8.4
Leon County Board of County Commissioners	7	6
Leon County School Board	1	1
Wakulla County Board of County Commissioners	1	6
Gadsden County Board of County Commissioners	1	5
City of Quincy City Commission	1	2
Town of Havana Town Council	1	1
City of Midway City Commission	1	1

The City of Tallahassee and Leon County commissions may change the number of their members to serve as members of the CRTPA Board no more than once annually. Similarly, the Cities of Midway and Quincy and the Town of Havana may consolidate their memberships and weighted vote, or reverse such consolidation, no more than once annually.

(3) Board members from participating governments which have one voting member may designate an alternative member of that government to vote in the absence of the appointed member. Such designation may be changed no more frequently than annually, unless the alternate leaves office. No Board Member may vote by proxy.

(4) As provided by Section 6.04 of the Interlocal Agreement, the Board may delegate authority to one or more of its members to act on behalf of the Board and may delegate certain duties to the Executive Director.

(a) Delegation to one or more Board Members shall be pursuant to a majority vote of the Board, which shall identify the member(s) to whom authority is delegated, specify the scope (and time period if appropriate) for the delegation, and whether action of the Board member(s) shall be subject to Board ratification or approval. Any such delegation shall be subject to the requirements of the Sunshine Law, when applicable. The scope and time period of the delegation shall be appropriate for the intended purpose, and shall be limited as necessary to comply with law. When practicable, the action of the Board members shall be subject to Board ratification or approval.

(b) Delegation to the Executive Director shall be pursuant to a majority vote of the Board, which shall specify the scope, direction and purpose for the delegation and whether the action of the Executive Director shall be subject to ratification or approval of the Board, Board members or the Chairperson. Delegation to the Executive Director shall be subject to such limitations in scope, direction and supervision by the Board as appropriate for the intended purpose and as necessary to comply with law.

## **B-2. Membership Term of Office**

(1) The membership and terms of elected officials as voting members of the CRTPA Board shall be as prescribed in Section 339.175(3)(b), Florida Statutes, and Sections 4.01 and 4.02 of the Interlocal Agreement. Board members from participating governments which have one voting member may appoint a substitute member to serve as a member of the CRTPA Board no more frequently than once annually, unless the member leaves office.

## **B-3. Officers and Duties**

(1) The CRTPA Board shall hold an annual organizational meeting no later than the last Board meeting of the calendar year for the purpose of electing the following officers from its voting membership:

- Chairperson
- Vice-Chairperson
- Representative to the Florida Metropolitan Planning Organization Advisory Committee
- Alternate representative to the Florida Metropolitan Planning Organization Advisory Committee

The Chairperson and Vice-Chairperson shall be members of different member governments.

(2) Officers shall be elected by a majority of the votes of members present at the organizational meeting and shall serve a term of one year.

(3) The Chairperson shall preside at all meetings. In the event of the Chairperson's absence, or at the Chairperson's direction, the Vice-Chairperson shall assume the powers and duties of the Chairperson. In the absence of both a Chairperson and Vice-Chairperson at a regular or special Board meeting, a temporary Chair shall be elected by majority vote at said meeting to serve as Chairman of the meeting, for this meeting alone. **The Chairperson shall:**

- (a) Sign, on behalf of the MPO, resolutions, contracts, deeds, certifications, vouchers and all other instruments whether relating to real or personal property or otherwise;
- (b) Appoint subcommittees as needed;
- (c) Approve or revise the final agenda presented by the Executive Director;
- (d) Accept agenda items from other MPO members, with advice of the Executive Director and the Management Oversight Committee to ensure that the addition is submitted on a timeline that allows them to be fully staffed and distributed with the regular agenda materials;
- (e) **Have authority to approve CRTPA expenditures of greater than \$5000, but no greater than \$25,000;**
- (f) Have authority to approve certain personnel actions, such as salary adjustments, disciplinary actions, and final approval of staff evaluations completed by the Executive Director;
- (g) Perform such other duties as, from time to time, may be assigned by the Board.

(4) In the event of the permanent inability of the Chairperson or Vice-Chairperson of the CRTPA to serve, a new officer will be elected from the membership at the next meeting.

#### **B-4 Administration**

The administration of the CRTPA shall be as set forth in Sections 6.01 through 6.03 of the Interlocal Agreement. The Chairperson shall serve as the principle administrative officer of the Board. The Management Oversight Committee shall provide oversight of the Executive Director and perform other management oversight functions as approved by resolution of the Board. The Executive Director shall serve as the principal administration of MPO operations and staff, and shall have responsibility for advising the Management Oversight Committee and the Board regarding official MPO business and administration.

#### **Management Oversight Committee**

(1) The Management Oversight Committee shall consist of:

- (a) Tallahassee City Manager
- (b) Leon County Administrator
- (c) Wakulla Administrator
- (d) Gadsden County Administrator

(2) The Management Oversight Committee shall serve at the pleasure of the Board and shall report to the Board. The Management Oversight Committee shall have such administrative, management, and supervisory oversight authority as prescribed by the Board through resolution, including:

- (a) Supervising recruitment efforts for the Executive Director position,
- (b) Hiring and dismissal of the Executive Director, with approval from the CRTPA Board,
- (c) Administering the Annual Performance Evaluation of the Executive Director
- (d) Overseeing the work product of the Executive Director,
- (e) Reviewing budget recommendations prior to submittal to the Board, and
- (f) All other management oversight functions as approved in resolution of the Board.

The Management Oversight Committee will conduct the annual performance evaluation of the Executive Director and deliver their findings to the Chairperson and the Board for its review, comments, and approval.

(3) The City of Tallahassee City Manager and Leon County Administrator will serve as principle administrative officers of the Management Oversight Committee and will lead the oversight functions on a regular basis. However, the entire Management Oversight Committee shall be involved in the recommendation to employ or dismiss the Executive Director. The Management Oversight Committee will put in place any additional procedures needed for how it will be governed in its daily decision making process.

#### **Executive Director**

- (1) The Executive Director shall serve at the pleasure of the Board and shall report to the Chairperson. CRTPA staff will report directly to the Executive Director and serve at the pleasure of the director. The Executive Director shall have authority to:
- (a) Approve expenditures for the normal operations of staff not to exceed \$5000;
  - (b) Approve of routine staff travel;
  - (c) Hire, fire, assign duties to, and evaluate CRTPA staff, subject to review and concurrence of the Chairperson; and
  - (d) Sign routine communications with local, state and federal agencies, except in those instances when the signature of the chair is required.

### **General Counsel**

- (1) The CRTPA General Counsel shall serve at the pleasure of the Board and shall perform such duties as are assigned by the Board, the Chairperson or the Executive Director.

### **B-5 Meetings**

- (1) Regular meetings of the CRTPA shall be held as needed in the Tallahassee City Commission Chambers or other locations designated by the Chairperson. Regular meetings will be held no less frequently than every two months, or six times a year.
- (2) Meetings will be held on the third Monday of any given month and such other times as scheduled by the Chairperson. Meeting dates will be adjusted by the Chairperson to accommodate holidays or other conflicts.
- (3) Special meetings may be called by the Chairperson.
- (4) There must be majority representation to constitute a quorum for the transaction of business. An affirmative vote shall consist of a majority vote of the total quorum present.
- (5) Agenda materials for the CRTPA meetings shall be distributed to Board Members no later than seven days prior to the meeting, unless otherwise decided by the Chairperson. Supplemental materials shall be provided to the Board Members as soon as practicable.
- (6) Meetings will be open to the public. Any group which so requests in writing, will be notified of CRTPA meetings.
- (7) Meetings will be open to the public. Citizen comments and suggestions are encouraged.
- (8) The most current edition of Roberts Rules of Order Revised is the adopted rule of meeting procedure. The Chairperson (or the Vice Chairperson when serving as Chairperson) shall preside at all meetings and shall either serve as the "parliamentarian" or designate another Board Member to serve as "parliamentarian." The CRTPA General Counsel shall advise the Chairperson and the Board at the direction of the Chairperson.
- (9) CRTPA meetings will be recorded and minutes will be prepared.

(10) Upon the seconding of a motion for discussion purposes, comments from members will be limited to three minutes for that motion. Subsequent motions will allow members an additional three minutes each for discussion.

(11) Where a Super-Majority Vote is required by the Interlocal Agreement or CRTPA By-Laws, such Super-Majority Vote shall be defined as two-thirds of the vote of the Board members in attendance and no less than 50.1 votes, regardless of the number of members in attendance.

(12) The Executive Director shall serve as the clerk of the CRTPA.

#### **B-6 Citizen Participation at Board Meetings**

(1) Citizen comments will be accepted during the meeting.

(2) Citizens may speak on issues related to the approved agenda or any issue for which the CRTPA has the statutory authority to act upon.

(3) Citizens will complete a Request to Speak card. If the citizen is unable to complete the card, s/he will be assisted by the CRTPA staff.

(4) Citizens will be allowed to speak for three minutes.

(5) Large groups of citizens wishing to speak are encouraged to designate a spokesperson to represent their views.

#### **B-7 By Law Amendments**

The CRTPA By-Laws may be amended by a majority vote of the CRTPA. Proposed amendments shall be considered at the annual organizational meeting or at any other CRTPA meeting with thirty (30) days notice of the proposed amendment. The CRTPA Board may adopt resolutions as necessary to implement, supplement or clarify the CRTPA By-Laws, but shall not substantively alter the policies or procedures contained in the By-Laws except upon a Super-Majority Vote. No less often than annually, the Board shall consider amendments to the By-Laws to incorporate prior resolutions issued by the Board, as appropriate.

#### **B-8 Creation of Committees**

The following committees have been created by the CRTPA, are ratified herein and shall serve as standing committees, with membership subject to appointment by the CRTPA Board:

(1) The Technical Advisory Committee, which shall function as provided in Section 339.175(5)(d) and (7)(b), Florida Statutes, and as otherwise directed by the CRTPA Board.

(2) The Citizens Advisory Committee, which shall function as provided in Section 339.175(5)(e)1. and (7)(b), Florida Statutes, and as otherwise directed by the CRTPA Board.

(3) The Bicycle and Pedestrian Advisory Committee, which shall function xxx.

### **C. CRTPA General Policies**

(1) The CRTPA agenda will include sections for Action, Information, and Citizen Involvement. Agenda items for Board action will be divided into consent, discussion and action sections.

(2) The CRTPA agenda will be limited to required items only as determined by the Chairperson. Board Members are requested to coordinate with the Executive Director on those items that they wish to have considered, so that they can be adequately staffed prior to being heard by the Board.

(3) The Executive Director is directed to assist the Chairperson in scheduling important matters for Board consideration, where practicable, for at least one discussion meeting prior to scheduling the matter for Board action at a subsequent meeting. Notwithstanding the foregoing, unless otherwise provided by law, Board action shall not be delayed nor subject to challenge simply because it was acted upon at the same meeting at which it was first discussed by the Board. Workshops, retreats and delegated subcommittees of Board Members shall also be considered as methods of exchanging information and opinions on and focusing the analysis of important matters that may later come before the Board for action.

(4) No other governmental organization shall preclude the scheduled convening or adjournment time of the CRTPA.

### **D. CRTPA Specific Policies**

(1) Any policy that affects planning efforts and not administration nor procedural policies of the CRTPA shall be adopted solely by resolution and not become part of these bylaws. Examples of this are resolutions that promote bicycle and pedestrian transportation, preservation of right-of-way, and consideration of the needs of the Transportation Disadvantaged in plan development. All resolutions will be kept in a separate section of each member's agenda book for reference purposes.

(2) A supermajority vote will be required by the CRTPA when amending, adding, or deleting projects from the Transportation Improvement Program, the Priority Project List, any Project Development and Environment Study, and any intersection improvement study requiring the approval of the CRTPA.

### **E. Modifications to the Long Range Transportation Plan**

(1) A request to amend the Long Range Transportation Plan may be initiated by the Citizen's Advisory Committee, the Transportation Technical Coordinating Committee, the CRTPA, or another governmental agency. Members of the CRTPA will be notified of a request to amend the Long-Range Transportation Plan.

(2) A request to amend the Long Range Transportation Plan will be reviewed by the Transportation Technical Coordinating Committee to determine the technical applicability of the proposal for plan inclusion or removal and the TCC recommendation, CRTPA Staff recommendation, and the recommendation of the Transportation Technical Coordinating Committee will be forwarded to the CRTPA.

(3) If the CRTPA determines that the proposed amendment should be considered, the CRTPA may initiate the following plan amendment process that will be in compliance and consistent with procedures established in Chapter 339 Florida Statutes and all applicable federal code.

(3) In addition to the required public notification and public hearing of the plan amendment(s), efforts to communicate the plan amendment to the traditionally underserved (populations protected by Title VI of the Civil Rights Act of 1964) will be made and documented.

#### **F. Funding of the CRTPA**

(1) Each member government shall pay a proportional share of the operating costs of the CRTPA, over and above the amount annually provided by federal and state sources. Proportional costs are based on population and stipulated in the interlocal agreements forming the CRTPA.

The CRTPA staff will perform only those services required by applicable Federal Code and State Statute. If tasks are requested by the CRTPA that are not part of the statutory duty of the CRTPA staff, additional funding will be provided by the member governments.

(2) An estimate of the amount will be made known in the annual Unified Planning Work Program, prior to July 1. Concurrent with the adoption of the Final Unified Planning Work Program the CRTPA will adopt its budget. The Unified Planning Work Program is the de facto budget of the CRTPA.

(3) Payment of funds by participating governments will be made to the CRTPA no later than December 31.

AGENDA ITEM 3.D  
CRTPA GENERAL PLANNING CONSULTANT  
JOINT PARTICIPATION AGREEMENT  
AMENDMENT AUTHORIZATION

September 19, 2011



## AGENDA ITEM 3 D

### CRTPA GENERAL PLANNING CONSULTANT JOINT PARTICIPATION AGREEMENT AMENDMENT AUTHORIZATION

REQUESTED BY: CRTPA Staff

TYPE OF ITEM: Consent

#### STATEMENT OF ISSUE

This item seeks authorization for the CRTPA Chair to execute and Executive Director to administer a Joint Participation Agreement (JPA) Amendment between the CRTPA and the Florida Department of Transportation related to additional funding associated with the CRTPA General Planning Consultant contract.

#### RECOMMENDED ACTION

Option 1: Approve the resolution (*Attachment 1*) to allow the Chair to execute and Executive Director to administer the Joint Participation Agreement Amendment between the CRTPA and Florida Department of Transportation for additional funding associated with the CRTPA General Planning Consultant contract.

#### PREVIOUS AGENDA ITEMS RELATING TO CRTPA GPC

March 15, 2010 – Agenda Item 5E - SU Funding Allocation

March 21, 2011 – Agenda Item 2E – RFQ for CRTPA General Planning Consultant

June 20, 2011 – Agenda Item 3B - CRTPA General Planning Consultant Joint Participation Agreement Authorization

June 20, 2011 – Agenda Item 6B - CRTPA General Planning Consultant (GPC) Contract Award

#### HISTORY AND ANALYSIS

In March of 2010 the CRTPA approved the use of funding for hiring a General Planning Consultant (GPC) utilizing Federal Urban Attributable (SU) funding. Since that time CRTPA staff has refined the tasks that have the potential for GPC utilization, released the Request for Qualifications (RFQ), received the proposals, shortlisted the project teams and held final interviews for the GPC contract. The CRTPA Board approved the CRTPA GPC recommended project teams June 20, 2011 (Agenda Item 6B).

Based on SU funds that were available in March of 2010, the CRTPA approved a motion to have \$300,000 go towards the hiring of a consultant to perform certain tasks for the CRTPA. These tasks are shown below.

1. Model Simulation, Analyses and Forecasting
2. Safety Planning
3. Efficient Transportation Decision-Making (ETDM) Support
4. Grant Writing
5. Disaster Recovery Plan and ITS Development
6. Scope of Service Development
7. Project Cost Estimation
8. Bike and Pedestrian Program Support
9. Mapping, Graphics and GIS Support
10. Congestion Management
11. Air Quality Analysis
12. Complete Streets Development
13. (VMT) Program and Applications
14. Transportation and Land Use Connections
15. Private/Public Partnership Development Strategies
16. Transit System Development
17. Webpage Support
18. Public Involvement
19. Economic Development – port, rail and highway access

The JPA for the initial funding of \$300,000 was authorized and executed at the June 20, 2011 CRTPA Board meeting. Staff, in conjunction with FDOT, has been able to identify additional funding in the amount of \$317,860 for this year that can be used to advance projects such as:

- Jefferson County Bike and Pedestrian Master Plan
- Monroe Street (Tallahassee) Median Feasibility Study
- Medians at Lake Ella
- 6<sup>th</sup> Avenue (Tallahassee) Pedestrian Path
- Regional Congestion Management Plan Assessment
- CRTPA Activities Newsletter and Website Update

More details on these projects and others proposed for the General Planning Consultants are addressed in Agenda Item 6 B.

### OPTIONS

- Option 1: Approve the resolution (***Attachment 1***) to allow the Chair to execute and Executive Director to administer the Joint Participation Agreement Amendment between the CRTPA and Florida Department of Transportation for additional funding associated with the CRTPA General Planning Consultant contract.  
(Recommended)

- Option 2: Provide other direction.

### ATTACHMENT

Attachment 1: JPA Resolution



### **CRTPA RESOLUTION 2011-09-3D**

A RESOLUTION of the Capital Region Transportation Planning Agency, hereby referred to as the CRTPA, authorizing the execution of a Joint Participation Agreement Amendment between the CRTPA and Florida Department of Transportation, hereby referred to as the FDOT for the funding the services of a general planning consultant(s).

**WHEREAS**, CRTPA is the designated metropolitan planning organization for Florida's capital region, and in support of its mission, CRTPA desires to use Urban Attributable (SU) funds to contract with a General Planning Consultant or Consultants that will, among other things, maintain required inventory data, support the Bicycle/Pedestrian program, assist in meeting new compliance requirements related to greenhouse gas reduction and air quality, perform small studies, prepare reports and perform graphics development.

**WHEREAS**, the DEPARTMENT is willing to provide additional funding to CRTPA for its costs under FM# 4162051-1-14-01 in the amount of THREE HUNDRED SEVENTEEN EIGHT HUNDRED SIXTY DOLLARS (\$317,860.00) for services rendered under the Project; and

**WHEREAS**, approval of funding necessary to the project requires an agreement amendment between the FDOT and CRTPA to undertake the project,

THEREFORE, BE IT RESOLVED BY THE CRTPA THAT:

1. The CRTPA has the authority to enter into a Joint Participation Agreement Amendment.
2. The CRTPA will have the Joint Participation Agreement Amendment reviewed by its legal counsel for form and content prior to execution.
3. The CRTPA authorizes the Chair to execute and Executive Director to administer the Joint Participation Agreement Amendment to fund the services of a General Planning Consultants

DULY PASSED AND ADOPTED THIS 19th DAY OF SEPTEMBER 2011

Capital Region Transportation Planning Agency

By: \_\_\_\_\_  
Douglas M. Croley, Chairman

Attest: \_\_\_\_\_  
Harry D. Reed III,  
CRTPA Executive Director

**AGENDA ITEM 3.E**  
**SAFE ROUTES TO SCHOOL JOINT PARTICIPATION**  
**AGREEMENT AUTHORIZATION**



*September 19, 2011*

**AGENDA ITEM 3 E**  
**SAFE ROUTES TO SCHOOL**  
**JOINT PARTICIPATION AGREEMENT AUTHORIZATION**

**REQUESTED BY: CRTPA Staff**

**TYPE OF ITEM: Consent**

**STATEMENT OF ISSUE**

This item seeks authorization for the CRTPA Chair and Executive Director to execute the Joint Participation Agreement (JPA) between the CRTPA and the Florida Department of Transportation related to funding associated with the Safe Routes to School Regional Study.

**RECOMMENDED ACTION**

Option 1: Approve the resolution to allow the Chair to execute and Executive Director to administer the Joint Participation Agreement between the CRTPA and Florida Department of Transportation, for funding for the Safe Routes to School Regional Study.

**HISTORY AND ANALYSIS**

At the September 20, 2010 CRTPA Board meeting, the Board adopted the Bicycle and Pedestrian Project Priorities List. Access to Schools was ranked as the number 1 priority for bicycle and pedestrian needs. In November of 2010 the CRTPA approved the use of funding from the Bicycle/Pedestrian set aside funding to conduct a Safe Route to School Regional Study. There is not currently adequate information at the regional level to address school access needs. Having this project allows all four school boards an opportunity to provide input as to what their issues are and solutions to those issues. The current list of projects that is being utilized for Leon County is well over 15 years old and needs to be updated.

In Agenda Item 5B, staff is requesting authorization to issue a work order under one of General Planning Consultant contracts to develop a scope of work for this study. Upon completion of the scope of work, staff will bring it back to the CRTPA Board for approval to issue a Request for Proposal to conduct the study.

**OPTIONS**

Option 1: Approve the resolution to allow the Chair to execute and Executive Director to administer the Joint Participation Agreement between the CRTPA and Florida Department of Transportation, for funding for the Safe Routes to School Regional Study.  
(Recommended)

Option 2: Provide other direction.

**ATTACHMENT**

Attachment 1: JPA Resolution



**Authorizing Resolution 2011-09-3E**

A RESOLUTION of the Capital Region Transportation Planning Agency, hereby referred to as the CRTPA, authorizing the execution of a Joint Participation Agreement (JPA) Amendment between the CRTPA and Florida Department of Transportation, hereby referred to as the FDOT, for the development and completion of a Safe Routes to School Regional Study.

WHEREAS, the CRTPA wishes to conduct a Safe Routes to School Regional Study; and

WHEREAS, the FDOT has agreed to fund the Safe Routes to School Regional Study; and

WHEREAS, approval of funding necessary to the project requires an agreement between the FDOT and CRTPA to undertake the project,

NOW THEREFORE, BE IT RESOLVED BY THE CRTPA THAT:

1. The CRTPA has the authority to enter into a Joint Participation Agreement.
2. The CRTPA will have the Joint Participation Agreement reviewed by its legal counsel for form and content prior to execution.
3. The CRTPA authorizes the Chair to execute and the Executive Director to administer the Joint Participation Agreement to develop the Safe Routes to School Regional Study.

DULY PASSED AND ADOPTED THIS 19th DAY OF SEPTEMBER 2011

Capital Region Transportation Planning Agency

By: \_\_\_\_\_  
Douglas M. Croley, Chairman

Attest: \_\_\_\_\_  
Harry D. Reed III,  
CRTPA Executive Director

**AGENDA ITEM 3.F**  
**FY 2012 BUDGET APPROVAL**



*September 19, 2011*

## **AGENDA ITEM 3 F**

### **CRTPA FISCAL YEAR 2012 OPERATING BUDGET**

**REQUESTED BY:** CRTPA Staff

**TYPE OF ITEM:** Consent

#### **STATEMENT OF ISSUE**

As required by financial and audit standards, the Fiscal Year 2012 Operating Budget needs to be formally adopted.

#### **RECOMMENDED ACTIONS**

Option 1: Adopt by resolution the Fiscal Year 2012 Operating Budget.

#### **HISTORY AND ANALYSIS**

The budget of the CRTPA is based on the tasks and revenues detailed in the Unified Planning Work Program, which covers staff operations in a fiscal year from July 1 to June 30. The host government for the CRTPA, the City of Tallahassee, operates on a fiscal year that begins on October 1 and ends on September 30.

There is a three-month gap that always occurs between the end of the CRTPA fiscal year and the end of the City fiscal year. This was duly noted in the CRTPA 2005 Financial Statement Audit dated March 1, 2006, and adopted by the CRTPA on March 27, 2006. Adoption of this resolution satisfies the intent of the management letter comment, as it has in previous years.

#### **Budget Issues**

The draft FY 2012 Operating Budget reflects the expenses anticipated to occur when completing the tasks adopted in the Unified Planning Work Program. Details of contents of budget items are provided below:

- Total Personnel Expenses include salaries, mandated employer costs for Social Security, Medicaid and health benefits.
- Operating costs include the cost of using services provided by the host government, the City of Tallahassee. This includes using human resources, accounting, purchasing, and information systems services. These costs are calculated by the city through an approved, annual Full Cost Allocation Plan and charged to the CRTPA based on number of employees. The cost to the CRTPA is no higher than any other city department.
- Unclassified Contractual Services are for the cost of outside legal counsel, audit services WCOT broadcast services and retreat facilitators, when needed. This item remains the same as last year

The revenue from grant reimbursements is expected to cover the expenses, with the exception of the local matching funds required for the FTA Section 5303 grant and expenses not allowed under the grants. In the event that reimbursements do not fully cover the remainder of the costs, the difference will be prorated among member governments in accordance with the adopted CRTPA bylaws.

### Significant Changes from the FY 11 Budget

Adjustments have been made in the FY 12 budget in the following line items:

- Salaries increased slightly to reflect a 1.58% salary increase for all personnel. The increase is based on a 1% increase on October 1 and a 1% increase on March 1. This following the timeline for increases provided by the City of Tallahassee
- Health benefit and Pension costs increased more than expected.
- Costs for Allocated Accounts increased significantly in some areas (Human Resource and Purchasing) from FY11. The increases come from the City's Cost Allocation Plan update which is based on utilization and manpower equivalents.

The increases shown above were offset by no increases or reductions in the following line items:

- Operating Expenses except as shown below remained the same as FY- 11
- Office Rental and Maintenance was reduced slightly - \$502.
- The line item for maintenance of the Interactive TIP (Computer Software) was reduced from \$15,000 to \$10,000.

The budget adjustments for FY12 resulted in a net increase over the FY 11 budget of 2.57% (\$18,842). The increased costs will be covered by the grant funding CRTPA that is allocated each year by the State and Federal governments. Details of the adjustments are included in *Attachment 2*.

### OPTIONS

Option 1: Adopt by resolution the Fiscal Year 2012 Operating Budget.  
(Recommended)

Option 2: Provide other direction.

### ATTACHMENTS

Attachment 1: Resolution  
Attachment 2: Budget Detail



### Resolution 2011-9-3F

A Resolution Adopting the Fiscal Year 2012 Operating Budget  
October 1, 2011 through September 30, 2012

**WHEREAS**, the Capital Region Transportation Planning Agency is required to approve a fiscal year budget for the year from October 1, 2011 through September 30, 2012.

**NOW THEREFORE BE IT RESOLVED** that the Capital Region Transportation Planning Agency hereby approves and adopts the budget for Fiscal Year 2012 as reflected below, and that all incomplete project balances, requisitions, and encumbrances from prior years will be automatically re-appropriated.

#### CAPITAL REGION TRANSPORTATION PLANNING AGENCY

#### FY 12-OPERATING BUDGET

##### Expenses

<b>Total Personnel Expenses</b>	<b>\$552,257</b>
<b>Total Operation Expenses</b>	<b>\$139,204</b>
<b>Total Indirect/Allocated Costs</b>	<b>\$ 60,438</b>
<b>TOTAL EXPENSES</b>	<b>\$751,899</b>
<b>Reserve Funds</b>	<b>\$ 71,181</b>
 <b>Total Operating Budget</b>	 <b><u>\$823,080</u></b>

##### Revenue

<b>Section 5303 FTA Grant</b>	<b>\$135,983</b>
<b>Transportation Disadvantaged</b>	<b>\$ 22,893</b>
<b>FHWA Planning Grant</b>	<b>\$649,095</b>
<b>Local Match FTA Section 5303</b>	<b>\$ 13,241</b>
 <b>Total Revenue</b>	 <b><u>\$823,080</u></b>

**DULY PASSED AND ADOPTED THIS 19th DAY OF SEPTEMBER 2011**

**Capital Region Transportation Planning Agency**

By: \_\_\_\_\_  
**Douglas M. Croley, Chairman**

Attest: \_\_\_\_\_  
**Harry D. Reed III,  
CRTPA Executive Director**

**CRTPA**  
**FY 2012 BUDGET**  
*(Proposed)*

Account	Account Description	FY-11		Difference	Fringe %	Percent Increase
		CRTPA Adopted Budget	FY-12 CRTPA Proposed Budget			
<b>Personnel Services</b>						
511000	Salaries	393,555	397,367	3,812		0.97%
511500	Temporary Wages	5,000	5,000	0		0.00%
512400	Other Salary Items	--	3,000	3,000		
515000	Pension- Current	40,500	43,744	3,244		8.01%
515100	Pension- MAP	16,616	17,389	773		4.65%
515500	Social Security	10,000	10,062	62		0.62%
515600	Mandatory Medicare	5,588	5,934	346		6.19%
516000	Health Benefits	40,238	42,165	1,927		4.79%
516001	Health benefits retirees	10,328	10,328	0		0.00%
516100	Flex Benefits	17,268	17,268	0		0.00%
<b>Total Personnel Services</b>		<b>539,093</b>	<b>552,257</b>	<b>13,164</b>		<b>2.44%</b>
<b>Operating Expenses</b>						
521010	Advertising	4,000	4,000	0		0.00%
521030	Reproduction	12,000	12,000	0		0.00%
521100	Equipment Repairs	225	225	0		0.00%
521180	Unclassified Contractual Svcs	70,500	70,500	0		0.00%
521190	Computer Software	15,000	10,000	(5,000)		-33.33%
522080	Telephone	1,200	1,200	0		0.00%
523020	Food	1,000	1,000	0		0.00%
523050	Postage	750	750	0		0.00%
523060	Office Supplies	4,500	4,500	0		0.00%
523080	Unclassified Supplies	4,500	4,500	0		0.00%
524010	Travel & Training	13,000	13,000	0		0.00%
524020	Journals & Books	600	600	0		0.00%
524030	Memberships	2,500	2,500	0		0.00%
524050	Rent Expense Bldg/Offc	14,931	14,429	(502)		-3.36%
<b>Total Operating Expenses</b>		<b>144,706</b>	<b>139,204</b>	<b>(5,502)</b>		<b>-3.80%</b>
<b>Allocated Accounts</b>						
560010	Human Resource Expense	3,000	7,747	4,747		158.23%
560020	Accounting Expense	14,500	16,048	1,548		10.68%
560030	Purchasing Expense	2,900	9,472	6,572		226.62%
560040	Information Systems Expense	27,500	25,813	(1,687)		-6.13%
560050	Risk Management Expense	0	0	0		0.00%
560070	Read-Bill-Collect Expense	1,358	1,358	0		0.00%
<b>Total Allocated Accounts</b>		<b>49,258</b>	<b>60,438</b>	<b>11,180</b>		<b>22.70%</b>
<b>Total Expenses</b>		<b>733,057</b>	<b>751,899</b>	<b>18,842</b>		<b>2.57%</b>

# FY11 Budget Narrative

## Personnel Services

- 511000 The request for Salary increase is the same as the City of Tallahassee. 1% increase October 1 and 1% increase March 1. Total increase 1.58%
- 511500 Temporary Wages are requested this year to hire temporary help to assist in the update of the data needs for CRTPA staff. This will likely be a student intern during the summer months
- 512400 **Other Salary Items** is a new category that shows the separate senior level benefits given to the Executive Director that are not part of the Flex Benefits category
- 515000 Pension and Health Benefits categories increased in the range of 4.65% to 8% over FY 11
- 515100
- 515600
- 516000

## Operating Expenses

Operating expense categories remained the same with some minor adjustments as shown below. Overall operating expenses were reduce by nearly 4%.

- 521180 **Unclassified Contractual Services** remains the same as FY11. Services with in this budget line item have reallocated as follows: Legal Services - \$45,000, Audit Services - \$22,000, WCOT Broadcast Services - \$3500
- 521190 **Computer Software** and Maintenance is reduced from FY 11 by \$5000. Website development cost is removed
- 523010 **Travel** remains the same as FY11. This budget will allow for at least 3 Board members to attend MPOAC Institute Training for MPO Board members
- 524050 **Office Rental and Maintenance Expense** was reduced by \$502 (3.36%) of FY 11

## Allocated Accounts

- 560000 Allocated costs increased significantly in some areas (Human Resource and Purchasing) from FY11. The increases come from the City's Cost Allocation Plan update which is based on utilization and manpower equivalents .

**AGENDA ITEM 4**  
**CONSENT ITEMS PULLED FOR DISCUSSION**

*September 19, 2011*



**AGENDA ITEM 4**

**CONSENT ITEMS PULLED FOR DISCUSSION**

**AGENDA ITEM 5**  
**ROLL CALL VOTE AGENDA ITEMS**

**AGENDA ITEM 5.A**  
**FISCAL YEAR 2012-2016 TRANSPORTATION**  
**IMPROVEMENT PROGRAM AMENDMENT**

September 19, 2011



## AGENDA ITEM 5 A

### FISCAL YEAR 2012 – FISCAL YEAR 2016 TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENT

REQUESTED BY: FDOT

TYPE OF ITEM: Roll Call Vote

#### STATEMENT OF ISSUE

The purpose of this item is to amend the Capital Region Transportation Planning Agency (CRTPA) Fiscal Year (FY) 2012 – FY 2016 Transportation Improvement Program (TIP) to revise the project limits of the Lafayette Street Bicycle and Pedestrian Funding project (Project #4301541) to more accurately reflect the segment of the corridor for which the funds will be utilized.

#### RECOMMENDED ACTION

Option 1: Authorize the Executive Director to transmit documentation to the Florida Department of Transportation reflecting the following amendment of the FY 2012 – FY 2016 Transportation Improvement Program:

- REVISE LIMITS: The project limits of the Lafayette Street Bicycle and Pedestrian Funding project are proposed to be revised to: Seminole Drive to Winchester Lane (previous limits: Franklin Boulevard to Winchester Lane) (Leon County) (Project# 4301541).

#### CRTPA SUBCOMMITTEE ACTIONS

The Citizens Advisory and Multimodal Advisory committees met on September 6, 2011 and voted to recommend approval of this amendment at their respective meetings. Although a quorum was not present at the September 6, 2011 meeting of the Technical Advisory Committee (TAC), members present voted to unanimously approve the amendment.

#### HISTORY AND ANALYSIS

The CRTPA annually adopts a Transportation Improvement Program to identify those projects in the region that have received state and federal funding. Frequently, the TIP needs to be formally amended to reflect project changes such as the addition or deletion of a project, changes in project funding and changes to project scope.

The purpose of this agenda item is to amend the FY 2012 –FY 2016 TIP to more accurately reflect the limits of the Lafayette Street Bicycle and Pedestrian Funding project. Specifically, the following limit change to the Lafayette Street project is proposed:

- Project Name: Lafayette Street
- Project#: 4301541
- Project Description: Provides funding to Leon County for bicycle and pedestrian improvements along the corridor.
- Proposed Action: Change the project limits to accurately reflect the segment on Lafayette Street for which project funds will be used. Specifically, revise the limits to: Seminole Drive to Winchester Lane (Previous limits: Franklin Boulevard to Winchester Lane).
- Dollar Amount: \$850,000 in federal (SU) funds in FY 2012.

*Attachment 1* provides the replacement page for the FY 2012 – FY 2016 TIP with the revised project limits.

### OPTIONS

Option 1: Authorize the Executive Director to transmit documentation to the Florida Department of Transportation reflecting the following amendment of the FY 2012 – FY 2016 Transportation Improvement Program:

- REVISE LIMITS: The project limits of the Lafayette Street Bicycle and Pedestrian Funding project are proposed to be revised to: Seminole Drive to Winchester Lane (previous limits: Franklin Boulevard to Winchester Lane) (Leon County) (Project# 4301541).  
(Recommended)

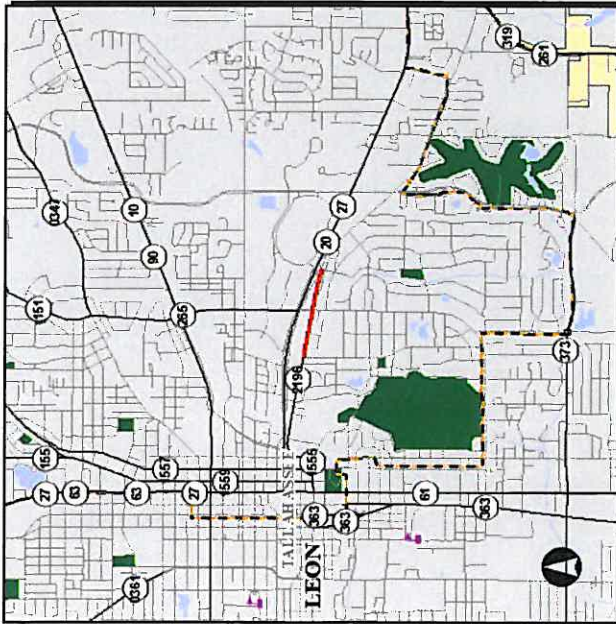
Option 2: Provide other direction.

### ATTACHMENT

Attachment 1: Replacement page for the FY 2012 – FY 2016 TIP

4301541

CR 2196 LAFAYETTE ST



**Work Summary:** BIKE LANE/SIDEWALK **From:** FROM SEMINOLE DRIVE  
**To:** TO WINCHESTER LANE  
**Length:** .6 miles

**Project Location:** Leon County

Phase	Fund Source	2011/12	2012/13	2013/14	2014/15	2015/16	Total
CST (58)	SU	850,000	0	0	0	0	850,000
<b>Total</b>		<b>850,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>850,000</b>

**Project Description:**

Note: This project was amended at the September 19, 2011 CRTPA Board meeting to more accurately reflect the project limits. Provides funding to Leon County to implement bicycle and pedestrian improvements along the Lafayette Street corridor.

**AGENDA ITEM 6**  
**CRTPA DISCUSSION**

AGENDA ITEM 6.A  
PORT OF ST. JOE



*September 19, 2011*

**AGENDA ITEM 6 A**

**PORT OF PORT ST. JOE PRESENTATION**

**REQUESTED BY:** CRTPA Board

**TYPE OF ITEM:** Information

**STATEMENT OF ISSUE**

Tommy Pitts, Port Director of the Port of Port St. Joe, will provide a presentation on port's activities.

**BACKGROUND**

At the June 20, 2011 Board meeting, CRTPA Executive Director Harry Reed provided information associated with economic development activities of the Port of Port St. Joe. During the discussion, Board members expressed an interest in receiving more information.

**AGENDA ITEM 6.B**  
**GPC WORK ORDER AUTHORIZATIONS**

September 19, 2011



## AGENDA ITEM 6 B

# C RTPA GENERAL PLANNING CONSULTANT WORK ORDER AUTHORIZATION

**REQUESTED BY:** CRTPA Staff

**TYPE OF ITEM:** Discussion/CRTPA Approval

### STATEMENT OF ISSUE

This item seeks approval of Resolutions to initiate Work Orders in support of the General Planning Consultant (GPC) Joint Participation Agreement.

### RECOMMENDED ACTION

Option 1: Approve Resolutions for Renaissance Planning Group, Reynolds, Smith and Hills, and URS Corporation in support of projects in the Unified Planning Work Program funded through the General Planning Consultants Joint Participation Agreement with FDOT (*Attachment 2* through *Attachment 4*).

### PREVIOUS AGENDA ITEMS RELATING TO CRTPA GPC

March 15, 2010 – Agenda Item 5E - SU Funding Allocation

March 21, 2011 – Agenda Item 2E – RFQ for CRTPA General Planning Consultant

June 20, 2011 – Agenda Item 3B – General Planning Consultant Joint Participation Agreement

June 20, 2011 – Agenda Item 3B – General Planning Consultant Selection Approval

September 19, 2011 – Agenda Item 3D – Joint Participation Agreement Amendment Authorization

### HISTORY AND ANALYSIS

CRTPA staff has refined the tasks that have the potential for GPC utilization, released the Request for Qualifications (RFQ), received the proposals, and shortlisted the project teams. The CRTPA approved the selection of the three GPC's in June 2011.

Since June 2011, CRTPA staff has been discussing potential projects, developing a mechanism for executing GPC Work Orders and working with the CRTPA Attorney and the three GPC's on developing and executing Agreements.

## **Project Development and Approval Process**

There are several steps that have been taken to get the GPC process to this point. However, there are several steps that need to be completed to bring this to fruition. This process is outlined below.

### **1. Agreements (Underway)**

The Agreements with all three GPC's are being negotiated and should be completed by the end of September. These documents are being signed and executed per CRTPA authorization provided to the Executive Director and Chair in June 2010.

### **2. Projects (completed for the September 19, 2011 CRTPA Meeting)**

The projects that were considered by CRTPA staff include those already in the Unified Planning Work Program (UPWP), those in the Regional Mobility Plan (RMP), and projects to further assist CRTPA partners in developing multimodal transportation systems in their respective communities. The list of projects (ten in all), shown as *Attachment 1*, provides a project description, the tasks associated with each project, current programmed funding, expected outcome, and the assigned GPC. These projects include:

Capital City to the Sea Multiuse Trail  
Safe Routes to School Analysis  
Jefferson County Bike and Pedestrian Master Plan  
Monroe Street Median Feasibility Study  
Medians at Lake Ella  
6<sup>th</sup> Avenue (Tallahassee) Pedestrian Path  
Regional Congestion Management Plan Assessment  
CRTPA Activities Newsletter  
CRTPA Website Development Consultation

### **3. Cost Estimates (completed for the September 19, 2011 CRTPA Meeting)**

Once the projects were assigned to the GPC's, cost estimates were developed and refined to provide a cost that will not be exceeded. These maximum costs are shown below:

Capital City to the Sea Multiuse Trail - \$12,168 (scoping out project)  
Safe Routes to School Analysis - \$9,596 (scoping out work)  
Jefferson County Bike and Pedestrian Master Plan - \$85,000  
Monroe Street Median Feasibility Study - \$96,000 (combined with Medians at Lake Ella)  
Medians at Lake Ella – See note above  
6<sup>th</sup> Avenue (Tallahassee) Pedestrian Path - \$47,000  
Regional Congestion Management Plan Assessment - \$25,000  
CRTPA Activities Newsletter - \$1,600 per issue (2 issues per year), \$3,200 total  
CRTPA Website Development Consultation - \$6,500

### **4. CRTPA Board Approval (seeking approval)**

The projects will be presented to the CRTPA Board for approval at a scheduled Board meeting to ensure that members are aware of the transportation planning efforts being promoted by the organization. The approval of the projects will be completed through a resolution provided to the Board. The resolution's for the above projects are shown as *Attachments 2* through *Attachment 4*.

### **5. Work Orders**

Once the projects have been approved by the Board a Work Order will be executed by the CRTPA Chair and administered by the Executive Director. An example of a Work Order is shown as *Attachment 5*. The Work Order has been reviewed and deemed appropriate for use by the CRTPA Attorney.

### **6. Scope-of-Services**

Concurrent with items 3, 4, and 5 the GPC will develop a scope-of-services (some of the projects are specifically for writing scope-of-services for larger projects such as the Capital Circle to the Sea and the Safe Routes to School project, which will be let through the procurement process) that will be submitted to staff for review and refinement. The scope-of-services will be an attachment to the Work Orders before being signed.

### **7. Project Updates**

The Board will see the projects again through Status Reports at each CRTPA meeting and online via the CRTPA's website ([www.crtpa.org](http://www.crtpa.org)).

### **8. Procurement Projects**

Projects that are required to be released through the procurement process will be brought back to the CRTPA for approval.

### **9. Additional Phase Approvals**

All projects that require approval for additional phases will be brought back to the CRTPA Board. Additionally, as projects are completed they will be brought back for a final presentation and approval by the CRTPA Board.

## **NEXT STEPS**

After the Resolutions are approved by the Board, CRTPA staff will negotiate and implement the GPC contracts.

## **OPTIONS**

Option 1: Approve Resolutions for Renaissance Planning Group, Reynolds, Smith and Hills, and URS Corporation in support of projects in the Unified Planning Work Program funded through the General Planning Consultants Joint Participation Agreement with FDOT (*Attachment 2* through *Attachment 4*). (Recommended)

Option 2: Provide other direction.

**ATTACHMENT**

- Attachment 1: GPC Projects List
- Attachment 2: Renaissance Planning Group Resolution
- Attachment 3: Reynolds, Smith and Hills Resolution
- Attachment 4: URS Corporation Southern Resolution
- Attachment 5: GPC Work Order example

## GPC Projects

### **Project Title: Capital City to the Sea Multiuse Trail**

**Description:** The Capital City to the Sea project is bike and pedestrian effort to develop a multi-county bike trail connecting Leon County and Wakulla County. The project would include linkages to existing trails such as the St. Marks Trail. This project is envisioned as an ecotourism effort but also as a potential evacuation route during times of emergency for motorized vehicle traffic so consideration should be given to the multi-use aspects of this trail. Currently, Wakulla County is developing and Bike and Pedestrian Plan which will provide additional information for this project. The initial phase of this project is a Feasibility Study followed by a PD&E (dependent upon the completion of the Feasibility Study).

**Tasks:** The task that the CRTPA is seeking to complete at this time is the development of a Scope-of-Services (SOS) for the Feasibility Study to be released through the procurement process. Since this project is being released via the procurement process, the GPC effort will be limited to SOS development.

**Current Programmed Funding:** \$1,100,000 for PD&E in FY 12.

**Expected Outcome:** A complete scope-of-services (SOS) to be released through the procurement process. The SOS will be geared towards the Feasibility Study only. After release and completion of the Feasibility Study the selected consultant will be performing the PD&E Study. Ultimately, this project will produce a trail/evacuation route that will serve the region as an ecotourism facility that links the trails in Leon and Wakulla County to the Capital Cascades Park.

**Estimated Cost:** \$12,168

**GPC: RPG**

## GPC Projects

### **Project Title: Safe Routes to School Analysis**

**Description:** In recent years, the efforts to coordinate transportation with schools has increased at all levels (local and state), including changes to the Florida Statutes regarding schools boards and their coordination with MPOs [such as FS 339.175(6)(d)]. In order to assist the school boards in the region with their transportation issues and to incorporate these efforts into the long range transportation plan, the CRTPA would like to perform assessments at each and every public school to determine where safe linkages to the external transportation system can be made, should be made, and can be anticipated to be coordinated in the future based on new school sites. Since each school is different not every need will be the same and therefore a school to school assessment needs to be carried out. It is anticipated that a list of projects for each school would be developed to address their needs with each School Board approving those lists as issues that both the CRTPA and School Board cooperatively should address.

**Tasks:** The task that the CRTPA is seeking is the development of a Scope-of-Services (SOS) for the project to be released through the procurement process. Since this project is being released via the procurement process, the GPC effort will be limited to SOS Development.

**Current Programmed Funding:** \$234,900 for Planning in FY 12.

**Expected Outcome:** A completed scope-of-services that will be released through the procurement process. The results of the project will be to provide direction for the individual schools boards relating to access to the respective schools. These projects will ultimately be incorporated into the next long range transportation plan scheduled to begin in 2013.

**Estimated Cost:** \$9,596

**GPC: RPG**

## GPC Projects

### **Project Title: Jefferson County Bike and Pedestrian Master Plan**

**Description:** In November of 2010 the CRTPA Board approved a motion that provides funds for Gadsden, Jefferson, and Wakulla Counties to expend on bike and pedestrian projects based on their respective Bike and Pedestrian Master Plans. However, only Gadsden and Wakulla Counties are in the process of developing those plans. Therefore, CRTPA staff would like to provide funds to address this issue by having a GPC perform the tasks necessary to produce a Bike and Pedestrian Master Plan for Jefferson County.

**Tasks:** The tasks associated with this project include data collection, mapping, reporting, data assessment and public involvement.

**Current Programmed Funding:** \$132,000 for Construction in FY 12/13.

**Expected Outcome:** A Bike and Pedestrian Master Plan that Monticello, Jefferson County, and the CRTPA can use to program funds allocated for the bike and pedestrian projects. These projects, along with the Bike and Pedestrian Master Plan's from Gadsden and Wakulla Counties will become components of the next long range transportation plan.

**Estimated Cost:** \$85,000

**GPC: RPG**

## GPC Projects

### **Project Title: Monroe Street Median Feasibility Study**

**Description:** Currently, there are several efforts underway to consider medians on Monroe Street from Magnolia Drive to John Knox Road with none being addressed in a consistent manner. Therefore, the CRTPA is seeking to develop a Feasibility Plan for medians along the corridor that will consider the planning efforts underway along the corridor, right-of-way availability, and the access changes that would be made to accommodate the installation of medians. This would include coordination with the Tallahassee-Leon County Planning Department, as well as the consultant performing the tasks for the Lake Ella Medians.

**Tasks:** This project has no outside funding and therefore will be released as a GPC contract. The tasks will include data collection and analysis, public involvement, access management, and graphics, at a minimum.

**Current Programmed Funding:** None. Tasks to be completed by GPC.

**Expected Outcome:** Several efforts underway are seeking to make modifications to the medians on Monroe Street and CRTPA felt that it would be in the best interest of all involve (trying to make median improvements) to proceed with a feasibility study to determine where medians can and should be located along this corridor. The construction of any median may be reliant upon the resurfacing needs of the FDOT facility, or the independent movement of funds to initiate the median modifications such as The Medians at Lake Ella.

**Other Notes:** Project combined with Medians at Lake Ella project.

**Estimated Cost:** \$96,000 for both Median Feasibility Study and Medians at Lake Ella.

**GPC: RS&H**

## GPC Projects

### **Project Title: Medians at Lake Ella**

**Description:** Several years ago there was a Transportation Systems Management (TSM) project submitted to address the issues of access between the east and west side of Monroe Street in the vicinity of Lake Ella. The initial project called for the construction of a pedestrian crossing that would upon actuation, stop traffic to allow for pedestrians to cross. However, the larger need is to provide and control access for multiple modes of transportation. Based on this effort the CRTPA is interested in developing an approach accommodating all modes in the corridor between 7<sup>th</sup> Avenue and Tharpe Street. While this would also be a component of the larger Monroe Street Median Study, there is funding available to complete this project through construction. There will be strong coordination with the Midtown Citizens Group to ensure that there is consistency with the Midtown efforts underway by the Tallahassee-Leon County Planning Department as well as efforts with the construction of sidewalks on 6<sup>th</sup> Avenue.

Since this project has funding for design and construction, the effort here is not a Feasibility Study but an Access Study to get the medians installed.

**Tasks:** The task that the CRTPA is seeking to complete at this time is the Access Study to be completed by a GPC. At a minimum the Scope-of-Services should include data collection and assessment, public involvement, and graphics. Additionally, the project should be pursued in preparation for Local Area Program (LAP) status.

**Current Programmed Funding:** \$25,000 for Planning in FY 12  
\$172,000 for Design in FY 13  
\$1,000,000 for Construction in FY 15.

**Expected Outcome:** An Access Management Study that will direct the design phase of the project in FY 2013 and the construction phase in FY 2015. Although the Monroe Street Feasibility Study will be looking at the overall corridor, this project should be the flagship to direct the further development of medians on Monroe Street between Magnolia Drive and John Knox Road.

**Other Notes:** Project combined with Medians at Lake Ella project.

**Estimated Cost:** Planning costs are included with the Monroe Street Median Feasibility Study.

**GPC: RS&H**

## GPC Projects

### **Project Title: 6th Avenue (Tallahassee) Pedestrian Path**

**Description:** Prior to the adoption of the Regional Mobility Plan (RMP), the CRTPA received SU funds to place on high priority projects in the region. This project was ranked high on the RMP list and was moved from the RMP to the Transportation Improvement Program (TIP). At the time this project was approved it was also added to the Midtown Sense of Place effort by the Tallahassee-Leon County Planning Department. The intention of this project is to widen the existing sidewalk on 6<sup>th</sup> Avenue to an eight to ten foot pedestrian path that begins at Thomasville Road and moves east as far as possible utilizing existing right-of-way (ROW). However, the existing right-of-way needs to be determined in some locations to make this effort work and therefore a survey will have to be completed as a component of this project. It is envisioned that a Feasibility Study, completed by a GPC, will have to be executed to further this project. It should be noted that the limits of the project as described in the RMP begin at Monroe Street and terminate at Thomasville Road. However, should the Feasibility Study and funding alter the limits then the termini of the project will change.

**Tasks:** The tasks being sought for this project are a Feasibility Study and survey including data collection and assessment, public involvement, and graphics. Additionally, the project should be pursued in preparation for Local Area Program (LAP) status.

**Current Programmed Funding:** Study to be completed by GPC.  
\$165,000 for Design in FY 13  
\$550,000 for ROW in FY 14  
\$600,000 for Construction in FY 16.

**Expected Outcome:** A Feasibility Study to direct how to design and construct a path along 6<sup>th</sup> Avenue to serve the needs of the Midtown Sense of Place project. The project will include a survey on the south side of 6<sup>th</sup> Avenue to determine the location of right-of-way for potential construction of the path. Heavily laden with public involvement and coordination with the Midtown merchants group this project will help direct future coordination efforts based on the Sense of Place projects in Leon County.

**Estimated Cost:** \$47,000

**GPC:** URS

## GPC Projects

### **Project Title: Regional Congestion Management Plan Assessment**

**Description:** As a Transportation Management Area (TMA), the CRTPA is required to have a Congestion Management Plan (CMP). However, there is no clear time period for reviewing, data assessing, or updating the CMP, and the document was approved in September of 2009. When the document was approved CRTPA staff had already incorporated all four counties, so the update will not have to include an extensive amount of data collection and development to include the expanded area.

**Tasks:** The CRTPA staff will be seeking to have an assessment of the Congestion Management Plan completed. The assessment will include data collection, data analysis, reporting, and recommendations.

**Expected Outcome:** An updated Congestion Management Plan with corrections based on the data collected. This will again be utilized as a component of the long range transportation plan.

**Estimated Cost:** \$25,000

**GPC:** URS

## GPC Projects

**Project Title: CRTPA Activities Newsletter**

**Description:** Per the Public Involvement Plan, the CRTPA is to produce two newsletters annually to provide information to our partners, citizens and elected officials. This information should be prepared for print and website use.

**Tasks:** Assistance in completing this task will include concept development, graphics, and printing for the newsletter only.

**Current Programmed Funding:** None. Tasks to be completed by GPC.

**Expected Outcome:** Production of the newsletters to update citizens, elected officials and partners of the activities of the CRTPA per the Public Involvement Plan.

**Estimated Cost:** \$1,600 per issue, a total cost of \$3,200 per year.

**GPC: URS**

## GPC Projects

**Project Title:** CRTPA Website Development Consultation

**Description:** CRTPA staff is seeking assistance in developing a website to include an agenda materials archive, separate project pages, a public involvement page, survey component, etc...

**Tasks:** Assistance in completing this task will include draft concept development and graphics.

**Current Programmed Funding:** None. Tasks to be completed by GPC.

**Expected Outcome:** Several concepts for developing an updated CRTPA website.

**Estimated Cost:** \$6,500

**GPC:** URS



**CRTPA RESOLUTION 2011-09-6B1**

A RESOLUTION of the Capital Region Transportation Planning Agency, hereby referred to as the CRTPA, authorizing the Chair to execute and Executive Director to administer a Work Order between the CRTPA and Renaissance Planning Group, hereby referred to as the RPG for services to complete the projects below.

**WHEREAS**, CRTPA is the designated metropolitan planning organization for Florida's capital region, and in support of its mission, CRTPA desires to use Urban Attributable (SU) funds to contract with a General Planning Consultant or Consultants that will, among other things, maintain required inventory data, support the Bicycle/Pedestrian program, assist in meeting new compliance requirements related to greenhouse gas reduction and air quality, perform small studies, prepare reports and perform graphics development.

**WHEREAS**, a General Planning Consultant (GPC) Agreement with RPG was executed; and

**WHEREAS**, and RPG has agreed to perform the following work under the GPC Agreement:

1. Develop the Jefferson County Bike and Pedestrian Master Plan,
2. Develop a Scope-of-Work for a Feasibility Study for the Capital City to the Sea Multiuse Trail, and
3. Develop a Scope-of-Work for the Safe Routes to School Study.

THEREFORE, BE IT RESOLVED BY THE CRTPA THAT:

1. The CRTPA authorizes the Chair to execute and Executive Director to administer Work Orders to complete the identified projects.

DULY PASSED AND ADOPTED THIS 19th DAY OF SEPTEMBER 2011

Capital Region Transportation Planning Agency

By: \_\_\_\_\_  
Douglas M. Croley, Chairman

Attest: \_\_\_\_\_  
Harry D. Reed III,  
CRTPA Executive Director



**CRTPA RESOLUTION 2011-09-6B2**

A RESOLUTION of the Capital Region Transportation Planning Agency, hereby referred to as the CRTPA, authorizing the Chair to execute and Executive Director to administer a Work Order between the CRTPA and Reynolds, Smith and Hills, Inc., hereby referred to as RS&H, for services to complete the projects below.

**WHEREAS**, CRTPA is the designated metropolitan planning organization for Florida’s capital region, and in support of its mission, CRTPA desires to use Urban Attributable (SU) funds to contract with a General Planning Consultant or Consultants that will, among other things, maintain required inventory data, support the Bicycle/Pedestrian program, assist in meeting new compliance requirements related to greenhouse gas reduction and air quality, perform small studies, prepare reports and perform graphics development.

**WHEREAS**, a General Planning Consultant (GPC) Agreement with RS&H was executed; and

**WHEREAS**, RS&H has agreed to perform the following work under the GPC agreement:

1. Conduct the Monroe Street (Tallahassee) Median Feasibility Study.

THEREFORE, BE IT RESOLVED BY THE CRTPA THAT:

1. The CRTPA authorizes the Chair to execute and Executive Director to administer a Work Order to complete the identified projects.

DULY PASSED AND ADOPTED THIS 19th DAY OF SEPTEMBER 2011

Capital Region Transportation Planning Agency

By: \_\_\_\_\_  
Douglas M. Croley, Chairman

Attest: \_\_\_\_\_  
Harry D. Reed III,  
CRTPA Executive Director



**CRTPA RESOLUTION 2011-09-6B3**

A RESOLUTION of the Capital Region Transportation Planning Agency, hereby referred to as the CRTPA, authorizing the Chair to execute and Executive Director to administer a Work Order between the CRTPA and URS Corporation Southern hereby referred to as URS, for services to complete the projects below.

**WHEREAS**, CRTPA is the designated metropolitan planning organization for Florida's capital region, and in support of its mission, CRTPA desires to use Urban Attributable (SU) funds to contract with a General Planning Consultant or Consultants that will, among other things, maintain required inventory data, support the Bicycle/Pedestrian program, assist in meeting new compliance requirements related to greenhouse gas reduction and air quality, perform small studies, prepare reports and perform graphics development.

**WHEREAS**, a General Planning Consultant (GPC) Agreement with URS was executed; and

**WHEREAS**, URS has agreed to perform the following work under the GPC Agreement:

1. Conduct a Feasibility Study for the 6<sup>th</sup> Avenue (Tallahassee) Pedestrian Path,
2. Conduct an assessment and update the Regional Congestion Management Plan,
3. Develop a CRTPA Activities Newsletter, and
4. Provide CRTPA Website Development Consultation.

THEREFORE, BE IT RESOLVED BY THE CRTPA THAT:

1. The CRTPA authorizes the Chair to execute and Executive Director to administer Work Orders to complete the identified projects.

DULY PASSED AND ADOPTED THIS 19th DAY OF SEPTEMBER 2011

Capital Region Transportation Planning Agency

By: \_\_\_\_\_  
Douglas M. Croley, Chairman

Attest: \_\_\_\_\_  
Harry D. Reed III,  
CRTPA Executive Director

**WORK ORDER NUMBER: RPG 2011-01**

Pursuant to the General Planning Consultant Agreement entered into and by the Capital Region Transportation Planning Agency, herein referred to as the "CRTPA" and Renaissance Planning Group, herein referred to as "RPG", a determination has been made by the CRTPA, and approved on (date), that there is a need for professional services by RPG for work as described in the Agreement for the following services:

UPWP TASK NUMBER:

WORK ORDER TITLE:

PROFESSIONAL SERVICES AUTHORIZED:

RPG shall perform the tasks as detailed in Attachment A – Scope-of-Services.

Compensation to RPG shall not exceed \$XX,XXX.00 as approved by the CRTPA on (date).

<u><b>Renaissance Planning Group</b></u>	<u><b>Capital Region Transportation Planning Agency</b></u>
<b>By:</b> _____	<b>By:</b> _____
Authorized Signature	Authorized Signature
<u><b>C. Whit Blanton</b></u>	<u><b>Commissioner Douglas Croley</b></u>
(Type/Print)	(Type/Print)
<b>Title:</b> _____	<b>Title:</b> <b>CRTPA Chair</b>
<b>ATTEST:</b> _____	<b>ATTEST:</b> _____
 	<u><b>Harry Reed</b></u>
(Type/Print)	(Type/Print)
<b>Title:</b> _____	<b>Title:</b> <b>Executive Director</b>

**AGENDA ITEM 6.C**  
**SUSTAINABLE COMMUNITIES CALCULATOR**  
**WORK ORDER AUTHORIZATION**

*September 19, 2011*



**AGENDA ITEM 6 C**

**SUSTAINABLE COMMUNITIES CALCULATOR WORK ORDER  
AUTHORIZATION**

**REQUESTED BY:** CRTPA Staff

**TYPE OF ITEM:** Discussion/CRTPA Approval

**STATEMENT OF ISSUE**

This item seeks Board approval to proceed with a work order agreement between the CRTPA and URS Corporation Southern/Sprinkle Consulting (General Planning Consultant (GPC)) to complete the Sustainable Communities Calculator.

**RECOMMENDED ACTION**

Option 1: Approve Resolution for URS Corporation Southern/Sprinkle Consulting (General Planning Consultant (GPC)) to complete the Sustainable Communities Calculator.

**PREVIOUS AGENDA ITEMS RELATING THE SUSTAINABLE COMMUNITIES CALCULATOR**

June 20, 2011 – Agenda Item 3C – Unified Planning Work Program (UPWP) Amendment

**HISTORY AND ANALYSIS**

At the June 20, 2011, the CRTPA Board approved an amendment to the FY 2012 UPWP to include an additional \$225,000 of SU funds for the purpose of completing the Sustainable Communities Calculator which was adopted as part of the Regional Mobility Plan. A scope of work (**Attachment 2**) was provided at the time of the amendment adoption. A work order authorization is being requested for URS Corporation Southern/Sprinkle Consulting (General Planning Consultant (GPC)) to complete the work since Sprinkle Consulting is the firm that did the original work on the Sustainable Communities Calculator. The work order would be in an amount not to exceed \$200,000.

**OPTIONS**

Option 1: Approve Resolution for URS Corporation Southern/Sprinkle Consulting (General Planning Consultant (GPC)) to complete the Sustainable Communities Calculator (Recommended)

Option 2: Provide other direction.

**ATTACHMENT**

Attachment 1: Resolution

Attachment 2: Scope of Work



**CRTPA RESOLUTION 2011-09-6C**

A RESOLUTION of the Capital Region Transportation Planning Agency hereby referred to as the CRTPA, authorizing the Chair to execute and Executive Director to administer a Work Order between the CRTPA and URS Corporation Southern, hereby referred to as the URS for services to complete the projects below.

**WHEREAS**, CRTPA is the designated metropolitan planning organization for Florida's capital region, and in support of its mission, CRTPA desires to use Urban Attributable (SU) funds to contract with a General Planning Consultant or Consultants that will complete the Sustainable Communities Calculator; and

**WHEREAS**, an Agreement with URS was executed; and

**WHEREAS**, a Scope-of-Services has been developed and approved for the completion of the Sustainable Communities Calculator.

THEREFORE, BE IT RESOLVED BY THE CRTPA THAT:

1. The CRTPA authorizes the Chair to execute and Executive Director to administer a Work Order to complete the Sustainable Communities Calculator.

**DULY PASSED AND ADOPTED THIS 19th DAY OF SEPTEMBER 2011**

**Capital Region Transportation Planning Agency**

**By:** \_\_\_\_\_  
**Douglas M. Croley, Chairman**

**Attest:** \_\_\_\_\_  
**Harry D. Reed III,**  
**CRTPA Executive Director**

## **CRTPA Calculator Development: Scope Details**

### **Kick-off**

- Implementing Jurisdictions' Stakeholders Calculator Development Workshop - Sprinkle will conduct a focus group-style presentation for jurisdiction stakeholders that covers the calculator's existing format and contents, as well as the proposed enhancements.

### **Existing Conditions**

- Planned Internal Development Connectivity – Sprinkle will develop a measure of connectivity under the hypothesis that internal connectivity influences both trip length and internal trip capture (i.e. grid style reduces trip length and increases internal trip capture).
- Proposed Development's Land Use Mix and Resulting External Trip Generation Rate – It is assumed that research will include an appropriate regression of connectivity independent from land use mix. Sprinkle will ensure that land use mix in conjunction with connectivity does not result in confounding variables. Sprinkle will perform a regression-based meta study and program the results into the calculator.
- SOV VMT Reduction by Transit Provision Characteristics – Sprinkle will research existing studies and apply those that are reliable and transferable to the Capital Region.
- SOV VMT Reduction by Degree of Walking and Bicycling Infrastructure – Sprinkle will determine, for various levels of population/employment density (within the study development itself and the surrounding area), the impact of pedestrian and bicycle accommodation on VMT.
- Refinement of Network Operations & Maintenance – Sprinkle will research costs by VMT for one suburban county to enhance the calculations (previously based only on Leon County).

- Documentation and Support – Sprinkle will develop documentation and provide technical support for the “Existing Conditions & Planned Development” tab of the calculator.

### **Fiscal Impacts**

- Refinement of Public School Bus Transportation Impacts – Sprinkle will refine the existing calculations based on additional available data.
- Fiscal Impacts of Other Infrastructure (Water, Wastewater, Solid Waste, Parks, Public Safety, Fire/Rescue) – Sprinkle will research local costs for these infrastructure types as a function of development location and update the calculator accordingly.
- Documentation and Support – Sprinkle will develop documentation and provide technical support for the “Fiscal Impacts” tab of the calculator.

### **Housing & Household Economy**

- Auto Ownership and Family Health Care Costs – Sprinkle will refine cost models for lost commute time, auto ownership, and auto maintenance, and then develop a multi-faceted health care cost model based on these and other calculator elements.
- Housing and Household Economy (Adapt Existing H+T) – Sprinkle will either incorporate an existing web-accessible patch-in or develop a simplified version of H+T costs.
- Documentation and Support – Sprinkle will develop documentation and provide technical support for the “Housing & Household Economy” tab of the calculator.

### **Energy & Environment**

- Refinement, Documentation and Support – Sprinkle will refine existing calculations, develop documentation, and provide technical support for the “Energy & Environment” tab of the calculator.

## **Regional Economy**

- Aggregation Protocol, Refinement, Documentation and Support
- Refinement of Regional Multipliers – Sprinkle will refine existing regional multiplier calculations.

## **Presentations and Training**

- Training Manual and User Guide – Sprinkle will develop both items for the updated calculator.
- Presentations – Sprinkle will conduct four presentations over three sequential days to stakeholders in the four regional counties.
- Training – Sprinkle will train implementing jurisdiction staff regarding the fully updated calculator over two sequential days.

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A B C D E F G H I J K L M N O

**CRTPA Sustainable Communities Calculator v0.2**

**Capital Region Transportation Planning Agency**

Tallahassee, FL MSA

1-888-462-3514  
www.sprinkleconsulting.com



**Planned Development & Surrounding Infrastructure Characteristics**

*Livability Infrastructure of Surrounding Area*  
Public Transit Service (select the quality of service provided to your development)

No Transit Service  Bus Service (1-4 per hour)  Bus Service (4-10 per hour)  BRT Service (light rail)

Walking Infrastructure: Subarea Walking Conditions (via Pedestrian LOS)  input

Bicycling Infrastructure: Subarea Bicycling Conditions (via Biogole LOS)  input

Americans with Disabilities Act (ADA) Infrastructure Compliance (% Network Coverage)  input

*Regional Facility Network O&M Costs*  
(excluding costs for through facilities)

Cities	\$14,200,000
County	\$5,800,000
State	\$8,500,000
Total	\$28,500,000

Total Metro Area's Annual Vehicle Miles Traveled (excluding external VMT) 2,439,235,870

O&M Costs per VMT for Network \$0.0117

---

*Characteristics of Proposed Development & Surrounding Area*  
Metro Area Impacts

Generated Traffic's Avg. Trip Length (mi)...	5.4	8.8	11.2
Proposed Number of Residential Dwelling Units	10,000	input	input

Planned Internal (Development) Connectivity

LEED ND Certification  Platinum  Gold  Silver  Bronze  None

Proposed Development's Land Use Mix:

% Residential	100
% Office	0
% Retail	0
% Industrial	0
% Institutional	0

Resulting External Trip Generation Rate (daily/unit) 9.57 trip ends

Population Density of Surrounding (2-mile radius) Area  people/mi<sup>2</sup>

Average Household Income Within Planned Development  input

Within Surrounding Area  input



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**Sustainable Communities Calculator v0.3**

**Housing & Household Economy**

Capital Region Transportation Planning Agency

1-888-462-3514  
www.sprinkleconsulting.com

**CRTPA**  
Capital Region Transportation Planning Agency

**Sprinkle CONSULTING**

		Individual Household Impacts & Costs									
		Housing "Stock"					Proposed Community Development				
		Compact or Infill	Contiguous Urban Service Area Fringe	Scattered/Suburban Corridor	Proposed Community Development	Compact or Infill	Contiguous Urban Service Area Fringe	Scattered/Suburban Corridor	Proposed Community Development	Purchase \$	Rental (\$/mo.)
Median Cost of Housing											
Multi-Family	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Single Family	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Lost Commute Time Costs											
Annual	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
10-Year Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Auto Ownership Costs											
Annual	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
10-Year Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FL 18 Auto Maintenance Costs											
Annual	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
10-Year Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Family Health Care Costs											
Annual	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
10-Year Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Median Housing Costs											
Community/Individual Components											
Locational Efficiency Index	?										
Housing & Transportation Affordability Index	?										

Microsoft Excel ribbon: Home, Insert, Page Layout, Formulas, Data, Review, View, Styles. Includes font settings (Arial, 10pt), alignment, and general formatting options.

**Sustainable Communities Calculator v0.3**  
**Energy & Environment**  
 Capital Region Transportation Planning Agency

1-888-462-3514  
 www.sprinkleconsulting.com



**Community-Wide Energy & Environmental Impacts & Costs**

Average Auto Fuel Cost: \$3.00 /gallon  
 Average Auto Fuel Efficiency: 20 mpg

Category	Compact Urban Form	Continuously Urban Sprawl Area	Scattered Suburban Corridor	Proposed Community Development
Fuel Consumed (gallons)				
Annual	9,368,892	15,267,824	19,431,776	13,879,840
35-Year Total	327,911,220	534,373,840	680,112,160	485,794,400
Fuel Consumption Costs				
Annual	\$28,106,676	\$45,803,472	\$58,295,328	\$41,639,520
35-Year Total	\$983,733,660	\$1,603,121,520	\$2,040,336,480	\$1,457,393,200
Emissions Impact (lbs/year)				
VOC <sup>1</sup>	330,478	538,557	685,436	489,597
NOx <sup>2</sup>	278,841	454,407	578,336	413,097
Particulates <sup>3</sup>	33,048	53,856	68,544	48,960
Greenhouse (CO <sub>2</sub> ) <sup>3</sup>	174,327,113	284,068,629	361,567,346	258,262,390

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Conditional Formatting

Styles

Sustainable Communities Calculator v03.3		Regional Economy	
Capital Region Transportation Planning Agency		Effects on the Regional Economy	
Comparative Costs		Comparative Benefits	
1	CRTPA	1	Proposed Community Development
2		2	Existing Community Development
3		3	Commuter
4		4	Commuter
5		5	Commuter
6		6	Commuter
7		7	Commuter
8		8	Commuter
9		9	Commuter
10		10	Commuter
11		11	Commuter
12		12	Commuter
13		13	Commuter
14		14	Commuter
15		15	Commuter
16		16	Commuter
17	Lost Disposable Income	17	Commuter
18	Commuter Time Costs	18	Commuter
19	Annual	19	Commuter
20	10-Year Total	20	Commuter
21		21	Commuter
22	Auto Ownership Costs	22	Commuter
23	Annual	23	Commuter
24	10-Year Total	24	Commuter
25		25	Commuter
26	Auto Operations & Maintenance Costs	26	Commuter
27	Annual	27	Commuter
28	10-Year Total	28	Commuter
29		29	Commuter
30	Health Care Costs	30	Commuter
31	Annual	31	Commuter
32	10-Year Total	32	Commuter
33		33	Commuter
34	Total	34	Commuter
35	10-Year Total	35	Commuter
36		36	Commuter
37		37	Commuter
38		38	Commuter
39		39	Commuter
40		40	Commuter

**AGENDA ITEM 7**  
**EXECUTIVE DIRECTOR'S REPORT**

*September 19, 2011*



**AGENDA ITEM 7**

**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, including the following:

- October 17, 2011 CRTPA Retreat  
The Retreat will be at Goodwood Plantation Carriage House from 9 AM to 1 PM. FDOT will be making a presentation on the Draft Work Program for FY 13-17. Discussions on organizational matter will also be part of the program. Other items for discussion are requested from Board Members
- CRTPA Committee Restructuring  
As a result of the approved expanded planning boundaries, the representation and structure of the CRTPA Advisory Committees needs to be examined to determine ways to effectively address changing transportation needs. Further discussion on this will be part of the Retreat.
- Interactive Transportation Improvement Program (TIP)  
Training sessions on how to effectively utilize the Interactive TIP are available to Board members. Sessions will be conducted at each member's convenience.
- I-10 Master Plan Update  
FDOT will provide an update on details of the forthcoming I-10 Master Plan Update.

AGENDA ITEM 8  
ITEMS FROM MEMBERS

*September 19, 2011*



**AGENDA ITEM 8**

**ITEMS FROM MEMBERS**

This portion of the agenda is provided to allow members an opportunity to discuss issues relevant to the CRTPA.

AGENDA ITEM 9  
CITIZEN COMMENT

*September 19, 2011*



**AGENDA ITEM 9**

**CITIZEN COMMENT**

This portion of the agenda is provided to allow for citizen input on any CRTPA issue. Those interested in addressing the CRTPA 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.

AGENDA ITEM 10  
INFORMATION

*September 19, 2011*



**AGENDA ITEM 10 A**

**CORRESPONDENCE**

The following correspondence has been sent or received since the last meeting:

- TO: Senator Barbara Boxer, Chair, Senate Environment and Public Works Committee, and John Mica, Chair, House Transportation and Infrastructure Committee, Washington, DC. FROM: Mayor Richard J. Kaplan, Chair, Florida Metropolitan Planning Organization Advisory Committee, regarding Resolution for Surface Transportation Legislation, August 12, 2011.



# The Florida Metropolitan Planning Organization Advisory Council

*Mayor Richard J. Kaplan*  
*Chairman*

August 12, 2011

Senator Barbara Boxer  
Chair, Senate Environment and Public  
Works Committee  
112 Hart Senate Office Building  
Washington, DC 20510

Congressman John Mica  
Chair, House Transportation &  
Infrastructure Committee  
2187 Rayburn House Office Building  
Washington, DC 20515

Dear Senator Boxer and Congressman Mica,

I am writing to you about the importance of metropolitan planning organizations (MPOs) and transportation planning. Your Committee is in the process of considering surface transportation authorization legislation that will shape how we make decisions about our transportation system for the next several years. It is expected that the final bill will contain substantial reform to transportation decision-making processes, including many positive changes such as measuring the performance of the transportation system and streamlining the multiple transportation programs that exist today.

However, there may also be attempts to revise those portions of federal law (Chapter 23, Section 134 U.S.C.) that govern MPO processes and products—of particular concern is the potential elimination of MPOs in smaller urban areas. I have attached to this letter a resolution adopted on July 28, 2011 by the Florida Metropolitan Planning Organization Advisory Council (MPOAC) expressing our belief that removing the transportation decision-making process embodied by MPOs in smaller metropolitan areas will take away the collective voice of the region's local governments and citizens—the very purpose for which Congress created MPOs over 40 years ago. Additionally, MPOs in smaller urban areas are uniquely situated to make planning and programming decisions as the area matures and expands resulting in numerous benefits, such as improved economic development, enhanced quality of life, safer roadways, reduced congestion, and accommodation for future population growth.

Specifically, the resolution states that:

- the MPOAC believes the urban area population threshold for the designation of new MPOs should be set no higher than 100,000;
- any legislative or regulatory change should grandfather all existing MPOs on a voluntary basis and provide for their continued operation; and
- the MPOAC believes any changes to MPO composition or structure should occur through incentives and local approval, rather than forced through changes to federal or state law and regulations.

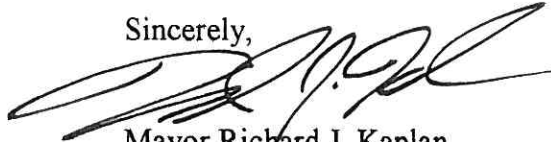
*Howard Glassman, Executive Director*  
605 Suwannee Street, MS 28B · Tallahassee, Florida 32399-0450  
1-866-374-3368 x 4037 or 850-414-4037 · Fax 850-414-4895  
[www.mpoac.org](http://www.mpoac.org)

Senator Barbara Boxer  
Congressman John Mica  
Page 2

Thank you for considering our perspective on MPOs in smaller urban areas during the ongoing development of federal surface transportation authorization legislation and your continued support of the metropolitan transportation planning process.

If you have any questions please call Mr. Howard Glassman, MPOAC Executive Director at (850) 414-4062.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Kaplan', written over a horizontal line.

Mayor Richard J. Kaplan  
Chairman

RJK/jk/hg

Attachment

cc: Honorable Rick Scott, Governor  
Secretary Ananth Prasad, P.E., Florida Department of Transportation  
MPOAC Members

**MPOAC Resolution 2011-01**

**A RESOLUTION OF THE FLORIDA METROPOLITAN PLANNING ORGANIZATION ADVISORY COUNCIL REGARDING MPO DESIGNATION THRESHOLDS AND CONTINUING OPERATIONS OF EXISTING MPOS**

**WHEREAS**, Florida's twenty-six metropolitan planning organizations (MPOs) are engaged in a continuing, cooperative, and comprehensive transportation planning and programming process in all urban areas of the state with a population of 50,000 or more as defined by the U.S. Census Bureau, as required by federal and state surface transportation law; and

**WHEREAS**, MPOs provide transportation planning in smaller urban areas, including the nine current Florida MPOs with a planning area population between 100,000 and 200,000; and

**WHEREAS**, improved transportation planning results in numerous benefits, such as improved economic development, enhanced quality of life, safer roadways, reduced congestion, and accommodation of future population growth; and

**WHEREAS**, the designation threshold for MPOs has been set at 50,000 in urban areas since the creation of MPOs in 1973; and

**WHEREAS**, the United States has experienced a significant population increase over the past 40 years resulting in the designation of several hundred new urban areas with a population over 50,000 and there is an ongoing national discussion on whether the 50,000 population threshold remains relevant in light of current and future population and economic trends; and

**WHEREAS**, the United States Congress is considering legislation to succeed the Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users, including a possible change to the population threshold for designating new MPOs and for the retention of existing MPOs that have a population below the new designation threshold;

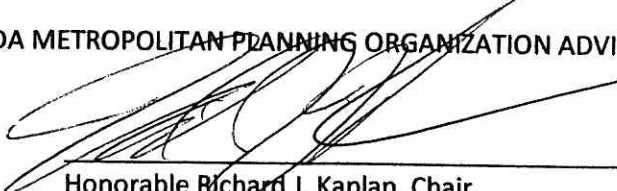
**NOW THEREFORE BE IT RESOLVED**, that the MPOAC believes the urban area population threshold for the designation of new MPOs should be set no higher than 100,000.


**THEREFORE BE IT FURTHER RESOLVED**, that, recognizing the important role existing MPOs play in urbanized areas, any legislative or regulatory change should grandfather all existing MPOs on a voluntary basis and provide for their continued operation.

**THEREFORE BE IT FURTHER RESOLVED**, that the MPOAC believes any changes to MPO composition or structure should occur through incentives and local approval, rather than forced through changes to federal or state law and regulations.

**PASSED AND DULY ADOPTED** this twenty-eighth day of July, 2011.

FLORIDA METROPOLITAN PLANNING ORGANIZATION ADVISORY COUNCIL

  
Honorable Richard J. Kaplan, Chair

  
Howard Glassman, Executive Director

Attested to:



September 19, 2011

**AGENDA ITEM 10 B**

**TECHNICAL ADVISORY COMMITTEE/CITIZENS ADVISORY  
COMMITTEE/MULTIMODAL ADVISORY COMMITTEE / TRANSPORTATION  
DISADVANTAGED COORDINATING BOARD  
ACTIONS**

**REQUESTED BY:** CRTPA Staff

**TYPE OF ITEM:** Information

**STATEMENT OF ISSUE**

This item provides information to the CRTPA on the activities of the Technical Advisory Committee (TAC), the Leon County Transportation Disadvantaged Coordinating Board (TDCB), the Citizens’ Advisory Committee (CAC), and the Multimodal Advisory Committee (MAC).

**CRTPA SUBCOMMITTEE ACTIONS**

The Technical Advisory Committee (TAC), Citizens Advisory Committee (CAC) and Multimodal Advisory Committee (MAC) met on September 6, 2011, and took action on one CRTPA item (listed below) and discussed the restructuring of their respective subcommittees.

**FY 2012- 2016 Transportation Improvement Program Amendment**

CRTPA staff brought forward an amendment to the Fiscal Year (FY) 2012 – FY 2016 Transportation Improvement Program (TIP) to revise the project limits of the Lafayette Street Bicycle and Pedestrian Funding project to more accurately reflect the segment of the corridor for which the funds will be utilized. The new project limits are Seminole Drive to Winchester Lane, whereas the previous limits were Franklin Boulevard to Winchester Lane.

**TAC:** The TAC had five (5) members present, which did not constitute a quorum. Additionally, representation was not present from voting members outside Tallahassee or Leon County (which is required for a quorum). However, all present approved the TIP amendment.

**CAC:** The CAC had a quorum with seven (7) members present and approved the TIP amendment. Representation was present from Wakulla County.

**MAC:** The MAC had a quorum with five (5) members present and approved the TIP amendment. Representation was not present from voting members outside Tallahassee or Leon County.

### **CRTPA Subcommittee Restructuring**

The CRTPA has officially expanded its planning boundary to include Jefferson County, as well as all of Gadsden and Wakulla Counties. This action prompted a need to amend the existing structure and bylaws of the CRTPA subcommittees (the Technical Advisory Committee, the Citizen's Advisory Committee, and the Multimodal Advisory Committee) to recognize the voting interest of the expanded membership. Additionally, CRTPA staff used this restructuring window to re-evaluate the participation, balance, and operating structures of the subcommittees themselves to determine if improvements could be initiated at this time. Topics discussed included participation via conference-calling for Gadsden, Wakulla, and Jefferson Counties, changes in meeting dates, times, and locations, adding additional duties, amending the appointment process, adding additional organizations or representatives thereof to the respective subcommittees, and even creating a regional planning and implementation stakeholder subcommittee for the cycling interest.

The three (3) subcommittees discussed options to improve participation in the CRTPA planning process (as outlined above), and will continue to refine their recommendations over the next several months. Both the CAC and the MAC have opted to hold an additional meeting on October 4, 2011 to further refine their recommendations. It is the hope of CRTPA staff and the subcommittees themselves to have a proposed structure outlined for CRTPA consideration at their October 17, 2011 retreat.

### **LEON COUNTY TRANSPORTATION DISADVANTAGED COORDINATING BOARD (TDCB) ACTIONS**

The TDCB met on July 22, 2011 and reviewed the Priority Project list and voted to retain the same list for use in the upcoming 2012-2017 Transportation Disadvantaged Service Plan. Additionally, discussions and reviews of the following took place:

1. A presentation was made by Andrea Rosser (the City of Tallahassee Mobility Coordinator);
2. The quarterly report was presented by the Community Transportation Coordinator;
3. The draft Capital Summit Action Plan was reviewed by the TDCB; and
4. CRTPA staff discussed legislative changes and the impact on the coordinated system in Leon County.

September 19, 2011



## AGENDA ITEM 10 C

### FISCAL YEAR (FY) 2011 – FY 2015 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) ADMINISTRATIVE AMENDMENTS

REQUESTED BY: FDOT

TYPE OF ITEM: Information

The purpose of this item is to inform members of administrative amendment to the FY 2011 – FY 2015 TIP subsequent to the June 20, 2011 CRTPA Board Meeting. Specifically, projects included in the CRTPA's adopted FY 2012 – FY 2016 TIP have been added to the FY 2011- FY 2015 TIP.

The relevant projects have been added to the FY 2011 – FY 2015 TIP due to the difference between the start of the state fiscal year (July 1) and federal fiscal year (October 1) and the need to authorize work on the projects prior to September 30. As a result, the projects must be included in the CRTPA's FY 2011 – FY 2015 TIP.

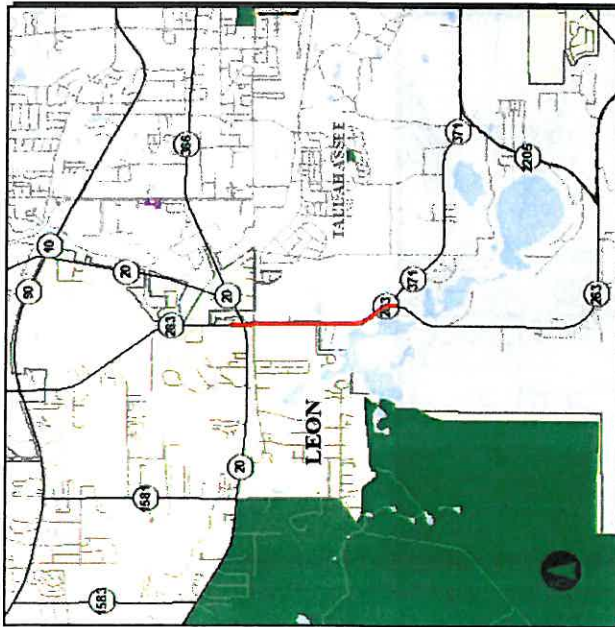
Specifically, the following projects have been administratively amended in the FY 2011- FY 2015 TIP:

- ❑ Miccosukee Road (CR 348): Miccosukee Road (CR 347) to Moccasin Gap Road (CR 151). **Pave Shoulders** to address lane departures in FY 12 (\$160,000) (4296731).
- ❑ Capital Circle (SR 263): Springhill Road to Orange Avenue. **Preliminary Engineering for Future Capacity** in FY 12 (\$2.7 million) (4157829).
- ❑ Salem Road (CR 159): SR 12 to Georgia State Line. **Pave Shoulders (PE)** in FY 12 (\$160,000) (429671).
- ❑ Shady Rest Road (CR 270): SR 12 to US 27. **Pave Shoulders (PE)** in FY 12 (\$160,000) (429621).
- ❑ Capital Circle (SR 263): Orange Avenue to north of Blountstown Highway. **Add Lanes and Reconstruct** in FY 12 (\$9.2 million) (4157828).
- ❑ SR 63 (US 27) Monroe Street: Tharpe Street to Seventh Avenue. **Median Installation** in FY 12, FY 13 & FY 15 (\$1.2 million) (4301481).

*Attachment 1* provides the relevant pages from the FY 2011 – FY 2015 TIP reflecting the projects.

**4157828**

**SR 263 Capital Circle**



**Work Summary:** ADD LANES & RECONSTRUCT  
**From:** Orange Ave (SR 371)  
**To:** N. of SR 20 (Blountstown)  
**Project Location:** Leon County  
**Length:** 1.237

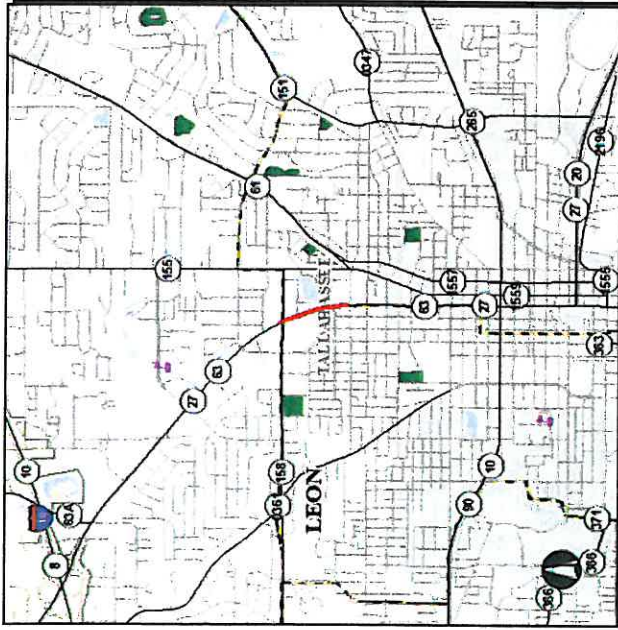
Phase	Fund Source	2010/11	2011/12	2012/13	2013/14	2014/15	Total
CST (58)	SU	0	2,708,743	0	0	0	2,708,743
CST (58)	ACSU	0	6,491,257	0	0	0	6,491,257
<b>Total</b>		<b>0</b>	<b>9,200,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,200,000</b>

**Project Description:**

This project was administratively amended into the TIP in July 2011. The project provides construction funding to construct 6 lanes from Orange Avenue to north of SR 20. Project is being developed by Blueprint 2000.

**4301481**

**N. Monroe Medians @ Lake Ella**



**Work Summary:** PEDESTRIAN SAFETY IMPROVEMENT

**From:** Tharpe Street

**To:** Seventh Avenue

**Project Location:** Leon County

Phase	Fund Source	2010/11	2011/12	2012/13	2013/14	2014/15	Total
PLN (18)	SU	0	25,000	0	0	0	25,000
PE (38)	ACSU	0	0	172,000	0	0	172,000
CST (58)	SU	0	0	0	0	1,000,000	1,000,000
<b>Total</b>		<b>0</b>	<b>25,000</b>	<b>172,000</b>	<b>0</b>	<b>1,000,000</b>	<b>1,197,000</b>

**Project Description:**

This project was administratively amended into the TIP in August 2011. The project will involve the installation of medians on N. Monroe Street from Tharpe Street to Seventh Avenue.

**4157829**

**SR 263 Capital Circle**



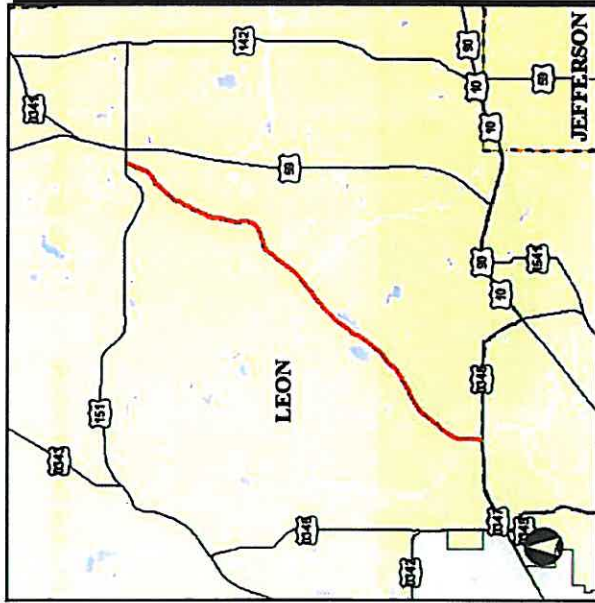
**Work Summary:** PRELIM ENG FOR FUTURE CAPACITY  
**From:** CR 2203 (Springhill Rd)  
**To:** SR 371 (Orange Ave)  
**Project Location:** Leon County  
**Length:** 3.371

Phase	Fund Source	2010/11	2011/12	2012/13	2013/14	2014/15	Total
PE (38)	SU	0	2,708,503	0	0	0	2,708,503
<b>Total</b>		<b>0</b>	<b>2,708,503</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,708,503</b>

**Project Description:** This project was administratively amended into the TIP in July 2011.

4296731

**CR 0347 Miccosukee**



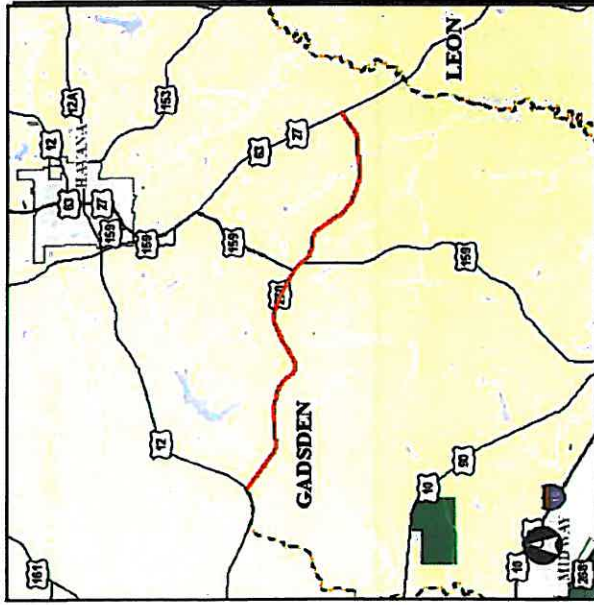
**Work Summary:** PAVE SHOULDERS  
**From:** S of CR 348 (McCraken)  
**To:** CR 151 (Moccasin Gap)  
**Project Location:** Leon County  
**Length:** 6.634

Phase	Fund Source	2010/11	2011/12	2012/13	2013/14	2014/15	Total
PE (32)	HSP	0	145,000	0	0	0	145,000
PE (31)	HSP	0	14,500	0	0	0	14,500
<b>Total</b>		<b>0</b>	<b>159,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>159,500</b>

**Project Description:** This project was administratively amended into the TIP in July 2011.

**4296721**

**CR 270 Shady Rest Rd**



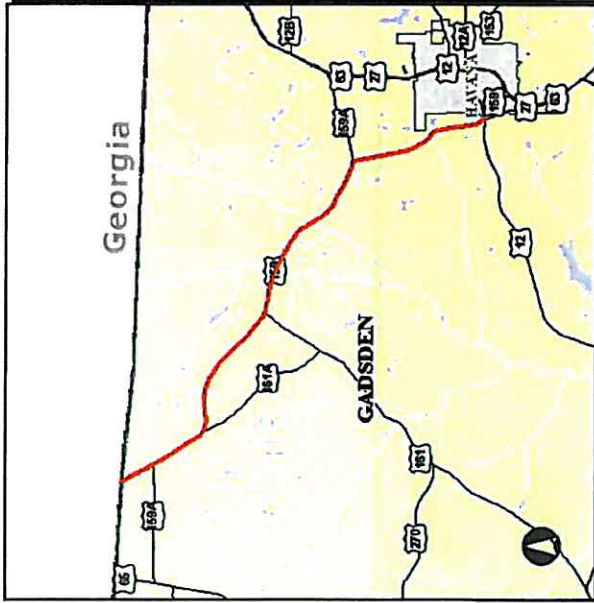
**Work Summary:** PAVE SHOULDERS  
**From:** SR 12  
**To:** SR 63 (US 27)  
**Project Location:** Gadsden County  
**Length:** 6.508

Phase	Fund Source	2010/11	2011/12	2012/13	2013/14	2014/15	Total
PE (32)	HSP	0	145,000	0	0	0	145,000
PE (31)	HSP	0	14,500	0	0	0	14,500
<b>Total</b>		<b>0</b>	<b>159,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>159,500</b>

**Project Description:** This project was administratively amended into the TIP in July 2011.

4296711

**CR 159 Salem Road**



**Work Summary:** PAVE SHOULDERS      **From:** SR 12  
**To:** Georgia State Line  
**Project Location:** Gadsden County      **Length:** 8.016

Phase	Fund Source	2010/11	2011/12	2012/13	2013/14	2014/15	Total
PE (32)	HSP	0	145,000	0	0	0	145,000
PE (31)	HSP	0	14,500	0	0	0	14,500
<b>Total</b>		<b>0</b>	<b>159,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>159,500</b>

**Project Description:** This project was administratively amended into the TIP in July 2011.

*September 19, 2011*



**AGENDA ITEM 10 D**

**FUTURE MEETINGS AND AGENDA ITEMS**

**REQUESTED BY:** CRTPA Staff

**TYPE OF ITEM:** Information

The Capital Region Transportation Planning Agency will meet in the City of Tallahassee Commission Chambers on the following dates. The topics of discussion will include the following:

- October 17, 2011 Organizational Meeting (CRTPA Retreat 9 AM to 1 PM) (will include scheduled Florida Department of Transportation presentation of the Draft FY 2013 – FY 2017 Work Program)
  - November 14, 2011\* Election of Chair/Vice Chair
- \*Note: The November 14, 2011 Board Meeting date is subject to Board approval of the meeting date change at today's meeting (see Agenda Item 3 B).

*September 19, 2011*



**AGENDA ITEM 10 E**

**EXPENSE REPORTS**

**REQUESTED BY:** CRTPA Staff

**TYPE OF ITEM:** Information

The expense reports for June and July 2011 are attached.

**ATTACHMENT**

Attachment 1: CRTPA June 2011 Expense Report

Attachment 2: CRTPA July 2011 Expense Report

**CRTPA**  
**June 30, 2011**

Account	Account Description	Expended This Month	Amended Budget	Budget Allotment to Date	Year to Date Expended	Pre-Encumbered	Encumbered	Unencumbered & Unexpended
<b>Personnel Services</b>								
511000	Salaries	30,090	383,447	287,585	288,508	--	--	94,939
511300	Salary Enhancements	--	7,717	5,788	--	--	--	7,717
511500	Temporary Wages	--	5,000	3,750	--	--	--	5,000
512400	Other Salary Items	231	--	--	2,031	--	--	(2,031)
515000	Pension- Current	3,169	40,500	30,375	29,257	--	--	11,243
515100	Pension- MAP	1,277	16,616	12,462	12,128	--	--	4,488
515500	Social Security	793	10,000	7,500	7,037	--	--	2,963
515600	Mandatory Medicare	436	5,588	4,191	4,052	--	--	1,536
516000	Health Benefits	3,473	40,238	30,179	29,623	--	--	10,615
516001	Health Benefits-Retirees	861	10,328	7,746	7,746	--	--	2,582
516100	Flex Benefits	1,016	17,268	12,951	9,391	--	--	7,877
	<b>Total Personnel Services</b>	<b>41,345</b>	<b>536,702</b>	<b>402,527</b>	<b>389,773</b>	<b>--</b>	<b>--</b>	<b>146,929</b>
<b>Operating Expenses</b>								
521010	Advertising	692	4,000	3,000	3,334	--	--	666
521030	Reproduction	10	12,000	9,000	4,205	--	--	7,795
521100	Equipment Repairs	--	225	169	--	--	--	225
521180	Unclassified Contractual Svcs	9,460	70,500	52,875	60,607	12	16,299	(6,418)
521190	Computer Software	--	15,000	11,250	--	--	--	15,000
522080	Telephone	--	1,200	900	454	--	--	746
523010	Chem-Med-Lab	--	--	--	24	--	--	(24)
523020	Food	82	1,000	750	292	--	--	708
523050	Postage	55	750	563	166	--	--	584
523060	Office Supplies	--	4,500	3,375	720	--	--	3,780
523080	Unclassified Supplies	75	3,900	2,925	7,808	--	--	(3,908)
524010	Travel & Training	1,092	13,000	9,750	6,324	--	--	6,676
524020	Journals & Books	--	600	450	45	--	--	555
524030	Memberships	--	2,500	1,875	1,414	--	--	1,086
	<b>Total Operating Expenses</b>	<b>11,467</b>	<b>129,175</b>	<b>96,881</b>	<b>85,393</b>	<b>12</b>	<b>16,299</b>	<b>27,471</b>
<b>Allocated Accounts</b>								
560010	Human Resource Expense	272	3,264	2,448	2,448	--	--	816
560020	Accounting Expense	1,240	14,876	11,157	11,157	--	--	3,719
560030	Purchasing Expense	776	9,308	6,981	6,981	--	--	2,327
560040	Information Systems Expense	1,856	22,276	16,707	16,707	--	--	5,569
560070	Read-Bill-Collect Expense	130	1,560	1,170	1,170	--	--	390
	<b>Total Allocated Accounts</b>	<b>4,274</b>	<b>51,284</b>	<b>38,463</b>	<b>38,463</b>	<b>--</b>	<b>--</b>	<b>12,821</b>
	<b>Total Expenses</b>	<b>57,085</b>	<b>732,092</b>	<b>537,871</b>	<b>526,313</b>	<b>12</b>	<b>16,299</b>	<b>189,468</b>
	<i>Percent of Budget</i>			<i>73.47%</i>	<i>71.89%</i>			

**CRTPA**  
**July 31, 2011**

Account	Account Description	Expended This Month	Amended Budget	Budget Allotment to Date	Year to Date Expended	Pre-Encumbered	Encumbered	Unencumbered & Unexpended
<b>Personnel Services</b>								
511000	Salaries	17,880	383,447	319,539	306,388	--	--	77,059
511300	Salary Enhancements	--	7,717	6,431	--	--	--	7,717
511500	Temporary Wages	--	5,000	4,167	--	--	--	5,000
512400	Other Salary Items	462	--	--	2,492	--	--	(2,492)
515000	Pension- Current	3,768	40,500	33,750	33,025	--	--	7,475
515100	Pension- MAP	1,277	16,616	13,847	13,405	--	--	3,211
515500	Social Security	1,586	10,000	8,333	8,624	--	--	1,376
515600	Mandatory Medicare	621	5,588	4,657	4,674	--	--	914
516000	Health Benefits	4,958	40,238	33,532	34,581	--	--	5,657
516001	Health Benefits-Retirees	861	10,328	8,607	8,607	--	--	1,721
516100	Flex Benefits	1,403	17,268	14,390	10,794	--	--	6,474
	<b>Total Personnel Services</b>	<b>32,816</b>	<b>536,702</b>	<b>447,252</b>	<b>422,589</b>	<b>--</b>	<b>--</b>	<b>114,113</b>
<b>Operating Expenses</b>								
521010	Advertising	--	4,000	3,333	3,334	--	--	666
521030	Reproduction	1	12,000	10,000	4,206	--	--	7,794
521100	Equipment Repairs	--	225	188	--	--	--	225
521180	Unclassified Contractual Svcs	50	70,500	58,750	60,657	12	16,299	(6,468)
521190	Computer Software	--	15,000	12,500	--	--	--	15,000
522080	Telephone	--	1,200	1,000	454	--	--	746
523010	Chem-Med-Lab	--	--	--	24	--	--	(24)
523020	Food	--	1,000	833	292	--	--	708
523050	Postage	--	750	625	166	--	--	584
523060	Office Supplies	--	4,500	3,750	720	--	--	3,780
523080	Unclassified Supplies	--	3,900	3,250	7,808	--	--	(3,908)
524010	Travel & Training	579	13,000	10,833	6,903	--	--	6,097
524020	Journals & Books	--	600	500	45	--	--	555
524030	Memberships	--	2,500	2,083	1,414	--	--	1,086
	<b>Total Operating Expenses</b>	<b>630</b>	<b>129,175</b>	<b>107,646</b>	<b>86,024</b>	<b>12</b>	<b>16,299</b>	<b>26,840</b>
<b>Allocated Accounts</b>								
560010	Human Resource Expense	272	3,264	2,720	2,720	--	--	544
560020	Accounting Expense	1,240	14,876	12,397	12,397	--	--	2,479
560030	Purchasing Expense	776	9,308	7,757	7,757	--	--	1,551
560040	Information Systems Expense	1,856	22,276	18,563	18,563	--	--	3,713
560070	Read-Bill-Collect Expense	130	1,560	1,300	1,300	--	--	260
	<b>Total Allocated Accounts</b>	<b>4,274</b>	<b>51,284</b>	<b>42,737</b>	<b>42,737</b>	<b>--</b>	<b>--</b>	<b>8,548</b>
	<b>Rent and Maintenance</b>	<b>--</b>	<b>14,931</b>	<b>12,443</b>	<b>12,684</b>	<b>--</b>	<b>--</b>	<b>2,247</b>
	<b>Total Expenses</b>	<b>37,720</b>	<b>732,092</b>	<b>610,077</b>	<b>564,033</b>	<b>12</b>	<b>16,299</b>	<b>151,748</b>
	<i>Percentage of Budget</i>			<b>83.33%</b>	<b>77.04%</b>			