



St. Lucie Transportation Planning Organization

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

EXECUTIVE COMMITTEE MEETING

Date: Tuesday, July 31, 2024

Time: 2:00 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 25, 2023*
6. Unified Planning Work Program (UPWP) Tasks and Budget and Grants End-of-Term Reviews: End-of-term reviews of the UPWP tasks and budget and the grants administered by the TPO.
7. Executive Director’s Performance Review: Discussion of the **review of the Executive Director’s performance in FY 2023/24.**
8. Recommendations/Comments by Members
9. Staff Comments
10. 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.



EXECUTIVE COMMITTEE MEETING

DATE: Tuesday, July 25, 2023
 TIME: 2:00 pm
 LOCATION: St. Lucie TPO Conference Room
 Coco Vista Centre
 466 SW Port St. Lucie Boulevard, Suite 111
 Port St. Lucie, Florida

MEETING SUMMARY

1. Call to Order

Chairwoman Morgan called the meeting to order at 2:10 pm.

2. Roll Call

A quorum was confirmed with the following members present:

Members Present

Chairwoman Stephanie Morgan
 Vice Chairman Chris Dzadovsky
 Darrell Drummond
 Commissioner Curtis Johnson, Jr.
 Jack Kelly

Representing

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

Others Present

Kyle Bowman
 Peter Buchwald
 Rachel Harrison
 Katherine Barbieri

Representing

St. Lucie TPO
 St. Lucie TPO
 Recording Specialist
 St. Lucie County/TPO Attorney

3. Comments from the Public – None.

4. Approval of Agenda

* MOTION by Commissioner Johnson to approve the agenda.

** SECONDED by Vice Chairman Dzadovsky Carried UNANIMOUSLY

5. Approval of Meeting Summary

- May 25, 2022

* MOTION by Mr. Drummond to approve the Meeting Summary.

** SECONDED by Commissioner Johnson Carried UNANIMOUSLY

6. Unified Planning Work Program (UPWP) Tasks and Budget and Grants Mid-Term Reviews: Mid-term reviews of the UPWP tasks and budget and the grants administered by the TPO.

Mr. Buchwald explained that the first fiscal year of the FY 2022/23-2023/24 UPWP and Budget had ended, enabling a mid-term review of the tasks completed, expenses incurred, and grants administered by the TPO. He presented the UPWP Task Summary and indicated that the activities and end products programmed for the first fiscal year had been substantially completed. He then presented the budget and expenses for FY 2022/23 as well as a summary of costs for each of the five grants administered by the TPO during the fiscal year. Mr. Buchwald noted that none of the budget categories, including the grant budgets, had been exceeded, that the total expenses had been less than the adopted budget, and that no changes to the budget were necessary other than the carryover of the surpluses to FY 2023/24.

Mr. Drummond initiated a discussion regarding the budget line item for professional services and consultants. Mr. Buchwald explained the significant increase proposed for the line item in FY 2023/24 as being due to a variety of factors, including a heavier task load for the present UPWP as compared with predecessors, an unfilled full-time TPO staff position, the replacement of one UPWP project with another and the resulting reallocation of funding, and the delay in the receipt of private funds from the developer involved with the Northern Connector project. In response to Mr. Kelly's comment, Mr. Buchwald acknowledged the considerable cost of consultant services but noted that expenses were still significantly under budget.

In answer to questions by Vice Chairman Dzadoovsky, Mr. Buchwald provided an update on the Northern and Airport Connector projects, clarifying that the developer planned to fund the segment between the proposed I-95 and Turnpike interchanges while the TPO, State, and/or local agencies would fund the segment connecting the interchanges to the Treasure Coast International (TCI) Airport. Discussion ensued regarding planned and anticipated expansions to Airport facilities and operations, with Vice Chairman Dzadoovsky reporting on the recent hiring of a new Airport Director along with new investment interests. Mr. Kelly noted the amount of available land in the vicinity of the Airport relative to nearby airports, while Vice Chairman Dzadoovsky noted that the Airport had the northernmost U.S. Customs and Border Protection facility in Florida.

Mr. Drummond inquired about the budget line item for staff salaries, and Mr. Bowman explained the increase to the proposed budget for the second fiscal year as including the surplus carryover from the first fiscal year.

Chairwoman Morgan reported that FDOT has accepted the City of Port St. Lucie's offer to expedite the planned improvements to the segment of Port St. Lucie Boulevard between SW Becker Road and SW Paar Drive. In answer to Chairwoman Morgan's comment, Mr. Buchwald provided an update on the construction of the I-95 interchange at St. Lucie West Boulevard.

Mr. Buchwald asked the Committee how the agenda item should be presented to the TPO Board, and Vice Chairman Dzadoovsky suggested it be included in an upcoming Consent Agenda.

7. Executive Director's Performance Review: Discussion of the format for the review of the Executive Director's performance in FY 2022/23.

Mr. Buchwald presented the Executive Director Performance Review form used for past evaluations and asked the members if they wished to follow the same procedure for FY 2022/23.

Members indicated their satisfaction with the form as presented and agreed to use it for the upcoming Performance Review. In addition, it was confirmed that the TPO Attorney would distribute the form to the Board Members.

8. Decennial Apportionment Review: Discussion of the Decennial Apportionment Review of the Board membership specified by Florida Statutes and requested by the Florida Department of Transportation (FDOT).

Mr. Buchwald explained that FDOT had requested that the TPO initiate the Decennial Apportionment Review upon the release of the 2020 Census data in accordance with the Florida Statutes. He outlined the Board's current apportionment and presented the results of the 2020 Census as compared to those of the 2010 Census, indicating there had been little proportional change among the population sizes of the local jurisdictions. He summarized previous discussions regarding **Community Transit's membership on the Board in light of MV Transportation's 2020 assumption of the contract for operating the County's public transportation system**, noting that the Transit representation on the Technical Advisory Committee (TAC) had already been changed to include only independent operators. Mr. Buchwald then explained that, in the event of a mutual agreement to discontinue the membership of Community Transit on the Board, the withdrawal of the former might be less costly than amending the Creation Agreements in terms of time and resources.

Responding to Chairwoman Morgan's question, Mr. Buchwald explained the definition and history of the Community Transit position on the TPO Board, outlining FDOT's guidance on the matter as well as several challenges and implications associated with continuing or discontinuing that membership.

Vice Chairman Dzadovsky initiated a discussion regarding Community Transit and the importance of institutional knowledge. Mr. Drummond, citing his approaching retirement, emphasized the need to distinguish between the position and the person occupying the position. Mr. Buchwald commented that the position/person distinction also applied to the School District's representation, noting that some representatives had been more active on the Board than others as a result of personal interest and/or experience. Mr. Kelly agreed, referencing his own experience and that of recently retired TAC member Marty Sanders, but asserted the value of leadership continuity in the face of such rapid growth and change within the population and administration of St. Lucie County. Mr. Drummond added that the School District had been given representation on the Board because it was deemed to be a prominent stakeholder in matters of transportation.

Discussion ensued concerning the issue of having MV Transportation as a Board member, with Mr. Buchwald commenting that some current Board members considered it unfair to deny representation to MV Transportation if Community Transit retained its seat. He noted that any MV representative may be subordinate to other Board members by virtue of its contract with the County and that the same apportionment dilemma would arise in the future if MV were given representation and another operator assumed the Transit contract. In response to Chairwoman Morgan's question, Mr. Buchwald explained that Transit Director Adolfo Covelli already had a seat on the TAC.

Mr. Drummond referenced a previous unsuccessful initiative to create a regional transit authority that included St. Lucie and Martin Counties. Several members described the history of the initiative and Martin County's reluctance to participate, with Mr. Buchwald, among others, identifying Martin County's lack of cooperation. Vice Chairman Dzadovsky remarked that a regional transit authority might become necessary in the future.

Mr. Kelly noted that the issue with Martin County had an unintended positive impact on the relationship between the Cities of Fort Pierce and Port St. Lucie, and Chairwoman Morgan commented that it had contributed to the current dynamic on the Board, which members agreed was working well. Mr. Buchwald added that the TPO's coordination with St. Lucie County Transit had been lauded as a Federal best practice.

Mr. Buchwald inquired as to how the agenda item should be presented to the full Board, and members advised that the presentation be repeated with the addition of the recommendation being made by the Executive Committee.

- * MOTION by Vice Chairman Dzadovsky to preserve the current membership of the TPO Board so as to maintain organizational consistency during a period of significant change for St. Lucie County.
 - ** SECONDED by Commissioner Johnson Carried UNANIMOUSLY
9. Recommendations/Comments by Members – Chairwoman Morgan inquired about the emergency traffic signal preemption equipment requested by the Fire District, and Mr. Buchwald reported that the County was in the process of implementing it.

10. Staff Comments – Mr. Buchwald asked the members about their jurisdictions' plans for staff salary budgets in the coming fiscal year, and members provided estimates of the pay increases that their personnel would receive.

11. Adjourn – The meeting was adjourned at 3:05 pm.



AGENDA ITEM SUMMARY

Board/Committee:	St. Lucie TPO Executive Committee
Meeting Date:	July 31, 2024
Item Number:	6
Item Title:	Unified Planning Work Program (UPWP) Tasks and Budget and Grants End-of-Term Reviews
Item Origination:	UPWP
UPWP Reference:	Task 1.1: Program Management
Requested Action:	Review and provide comments to Staff
Staff Recommendation:	It is recommended that the summaries be reviewed and comments be provided to Staff.

Attachments

- Staff Report
- FY 2022/23 – FY 2023/24 UPWP Task Summary
- FY 2022/23 - FY 2023/24 Budget and Expenses
- Summary of Costs Incurred by UPWP Task for each of the TPO's Grants



MEMORANDUM

TO: St. Lucie TPO Executive Committee

FROM: Peter Buchwald
Executive Director

DATE: July 24, 2024

SUBJECT: Unified Planning Work Program (UPWP) Tasks and Budget and Grants End-of-Term Reviews

BACKGROUND

As the second fiscal year of the FY 2022/23 – FY 2023/24 UPWP and Budget has ended, end-of-term reviews may be conducted of the UPWP tasks completed to date, the expenses incurred over the past two fiscal years, and the grants that are administered by the TPO.

ANALYSIS

The attached FY 2022/23 – FY 2023/24 UPWP Task Summary identifies the status of each of the activities and end products programmed in the UPWP. The Summary confirms that the activities and end products programmed for the past two fiscal years have been completed or are scheduled for presentation at the August or October TPO Board Meetings.

The attached FY 2022/23 - FY 2023/24 Budget and Expenses summarizes the two-year budget of the UPWP and the expenses incurred by the TPO during the past two fiscal years. The attached Summary of Costs Incurred by UPWP Task for each of the TPO's grants summarizes the costs incurred for the five grants administered by the TPO in the past two fiscal years. The following findings are provided based on the summaries:

- 1) The expenses incurred by the TPO in the past two fiscal years did not exceed the adopted budgets in any of the budget categories except for the Staff Benefits Category which was exceeded by \$22,025 (9.15 percent) due to increased health care costs.

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- 2) The total expenses incurred by the TPO over the past two fiscal years are less than the adopted total budget for these years.
 - 3) None of the expenses incurred by the TPO over the past two fiscal years exceeded any of the budgets for the grants administered by the TPO during these years.

RECOMMENDATION

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



FY 2022/23 - FY 2023/24 Unified Planning Work Program
Work Task Summary

Element	Task	End Products	Completion Dates	Status
1. Program Administration	1.1 Program Management	2023 Legislative Priorities (uses local funds only)	December 2022	Completed
		2024 Legislative Priorities (use local funds only)	October 2023	Completed
		2023 Annual Joint Certification Review	May 2023	Completed
		2024 Annual Joint Certification Review	May 2024	Completed
	1.2 UPWP Development	FY 2024/25 – FY 2025/26 UPWP Kickoff Meeting	January 2024	Completed
		Review by Advisory Committees & Board	March/April 2024	Completed
		Transmittal to FDOT	March 2024	Completed
		Public Comment Period	March/April 2024	Completed
		Adoption by Board	April 2024	Completed
		Transmittal to FHWA & FTA	May 2024	Completed
UPWP Amendments	As needed	Completed		
2. Modeling, GIS, Data Management, and Performance Measurement	2.1 Travel Demand Modeling	TCRPM 2045 TAZ and Model Updates	June 2023	Completed
		TCRPM5 Application and Support	Ongoing	Completed
		TCRPM6 Development and Support	TBD	In Process
		Participation in MTF and regional modeling activities	Ongoing	Completed
	2.2 GIS And Data Management	Community Profile Updates	December 2023	Completed
	2.3 Traffic Count Program Management	2023 Traffic Count and LOS Report	June 2023	Completed
		2024 Traffic Count and LOS Report	June 2024	Completed
	2.4 Performance Measurement and Target Setting	Set 2023 Performance Targets and Report to FDOT	February 2023	Completed
Set 2024 Performance Targets and Report to FDOT		February 2024	Completed	
3. Recurring and Systems and Project Planning	3.1 Long Range Transportation Planning	TIP/LRTP Performance Report 2023	June 2023	Completed
		TIP/LRTP Performance Report 2024	June 2024	Completed
		Airport Connector Corridor Alignment Study	June 2024	TPO portion completed
	3.2 Transit Planning	Fort Pierce Passenger Rail Station Planning	June 2024	Completed
		TDP Annual Progress Report	September 2022	Completed
		TDP Annual Progress Report	September 2023	Completed
		TDP Major Update	June 2024	Completed
	3.3 Transportation Improvement Program (TIP)	Submittal of 2022/23 LOPP to FDOT	August 2022	Completed
		Review/Endorsement of FDOT's Five-Year Work Program	December 2022	Completed
		FY 2023/24 – FY 2027/28 TIP Adoption & Interactive TIP Update	June 2023	Completed
		Annual Publication of Obligated Federal Projects	June 2023	Completed
		Submittal of 2023/24 LOPP to FDOT	June 2023	Completed
		Review/Endorsement of FDOT's Five-Year Work Program	October 2023	Completed
		FY 2024/25 – FY 2028/29 TIP Adoption & Interactive TIP Update	June 2024	Completed
	Annual Publication of Obligated Federal Projects	June 2024	Completed	
3.4 Congestion Management Process (CMP)	Special Events Congestion Management and Parking Plan (SECMAPP)	February 2023	Completed	
	CMP Update/Annual Report	June 2023	Completed	
	CMP Major Update	June 2024	To be presented at August Board Meeting	



FY 2022/23 - FY 2023/24 Unified Planning Work Program
Work Task Summary (continued)

Element	Task	End Products	Completion Dates	Status
3. Recurring and Systems and Project Planning (continued)	3.5 Bicycle-Pedestrian/Complete Streets Planning	SUN Trail Network Port of Ft Pierce Overpass Connector Feasibility Study	June 2024	To be presented at October Board Meeting
	3.6 Freight Planning	Update St. Lucie Freight Network	June 2023	Completed
		Advanced Air Mobility Study, Phase II	June 2024	Completed
	3.7 Safety and Security Planning	Spot Speed Studies	March 2023	Completed
		Automated Speed Enforcement Study	March 2024	Completed
		Midway Road Safety Study	June 2023	Completed
	3.8 Transportation Disadvantaged (TD) Program	TDSP Annual Update	May 2023	Completed
		CTC Designation/Re-Designation	July 2023	Completed
		TDSP Major Update	December 2023	Completed
		2023 CTC Evaluation	June 2023	Completed
2024 CTC Evaluation		June 2024	Completed	
3.9 Environmental Planning	LCB Meeting Summaries	After the LCB Meetings	Completed	
	Carbon Reduction Strategy	February 2023	Completed	
	Transportation Asset/Service Vulnerability Assessment Update	June 2024	To be presented at August Board Meeting	
3.10 ACES Vehicles Planning	Electric Vehicle Charging Station Plan Update	December 2022	Completed	
	Sustainable Transportation Plan	June 2023	Completed	
4. Regional and Intergovernmental Planning and Coordination	4.1 Models of Regional Planning Cooperation	Develop the 2045 Treasure Coast RL RTP	June 2023	Completed
	4.2 Intergovernmental Planning and Coordination	2022 TCSHP Annual Report	February 2023	Completed
		2023 TCSHP Annual Report	February 2024	Completed
5. Public Participation, Education & Outreach	5.1 Public Participation, Education & Outreach	Annual PPP Evaluation of Effectiveness and Update	February 2023	Completed
		Title VI Plan Major Update	October 2023	Completed
		Annual PPP Evaluation of Effectiveness and Update	February 2024	Completed
		CAC/BPAC Meeting Summaries	After the CAC/BPAC Meetings	Completed



FY 2022/23 - FY 2023/24 Budget,
Historical Budgets, and Actual Expenses

Expense	FY 2020/21 Budget	FY 2020/21 Actual	FY 2021/22 Budget	FY 2021/22 Budget with Carryover	FY 2021/22 Actual	FY 2022/23 Budget	FY 2022/23 Actual 6/30/2023	FY 2023/24 Budget	FY 2023/24 Budget with Carryover	FY 2023/24 Actual 6/30/2024
Staff Salaries	\$389,471	\$339,714	\$419,294	\$469,051	\$369,871	\$446,468	\$382,458	\$465,981	\$529,991	\$494,245
Staff Benefits	\$183,823	\$180,081	\$152,250	\$155,992	\$155,025	\$200,000	\$169,800	\$210,000	\$240,200	\$262,225
Professional Services/Consultants ¹	\$272,500	\$254,608	\$215,000	\$232,892	\$222,894	\$1,228,000	\$382,160	\$477,000	\$1,322,840	\$1,033,948
Travel	\$7,000	\$587	\$10,000	\$16,413	\$1,643	\$5,800	\$2,343	\$5,800	\$9,257	\$3,225
Postage	\$150	\$17	\$150	\$283	\$75	\$100	\$0	\$100	\$200	\$183
Equipment Rental	\$2,500	\$2,240	\$2,500	\$2,760	\$2,105	\$2,000	\$1,802	\$2,000	\$2,198	\$1,836
Advertising	\$5,000	\$2,993	\$5,000	\$7,007	\$2,350	\$1,890	\$1,103	\$1,890	\$2,677	\$646
General/Administrative Charges	\$50,000	\$37,622	\$50,000	\$62,378	\$37,891	\$55,000	\$36,234	\$55,000	\$73,766	\$52,841
Office Supplies	\$3,500	\$991	\$3,500	\$6,009	\$487	\$4,000	\$1,810	\$4,000	\$6,190	\$3,415
Equipment <5000	\$1,000	\$0	\$1,000	\$2,000	\$0	\$1,000	\$972	\$1,000	\$1,028	\$744
Supplies-Computer	\$500	\$236	\$500	\$764	\$54	\$1,000	\$0	\$1,000	\$2,000	\$42
Operating Supplies	\$2,000	\$1,126	\$2,000	\$2,874	\$978	\$5,000	\$934	\$5,000	\$9,066	\$2,852
Books & Subscriptions	\$225	\$207	\$225	\$243	\$99	\$250	\$84	\$250	\$416	\$119
Training/Seminars	\$2,000	\$125	\$15,000	\$16,875	\$0	\$20,300	\$0	\$2,300	\$22,600	\$0
Communications	\$1,000	\$815	\$1,000	\$1,185	\$861	\$1,000	\$717	\$1,000	\$1,283	\$853
Utilities	\$5,000	\$3,499	\$5,000	\$6,501	\$3,838	\$5,000	\$3,125	\$5,000	\$6,875	\$4,140
Building Rent	\$96,306	\$96,175	\$99,326	\$99,457	\$99,056	\$115,000	\$101,155	\$121,000	\$134,845	\$103,781
Total	\$1,021,975	\$921,037	\$981,745	\$1,082,683	\$897,226	\$2,091,808	\$1,084,697	\$1,358,321	\$2,365,432	\$1,965,094

NOTES

¹ Includes HVAC, Janitorial, and Security Services

SUMMARY OF COSTS INCURRED BY UPWP TASK
 FY 2023/24-4th Quarter (Invoice #8)
 April 1, 2024 - June 30, 2024



FM No. 439326-4-14-01
 Contract #G2931
 F.A. Program No. PL-0311(060)

UPWP Task No.	UPWP Task Description	Fiscal Year 2022/23 Budget by Task	Fiscal Year 2023/24 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-2 Percentage of Budget Expended to Date	Remaining Balance
Element 1 Program Administration												
1.1	Program Management	\$337,069	\$374,664	514.0	\$20,816.91	\$13,042.51	\$53,026.63	\$86,886.05	\$592,079.11	\$678,965.16	95%	\$32,767.84
1.2	UPWP Development	\$3,000	\$20,000	74.5	\$3,766.50	\$2,401.98	\$0.00	\$6,168.49	\$15,468.69	\$21,637.18	94%	\$1,362.82
Element 2 Modeling, GIS, Data Management, and Performance Measurement												
2.1	Travel Demand Modeling	\$10,000	\$30,000	68.5	\$3,844.76	\$2,350.83	\$0.00	\$6,195.59	\$18,209.37	\$24,404.96	61%	\$15,595.04
2.2	GIS and Data Management	\$15,000	\$20,000	22.0	\$911.93	\$644.18	\$0.00	\$1,556.11	\$31,604.08	\$33,160.19	95%	\$1,839.81
2.4	Performance Management & Target Setting	\$10,000	\$15,000	41.0	\$1,632.60	\$887.18	\$0.00	\$2,519.78	\$13,599.53	\$16,119.31	64%	\$8,880.69
Element 3 Recurring and Systems and Project Planning												
3.1	Long Range Transportation Planning	\$10,000	\$20,000	44.5	\$2,080.36	\$1,784.39	\$0.00	\$3,864.75	\$16,969.41	\$20,834.16	69%	\$9,165.84
3.2	Transit Planning	\$10,000	\$25,000	54.5	\$2,423.08	\$1,466.90	\$0.00	\$3,889.98	\$25,708.34	\$29,598.32	85%	\$5,401.68
3.3	Transportation Improvement Program (TIP)	\$30,000	\$45,000	140.5	\$7,205.50	\$4,328.77	\$9,999.60	\$21,533.87	\$47,432.82	\$68,966.69	92%	\$6,033.31
3.4	Congestion Management Process (CMP)	\$60,000	\$35,000	73.5	\$4,161.52	\$2,675.33	\$0.00	\$6,836.85	\$68,517.59	\$75,354.44	79%	\$19,645.56
3.5	Bicycle-Pedestrian/Complete Streets Planning	\$20,000	\$30,000	139.0	\$5,223.40	\$3,608.82	\$0.00	\$8,832.21	\$41,153.24	\$49,985.45	100%	\$14.55
3.6	Freight Planning	\$10,000	\$130,000	71.0	\$3,803.23	\$2,803.54	\$30,482.60	\$37,089.37	\$88,599.80	\$125,689.17	90%	\$14,310.83
3.7	Safety and Security Planning	\$20,000	\$20,000	104.5	\$4,313.29	\$2,751.14	\$0.00	\$7,064.43	\$32,912.60	\$39,977.03	100%	\$22.97
3.9	Environmental Planning	\$77,000	\$15,000	27.5	\$1,234.73	\$1,103.39	\$0.00	\$2,338.12	\$79,136.76	\$81,474.88	89%	\$10,525.12
3.10	ACES Vehicles Planning	\$10,000	\$20,000	33.0	\$2,055.50	\$1,106.97	\$0.00	\$3,162.47	\$10,990.97	\$14,153.44	47%	\$15,846.56
Element 4 Regional & Intergovernmental Planning & Coordination												
4.1	Models of Regional Planning Cooperation	\$30,000	\$20,000	19.5	\$1,164.15	\$812.30	\$0.00	\$1,976.45	\$45,040.69	\$47,017.14	94%	\$2,982.86
4.2	Intergovernmental Planning & Coordination	\$20,000	\$30,000	28.0	\$1,265.82	\$1,093.47	\$3,540.00	\$5,899.28	\$43,914.32	\$49,813.60	100%	\$186.40
Element 5 Public Involvement, Education & Outreach												
5.1	Public Involvement, Education & Outreach	\$65,000	\$80,000	195.5	\$7,736.40	\$5,717.66	\$14,640.00	\$28,094.06	\$103,636.99	\$131,731.05	91%	\$13,268.95
TOTALS		\$737,069.00	\$929,664.00	1,651.0	\$73,639.69	\$48,579.35	\$111,688.83	\$233,907.87	\$1,274,974.31	\$1,508,882.18	91%	\$157,850.82

SUMMARY OF COSTS INCURRED BY UPWP TASK
 FY 2023/24-4th Quarter (Invoice #8)
 April 1, 2024 - June 30, 2024



FM No. 439326-4-14-02
 Contract #G2931
 F.A. Program No. SU-0311(060)

UPWP Task No.	UPWP Task Description	Fiscal Year 2022/23 Budget by Task	Fiscal Year 2023/24 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-2 Percentage of Budget Expended to Date	Remaining Balance
Element 2	Modeling, GIS, Data Management, and Performance Measurement											
2.1	Travel Demand Modeling	\$60,000	\$0	-	\$0.00	\$0.00	\$0.00	\$0.00	\$59,999.33	\$59,999.33	100%	\$0.67
2.3	Traffic Count Program Management	\$80,000	\$55,000	43.5	\$2,201.24	\$1,510.56	\$26,649.55	\$30,361.35	\$104,616.54	\$134,977.89	100%	\$22.11
Element 3	Recurring and Systems Planning											
3.1	Long Range Transportation Planning	\$60,000	\$25,000	283.5	\$15,767.51	\$9,223.27	\$60,000.00	\$84,990.78	\$0.00	\$84,990.78	100%	\$9.22
3.2	Transit Planning	\$35,000	\$235,000	295.5	\$17,602.28	\$7,202.58	\$20,418.43	\$45,223.29	\$224,770.27	\$269,993.56	100%	\$6.44
3.4	Congestion Management Process (CMP)	\$0	\$85,000	27.5	\$1,808.54	\$996.55	\$36,955.00	\$39,760.09	\$45,233.01	\$84,993.10	100%	\$6.90
3.7	Safety and Security Planning	\$95,000	\$0	-	\$0.00	\$0.00	\$0.00	\$0.00	\$94,990.33	\$94,990.33	100%	\$9.67
3.10	ACES Vehicles Planning	\$70,000	\$0	-	\$0.00	\$0.00	\$0.00	\$0.00	\$69,997.75	\$69,997.75	100%	\$2.25
	TOTALS	\$400,000.00	\$400,000.00	650.0	\$37,379.57	\$18,932.96	\$144,022.98	\$200,335.51	\$599,607.23	\$799,942.74	100%	\$57.26



SUMMARY OF COSTS INCURRED BY UPWP TASK
 FY 2023/24-4th Quarter
 April 1, 2024 - June 30, 2024

FM No. 447339-1-14-01
 Contract #G2840
 CSFA 55.038
 County Grant No. 001497

UPWP Task No.	UPWP Task Description	Fiscal Year 2022/23 and 2023/24 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 and Project Planning											
Task 3.5	Bike Complete Streets Planning	\$250,000.00	226.5	\$9,130.20	\$6,452.27	\$28,800.00	\$44,382.47	\$181,992.08	\$226,374.55	91%	\$23,625.45
	TOTALS	\$250,000.00	226.5	\$9,130.20	\$6,452.27	\$28,800.00	\$44,382.47	\$181,992.08	\$226,374.55	91%	\$23,625.45



SUMMARY OF COSTS INCURRED BY UPWP TASK
 FY 2023/24-4th Quarter
 April 1, 2024 - June 30, 2024

FM No. 43202911401
 Contract #G2J18
 CSFA 55.002

UPWP Task No.	UPWP Task Description	Fiscal Year 2023/24 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	\$28,203.00	49.5	\$2,195.55	\$933.68	\$1,145.43	\$4,274.66	\$20,466.01	\$24,740.67	88%	\$3,462.33
	TOTALS	\$28,203.00	49.5	\$2,195.55	\$933.68	\$1,145.43	\$4,274.66	\$20,466.01	\$24,740.67	88%	\$3,462.33



SUMMARY OF COSTS INCURRED BY UPWP TASK
 FY 2023/24-4th Quarter
 April 1, 2024 - June 30, 2024

FM No. 439326-4-14-03
 Contract # G2931
 CFDA 20.205
 County Grant No. 001659

UPWP Task No.	UPWP Task Description	Fiscal Year 2023/24 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 and Project Planning											
Task 3.2	Transit Planning	\$356,183.00	169.5	\$8,560.92	\$3,834.84	\$45,632.70	\$58,028.46	\$298,118.99	\$356,147.45	100%	\$35.55
	TOTALS	\$356,183.00	169.5	\$8,560.92	\$3,834.84	\$45,632.70	\$58,028.46	\$298,118.99	\$356,147.45	100%	\$35.55



AGENDA ITEM SUMMARY

Board/Committee: St. Lucie TPO Executive Committee

Meeting Date: July 31, 2024

Item Number: 7

Item Title: Executive Director’s Performance Review

Item Origination: Executive Director Employment Agreement

UPWP Reference: Task 1.1 - Program Management

Requested Action: Discuss and recommend the review of the Executive Director’s performance in FY 2023/24.

Recommendation: It is recommended that the TPO Executive Committee discuss and recommend the review of the Executive Director’s performance in FY 2023/24.

Attachments

- 2024 Executive Director Performance Review Form



St. Lucie Transportation Planning Organization

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

Executive Director Performance Review

EMPLOYEE INFORMATION

Name: Peter Buchwald Review Date:

REVIEW INFORMATION

Reviewer Name: Review Period: FY 2023/24

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
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Maintains effective communications with
and availability for the Board

Represents the TPO well, understands
role, and implements the Board's vision

Understands and maintains compliance
with Federal and State TPO requirements

Understands current trends and issues
impacting the TPO and informs the Board
as to their implications

Hires and develops qualified staff
appropriate for day-to-day operations and
guides staff to achieve objectives

Maintains public image of the TPO
representing service, vitality and
professionalism while enhancing the
visibility and identity of the TPO

Encourages the creation of partnerships
with other organizations that contribute to
the TPO's mission and vision

Develops sound budgets for current and
future revenues and expenses necessary
to maintain daily and overall operations

Maintains appropriate benefits and
insurance coverage for staff and personnel
and procurement policies in compliance
with regulatory requirements

Manages assets including technology,
equipment, budget, and office space

Encourages public involvement and
maintains transparency for the Board, the
public, and staff

Meets challenges head on

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.