



CRTPA EXECUTIVE COMMITTEE

MEETING OF TUESDAY, SEPTEMBER 10, 2019 AT 2:30 PM

TALLAHASSEE CITY HALL
CONFERENCE ROOM 3B
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. **CALL TO ORDER AND ROLL CALL**

2. **AGENDA MODIFICATIONS**

3. **CRTPA EXECUTIVE COMMITTEE ACTION**

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

A. 2020 CRTPA Budget

The CRTPA's budget for 2020 has been developed for Executive Committee discussion.

B. Woodville Highway Project Discussion

A discussion related to the design of Woodville Highway (Capital Circle, SE to Paul Russell Road) will be provided.

If you have a disability requiring accommodations, please contact the Capital Region Transportation Planning Agency at (850) 891-8630. The telephone number of the Florida Relay TDD Service is # 711.

4. **CRTPA EXECUTIVE COMMITTEE INFORMATION**

5. **CRTPA CITIZEN COMMENT**

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

6. **EXECUTIVE DIRECTOR'S REPORT**

7. **ITEMS FROM CRTPA EXECUTIVE COMMITTEE MEMBERS**

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



September 10, 2019

AGENDA ITEM 3 A

FISCAL YEAR 2020 CRTPA BUDGET

TYPE OF ITEM: Action

STATEMENT OF ISSUE

The FY 2020 tentative budget has been created for Board review and approval (*see Attachments 1 and 2*).

Overall the proposed budget is 3.4% more than FY 2019. As with any budget, there are increases in some areas and decreases in others. The FY 2020 budget includes salary adjustments for each employee (except the Executive Director), effective September 1, due to changes in duties and a 3% cost-of-living adjustment (COLA), effective October 1, consistent with the current proposed rate by the City of Tallahassee, our host agency. There may be slight adjustments to the budget as the City of Tallahassee finalizes its assumptions for pension rates and Internal Service Allocations.

The proposed changes to staff titles and salaries is as follows:

Current Title	New Title	Salaries		
		Current	New Base	w/ COLA
Executive Director	-	\$ 116,633	-	\$ 120,253
Program Manager	Assistant Director	\$ 97,350	\$ 101,000	\$ 104,030
Transportation Planner	Planning Manager	\$ 79,654	\$ 85,500	\$ 88,065
Mobility Planner	Programs Manager	\$ 62,858	\$ 68,500	\$ 70,555
Admin Assistant II	Admin Assistant II	\$ 47,604	\$ 51,000	\$ 52,530

RECOMMENDED ACTION

Option 1: Approve the FY 2020 CRTPA Budget

Option 2: As desired by the Board.

ATTACHMENT

Attachment 1: Tentative FY 2020 CRTPA Budget

Attachment 2: Contracted Planning Projects

CRTPA FY 2020 Proposed Budget

	FY 19 - Adopted	FY - 19 Corrected	FY 20 - Proposed	Net Change	% Change
Personnel					
511000 - Salaries	\$ 419,862	\$ 407,633	\$ 422,750	\$ 15,117	3.7%
511300 - Salary Enhancements	\$ 12,596	\$ 12,229	\$ 12,683	\$ 454	3.7%
511500 - Temporary Wages	\$ -	\$ -	\$ -	\$ -	-
512400 - Other Salary Items	\$ 4,560	\$ 4,560	\$ 1,560	\$ (3,000)	-65.8%
515000 - Pension- Current	\$ 85,334	\$ 82,505	\$ 83,317	\$ 812	1.0%
515100 - Pension- MAP	\$ 23,680	\$ 22,990	\$ 23,843	\$ 853	3.7%
515500 - Social Security	\$ -	\$ -	\$ -	\$ -	-
515600 - Mandatory Medicare	\$ 6,088	\$ 5,911	\$ 6,130	\$ 219	3.7%
516000 - Health Benefits	\$ 47,300	\$ 47,300	\$ 51,500	\$ 4,200	8.9%
516100 - Flex Benefits	\$ 9,841	\$ 9,841	\$ 9,841	\$ -	0.0%
Operating					
521010 - Advertising	\$ 2,500	\$ -	\$ 7,645	\$ 5,145	205.8%
521030 - Reproduction	\$ 3,500	\$ -	\$ 3,000	\$ (500)	-14.3%
521100 - Equipment Repairs	\$ 225	\$ -	\$ 225	\$ -	0.0%
521180 - Contractual Svcs (Audit, WCOT)	\$ 52,100	\$ -	\$ 39,500	\$ (12,600)	-24.2%
521160 - Legal Services	\$ 28,000	\$ -	\$ 32,000	\$ 4,000	14.3%
521190 - Computer Software	\$ 3,500	\$ -	\$ 13,100	\$ 9,600	274.3%
523020 - Food	\$ 1,750	\$ -	\$ 2,000	\$ 250	14.3%
523050 - Postage	\$ 750	\$ -	\$ 750	\$ -	0.0%
523060 - Office Supplies	\$ 13,000	\$ -	\$ 13,000	\$ -	0.0%
523080 - Unclassified Supplies	\$ 1,512	\$ -	\$ 1,512	\$ -	0.0%
524010 - Travel & Training	\$ 14,000	\$ -	\$ 17,000	\$ 3,000	21.4%
524020 - Journals & Books	\$ 600	\$ -	\$ 600	\$ -	0.0%
524030 - Memberships	\$ 2,750	\$ -	\$ 3,000	\$ 250	9.1%
541040 - Insurance	\$ 18,000	\$ -	\$ 18,000	\$ -	-
550040 - Computer Equipment	\$ 10,000	\$ -	\$ 15,000	\$ 5,000	-
Internal Service Allocations					
560010 - Human Resource Expense	\$ 10,100	\$ -	\$ 8,300	\$ (1,800)	-17.8%
560020 - Accounting Expense	\$ 23,250	\$ -	\$ 21,000	\$ (2,250)	-9.7%
560030 - Purchasing Expense	\$ 3,000	\$ -	\$ 4,300	\$ 1,300	43.3%
560040 - Information Systems Expense	\$ 28,000	\$ -	\$ 23,500	\$ (4,500)	-16.1%
560040 - Telephone	\$ 1,000	\$ -	\$ 3,750	\$ 2,750	275.0%
560070 - Revenue Collection	\$ 810	\$ -	\$ 400	\$ (410)	-51%
560082 - Environmental	\$ 850	\$ -	\$ 850	\$ -	-
Expenses (non-contractual)					
Personnel	\$ 609,261	\$ 592,969	\$ 611,623	\$ 18,654	3.1%
Operating	\$ 152,187	\$ 152,187	\$ 166,332	\$ 14,145	9.3%
Internal Service Allocations	\$ 67,010	\$ 67,010	\$ 62,100	\$ (4,910)	-7.3%
Subtotal	\$ 828,458	\$ 812,166	\$ 840,055	\$ 27,889	3.4%
521000 - Contractual Services See Attachment	\$ 2,216,379	\$ -	\$ 1,982,664	\$ -	-
Total			\$ 2,822,719		

<u>Contracted Planning Projects - FY 2020</u>		
<u>Task 3.0 - LRP</u>		
RMP	\$	600,000
<u>Task 4.0 - SRP</u>		
TBD	\$	96,777
<u>Task 5.0 - Mobility Planning</u>		
Bike/Ped Master Plan	\$	70,000
Bike/Ped - Wakulla County	\$	30,000
ITS Master Plan	\$	35,000
CMP	\$	110,000
Performance Measures	\$	58,963
TBD	\$	150,000
<u>Task 7.0 - Special Projects</u>		
SW Area	\$	155,000
Midtown Phase II	\$	130,000
US 90 - Trail	\$	100,000
Wakulla Springs Trail Feas.	\$	75,000
Corridor reviews	\$	20,000
Corridor Studies	\$	300,000
TBD	\$	51,924
	\$	<u>1,982,664</u>



September 10, 2019

AGENDA ITEM 3 B

OVERVIEW OF WOODVILLE HIGHWAY PROJECT

TYPE OF ITEM: Discussion

STATEMENT OF ISSUE

At the June 17, 2019 CRTPA meeting, several citizens expressed concerns regarding the Woodville Highway project. As you will recall, this project is our #1 Regional Mobility Plan (RMP) project and has been for some time. The CRTPA Board directed staff to place this project on the September meeting agenda. A brief overview of the public involvement that took place during the development of the project and its current status is as follows:

Corridor Study/Project Development and Environmental (PD&E) Study - Completed

- July 15, 2010 – Project kick-off held at Jack McLean Community Center
 - 37 citizens attended
- September 30 & October 2, 2010 – Design Charrettes held at Jack McLean Community Center
 - 25 citizens attend Sep 30 session
 - 24 citizens attended Oct 2 session
- 11 stakeholder meetings held between August and October 2010
- February 28, 2011 - Roadway alternatives meeting held at Jack McLean Community Center
 - 18 citizens attended
- March 21, 2011 – Update to CRTPA Board
- May 16, 2011 - Update to CRTPA Board
- March 26, 2012 – Update to CRTPA Board
- April 12, 2012 – Second roadway alternatives meeting held at Jack McLean Community Center
 - 44 citizens attended
- May 21, 2012 – CRTPA approves the preferred alternative (Loop Alternative)
- May 9, 2013 – PD&E Public Hearing at Jack McLean Community Center
 - 40 citizens attended

Design –Completed

- November 16, 2015 – Update to CRTPA Board
- December 8, 2015 – Public information meeting at N. Florida Fairgrounds, Bldg. 2
 - 60 citizens attended
- October 4, 2016 - Public information meeting at N. Florida Fairgrounds, Bldg. 2
 - 41 citizens attended

Right-of-way acquisition - underway

- Capital Circle SE to Gaile Avenue
 - Notice to Owner has been sent to owners that FDOT is acquiring property from
 - Negotiations began in August 2018 and will continue through June 2020
 - Offers have been made on some parcels, awaiting appraisals on others
 - \$5.1 million has been budgeted for acquisition on this section
- Gaile Avenue to Paul Russell Road
 - Notice to Owner has been sent to owners that FDOT is acquiring property from
 - Negotiations began in February 2019 and will continue through June 2020
 - No offers have been made, awaiting appraisals
 - \$6.5 million has been budgeted for acquisition on this section

Staff will provide a preview of the presentation to be conducted at the September 16, 2019 CRTPA meeting.