

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 2023-05

RESOLUTION OF THE RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION AMENDING THE FISCAL YEAR (FY) 2022/23 AND 2023/24 UNIFIED PLANNING WORK PROGRAM (UPWP)

WHEREAS, Florida Statutes 339.175; 23 U.S.C. 134; and 49 U.S.C. 5303 require that the urbanized area, as a condition to the receipt of federal capital or operating assistance, have a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs consistent with the comprehensively planned development of the designated urbanized area; and

WHEREAS, pursuant to 23 U.S.C. 134, 49 U.S.C. 5303, 23 CFR 450.310, and Florida Statutes 339.175, the River to Sea Transportation Planning Organization (TPO) is the duly designated and constituted body responsible for carrying out the urban transportation planning and programming process for Volusia County and a portion of Flagler County as defined by the Metropolitan Planning Area; and

WHEREAS, pursuant to 23 U.S.C. 134, 23 CFR 450, and Florida Statutes 339.175, require the River to Sea TPO and the Florida Department of Transportation (FDOT) to enter into an agreement clearly identifying the responsibilities for cooperatively carrying out the Federal Highway Administration (FHWA) portion of the Metropolitan Planning Process and accomplishing the transportation planning requirements of state and federal law; and

WHEREAS, the River to Sea TPO shall endorse and amend as appropriate, the plans and programs required by 23 C.F.R. 450.300 through 450.324 and Florida Statutes 339.175, among which is the Unified Planning Work Program (UPWP); and

WHEREAS, the Unified Planning Work Program (UPWP) is a two-year work plan that identifies federal funding available to the TPO including metropolitan planning funds (PL Funds) authorized under 23 USC 104(f), Section 5305(d) transit planning funds and Urban Attributable (SU) funds; and

WHEREAS, the FY 2022/23 and FY 2023/24 UPWP was developed and approved on May 25, 2022 for the period of July 1, 2022 to June 30, 2024; and

WHEREAS, an amendment to the approved UPWP is required to include a description of activities and budget adjustment associated with a temporary and permanent office relocation.

NOW, THEREFORE, BE IT RESOLVED by the River to Sea Transportation Planning Organization (TPO) that the Chairperson of the TPO (or his/her designee) is hereby authorized to:

1. Amend the TPO's FY 2022/23 and FY 2023/24 UPWP to update definitions, include required activities and identify responsible staff to support a temporary and permanent office relocation in Tasks 1.01 – Administration and Operations and 1.02 – Information Technology Systems and Website Support; and

2. Reallocate funding within Task 1.02 – Information Technology Systems and Website Support to support the IT relocation activities; and
3. Execute any agreements that may be required to implement these changes or access the available funds; and
4. submit copies of this resolution and support documentation to:
 - a. Florida Department of Transportation;
 - b. Federal Transit Administration (through the Florida Department of Transportation); and the
 - c. Federal Highway Administration (through the Florida Department of Transportation).

DONE AND RESOLVED at the regularly convened meeting of the River to Sea TPO held on the 22nd day of February, 2023.

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

DELAND MAYOR CHRISTOPHER M. CLOUDMAN
CHAIRPERSON, RIVER TO SEA TPO

CERTIFICATE:

The undersigned duly qualified and acting Recording Secretary of the River to Sea TPO certified that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the River to Sea TPO held on February 22, 2023.

ATTEST:

DEBBIE STEWART, RECORDING SECRETARY
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

each task are provided below the task activities. The general description of costs contained within the budget tables are provided below:

Personnel: Salaries and fringe benefits of the River to Sea TPO staff.

Travel: Expenses incurred with daily and/or overnight travel of TPO staff attending meetings, conferences workshops and seminars. Also includes travel for TPO Board members to MPOAC Institute and regional meetings. The River to Sea TPO Travel policy is contained in Appendix E.

Consultant: Expenses relating to consultant support for planning studies/activities and administrative support. General Planning Consultants specified in Task 2.06 are used to support all planning activities and deliverables within Section 2 and 3 of the UPWP.

Office Expense: Expenses directly related to the office including office lease, utilities, off site storage, ~~and~~ janitorial services, ~~and~~ office upgrades, ~~and~~ office relocation.

Operating Expenses: Daily and general operating expenses and fees including postage, advertising, copy machine costs, training, agency memberships, office supplies, general liability insurance, banking fees, accounting software fees, CFMPOA, memberships and dues, conference/workshop/seminar registrations, and publications.

Professional Services: Expenses related to professional services including audit, legal, accounting/finance, and payroll.

Equipment: Expenses related to equipment replacement and purchasing including computers; printers; plotters; meeting support items (camera's, video recording devices, microphones, etc.); chairs, desks, computers, computer accessories, tables, etc.

Network Services: Expenses related to IT support and services, server/equipment relocation, hardware and website hosting and maintenance.

Software: Expenses related to software acquisition and maintenance, support services, and other efforts to improve internal and external data sharing capabilities.

Capital Expenditure (AV System Upgrade): Expenses associated with upgrading the Audio-Visual system in the TPO conference rooms.

Capital Expenditure (IT Server Replacement): Expenses associated with life cycle replacement of the TPO's Server.

Outreach/Educational: Expenses associated with TPO outreach activities including safety and educational materials to include safety awareness literature, bicycle helmets, safety items.

Task 1.01 – Administration and Operations

Responsible Agency – River to Sea TPO

Purpose	
This task supports the overall administration and management of the organization including personnel management, financial operations, general administrative support, meetings and member support. Cost estimates for this task include operational overhead such as office leasing and capital expenditures. Activities completed under this task ensure that the TPO operates in a fiscally sound, organized and efficient manner that supports the 3-C planning efforts.	
Previous/Ongoing Work	Completion/Status
Provision of administrative support services and management.	Ongoing
Developed and distributed meeting minutes, agendas and provided meeting support for the TPO Board and its associated advisory committees and subcommittees.	Monthly
Conducted file maintenance and records management	Ongoing
Fiscal management of the TPO finances	Daily
Prepared monthly treasurer’s reports	Monthly
Grant administration (applications, contracts, monitoring, grant agreements, budget submittals, reports, progress reports, invoicing)	Monthly
Developed and implemented annual operating budget for FY 2020/21 and FY 2021/22	Annually - Ongoing
Contract management including processing of vendor invoices, monitoring contract terms, schedules and budgets	Ongoing
Attendance and participation in various professional training opportunities, webinars and professional conferences	Ongoing
Conducted annual audit of TPO financials	Annually - Fall
Conducted Continuity of Operations (COOP) exercise to ensure effectiveness	Annually
Approved slate of officers for TPO Board	Annually - May
Required Activities	Responsible Staff
General Administration and Program Support	All Staff
Personnel Management including the retention, recruitment, and training of River to Sea TPO professional staff	Executive Director
Human Resources Administration	Executive Director Finance Manager
Financial Management including grant invoicing, operating budget, monthly financial reports, contract management, payroll coordination, accounts payable, accounts receivable, annual audit	Finance Manager
Administrative Support Services and Management	Administrative Assistant
Records Management	Administrative Assistant
Develop and distribute meeting minutes, agendas and provide meeting support for the TPO Board and its associated advisory committees and subcommittees.	Administrative Assistant
Coordination with Property Manager and Facility Maintenance/Upgrades as needed	Finance Manager
Coordination with TPO Legal Counsel as needed	Executive Director Financial Manager
Provide orientation for new Board and advisory committee members about the River to Sea TPO’s functions and role	Executive Director Planning Manager
Develop and implement annual operating budget	Financial Manager

Required Activities	Responsible Staff
Procure professional service contracts as needed	Executive Director Financial Manager
Conduct annual performance evaluations of all staff	Executive Director
Coordinate with the Executive Committee to conduct the Executive Director annual performance evaluation	Outreach Coordinator
<u>Temporary and long-term office relocation</u>	<u>Executive Director</u> <u>Financial Manager</u>

Deliverables and Work Products	Target Date
Develop a Policies and Procedures Reference Manual*	June 2023
Update the River to Sea TPO Employee Handbook*	June 2023
Update the River to Sea TPO Purchasing Manual*	June 2023
Develop and Implement a Strategic Plan for the River to Sea TPO*	June 2023
Create a Desk Procedure/Manual of TPO Financial Processes*	June 2024
Develop and Implement an Annual Planning Retreat*	Annually - Spring
Develop the Annual Operating Budget	Annually - May
Complete a COOP Exercise and Training	Annually
Complete an Independent Audit for Financial Compliance	Annually - Fall
Develop and Adopt Legislative Positions and Priorities	Annually - Fall
Issue RFPs for support services/consultants	As Needed

* Indicates Work Products that may utilize Consultants

Task 1.02 – Information Technology Systems and Website Support

Responsible Agency – River to Sea TPO

Purpose	
Efficient and productive organizations require the provision of information technology support and equipment. This task is intended to outline the activities that provide website hosting and maintenance, hardware and software acquisition and maintenance, support services, and other efforts to improve internal and external data sharing capabilities as needed to maximize office productivity and improve functioning of the organization.	
Previous/Ongoing Work	Completion/Status
Maintained a capital expenditures program and purchased new hardware and software systems including upgraded system capacity, system printers and projection equipment	Ongoing
Off-site storage and nightly backups to insure protection of all data	Daily
Contract with Professional Information Technology (IT) service to maintain the River to Sea TPO's network	Ongoing
Developed/Updated an equipment replacement schedule and inventory of hardware/software	Ongoing
Maintenance and enhancements to the River to Sea TPO's website	Ongoing
Required Activities	Responsible Staff
Maximize office productivity by providing technology resources	Executive Director Finance Manager
Purchase new hardware and software systems including upgraded system capacity, system printers and projection equipment	Finance Manager
Purchase replacement computers for staff in accordance with the equipment replacement schedule	Finance Manager
Maintain accurate inventory of all capital equipment and budget annually for required replacements	Finance Manager
Annually assess the R2CTPO's computer needs (hardware and software) and other related items as required to support the management information system and staff needs	Finance Manager
Utilize in-house support to troubleshoot and maintain IT and minimize program expenditures and contract with information technology specialists as needed to support the efficient maintenance of the IT system	Finance Manager
Provide technical support for the utilization of social media, TPO website and the Internet to provide planning information using innovative and advanced applications	Finance Manager
<u>Server/Equipment relocation to temporary and long-term office locations</u>	<u>Finance Manager</u>
Deliverables and Work Products	Target Date
Update the River to Sea TPO's Website and Branding/Logo*	Fall 2022
Upgrade Conference Room IT and Audio-Visual Systems*	Fall 2022
Life Cycle Replacement of IT Server*	FY 2024
Update Computer Systems, Hardware and Software per replacement schedule	Ongoing

* Indicates Work Products that may utilize Consultants

Task 1.02 Estimated Budget Detail

Year 1 - FY 2022/23

Category/Budget Item	Fund Source: FHWA		FTA 5305(d)	FTA 5305(d)			CTD	Local/	Total	
	Contract:	PL Funds	SU Funds	G2509	Federal	State Match	Local Match	TD Funds		Other Funds
Personnel Services										
Salaries and Fringe Benefits		\$24,487	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$24,486
Category Subtotal		\$24,487	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$24,486
Consultant										
Consultant Services		\$65,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$65,000
Category Subtotal		\$65,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$65,000
Other Direct Expenses										
Network Services		\$28,560	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$28,560
		\$33,560								\$33,560
Capital Expenditure (AV System Upgrade)		\$56,250	\$0	\$18,750	\$0	\$0	\$0	\$0	\$0	\$75,000
		\$51,250								\$70,000
Software		\$6,728	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,728
Category Subtotal		\$91,538	\$0	\$18,750	\$0	\$0	\$0	\$0	\$0	\$110,288
Task Total		\$181,025	\$0	\$18,750	\$0	\$0	\$0	\$0	\$0	\$199,775

Year 2 - FY 2023/24

Category/Budget Item	Fund Source: FHWA		FTA 5305(d)	FTA 5305(d)			CTD	Local/	Total	
	Contract:	PL Funds	SU Funds	G2509	Federal	State Match	Local Match	TD Funds		Other Funds
Personnel Services										
Salaries and Fringe Benefits		\$21,234	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$21,235
Category Subtotal		\$21,234	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$21,235
Consultant										
Consultant Services		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Category Subtotal		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Direct Expenses										
Network Services		\$28,560	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$28,560
Capital Expenditure (Server Replacement)		\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000
Software		\$6,728	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,727
Category Subtotal		\$50,288	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,287
Task Total		\$71,522	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$71,522