



EXECUTIVE COMMITTEE MEETING

Date: Monday, July 26, 2021
 Time: 1:00 pm
 Location: St. Lucie TPO Conference Room

AGENDA

1. Call to Order
2. Roll Call
3. Comments from the Public
4. Approval of Agenda
5. Approval of Meeting Summary
 - *July 30, 2020*
6. Unified Planning Work Program (UPWP) Task and Budget Mid-Term Reviews: Mid-term reviews of the UPWP tasks and budget.
7. **Executive Director's Performance and Compensation:** Review the Executive Director's performance for FY 2020/21 and form a recommendation pertaining to the Executive Director's compensation.
8. Staff Performance Bonus Program and Cost of Living Adjustment: Discuss and form recommendations pertaining to the proposed Performance Bonus Program and Cost of Living Adjustment for the TPO Staff for 2021.
9. 2045 Treasure Coast Regional Long Range Transportation Plan (RLRTP) Memorandum of Understanding (MOU) and Scope of Services: Discuss and form recommendations pertaining to the 2045 RLRTP MOU and Scope of Services.
10. Proposed TPO Projects for Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Funding: Discuss and form recommendations pertaining to the projects proposed for CRRSAA funding.
11. Recommendations/Comments by Members
12. Staff Comments
13. Adjourn

NOTICES

The St. Lucie TPO satisfies the requirements of various nondiscrimination laws and regulations including Title VI of the Civil Rights Act of 1964. Public participation is welcome without regard to race, color, national origin, age, sex, religion, disability, income, or family status. Persons wishing to express their concerns about nondiscrimination should contact Marceia Lathou, the Title VI/ADA Coordinator of the St. Lucie TPO, at 772-462-1593 or via email at lathoum@stlucieco.org.

Persons who require special accommodations under the Americans with Disabilities Act (ADA) or persons who require translation services (free of charge) should contact Marceia Lathou at 772-462-1593 at least five days prior to the meeting. Persons who are hearing or speech impaired may use the Florida Relay System by dialing 711.

Items not included on the agenda may also be heard in consideration of the best interests of **the public's health, safety, welfare, and as necessary to protect every person's right of** access. If any person decides to appeal any decision made by the St. Lucie TPO Executive Committee with respect to any matter considered at this meeting, that person shall need a record of the proceedings, and for such a purpose, that person may need to ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal is to be based.

Kreyòl Ayisyen: Si ou ta renmen resevwa enfòmasyon sa a nan lang Kreyòl Ayisyen, tanpri rele nimewo 772-462-1593.

Español: Si usted desea recibir esta información en español, por favor llame al 772-462-1593.



Coco Vista Centre
 466 SW Port St. Lucie Blvd, Suite 111
 Port St. Lucie, FL 34953
 772-462-1593 www.stlucietpo.org

EXECUTIVE COMMITTEE Virtual Meeting

Thursday, July 30, 2020
11:00 am

MEETING SUMMARY

1. Call to Order

Chairman Drummond called the meeting to order at 11:00 am.

2. Roll Call

A quorum was confirmed with the following members present:

Member

Chairman Darrell Drummond
 Vice Chairwoman Kathryn Hensley
 Commissioner Linda Bartz
 Commissioner Jeremiah Johnson
 Mayor Greg Oravec

Representing

Community Transit
 St. Lucie Cnty School District
 St. Lucie County
 City of Fort Pierce
 City of Port St. Lucie

Others present:

Peter Buchwald, Executive Director
 Heather Young, Attorney
 Kyle Bowman, Operations Administrator

Representing

St. Lucie TPO
 St. Lucie TPO
 St. Lucie TPO

3. Comments from the Public

No comments were received from the public.

4. Approval of Agenda

* MOTION by Commissioner Johnson to approve the agenda.

** **SECONDED** by Vice Chairwoman Hensley **CARRIED UNANIMOUSLY**

5. Approval of Meeting Summary

- *March 27, 2019*

* MOTION by Vice Chairwoman Hensley to approve the Meeting Summary.

** SECONDED by Commissioner Johnson CARRIED UNANIMOUSLY

6. Transit Representation on the TPO Board and Advisory Committees: Discuss and form recommendations for the TPO Board to consider pertaining to current and future transit representation on the TPO Board and Advisory Committees.

Mr. Buchwald identified that with the recent change in the contracted transit service provider for the County from the Council on Aging of St. Lucie, Inc. (COASL) to MV Transportation, Inc. (MV), it may be appropriate to discuss the current and future transit representation on the TPO Board and Advisory Committees. He further identified that when it was the sole operator of the County public transportation system, COASL served as members on the TPO Board, Technical Advisory Committee (TAC), and the St. Lucie Local Coordinating Board for the Transportation Disadvantaged (LCB).

Mr. Buchwald then summarized the State and Federal requirements pertaining to transit representation on the TPO Board, the inclusion of COASL in the various agreements and By-Laws, Rules, and Procedures of the TPO, and the changes that would be necessary to these documents if there are changes in the transit representation on the TPO Board and Advisory Committees. He also noted that since the TPO Board will review the composition of its membership in conjunction with the completion of the 2020 Census as required by the Florida Statutes, it may be appropriate to consider changes to transit representation on the Board at that time because the review is a lengthy process.

The Executive Committee subsequently discussed whether the changes should be considered now or after the completion of the 2020 Census, the public transportation services that COASL currently provides, the lack of a track record for MV at this time, the requirements for transit representation on the Board, the definition of a "provider of public transportation", and the need for input to be received from the County and the full TPO Board.

* MOTION by Vice Chairwoman Hensley to recommended that the item be initially discussed at the August 5th Board Meeting with the TPO Staff and Attorney developing several options for transit representation for the TPO Board to consider at its October 7th Meeting.

** SECONDED by Mayor Oravec CARRIED UNANIMOUSLY

7. Executive Director's Performance and Compensation: Review the Executive Director's performance for FY 2019/20 and form a recommendation for the TPO Board to consider pertaining to the Executive Director's compensation.

Mr. Buchwald identified that since FY 2019/20 had recently concluded, it was time for the Board to review his performance for the fiscal year. He referred to the review form that was used in the past performance reviews, and as a basis for the performance review, referred to the Task Progress Summary for the Unified Planning Work Program and the Budget and Expense Summary which summarizes the budgets and expenses incurred for each of the four grants received by the TPO. Finally, he referenced the historical response rate from the Board members in completing the review forms

After a discussion about the process for the performance review, consensus was obtained to distribute the review form to all of the TPO Board Members and for Chairman Drummond to receive the completed forms, tabulate the results, and present them for consideration by the TPO Board at the August 5th Virtual Meeting. Consensus was also obtained for Mr. Buchwald's salary adjustment to be considered along with the salary increases to be considered for the TPO Staff.

8. Staff Performance Bonus Program and Cost of Living Adjustment: Discuss and form recommendations for the TPO Board to consider pertaining to the proposed Performance Bonus Program and Cost of Living Adjustment for the TPO Staff for 2020.

Mr. Buchwald summarized the Staff Performance Bonus Program including how, after each fiscal year, the TPO Board approves a multiplier based on the performance of the organization and the budget for the current fiscal year and how the multiplier is applied to the Staff member's overall performance score to determine the percentage of any performance-based salary increase for the Staff member. He also summarized the previous year's salary increase and cost of living adjustment for the Staff, the past performance of the

Staff especially through the COVID-19 Pandemic, and the current cost-of-living adjustments determined by various data sources. Finally, he recommended that a multiplier of 2.0 for the Staff Performance Bonus Program and a one percent Cost of Living Adjustment for 2020 be recommended to the TPO Board for approval.

The TPO Executive Committee discussed the 2020 Staff Performance Bonus Program and Cost of Living Adjustment including the salary increases being considered by the local governments for their staffs and the successful performances of Mr. Buchwald and the TPO Staff.

* MOTION by Mayor Oravec to recommend up to a three percent total salary increase for each Staff member based on their performance as determined by the TPO Executive Director.

** SECONDED by Commissioner Johnson CARRIED UNANIMOUSLY

9. Recommendations/Comments by Members

A brief discussion ensued regarding the upcoming expiration of the TPO's office lease and the options for renewal or moving. In response to Commissioner Johnson's request, Mr. Buchwald indicated that Mr. Bowman would email the current lease to Commissioner Johnson.

10. Staff Comments

Mr. Buchwald indicated that the TPO Board Meetings would continue to be conducted virtually due to the COVID-19 pandemic and concluded by thanking the Executive Committee for all of its support.

11. Adjourn

The meeting was adjourned at 12 noon.



AGENDA ITEM SUMMARY

Board/Committee: St. Lucie TPO Executive Committee

Meeting Date: July 26, 2021

Item Number: 6

Item Title: Unified Planning Work Program (UPWP) Task and Budget Mid-Term Reviews

Item Origination: UPWP

UPWP Reference: Task 1.1: Program Management

Requested Action: Review and provide comments to Staff

Staff Recommendation: Not applicable

Attachments

- Staff Report
- FY 2020/21 – FY 2021/22 UPWP Task Summary
- FY 2020/21 – FY 2021/22 UPWP TPO Board Schedule
- FY 2020/21 - FY 2021/22 Budget and Expenses
- Summaries of Costs Incurred by UPWP Task for the TPO's Grants



MEMORANDUM

TO: St. Lucie TPO Executive Committee

FROM: Peter Buchwald
Executive Director

DATE: July 19, 2021

SUBJECT: Unified Planning Work Program (UPWP) Task and Budget Mid-Term Reviews

BACKGROUND

As the first fiscal year of the FY 2020/21 – FY 2021/22 UPWP and Budget has ended, a mid-term review may be conducted of the UPWP tasks completed to date, and the expenses incurred in FY 2020/21 may be compared to the FY 2020/21 budget that was adopted by the TPO Board.

ANALYSIS

The attached FY 2020/21 – FY 2021/22 UPWP Task Summary and TPO Board Schedule identifies the activities and end products that have been completed in the first fiscal year. The summaries confirm that all of the activities and end products in FY 2020/21 were completed in accordance with the UPWP.

The attached FY 2020/21 - FY 2021/22 Budget and Expenses summarizes the budgets for FY 2020/21 and FY 2021/22 and the actual expenses incurred in FY 2020/21. The attached Summaries of Costs Incurred by UPWP Task for the TPO's Grants summarizes the costs incurred for each of the four grants received by the TPO for FY 2020/21. The following findings are provided based on the summary:

- 1) The budgeted expenses were not exceeded for any of the budget categories.
- 2) The total expenses incurred for FY 2020/21 is less than the total expenses budgeted by \$100,938.

- 3) No changes to the adopted FY 2020/21 budget are necessary other than the carrying over of the line-item budget surpluses to FY 2021/22.

- 4) None of the expenses incurred by the St. Lucie TPO in FY 2020/21 exceeded any of the grant budgets.

RECOMMENDATION

It is recommended that the summaries be reviewed and comments be provided to Staff.

FY 2020/21 - FY 2021/22 Unified Planning Work Program
Work Task Summary

| Element | Task | End Products | Target Dates |
|--|--|---|------------------|
| 1. Program Administration | 1.1 Program Management | 2021 Legislative Priorities (uses local funds only) | December 2020 |
| | | 2022 Legislative Priorities (use local funds only) | October 2021 |
| | | 2021 Annual Joint Certification Review | May 2021 |
| | | 2022 Annual Joint Certification Review | May 2022 |
| | | Local MPOAC Institute Workshop | June 2022 |
| | | Federal Certification Review | April 2021 |
| | 1.2 UPWP Development | FY 2022/23 – FY 2023/24 UPWP Kickoff Meeting | January 2022 |
| | | Review by Advisory Committees & Board | March/April 2022 |
| | | Transmittal to FDOT | March 2022 |
| | | Public Comment Period | March/April 2022 |
| | | Adoption by Board | April 2022 |
| | Transmittal to FHWA & FTA | May 2022 | |
| 2. Modeling, GIS, Data Management, and Performance Measurement | 2.1 Travel Demand Modeling | 2045 LRTP Modeling Activities | February 2021 |
| | | 2045 RL RTP Modeling Activities | June 2022 |
| | 2.2 GIS And Data Management | Presentation of 3D Animation Showing Proposed Multi-Modal Transportation Connectivity | June 2021 |
| | 2.3 Traffic Count Program Management | 2020 Traffic Count and LOS Report | January 2021 |
| | | 2021 Traffic Count and LOS Report | January 2022 |
| | 2.4 Performance Measurement and Target Setting | Set 2021 Performance Targets and Report to FDOT | February 2021 |
| | | Set 2022 Performance Targets and Report to FDOT | February 2022 |
| 3. Recurring and Systems and Project Planning | 3.1 Long Range Transportation Planning | 2045 LRTP with TIP/LRTP Performance Report | February 2021 |
| | 3.2 Transit Planning | TDP Annual Progress Report | September 2020 |
| | | TDP Annual Progress Report | September 2021 |
| | | Transit Route Optimization Study | June 2021 |
| | | Micro-Mobility Study | June 2022 |
| | 3.3 Transportation Improvement Program (TIP) | Submittal of 2020/21 LOPP to FDOT | August 2020 |
| | | Review/Endorsement of FDOT's Five-Year Work Program | December 2020 |
| | | FY 2021/22 – FY 2025/26 TIP Adoption & Interactive TIP Update | June 2021 |
| | | Annual Publication of Obligated Federal Projects | June 2021 |
| | | Submittal of 2021/22 LOPP to FDOT | August 2021 |
| | | Review/Endorsement of FDOT's Five-Year Work Program | October 2021 |
| | | FY 2022/23 – FY 2026/27 TIP Adoption & Interactive TIP Update | June 2022 |
| | Annual Publication of Obligated Federal Projects | June 2022 | |
| | 3.4 Congestion Management Process (CMP) | 2020 CMP Update/Annual Report | February 2021 |
| 2021 CMP Update/Annual Report | | February 2022 | |

FY 2020/21 - FY 2021/22 Unified Planning Work Program
Work Task Summary (continued)

| Element | Task | End Products | Target Dates |
|---|--|--|---------------|
| 3. Recurring and Systems and Project Planning (continued) | 3.5 Bicycle-Pedestrian/Complete Streets Planning | St. Lucie Walk-Bike Network Update | June 2021 |
| | | St. Lucie Walk-Bike Network Facility Enhancements which includes the purchase of active/nonmotorized transportation infrastructure | June 2022 |
| | 3.6 Freight Planning | Drone Port Study | April 2022 |
| | 3.7 Safety and Security Planning | COOP Update and Exercise | October 2020 |
| | | Crosswalk Markings Visibility Study | June 2021 |
| | | COOP Exercise and Update, if needed | October 2021 |
| | | Speed Kills Analysis | December 2021 |
| | | LPI Traffic Signal Study Phase 2 | February 2022 |
| | | Crosswalk Markings Study Implementation Plan | June 2022 |
| | 3.8 Transportation Disadvantaged (TD) Program | SR-A1A South Causeway Bridge Bicycle Lane Pilot Project | June 2022 |
| | | TDSP Annual Update | June 2021 |
| | | TDSP Annual Update | June 2022 |
| | | 2021 CTC Evaluation | June 2021 |
| | 3.9 Environmental Planning | 2022 CTC Evaluation | June 2022 |
| | | Transportation Asset/Service Vulnerability Assessment | June 2021 |
| | | Update and maintain the Base Map of Environmentally-Sensitive Areas | April 2022 |
| 3.10 ACES Vehicles Planning | Electric Vehicle Charging Station Plan | October 2021 | |
| | ACES Vehicles for Transit Study Update | April 2022 | |
| 4. Regional and Intergovernmental Planning and Coordination | 4.1 Models of Regional Planning Cooperation | Develop the 2045 Treasure Coast RL RTP | June 2022 |
| | 4.2 Intergovernmental Planning and Coordination | 2021 TCSHP Annual Work Plan | November 2020 |
| | | 2020 TCSHP Annual Report | February 2021 |
| | | 2022 TCSHP Annual Work Plan | November 2021 |
| 5. Public Participation, Education & Outreach | 5.1 Public Participation, Education & Outreach | 2021 TCSHP Annual Report | February 2022 |
| | | Title VI Implementation Plan Major Update | October 2020 |
| | | Annual PPP Evaluation of Effectiveness and Update | February 2021 |
| | | Annual PPP Evaluation of Effectiveness and Update | February 2022 |

FY 2020/21 – 2021/22 Unified Planning Work Program TPO Board Schedule

FY 2020/21

August 2020

~~Executive Director Performance Review – Peter~~

~~Staff Performance Bonus Program – Peter~~

~~LOPP – Peter~~

~~L RTP Needs Plan – Yi~~

October 2020

~~Title VI Implementation Plan Major Update – Marceia~~

~~L RTP Elements & Cost Feasible Plan – Yi~~

December 2020

~~Annual Officer Elections/Appointments – Peter~~

~~Legislative Priorities – Peter~~

~~Meeting Dates – Peter~~

~~L RTP Cost Feasible Plan – Yi~~

~~Transit Route Optimization Study Scope of Services – Marceia~~

February 2021 (January 27)

~~FDOT Draft Tentative Work Program – Peter~~

~~Traffic Count Scope of Services – Peter~~

~~GMP Annual Report – Yi (Internal)~~

~~L RTP Adoption – Yi~~

~~Safety Targets – Yi~~

April 2021

~~Annual PPP Evaluation of Effectiveness and Update – Marceia~~

~~TAP Grant Apps – Peter~~

~~TRIP Grant App – Peter~~

~~Fed Certification Review Public Social Media Campaign – Crystal~~

~~Walk-Bike Network Update and Crosswalk Markings Visibility Inventory (June 2021 in UPWP) – Yi~~

~~GOOP Update for Pandemics – Kyle~~

June 2021

~~3D Animation of multimodal network (Internal) – Yi~~

~~TIP – Yi~~

~~LOPP – Peter~~

~~Transit Route Optimization Study – Marceia~~

~~PTASP Targets – Marceia~~

~~TD Grant App – Marceia~~

FY 2021/22

August 2021

Mid-Term UPWP Budget Review – Peter

Executive Director Performance Review - Peter

Staff Performance Bonus Program – Peter

2045 Treasure Coast RL RTP Scope of Services/Regional Partnerships - Peter

FTA Grant App - Marceia

TIP Amendment for 2021 Roll Forward Report - Yi

Electric Vehicle Charging Station Plan (October 2021 in UPWP)– Marceia

Turnpike PD&E Update

By-Laws Changes for Transit Represent. on Advisory Committees - Peter

Transportation Asset/Service Vulnerability Assessment Update– Yi

Transit Route Optimization Study Phase 2 - Murriah

October 2021 (October 27th)

Legislative Priorities - Peter

FDOT Draft Tentative Work Program – Peter

Federal Certification Review Results?

Speed Kills Analysis (December 2021 in UPWP- Yi

COOP Update/Exercise - Kyle (Internal)

SIS Plan Update

December 2021 (December 1st)

Annual Officer Elections/Appointments – Peter

Meeting Dates – Peter

Traffic Count Scope of Services – Peter

Micro-mobility Study Scope of Services – Marceia

SR-A1A South Causeway Bridge Bicycle Lane Pilot Project Scope of Services – Peter

UPWP Call for Planning Projects - Marceia

February 2022

Draft UPWP & Budget Discussion – Peter/Marceia

Safety Targets - Yi

CMP Annual Report – Yi

LPI Traffic Signal Study Phase 2 -

Annual PPP Evaluation of Effectiveness and Update - Marceia

April 2022

TAP Grant Apps - Peter

TRIP Grant App - Peter

UPWP Adoption – Peter/Marceia

Drone Port Study – Yi

ACES Vehicles for Transit Study Update - Marceia

Environmental Base Map Update - Yi (Internal)

June 2022

TIP – Yi

Micro-Mobility Study – Marceia

Crosswalk Markings Study Implementation Plan - Yi

SR-A1A South Causeway Bridge Bicycle Lane Pilot Project -

2045 Treasure Coast RL RTP - Peter

Purchase of active transportation infrastructure (bike lockers)


 FY 2020/21 - FY 2021/22
 Budget and Expenses

| Expense | FY 2020/21 Budget | FY 2020/21 Expenses as of 6/30/2021 | FY 2021/22 Budget | FY 2021/22 Budget with Carryover |
|--|-------------------|-------------------------------------|-------------------|----------------------------------|
| Staff Salaries | \$389,471 | \$339,714 | \$419,294 | \$469,051 |
| Staff Benefits | \$183,823 | \$180,081 | \$152,250 | \$155,992 |
| Professional Services/Consultants ¹ | \$272,500 | \$254,608 | \$215,000 | \$232,892 |
| Travel | \$7,000 | \$587 | \$10,000 | \$16,413 |
| Postage | \$150 | \$17 | \$150 | \$283 |
| Equipment Rental | \$2,500 | \$2,240 | \$2,500 | \$2,760 |
| Advertising | \$5,000 | \$2,993 | \$5,000 | \$7,007 |
| General/Administrative Charges | \$50,000 | \$37,622 | \$50,000 | \$62,378 |
| Office Supplies | \$3,500 | \$991 | \$3,500 | \$6,009 |
| Equipment <1000 | \$1,000 | \$0 | \$1,000 | \$2,000 |
| Supplies-Computer | \$500 | \$236 | \$500 | \$764 |
| Operating Supplies | \$2,000 | \$1,126 | \$2,000 | \$2,874 |
| Books & Subscriptions | \$225 | \$207 | \$225 | \$243 |
| Training/Seminars | \$2,000 | \$125 | \$15,000 | \$16,875 |
| Equipment >1000 | \$0 | \$0 | \$0 | \$0 |
| Communications | \$1,000 | \$815 | \$1,000 | \$1,185 |
| Utilities | \$5,000 | \$3,499 | \$5,000 | \$6,501 |
| Building Rent | \$96,306 | \$96,175 | \$99,326 | \$99,457 |
| Total | \$1,021,975 | \$921,037 | \$981,745 | \$1,082,683 |

NOTES
¹ Includes HVAC, Janitorial, and Security Services

SUMMARY OF COSTS INCURRED BY UPWP TASK
 FY 2020/21-4th Quarter (Invoice #4)
 April 1, 2021 - June 30, 2021



FM No. 439326-3-14-01
 Contract # G1077
 F.A. Program No. PL-0311 (058)

| UPWP Task No. | UPWP Task Description | Fiscal Year 2020/21 Budget by Task | Staff Hours per Task This Quarter | Salaries Paid this Quarter | Benefitis Paid this Quarter | Expenses Paid This Quarter | Total Reimbursable Costs Incurred This Quarter | Total Reimbursable Costs Previously Billed | Total Reimbursable Costs Incurred To Date | Year-1 Percentage of Budget Expended to Date | Remaining Balance |
|---|--|------------------------------------|-----------------------------------|----------------------------|-----------------------------|----------------------------|--|--|---|--|--------------------|
| Element 1 Program Administration | | | | | | | | | | | |
| 1.1 | Program Management | \$325,563 | 332.0 | \$10,744.26 | \$4,729.47 | \$30,224.49 | \$45,698.22 | \$218,582.64 | \$264,280.86 | 81% | \$61,282.14 |
| 1.2 | UPWP Development | \$2,500 | 8.0 | \$467.48 | \$174.27 | \$0.00 | \$641.75 | \$1,524.06 | \$2,165.81 | 87% | \$334.19 |
| Element 2 Modeling, GIS, Data Management, and Performance Measurement | | | | | | | | | | | |
| 2.1 | Travel Demand Modeling | \$5,000 | 19.0 | \$945.91 | \$321.78 | \$0.00 | \$1,267.69 | \$2,720.45 | \$3,988.14 | 80% | \$1,011.86 |
| 2.2 | GIS and Data Management | \$15,000 | 49.5 | \$1,963.07 | \$698.49 | \$0.00 | \$2,661.56 | \$11,155.74 | \$13,817.30 | 92% | \$1,182.70 |
| 2.4 | Performance Management & Target Setting | \$10,000 | 19.5 | \$860.13 | \$261.15 | \$0.00 | \$1,121.28 | \$8,535.14 | \$9,656.42 | 97% | \$343.58 |
| Element 3 Recurring and Systems and Project Planning | | | | | | | | | | | |
| 3.1 | Long Range Transportation Planning | \$20,000 | - | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$19,750.36 | \$19,750.36 | 99% | \$249.64 |
| 3.2 | Transit Planning | \$15,000 | 14.5 | \$520.46 | \$109.39 | \$0.00 | \$629.85 | \$13,038.72 | \$13,668.57 | 91% | \$1,331.43 |
| 3.3 | Transportation Improvement Program (TIP) | \$42,500 | 255.5 | \$10,677.99 | \$4,292.45 | \$7,500.00 | \$22,470.44 | \$19,099.11 | \$41,569.55 | 98% | \$930.45 |
| 3.4 | Congestion Management Process (CMP) | \$5,000 | 7.0 | \$434.62 | \$183.34 | \$0.00 | \$617.96 | \$3,550.41 | \$4,168.37 | 83% | \$831.63 |
| 3.5 | Bicycle-Pedestrian/Complete Streets Planning | \$35,000 | 165.5 | \$7,384.16 | \$2,692.41 | \$0.00 | \$10,076.57 | \$20,447.11 | \$30,523.68 | 87% | \$4,476.32 |
| 3.6 | Freight Planning | \$10,000 | 17.5 | \$1,086.54 | \$503.20 | \$0.00 | \$1,589.74 | \$7,359.36 | \$8,949.10 | 89% | \$1,050.90 |
| 3.7 | Safety and Security Planning | \$10,000 | 4.0 | \$131.48 | \$23.41 | \$0.00 | \$154.89 | \$9,707.04 | \$9,861.93 | 99% | \$138.07 |
| 3.9 | Environmental Planning | \$10,000 | 35.5 | \$1,561.33 | \$532.55 | \$0.00 | \$2,093.88 | \$4,064.97 | \$6,158.85 | 62% | \$3,841.15 |
| 3.10 | ACES Vehicles Planning | \$15,000 | 41.0 | \$2,250.09 | \$873.35 | \$0.00 | \$3,123.44 | \$7,890.79 | \$11,014.23 | 73% | \$3,985.77 |
| Element 4 Regional & Intergovernmental Planning & Coordination | | | | | | | | | | | |
| 4.1 | Models of Regional Planning Cooperation | \$20,000 | 61.0 | \$3,745.13 | \$1,466.46 | \$0.00 | \$5,211.59 | \$10,117.93 | \$15,329.52 | 77% | \$4,670.48 |
| 4.2 | Intergovernmental Planning & Coordination | \$20,000 | 54.5 | \$2,997.02 | \$1,089.60 | \$1,785.00 | \$5,871.62 | \$13,556.96 | \$19,428.58 | 97% | \$571.42 |
| Element 5 Public Involvement, Education & Outreach | | | | | | | | | | | |
| 5.1 | Public Involvement, Education & Outreach | \$25,000 | 14.0 | \$622.93 | \$180.75 | \$4,464.80 | \$5,268.48 | \$16,173.31 | \$21,441.79 | 86% | \$3,558.21 |
| TOTALS | | \$585,563.00 | 1,098.0 | \$46,392.60 | \$18,132.07 | \$43,974.29 | \$108,498.96 | \$387,274.10 | \$495,773.06 | 85% | \$89,789.94 |

SUMMARY OF COSTS INCURRED BY UPWP TASK
 FY 2020/21-4th Quarter (Invoice #4)
 April 1, 2021 - June 30, 2021



FM No. 439326-3-14-02
 Contract #G1077
 F.A. Program No. SU-0311(058)

| UPWP Task No. | UPWP Task Description | Fiscal Year 2020/21 Budget by Task | Staff Hours per Task This Quarter | Salaries Paid this Quarter | Benefits Paid this Quarter | Expenses Paid This Quarter | Total Reimbursable Costs Incurred This Quarter | Total Reimbursable Costs Previously Billed | Total Reimbursable Costs Incurred To Date | Year-1 Percentage of Budget Expended to Date | Remaining Balance |
|------------------|--|------------------------------------|-----------------------------------|----------------------------|----------------------------|----------------------------|--|--|---|--|-------------------|
| Element 2 | Modeling, GIS, Data Management, and Performance Measurement | | | | | | | | | | |
| 2.3 | Traffic Count Program Management | \$45,000 | 11.5 | \$605.90 | \$200.35 | \$24,838.24 | \$25,644.49 | \$1,980.48 | \$27,624.97 | 61% | \$17,375.03 |
| Element 3 | Recurring and Systems Planning | | | | | | | | | | |
| 3.1 | Long Range Transportation Planning | \$175,000 | 16.0 | \$994.02 | \$405.25 | \$0.00 | \$1,399.27 | \$173,510.55 | \$174,909.82 | 100% | \$90.18 |
| 3.2 | Transit Planning | \$80,000 | 93.0 | \$3,750.83 | \$1,005.42 | \$19,380.00 | \$24,136.25 | \$54,544.78 | \$78,681.03 | 98% | \$1,318.97 |
| | TOTALS | \$300,000.00 | 120.5 | \$5,350.75 | \$1,611.02 | \$44,218.24 | \$51,180.01 | \$230,035.81 | \$281,215.82 | 94% | \$18,784.18 |

SUMMARY OF FTA COSTS INCURRED BY UPWP TASK
 Fiscal Year 2020/21 - 3rd Quarter Invoice # 11
 April 1, 2021 - June 30, 2021



FM No. 41373721401
 Contract #G1477
 County Grant No. 001606

| UPWP Task No. | UPWP Task Description | Fiscal Year 2018/19 Budget by Task | Fiscal Year 2019/20 Budget by Task | Fiscal Year 2020/21 Budget by Task | Staff Hours per Task This Quarter | Salaries Paid this Quarter | Benefits Paid this Quarter | Expenses Paid This Quarter | Total Eligible Project Costs Incurred This Quarter | Total Eligible Project Costs Previously Incurred | Total Eligible Project Costs Incurred To Date | Percentage of Budget Expended to Date | Remaining Balance |
|---|-----------------------|------------------------------------|------------------------------------|------------------------------------|-----------------------------------|----------------------------|----------------------------|----------------------------|--|--|---|---------------------------------------|--------------------|
| Element 1 Program Administration | | | | | | | | | | | | | |
| 1.1 | Program Management | \$44,099 | \$47,238 | \$61,107 | 114.0 | \$3,442.21 | \$1,554.66 | \$9,461.51 | \$14,458.38 | \$107,161.67 | \$121,620.05 | 80% | \$30,823.95 |
| Element 3 Recurring and Systems Planning | | | | | | | | | | | | | |
| 3.2 | Transit Planning | \$77,880 | \$77,880 | \$61,981 | 468.5 | \$18,039.42 | \$6,023.98 | \$0.00 | \$24,063.40 | \$172,874.70 | \$196,938.10 | 90% | \$20,802.90 |
| TOTALS | | \$121,979.00 | \$125,118.00 | \$123,088.00 | 582.5 | \$21,481.63 | \$7,578.64 | \$9,461.51 | \$38,521.78 | \$280,036.37 | \$318,558.15 | 86% | \$51,626.85 |



SUMMARY OF COSTS INCURRED BY UPWP TASK
 FY 2020/21-4th Quarter
 April 1, 2021 - June 30, 2021

FM No. 43202911401
 Contract #G1N85
 CSFA 55.002

| UPWP Task No. | UPWP Task Description | Fiscal Year 2020/21 Budget by Task | Staff Hours per Task This Quarter | Salaries Paid this Quarter | Benefitis Paid this Quarter | Expenses Paid This Quarter | Total Reimbursable Costs This Quarter | Reimbursable Costs Previously Incurred | Total Reimbursable Costs To Date | Percentage of Budget Expended to Date | Remaining Balance |
|--|--------------------------------------|------------------------------------|-----------------------------------|----------------------------|-----------------------------|----------------------------|---------------------------------------|--|----------------------------------|---------------------------------------|-------------------|
| Element: Recurring and Systems Planning | | | | | | | | | | | |
| Task 3.8 | Transportation Disadvantaged Program | \$25,777.00 | 119.0 | \$4,463.92 | \$1,519.55 | \$1,204.79 | \$7,188.26 | \$17,605.61 | \$24,793.87 | 96% | \$983.13 |
| | TOTALS | \$25,777.00 | 119.0 | \$4,463.92 | \$1,519.55 | \$1,204.79 | \$7,188.26 | \$17,605.61 | \$24,793.87 | 96% | \$983.13 |



AGENDA ITEM SUMMARY

| | |
|-------------------|--|
| Board/Committee: | St. Lucie TPO Executive Committee |
| Meeting Date: | July 26, 2021 |
| Item Number: | 7 |
| Item Title: | Executive Director's Performance and Compensation |
| Item Origination: | Executive Director Employment Agreement |
| UPWP Reference: | Task 1.1 - Program Management |
| Requested Action: | Review the Executive Director's performance for FY 2020/21 and form a recommendation for the TPO Board to consider pertaining to the Executive Director's compensation. |
| Recommendation: | It is recommended that the TPO Executive Committee discuss the method for the completion of the performance review and/or complete the performance review, if appropriate, and form a recommendation for the TPO Board to consider regarding any salary adjustment based on the results of the Performance Review. |

Attachments

- Staff Report
- 2021 Executive Director Performance Review Form



MEMORANDUM

TO: St. Lucie TPO Executive Committee

FROM: Peter Buchwald
Executive Director

DATE: July 20, 2021

SUBJECT: Executive Director's Performance and Compensation

BACKGROUND

The St. Lucie TPO typically reviews the performance of its Executive Director after the conclusion of each fiscal year according to the following scale for each of the skills and abilities that are desired of the Executive Director:

Score

- 2 EXCEEDS JOB EXPECTATIONS: Consistently exemplary performance, including in demanding situations or circumstances.
- 1 MEETS JOB EXPECTATIONS: Competent performance in most situations and circumstances.
- 0 PARTIALLY MEETS JOB EXPECTATIONS -- Shows capability, but in a variable manner. Improvement needed in key areas.
- X DOES NOT MEET JOB EXPECTATIONS -- Major or ongoing problems that negatively impact organizational objectives.

The TPO Executive Director's performance review after the conclusion of FY 2019/20 resulted in an average overall evaluation score of 1.55.

As FY 2020/21 has recently concluded, a review of the Executive Director's performance for FY 2020/21 is being initiated. The attached form is proposed for the review as in the past performance reviews.

ANALYSIS

It may be appropriate to consider using the Unified Planning Work Program (UPWP) Task and Budget Mid-Term Reviews as a basis for the Executive Director's performance review for FY 2020/21. The reviews indicate that despite the ongoing COVID-19 Pandemic, all of the activities and end products were completed in accordance with the UPWP schedule, and the budgeted expenses for the completion of the activities and end products were not exceeded for any of the budget categories.

RECOMMENDATION

It is recommended that the TPO Executive Committee discuss the method for the completion of the performance review and/or complete the performance review, if appropriate, and form a recommendation for the TPO Board to consider regarding any salary adjustment based on the results of the Performance Review.



Executive Director Performance Review

EMPLOYEE INFORMATION

Name: Peter Buchwald

Review Date:

REVIEW INFORMATION

Reviewer Name:

Review Period:

FY 2020/21

Complete this review using the following scale:

- 2 = EXCEEDS JOB EXPECTATIONS: Consistently exemplary performance, including in demanding situations or circumstances.
- 1 = MEETS JOB EXPECTATIONS: Competent performance in most situations and circumstances.
- 0 = PARTIALLY MEETS JOB EXPECTATIONS -- Shows capability, but in a variable manner. Improvement needed in key areas.
- X = DOES NOT MEET JOB EXPECTATIONS -- Major or ongoing problems that negatively impact organizational objectives.

(Outstanding) (Good) (Needs Work) (Poor)
 EVALUATION

2 1 0 X

| | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| Maintains effective communications with and availability for the Board | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Represents the TPO well, understands role, and implements the Board's vision | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Understands and maintains compliance with Federal and State TPO requirements | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Understands current trends and issues impacting the TPO and informs the Board as to their implications | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Hires and develops qualified staff appropriate for day-to-day operations and guides staff to achieve objectives | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Maintains public image of the TPO representing service, vitality and professionalism while enhancing the visibility and identity of the TPO | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Encourages the creation of partnerships with other organizations that contribute to the TPO's mission and vision | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Develops sound budgets for current and future revenues and expenses necessary to maintain daily and overall operations | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Maintains appropriate benefits and insurance coverage for staff and personnel and procurement policies in compliance with regulatory requirements | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Manages assets including technology, equipment, budget, and office space | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Encourages public involvement and maintains transparency for the Board, the public, and staff | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Meets challenges head on | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Additional Comments:

A large, empty rectangular box with a thin black border, occupying most of the page below the 'Additional Comments:' label. It is intended for the user to provide additional comments or information.



AGENDA ITEM SUMMARY

Board/Committee: St. Lucie TPO Executive Committee

Meeting Date: July 26, 2021

Item Number: 8

Item Title: Staff Performance Bonus Program and Cost of Living Adjustment

Item Origination: TPO Executive Director

UPWP Reference: Task 1.1 - Program Management

Requested Action: Discuss and form recommendations for the TPO Board to consider pertaining to the proposed Performance Bonus Program and Cost of Living Adjustment for the TPO Staff for FY 2021/22.

Staff Recommendation: Based on the performance of the TPO Staff in FY 2020/21, the current annual inflation rate as the basis for a cost of living adjustment, and the adopted TPO budget for FY 2021/22, it is recommended that a multiplier of 1.5 for the Staff Performance Bonus Program and a five percent cost of living adjustment for the Staff be recommended to the TPO Board for approval.

Attachments

- Staff Report



MEMORANDUM

TO: St. Lucie TPO Executive Committee

FROM: Peter Buchwald
Executive Director

DATE: July 20, 2021

SUBJECT: Staff Performance Bonus Program and Cost of Living Adjustment

BACKGROUND

In October 2013, the TPO Board adopted a performance bonus program to recognize past performance and encourage continued high performance of the St. Lucie TPO Staff members. The Staff Performance Bonus Program consists of a review of the Staff member's performance annually by the TPO Executive Director after the completion of the TPO's fiscal year. The evaluation includes a review of qualitative and quantitative performance elements of the Staff member's overall contributions toward the completion of the Unified Planning Work Program (UPWP) activities and end products which implement the TPO's planning priorities. The evaluation results in an overall performance score for the Staff member for the previous fiscal year ranging from zero to two.

As part of the Staff Performance Bonus Program, after each fiscal year, the TPO Board approves a multiplier based on the performance of the organization in the previous fiscal year and the budget for the current fiscal year. The multiplier is applied to the Staff member's overall performance score to determine the percentage of any performance-based salary increase for the Staff member.

Since the adoption of the Staff Performance Bonus Program, the Board has annually approved salary increases consisting of the performance increases and various cost of living adjustments. Last year, the Board approved salary increases for Staff members of up to three percent based on their performance as determined by the Executive Director which resulted in establishing a performance multiplier of 1.5 without any cost of living

adjustment. The two-year budget for FY 2020/21 - FY 2021/22 includes a \$29,823 (7.5 percent) total increase in Staff salaries for FY 2021/22.

ANALYSIS

During FY 2020/21 and despite the continuing COVID-19 Pandemic, the TPO Staff continued to perform at a high level and significantly contributed toward the completion of a considerable volume and wide range of UPWP end products and activities including the successful, on-time adoption of the SmartMoves 2045 Long Range Transportation Plan. The Unified Planning Work Program (UPWP) Task and Budget Mid-Term Reviews further confirm this performance. Therefore, same as last year, a 1.5 performance multiplier as part of the Staff Performance Bonus Program is proposed for FY 2021/22.

According to the United States Department of Labor, the annual inflation rate rose to five percent between May 2020 and May 2021 which is the biggest jump since 2008. Therefore, a five percent cost of living adjustment is proposed for the Staff for 2021. Combined with the 1.5 performance multiplier proposed as part of the Staff Performance Bonus Program, this would result in total salary increases ranging from five to eight percent for Staff. The overall increase in Staff salaries will not exceed the \$29,823 in cost that is budgeted by the TPO Board for salary increases in FY 2021/22.

These potential salary increases would not be applied to the TPO Executive Director as salary increases for the TPO Executive Director are approved separately by the TPO Board in accordance with the Employment Agreement.

RECOMMENDATION

Based on the performance of the TPO Staff in FY 2020/21, the current annual inflation rate as the basis for a cost of living adjustment, and the adopted TPO budget for FY 2021/22, it is recommended that a multiplier of 1.5 for the Staff Performance Bonus Program and a five percent cost of living adjustment for the Staff be recommended to the TPO Board for approval.



AGENDA ITEM SUMMARY

| | |
|-----------------------|--|
| Board/Committee: | St. Lucie TPO Executive Committee |
| Meeting Date: | July 26, 2021 |
| Item Number: | 9 |
| Item Title: | 2045 Treasure Coast Regional Long Range Transportation Plan (RLRTP) Memorandum of Understanding (MOU) and Scope of Services |
| Item Origination: | Unified Planning Work Program (UPWP) |
| UPWP Reference: | Task 4.1: Models of Regional Planning Cooperation |
| Requested Action: | Recommend the 2045 RLRTP MOU and Scope of Services for approval, recommend with conditions, or do not recommend. |
| Staff Recommendation: | Based on the MOU for the 2045 RLRTP being the same as the MOU that was executed for the 2040 RLRTP and the Scope of Services and cost for the 2045 RLRTP being consistent with Task 4.1 of the UPWP, it is recommended that the 2045 RLRTP MOU and Scope of Services be recommended to the TPO Board for approval. |

Attachments

- Staff Report
- 2045 RLRTP MOU and Scope of Services



MEMORANDUM

TO: St. Lucie TPO Executive Committee

FROM: Peter Buchwald
Executive Director

DATE: July 19, 2021

SUBJECT: 2045 Treasure Coast Regional Long Range
Transportation Plan (RLRTP) Memorandum of
Understanding (MOU) and Scope of Services

BACKGROUND

Task 4.1 of the FY 2020/21 – FY 2021/22 Unified Planning Work Program (UPWP) for the St. Lucie TPO includes the development of a 2040 RL RTP with the two other Treasure Coast Metropolitan Planning Organizations (MPOs), the Martin and Indian River MPOs, that comprise the Treasure Coast Transportation Council (TCTC).

The attached Scope of Services for the 2045 RL RTP was approved at the April 21st TCTC Meeting and will be completed by Kimley-Horn & Associates (KHA) which is the same as was for the completion of the 2040 RL RTP. Also same as the 2040 RL RTP, the attached draft MOU among the three MPOs is proposed to administer the KHA contract. The draft MOU will be brought before the TPO Board for review and consideration of approval.

ANALYSIS

Same as the 2040 RL RTP, the MOU designates the Martin MPO as the Lead Agency which would contract with KHA for the completion of the Scope of Services. The cost for the development of the 2045 RL RTP is not to exceed \$60,000, of which each of the MPOs is responsible for no more than \$20,000. The TPO's share of the cost would be paid by the TPO in two \$10,000 payments upon the completion of specific deliverables to the satisfaction of the TPO. The Scope of Services and cost of the 2045 RL RTP

are consistent with Task 4.1 of the UPWP. The proposed MOU for the 2045 RL RTP is the same as the MOU that was executed for the 2040 RL RTP.

RECOMMENDATION

Based on the MOU for the 2045 RL RTP being the same as the MOU that was executed for the 2040 RL RTP and the Scope of Services and cost for the 2045 RL RTP being consistent with Task 4.1 of the UPWP, it is recommended that the 2045 RL RTP MOU and Scope of Services be recommended to the TPO Board for approval.

**MEMORANDUM OF UNDERSTANDING BETWEEN
THE MARTIN METROPOLITAN PLANNING ORGANIZATION, THE
INDIAN RIVER METROPOLITAN PLANNING ORGANIZATION AND THE
ST. LUCIE TRANSPORTATION PLANNING ORGANIZATION**

This Memorandum of Understanding is entered into on the _____ day of _____, 2021, by and between the Martin Metropolitan Planning Organization (hereinafter referred to as “MMPO”), the Indian River Metropolitan Planning Organization (hereinafter referred to as “IRMPO”) and the St. Lucie Transportation Organization (herein referred to as “TPO”), all constituting a public agency as defined in Part I of Chapter 163, Florida Statutes.

W I T N E S S E T H:

Whereas the Sebastian/Vero Beach Urbanized Area (represented by the Indian River MPO) and the Port St. Lucie Urbanized Area (represented by the St. Lucie TPO and Martin MPO) have, as a result of the 2010 Census, been determined to be contiguous to one another; and

Whereas, the three parties have agreed to cooperate in the development of a 2045 Regional Long Range Transportation Plan (RLRTP) for Martin, St. Lucie and Indian River counties; and

Whereas, the Martin Metropolitan Planning Organization (MMPO) has agreed to act as the Lead Agency, to contract with one of its General Planning Consultants (GPC) and to manage the overall project budget and milestones; and

Whereas, the MMPO has agreed to pay up to and no more than \$20,000 towards the cost of developing the Plan; and

Whereas, the IRMPO has agreed to pay up to and no more than \$20,000 towards the cost of developing the Plan; and

Whereas, the STPO has agreed to pay up to and no more than \$20,000 towards the cost of developing the Plan; and

Whereas, the Florida Department of Transportation (FDOT) has agreed to provide technical staff support, to conduct the transportation modeling and to update the freight component of the 2040 RLRTP.

NOW, THEREFORE, the three parties, in reliance upon the above facts and in consideration of the mutual promises and covenants contained herein, do hereby agree as follows:

1. The MMPO will contract with one of its GPCs, subject to approval by IRMPO and TPO, for development of a Regional Long Range Transportation Plan (RLRTP) to benefit all three parties in accordance with Exhibit A "Scope of Services" which is attached hereto and incorporated herein. Since the source of funds will consist of federal highway planning (PL) funds from each of the three parties, all contractual provisions required by USDOT will be incorporated into the RLRTP contract by the MMPO. Once a final contract and project schedule is developed, such contract and project schedule will be provided to IRMPO and TPO for review and comment. Any comments shall be submitted to the MMPO within ten (10) business days after receipt of such contract and project schedule by IRMPO and TPO.

2. The IRMPO acknowledges and agrees that it will be liable and shall pay to the MMPO its share of the cost for the RLRTP in the amount of Twenty Thousand Dollars (\$20,000). IRMPO agrees to pay MMPO Ten Thousand Dollars (\$10,000) (half) upon completion by the GPC of Tasks 1.0 thru 5.0, as more particularly described in Exhibit A and to pay Ten Thousand Dollars (\$10,000) upon completion of Tasks 6.0 thru 11.0, as more particularly described in Exhibit A.

3. The TPO acknowledges and agrees that it will be liable and shall pay to the MMPO its share of the cost for the RLRTP in the amount of Twenty Thousand Dollars (\$20,000). TPO agrees to pay MMPO Ten Thousand Dollars (\$10,000) (half) upon completion by the GPC of Tasks 1.0 thru 5.0, as more particularly described in Exhibit A and to pay Ten Thousand Dollars (\$10,000) upon completion of Tasks 6.0 thru 11.0, as more particularly described in Exhibit A. A task shall be considered complete when the materials/deliverables associated with a task, as more particularly described in Exhibit A, are accepted by the MMPO in accordance with Section 4 of this Memorandum of Understanding.

4. The MMPO shall review all materials or deliverables submitted for the RLRTP and either preliminarily accept or disapprove same. If approved, MMPO shall send such materials/deliverables for IRMPO and TPO review. IRMPO and TPO shall have 10 business days after the receipt of such materials/deliverables to object or provide comments to MMPO's approval. If IRMPO and TPO do not object or provide comments prior to the expiration of this time period, MMPO shall accept such materials or deliverables. If IRMPO or TPO object and/or provide comments prior to the expiration of this time period, MMPO's approval shall be considered withdrawn, and the materials/deliverables subsequently shall not be approved by the MMPO until the objection and/or comments are addressed to the satisfaction of the IRMPO and TPO.

5. Disputes under this Agreement may be resolved by the parties' authorized representatives. If such Authorized Representatives are unable to reach

a resolution and the parties agree that the issue is of sufficient merit, the parties may select a mediator mutually acceptable to all parties to conduct a mediation of the issues involved and make a recommendation to the parties. The parties agree to be responsible for their respective costs and fees incurred during the mediation and that the mediator's fees and costs shall be paid in equal amounts by each party.

6. A Regional Plan Management Team (RPMT), composed of the MMPO, IRMPO and TPO and Florida Department of Transportation (FDOT) Staff will meet and oversee the development of the RL RTP in accordance with a mutually agreed upon schedule.

7. This agreement may be amended only by written agreement of the three parties. A party requesting amendment of the Agreement must propose such amendment in writing to the other party at least thirty-days (30) prior to the proposed effective date of the amendment.

8. This Agreement incorporates and includes all prior and current negotiations, correspondence, conversations, agreements, and understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements, or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, it is agreed that no deviation from the terms hereof shall be predicated upon any prior and current representatives or agreements, whether oral or written.

9. If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent be held invalid or unenforceable for the remainder of this agreement, then the Application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable shall not be affected, and every other term and provision of this agreement shall be deemed valid and enforceable to the extent permitted by law.

10. Any notice, request, demand, consent, approval or other communication required or permitted by this Agreement shall be given or made in writing and shall be served (as elected by the party giving such notice) by one of the following methods: (i) e-mail (ii) hand delivery to the other party; (iii) delivery by commercial overnight courier service; or (iv) mailed by registered or certified mail (postage prepaid), return receipt requested. For purposes of notice the addresses are:

MMPO

Martin MPO
 Beth Beltran, MPO Administrator
 3481 SE Willoughby Blvd., Suite 101
 Stuart, FL 34994

IRMPO:

Indian River MPO
 Brian Freeman, MPO Staff Director
 Administration Building A
 1801 27th Street
 Vero Beach, FL 32960

TPO:

St. Lucie TPO
 Peter Buchwald, Executive Director
 466 SW Port St. Lucie Blvd., Suite 111
 Port St. Lucie, FL 34953

Notice given in accordance with the provision of this paragraph shall be deemed to be delivered and effective of the date of the e-mail or the date of hand delivery.

11. The Project Manager for the MMPO is Beth Beltran, MPO Administrator, 3481 SE Willoughby Blvd., Suite 101, Stuart, FL 34994, telephone number (772) 221-1498. The Project Manager for the IRMPO is Brian Freeman, MPO Staff Director, Administration Building A, 1801 27th Street, Vero Beach, FL 32960, (772) 226-1990. The Project Manager for the TPO is Peter Buchwald, Executive Director, 466 SW Port St. Lucie Blvd., Port St. Lucie, FL 34953; telephone number (772) 462-1593.

12. In the event one of the parties materially breaches this Agreement and does not comply with the covenants contained herein, there shall arise in the other parties the right of unilateral termination of this Agreement. Following 30 days notice to the breaching party and a failure of the breaching party to remedy such breach within said 30 days following notice, or within such additional time as the parties may agree, the other terminating party(ies) may take action at a scheduled public meeting to terminate this Agreement. The breaching party shall be liable to the other party(ies) for all costs or damages incurred by the other party(ies) as a result of the breach of this Agreement by the breaching party.

13. Unless otherwise terminated as provided herein, this Agreement shall terminate upon final acceptance of the Plan by the parties.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding on the date indicated above with an effective date of _____, 2021.

ATTEST: Martin Metropolitan Planning Organization

By: _____
By: _____
Name: Beth Beltran
Title: MPO Administrator

ATTEST: Indian River Metropolitan Planning Organization

By: _____
By: _____
Name: Brian Freeman
Title: MPO Staff Director

ATTEST: St. Lucie Transportation Planning Organization

By: _____
By: _____
Name: Peter Buchwald
Title: Executive Director

EXHIBIT A

MARTIN METROPOLITAN PLANNING ORGANIZATION AGREEMENT FOR CONTINUING SERVICES

RFP # 2019-3099

Kimley-Horn and Associates, Inc.
Scope of Services – Task Order No. 6
2045 Regional Long Range Transportation Plan
For Martin and Indian River Metropolitan Planning Organizations (MPOs) and St Lucie
Transportation Planning Organization (TPO)

The 2045 Regional Long Range Transportation Plan (RLRTP) for the Treasure Coast Transportation Council (TCTC) will update the 2040 RLRTP and build upon the 2045 Long Range Transportation Plans (LRTPs) for the three M/TPOs. The 2045 RLRTP will be complementary, with the LRTPs focused on the community/county level and the RLRTP focused on the regional level. The intent is for the four plans together to provide for a complete transportation system, well integrated with land use, able to meet community/county level and regional level transportation needs.

Task 1.0 Project Management and Schedule Coordination

This task will focus on project management and schedule coordination. Consultants available under existing contracts with the M/TPOs and/or the Florida Department of Transportation will be utilized to complete tasks in the scope of services as a team (Consultant Team). A Regional Plan Management Team (RPMT), composed of representatives from the three M/TPOs and FDOT, will oversee development of the 2045 RLRTP following an agreed upon schedule. The Treasure Coast Technical Advisory Committee (TCTAC) will serve in a technical advisory role to the TCTC, the final decision-making body for the plan. The TCTAC also will serve in a coordination role between the 2045 RLRTP and the 2045 LRTPs being developed by the three M/TPOs.

Deliverable: Project schedule.

Task 2.0 Project Initiation and Data Compilation/Review

This task will include conducting kickoff activities to inform the M/TPO advisory committees and boards about the 2045 RLRTP and initiating interactions between the Consultant Team and the TCTAC and the TCTC supporting development of the plan.

The task will involve having the Consultant Team compile and review documents and data relevant to development of the 2045 LRTPs, including land use, population and employment data, as well as regional model data. The Consultant Team will summarize findings from the review, and bring any actual or potential conflicts or inconsistencies between or among the documents and data reviewed to the RPMT and, subsequently, the TCTAC, if necessary. This effort will draw upon document/data compilations and reviews done for the three 2045 LRTPs. This task will include preparation of a summary of regional trends and conditions to set the context for Task 3.0.

Deliverable: Written summary of updated Regional Trends and Conditions.

Task 3.0 Regional Goals, Objectives, and Performance Measures

This task will involve updating the goals, objectives, and performance measures of the 2040 RLRTP by reviewing the goals, objectives, and performance measures from the three 2045 LRTPs including

consideration of the emphasis placed on performance-based planning and programming in the Fixing America's Surface Transportation (FAST) Act.

Deliverable: Written Summary of updated Regional Goals, Objectives and Performance Measures.

Task 4.0 Regional Multimodal Transportation System

This task will involve updating the 2040 regional multimodal transportation system that will be depicted on a map, based on the 2045 LRTPs, including the designated Strategic Intermodal System (SIS). The task will present an opportunity to update the intermodal and multimodal regional corridors and hubs.

Deliverable: DRAFT Regional Map depicting 2045 Regional Transportation Corridors and the designated SIS, in 11x17 printed color format plus digital GIS layer files.

Task 5.0 Regional Public Involvement

The purpose of this task will be to produce and distribute a fact sheet or brochure explaining the 2045 RL RTP's purpose and how it will be developed and be complementary to the 2045 LRTPs.

Deliverable: Printed 2-page color fact sheet/brochure plus digital file for distribution and reproduction purposes.

Task 6.0 Regional Needs Assessment

This task will involve updating the 2040 RL RTP multimodal needs assessment based on the multimodal needs assessments done for the three 2045 LRTPs, including the modeling criteria and other methods used by each M/TPO to identify needs. It will include utilization of the 2045 socioeconomic data developed for the 2045 LRTPs, the Existing + Committed (E+C) Network generated for the 2045 LRTPs using TCRPM 5, and modeling criteria appropriate for updating the needs on the regional multimodal transportation system. Needed projects will be updated based on analysis of the regional multimodal transportation system, and will include appropriate regional projects identified in current plans including the LRTPs, modal plans and SIS plans. The Regional Needs Assessment will update the needs for highways, regional transit and access to regional transit (Task 7.0), and regional freight movement (Task 8.0). It will update the regional level needs involving greenways, waterways, and park and ride lots for commuters. It will consider the effects of implementing Transportation Demand Management and Transportation Systems Management and Operations/Intelligent Transportation Systems programs and projects. Planning level cost estimates, including operations and maintenance costs, for projects on the regional 2045 needs map produced under this task will be assembled. The mapped projects will be prioritized using the regional project prioritization process developed for the 2040 RL RTP and updated in Task 9.0.

Note: The modeling activities associated with this task will be completed by FDOT and its consultant in coordination with the Consultant Team. Within 6 weeks of receiving notice to proceed on Task 6.0, FDOT will complete up to 4 different model scenario runs using the TCRPM 5 model, with results documented in a technical memorandum for inclusion in the Regional Long Range Transportation Plan.

Task 7.0 Regional Transit and Non-Motorized Transportation Component

This task will involve updating the regional transit vision of the 2040 RL RTP with the transit development plans (TDPs) for Martin, St. Lucie, and Indian River counties as a group. It will continue with an update of the components addressing transit, particularly beyond the 10-year planning horizon for TDPs, and non-motorized modes in the 2045 LRTPs for the three M/TPOs. It will include

providing opportunities for engagement by and input from the Treasure Coast Transit Meeting. Any connectivity gaps across county lines from the 2045 LRTPs and TDPs will be identified, and additional analysis will be conducted to update the regional transit vision (e.g., on trip origins and destinations from a regional perspective).

Deliverable: Updated Regional Transit map and Regional Non-Motorized Transportation map.

Task 8.0 Regional Freight Component

The purpose of this task is to update the 2040 RL RTP Freight Element to address freight movement from a regional perspective and in relation to land use. The task will start with consideration of prior and current plans and studies completed since the 2040 RL RTP Freight Element was completed pertinent to freight movement within and through the tri-county region and a review of components in the three 2045 LRTPs addressing freight movement. It will involve updating the information and conducting analysis (e.g., on logistics infrastructure, freight-related land uses, and economic impact), updating the needs and priorities, and updating the strategies and recommendations. It will include coordinating with other freight-related initiatives within or affecting the region and providing opportunities for engagement by and input from freight and other interested stakeholders as the component is updated. The Regional Freight Plan will be a multimodal plan and update the projects needed not only for trucks moving freight on the roadway network, but also projects that facilitate more efficient movement of freight on railroads and through the seaports and airports.

Note: This task will be completed by FDOT and its consultant in coordination with the Consultant Team.

Task 9.0 Regional Project Prioritization

This task will involve updating the regional project prioritization process from the 2040 RL RTP by reviewing the project prioritization processes in the 2045 LRTPs. The updated process will be applied to all needs on the updated regional multimodal transportation system through 2045 to create an updated list of regional project priorities. This list will position the region to advocate more effectively for additional resources..

Deliverable: Updated GIS Regional Needs Assessment Map depicting 2045 Regional Transportation Corridors, including transit and non-motorized facilities, as well as the SIS, in 11x17 printed color format plus digital GIS layer files and a Ranked List of Projects that are shown on the updated Regional Needs Assessment Map.

Task 10.0 Regional Revenue Resources

This task will focus on updating the existing and potential revenue sources for constructing, operating, and maintaining projects on the updated regional multimodal transportation system. It will include a review of the 2045 estimates of state and federal revenues provided to the three M/TPOs for development of their 2045 LRTPs, financial/revenue analyses done for the three 2045 LRTPs, and revenue estimates for projects on the Strategic Intermodal System (SIS) in the tri-county region.

Deliverable: Documentation of the updated State and Federal Revenue sources for the three M/TPOs by time band of the long range planning horizon. Updated list of potential additional revenue sources.

Task 11.0 Meetings and Documentation

This task will summarize the products and technical documentation to be completed. Those products and the technical documentation will serve as the basis for producing the 2045 RL RTP, an executive summary, and a 2045 RL RTP brochure under this task. The draft 2045 RL RTP will be presented to

the three M/TPOs, the TCTAC and the TCTC for review and comment. The final version of the plan will be presented to the TCTAC for endorsement and to the TCTC for adoption.

Deliverable: RL RTP written Plan, with Executive Summary; Presentations to the three M/TPOs, TCTAC and TCTC.

Proposed Schedule

The project will be completed by and a final invoice for the project will be received by June 1, 2022.



AGENDA ITEM SUMMARY

| | |
|-----------------------|---|
| Board/Committee: | St. Lucie TPO Executive Committee |
| Meeting Date: | July 26, 2021 |
| Item Number: | 10 |
| Item Title: | Proposed TPO Projects for Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Funding |
| Item Origination: | CRRSAA |
| UPWP Reference: | Task 3.3 -Transportation Improvement Program (TIP) |
| Requested Action: | Discuss and form recommendations pertaining to the projects proposed for CRRSAA funding. |
| Staff Recommendation: | It is recommended that the TPO Executive Committee discuss and form recommendations pertaining to the TPO projects proposed for CRRSAA funding. |

Attachments

- Staff Report
- Proposed Funding for CRRSAA Projects



MEMORANDUM

TO: St. Lucie TPO Executive Committee

FROM: Peter Buchwald
Executive Director

DATE: July 20, 2021

SUBJECT: Proposed TPO Projects for Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Funding

BACKGROUND

Title IV of the CRRSAA enacted on December 27, 2020, appropriated \$10 billion for Highway Infrastructure Programs. The funding is suballocated to urbanized areas with a population over 200,000 consistent with the Surface Transportation Program.

The St. Lucie TPO's share of the funding is approximately \$1.8 million which must be obligated by September 30, 2024. The TPO Executive Committee is requested to discuss and form recommendations to the TPO Board pertaining to the allocation of this funding toward TPO projects.

ANALYSIS

According to the Florida Department of Transportation District 4 (FDOT), the TPO should allocate its share of CRRSAA funding toward existing projects in the TPO's Transportation Improvement Program (TIP) to ensure that the funding is obligated by September 30, 2024. The funding may be allocated to advance existing projects in the TIP or replace local funding that has been committed to projects in the TIP.

After review of the existing projects in the TIP and discussions with local agency staffs, the attached list of proposed projects for CRRSAA funding has been developed for consideration which totals approximately \$1.8 million.

The list also includes other potential projects for CRRSAA funding which may be considered as alternatives to the proposed projects.

RECOMMENDATION

It is recommended that the TPO Executive Committee discuss and form recommendations pertaining to the TPO projects proposed for CRRSAA funding.

Proposed Projects for CRRSAA Funding

| Project Number | Project Name/Segment | Limits | Type of Action | Timing | Funding Amount | Funding Source | Local Agency | Notes |
|----------------|---|-------------------------------------|-----------------------|---------------------------|----------------|----------------|--------------|--|
| 4447071 | Gatlin Boulevard-Adaptive Control | I-95 to PSL Boulevard | Advance | From FY 23/24 to FY 22/23 | \$314,000 | SU | PSL | |
| 4481341 | TSM&O Various Locations-Prima Vista Boulevard | Airoso Boulevard to Naranja Avenue | Advance | From FY 25/26 to FY 22/23 | \$310,526 | SU | SLC | |
| 4483081 | Walton Road Sidewalk | Lennard Road to Green River Parkway | Replace Local Funding | FY 23/24 | \$600,000 | LF | SLC | Total of \$891,990 in LF is programmed |
| 4317525 | Port St. Lucie Boulevard | Paar Drive to Alcantarra Boulevard | Replace Local Funding | FY 23/24 | \$600,000 | LF | PSL | Total of \$6,488,094 in LF is programmed |

Total: \$1,824,526

Other Potential Projects for CRRSAA Funding

| | | | | | | | | |
|---------|---|--|-----------------------|----------|-----------|----|-----|--|
| 4460741 | Selvitz Road Sidewalk | Floresta Drive to Bayshore Boulevard | Replace Local Funding | FY 22/23 | \$103,183 | LF | PSL | |
| 4460761 | Bell Avenue Sidewalk | South 25th Street to Sunrise Boulevard | Replace Local Funding | FY 22/23 | \$85,158 | LF | SLC | |
| 4463311 | Jenkins Road PD&E | Midway Road to Orange Avenue | Replace Local Funding | FY 24/25 | \$375,000 | LF | SLC | |
| 4393264 | St. Lucie TPO FY 22/23 - FY 23/24 UPWP | | Add Funding | FY 22/23 | | PL | TPO | |

Total: \$563,341