

October 19, 2020



AGENDA ITEM 4B

**FY 2020/21 - 2021/22 UNIFIED PLANNING WORK PROGRAM
(UPWP) AMENDMENT**

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

The purpose of this item is to amend the CRTPA Fiscal Year (FY) 2020/21 – Fiscal Year 2021/22 Unified Planning Work Program (UPWP).

CRTPA COMMITTEE ACTIONS

The CRTPA's two (2) committees (Citizen's Multimodal Advisory Committee and Technical Advisory Committee) recommended the CRTPA approve the UPWP amendment at their October 6, 2020 meetings.

RECOMMENDED ACTION

Option 1: Approve the amendment to the project budgets in the FY 2020/21 – FY 2021/22 UPWP.

BACKGROUND

At the May 19, 2020 CRTPA Meeting the Governing Board adopted the CRTPA's FY 2020/21 – FY 2021/22 UPWP and approved the Joint Planning Agreement (JPA) with FDOT. The proposed amendment revises the FY 2020/21 – FY 2021/22 UPWP and the JPA to align with the revised de-obligation of funds approved the CRTPA Governing Board at the September 21, 2020 meeting.

As amended, the Congestion Management (CM) funding for consultant work is moved from FY 21 into FY 22. The CM funding in Sub-tasks 5.4 and 7.2 is replaced in FY 21 through the reallocation of budgeted SU monies.

Project budgets are revised for the feasibility studies underway (Thomasville Road Multi-Use Path and US 90 Multi-Use Path) to reflect the Phase I and Phase II budgets, and to ensure adequate funding for the upcoming Phase II public Involvement in FY 2021. In addition, Tasks Three (3), Four (4), Five (5)

and Six (6) are revised. Each task now includes minimal funding allocated for consultant work, such as data collection and preliminary assessments, in support of the activities listed in the tasks.

The FY 2021 Operating Budget, which was approved by the CRTPA Board and Executive Committee, is updated in the UPWP.

OPTIONS

Option 1: Approve the FY 2020/21 - 2021/22 UPWP Amendment. (Recommended)

Option 2: Provide other direction.

ATTACHMENTS

Attachment 1: 2020/21 - 2021/22 UPWP Fiscal Tables (Adopted and Amended)

Attachment 2: FY21 Operating Budget

UPWP	Original + Amndt No.1	Amended (No. #2)	Original (Amended #1)	Amended (No. #2)
SU FY 21 UPWP & SU FY 20 De-Ob	FY 2020/21	FY 2020/21	FY 2020/21	FY 2021/22
TOTALS AVAILABLE	\$2,112,251.00	\$2,112,251.00	\$2,112,251.00	\$176,830.00
Task 1.0 Administration				176,880
Personnel	219107	219,107	219,107	-
Total 1.0 Budget	\$ 219,107	\$ 219,107	\$ 219,107	-
Task 2.0 Data Collection				-
Total 2.0 Budget	\$ -	\$ -	\$ -	-
Task 3.0 Long-Range Planning				-
3.0 Consultant Support Work /Data Collection	\$ -	\$ -	\$ 30,000	-
3.1 LRTP Update	\$ 185,000	\$ 185,000	\$ 200,000	-
Total 3.0 Budget	\$ 185,000	\$ 185,000	\$ 230,000	-
Task 4.0 Short-Range Planning				-
4.0 Consultant Support Work /Data Collection	\$ -	\$ -	\$ 30,000	-
4.1 TIP Software	\$ -	\$ -	\$ -	-
Total 4.0 Budget	\$ -	\$ -	\$ 30,000	-
Task 5.0 Mobility Planning				-
5.0 Consultant Support Work /Data Collection	\$ -	\$ -	\$ 30,000	-
5.1.1 Thomasville Rd. Path Feasibility Study (FS) Phase I	\$ 125,000	\$ 125,000	\$ 89,955	-
5.1.2 Thomasville Rd. FS Public Engagement Phase.II			\$ 75,000	-
5.2 Wakulla Springs (SR 267) Feasibility Study	\$ 100,000	\$ 100,000	\$ 100,000	-
5.3 Apalachee Pkwy Trail Feasibility Study	\$ 60,000	\$ 60,000	\$ 60,000	125,000
5.4 Congestion Management Plan Process Phase II	\$ -	\$ -	\$ 125,000	-
5.5 Comprehensive Operational Analysis (Transit)	\$ 250,000	\$ 250,000	\$ 250,000	-
5.6 Oak Ridge Road Trail Feasibility Study	\$ 75,000	\$ 75,000	\$ 75,000	-
5.7 Regional Transit Study Update	\$ 60,000	\$ 60,000	\$ 60,000	-
5.8 Other Trail Studies/Mobility Projects (TBD)**	\$ 200,000	\$ 197,500	\$ 166,291	-
5.9 Midtown Phase II	\$ -	\$ 2,500	\$ 2,500	-
Total 5.0 Budget	\$ 870,000	\$ 870,000	\$ 1,033,746	125,000
Task 6.0 Public Involvement				-
6.0 Consultant Support Work /Data Collection			\$ 30,000	-
Total 6.0 Budget	\$ -	\$ -	\$ 30,000	-
Task 7.0 Special Projects				-
7.1.1 US 90 Bike/Ped Tr. Feasibility Study Phase I	\$ 150,000	\$ 150,000	\$ 43,754	-
7.1.2 US 90 Bike/Ped Tr. FS Public Engagement Phase II			\$ 100,000	-
7.2 Stadium/Lk. Bradford/Gaines/Varsity Int. Study	\$ 73,170	\$ 73,170	\$ 125,000	51,830
7.3 Other Special Projects/Safety Studies (TBD)**	\$ 375,000	\$ 375,000	\$ 200,000	-
7.4 Corridor/Complete Streets (TBD)**	\$ 239,974	\$ 239,974	\$ 100,644	176,830
Total 7.0 Budget	\$ 838,144	\$ 838,144	\$ 569,398	51,830
TOTAL	\$ 2,112,251	\$ 2,112,251	\$ 2,112,251	\$ 176,830
	Amendment No. 1	Amendment No. 2 (SU)	Amendment No. 2 (CM)	
	Add 5.9 Mid-Town Phase II Reallocate SU Funds 5.8 to 5.9 \$2,500.	Move CM Funds to FY 22 Reallocate SU \$ to replace CM Increase 3.1 RMP Budget Revise 5.1.1/Add Phase II 5.1.2 Revise 7.1.1/Add Phase II 7.1.2 with reallocated SU funds.	CM Funds now in FY 22 in Corridor Studies TBD Note: \$50.00 more are CM Funds available than budgeted. Prior to next FY updated Budgets will be adopted and the contract amended.	

ATTACHMENT 2

Fund	Dept	Account	Descr	2020 Amended Budget	2021 Budget
870	460101	511000	Salaries	424052.00	439,378.00
870	460101	511300	Salary Enhancements	222.00	13,181.00
870	460101	512400	Other Salary Items	1560.00	1,560.00
870	460101	515000	Pension- Current	98000.00	87,500.00
870	460101	515100	Pension- MAP	27627.00	25,648.00
870	460101	515600	Mandatory Medicare	7103.00	6,597.00
870	460101	516000	Health Benefits	59495.00	69,506.00
870	460101	516100	Flex Benefits	11765.00	9,840.00
870	460101	521010	Advertising	7645.00	9,000.00
870	460101	521030	Reproduction	8352.46	3,000.00
870	460101	521040	Unclassified Professional Fees	500.50	500.50
870	460101	521100	Equipment Repairs	225.00	795.00
870	460101	521160	Legal Services	46156.50	32,000.00
870	460101	521180	Unclassified Contractual Srvcs	72164.00	32,000.00
870	460101	521190	Computer Software	13100.00	15,000.00
870	460101	522080	Telephone	0.00	3,750.00
870	460101	523020	Food	2000.00	1,750.00
870	460101	523050	Postage	750.00	750.00
870	460101	523060	Office Supplies	1000.00	13,000.00
870	460101	523080	Unclassified Supplies	1512.00	1,512.00
870	460101	524010	Travel & Training	5000.00	10,000.00
870	460101	524020	Journals & Books	600.00	600.00
870	460101	524030	Memberships	3000.00	3,000.00
870	460101	541040	Insurance	0.00	18,000.00
870	460101	550040	Computer Equipment	1500.00	18,000.00
870	460101	560010	Human Resource Expense	9955.00	8,300.00
870	460101	560020	Accounting Expense	20588.00	23,250.00
870	460101	560030	Purchasing Expense	4300.00	3,000.00
870	460101	560040	Information Systems Expense	39137.00	28,000.00
870	460101	560070	Revenue Collection	388.00	810.00
870	460101	560082	Facilities and Environmental	850.00	850.00
870	460101	560090	Vehicle Garage Expense	30.00	30.00
870	460101	611300	Debt Service Transfer	0.00	5,853.00
870	460101	612400	Inter-Fund Ops Transfer	0.00	\$0.00
				868577.46	885,960.50