

## **CRTPA BOARD**

**MEETING OF MONDAY, MAY 16, 2016 AT 1 PM**

CITY OF TALLAHASSEE COMMISSION CHAMBERS  
300 S. ADAMS STREET  
TALLAHASSEE, FL 32301

### ***MISSION STATEMENT***

*"The mission of the CRTPA is to act as the principal forum for collective transportation policy discussions that results in the development of a long range transportation plan which creates an integrated regional multimodal transportation network that supports sustainable development patterns and promotes economic growth."*

### **FINAL AGENDA**

1. **AGENDA MODIFICATIONS**
  
2. **CONSENT AGENDA**
  - A. Minutes of the March 21 and April 18, 2016 CRTPA Board Meeting, and April 29, 2016 CRTPA Executive Director Search Committee Meeting
  - B. Extension of Sopchoppy Trail Extension Contract
  - C. Final Fiscal Years 2017 and 2018 Unified Planning Work Program (UPWP) Adoption
  - D. Draft Fiscal Year 2017 – FY 2021 Transportation Improvement Program (TIP)
  - E. Amendment to the FYs 2014-2016 Regarding De-Obligation of SU Funding
  - F. June 20 CRTPA Meeting Location
  - G. Citizen's Multimodal Advisory Committee (CMAC) Membership Appointment by the CRTPA Board
  
3. **CONSENT ITEMS PULLED FOR DISCUSSION**

**4. CRTPA ACTION**

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

**A. Executive Director Selection Update**

This agenda item will provide an update on the status of the Executive Director position.

**B. US 90 Action Plan**

This agenda item will provide an update on the Action Plan being developed by FDOT District 3 for US 90 in Tallahassee/Leon County, extending from North Duval Street (Greyhound Bus Terminal) to the I-10/US 90 East (Mahan Drive) interchange.

**C. Thomasville Road Planning Study Update**

This agenda item provides an update on the Thomasville Road Planning Study including an analysis of the alternatives that were identified.

**5. CRTPA INFORMATION****A. Executive Director's Report**

- Joint Annual Certification

**B. Correspondence****C. Future Meeting Dates (Next Meeting: June 20, 2016)****D. Committee Actions (Citizen's Multimodal Advisory Committee/ Technical Advisory Committee/Transportation Disadvantaged Coordinating Board)****6. CRTPA CITIZEN COMMENT**

This portion of the agenda is provided to allow for citizen input on any CRTPA issue. Those interested in addressing the CRTPA should complete a speaker request form located at the rear of the meeting room. Speakers are requested to limit their comments to three (3) minutes.

**7. ITEMS FROM CRTPA BOARD MEMBERS**

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





May 16, 2016

AGENDA ITEM 1

**AGENDA MODIFICATIONS**



May 16, 2016

AGENDA ITEM 2 A

**MINUTES**

REQUESTED BY: CRTPA Staff

TYPE OF ITEM: Consent

The minutes and voting sheets from the March 21 and April 18, 2016 CRTPA meetings are provided as ***Attachments 1 & 2***. Additionally, the minutes of the April 29, 2016 CRTPA Executive Director Search Committee Meeting are provided as ***Attachment 3***.

**RECOMMENDED ACTION**

Option 1: Approve the minutes of the February 8, 2016 CRTPA Board meeting.

**ATTACHMENT**

Attachment 1: Minutes and voting sheet of the March 21, 2016 CRTPA Board meeting.

Attachment 2: Minutes and voting sheet of the April 18, 2016 CRTPA Board meeting.

Attachment 3: Minutes of the April 29, 2016 CRTPA Executive Director Search Committee Meeting

## CRTPA BOARD

MEETING OF MONDAY, MARCH 21, 2016 AT 1 PM

CITY OF TALLAHASSEE COMMISSION CHAMBERS  
300 S. ADAMS STREET  
TALLAHASSEE, FL 32301

### Meeting Minutes

#### MEMBERS PRESENT

Commissioner Betsey Barfield, Jefferson County, Chair  
Commissioner Kristin Dozier, Leon County  
Commissioner John Dailey, Leon County  
Commissioner Mary Ann Lindley, Leon County  
Commissioner Nick Maddox, Leon County  
Commissioner Bryan Desloge, Leon County  
Commissioner Jane Sauls, Leon County  
Commissioner Nancy Miller, City of Tallahassee  
Commissioner Curtis Richardson, City of Tallahassee  
Commissioner Randy Merritt, Wakulla County  
Commissioner Anthony Viegbesie, Gadsden County  
Commissioner Georgia 'Joy' Bowen, Leon County Schools

#### Members Absent:

Commissioner Bill Proctor, Leon County  
Commissioner Scott Maddox, City of Tallahassee

Staff Present: Greg Burke, CRTPA; Colleen Roland, CRTPA; Lynn Barr, CRTPA; Jack Kostrzewa, CRTPA; Yulonda Mitchell, CRTPA; Thornton Williams, CRTPA Attorney; Brian Waterman, StarMetro; Wayne Tedder, PLACE; Suzanne Lex, FDOT; Starsky Harrell, FDOT

#### 1. AGENDA MODIFICATIONS

Agenda Item 2.G 2016 CRTPA Calendar Revision was pulled for discussion by Commissioner Barfield.

#### 2. CONSENT AGENDA

- A. Minutes of the February 8, 2016 CRTPA Board Meeting
- B. Draft Fiscal Years 2017 and 2018 Unified Planning Work Program (UPWP)
- C. StarMetro 5310 Direct Recipient Designation
- D. Apalachee Regional Planning Council (ARPC) Non-Voting Member Addition



- E. Wakulla Community Transportation Coordinator Approval
- F. CRTPA Connections 2040 Regional Mobility Plan Contract Extension
- G. 2016 CRTPA Calendar Revision

**Board Action:** Commissioner Merritt made a motion to accept the consent agenda with modification. Commissioner Lindley seconded the motion and the motion was unanimously passed.

**3. CONSENT ITEMS PULLED FOR DISCUSSION**

- A. 2016 CRTPA Calendar Revision (Item G above)

**4. ROLL CALL VOTE AGENDA ITEMS**

- A. Fiscal Year (FY) 2016 – FY 2020 Transportation Improvement Program (TIP) Amendment

The CRTPA FY 2016 – FY 2020 TIP is proposed to be amended to reflect the following:

- City of Tallahassee/StarMetro Compressed Natural Gas (CNG) Facility (Project #4234452): Add project to reflect funding for the construction of CNG facility (Leon County) (Total funding: \$4 million in FY 2016).

**Board Action:** Commissioner Merritt made a motion to accept the Fiscal Year (FY) 2016-FY 2020 TIP Amendment, as presented by staff. Commissioner Bowen seconded the motion and the motion was unanimously passed.

**5. CRTPA ACTION**

- A. Executive Director Selection Update

This agenda item will provide an update on the status of the Executive Director position.

Commissioner Barfield updated the board on the Executive Director Selection Process, outlined the negotiation process. She outlined the applicant requested salary, severance and 10 hour days. The board Commissioner Lindley did not think the 4-day work week was feasible for a new employee. Commissioner Bowen discussed having a 'date certain' for the 4-day work weeks to end and discussed comparing other MPO Director's schedules. Commissioner Dozier stated this position using a 4-day work week, could be challenging. She stated this position should be allowed some flexibility in the beginning, but not for the long-term.

**Board Action:** Commissioner Merritt made a motion to complete further discussions the applicant, informing him of the board decision for a 5-day workweek, salary and severance. Commissioner Lindley seconded the motion and the motion was unanimously passed.

#### **B. CRTPA Office Location**

This agenda item seeks Capital Region Transportation Planning Agency (CRTPA) Board approval of resolution to authorize the Interim Executive Director to enter into a lease agreement for office space located at 1030 East Lafayette Street, Tallahassee, Florida.

**Board Action: Informational Item, therefore, no action was taken.**

#### **C. CRTPA 2016 Transportation Alternatives Program (TAP) Review Criteria**

This agenda item seeks approval of an update to the CRTPA's TAP adopted review criteria as recently recommended by the CRTPA's Transportation Alternatives (TA) Subcommittee.

**Board Action: Commissioner Lindley made a motion to accept the CRTPA 2016 Transportation Alternatives Program (TAP) Review Criteria. Commissioner Desloge seconded the motion and the motion was unanimously passed.**

#### **D. Florida Arts Trail – Gadsden County Board of County Commissioners Report**

This item provides the materials that were presented to the Gadsden County Board of County Commissioners (Gadsden County BOCC) on March 1, 2016 regarding the Florida Arts Trail. This includes the actions that are recommended by the Gadsden County BOCC to the CRTPA for inclusion into the Florida Arts Trail Project Development and Environment Study.

Commissioner Viegbesie stated at the September 24 meeting the item was before the board. Gadsden County requested time to review the project. He noted a letter was sent to every homeowner along the proposed trail. Property owners had the opportunity to express concerns at the community workshop. The workshop recommendations were forwarded to FDOT and CRTPA. Commissioner Desloge and Merritt, stated the decision should be made by Gadsden County, as they will have the project within their area of the region.

**Board Action: Informational Item, therefore, no action was taken.**

#### **E. Florida Arts Trail – Project Development and Environment (PD&E) Study**

At the March 1, 2016 Gadsden County Board of County Commissioners (BOCC) meeting, Commissioners approved a motion to incorporate the SR 12 Florida Arts Trail Task Force recommendations into the Florida Arts Trail Project Development and Environment (PD&E) Study. Capital Region Transportation Planning Agency (CRTPA) staff has reviewed these recommendations and will discuss these options with the CRTPA Board.

Diana M. Thurman, 361 King Street, Quincy, FL , stated the original project discussed and approved by Gadsden County Board of County Commissioners was not the same as the project as presented with the PD&E Study. Further noting, the original concept included a 4-foot path attached to the side of the current roadway and designated for bike usage. She opposed the project.

Margie Sims, 612 Havana Highway, Quincy, FL 32352, stated the public notice for the public meetings. She discussed the current conditions and stated the proposed project. She noted, the City of Quincy does not support the project.

Kim Doxey, 2618 Mayfair Road, Tallahassee, stated he believed this project could be refocused to expand the trails network, including the Capital City to the Sea Trail system. He stated recently, there was a Havana Hills Classic Bike Ride in the area with over 40 participants. Further noted, the Florida Arts Trail, there should be a part of a larger set of trails used to connect to Tallahassee and the St. Marks Trail on to Apalachicola, FL. This project with the connections completed, could be a mecca for cycling tourists looking for scenic roadways to ride.

Freida Bass Prieto, 329 E. King Street, Quincy, FL, addressed the public involvement for this project. She stated the times for the workshops were not conducive to working citizens. She felt the start and end has been predetermined. She stated with this project would leave her with a 20-foot front yard with the trail right at the front door. She was opposed to the project.

Matt Thro, 302 N. Main Street, Havana, FL , stated there was a benefit to this project. He noted, Gadsden County has been determined to be one of the least healthy counties in Florida. He spoke in support of the project.

Joan Sanders, 711 First Street, NE, Havana, FL, briefly stated she agrees with the comments from the previous speaker. Spoke in support of the project.

Howard McKinnon, 207 Fairway Drive, Havana FL, stated he would like to see the project move forward to the design phase to provide a better understanding of the project. He stated, this trail has the potential to increase current economic development opportunities. Also noted, this area is already full of cyclist. Spoke in support of the project.

William M. Harvey, 9063 Ridgeview Trail, Tallahassee, discussed the economic benefit of the Florida Arts trail. He agreed with the project being a great connection to the greater trails system in the region. Spoke in support of the project.

Rick Ashton, 9854 Centerville Road, he stated a trail is wanted, but does not want to infringe on property owners. Stated an agreement could be reached to satisfy all parties involved. Spoke in support of the project.



April Williams, FDOT, stated the project currently has no final design and would remain unknown until the design phase. Ms. Williams stated there currently was a paved shoulder along this area, and stated it was not a 'designated' bike lane.

**Board Action:** Commissioner Merritt made a motion to move forward with FDOT completing the PD&E Study without the task force's recommendations; Authorize CRTPA staff to forward recommendations to be considered within the design phase of the project; direct CRTPA staff to enhance public involvement efforts with any additional phases of the Florida Arts trail. Commissioner Dozier seconded the motion. The motion passed, with Commissioner Viegbesie voting in opposition.

#### **Thomasville Road Planning Study Update**

This agenda item provides an update on the Thomasville Road Planning Study.

**Board Action:** Informational Item, therefore, no action was taken.

#### **6. CRTPA INFORMATION**

- A. Executive Director's Report
  - Capital City to the Sea Trails Update
- B. FY 2017 – FY 2021 Transportation Improvement Program (TIP) Update
- C. Correspondence
- D. Committee Actions (Citizen's Multimodal Advisory Committee/ Technical Advisory Committee/Transportation Disadvantaged Coordinating Board)
- E. Future Meeting Dates (Next Meeting: \*May 16, 2016 (\*pending approval of Item 2G))
- F. CRTPA Expense Reports

#### **7. CRTPA CITIZEN COMMENT**

#### **8. ITEMS FROM CRTPA BOARD MEMBERS**

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

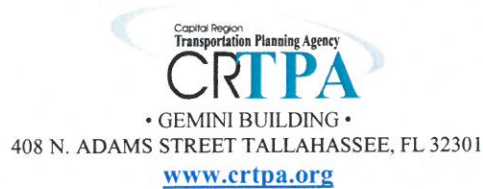
**Adjourned at 3:13 PM.**

**Attested:**

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Yulonda Mitchell, Recording Secretary

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Betsy Barfield, Chair

Member Name	Representing	Voting Points	4A			5C			5D and 5E														
			Vote	Total Points		Vote	Total Points		Vote	Total Points		Vote	Total Points		Vote	Total Points		Vote	Total Points		Vote	Total Points	
				FOR	AGST		FOR	AGST		FOR	AGST		FOR	AGST		FOR	AGST		FOR	AGST		FOR	AGST
Commissioner Joy Bowen	LCSB	1.00	y	1.00	0.00	y	1.00	0.00	y	1.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
Commissioner Betsy Barfield	Jefferson	4.00	y	4.00	0.00	y	4.00	0.00	y	4.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
Vacant	Gadsden Cities	5.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
Commissioner Randy Merritt	Wakulla	8.00	y	8.00	0.00	y	8.00	0.00	y	8.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
Commissioner Dr. Anthony O. Viegbesie	Gadsden	8.00	y	8.00	0.00	y	8.00	0.00	n	0.00	8.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
Commissioner John Dailey	Leon	5.29	y	5.29	0.00	y	5.29	0.00	y	5.29	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
Commissioner Brian Desloge	Leon	5.29	y	5.29	0.00	y	5.29	0.00	y	5.29	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
Commissioner Kristin Dozier	Leon	5.29	y	5.29	0.00	y	5.29	0.00	y	5.29	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
Commissioner Mary Ann Lindley	Leon	5.29	y	5.29	0.00	y	5.29	0.00	y	5.29	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
Commissioner Nick Maddox	Leon	5.29	y	5.29	0.00	y	5.29	0.00	y	5.29	0.00		0.00	0.00		0.00	5.29		0.00	0.00		0.00	0.00
Commissioner Bill Proctor	Leon	5.29		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
Commissioner Jane Sauls	Leon	5.29	y	5.29	0.00	y	5.29	0.00	y	5.29	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
Commissioner Scott Maddox	Tallahassee	12.33		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
Commissioner Nancy Miller	Tallahassee	12.33	y	12.33	0.00	y	12.33	0.00	y	12.33	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
Commissioner Curtis Richardson	Tallahassee	12.33	y	12.33	0.00	y	12.33	0.00	y	12.33	0.00		0.00	0.00		0.00	12.33		0.00	0.00		0.00	0.00
<b>TOTAL</b>		<b>100.00</b>		<b>77.38</b>	<b>0.00</b>		<b>77.38</b>	<b>0.00</b>		<b>69.38</b>	<b>8.00</b>		<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>17.62</b>		<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>
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## **CRTPA BOARD**

MEETING OF MONDAY, APRIL 18, 2016 AT 1 PM

CITY OF TALLAHASSEE COMMISSION CHAMBERS  
300 S. ADAMS STREET  
TALLAHASSEE, FL 32301

### **MEETING MINUTES**

#### **MEMBERS PRESENT**

Commissioner Betsey Barfield, Jefferson County, Chair  
Commissioner Kristin Dozier, Leon County  
Commissioner Mary Ann Lindley, Leon County  
Commissioner Nancy Miller, City of Tallahassee  
Commissioner Curtis Richardson, City of Tallahassee  
Commissioner Scott Maddox, City of Tallahassee  
Commissioner Randy Merritt, Wakulla County  
Commissioner Anthony Viegbesie, Gadsden County  
Commissioner Clarence Jackson, Gadsden Cities

#### **Members Absent:**

Commissioner Jane Sauls, Leon County  
Commissioner Bryan Desloge, Leon County  
Commissioner Bill Proctor, Leon County  
Commissioner Nick Maddox, Leon County  
Commissioner John Dailey, Leon County  
Commissioner Georgia 'Joy' Bowen, Leon County Schools

**Staff Present:** Greg Burke, CRTPA; Colleen Roland, CRTPA; Lynn Barr, CRTPA; Jack Kostrzewa, CRTPA; Yulonda Mitchell, CRTPA; Thornton Williams, CRTPA Attorney; Brian Waterman, StarMetro; Wayne Tedder, PLACE; Suzanne Lex, FDOT; Starsky Harrell, FDOT

#### **1. AGENDA MODIFICATIONS**

#### **2. CONSENT AGENDA**

##### **A. Unified Planning Work Program and Joint Planning Agreement Amendment**

**Board Action:** Commissioner Merritt made a motion to approve the consent agenda as presented. Commissioner Dozier seconded the motion and the motion was unanimously passed.



3. **CONSENT ITEMS PULLED FOR DISCUSSION**

4. **CRTPA ACTION**

A. **Executive Director Selection Update**

This agenda item will provide an update on the status of the Executive Director position.

Commissioner Barfield briefly described the requested contract modifications that were discussed with the candidate. The board discussed the requested 4-day work week. Several members were opposed to the request due to the nature of the position and that there could be a time when a Board Member needs a response quickly. Commissioner S. Maddox stated no other Executive Director has the same schedule. Commissioner Dozier stated this could be accommodated during transition, with a date certain for ending the 4-day work week. Commissioner Miller noted there could be conflicts due to night meetings being required and expected.

**Board Action: Commissioner S. Maddox made a motion to deny all requests from the proposed by the candidate. Commissioner Viegbesie seconded the motion and the motion was unanimously passed.**

**Board Action: Commissioner S. Maddox made a motion to reconvene the Search Committee, contact next qualified applicant, schedule second interview and finally, provide authorization to staff to re-advertise, if applicant is no longer interested in the position. Commissioner Merritt seconded the motion and the motion was unanimously passed.**

5. **CRTPA INFORMATION**

A. **Executive Director's Report**

- **Capital City to the Sea Trails Update**

B. **Correspondence**

C. **Future Meeting Dates (Next Meeting: May 16, 2016)**

6. **CRTPA CITIZEN COMMENT**

This portion of the agenda is provided to allow for citizen input on any CRTPA issue. Those interested in addressing the CRTPA should complete a speaker request form located at the rear of the meeting room. Speakers are requested to limit their comments to three (3) minutes.

7. **ITEMS FROM CRTPA BOARD MEMBERS**

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

Adjourned at

**Attested:**

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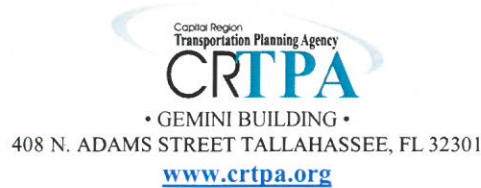
**Yulonda Mitchell, Recording Secretary**

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**Betsy Barfield, Chair**

Member Name	Representing	Voting Points	4A Vote	Total Points		Vote	Total Points		Vote	Total Points		Vote	Total Points		Vote	Total Points		Vote	Total Points		Vote	Total Points	
				FOR	AGST		FOR	AGST		FOR	AGST		FOR	AGST		FOR	AGST		FOR	AGST			
Commissioner Joy Bowen	LCSB	1.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
Commissioner Betsy Barfield	Jefferson	4.00	y	4.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
Clarence Jackson	Gadsden Cities	5.00	y	5.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
Commissioner Randy Merritt	Wakulla	8.00	y	8.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
Commissioner Dr. Anthony O. Viegbesie	Gadsden	8.00	y	8.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
Commissioner John Dailey	Leon	5.29		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
Commissioner Brian Desloge	Leon	5.29		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
Commissioner Kristin Dozier	Leon	5.29	y	5.29	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
Commisioner Mary Ann Lindley	Leon	5.29	y	5.29	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
Commissioner Nick Maddox	Leon	5.29		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	5.29		0.00	0.00		0.00	0.00
Commissioner Bill Proctor	Leon	5.29		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
Commissioner Jane Sauls	Leon	5.29		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
Commissioner Scott Maddox	Tallahassee	12.33	y	12.33	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
Commissioner Nancy Miller	Tallahassee	12.33	y	12.33	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
Commissioner Curtis Richardson	Tallahassee	12.33	y	12.33	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	12.33		0.00	0.00		0.00	0.00
TOTAL		100.00		72.57	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	17.62		0.00	0.00		0.00	0.00
			Q	100.00%	0.00%	No Q	#DIV/0!	#DIV/0!	No Q	#DIV/0!	#DIV/0!	No Q	#DIV/0!	#DIV/0!	No Q	0.00%	100.00%	No Q	#DIV/0!	#DIV/0!	No Q	#DIV/0!	#DIV/0!





## **CRTPA EXECUTIVE DIRECTOR SEARCH COMMITTEE**

MEETING OF FRIDAY, APRIL 29, 2016 AT 3 PM

CITY OF TALLAHASSEE COMMISSION CHAMBERS  
300 S. ADAMS STREET  
TALLAHASSEE, FL 32301

### **MEETING MINUTES**

#### **MEMBERS PRESENT**

COMMISSIONER KRISTIN DOZIER, LEON COUNTY, SEARCH COMMITTEE CHAIR  
COMMISSIONER BETSEY BARFIELD, JEFFERSON COUNTY, CRTPA CHAIR  
COMMISSIONER RANDY MERRITT, WAKULLA COUNTY  
COMMISSIONER ANTHONY VIEGBESIE, GADSDEN COUNTY  
COMMISSIONER NANCY MILLER, CITY OF TALLAHASSEE  
COMMISSIONER CURTIS RICHARDSON, CITY OF TALLAHASSEE

#### **1. INTERVIEW MR. GREG SLAY**

**COMMITTEE ACTION:** Commissioner Merritt made a motion to recommend for hire. Commissioner Viegbesie seconded the motion. The motion was unanimously passed and the CRTPA Chair would make contact with Mr. Slay regarding negotiations. The recommendation would be presented to the board at the May 16, 2016 Board Meeting.

Adjournment:

Meeting was adjourned at 2:55 PM.

Attested:

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Yulonda Mitchell, Recording Secretary

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Betsy Barfield, Chair



May 16, 2016

## AGENDA ITEM 2 B

### OCHLOCKONEE BAY TRAIL – SOPCHOPPY ALTERNATIVES STUDY CONTRACT EXTENSION

REQUESTED BY: CRTPA Staff

TYPE OF ITEM: Consent

#### STATEMENT OF ISSUE

The Ochlockonee Bay Trail – Sopchoppy Alternatives Study expired on April 30, 2016. CRTPA staff is requesting to extend the contract to June 30, 2016 to ensure that options discussed at the Sopchoppy City Council meeting can be pursued and completely vetted.

#### RECOMMENDED ACTION

Option 1: Adopt a resolution, **Attachment 2**, extending the completion date of the Ochlockonee Bay Trail – Sopchoppy Alternatives Study to June 30, 2016.

#### HISTORY AND ANALYSIS

CRTPA and KHA staff has been working with the Sopchoppy City Council to address the connection of the Ochlockonee Bay Trail on Surf Road to the City of Sopchoppy. Since January 1, 2016 data was collected and several options were developed and presented to the Sopchoppy Commissioners on April 21, 2016. There were additional options developed during the meeting that required additional research and discussion with the Florida Department of Transportation (FDOT). However, these options could not be discussed and developed prior to the project completion date of April 30, 2016.

In order to address questions, CRTPA staff, along with KHA (**Attachment 1**), is recommending that a zero-cost extension be provided to June 30, 2016.

#### OPTIONS

Option 1: Adopt a resolution, **Attachment 2**, extending the completion date of the Ochlockonee Bay Trail – Sopchoppy Alternatives Study to June 30, 2016.  
(RECCOMENDED)

Option 2: CRTPA Board Discretion.

**ATTACHMENTS**

- Attachment 1: Letter from Renaissance Planning Group requesting time extension for the Ochlockonee Bay Trail – Sopchoppy Alternatives Study.
- Attachment 2: Resolution for the Ochlockonee Bay Trail – Sopchoppy Alternatives Study project extension.



RENAISSANCE  
PLANNING

April 22, 2016  
Mr. Jack Kostrzewa  
Acting Executive Director  
CRTPA  
300 South Adams Street, Box A-19  
Tallahassee, Florida 32301

RE: ***RPG Work Order #8 – Capital City to Sea Trail Connection to Sopchoppy (NTP date 1/1/16)***

Dear Jack,

Due to the need for additional refinements to the project recommendations as a result of the workshop last night, we request a time extension for our contract. We anticipate this being able to complete the project within the next two months, so we are requesting an extension until June 30, 2016, without any additional fee, to allow for the successful completion of the project.

Please let me know if you have any questions.

Sincerely,

Frank Kalpakis, AICP | Principal

RENAISSANCE PLANNING

fkalpakis@ciesthatwork.com

813.468.7827





### Authorizing Resolution 2016-05-2B

A RESOLUTION of the Capital Region Transportation Planning Agency hereby referred to as the "CRTPA" authorizing the amending of a contract between the CRTPA and Renaissance Planning Group (RPG) for extension of the completion date of the Ochlockonee Bay Trail – Sopchoppy Alternatives Study.

WHEREAS, the CRTPA wishes to complete the Ochlockonee Bay Trail – Sopchoppy Alternatives Study; and

WHEREAS, the CRTPA has an existing contract with Renaissance Planning Group for the development of the Ochlockonee Bay Trail – Sopchoppy Alternatives Study; and

WHEREAS, the CRTPA has found that additional time at no additional cost is needed to complete the Ochlockonee Bay Trail – Sopchoppy Alternatives Study documentation and associated tasks.

NOW THEREFORE, BE IT RESOLVED BY THE CRTPA THAT:

1. The CRTPA has the authority to amend an existing contract for services;
2. The CRTPA has approved the hiring of RPG to complete the Ochlockonee Bay Trail – Sopchoppy Alternatives Study;
3. The CRTPA has allowed for the completion of the Ochlockonee Bay Trail – Sopchoppy Alternatives Study document and ancillary documents upon CRTPA approval;
4. The CRTPA approves the extension of the contract timetable to August 31, 2016 for completion of the said tasks with existing funds;
5. The CRTPA authorizes the Chair to execute and Executive Director to administer the contract extension with RPG for the Ochlockonee Bay Trail – Sopchoppy Alternatives Study.

DULY PASSED AND ADOPTED THIS 18th DAY OF MAY 2016.

Capital Region Transportation Planning Agency

By: \_\_\_\_\_  
Betsy Barfield, Chair

Attest: \_\_\_\_\_  
Jack Kostrzewa,  
CRTPA Interim Executive Director

May 16, 2016



## AGENDA ITEM 2 C

### **FINAL FISCAL YEARS 2017 AND 2018 UNIFIED PLANNING WORK PROGRAM (UPWP)**

REQUESTED BY: CRTPA Staff

TYPE OF ITEM: Consent

#### **STATEMENT OF ISSUE**

The Fiscal Years (FYs) 2017 and 2018 Unified Planning Work Program (UPWP) defines the tasks and anticipated funding requirements for the Capital Region Transportation Planning Agency (CRTPA) during the fiscal period beginning July 1, 2016 and ending June 30, 2018. Development of the UPWP is one of the requirements of the metropolitan transportation planning process for the CRTPA.

Consistent with state and federal regulations, the FINAL Fiscal Years 2017 and 2018 UPWP was developed (**Attachment 1**) for CRTPA transmittal to the Florida Department of Transportation (FDOT), Federal Highway Administration (FHWA) and Federal Transit Agency (FTA) for review and comment on March 22, 2016.

#### **CRTPA COMMITTEE ACTIONS**

The CRTPA's two (2) committees (Citizens Multimodal Advisory Committee and Technical Advisory Committee) were scheduled to meet on May 10, 2016. Due to the deadline associated with development and distribution of the CRTPA agenda, any committee recommendations for this and other agenda items will be provided either prior to or at the meeting.

#### **RECOMMENDED ACTION**

Option 1: Approve transmittal of the FINAL FYs 2017 and 2018 UPWP to the FDOT, FHWA and FTA.

#### **HISTORY AND ANALYSIS**

Pursuant to State and Federal requirements, the CRTPA must develop a Unified Planning Work Program (UPWP) for the upcoming two state fiscal years (July 1, 2016 to June 30, 2018).

The UPWP describes the transportation planning activities to be undertaken and serves as a work plan to coordinate state and federally funded transportation planning activities. Planning activities identified within the UPWP are largely developed with the use of federal funding, including the following:

- ❑ Federal Highway Administration (FHWA): Planning (PL)
- ❑ Federal Transit Administration (FTA): Section 5305D
- ❑ Florida Commission for the Transportation Disadvantaged
- ❑ Miscellaneous funding from other sources, such as SU and local funding sources

CRTPA transportation partners – the FDOT and FHWA reviewed the draft UPWP and returned comments. Comments were generally requesting additional information for specific tasks. Some of the requirements for the UPWP have changed since the last biennial cycle. This resulted in the following revisions:

- Identifying the “soft match” which exempts local governments from providing a 10% cash match for PL funding. The soft match is funded by toll credits.
- Also added by staff was information and funding for the Lake Bradford Road/Orange Avenue/Springhill Road Corridor Study.
- The identification of Indirect/Allocated costs is also a new addition to the UPWP. It discusses the methodology used for receiving services from the host government and how the cost is estimated.

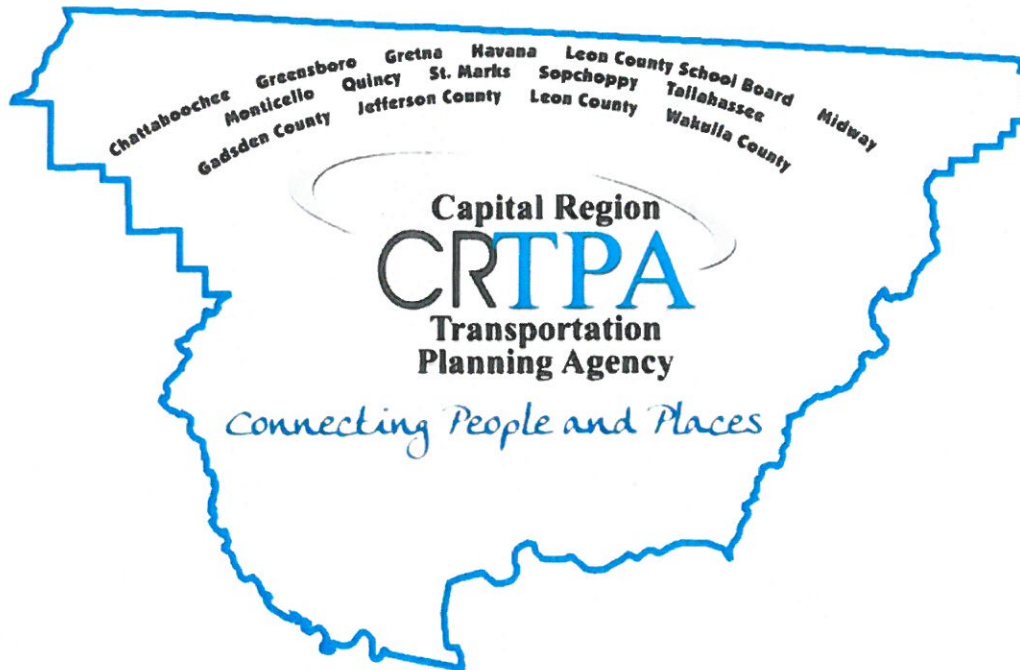
## **OPTIONS**

- Option 1: Approve transmittal of the FINAL FYs 2017 and 2018 UPWP to the FDOT, FHWA and FTA.  
(Recommended)
- Option 2: Provide other direction.

## **ATTACHMENTS**

Attachment 1: FINAL FYs 2017 and 2018 UPWP.





**FISCAL YEARS 2017 AND 2018  
UNIFIED PLANNING WORK PROGRAM**

FAP 0220 (054)  
FM 4279323-1-14-01

***FINAL May 16, 2016***

**Capital Region Transportation Planning Agency**  
Box A-19  
300 South Adams Street  
Tallahassee, Florida 32301  
850 891-8629  
[www.crtpa.org](http://www.crtpa.org)

The Capital Region Transportation Study Fiscal Years 2017 and 2018 Unified Planning Work Program was prepared and financed in part by the U.S. Department of Transportation, Federal Highway Administration, Federal Transit Administration, Florida Department of Transportation, Gadsden County, Jefferson County, Leon County, Leon County School Board, Wakulla County, and municipalities.

CAPITAL REGION TRANSPORTATION PLANNING AGENCY FISCAL YEARS  
2017 AND 2018

**UNIFIED PLANNING WORK PROGRAM**  
**FOR TRANSPORTATION PLANNING ACTIVITIES**

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ADOPTED BY THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY ON  
MAY 16, 2016  
BY RESOLUTION NO. 2016-5-2C

---

Betsy Barfield, CRTPA Chairperson

Prepared by the Capital Region Transportation Planning Agency

Preparation of this report has been financed in part through grants  
From the Florida Department of Transportation,  
Federal Highway Administration, (CFDA No. 20.205) and  
Federal Transit Administration, (CFDA No 20.505).

This document has been developed pursuant to the FDOT MPO Program Management Handbook  
FAIN 0220(54)  
FPN# 439323-1 (PL Funds) and 439323-2(SU Funds)



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**CRTPA Planning Area Boundary Map**



**Resolution 2016-5-2C**

A RESOLUTION ADOPTING THE FISCAL YEARS 2017 AND 2018 UNIFIED PLANNING WORK PROGRAM FOR THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA); AUTHORIZING THE CHAIR TO EXECUTE THE GRANT AND RELATED ASSURANCES; AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE ALL SUBSEQUENT INVOICES AND JOINT PARTICIPATION AGREEMENTS.

WHEREAS, the CRTPA is the designated and constituted body responsible for the urban transportation planning and programming process; and

WHEREAS, the CRTPA is the authorized recipient of the United States Department of Transportation's planning funds; and

WHEREAS, the CRTPA prepared and submitted a Fiscal Years 2016 and 2017 Unified Planning Work Program; and

WHEREAS, comments from reviewing agencies have been received and addressed; and

WHEREAS, minor adjustments were made along with textual clarifications requested by the reviewing agencies; and

WHEREAS, a final Unified Planning Work Program reflecting agency comments has been prepared.

NOW THEREFORE BE IT RESOLVED by the CRTPA that the CRTPA:

1. Adopts the Final Unified Planning Work Program for Fiscal Years 2017 and 2018, and
2. Authorizes the CRTPA chair to file and execute the Section 5305D Transit Planning Grant, and
3. Authorizes the CRTPA Executive Director to file and execute all related invoices and joint participation agreements to the Unified Planning Work Program and Section 5305D Transit Planning Grant.

DONE, ORDERED, AND ADOPTED THIS 16th DAY OF MAY, 2016

CAPITAL REGION TRANSPORTATION PLANNING AGENCY

---

Betsy Barfield, CHAIR

ATTEST: \_\_\_\_\_

**COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:**

I certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable, and necessary as required by Section 216.3475, F.S. Documentation is on file evidencing the methodology used and the conclusions reached.

\_\_\_\_\_ Grant Manager

\_\_\_\_\_ Signature \_\_\_\_\_ Date

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# I. INTRODUCTION

The Fiscal Years (FYs) 2017/2018 Unified Planning Work Program (UPWP) defines the tasks and anticipated funding requirements for the Capital Region Transportation Planning Agency (CRTPA) during the fiscal period beginning July 1, 2016 and ending June 30, 2018. This document serves to inform the public, as well as all public officials and departments who contribute resources and allocate funds to the transportation planning process, of the proposed work program for each participating agency. In addition, the UPWP provides the basis for federal funding of transportation planning activities.

Development of this UPWP officially began on January 11, 2016 when the "FYs 2017/2018 UPWP Kick Off Meeting" was held between CRTPA staff, the Florida Department of Transportation (the Federal Highway Administration had been invited but was unable to attend) to discuss the document's development. Consistent with previous years, the UPWP was developed through reviewing and updating tasks contained within the preceding document in coordination with CRTPA staff and outside agencies responsible for the tasks identified within the document. Development of the FYs 2017/2018 UPWP also included a review of the CRTPA's top critical priorities as identified at its past annual retreats and development of tasks to address these priorities. In addition, staff reviewed the requirements related to development of UPWPs as contained within Chapter 3 of the Metropolitan Planning Organization Program Management Handbook.

The draft UPWP was presented to the CRTPA and its subcommittees for comment (March, 2016) and finalized by the CRTPA at its May, 2016 meeting. In addition, the UPWP is posted on the CRTPA's web page ([www.crtpa.org](http://www.crtpa.org)). Throughout the year, copies of the document are provided upon request as well as available at public events attended by CRTPA staff.

Subsequent to adoption, the UPWP is reviewed throughout the year to ensure consistency between staff work efforts and tasks identified within the document as well as monitoring work progress and assess the need for possible amendment. The UPWP reflects compliance with the comprehensive Title VI Environmental Justice Procedures. Additionally, the FYs 2017/2018 UPWP was generated to address identified any annual and applicable state and federal Planning Emphasis Areas as detailed in Section II: Organization and Management. Although the CRTPA is in air quality attainment status, CRTPA staff in conjunction with the Florida Department of Transportation continues to monitor the CRTPA's air quality status as well air quality issues.

## **Brief History of the CRTPA**

The UPWP guides transportation planning activities using input from governmental officials, technical experts and citizens. The CRTPA has its origins in the Tallahassee Urban Area Transportation Study (TALUATS), organized in 1965 as a joint undertaking between the City of Tallahassee, Leon County, and the State of Florida. The Tallahassee Urban Area Study Policy Committee was reorganized into the Tallahassee-Leon County Metropolitan Planning Area in 1977 and was reconstituted in 1979 in conformance with Chapter 334.215, Florida Statutes.

In October 2003, the Tallahassee-Leon County Metropolitan Planning Organization (MPO) approved expansion of its Planning Area Boundary (PAB) to include portions of Gadsden and Wakulla counties. In May 2004, the Tallahassee-Leon County MPO approved an Apportionment

Plan reorganizing into the Capital Region Transportation Planning Agency (CRTPA). The Governor approved the Apportionment Plan in August 2004 with subsequent Interlocal Agreements approved during December 2004 and January 2005. CRTPA bylaws were adopted in May 2005. Amendments were made to the Bylaws in November 2006 to reflect the institution of a Management Oversight Committee to provide executive supervision to the CRTPA director and staff. The Bylaws continued to be reviewed annually by staff for necessary changes.

In 2007 the CRTPA directed staff to go forward with another expansion of the Planning Area Boundary. The proposed expansion includes the remainders of Wakulla and Gadsden Counties and all of Jefferson County. Interlocal agreements have been executed following approval of the Governor's Office.

### **STATUS OF COMPREHENSIVE TRANSPORTATION PLANNING ACTIVITIES**

The following provides an overview of the status of comprehensive transportation planning activities (includes both CRTPA and transportation partner plans):

- Year 2040 Regional Mobility Plan was adopted by the CRTPA in December 2015. This plan identifies roadway, transit, bicycle and pedestrian projects within the CRTPA planning area boundary. The Leon County section of bicycle and pedestrian projects contained within this plan were identified as part of development of the Tallahassee-Leon County Year 2040 Bicycle and Pedestrian Master Plan (discussed below). Other projects will be identified from other member jurisdictions. This plan is available for review on the CRTPA's website ([www.crtpa.org](http://www.crtpa.org)).
- Bicycle and Pedestrian Master Plan: The Tallahassee-Leon County Year 2025 Bicycle & Pedestrian Master Plan (BPMP) was adopted by the CRTPA on May 17, 2004. The BPMP includes nearly 70 miles of sidewalks, bike facilities and shared use paths for implementation. On September 27, 2005, the CRTPA adopted the Access to Schools to Priority List that provides a more detailed listing to assist within implementation of the BPMP. Initial development of the BPMP occurred prior to the CRTPA's expansion and, as a result, includes only projects within Tallahassee-Leon County. The next update of the BPMP was completed as part of the Regional Mobility Plan in December 2015.
- Transit Development Plan: The FY 2010-2020 Transit Development Plan (TDP) Major Update was approved by the City of Tallahassee in 2010. This document addresses major needs and suggests alternatives to meet the demand for transit services provided by the City of Tallahassee's StarMetro agency (formerly "Taltran"). Associated with development of the TDP was a broader effort by StarMetro entitled the "Tallahassee Transit Renaissance." The Tallahassee Transit Renaissance, provided a framework to meet community needs for a better transit system through focusing on the following six (6) areas: communications/image; technology; service; facilities/amenities; revenue opportunities and transit excellence. Section 7.2 (Transit Planning) provides detail regarding current and future planning efforts.



- Tallahassee International Airport Master Plan: The Tallahassee Regional Airport Master Plan was originally adopted in 1973 and has been updated several times. An Update to the Master Plan was developed and received by the Tallahassee City Commission in the summer of 2006. This update will cover a 20-year period. It was sent to FDOT and the Federal Aviation Administration for review. Final acceptance was in the third quarter of 2007. The Master Plan and Updates provide guidance for development of the Airport to meet the forecasted needs for facilities and infrastructure to provide commercial airline and general aviation services to the Tallahassee Region. In 2015 Tallahassee Regional Airport was designated Tallahassee International Airport.
- Leon County Transportation Disadvantaged Service Plan: This five-year plan includes a service analysis and implementation plan for transportation disadvantaged services within Leon County. The annual update to this plan was approved on April 11, 2011 and is available for review on the CRTPA's website ([www.crtpa.org](http://www.crtpa.org)). The Community Transportation Coordinator, StarMetro had its contract re-approved through 2017. As a result a new plan was completed in January 2013. The CRTPA is the official planning agency of the Leon County Transportation Disadvantaged Coordinating Board (TDCB), who oversees the provision of transportation-disadvantaged services within Leon County. As with all TDSPs it is reviewed annually and amended as needed.
- Gadsden County Transportation Disadvantaged Service Plan: Originally adopted on January 16, 2008, the plan's annual update was approved in June 2013. The Apalachee Regional Planning Agency (ARPC) was the official planning agency of the Gadsden County Transportation Disadvantaged Coordinating Board (TDCB). As of July 1, 2013, the CRTPA became the designated Official Planning Agency. The TDSP is updated annually. The next major plan will be developed in 2018.
- Jefferson County Transportation Disadvantaged Service Plan: Originally adopted on January 16, 2008, the plan's update was approved in June 2013. The Apalachee Regional Planning Agency (ARPC) was the official planning agency of the Jefferson County Transportation Disadvantaged Coordinating Board (TDCB). As of July 1, 2013 the CRTPA became the designated Official Planning Agency. The TDSP is updated annually and the next major update will be developed in 2018.
- Wakulla County Transportation Disadvantaged Service Plan: Originally adopted on January 16, 2007 the plan's initial adoption date was approved in June 2012. The Apalachee Regional Planning Agency (ARPC) was the official planning agency of the Wakulla County Transportation Disadvantaged Coordinating Board (TDCB). As of July 1, 2013 the CRTPA is the designated Official Planning Agency. During FY 16 the contract for the Community Transportation Coordinator (Wakulla Senior Services) with the Florida Commission for the Transportation Disadvantaged expired. Staff began and completed the recommendation process on April 8, 2016, which will result in the Florida Commission for TD issuing a contract for an additional five years to Wakulla Senior Services. A new service development

plan must be completed within 120 days of the new 5 year contract execution, which is July 1, 2016.

Local Government Comprehensive Plans: The following local government comprehensive plans are within the CRTPA's planning area boundary:

- Tallahassee-Leon County,
- Gadsden County,
- Jefferson County
- Wakulla County
- City of Chattahoochee
- Town of Havana
- City of Monticello
- City of Midway
- City of Gretna
- City of Greensboro
- City of Quincy
- City of Monticello
- City of Sopchoppy
- City of St. Marks
- City of Tallahassee

The transportation/traffic circulation elements of these local government comprehensive plans were updated as needed to reflect the CRTPA's recent adoption of the LRTP in December 2015.

#### **FYs 2015/2016 TRANSPORTATION PLANNING ACTIVITIES**

During FYs 2015/2016 transportation planning activities undertaken by the Capital Region Transportation Planning Agency (CRTPA) included continued implementation of the Year 2040 Long Range Transportation Plan and continued implementation of the adopted Bicycle and Pedestrian Master Plan through adoption of the Access to Schools Priority List. The following contains a summary of these and other transportation planning activities and accomplishments undertaken by the CRTPA:

- Development of findings, direction and priorities from CRTPA Retreat (October and April, when needed);
- FYs 2015 – FY 2020 Priority Project Lists adoption (September);
- FYs 2015 -FY 2020 Transportation Improvement Program adoption (June);
- Development and adoption of FYs 2013/2014 Unified Planning Work Program (November – May);
- Bicycle and Pedestrian Master Plans were adopted in:
  - Gadsden: August 21, 2012 by Gadsden County



- Wakulla: July 17, 2012 by Wakulla County
- Jefferson: January 17, 2013 by Jefferson County

Implementation and identification of projects continued through FY 16.

- Adoption of Safe Routes to Schools Priority List for Leon County (May, 2014) and with adoption of the Bicycle and Pedestrian Plans in Wakulla, Jefferson, and Gadsden Counties;
- Enhanced use of the CRTPA's webpage ([www.crtpa.org](http://www.crtpa.org)) as a tool for information placement and dispersal (including meeting agendas and agenda items; staff and member contacts);

## **PLANNING PRIORITIES**

Project priorities are consistent with the CRTPA Regional Mobility Plan (RMP) and FDOT's adopted Five Year Work Program in the following areas:

- Roadways Priority Project List (PPL)
- RMP PPL Bicycle and Pedestrian Projects
- Strategic Intermodal System (SIS)
- Transportation Systems Management

Other

- Transportation Alternative (through solicitation by CRTPA and ranked by a committee)
- Star Metro
- Tallahassee International Airport (Master Plan update to begin in 2017)

## **PLANNING TASKS**

In FYs 2017/2018, CRTPA staff will focus on a comprehensive range of planning activities to be performed with funds under Titles 23 United States Code and Title 49 United States Code. These planning activities reflect the CRTPA's priorities and include the following:

Multimodal Planning (Task 1.1: Transportation Planning Management; Task 4.1: TIP, Task 2.1: Data Collection and Distribution, Task 7.1: Bicycle and Pedestrian Planning, Task 7.2: Transit Planning, Task 8.1: CRTPA Coordination) Consistent with the CRTPA's planning priorities, planning activities will include a focus on multimodal planning efforts. Such tasks include addressing the linkage between adopted plans and funding; development of the Project Priority Lists in a manner ensuring all modes receive funding consideration through the ranking process; active coordination with transit providers including StarMetro; and the implementation of BPMP projects. Additionally, continued education efforts will be made regarding the importance of multimodalism.

Regional Mobility Plan/Long Range Transportation Plan (Task 3.1: UPWP, Task 5.1: LRTP, Task 8.1: CRTPA Coordination). The Year 2035 Long Range Transportation Plan (LRTP) was adopted in FY 2010. In FYs 2009/10, CRTPA staff coordinated with CRTPA local governments regarding provision of Year 2035 LRTP information for incorporation in local government comprehensive plans. Additionally, projects contained within the LRTP have been added to the CRTPA's project priority list for funding consideration. The current Regional Master Plan was adopted in 2015. As with past plans, all modes of transportation are considered for a longer-range period than the LRTP – 50 years or more.

Public Involvement (Task 6.1: Public Involvement): Activities related to informing the public about the metropolitan planning process as well as the programs and plans of the CRTPA will continue within the CRTPA planning area. Such activities include participation in regional events, development of CRTPA newsletters, placement of current information on the CRTPA's website ([www.crtpa.org](http://www.crtpa.org)), conducting public CRTPA meetings to receive input and the use of local media related to CRTPA meetings and programs. Public involvement will also include actively seeking input from the traditionally underserved from the region's population.

Efficient Transportation Decision Making (Task 2.1: Data Collection and Distribution; Task 6.1: CRTPA Coordination): Consistent with the adoption of the Year 2040 LRTP in FY 2015, ETDM eligible projects will continue to be entered into the ETDM Planning Screen. Additionally, CRTPA project already in the ETDM process will continue to be advanced consistent with programmed project activities. The collection of socioeconomic data will continue related to CRTPA ETDM projects.

Transportation Disadvantaged Planning (Task 7.1: Transportation Disadvantaged) Continuation of the CRTPA's role as the lead planning organization for transportation disadvantaged planning within Leon County will continue. In July of 2013 the CRTPA became the designated Official Planning Agency for all counties within the CRTPA boundary, in compliance with statutes.

Intelligent Transportation Systems (ITS)/Data Compilation (Task 2.1: Data Collection and Distribution and Task 6.1: CRTPA Coordination): ITS coordination will continue as needed and consistent with CRTPA adoption of a regional ITS Architecture including the sharing of information and projects contained within the adopted FDOT Work Program with local transportation agencies. Data compilation activities will continue related to transportation projects and potential impacts to man-made communities and the natural environment, including as related to the ETDM process.

#### **LEVEL OF PLANNING EFFORT**

The tasks contained within this UPWP reflect the transportation needs of the CRTPA as identified in the CRTPA's plans and programs, as well as priorities explicitly identified by the CRTPA. As identified within the adopted Year 2040 LRTP, the transportation needs of the CRTPA exceed available resources for all modes of travel. This UPWP addresses these limited resources by focusing the CRTPA's planning efforts on the provision of a continuing, cooperative and comprehensive process to ensure adequate public involvement and mobility choices within the CRTPA.



## II. ORGANIZATION AND MANAGEMENT

The Capital Region Transportation Planning Agency (CRTPA) is the region's Metropolitan Planning Organization (MPO) and consists of voting representatives from:

- Leon County
- The Leon County School Board
- Gadsden County
- Jefferson County (includes voting for Monticello)
- Wakulla County
- The City of Chattahoochee
- The City of Gretna
- The City of Midway
- Town of Havana
- The City of Tallahassee

The apportionment of the membership of the CRTPA is based on population distribution among the members and is weighted as follows:

<b>Governmental Entity</b>	<b>Voting/Non-Voting</b>	<b>Weighted Vote</b>	<b>Members</b>
Leon County	Voting	37	7*
City of Tallahassee	Voting	37	3**
Leon County School Board	Voting	1	1
Cities of Gadsden Co (Havana, Midway, Quincy)	Voting	5	1
Gadsden County	Voting	9	1
Wakulla County	Voting	7	1
Jefferson County	Voting	4	1

FL Dep't. of Transportation	Non-voting	0	1
Federal Highway Admin.	Non-voting	0	1

\* The Leon County Board of County Commissioners designates the number of members from Leon County.

\*\*The City of Tallahassee Commission designates the number of members from City of Tallahassee. In a memorandum to the CRTPA Chair dated November 29, 2005, the City of Tallahassee changed its membership on the CRTPA from five (5) members to three (3) members.

\*\*\*By virtue of an agreement between members, the City of Midway representative votes on behalf of the City of Midway, the City of Quincy, and the Town of Havana (5 votes).

The originally approved apportionment of the CRTPA is the result of actions initiated in October 13, 2003, when the Tallahassee-Leon County Metropolitan Planning Organization (MPO) approved a revised Planning Area Boundary to include portions of Wakulla and Gadsden Counties, the Cities of Midway and Quincy and the Town of Havana. Subsequently, on May 17, 2004, the MPO approved an Apportionment Plan in accordance with the revised Planning Area Boundary. On June 21, 2004, the MPO approved a resolution changing its name to the Capital Region Transportation Planning Agency (CRTPA). The Governor of Florida approved the apportionment plan on August 17, 2004. Subsequently the CRTPA moved to expand the planning area boundary to include all of Gadsden, Wakulla, and Jefferson counties. The Governor approved the new apportionment plan to include all four counties in March 2011. A map of the CRTPA's planning area boundary is located on the last page of this document.

Since the approval of the new apportionment plan, CRTPA completed the full execution of new interlocal agreements. A Staff Services Agreement between CRTPA and the City of Tallahassee was Agreement in April 2012.

Subsequent to the Governors approval of the Apportionment Plan, the CRTPA voted on November 15, 2004, to approve an updated Interlocal Agreement reflecting the new apportionment and structure of the MPO. This agreement was ultimately approved by all CRTPA member governments between December 4, 2004 and January 6, 2005. Bylaws governing the CRTPA were adopted on May 23, 2005. The following contains a listing of current CRTPA agreements:

- Interlocal Agreement: The original Interlocal Agreement establishing the Tallahassee-Leon County MPO (currently called "The Capital Region Transportation Planning Agency") was executed in 1975. The current interlocal agreement ("Interlocal Agreement For the Creation of the Capital Region Transportation Planning Agency") was established on November 15, 2004. The by-laws were amended in November of 2006 to create an Executive Director Management Oversight Committee. The latest update was adopted and executed on March 13, 2014
- Transportation Planning Funds Joint Participation Agreement: The "Transportation Planning Funds Joint Participation Agreement" between the CRTPA and the FDOT was approved by the CRTPA on July 1, 2010. This agreement relates to the preparation and adoption of the UPWP supported by PL funds.



- Intergovernmental Coordination and Review and Public Transportation Coordination Joint Project Agreement: This agreement between the FDOT, CRTPA, the Apalachee Regional Planning Council (ARPC), City of Tallahassee TalTran (now "StarMetro"), City of Tallahassee Regional Airport and the Quincy-Gadsden Airport Authority was approved by the CRTPA on September 27, 2005. The purpose of this agreement is to provide for coordination with public transit operators, as well as to provide a process through the ARPC for intergovernmental coordination and review and identification of inconsistencies between proposed CRTPA transportation plans and local government plans. This agreement also provides a process for conflict and dispute resolution through the ARPC.
- Public Transportation Joint Participation Agreement: This agreement between the CRTPA and the FDOT to fund the Section 5305D Grant was executed on February 7, 2005 and again in FY 11. The agreement's purpose is to fund the Section 5305D grant as identified in the CRTPA's UPWP.

The CRTPA has two (2) advisory committees: the Citizens Multimodal Advisory Committee (CMAC), and the Technical Advisory Committee (TAC). The focus of each CRTPA committee differs with the CMAC being comprised of individuals in the community and includes representatives of various agencies and transportation interests. The TAC provides the CRTPA technical advice as it consists of professionals involved in transportation issues. The advisory committees meet approximately two (2) weeks prior to regularly scheduled CRTPA meetings in order to ensure that their recommendations are incorporated in CRTPA agenda items and provided to CRTPA members in a timely manner. The bylaws for the two (2) advisory committees are available for review on the CRTPA website ([www.crtpa.org](http://www.crtpa.org)).

### **CRTPA PARTICIPANTS IN UPWP METROPOLITAN PLANNING PROCESS**

The following provides a discussion of CRTPA participants in the UPWP metropolitan area transportation planning process:

- CRTPA Member Governments and Agencies: Transit related tasks in the UPWP are closely coordinated with the City of Tallahassee's StarMetro agency (Task 7.2: Transit Planning), Airport related task are developed in coordination with the City of Tallahassee's International Airport (Task 7.3: Aviation Planning), data collection tasks related to signal timing, crash surveillance and ITS are closely coordinated with the City of Tallahassee Public Works Department and Leon County Public Works Department (Task 2.1: Data Collection and Distribution). Additionally, the CRTPA coordinates with member governments regarding other regional transportation issues as well as to receive adopted capital improvements program for inclusion within the CRTPA's TIP. CRTPA member government transportation related departments (such as public works, planning, public safety and growth management) also serve on the CRTPA's Technical Advisory Committee. As noted above, the following are the member governments and agencies of the CRTPA: Tallahassee-Leon County, Gadsden County, Wakulla County, Town of Havana, City of

Midway, City of Quincy, and Leon County School Board. The addition of Jefferson County and all of Wakulla County and their municipalities was approved with completion of the interlocal agreements and approval by the Governor's Office in 2011.

- Federal Highway Administration (FHWA): The CRTPA works closely with the FHWA on all issues of the metropolitan area planning process including program documents and funding issues. A representative from FHWA is invited to sit at the discussion table with the CRTPA in an advisory, ex-officio capacity.
- Florida Department of Transportation District 3 (FDOT D-3): The CRTPA works closely with FDOT D-3 on all issues of the metropolitan area planning process. They are an ex-officio member of the CRTPA Board.
- Florida Department of Transportation Central Office: The CRTPA receives guidance from the FDOT Central Office on issues largely related to policy, FDOT programs and the Efficient Transportation Decision Making process.
- Federal Transit Administration (FTA): The CRTPA coordinates with the FTA on issues related to transit including UPWP tasks as well as participation in the TMA certification process.
- Apalachee Regional Planning Council (ARPC): The ARPC serves on the CRTPA's Technical Advisory Committee. Until July 1, 2013 they were the designated Official Planning Agency for Jefferson, Wakulla, and Gadsden Counties.
- Commuter Services of North Florida (CSNF): CSNF has a staff member liaison on the CRTPA's Technical Advisory Committee. The CRTPA is an ex-officio member of the CSNF Board of Directors and coordinates with the CSNF on issues related to providing mobility options within the CRTPA region including the annual Commuter Choices Week event.
- Blueprint 2000 (BP 2000): BP 2000 has a liaison on the CRTPA's Technical Advisory Committee. The CRTPA coordinates with BP 2000 on regional transportation issues and projects being implemented by BP 2000. In addition, the CRTPA has staff representation on the BP 2000 Technical Advisory Committee.



## **CRTPA CERTIFICATION STATUS (FEDERAL AND STATE)**

As a Transportation Management Area (TMA), the CRTPA is federally certified every four (4) years by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). This four-year cycle is based on the adoption of the Federal transportation bill (MAP-21). A TMA is an urbanized area, as defined by the U.S. Census, with a population of over 200,000. In general, the review consists of three (3) primary activities: a site visit, review of planning documents (in advance of and during the site visit), and preparation of a report summarizing the review and offering findings. The review focuses on compliance with federal regulations and the challenges, successes, and experiences of the cooperative relationship between the MPO, FDOT and transit operator (StarMetro) in the conduct of the metropolitan planning process. The CRTPA is presently certified through 2017.

In addition to TMA certification, the CRTPA is certified annually by the FDOT. The Annual State Certification of the CRTPA occurred in February with the results presented to the CRTPA. Findings of the Joint Certifications are located on the documents page of the CRTPA's website ([www.crtpa.org](http://www.crtpa.org))

## **CRTPA OPERATING PROCEDURES AND BYLAWS**

CRTPA funds are administered through the City of Tallahassee's Accounting Services Division. Associated with the administration of these funds is the development of the Comprehensive Annual Financial Report (CAFR) of the City of Tallahassee. Included within the CAFR is the Single Audit Element developed by an independent auditor. Within this element is the listing of Federal Awards including funds from FTA and FDOT developed in accordance with OMB Circular A-133, as required by Section 3.8.6 (1) of the MPO Program Management Handbook. Associated with the administration of these funds is the development of an indirect cost rate that is applied to CRTPA program budgets. Local government matching funds required for Section 5305D funds received by the CRTPA are split among member governments of the CRTPA consistent with the CRTPA Interlocal agreement.

The CRTPA's adopted bylaws contain information related to the funding of the CRTPA. This information includes a discussion of member governments paying a proportional share of the operating costs of the CRTPA over and above the amount provided by state and federal sources. The bylaws provide that CRTPA staff will only perform those services required by applicable federal code and state statute. Additionally, the bylaws identify the UPWP as the "de facto" budget of the CRTPA.

A "Staff Services and Fiscal Memorandum of Agreement" between the "Tallahassee-Leon County Metropolitan Planning Organization", City of Tallahassee, and Leon County was originally executed in 1978 and updated as needed. The last update was executed in 2012. This agreement addresses staffing and fiscal administration issues.

The CRTPA does not currently lease any equipment.

## **MOVING AHEAD FOR PROGRESS IN THE 21ST CENTURY ACT (MAP-21)**

The MAP-21 program requires an MPO to consider the following planning factors as transportation plans are developed:

1. Advancing Multi-Modal Transportation Planning – Freight Planning
2. Advancing Multi-Modal Transportation Planning – Transit Planning
3. Advancing Multi-Modal Transportation - Complete Streets
4. Advancing Multi-Modal Transportation – Bicycle/Pedestrian Planning

#### **Federal Planning Emphasis Areas**

5. FAST Implementation – Regional Models of Cooperation – ensure a regional approach to transportation planning by CRTPA working with its transportation partners, thinking beyond the traditional boundaries of counties and states.
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. FAST Implementation: Transition to Performance Based Planning and Programming .
8. Emphasize preservation of the existing transportation system.
9. Ladders of Opportunity - Access to essential services – as part of the transportation planning process, identify transportation connectivity gaps in access to essential services.

<b>UNIFIED PLANNING WORK PROGRAM TASKS</b>	<b>FAST IMPLEMENTATION</b>								
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>1.1 Transportation Planning Administration</b>	X	X	X	X	X	X	X	X	X
<b>1.2 CRTPA Certification</b>	X	X	X	X	X	X	X	X	X
<b>1.3 Capital Outlay</b>	X	X	X	X	X	X	X	X	X
<b>1.4 Funding Administration</b>	X	X	X	X	X	X	X	X	X
<b>1.5 FDOT Assistance for PL Funds</b>	X	X	X	X	X	X	X	X	X
<b>1.6 FDOT Match for 5305D Funds</b>	X	X	X	X	X	X	X	X	X
<b>2.1 Data Collection and Distribution</b>		X	X	X	X	X	X		
<b>3.1 Unified Planning Work Program</b>	X	X	X	X	X	X	X	X	X
<b>4.1 Trans. Improvement Program</b>	X	X	X	X	X	X	X	X	X
<b>5.1 Year 2035 LRTP</b>	X	X	X	X	X	X	X	X	X
<b>6.1 Public Involvement</b>		X	X	X	X	X	X	X	X
<b>7.1 Bicycle &amp; Pedestrian Planning</b>		X	X	X	X	X	X		X
<b>7.2 Transit</b>		X	X	X	X	X	X	X	X
<b>7.3 Airport</b>	X			X	X	X	X	X	
<b>7.4 Transportation Disadvantaged</b>		X	X	X	X	X	X	X	X
<b>7.5 Mobility Management</b>		X	X	X	X	X	X	X	X



<b>8.1 CRTPA Coordination</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>9.1 Corridor Analysis</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>9.2 Special Trans. Planning Projects</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>

### **FDOT DISTRICT 3 PLANNING ACTIVITIES**

The FHWA Division Office has requested a task or section be included in each MPOs UPWP that identify the District Planning activities to be performed (with Federal or State funds) that will benefit the MPO. FDOT District 3 has listed the following information for incorporation in the UPWP:

- Planning and Corridor Studies
- System Planning and Reviews
- ETDM/Community Impact
- Analysis of Statistics
- Federal Function Classification
- Traffic Counts Program
- Modal Development Technical Assistance
- Safety Assessments and Audits.
- Review proposed local government comprehensive plan amendments, and the Evaluation and Appraisal Reports.
- Coordinate the review of Economic Development Transportation Fund applications for transportation related issues.
- Identify opportunities to add bicycle and sidewalk accommodations to resurfacing and capacity projects. Identify pedestrian needs at intersections and provide improvements as funding allows.
- Provide technical assistance to the Capital Region Transportation Planning Agency in support of the tasks associated with the FHWA PL funds.
- Florida Department of Transportation Secretary Jim Boxold has committed to reducing the number of pedestrian and bicycle crashes occurring annually within Florida. The FDOT has initiated a safety campaign focused in this area and has adopted specific

- Florida Department of Transportation Secretary Jim Boxold has committed to reducing the number of pedestrian and bicycle crashes occurring annually within Florida. The FDOT has initiated a safety campaign focused in this area and has adopted specific policies and strategies to address this issue within the Florida Strategic Highway Safety Plan and the Florida Pedestrian and Bicycle Strategic Safety Plan. Reducing pedestrian and bicycle crashes are a state wide issue requiring commitment, cooperation and coordination with multiple partners. The planning emphasis area this year is intended to focus and strengthen the planning process between the partners regarding the safety of pedestrian and bicyclist using our state wide transportation system. The CRTPA will to the maximum extent possible integrate this emphasis area into its relevant plans.

## **Matching Funds/Soft Match**

### **PL and SU Funding**

Currently, the state provides 100 percent of the required match to secure FHWA funds, including PL and SU funds, with Toll Credits in place of local funds. For FY 2017 the soft match is estimated to be \$52,148 for PL funds and \$20,000 for SU funds. FY 2018 the soft match is estimated to be \$51,703 for PL and \$10,000 for SU, depending on the progress of projects that are being funded by SU dollars.

### **Federal Transit Administration**

A ten percent local match is required for funding provided by the Federal Transit Administration (FTA) under the 5305D Program. The state contributes ten percent of the required match. FTA provides 80%.

### **Transportation Disadvantaged Program**

The State of Florida Commission for the Transportation Disadvantaged provides funding for required planning support provided by the CRTPA. No match is required. The grant is "lump sum" and payment is based upon deliverables.

# III. WORK ELEMENTS SECTION

## UPWP WORK ELEMENTS DESCRIPTION

Tasks within the FYs 2017/2018 UPWP are organized into the following sections:

**Section 1: Program Administration (Tasks 1.1, 1.2, 1.3 1.4, 1.5, 1.6, 1.7)** - Includes those functions necessary for proper management of the transportation planning process on a continuing basis, including agenda development, travel, training, CRTPA certification, capital outlay and funding administration.

**Section 2: Data Collection and Distribution (Task 2.1)** - Includes the collection and analysis of socioeconomic, land use, and transportation related data on a continuing basis in order to provide an adequate reflection of growth of the transportation study area, and for use in efforts related to the LRTP, ETDM and the dissemination of information to transportation partners and the public.

**Section 3: Unified Planning Work Program (Task 3.1)** - Contains tasks associated with annual development of the UPWP.

**Section 4: Transportation Improvement Program (Task 4.1)** - Addresses tasks associated with annual development of the TIP including TIP amendments.

**Section 5: Long Range Transportation Plan (Task 5.1)** - Contains tasks associated with development of the LRTP.

**Section 6: Community Involvement (Task 6.1)** - Contains tasks related to the provision of public information about the CRTPA's plans and programs.

**Section 7: Systems Planning (Tasks 7.1, 7.2, 7.3, 7.4 and 7.5)** - Contains recurring planning studies/projects related to bicycle and pedestrian, transit, airport, transportation disadvantaged and mobility management issues.

**Section 8: CRTPA Coordination (Task 8.1)** - Addresses tasks related to coordination between the CRTPA and its transportation partners.

**Section 9: Other Planning Projects (Tasks 9.1 and 9.2)** - Contains tasks associated special CRTPA projects as well as specific corridor studies.



# **SECTION 1**

# **ADMINISTRATION**



### Task 1.1 PROGRAM ADMINISTRATION

#### Purpose:

Ensure the administrative tasks of the Capital Region Transportation Study are performed in a continuing, cooperative and comprehensive manner. Included within this task are activities associated with conducting the CRTPA planning process, identification of CRTPA priorities, and activities related to CRTPA staff professional development through participation in workshops, training seminars, and conferences.

#### Previous Work Completed

Administrative support for meeting logistics, processing of travel requests, purchasing, payroll processing and associated operating costs. Posting of CRTPA agendas on the CRTPA website.

#### Required Activities

FY2017	FY2018
<ul style="list-style-type: none"> <li>• CRTPA meeting logistics and distribution of agendas for meetings and retreats, including subcommittees</li> <li>• Administrative Support for travel, purchasing and professional development.</li> <li>• Administrative support for two payroll systems, including electronic timecard data entry</li> <li>• Agreement maintenance and updating as needed.</li> <li>• Posting CRTPA agendas and minutes may on the CRTPA's website (<a href="http://www.crtpa.org">www.crtpa.org</a>).</li> </ul>	<ul style="list-style-type: none"> <li>• CRTPA meeting logistics and distribution of agendas for meetings and retreats, including subcommittees</li> <li>• Administrative Support for travel, purchasing and professional development.</li> <li>• Administrative support for two payroll systems, including electronic timecard data entry</li> <li>• Agreement maintenance and updating as needed</li> <li>• Posting CRTPA agendas and minutes on the CRTPA website (<a href="http://www.crtpa.org">www.crtpa.org</a>).</li> </ul>

End Product	Completion Date	Responsible Agency
CRTPA and Advisory Committee Agendas. Retreats/Special topic meetings if needed in April and October	2017 and 2018 Jan, Mar, April May, Jun, Sep Oct Nov).	CRTPA
Processing travel, payroll, purchasing	Monthly	CRTPA
Professional Development	ongoing	CRTPA

Estimated Budget Detail for FY 17								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
<b>Personnel Services</b>								
	Staff Salaries	\$27,473	-	\$16,484				
	Indirect Costs	5,577	-	3,346	\$3,750	\$3,750	-	-
	Fringe Costs	16,950		10,170-				
	<b>Subtotal:</b>	<b>\$50,000</b>	<b>-</b>	<b>\$30,000</b>	<b>\$3,750</b>	<b>\$3,750</b>	<b>-</b>	<b>\$87,500</b>
<b>Consultant Services</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Travel</b>								
		\$9,000	-	-	-	-	-	\$9,000
	<b>Subtotal:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Direct Expenses</b>								
	Detail attached	\$53,525	-	-	-	-	-	\$53,525
	<b>Subtotal:</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
	<b>Total:</b>	<b>\$112,525</b>		<b>\$30,000</b>	<b>\$3,750</b>	<b>\$3,750</b>		<b>\$150,025</b>



Task 1.1 Estimated Budget Detail for FY 18								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
<b>Personnel Services</b>								
	Staff Salaries	\$27,473		\$16,484				
	Indirect Costs	5,577	-	3,346	\$3,750	\$3,750	-	-
	Fringe Costs	16,950		10,170-				
	<b>Subtotal:</b>	<b>\$50,000</b>	<b>-</b>	<b>\$30,000</b>	<b>\$3,750</b>	<b>\$3,750</b>	<b>-</b>	<b>\$87,500</b>
<b>Consultant Services</b>								
	Click here to enter text.	-	-	-	-	-	-	-
	<b>Subtotal:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Travel</b>								
		\$9,000	-	-	-	-	-	\$9,000
	<b>Subtotal:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Direct Expenses</b>								
		\$53,525	-	-	-	-	-	\$53,525
	<b>Subtotal:</b>		-	-	-	-	-	
	<b>Total:</b>	<b>\$112,525</b>		<b>\$30,000</b>	<b>\$3,750</b>	<b>\$3,750</b>		<b>\$150,025</b>

**FHWA PL FUNDED UPWP TASK NO 1.1**  
**PROPOSED DIRECT ORGANIZATIONAL REPORT BUDGET**  
**FISCAL**  
**YEAR**  
**2017**

(1)

Advertising	\$ 4,500
Reproduction	\$ 8,000
Equipment Repairs	\$ 225
Computer Software	\$ 10,000
Telephone	\$ 1,000
Postage	\$ 500
Office Supplies	\$ 4,000
(1)Unclassified Supplies	\$ 2,000
Travel & Training	\$ 9,000
Journals & Books	\$ 300
Rent Expense Bldg/Offc	\$ 14,000
<b>TOTAL</b>	<b>\$ 53,525</b>

Unclassified supplies covers those purchases that are not traditional office supplies (pens, copy paper, etc). May cover the following (but not limited to):

- Display goods for public meetings,
- easels,
- promotional goods, etc.

(note) Consistent with City of Tallahassee budget line item procedures.



**FHWA PL FUNDED UPWP TASK NO 1.1  
PROPOSED DIRECT ORGANIZATIONAL REPORT BUDGET  
FISCAL  
YEAR  
2018**

Advertising	\$ 4,500
Reproduction	\$ 8,000
Equipment Repairs	\$ 225
Computer Software	\$ 10,000
Telephone	\$ 1,000
Postage	\$ 500
Office Supplies	\$ 4,000
(1)Unclassified Supplies	\$ 2,000
Travel & Training	\$ 9,000
Journals & Books	\$ 300
Rent Expense Bldg/Offc	\$ 14,000
<b>TOTAL</b>	<b>\$ 53,525</b>

(1) Unclassified supplies covers those purchases that are not traditional office supplies (pens, copy paper, etc) May cover the following (but not limited to):

- Display goods for public meetings,
- easels,
- promotional goods, etc.
- (note) Consistent with City of Tallahassee budget line item procedures.

## Allocated/Indirect Costs

The CRTPA, as part of their Staff Services Agreement with its host government – the City of Tallahassee provides allocated cost funding for the following support items:

- Accounting and Budgeting Services, which includes accounts receivable, accounts payable, accounting support, and technical expertise in the area of financial operations. It also includes a true-up process with Leon County Board of County Commissioners
- Procurement and Purchasing
- Human Resources
- Property Management

At the time the UPWP was drafted the allocated cost was 20.32 percent. Historically, while it may vary from year to year its variance has not been more than 1-4%.

The approved City of Tallahassee Cost Allocation Plan has been submitted to the Florida Department of Transportation as a separate deliverable, due to its size. It is evaluated as part of the single audit – also known as the Comprehensive Annual Financial Report (CAFR).

Task 1.2 CERTIFICATION REVIEW	
<b>Purpose:</b> Ensure Capital Region Transportation Planning Area (CRTPA) compliance with state and federal MPO certification requirements. As a Transportation Management Area (TMA), the CRTPA is federally certified every three (3) years by the FHWA and FTA. In addition to TMA certification, the CRTPA is certified annually by the FDOT.	
<b>Previous Work Completed</b> TMA Certification, State Certification	
Required Activities	
FY2017 <ul style="list-style-type: none"> <li>• <u>TMA Certification</u>: Begin and complete the TMA Certification process, including responses to findings.</li> <li>• <u>State Certification</u>: Prepare for FDOT annual Certification; develop responses to FDOT certification questions; participate in FDOT Annual Certification; address any identified "Corrective Actions" associated with State Certification. Meet with FDOT and FHWA to discuss issues related to certification review.).</li> </ul>	FY2018 <ul style="list-style-type: none"> <li>• <u>TMA Certification</u>: Begin and complete the TMA Certification process, including responses to findings.</li> <li>• <u>State Certification</u>: Prepare for FDOT annual Certification; develop responses to FDOT certification questions; participate in FDOT Annual Certification; address any identified "Corrective Actions" associated with State Certification. Meet with FDOT and FHWA to discuss issues related to certification review.</li> </ul>

End Product	Completion Date	Responsible Agency
Federal Certification	2017	CRTPA
State Certification	Annually	CRTPA

Task 1.2 Estimated Budget Detail for FY 17								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	Local Funds	Trans . Disad .	Total
<b>Personnel Services</b>								
	Salaries	\$2,748						\$2,748
	Indirect	557	-	-	-		-	557
	Fringe	1,695						1,695
	Subtotal:	-	-	-	-		-	-
<b>Consultant Services</b>								
	Click here to enter text.	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
<b>Travel</b>								
	Click here to enter text.	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
<b>Other Direct Expenses</b>								
	Click here to enter text.	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
	Total:	\$5,000	-	-	-	-	-	\$5,000



Task 1.2 Estimated Budget Detail for FY 18								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	Local Funds	Trans Disad	Total
Personnel Services								
	Salaries	\$2,748						-\$2,748
	Indirect	557	-	-	-		-	557
	Fringe	1,695						1,695-
	Subtotal:	-	-	-	-	\$530,000	-	-
Consultant Services								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
Travel								
	Click here to enter text.	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
Other Direct Expenses								
	Click here to enter text.	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
	Total:	\$5,000	-	-	-	-	-	\$5,000

Task 1.3 CAPITAL OUTLAY	
<b>Purpose:</b> Ensure the adequate provision of capital resources to conduct the Capital Region Transportation Study in a continuing, cooperative and comprehensive manner.	
<b>Previous Work Completed</b>	
Required Activities	
FY2017 <ul style="list-style-type: none"> <li>Capital purchases if needed as a result of CRTPA office to City Hall and within City Hall scheduled for Fall, 2017.</li> <li>One time purchase of equipment not considered office supplies, with approval from FDOT/FHWA for items over \$5000</li> </ul>	FY2018 <ul style="list-style-type: none"> <li>One time purchase of equipment not considered office supplies, with approval from FDOT/FHWA for items over \$5000</li> </ul>

End Product	Completion Date	Responsible Agency
Expenses related to move within City Hall	December 31, 2016	CRTPA
Other single purchases not related to office supplies with prior approval for large (>\$5000) items	ongoing	CRTPA

Task 1.3 Estimated Budget Detail for FY 17								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
<b>Personnel Services</b>								
		-	-	-	-		-	-
	<b>Subtotal:</b>	-	-	-	-		-	-
<b>Consultant Services</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	-	-	-	-	-	-	-
<b>Travel</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	-	-	-	-	-	-	-
<b>Other Direct Expenses</b>								
	Capital Purchases	\$10,000	-	-	-	-	-	-
	<b>Subtotal:</b>	-	-	-	-	-	-	-
	<b>Total:</b>	\$10,000	-	-	-	-	-	-

Task 1.3 Estimated Budget Detail for FY 18								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
<b>Personnel Services</b>								
		-	-	-	-		-	-
	<b>Subtotal:</b>	-	-	-	-		-	-
<b>Consultant Services</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	-	-	-	-	-	-	-
<b>Travel</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	-	-	-	-	-	-	-
<b>Other Direct Expenses</b>								
	Capital Purchases	\$10,000	-	-	-	-	-	-
	<b>Subtotal:</b>		-	-	-	-	-	-
	<b>Total:</b>	\$10,000	-	-	-	-	-	-



Task 1.4 FUNDING ADMINISTRATION	
<b>Purpose:</b> Ensure the adequate management of CRTPA grants, funds and contracts through maintaining the CRTPA's grants and contracts as well as coordinating with federal, state and local transportation partners.	
<b>Previous Work Completed</b> Invoices, billings, assistance during Comprehensive Annual Financial Report (CAFR). Administer the Leon County TD Grant to Star Metro.	
Required Activities	
FY2017 <ul style="list-style-type: none"> <li>• grant administration</li> <li>• completion of invoices,</li> <li>• compliance with Federal and State laws and regulations involving funding,</li> <li>• annual operating budget development and support.</li> <li>• Assist in annual CAFR</li> <li>• Provide administrative assistance to Leon County Board of County Commissioners grant to Star Metro for the purchase of services for the Transportation Disadvantaged Program</li> </ul>	FY2018 <ul style="list-style-type: none"> <li>• grant administration</li> <li>• completion of invoices,</li> <li>• compliance with Federal and State laws and regulations involving funding,</li> <li>• annual operating budget development and support.</li> <li>• Assist in annual CAFR</li> <li>• Provide administrative assistance to Leon County Board of County Commissioners grant to Star Metro for the purchase of services for the Transportation Disadvantaged Program</li> </ul>

End Product	Completion Date	Responsible Agency
Invoices, budgets, grants, audit support.	continuing	CRTPA
Assist outside auditor with CAFR	February through May, 2017 and 2018	CRTPA
Administration of Leon County TD Grant to Star Metro	Monthly	CRTPA

Task 1.4 Estimated Budget Detail for FY 17								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
<b>Personnel Services</b>								
	Salaries	\$10,990						\$10,990
	Indirect	2,230	-	-	-		-	2,230
	Fringe.	6,780						6,780-
	<b>Subtotal:</b>	<b>\$20,000</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>\$20,000</b>
<b>Consultant Services</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Travel</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Direct Expenses</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	<b>,</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
	<b>Total:</b>	<b>\$20,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$20,000</b>

Task 1.4 Estimated Budget Detail for FY 18								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
<b>Personnel Services</b>								
	Salaries	\$10,990						\$10,990
	Indirect	2,230	-	-	-		-	2,230
	Fringe	6,780						6,780
	<b>Subtotal:</b>	<b>\$20,000</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>\$20,000</b>
<b>Consultant Services</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Travel</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Direct Expenses</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>							
	<b>Total:</b>	<b>\$20,000-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$20,000</b>



Task 1.5 FDOT ASSISTANCE FOR FHWA FUNDS	
<b>Purpose:</b> This task addresses the provision of Florida Department of Transportation (FDOT) technical assistance to the Capital Region Transportation Planning Agency (CRTPA) in support of the tasks associated with the Federal Highway Administration (FHWA) Planning (PL) funds.	
<b>Previous Work Completed</b> The FDOT provided services including policy direction, technical assistance and administrative support to the CRTPA and its Advisory Committees. This assistance included support in conducting effective, on-going transportation planning programs and processes to develop, implement and maintain plans and programs that were consistent and meet the state and federal requirements.	
Required Activities	
FY2017 <ul style="list-style-type: none"> <li>• Technical assistance</li> <li>• Policy Direction</li> <li>• Administrative Support</li> </ul>	FY2018 <ul style="list-style-type: none"> <li>• Technical assistance</li> <li>• Policy Direction</li> <li>• Administrative Support</li> </ul>

End Product	Completion Date	Responsible Agency
Ongoing support	continuing	FDOT

Task 1.5 Estimated Budget Detail for FY 17								
Budget Category	Budget Category Description	FDOT	FHWA (SU)	FTA 5303	FTA State Match	Local Funds	Trans Disa d.	Total
<b>Personnel Services</b>								
		-	-	-	-		-	-
	<b>Subtotal:</b>	-	-	-	-		-	-
<b>Consultant Services</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	-	-	-	-	-	-	-
<b>Travel</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	-	-	-	-	-	-	-
<b>Other Direct Expenses</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	-	-	-	-	-	-	-
	<b>Total:</b>	\$145,719			-	-	-	\$145,719

Task 1.5 Estimated Budget Detail for FY 18								
Budget Category	Budget Category Description	FDOT	FHWA (SU)	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
<b>Personnel Services</b>								
		-	-	-	-		-	-
	<b>Subtotal:</b>	-	-	-	-		-	-
<b>Consultant Services</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	-	-	-	-	-	-	-
<b>Travel</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	-	-	-	-	-	-	-
<b>Other Direct Expenses</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	-	-	-	-	-	-	-
	<b>Total:</b>	\$145,719	-	-		-	-	\$145,719



Task 1.6 FDOT Match for FTA FUNDS	
<b>Purpose:</b> This task addresses the provision of Florida Department of Transportation's (FDOT) matching share of Federal Transit Administration (FTA) Section 5305D funds.	
<b>Previous Work Completed</b> Matching share for Sections 5303 (now 5305D) funds in previous Unified Planning Work Programs.	
Required Activities	
FY2017 <ul style="list-style-type: none"> <li>• Provide grant match</li> <li>• Note: represented within individual tasks</li> </ul>	FY2018 <ul style="list-style-type: none"> <li>• Provide grant match</li> <li>• Note: represented in individual tasks</li> </ul>

End Product	Completion Date	Responsible Agency
Funding	continuing	FDOT

Task 1.6 Estimated Budget Detail for FY 17								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
<b>Personnel Services</b>								
		-	-	\$16,113	-		-	\$16,113
	<b>Subtotal:</b>	-	-	-	-		-	-
<b>Consultant Services</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	-	-	-	-	-	-	-
<b>Travel</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	-	-	-	-	-	-	-
<b>Other Direct Expenses</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	-	-	-	-	-	-	-
	<b>Total:</b>	-	-	\$16,113	-	-	-	\$16,113

Note: represented in individual tasks

Task 1.6 Estimated Budget Detail for FY 18								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
<b>Personnel Services</b>								
		-	-	\$16,113	-		-	\$16,113
	Subtotal:	-	-	-	-		-	-
<b>Consultant Services</b>								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
<b>Travel</b>								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
<b>Other Direct Expenses</b>								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
	Total:	-	-	\$16,113	-	-	-	\$16,113

Task 1.7 PROFESSIONAL SERVICES	
<b>Purpose:</b> This task addresses the contracted use of legal, auditing, and facilitation services	
<b>Previous Work Completed</b> Legal and auditing services	
Required Activities	
FY2017 <ul style="list-style-type: none"> <li>• Attorney <ul style="list-style-type: none"> <li>▪ Meeting attendance</li> <li>▪ Review of contracts and other legal opinions</li> </ul> </li> <li>• Audit Firm <ul style="list-style-type: none"> <li>▪ Working in conjunction with Accounting Services to develop and publish the Comprehensive Annual Financial Report (CAFR)</li> </ul> </li> </ul>	FY2018 <ul style="list-style-type: none"> <li>• Attorney <ul style="list-style-type: none"> <li>▪ Meeting attendance</li> <li>▪ Review of contract and other legal opinions</li> </ul> </li> <li>• Audit Firm <ul style="list-style-type: none"> <li>▪ Working in conjunction with Accounting Services to develop and publish the Comprehensive Annual Financial Report (CAFR)</li> </ul> </li> </ul>

End Product	Completion Date	Responsible Agency
Professional Support - legal	continuing	Consultant/CRTPA
Comprehensive Annual Financial Report (single audit)	May	Audit firm/CRTPA



Task 1.7 Estimated Budget Detail for FY 17								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
<b>Personnel Services</b>								
		-	-	-	-		-	-
	<b>Subtotal:</b>	-	-	-	-		-	-
<b>Consultant Services</b>								
	Lawyer	\$72,000	-	-	-	-	-	\$72,000
	Auditor							
	<b>Subtotal:</b>	-	-	-	-	-	-	-
<b>Travel</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	-	-	-	-	-	-	-
<b>Other Direct Expenses</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>		-	-	-	-	-	
	<b>Total:</b>	\$72,000	-	-	-	-	-	\$72,000

Task 1.7 Estimated Budget Detail for FY 18								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
<b>Personnel Services</b>								
		-	-	-	-		-	-
	<b>Subtotal:</b>	-	-	-	-		-	-
<b>Consultant Services</b>								
	Lawyer Auditor	\$72,000	-	-	-	-	-	\$72,000
	<b>Subtotal:</b>		-	-	-	-	-	-
<b>Travel</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	-	-	-	-	-	-	-
<b>Other Direct Expenses</b>								
	Capital Purchases	-	-	-	-	-	-	-
	<b>Subtotal:</b>	-	-	-	-	-	-	-
	<b>Total:</b>	<b>\$72,000</b>	-	-	-	-	-	<b>\$72,000</b>

# **SECTION 2**

# **DATA COLLECTION**

Task 2.1 DATA COLLECTION	
<b>Purpose:</b> Monitor the area's transportation characteristics and factors affecting travel including socioeconomic data, community and land use data, transportation system data, and data related to natural, physical and human environmental concern and issues.	
<b>Previous Work Completed:</b> Coordination with the City of Tallahassee, FDOT District 3 Traffic Operations (for Gadsden, Wakulla and Jefferson Counties) relative to Intelligent Transportation Systems (ITS), gathering of socio-economic data for 2040 Long Range Plan, ETDM Projects, maps, bicycle and pedestrian, and non-motorized transportation crashes	
Required Activities	
FY2017 <ul style="list-style-type: none"> <li>• Data Coordination/ Gathering/Exchanging <ul style="list-style-type: none"> <li>○ Gather socio-economic data</li> <li>○ ETDM Project Data</li> <li>○ Coordination</li> <li>○ Bicycle and Pedestrian crash data</li> <li>○ Non-motorized transportation crashes</li> </ul> </li> <li>• Partnership with Tallahassee/Leon County Geographic Information System (GIS)</li> </ul>	FY2018 <ul style="list-style-type: none"> <li>• Data Coordination/ Gathering/Exchanging <ul style="list-style-type: none"> <li>○ Gather socio-economic data</li> <li>○ ETDM Project Data</li> <li>○ Coordination</li> <li>○ Bicycle and Pedestrian crash data</li> <li>○ Non-motorized transportation crashes</li> </ul> </li> <li>• Partnership with Tallahassee/Leon County Geographic Information System (GIS)</li> </ul>

End Product	Completion Date	Responsible Agency
Data Coordination and Exchange	ongoing	CRTPA/FDOT/City of Tallahassee
Geographic Information System	ongoing	CRTPA/FDOT/City of Tallahassee



Task 2.1 Estimated Budget Detail for FY 17								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
<b>Personnel Services</b>								
	Subtotal:	-	-	-	-	Click here to enter text.	-	-
<b>Consultant Services</b>								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
<b>Travel</b>								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
<b>Other Direct Expenses</b>								
	Tallahassee/Leon County GIS	\$10,000	-	-	-	-	-	\$10,000
	Subtotal:		-	-	-	-	-	
	Total:	\$10,000	-	-	-	-	-	\$10,000

Task 2.1 Estimated Budget Detail for FY 18								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
<b>Personnel Services</b>								
		-	-	-	-			-
	<b>Subtotal:</b>	-	-	-	-		-	-
<b>Consultant Services</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	-	-	-	-	-	-	-
<b>Travel</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	-	-	-	-	-	-	-
<b>Other Direct Expenses</b>								
-	Tallahassee Leon County GIS	\$10,000	-	-	-	-	-	\$10,000
	<b>Subtotal:</b>							
	<b>Total:</b>	\$10,000	-	-	-	-	-	\$10,000

# **SECTION 3**

## **Unified Planning Work Program (UPWP)**

Task 3.1 Unified Planning Work Program (UPWP)	
<b>Purpose:</b> Ensure development of the CRTPA's transportation work program in a manner addressing the region's needs as well as federal and state requirements. Development of biennial UPWP..	
<b>Previous Work Completed:</b> Coordinated with transportation planning partners to identify UPWP tasks (December, January); drafting, and review of FY 2015 and FY 2016 UPWP for possible amendment and for use as a management tool (1 <sup>st</sup> – 4 <sup>th</sup> Quarter). Submitted amendments to reviewing agencies by scheduled deadlines. Begin development of the biennial FYs 2017/2018 UPWP. Execution of PL Agreement.	
Required Activities	
FY2017 <ul style="list-style-type: none"> <li>• Work with District and FHWA for pre-Final Adoption revisions</li> <li>• Execution of PL Agreement</li> <li>• Fiscal monitoring of elements</li> <li>• Execution of PL Agreement</li> </ul>	FY2018 <ul style="list-style-type: none"> <li>• Review UPWP for mid-cycle amendments</li> <li>• Amend UPWP as needed</li> <li>• Prepare Amendments for Subcommittees and CRTPA</li> <li>• Final adoption of amendments</li> <li>• Begin development of 2019/2020 UPWP</li> <li>• Execution of PL Agreement</li> </ul>

End Product	Completion Date	Responsible Agency
Execution of PL Agreement	July, 2018	CRTPA/FDOT
Development of UPWP Amendments	Jan-Mar, 2017	CRTPA
Development/Adoption of 2019/2020 UPWP	December 2017 to June 30, 2018	CRTPA



Task 3.1 Estimated Budget Detail for FY 17								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
<b>Personnel Services</b>								
	Staff Salaries	\$9,890		\$13,736				\$23,626
	Indirect Costs	2,008	-	2,788			-	4,796
	Fringe Costs	6,102		8,476				14,578
	<b>Subtotal:</b>	<b>\$18,000</b>	<b>-</b>	<b>\$25,000</b>	<b>-</b>		<b>-</b>	<b>\$45,000</b>
<b>Consultant Services</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Travel</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Direct Expenses</b>								
			-	-	-	-	-	
	<b>Subtotal:</b>		<b>-</b>				<b>-</b>	
	<b>Total:</b>	<b>\$20,000</b>	<b>-</b>	<b>\$25,000</b>			<b>-</b>	<b>\$45,000</b>

Task 3.1 Estimated Budget Detail for FY 18								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
<b>Personnel Services</b>								
	Staff Salaries	\$9,890		\$13,736				
	Indirect Costs	2,008	-	2,788				
	Fringe Costs	6,102		8,476				
	<b>Subtotal:</b>	<b>\$18,000</b>	<b>-</b>	<b>25,000</b>			<b>-</b>	<b>\$43,000</b>
<b>Consultant Services</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Travel</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Direct Expenses</b>								
	<b>Subtotal:</b>							
	<b>Total:</b>	<b>\$18,000</b>	<b>-</b>	<b>\$25,000</b>			<b>-</b>	<b>\$43,000</b>

# **SECTION 4**

## **Transportation Improvement Program (TIP)**



<b>Task 4.1: Transportation Improvement Program (TIP)</b>	
<p><b>Purpose:</b> Implement projects identified within the CRTPA's Regional Mobility Plan, Bicycle and Pedestrian Master Plan and other CRTPA plans/programs through coordination with the CRTPA's transportation partners in the development of the CRTPA Transportation Improvement Program (TIP) and project priority lists (PPLs).</p>	
<p><b>Previous Work Completed</b> Development and adoption of the FY 2017 – FY 2021 Transportation Improvement Program (TIP) (adopted June); development of FY 2018 – FY 2022 CRTPA Priority Project List (Roadway, Bicycle and Pedestrian, SIS, TSM, Transportation Alternatives, StarMetro and Tallahassee International Airport PPLs). Amendment of FY 2015 – FY 2019 and FY 2016 – FY 2020 Transportation Improvement Program.</p>	
<b>Required Activities</b>	
<p>Implement CRTPA priorities through development of priority project lists for the Regional Mobility Plan (consisting of roadway, bicycle, pedestrian, and transit projects) transportation systems management, aviation and transit projects, SIS and TA projects. Coordinate with FDOT D-3 regarding identification of Work Program projects for TIP inclusion as well as projects requiring TIP amendment. Coordinate with CRTPA member governments to identify local Capital Improvement Program transportation projects. Include Annual Listing of Federally Obligated Projects within TIP. Develop draft and final TIP including TIP narrative and listing of federal, state and CRTPA member government projects, as well as public involvement/education opportunities. Monitor and amend adopted TIP as required. Develop and maintain on-line Interactive TIP site. Develop maps for TIP projects</p>	
<p><b>FY 2017</b></p> <ul style="list-style-type: none"> <li>• Development and adoption of the FY 2018 – FY 2022 Transportation Improvement Program (TIP) (adopt June);</li> <li>• Development of FY 2019 – FY 2023 CRTPA Priority Project List (Roadway, Bicycle and Pedestrian, SIS, TSM, Transportation Alternatives, StarMetro and Tallahassee International Airport PPLs).</li> <li>• Amendment of FY 2017 – FY 2021 and FY 2018 – FY 2022 Transportation Improvement Program</li> </ul>	<p><b>FY 2018</b></p> <ul style="list-style-type: none"> <li>• Development and adoption of the FY 2019 – FY 2023 Transportation Improvement Program (TIP) (adopt June);</li> <li>• Development of FY 2020 – FY 2024 CRTPA Priority Project List (Roadway, Bicycle and Pedestrian, SIS, TSM, Transportation Alternatives, StarMetro and Tallahassee International Airport PPLs).</li> <li>• Amendment of FY 2018 – FY 2022 and FY 2019 – FY 2023 Transportation Improvement Program</li> </ul>



End Product	Completion Date	Responsible Agency
FY 2018 – FY 2022 TIP	June 2017	CRTPA
FY 2019 – FY 2023 TIP	June 2018	CRTPA
FY 2019 – FY 2023 PPLs	September 2017	CRTPA
FY 2020 – FY 2024 PPLs	September 2018	CRTPA

Task 4.1 Estimated Budget Detail for FY 17								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
<b>Personnel Services</b>								
	Staff Salaries	\$21,980		\$10,304				
	Indirect Costs	4,460	-	2,091			-	\$58,750
	Fringe Costs	13,560		6,355				
	Subtotal:	\$40,000		\$18,750			-	\$58,750
<b>Consultant Services</b>								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
<b>Travel</b>								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
<b>Other Direct Expenses</b>								
			-	-	-	-	-	
	Subtotal:		-	-	-	-	-	
	Total:	\$40,000		\$18,750	\$5,000	\$5,000		\$58,750

Task 4.1 Estimated Budget Detail for FY 18								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
<b>Personnel Services</b>								
	Staff Salaries	\$21,980	-	\$10,304			-	\$58,750
	Indirect Costs	4,460	-	2,091			-	
	Fringe Costs	13,560	-	6,355			-	
	<b>Subtotal:</b>	<b>\$40,000</b>	<b>-</b>	<b>\$18,750</b>			<b>-</b>	<b>\$58,750</b>
<b>Consultant Services</b>								
	Click here to enter text.	-	-	-	-	-	-	-
	<b>Subtotal:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Travel</b>								
	Click here to enter text.	-	-	-	-	-	-	-
	<b>Subtotal:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Direct Expenses</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Total:</b>	<b>\$40,000</b>	<b>-</b>	<b>\$18,750</b>			<b>-</b>	<b>\$58,750</b>

# **SECTION 5**

## **Long Range Transportation Plan (LRTP)**



**Task 5.1: Long Range Transportation Plan  
Connections 2040 Regional Mobility Plan (RMP)**

**Purpose:**

Maintain and disseminate the CRTPA's Long Range Transportation Plan (LRTP), known as the Connections 2040 Regional Mobility Plan (RMP). Assist local governments and transportation partners in the region through provision of information related to the LRTP for use in ensuring consistency between CRTPA plans and local government comprehensive plans. Additionally, the CRTPA will be monitoring the adopted RMP for potential modification or amendment.

**Previous Work Completed:**

In 2015 the tasks completed for the RMP include the development and approval of the Evaluation Criteria, Opportunity Plan, Needs Plan, Cost Feasible Plan. Additional tasks that were completed in the process include the Transit Development Plan (TDP) in conjunction with staff from StarMetro and an Air Quality Analysis. Ultimately, a public hearing was held in October 2015 with adoption of the RMP by the CRTPA Board On November 16, 2015.

**Required Activities:**

**FY 2017**

- Monitoring, implementing, modifying, and amending the RMP as necessary in conjunction with collaboration efforts with transportation partners in the region, the Florida Department of Transportation (FDOT), the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA).
- Distribute RMP to transportation partners and citizens.
- Assist local governments with adopting the RMP into local government comprehensive plans.
- Initiate the development of the scope of services (SOS) for the update to the 2045 Long Range Transportation Plan.

**FY 2018**

- Monitoring, implementing, modifying, and amending the RMP as necessary in conjunction with collaboration efforts with transportation partners in the region, the Florida Department of Transportation (FDOT), the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA).
- Distribute RMP to transportation partners and citizens.
- Develop and released Request for Proposals, short-list firms and select final consultant to perform work.
- Development of Goals and Objectives, Existing Conditions, Plan Development, GIS, and Public Involvement.

End Product	Completion Date	Responsible Agency
Monitor and Implement adopted plan	ongoing	CRTPA
Distribution of plan	Ongoing	CRTPA
Technical Assistance to Member Governments	Ongoing	CRTPA
2045 Scope Development	June 2017	CRTPA
Advertise RFP	September 2017	CRTPA/COT Procurement

Task 5.1 Estimated Budget Detail for FY 17								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
<b>Personnel Services</b>								
	Staff Salaries	\$16,635	-	\$10,713				
	Indirect Costs	3,370	-	2,175	\$2,438	\$2,438	-	\$54,375
	Fringe Costs	9,995		6,612				
	<b>Subtotal</b>	\$30,000		\$19,500	\$2,438	\$2,438		\$54,375
<b>Consultant Services</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	-	-	-	-	-	-	-
<b>Travel</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	-	-	-	-	-	-	-
<b>Other Direct Expenses</b>								
			-	-	-	-	-	
	<b>Subtotal:</b>							
	<b>Total:</b>	\$30,000		\$19,500	\$2,438	\$2,438		\$54,375



Task 5.1 Estimated Budget Detail for FY 18								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
<b>Personnel Services</b>								
	Staff Salaries	\$16,635		\$10,713				
	Indirect Costs	3,370	-	2,175	\$2,438	\$2,438	-	\$54,375
	Fringe Costs	9,995		6,612				
	<b>Subtotal:</b>	<b>\$30,000</b>		<b>\$19,500</b>	<b>\$2,438</b>	<b>\$2,438</b>		<b>\$54,375</b>
<b>Consultant Services</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Travel</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Direct Expenses</b>								
	<b>Subtotal:</b>							
	<b>Total:</b>	<b>\$30,000</b>		<b>\$19,500</b>	<b>\$2,438</b>	<b>\$2,438</b>		<b>\$54,375</b>



# **SECTION 6**

## **Public Involvement**

Task 6.1: Public Involvement	
<p><b>Purpose:</b> Conduct the public involvement process in a manner that increases the public's knowledge and participation in the regional transportation planning process.</p>	
<p><b>Previous Work Completed</b></p> <p>Public Involvement Plan and Assessment: Held monthly internal meetings to assess implementation of Public Involvement Plan and discuss upcoming public involvement opportunities throughout the CRTPA area. Developed update to the PIPP as part of the development of the Public Involvement Plan for the Long Range Transportation Plan (Connections 2040 Regional Mobility Plan).</p> <p>Title VI: Developed/adopted Title VI Procedures as part of the Public Involvement Process Plan and attended training and outreach events related to Title VI best practices.</p> <p>Public Outreach: Conducted public outreach seeking comments on the CRTPA's plans and programs (including TIP, UPWP, Project Priority Lists, Regional Mobility Plan) within the CRTPA region; provided generalized CRTPA information at public events; provided information regarding transportation planning process and CRTPA plans and programs to various news media; made continuing updates/upgrades to CRTPA webpage to improve public access to CRTPA information and resources including the posting of information regarding CRTPA members, the planning process, CRTPA plans and programs, and upcoming meetings/public involvement opportunities (1st – 4th Quarter); analyzed public comment received regarding the CRTPA's plans and programs; increased efforts to seek input from the region's traditionally underserved population through targeted locations in public events.</p>	
Required Activities	
<p>FY 2017</p> <ul style="list-style-type: none"> <li>Public Involvement Process Plan and Assessment: Monitor and update the PIPP as needed; conduct public involvement assessment meetings consistent with adopted PIPP.</li> <li>Title VI: Continue to monitor and update Title VI document as may be required.</li> <li>Update the Limited English Proficiency Plan for the CRTPA area</li> <li>Public Outreach: Continue to conduct public outreach related to the CRTPA's plans and programs (including TIP, RMP, UPWP and Project Priority Lists) within the CRTPA region;</li> <li>provide CRTPA information and public involvement items at public events (including Community Festivals) and institutions of education,</li> <li>provide information regarding</li> </ul>	<p>FY2018</p> <ul style="list-style-type: none"> <li>Public Involvement Process Plan and Assessment: Monitor and update the PIPP as needed; conduct public involvement assessment meetings consistent with adopted PIPP.</li> <li>Title VI: Continue to monitor and update Title VI document as may be required.</li> <li>Update the Limited English Proficiency Plan for the CRTPA area</li> <li>Public Outreach: Continue to conduct public outreach related to the CRTPA's plans and programs (including TIP, RMP, UPWP and Project Priority Lists) within the CRTPA region;</li> <li>provide CRTPA information and public involvement items at public events (including Community Festivals) and institutions of education,</li> <li>provide information regarding</li> </ul>

<p>transportation planning process and CRTPA plans and programs to various news media;</p> <ul style="list-style-type: none"> <li>• maintain a CRTPA webpage;</li> <li>• develop CRTPA program/project updates for public distribution;</li> <li>• disseminate transportation planning information to citizens, public agencies and others as requested;</li> <li>• continue efforts related to increasing input from the region's traditionally underserved population;</li> <li>• perform safety programs at public schools, as requested, in Gadsden, Leon, Jefferson, and Wakulla counties.</li> <li>• Attend local festivals and events as available in all counties.</li> <li>• Continue televising CRTPA meetings on WCOT and provide access to video tapes of CRTPA Board meetings.</li> <li>• Revamp and update the CRTPA website as needed.</li> </ul>	<p>transportation planning process and CRTPA plans and programs to various news media;</p> <ul style="list-style-type: none"> <li>• maintain a CRTPA webpage;</li> <li>• develop CRTPA program/project updates for public distribution;</li> <li>• disseminate transportation planning information to citizens, public agencies and others as requested;</li> <li>• continue efforts related to increasing input from the region's traditionally underserved population;</li> <li>• perform safety programs at public schools, as requested, in Gadsden, Leon, Jefferson, and Wakulla counties.</li> <li>• Attend local festivals and events as available in all counties.</li> <li>• Continue televising CRTPA meetings on WCOT and provide access to video tapes of CRTPA Board meetings.</li> <li>• Revamp and update the CRTPA website as needed.</li> </ul>
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End Product	Completion Date	Responsible Agency
Web Page	ongoing	CRTPA
Increased Public Input	ongoing	CRTPA
Increased Outreach	ongoing	CRTPA

Task 6.1 Estimated Budget Detail for FY 17								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
<b>Personnel Services</b>								
	Staff Salaries	\$27,000		\$6,594				
	Indirect Costs	4,460	-	1,338	\$1,500	\$1,500	-	-
	Fringe Costs	13,540		4,068				
	<b>Subtotal:</b>	<b>\$45,000</b>	<b>-</b>	<b>\$12,000</b>	<b>\$1,500</b>	<b>\$1,500</b>	<b>-</b>	<b>\$60,000</b>
<b>Consultant Services</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Travel</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Direct Expenses</b>								
			-	-	-	-	-	
	<b>Subtotal:</b>							
	<b>Total:</b>	<b>\$45,000</b>	<b>-</b>	<b>\$12,000</b>	<b>\$1,500</b>	<b>\$1,500</b>	<b>-</b>	<b>\$60,000</b>



Task 6.1 Estimated Budget Detail for FY 18								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
<b>Personnel Services</b>								
	Staff Salaries	\$27,000	-	\$6,594				
	Indirect Costs	4,460	-	1,338	\$1,500	\$1,500	-	\$60,000
	Fringe Costs	13,540		4,068				
	<b>Subtotal:</b>	<b>\$45,000</b>	<b>-</b>	<b>\$12,000</b>	<b>\$1,500</b>	<b>\$1,500</b>	<b>-</b>	<b>\$60,000</b>
<b>Consultant Services</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Travel</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Direct Expenses</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Total:</b>	<b>\$45,000</b>	<b>-</b>	<b>\$12,000</b>	<b>\$1,500</b>	<b>\$1,500</b>	<b>-</b>	<b>\$60,000</b>

# **SECTION 7**

## **Systems Planning**



### Task 7.1: Bicycle and Pedestrian Planning

**Purpose:** Implement projects identified within the CRTPA's Regional Mobility Plan, Bicycle and Pedestrian Master Plans and other CRTPA plans/programs through coordination with the CRTPA's transportation partners in the development of the CRTPA Transportation Improvement Program (TIP) and project priority lists (PPLs). Identify and participate in programs to promote coordination, awareness, safety, and opportunities for increased mobility for cyclists, pedestrians, and other non-automotive travelers within the region.

#### Previous Work Completed:

Development and adoption of the Connections 2040 Regional Mobility Plan and associated priority Project Lists (FY 2018 – FY 2022 CRTPA Priority Project Lists for Bicycle and Pedestrian and Transportation Alternatives). Coordination with Bicycle Work Group in Leon County, Leon County Schools, Community Traffic Safety Team Members locally and with District 3 FDOT, and with other agencies to develop programs and outreach opportunities to promote safety and mobility options for all within the region. Coordination with Florida DEP and FDOT for the Capital to the Sea Trails programming through CRTPA and SunTrails. Support of regional trail systems from the Bicycle and Pedestrian Master Plans such as the Florida Arts Trail and Ochlocknee Bay Trail.

#### Required Activities

- Continue working with state and local government staff and other appropriate agencies to develop and fund recommended programs, policies and projects within entire CRTPA area; work with other jurisdictions to identify and begin programs, policies, and projects that are applicable to implementation of the Regional Mobility Plan and other CRTPA efforts; continue representing the CRTPA in various local efforts related to transportation and bicycle and pedestrian issues in the CRTPA area; work with CRTPA local government agencies to coordinate development of data on bicycle & pedestrian facilities within their jurisdictions; continue development of Citizen's Multimodal Advisory Committee.
- Comprehensive Programs (EDUCATION Activities): Coordinate with CRTPA member local governments and other agencies on opportunities and needs related to improving bicycle and pedestrian mobility and safety; distribute safety education material by request to the public and through the Community Traffic Safety Teams and other ongoing efforts; assist with development of bicycle & pedestrian safety education programs for adults and children, such as bicycle safety rodeos and walking school bus groups with the Safe Ways to School Program; provide engineering and design standards to professionals involved in project development.
- (ENGINEERING Activities): Continue identification of opportunities for CRTPA staff to provide input into local planning efforts that would affect bicycle and pedestrian transportation, and work with local government staff to provide input into those efforts; participate in review of transportation project designs and provide assistance with development of bicycle and pedestrian facilities and inclusion of such considerations in ongoing projects; coordinate with transit agencies to ensure and improve access to transit facilities/system; provide suggestions for code changes to enhance provision of bicycle & pedestrian facilities. (ENFORCEMENT Activities): Coordinate with law enforcement agencies, universities, and CTST to identify priorities for enforcement related to pedestrians and bicyclists. (ENCOURAGEMENT Activities): Distribute maps and other information on bicycling and walking in the CRTPA area; assist with



planning, promotion and implementation of events that encourage bicycling and walking, including Safety Fairs, Active Living/Healthy Living Fairs, and activities aimed at students; continue work on development and distribution of an updated bicycle map for the City/County/Region and to help local governments achieve Bicycle Friendly Community Status.

#### FY 2017

- Development and adoption of the FY 2019 – FY 2023 CRTPA Priority Project Lists for Bicycle and Pedestrian projects.
- Monthly participation in the Leon County Bike Work Group
- Coordination with the CRTPA's CMAC to identify and program key bicycle and pedestrian projects and programs for the region.
- Disseminate bicycle and pedestrian safety materials throughout the year at key events such as the Leon County Safety Fair, that target a wide range of the population of the CRTPA area.
- Coordinate with the CTST's to promote responsible transportation behavior for all users of the network
- Coordinate with technical and citizen's groups to identify roadway design improvements as opportunities arise to improve the system.

#### FY 2018

- Monthly participation in the Leon County Bike Work Group
- Coordination with the CRTPA's CMAC to identify and program key bicycle and pedestrian projects and programs for the region.
- Disseminate bicycle and pedestrian safety materials throughout the year at key events such as the Leon County Safety Fair, that target a wide range of the population of the CRTPA area.
- Coordinate with the CTST's to promote responsible transportation behavior for all users of the network
- Coordinate with technical and citizen's groups to identify roadway design improvements as opportunities arise to improve the system.
- Development and adoption of the FY 2020 – FY 2024 CRTPA Priority Project Lists for Bicycle and Pedestrian projects.

End Product	Completion Date	Responsible Agency
Comprehensive Programs	ongoing	CRTPA
Public Education	ongoing	CRTPA
CMAC Coordination	ongoing	CRTPA
2019-2024 Priority Project Lists for Bicycles and Pedestrians	June	CRTPA
Community Traffic Safety Team Support and Coordination	ongoing	CRTPA
2020-2025 Priority Project Lists for Bicycles and Pedestrians	June	CRTPA



Task 7.1 Estimated Budget Detail for FY 17								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
<b>Personnel Services</b>								
	Staff Salaries	\$27,000						\$27,000
	Indirect Costs	4,460						4,460
	Fringe Costs	13,560						13,560
	<b>Subtotal:</b>	<b>\$45,000</b>	-	-	-		-	<b>\$45,000</b>
<b>Consultant Services</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	-	-	-	-	-	-	-
<b>Travel</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	-	-	-	-	-	-	-
<b>Other Direct Expenses</b>								
	<b>Total:</b>	<b>\$45,000</b>						<b>\$45,000</b>

Task 7.1 Estimated Budget Detail for FY 18								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
<b>Personnel Services</b>								
	Salary	\$27,000						\$27,000
	Indirect	4,460						4,460
	Fringe	13,560						13,560
	<b>Subtotal:</b>	<b>\$45,000</b>	-	-	-		-	<b>\$45,000</b>
<b>Consultant Services</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	-	-	-	-	-	-	-
<b>Travel</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	-	-	-	-	-	-	-
<b>Other Direct Expenses</b>								
			-	-	-	-	-	
	<b>Subtotal:</b>		-	-	-	-	-	
	<b>Total:</b>	<b>\$45,000</b>						<b>\$45,000</b>



Task 7.2 Transit Planning	
<b>Purpose:</b> To consistently provide and continually improve effective, safe, and reliable public transit services to the residents of and visitors to the Capital Region.	
<b>Previous Work Completed</b> Real-time bus location; Amenity installation; Purchasing replacement buses; Employing Electric buses; Continuing University Partnerships; Completed Alternatives Analysis	
Required Activities	
<b>FY2017</b> <ul style="list-style-type: none"> <li>Compressed Natural Gas Fueling Facility</li> <li>University Partnerships</li> <li>Additional amenities installed</li> <li>Intelligent Transit System infrastructure</li> <li>Mobile Fare Implementation</li> <li>Regional Service</li> </ul>	<b>FY2018</b> <ul style="list-style-type: none"> <li>Remote Transfer Facility</li> <li>University Partnerships</li> <li>Additional amenities installed</li> <li>C.K. Steele Plaza Upgrades</li> <li>Regional Service</li> </ul>

End Product	Completion Date	Responsible Agency
Mobile Fare Application	1 <sup>st</sup> Quarter FY17	FDOT/StarMetro
CNG Fueling Facility	3 <sup>rd</sup> Quarter FY17	City of Tallahassee
Information Kiosks at C.K. Steele Plaza	1 <sup>st</sup> Quarter FY18	City of Tallahassee
University Partnership	Continuing	City of Tallahassee Florida State University Florida AM University Tallahassee Community College
Amenity Installations	Ongoing	StarMetro

Task 7.2 Estimated Budget Detail for FY 17								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
<b>Personnel Services</b>								
		-	-	-	-	\$530,000	-	-
	<b>Subtotal:</b>	-	-	-	-	<b>\$530,000</b>	-	-
<b>Consultant Services</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	-	-	-	-	-	-	-
<b>Travel</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	-	-	-	-	-	-	-
<b>Other Direct Expenses</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	-	-	-	-	-	-	-
	<b>Total:</b>	-	-	-	-	<b>\$530,000</b>	-	-

Note to reviewers: No funding from the Federal Transit Administration is used for planning/personnel services.



Task 7.2 Estimated Budget Detail for FY 18								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
<b>Personnel Services</b>								
		-	-	-	-	\$530,000	-	-
	<b>Subtotal:</b>	-	-	-	-	<b>\$530,000</b>	-	-
<b>Consultant Services</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	-	-	-	-	-	-	-
<b>Travel</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	-	-	-	-	-	-	-
<b>Other Direct Expenses</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	-	-	-	-	-	-	-
	<b>Total:</b>	-	-	-	-	<b>\$530,000</b>	-	-

Note to reviewers: No funding from the Federal Transit Administration is used for planning/personnel services.

Task 7.3 Aviation Planning	
<p><b>Purpose</b> Perform the Aviation Planning tasks for the Tallahassee International Airport (TLH) in a continued, coordinated and cooperative manner. Included within this task are activities associated with the Airport Master Plan and the Airport's Capital Improvement Program. The Airport's planning process includes identification of planning priorities and activities in coordinating with tenants, citizens, regulators, airlines, and federal, state, and local governmental agencies. This task defines aviation activities performed by the City of Tallahassee's Department of Aviation.</p>	
<p><b>Previous Work Completed</b> Updated the Capital Improvement and the Strategic Terminal Master Plan. Provided an updated Capital Improvement Plan to the Federal Aviation Administration and the Florida Department of Transportation associated with the agencies Joint Aviation Capital Improvement Program (JACIP); maintained the Airport Layout Plan reflecting existing and future development as identified in the Airport Master Plan, Development of Regional Impact, and various capital improvement plans as required by the Federal Aviation Administration. Continued to serve as a member on the CRTPA Technical Advisory Committee and continued to meet with the FDOT Aviation Office to ensure that Florida's air transportation system remains intact through the Continuing Florida Aviation Systems Planning Process (CFASPP).</p>	
Required Activities	
<p><b>FY 2017</b></p> <ul style="list-style-type: none"> <li>• Maintain /amend Airport Master Plan to incorporate planning strategies associated with becoming an approved International Port of Entry.</li> <li>• Continue with terminal modernizations, landside road improvements, consolidated rental car facility design and airport internal roadway access improvements as needed.</li> <li>• Update and submit a projected 5-year JACIP to the FAA and the FDOT; continue to maintain and update the Airport Layout Plan, as needed; and</li> <li>• continue participation in MPO, FAA System Plan, and CFASPP Process Committee.</li> </ul>	<p><b>FY 2018</b></p> <ul style="list-style-type: none"> <li>• Maintain /amend Airport Master Plan to incorporate planning strategies associated with becoming an approved International Port of Entry.</li> <li>• Continue with terminal modernizations, landside road improvements, consolidated rental car facility design and airport internal roadway access improvements as needed.</li> <li>• Update and submit a projected 5-year JACIP to the FAA and the FDOT; continue to maintain and update the Airport Layout Plan, as needed; and</li> <li>• continue participation in MPO, FAA System Plan, and CFASPP Process Committee.</li> </ul>

<b>End Product</b>	<b>Completion Date</b>	<b>Responsible Agency</b>
Airport Master Plan Update	Continuous/ongoing	TLH
Airport Capital Improvement Program	Continuous/ongoing	TLH
Strategic Terminal Master Plan	Continuous/ongoing	TLH
Commercial Economic Development Master Plan	Continuous/ongoing	TLH
Joint Aviation Capital Improvement Program (JACIP)	Continuous/ongoing	TLH



Task 7.3 Estimated Budget Detail for FY 17								
Budget Category	Budget Category Description	FHWA (PL)	FAA	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
<b>Personnel Services</b>								
		-	-	-	-	-	-	-
	Subtotal:	-	\$30,000	-	-	-	-	\$30,000
<b>Consultant Services</b>								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
<b>Travel</b>								
	t.	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
<b>Other Direct Expenses</b>								
			-	-	-	-	-	
	Subtotal:		-	-	-	-	-	
	Total:		\$30,000					\$30,000



Task 7.3 Estimated Budget Detail for FY 18								
Budget Category	Budget Category Description	FHWA (PL)	FAA	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
<b>Personnel Services</b>								
	Staff Salaries							
	Indirect Costs	-	-	-	-		-	-
	Fringe Costs							
	<b>Subtotal:</b>	-	\$30,000	-	-		-	\$30,000
<b>Consultant Services</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	-	-	-	-	-	-	-
<b>Travel</b>								
	here to enter text.	-	-	-	-	-	-	-
	<b>Subtotal:</b>	-	-	-	-	-	-	-
<b>Other Direct Expenses</b>								
			-	-	-	-	-	
	<b>Subtotal:</b>			-	-	-	-	
	<b>Total:</b>		\$30,000					\$30,000

Task 7.4 Transportation Disadvantaged Program	
<b>Purpose</b> Perform planning tasks associated with monitoring the transportation needs of the region's transportation disadvantaged consistent with Chapter 427, Florida Statutes ("Special Transportation and Communication Services"), Rule 41-2, Florida Administrative Rule ("Commission for The Transportation Disadvantaged").	
<b>Previous Work Completed</b> Provided support to the Gadsden, Jefferson, Leon, and Wakulla Counties Transportation Disadvantaged Coordinating Boards (TDCB) which included agenda development, meeting logistics and the monitoring and updating the Transportation Disadvantaged Service Plans and assisted in annual Community Transportation Coordinator evaluation.	
Required Activities	
FY 2017 (Gadsden, Jefferson, Leon and Wakulla County Boards) <ul style="list-style-type: none"> <li>• Meeting logistics, including agenda development and distribution</li> <li>• Development of application for State TD Planning Grant.</li> <li>• CTC Evaluations</li> <li>• Transportation Disadvantaged Service Plan Annual Update</li> <li>• Annual review and update of Bylaws and Grievances.</li> <li>• Development of billings and invoices</li> <li>• Maintenance of statute prescribed board membership</li> <li>• Development of new TDSP for Wakulla County</li> <li>• Begin process for Leon County Community Transportation Coordinator with state.</li> <li>• Hold Annual Public Hearing for each board.</li> </ul>	FY 2018 (Gadsden, Jefferson, Leon and Wakulla County Boards) <ul style="list-style-type: none"> <li>• Meeting logistics, including agenda development and distribution</li> <li>• Development of application for State TD Planning Grant.</li> <li>• CTC Evaluations</li> <li>• Transportation Disadvantaged Service Plan Annual Update</li> <li>• Annual review and update of Bylaws and Grievances.</li> <li>• Development of billings and invoices</li> <li>• Maintenance of statute prescribed board membership</li> <li>• Development of new TDSP for Leon County</li> <li>• Hold Annual Public Hearing for each board.</li> </ul>

End Product	Completion Date	Responsible Agency
2017 Quarterly Meetings (16 annually)	January, February, April, June, July, September October, November	CRTPA
2018 Quarterly Meetings (16 annually)	January, February, April, June, July, September October, November	CRTPA
2017 Annual Public Hearings (4)	October, June	CRTPA
2018 Annual Public Hearings (4)	October, June	CRTPA
2017 and 2018 State Planning Grant	May	CRTPA
2017 New 5 Year Service Plan (Wakulla)	November, 2017	CRTPA
2018 New 5 Year Service Plan (Leon)	October 2018	CRTPA
Other document reviews and updates as needed	ongoing	CRTPA



Task 7.4 Estimated Budget Detail for FY 17								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
<b>Personnel Services</b>								
	Staff Salaries				-		\$47,253	
	Indirect Costs		-	\$2,000	\$250	\$250	\$ 9,592	\$88,452
	Fringe Costs						\$29,115	
							-	
	<b>Subtotal:</b>		-	<b>\$2,000</b>	-		<b>86000</b>	<b>\$88,500</b>
<b>Consultant Services</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	-	-	-	-	-	-	-
<b>Travel</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	-	-	-	-	-	-	-
<b>Other Direct Expenses</b>								
			-	-	-	-	-	
	<b>Subtotal:</b>		-	-	-	-	-	
	<b>Total:</b>			<b>\$2,000</b>	<b>\$250</b>	<b>\$250</b>		<b>\$ 88,500</b>



Task 7.4 Estimated Budget Detail for FY 18								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
<b>Personnel Services</b>								
	Staff Salaries		-	\$2,000	\$300	\$300	\$47,253	
	Indirect Costs						\$ 9,592	
	Fringe Costs						\$29,115	\$88,500
							-	
	<b>Subtotal:</b>		-	<b>\$2,000</b>	<b>\$300</b>	<b>\$300</b>	<b>86,000</b>	<b>\$88,500</b>
<b>Consultant Services</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	-	-	-	-	-	-	-
<b>Travel</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	-	-	-	-	-	-	-
<b>Other Direct Expenses</b>								
			-	-	-	-	-	
	<b>Subtotal:</b>			-	-	-	-	
	<b>Total:</b>			<b>\$3,000</b>	<b>\$300</b>	<b>\$300</b>	<b>86,000</b>	<b>\$88,500</b>

Task 7.5: Mobility Management	
<p><b>Purpose:</b> Ensure optimization of the existing transportation system through agency participation, coordination and identification of system strategies and programs.</p>	
<p><b>Previous Work Completed</b></p> <p><u>Community Traffic Safety Teams (CTSTs):</u> Maintained regional CTST dialogue and served as chairperson for the Leon County CTST..</p> <p><u>Commuter Services of North Florida (CSNF):</u> Coordination with CSNF through ongoing discussions and participation in CTST and other outreach community events.</p> <p><u>Love To Ride:</u> Partnered with CSNF, City of Tallahassee and Leon County to initiate a data gathering program called, "Love To Ride" to identify the willingness and obstacles to cycling in Leon County.</p> <p><u>Congestion Management Plan:</u> Consider congestion management strategies to improve safety, health, and the efficiency of the existing transportation network for the CRTPA users. Utilized the Congestion Management Plan in the development of the Long Range Transportation Plan.</p>	
Required Activities	
<p><u>Mobility Management/TSM:</u> Continue using the CRTPA Mobility Management Plan (MMP); monitor/review MMP for potential project implementation including addition to TSM priority project list inclusion; coordinate with CRTPA member governments and FDOT regarding TSM candidate project list process and potential project additions. Ensure CRTPA familiarity with TSM process and purpose.</p> <p><u>Community Traffic Safety Teams (CTSTs):</u> Coordinate with Gadsden County, Leon County and Wakulla County CTST's; work towards increasing CRTPA presence at area CTSTs; encourage a regional approach towards addressing safety issues; encourage CTST familiarity with CRTPA coordinative role in regional transportation issues.</p> <p><u>Commuter Services of North Florida (CSNF):</u> Coordinate with CSNF to identify opportunities to encourage carpooling, transit, vanpooling, bicycling, telecommuting and flexible work hours to maximize the region's transportation system; continue to attend and participate at CSNF quarterly meetings, participate in Commuter Choices Week events and other public events.</p> <p><u>Congestion Management Plan:</u> Consider congestion management strategies to improve safety, health, and the efficiency of the existing transportation network for the CRTPA users. Utilize the Congestion Management Plan in the development of the Long Range Transportation Plan and routinely as a guide for future improvements to the transportation system, referring to data on level of service, traffic counts (and pedestrian and bicycling counts as available), and crash rates.</p>	
<p><b>FY 2017</b></p> <ul style="list-style-type: none"> <li>• Development of the TSM, Transportation Alternatives, and StarMetro Priority Project Lists (PPL's).</li> <li>• Attend and coordinate CTST gatherings to promote safe alternatives to automotive transportation.</li> <li>• Update the Congestion Management Process Plan</li> </ul>	<p><b>FY 2018</b></p> <ul style="list-style-type: none"> <li>• Development of the TSM, Transportation Alternatives, and StarMetro Priority Project Lists (PPL's).</li> <li>• Attend and coordinate CTST gatherings to promote safe alternatives to automotive transportation.</li> <li>• Coordinate implementation of the Congestion Management Process Plan with CRTPA partners</li> </ul>



End Product	Completion Date	Responsible Agency
Safety Fair participation	April 2016, 2017	CRTPA as a partner
CTST participation	monthly	CRTPA as a partner
Congestion Management Process Plan Update	January 2017	CRTPA

Task 7.5 Estimated Budget Detail for FY 17								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
<b>A. Personnel Services</b>								
	Staff Salaries	\$5,465		\$5,717				
	Indirect Costs	1,115	-	1,161	\$1,300	\$1,301	-	
	Fringe Costs	3,390		3,527				
	<b>Subtotal:</b>	<b>\$10,000</b>	<b>-</b>	<b>\$10,405</b>	<b>\$1,300</b>	<b>\$1,301</b>	<b>-</b>	<b>\$23,006</b>
<b>B. Consultant Services</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>C. Travel</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>D. Other Direct Expenses</b>								
			-	-	-	-	-	
	<b>Subtotal:</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
	<b>Total:</b>	<b>\$10,000</b>		<b>\$10,405</b>	<b>\$1,300</b>	<b>\$1,301</b>		<b>\$23,006</b>



Task 7.5 Estimated Budget Detail for FY 18								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
<b>E. Personnel Services</b>								
	Staff Salaries	\$5,465	-	\$5,717				
	Indirect Costs	1,115	-	1,161	\$1,300	\$1,301	-	
	Fringe Costs	3,390		3,527				
	<b>Subtotal:</b>	<b>\$10,000</b>	<b>-</b>	<b>\$10,405</b>	<b>\$1,300</b>	<b>\$1,301</b>	<b>-</b>	<b>\$23,006</b>
<b>F. Consultant Services</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>G. Travel</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>H. Other Direct Expenses</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Total:</b>	<b>\$10,000</b>		<b>\$10,405</b>	<b>\$1,300</b>	<b>\$1,301</b>		<b>\$23,006</b>

## **SECTION 8**

# **Regional Planning and CRTPA Coordination**



Task 8.1: Regional Planning and Coordination	
<b>Purpose:</b> Ensure a coordinated approach to the region's transportation planning issues through ongoing local, regional, state and federal agency coordination.	
<b>Previous Work Completed:</b> Interagency Coordination: Coordinated with local, regional, state and federal agencies related to transportation issues including: Blueprint 2000, Jefferson, Leon, Gadsden, and Wakulla counties, and the municipalities in the region, Florida Department of Transportation, Florida Department of Economic Opportunity, Federal Highway Administration, Federal Transit Administration, Commuter Services of North Florida, StarMetro, Tallahassee Regional Airport, School Boards, Apalachee Regional Planning Council, Northwest Florida Transportation Corridor Authority, the region's Economic Development Councils Florida State University, Florida A&M University, and Tallahassee Community College. Such efforts have included plan, project and policy review, legislative program review, participation on committees/boards/workgroups, transportation grant funding coordination, multimodal planning and other activities related to inter-jurisdictional transportation issues related to the metropolitan planning process and requirements (1st – 4th Quarter). Drafted Interlocal Agreement for the addition of Jefferson County, the remainder of Gadsden County, the remainder of Wakulla County, and any of their municipalities. Efficient Transportation Decision Making (ETDM): Monitored FDOT ETDM release of RMP projects (ongoing); reviewed comments received from Environmental Technical Advisory Team (ETAT) as needed.	
Required Activities	
FY 2017 <ul style="list-style-type: none"> <li>Interagency Coordination: Increase interagency coordination with local, regional, state and federal agencies and actively engage them in transportation issues including: Blueprint 2000, Jefferson, Leon, Gadsden, and Wakulla County, and the municipalities in the region, Florida Department of Transportation, Florida Department of Community Affairs, Federal Highway Administration, Federal Transit Administration, Commuter Services of North Florida, StarMetro, Tallahassee Regional Airport, School Boards, Apalachee Regional Planning Council, Northwest Florida Transportation Corridor Authority, the region's Economic Development Councils Florida State University, Florida A&amp;M University, and Tallahassee Community College.</li> <li>Attended City/County Commission meetings of all member governments, efforts will include plan, project and policy</li> </ul>	FY 2018 <ul style="list-style-type: none"> <li>Interagency Coordination: Increase interagency coordination with local, regional, state and federal agencies and actively engage them in transportation issues including: Blueprint 2000, Jefferson, Leon, Gadsden, and Wakulla County, and the municipalities in the region, Florida Department of Transportation, Florida Department of Community Affairs, Federal Highway Administration, Federal Transit Administration, Commuter Services of North Florida, StarMetro, Tallahassee Regional Airport, School Boards, Apalachee Regional Planning Council, Northwest Florida Transportation Corridor Authority, the region's Economic Development Councils Florida State University, Florida A&amp;M University, and Tallahassee Community College.</li> <li>Attended City/County Commission meetings of all member governments, efforts will include plan, project and policy</li> </ul>



<p>review, participation on committees/boards/workgroups, legislative program review to ensure CRTPA compliance with state and federal requirements (including recent MAP-21 requirements related to the LRTP, RMP, TIP, TMA certification and other issues), transportation grant funding coordination and other activities related to inter-jurisdictional transportation issues.</p> <ul style="list-style-type: none"> <li>• Focus on multimodal issues to address regional mobility will continue.</li> <li>• Efficient Transportation Decision Making (ETDM): CRTPA ETDM projects will continue to be monitored and advanced; ETDM eligible projects will continue to be input (purpose and needs statements); ongoing coordination efforts with FDOT and ETDM review agencies will continue; identified ETDM project comments will be monitored and coordinated with FDOT</li> <li>• Monitoring Air Quality: the CRTPA will continue to monitor air quality information as it becomes available should non-attainment status be reached in the region.</li> </ul>	<p>review, participation on committees/boards/workgroups, legislative program review to ensure CRTPA compliance with state and federal requirements (including recent MAP-21 requirements related to the LRTP, RMP, TIP, TMA certification and other issues), transportation grant funding coordination and other activities related to inter-jurisdictional transportation issues.</p> <ul style="list-style-type: none"> <li>• Focus on multimodal issues to address regional mobility will continue.</li> <li>• Efficient Transportation Decision Making (ETDM): CRTPA ETDM projects will continue to be monitored and advanced; ETDM eligible projects will continue to be input (purpose and needs statements); ongoing coordination efforts with FDOT and ETDM review agencies will continue; identified ETDM project comments will be monitored and coordinated with FDOT</li> <li>• Monitoring Air Quality: the CRTPA will continue to monitor air quality information as it becomes available should non-attainment status be reached in the region.</li> </ul>
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End Product	Completion Date	Responsible Agency
Provision of a coordinated regional transportation perspective (ongoing).	ongoing	CRTPA
CRTPA review and comments on legislative proposals as related to transportation issues (Mar, Jun).	ongoing	CRTPA
CRTPA compliance with ETDM requirements (as needed).	ongoing	CRTPA/FDOT
Monitoring of air quality attainment issues.	ongoing	CRTPA/FDOT/FHWA
Stronger relationship with StarMetro and other providers of public transportation.	ongoing	CRTPA/STARMETRO/BIG BEND TRANSIT/WAKULLA SENIOR SERVICES
Increased outreach to member governments and coordination with their local issues.	ongoing	CRTPA

Increased involvement with local transportation issues affecting system roads and transportation network.	ongoing	CRTPA
Stronger relationship with regional economic development councils	ongoing	CRTPA
Provide technical assistance and coordination with local governments in development of a cohesive regional transportation system. provider. (ongoing)	ongoing	CRTPA

Task 8.1 Estimated Budget Detail for FY 17								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
<b>Personnel Services</b>								
	Staff Salaries	\$60,440		\$10,980				\$71,420
	Indirect Costs	12,270	-	2,231	2,500	2,500	-	19,501
	Fringe Costs	37,290		6,789				44,079
				-				
	<b>Subtotal:</b>	<b>\$110,000</b>	<b>-</b>	<b>\$20,000</b>	<b>\$2,500</b>	<b>\$2,500</b>	<b>-</b>	<b>\$135,000</b>
<b>Consultant Services</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Travel</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Direct Expenses</b>								
			-	-	-	-	-	
	<b>Subtotal:</b>				-		-	
	<b>Total:</b>	<b>\$110,000</b>	<b>-</b>	<b>\$20,000</b>	<b>\$2,500</b>	<b>\$2,500</b>	<b>-</b>	<b>\$135,000</b>



Task 8.1 Estimated Budget Detail for FY 18								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
<b>Personnel Services</b>								
	Staff Salaries	\$60,440	-	\$10,980				\$71,420
	Indirect Costs	12,270	-	2,231	2,500	2,500	-	19,501
	Fringe Costs	37,290		6,789				44,079
				-				
	<b>Subtotal:</b>	<b>\$110,000</b>	<b>-</b>	<b>\$20,000</b>	<b>\$2,500</b>	<b>\$2,500</b>	<b>-</b>	<b>\$135,000</b>
<b>Consultant Services</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	-	-	-	-	-	-	-
<b>Travel</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	-	-	-	-	-	-	-
<b>Other Direct Expenses</b>								
			-	-	-	-	-	
	<b>Subtotal:</b>							
	<b>Total:</b>	<b>\$110,000</b>	<b>-</b>	<b>\$20,000</b>	<b>\$2,500</b>	<b>\$2,500</b>	<b>-</b>	<b>\$135,000</b>

# **SECTION 9**

## **Other Planning Projects**

<b>Task 9.1 Corridor Analysis/Other Transportation Projects</b>	
<b>Purpose:</b> Participate in corridor studies through coordinative and management efforts as may be required by the MPO process.	
<b>Previous Work (examples, not complete list)</b> <ul style="list-style-type: none"> <li>• SR 12 (Gadsden County) Shoulder Widening</li> <li>• US 319 Trail Extension into Sopchoppy</li> <li>• Funding Cascades Trail Pedestrian Bridge</li> <li>• Funding Magnolia Drive Shared-Use Path</li> <li>• Crawfordville Road Project Development and Environment Study Update</li> </ul>	
<b>Required Activities</b>	
<b>FY 2017</b> <ul style="list-style-type: none"> <li>• CRTPA will continue coordination efforts with FDOT, BP2000, consultants and CRTPA member governments related to corridor studies within the CRTPA region.</li> <li>• Coordination efforts include participation in public meetings, agency working groups, consultant selection, provision of information to CRTPA and other activities as required by the MPO process.</li> <li>• The CRTPA will continue to participate in the region's corridor studies during FY 17</li> <li>• Orange Avenue/Lake Bradford Road/Springhill Road Corridor Study</li> </ul>	<b>FY 2018</b> <ul style="list-style-type: none"> <li>• CRTPA will continue coordination efforts with FDOT, BP2000, consultants and CRTPA member governments related to corridor studies within the CRTPA region.</li> <li>• Coordination efforts include participation in public meetings, agency working groups, consultant selection, provision of information to CRTPA and other activities as required by the MPO process.</li> <li>• The CRTPA will continue to participate in the region's corridor studies during FY 18</li> <li>• Orange Avenue/Lake Bradford Road/Springhill Road Corridor Study</li> </ul>

<b>End Product</b>	<b>Completion Date</b>	<b>Responsible Agency</b>
Coordination with partner governments	ongoing	CRTPA
Orange Avenue/Lake Bradford Road/Springhill Road Corridor Study <ul style="list-style-type: none"> <li>• Development of the Scope-of-Services, Request for Proposal (RFP), and a preliminary list of stakeholders in the corridor.</li> </ul>	September 30, 2016	
Orange Avenue/Lake Bradford Road/Springhill Road Corridor Study <ul style="list-style-type: none"> <li>• Continue and complete Efficient</li> </ul>	September 30, 2017	CRTPA



<p>Transportation Decision Making Process,</p> <ul style="list-style-type: none"> <li>• Roadway corridor design alternatives, presentations to CRTPA Board, Blueprint IA, preliminary drainage analysis and pond siting, access management,</li> <li>• Multi-modal accommodations, preliminary cost estimates, preliminary physical and environmental analysis, class of action determination</li> <li>• initiate environmental reports, comparative analysis of corridor alternatives, and</li> <li>• comparative analysis and corridor evaluation matrix.</li> </ul>		
<p>Orange Avenue/Lake Bradford Road/Springhill Road Corridor Study</p> <ul style="list-style-type: none"> <li>• Release of RFP, Receive Proposals, Shortlisting of consultants, interviews, selection and negotiate contract.</li> </ul>	December 31, 2017	CRTPA
<p>Orange Avenue/Lake Bradford Road/Springhill Road Corridor Study</p> <ul style="list-style-type: none"> <li>• Develop project schedule, project kick-off, initiate Public Involvement Plan, begin stakeholder interviews, purpose and need statement, presentations to CRTPA Board, Blueprint IA, data collection including:</li> </ul>	March 31, 2018	CRTPA
<p>Orange Avenue/Lake Bradford Road/Springhill Road Corridor Study</p> <ul style="list-style-type: none"> <li>• Initiate Efficient Transportation Decision Making Process, Advance Notification, presentations to CRTPA Board, Blueprint IA, additional stakeholder interviews, and Typical Sections and Analysis.</li> </ul>	June 30, 2018	CRTPA
<p>Orange Avenue/Lake Bradford Road/Springhill Road Corridor Study</p> <ul style="list-style-type: none"> <li>• Continue and complete Efficient</li> </ul>	September 30, 2018	CRTPA

<p>Transportation Decision Making Process, Roadway corridor design alternatives,</p> <ul style="list-style-type: none"> <li>• presentations to CRTPA Board, Blueprint IA, preliminary drainage analysis and pond siting, access management,</li> <li>• Multi-modal accommodations, preliminary cost estimates, preliminary physical and environmental analysis,</li> <li>• class of action determination, initiate environmental reports, comparative analysis of corridor alternatives, and</li> <li>• Comparative analysis and corridor evaluation matrix.</li> </ul>		
<p>Orange Avenue/Lake Bradford Road/Springhill Road Corridor Study</p> <ul style="list-style-type: none"> <li>• Presentations to CRTPA Board, Blueprint IA, Finalize right-of-way estimates, and identify construction segments and costs.</li> </ul>	December 31, 2018	CRTPA

Task 9.1 Estimated Budget Detail for FY 17								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
<b>Personnel Services</b>								
	Staff Salaries	\$10,990	-	-	-		-	\$10,990
	Indirect Costs	2,230	-	-	-		-	2,230
	Fringe Costs	6,780	-	-	-		-	6,780
	<b>Subtotal:</b>	<b>\$20,000</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>\$20,000</b>
<b>Consultant Services</b>								
		-	150,000	-	-	-	-	\$150,000
	<b>Subtotal:</b>	<b>-</b>	<b>\$150,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$150,000</b>
<b>Travel</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Direct Expenses</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Total:</b>	<b>\$20,000</b>	<b>\$150,000</b>					<b>\$170,000</b>



Task 9.1 Estimated Budget Detail for FY 18								
Budget Detail	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
<b>Personnel Services</b>								
	Staff Salaries	\$10,990	-	-	-		-	\$10,990
	Indirect Costs	2,230	-	-	-		-	2,230
	Fringe Costs	6,780						6,780
	<b>Subtotal:</b>	<b>\$20,000</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>\$20,000</b>
<b>Consultant Services</b>								
		-	200,000	-	-	-	-	-
	<b>Subtotal:</b>	<b>-</b>	<b>200,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$200,000</b>
<b>Travel</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Direct Expenses</b>								
			-	-	-	-	-	
	<b>Subtotal:</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
	<b>Total:</b>	<b>\$20,000</b>	<b>\$200,000</b>					<b>\$220,000</b>

Task 9.2 Other Transportation Projects	
<b>Purpose</b> Identify and participate in special transportation planning studies and projects.	
<b>Previous Work Completed (examples, not complete list)</b> <ul style="list-style-type: none"> <li>• 6<sup>th</sup> Avenue (Tallahassee) Pedestrian Improvements</li> <li>• Lafayette Street Pedestrian Improvements</li> <li>• Lake Ella Pedestrian Improvements</li> <li>• Capital City to the Sea Trails</li> <li>• Coastal Trail Project Development and Environment Study</li> <li>• North Trout Pond Trail Environmental assessment</li> <li>• Florida Arts Trail Project Development and Environment Study</li> <li>• SR 12 (Gadsden County) Shoulder Widening</li> </ul>	
Required Activities	
FY 2017 <ul style="list-style-type: none"> <li>• <u>CRTPA Member Government Corridor Management/Tallahassee-Leon County Corridor Management Program:</u> Coordinate and provide technical assistance to CRTPA member governments regarding issues related to corridor management including access management and future right-of-way preservation.</li> <li>• <u>Development and Support of Additional Studies:</u> Develop additional studies as may be identified in coordination with FDOT, FHWA and FTA.</li> </ul>	FY 2018 <ul style="list-style-type: none"> <li>• <u>CRTPA Member Government Corridor Management/Tallahassee-Leon County Corridor Management Program:</u> Coordinate and provide technical assistance to CRTPA member governments regarding issues related to corridor management including access management and future right-of-way preservation.</li> <li>• <u>Development and Support of Additional Studies:</u> Develop additional studies as may be identified in coordination with FDOT, FHWA and FTA.</li> </ul>

End Product	Completion Date	Responsible Agency
Corridor Management	ongoing	CRTPA
Development and Support of Additional Studies	ongoing	CRTPA

Task 9.2 Estimated Budget Detail for FY 17								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
<b>Personnel Services</b>								
	Staff Salaries	\$5,465	-	-	-		-	\$5,465
	Indirect Costs	1,115	-	-	-		-	1,115
	Fringe Costs	3,390						3,390
	<b>Subtotal:</b>	<b>\$10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>\$10,000</b>
<b>Consultant Services</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Travel</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Direct Expenses</b>								
			-	-	-	-	-	
	<b>Subtotal:</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
	<b>Total:</b>	<b>\$10,000</b>						<b>\$10,000</b>



Task 9.1 Estimated Budget Detail for FY 18								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
<b>Personnel Services</b>								
	Staff Salaries	\$5,465	-	-	-		-	\$5,465
	Indirect Costs	1,115	-	-	-		-	1,115
	Fringe Costs	3,390	-	-	-		-	3,390
	<b>Subtotal:</b>	<b>\$10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>\$10,000</b>
<b>Consultant Services</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Travel</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Direct Expenses</b>								
		-	-	-	-	-	-	-
	<b>Subtotal:</b>			-	-	-	-	
	<b>Total:</b>	<b>\$10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>\$10,000</b>

## **IV.**

# **UPWP AGENCY PARTICIPATION AND PROPOSED FUNDING SOURCES FOR FISCAL YEARS 2017/2018**

**Table 1.1 FY 2017 Proposed Funding**

**Table 1.2 FY 2018 Proposed Funding**

Table 1.1 Proposed Agency Participation FY 2017

TASK NUMBER/TITLE	CAPITAL REGION TRANSPORTATION PLANNING AGENCY COST	STARMETRO COST	CITY OF TALLAHASSEE AVIATION COST	FDOT	TOTAL PROGRAM COST
<b>1 ADMINISTRATION</b>					
1.1 Transportation Planning Mgmt.	\$166,125				\$166,125
1.2 CRTPA Certification	\$5,000				\$5,000
1.3 Capital Outlay	\$10,000				\$10,000
1.4 Funding Administration	\$20,000				\$20,000
1.5 FDOT				\$145,719	\$145,719
1.7 Professional Services	\$72,000				\$72,000
<b>2. DATA COLLECTION AND DISTRIBUTION</b>					
2.1 Data Collection and Distribution	\$10,000				\$10,000
<b>3. UNIFIED PLANNING WORK PROGRAM (UPWP)</b>					
3.1 UPWP Development	\$43,000				\$43,000
<b>4. TRANSPORTATION IMPROVEMENT PROGRAM (TIP)</b>					
4.1 TIP Development	\$58,750				\$58,750
<b>5. LONG RANGE TRANSPORTATION PLAN (LRTP)</b>					
5.1 LRTP Development	\$54,375				\$54,375
<b>6. PUBLIC INVOLVEMENT</b>					
6.1 Public Involvement	\$60,000				\$60,000
<b>7. SYSTEMS PLANNING</b>					
7.1 Bicycle and Pedestrian Planning	\$45,000				\$45,000
7.2 Transit Planning		\$530,000			\$530,000
7.3 Aviation Planning			\$30,000		\$30,000
7.4 Transportation Disadvantaged	\$88,500				\$88,500
7.5 Mobility Management	\$23,007				\$23,007
<b>8. CRTPA COORDINATION</b>					
8.1 CRTPA Coordination	\$135,000				\$135,000
<b>9. OTHER PLANNING PROJECTS</b>					
9.1 Corridor Analysis	\$170,000				\$170,000
9.2 Special Transportation Planning	\$10,000				\$10,000
<b>TOTALS</b>	<b>\$970,756</b>	<b>\$530,000</b>	<b>\$30,000</b>	<b>\$145,719</b>	<b>\$1,676,475</b>

Table 1.2 Proposed Agency Participation FY 2018

TASK NUMBER/TITLE	CAPITAL REGION TRANSPORTATION PLANNING AGENCY COST	STARMETRO COST	CITY OF TALLAHASSEE AVIATION COST	FDOT COST	TOTAL PROGRAM COST
<b>1 ADMINISTRATION</b>					
1.1 Transportation Planning Mgmt.	\$150,025				\$150,025
1.2 CRTPA Certification	\$5,000				\$5,000
1.3 Capital Outlay	\$10,000				\$10,000
1.4 Funding Administration	\$20,000				\$20,000
1.5 FDOT Assistance and Match	\$145,719				\$145,719
1.7 Professional Services	\$72,000				\$72,000
<b>2. DATA COLLECTION AND DISTRIBUTION</b>					
2.1 Data Collection and Distribution	\$10,000				\$10,000
<b>3. UNIFIED PLANNING WORK PROGRAM (UPWP)</b>					
3.1 UPWP Development	\$43,000				\$43,000
<b>4. TRANSPORTATION IMPROVEMENT PROGRAM (TIP)</b>					
4.1 TIP Development	\$58,750				\$58,750
<b>5. LONG RANGE TRANSPORTATION PLAN (LRTP)</b>					
5.1 LRTP Development	\$54,375				\$54,375
<b>6. PUBLIC INVOLVEMENT</b>					
6.1 Public Involvement	\$60,000				\$60,000
<b>7. SYSTEMS PLANNING</b>					
7.1 Bicycle and Pedestrian Planning	\$45,000				\$45,000
7.2 Transit Planning		\$530,000			\$530,000
7.3 Aviation Planning			\$30,000		\$30,000
7.4 Transportation Disadvantaged	\$88,500				\$88,500
7.5 Mobility Management	\$23,006				\$23,006
<b>8. CRTPA COORDINATION</b>					
8.1 CRTPA Coordination	\$135,000				\$135,000
<b>9. OTHER PLANNING PROJECTS</b>					
9.1 Corridor Analysis	\$20,000			\$200,000	\$220,000
9.2 Special Transportation Planning	\$10,000				\$10,000
<b>TOTALS</b>	<b>\$950,375</b>	<b>\$530,000</b>	<b>\$30,000</b>	<b>\$200,000</b>	<b>\$1,710,375</b>



**TABLE 2.1: FY 17 Proposed Funding Capital Region Transportation Study**

TASK NUMBER/ PROJECT TITLE	AGENCY	FHWA SEC. 112 (PL) (2)	FTA SEC. 5303 80%	SOFT MATCH 10%	STATE MATCH FDOT 10%	TOTAL FTA SEC 5303	PL SOFT MATCH ***	TD TRUST FUND 100%	TOTAL FEDERAL (FHWA, FTA)	TOTAL STATE	TOTAL LOCAL	GRAND TOTAL
<b>1. ADMINISTRATION</b>												
1.1 Transportation Planning Manager	CRTPA	\$128,625	\$30,000	\$3,750	\$3,750	\$ 37,500	12852		\$128,625	\$3,750		\$166,125
1.2 CRTPA Certification	CRTPA	\$5,000										\$5,000
1.3 Capital Outlay	CRTPA	\$10,000										\$10,000
1.4 Funding Administration	CRTPA	\$20,000										\$20,000
1.5 FDOT Assistance for PL funds (1)	FDOT									\$ 145,719		\$145,719
1.6 FDOT Match for 530 funds	FDOT											\$0
1.7 Professional Services	CRTPA	\$72,000										\$72,000
<b>TOTAL Administration</b>		<b>\$235,625</b>	<b>\$30,000</b>	<b>\$3,750</b>	<b>\$3,750</b>	<b>\$37,500</b>			<b>\$128,625</b>	<b>\$145,719</b>	<b>\$3,750</b>	<b>\$418,844</b>
<b>2. DATA COLLECTION AND DISTRIBUTION</b>												
2.1 Data Collection and Distribution	CRTPA	\$10,000					\$1,000		\$10,000			\$10,000
<b>TOTAL Data Collection and Distribution</b>		<b>\$10,000</b>							<b>\$10,000</b>		<b>\$0</b>	<b>\$10,000</b>
<b>3. UNIFIED PLANNING WORK PROGRAM (UPWP)</b>												
3.1 UPWP Development	CRTPA	\$18,000	\$20,000	\$2,500	\$2,500	\$25,000	\$1,800		\$25,000	\$2,500	\$1,800	\$43,000
<b>4. TRANSPORTATION IMPROVEMENT PROGRAM (TIP)</b>												
4.1 TIP Development	CRTPA	\$40,000	\$15,000	\$1,875	\$1,875	\$18,750	\$4,000		\$58,750	\$1,875	\$4,000	\$58,750
<b>5. YEAR 2030 LONG RANGE TRANSPORTATION PLAN (LRTP)</b>												
5.1 LRTP Development	CRTPA	\$30,000	\$19,500	\$2,438	\$2,438	\$24,375	\$3,000		\$54,375	\$2,438	\$3,000	\$54,375
see also Task 1.5	FDOT											\$0
<b>6. PUBLIC INVOLVEMENT</b>												
6.1 Public Involvement	CRTPA	\$45,000	\$12,000	\$1,500	\$1,500	\$15,000	\$4,500		\$60,000	\$25,000	\$4,500	\$60,000
<b>7. SYSTEMS PLANNING</b>												
7.1 Bicycle / Pedestrian Planning	CRTPA	\$45,000										\$45,000
7.2 Transit Planning	COT-SM										\$530,000	\$530,000
7.3 Aviation Planning	COT-AD							\$ 30,000				\$30,000
7.4 Transportation Disadvantaged	CRTPA		\$2,000	\$250	\$250	\$2,500		\$86,000				\$88,500
7.5 Mobility Management	CRTPA	\$10,000	\$10,405	\$1,301	\$1,301	\$13,006	1040					\$23,006
<b>TOTAL Systems Planning</b>		<b>\$55,000</b>	<b>\$12,405</b>	<b>\$1,551</b>	<b>\$1,551</b>	<b>\$15,506</b>	<b>\$1,040</b>	<b>\$116,000</b>		<b>\$117,551</b>	<b>\$1,040</b>	<b>\$716,506</b>
<b>8. CRTPA COORDINATION</b>												
8.1 CRTPA Coordination	CRTPA	\$110,000	\$20,000	\$2,500	\$2,500	\$25,000		\$11,000	\$110,000	\$25,000	\$0	\$135,000
<b>9. OTHER PLANNING PROJECTS</b>												
9.1 Corridor Analysis	CRTPA	\$20,000						\$2,000	\$150,000		\$170,000	\$170,000
9.2 Special Transportation Projects	CRTPA	\$10,000						\$1,000				\$10,000
<b>TOTAL Other Planning Projects</b>		<b>\$30,000</b>										<b>\$180,000</b>
<b>GRAND TOTAL</b>		<b>\$573,625</b>	<b>\$128,905</b>	<b>\$16,113</b>	<b>\$16,113</b>	<b>\$161,131</b>	<b>\$1,040</b>	<b>\$127,000</b>	<b>\$446,750</b>	<b>\$469,551</b>	<b>\$18,090</b>	<b>\$1,676,475</b>
Key to abbreviations: CRTPA = Capital Region Transportation Planning Agency FHWA = Federal Highway Administration TD = Commission for the Transportation Disadvantaged (1) HP funds COT-TE = City of Tallahassee Traffic Engineering FTA = Federal Transit Administration LC-PW = Leon County Public Works (2) FDOT soft match included COT-AD = City of Tallahassee Aviation Department COT-SM = City of Tallahassee StarMetro												

**TABLE 2.2: FY 18 Proposed Funding Capital Region Transportation Study**

TASK NUMBER/ PROJECT TITLE	AGENCY	FHWA SEC. 112 (PL) (2)	FTA SEC. 5303 80%	SOFT MATCH 10%	STATE MATCH FDOT 10%	TOTAL FTA SEC 5305D	PL SOFT MATCH 10%	TD TRUST FUND 100%	TOTAL FEDERAL (FHWA, FTA)	TOTAL STATE	TOTAL LOCAL	GRAND TOTAL
<b>1. ADMINISTRATION</b>												
1.1 Transportation Planning Manager	CRTPA	\$112,525	\$30,000	\$3,750	\$3,750	\$ 37,500	\$ 11,253					\$150,025
1.2 CRTPA Certification	CRTPA	\$5,000					500**					\$5,000
1.3 Capital Outlay	CRTPA	\$10,000					1000**					\$10,000
1.4 Funding Administration	CRTPA	\$20,000					2000**					\$20,000
1.5 FDOT Assistance for PL funds (1)	FDOT									\$ 145,719		\$145,719
1.6 FDOT Match for 530 funds	FDOT											\$0
1.7 Professional Services	CRTPA	\$72,000					\$ 7,200					\$72,000
<b>TOTAL Administration</b>		<b>\$147,525</b>	<b>\$30,000</b>	<b>\$3,750</b>	<b>\$3,750</b>	<b>\$37,500</b>	<b>**</b>		<b>\$37,500</b>	<b>\$145,719</b>	<b>\$3,750</b>	<b>\$402,744</b>
<b>2. DATA COLLECTION AND DISTRIBUTION</b>												
2.1 Data Collection and Distribution	CRTPA	\$10,000					\$1,000		\$10,000			\$10,000
<b>TOTAL Data Collection and Distribution</b>		<b>\$10,000</b>					<b>**</b>		<b>\$10,000</b>		<b>**</b>	<b>\$10,000</b>
<b>3. UNIFIED PLANNING WORK PROGRAM (UPWP)</b>												
3.1 UPWP Development	CRTPA	\$18,000	\$20,000	\$2,500	\$2,500	\$25,000	\$1,800		\$25,000	\$2,500	\$1,800	\$43,000
<b>4. TRANSPORTATION IMPROVEMENT PROGRAM (TIP)</b>												
4.1 TIP Development	CRTPA	\$40,000	\$15,000	\$1,875	\$1,875	\$18,750	\$4,000		\$18,750	\$1,875	\$4,000	\$58,750
<b>5. YEAR 2030 LONG RANGE TRANSPORTATION PLAN (LRTP)</b>												
5.1 LRTP Development	CRTPA	\$30,000	\$19,500	\$2,438	\$2,438	\$24,375	\$3,000		\$24,375	\$2,438	\$3,000	\$54,375
see also Task 1.5	FDOT						**					\$0
<b>6. PUBLIC INVOLVEMENT</b>												
6.1 Public Involvement	CRTPA	\$45,000	\$12,000	\$1,500	\$1,500	\$15,000	4500**		\$45,000	\$15,000	4500**	\$60,000
<b>53</b>												
7.1 Bicycle / Pedestrian Planning	CRTPA	\$45,000					4500**					\$45,000
7.2 Transit Planning	COT-SM										\$530,000	\$530,000
7.3 Aviation Planning	COT-AD							\$ 30,000				\$30,000
7.4 Transportation Disadvantaged	CRTPA		\$2,000	\$250	\$250	\$2,500		\$86,000				\$88,500
7.5 Mobility Management	CRTPA	\$10,000	\$10,405	\$1,301	\$1,301	\$13,006	1,000**					\$23,006
<b>TOTAL Systems Planning</b>		<b>\$55,000</b>	<b>\$12,405</b>	<b>\$1,551</b>	<b>\$1,551</b>	<b>\$15,506</b>		<b>\$116,000</b>		<b>\$117,551</b>	<b>\$0</b>	<b>\$716,506</b>
<b>8. CRTPA COORDINATION</b>												
8.1 CRTPA Coordination	CRTPA	\$110,000	\$20,000	\$2,500	\$2,500	\$25,000			\$25,000	\$2,500	\$0	\$135,000
<b>9. OTHER PLANNING PROJECTS</b>												
9.1 Corridor Analysis	CRTPA	\$20,000					2000**		\$200,000			\$220,000
9.2 Special Transportation Projects	CRTPA	\$10,000					1000**					\$10,000
<b>TOTAL Other Planning Projects</b>		<b>\$30,000</b>										<b>\$230,000</b>
<b>GRAND TOTAL</b>		<b>\$485,525</b>	<b>\$128,905</b>	<b>\$16,113</b>	<b>\$16,113</b>	<b>\$161,131</b>	<b>\$0</b>	<b>\$116,000</b>	<b>\$185,625</b>	<b>\$433,301</b>	<b>\$12,550</b>	<b>\$1,710,375</b>
Key to abbreviations: CRTPA = Capital Region Transportation Planning Agency FHWA = Federal Highway TD = Commission for the Transportation Disadvantaged *provided for information only, not included in total FTA = Federal Transit Administration (2) FDOT soft match included COT-AD = City of Tallahassee Aviation Department COT-SM = City of Tallahassee StarMetro												

## **APPENDIX**

Non-Discrimination Title VI Policy Statement

Lobbying Certification

Debarment and Suspension Certification

Application for Federal Assistance and Assurances

Responses to Review Comments

5305D Application for  
Federal Transit Administration Grant

Joint Certification Statement



# FFY16 Title VI / Non-Discrimination Policy Statement

The Capital Region Trans Planning Agency assures the Florida Department of Transportation that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Florida Civil Rights Act of 1992 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The Capital Region Trans Planning Agency further agrees to the following responsibilities with respect to its programs and activities:

- 1 Designate a Title VI Liaison that has a responsible position within the organization and access to the subrecipient's Chief Executive Officer.
- 2 Issue a policy statement signed by the Chief Executive Officer, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the subrecipient's organization and to the general public. Such information shall be published where appropriate in languages other than English.
- 3 Insert the clauses of Appendix A of this agreement in every contract subject to the Acts and Regulations.
- 4 Develop a complaint process and attempt to resolve complaints of discrimination against subrecipients. Complaints against the Florida Department of Transportation (FDOT) shall immediately be forward to the FDOT District Title VI Coordinator.
- 5 Participate in training offered on Title VI and other nondiscrimination requirements.
- 6 If reviewed by FDOT or the United States Department of Transportation, take affirmative action to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) calendar days.
- 7 Have a process to collect racial and ethnic data on persons impacted by the subrecipient's programs.

This assurance is given in consideration of and for the purpose of obtaining any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding. The person whose signature appears below is authorized to sign this assurance on behalf of the subrecipient.

---

Signature of Presiding Officer for the MPO/TPO  
Capital Region Transportation Planning Agency

Date of Signature



## **FEDERAL FFY16 CERTIFICATION REGARDING LOBBYING**

### **Certification for Contracts, Grants, Loans, and Cooperative Agreements**

The undersigned certifies, to the best of her or his knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any Federal Contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for each such failure.

---

Date

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Chairperson for the MPO

Capital Region Transportation Planning Agency

## FEDERAL FFY16 DEBARMENT AND SUSPENSION CERTIFICATION

As required by U.S. Regulations on Government wide Debarment and Suspension (Non-procurement) at 49 CFR 29.510

- (1) The Metropolitan Planning Organization hereby certifies to the best of its knowledge and belief, that it and its principles:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
  - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state or local) transaction or contract under a public transaction; violation of Federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, state or local) with commission of any of the offenses listed in paragraph (b) of this certification; and,
  - (d) Have not within a three-year period preceding this certification had one or more public transactions (Federal, state or local) terminated for cause or default.
- (2) The Metropolitan Planning Organization also hereby certifies that if, later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above, it will promptly provide that information to the U.S. DOT.

\_\_\_\_\_  
Chairperson for the MPO  
Capital Region Transportation Planning Agency

\_\_\_\_\_  
Date

### Application for Federal Assistance SF-424

\* 1. Type of Submission:

- ☐ Preapplication  
☒ Application  
☐ Changed/Corrected Application

\* 2. Type of Application:

- ☒ New  
☐ Continuation  
☐ Revision

\* If Revision, select appropriate letter(s):

\* Other (Specify):

\* 3. Date Received:

4. Applicant Identifier:

Not Applicable

5a. Federal Entity Identifier:

Not Applicable

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

1001

8. APPLICANT INFORMATION:

\* a. Legal Name: Capital Region Transportation Planning Agency

\* b. Employer/Taxpayer Identification Number (EIN/TIN):

596000435

\* c. Organizational DUNS:

8310256011721

d. Address:

\* Street1: 300 South Adams Street

Street2: Box A19

\* City: Tallahassee

County/Parish: Leon

\* State: FL: Florida

Province:

\* Country: USA: UNITED STATES

\* Zip / Postal Code: 32301

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Ms.

\* First Name:

Colleen

Middle Name:

\* Last Name: Roland

Suffix:

Title: Transportation Planner

Organizational Affiliation:

Capital Region Transportation Planning Agency

\* Telephone Number: 8508918629

Fax Number:

\* Email: colleen.roland@talgov.com



## Application for Federal Assistance SF-424

### \* 9. Type of Applicant 1: Select Applicant Type:

E: Regional Organization

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

### \* 10. Name of Federal Agency:

Federal Transit Administration

### 11. Catalog of Federal Domestic Assistance Number:

20.505

CFDA Title:

Section 5303(d)

### \* 12. Funding Opportunity Number:

20.505

\* Title:

Metropolitan Transportation Planning

### 13. Competition Identification Number:

Not Applicable

Title:

Not Applicable

### 14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

### \* 15. Descriptive Title of Applicant's Project:

In support of the Unified Planning Work Program for Gadsden, Jefferson, Leon and Wakulla Counties, Florida

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments



**Section 5305(d)**  
**GMIS Planning Line Item Codes – FFY16**  
(FTA Funds Only)

Technical Classifications:

44.21.00	Program Support and Administration	\$ 30,000
44.22.00	General Development and Comprehensive Planning	20,000
44.23.01	Long Range Transportation Planning: System Level	19,500
44.23.02	Long Range Transportation Planning: Project Level	
44.24.00	Short Range Transportation Planning	
44.25.00	Transportation Improvement Program	15,000
44.26.12	Coordination of Non-Emergency Human Service Transportation	2,500
44.26.13	Participation of Transit Operators in Metropolitan Planning	
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	
44.26.16	Incorporating Safety & Security in Transportation Planning	10,405
44.27.00	Other Activities	32,000
Total Net Project Cost		\$ 128,905

Accounting Classifications

44.30.01	Personnel	\$ 70,827
44.30.02	Fringe Benefits	43,700
44.30.03	Travel	
44.30.04	Equipment	
44.30.05	Supplies	
44.30.06	Contractual	
44.30.07	Other	
44.30.08	Indirect Charges	14,378
Total Net Project Cost		\$ 128,905

Fund Allocations

44.40.01	MPO Activities	\$ 128,905
44.40.02	Transit Operator Activities	
44.40.03	State and/or Local Agency Activities	
Total Net Project Cost		\$ 128,905

**Section 5305(d)**  
**Approved Project Budget for FFY16**  
(total dollars)

Technical Classifications:

44.21.00	Program Support and Administration	\$ 37,500
44.22.00	General Development and Comprehensive Planning	25,000
44.23.01	Long Range Transportation Planning: System Level	24,375
44.23.02	Long Range Transportation Planning: Project Level	
44.24.00	Short Range Transportation Planning	
44.25.00	Transportation Improvement Program	18,750
44.26.12	Coordination of Non-Emergency Human Service Transportation	2,500
44.26.13	Participation of Transit Operators in Metropolitan Planning	
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	
44.26.16	Incorporating Safety & Security in Transportation Planning	13,006
44.27.00	Other Activities	40,000
Total Net Project Cost		\$ 161,131

Accounting Classifications

44.30.01	Personnel	\$ 88,524
44.30.02	Fringe Benefits	54,625
44.30.03	Travel	
44.30.04	Equipment	
44.30.05	Supplies	
44.30.06	Contractual	
44.30.07	Other	
44.30.08	Indirect Charges	17,972
Total Net Project Cost		\$ 161,131

Fund Allocations

44.40.01	MPO Activities	\$ 161,131
44.40.02	Transit Operator Activities	
44.40.03	State and/or Local Agency Activities	
Total Net Project Cost		\$ 161,131
Federal Share (80%)		\$ 128,905
Local Share (20%)		\$ 32,226

Accounting			
Classification	FPC	Description	Amount
91.37.08.8P-2	02	Technical Studies - Planning	\$ 161,131

## FTA FISCAL YEAR 2016 CERTIFICATIONS AND ASSURANCES

### FEDERAL FISCAL YEAR 2016 CERTIFICATIONS AND ASSURANCES FOR FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS

(Signature pages alternative to providing Certifications and Assurances in TrAMS)

Name of Applicant: Capital Region Transportation Planning Agency

The Applicant agrees to comply with applicable provisions of Categories 01 – 23. X

OR

The Applicant agrees to comply with applicable provisions of the Categories it has selected:

<u>Category</u>	<u>Description</u>	
01.	Required Certifications and Assurances for Each Applicant.	_____
02.	Lobbying.	_____
03.	Procurement and Procurement Systems.	_____
04.	Private Sector Protections.	_____
05.	Rolling Stock Reviews and Bus Testing.	_____
06.	Demand Responsive Service.	_____
07.	Intelligent Transportation Systems.	_____
08.	Interest and Financing Costs and Acquisition of Capital Assets by Lease.	_____
09.	Transit Asset Management Plan and Public Transportation Agency Safety Plan.	_____
10.	Alcohol and Controlled Substances Testing.	_____
11.	Fixed Guideway Capital Investment Grants Program (New Starts, Small Starts, and Core Capacity Improvement).	_____
12.	State of Good Repair Program.	_____
13.	Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs.	_____
14.	Urbanized Area Formula Grants Programs and Passenger Ferry Grant Program.	_____
15.	Seniors and Individuals with Disabilities Programs.	_____
16.	Rural Areas and Appalachian Development Programs.	_____
17.	Tribal Transit Programs (Public Transportation on Indian Reservations Programs).	_____
18.	State Safety Oversight Grant Program.	_____
19.	Public Transportation Emergency Relief Program.	_____
20.	Expedited Project Delivery Pilot Program.	_____
21.	Infrastructure Finance Programs.	_____
22.	Paul S. Sarbanes Transit in Parks Program.	_____
23.	Hiring Preferences	_____

## FTA FISCAL YEAR 2016 CERTIFICATIONS AND ASSURANCES

### FEDERAL FISCAL YEAR 2016 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE

(Required of all Applicants for federal assistance to be awarded by FTA and all FTA Grantees with an active Capital or Formula Award)

#### AFFIRMATION OF APPLICANT

Name of the Applicant: Capital Region Transportation Planning Agency

Name and Relationship of the Authorized Representative: Executive Director

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2016, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded by FTA during federal fiscal year 2016.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute.

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Name \_\_\_\_\_  
Authorized Representative of Applicant

#### AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): Capital Region Transportation Planning Agency

As the undersigned Attorney for the above named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Name \_\_\_\_\_  
Attorney for Applicant

*Each Applicant for federal assistance to be awarded by FTA and each FTA Recipient with an active Capital or Formula Project or Award must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within FTA's electronic award and management system, provided the Applicant has on file and uploaded to FTA's electronic award and management system this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.*



# FFY16 Disadvantaged Business Enterprise Utilization

It is the policy of the Capital Region Transportation Planning Agency that disadvantaged businesses, as defined by 49 Code of Federal Regulations, Part 26, shall have an opportunity to participate in the performance of \_\_\_\_\_ contracts in a nondiscriminatory environment. The objects of the Disadvantaged Business Enterprise Program are to ensure nondiscrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barrier to participation, create a level playing field, assist in development of a firm so it can compete successfully outside of the program, provide flexibility, and ensure narrow tailoring of the program.

The Capital Region Transportation Planning Agency, and its consultants shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform the work of the \_\_\_\_\_ in a non-discriminatory environment.

The Capital Region Transportation Planning Agency shall require its consultants to not discriminate on the bases of race, color, national origin, sex, age handicap/disability, or income status in the award and performance of its contracts. This policy covers in part the applicable federal regulations and the applicable statutory references contained therein for the Disadvantaged Business Enterprise Program Plan, Chapters 337 and 339, Florida Statutes, and Rule Chapter 14-78, Florida Administrative Code.

\_\_\_\_\_  
Signature of Presiding Officer for the MPO/TPO

\_\_\_\_\_  
Date of Signature



U.S. Department  
of Transportation  
**Federal Highway  
Administration**

Florida Division

3500 Financial Plaza, Suite 400  
Tallahassee, Florida 32312

Phone: (850) 553-2220  
Fax: (850) 942-9691 / 942-8308

[www.fhwa.dot.gov/fldiv](http://www.fhwa.dot.gov/fldiv)

April 26, 2016

In Reply Refer To:  
HPR-FL

Ms. Suzanne Lex  
District 3 Urban Liaison  
Florida Department of Transportation  
17 Commerce Blvd.  
Midway, FL 32343

Responses are in red and boxed.

Dear Ms. Lex:

The following is in response to your staff's email which transmitted the Capital Region Transportation Planning Agency's (CRTPA) 2016-17-2017/18 Draft Unified Planning Work Program (UPWP) for our review. The following comments are provided by the Federal Highway Administration (FHWA) and the Federal transit Agency (FTA) for the TPO's consideration in developing the Final UPWP:

Critical:

- **Cover Page and page v**– Please ensure in the final UPWP to identify the new Federal Aid Project (FAP) and State Financial Management (FM) numbers.
- **Introduction** – Please include a discussion of the planning priorities for the CRTPA. A discussion of the activities but not priorities for the CRTPA is included.
- **Introduction** - Please update to reflect planning activities to include the development and adoption of the 2040 Long Range Transportation Plan (LRTP).
- **Introduction and Organization and Management Section** –Good background information provided overall.
- **Introduction and Organization and Management Section:**
  - Please include a discussion on the use of the soft match policy for the Federal funds. This should also identify the total amount of the soft match and percentages of the match.
  - Are the execution dates for the CRTPA's agreements correct? Please revise, if needed, to ensure the current agreements are identified.
  - Please update references for the OMB Circular. The correct reference should be to 2 CFR 200.
  - Please revise this section for discussion related to The Fixing America's Surface Transportation Act (FAST) which includes many of the provisions the section

All comments on this page reviewed, addressed, and revisions made when applicable.



already highlighted for the MAP-21. There should be work activities included in a task for the CRTPA's preparing for the requirements to be implemented including performance based planning.

- Please revise this section and matrix to accurately identify the ten planning factors from the FAST that are considered in the CRTPA's planning process. Currently as written, it misidentifies the planning factors and also mixes in state and Federal Planning Emphasis Areas (PEAs) as planning factors. This section should include narrative on how the PEAs are being considered as well.
- **General Comment on Tasks in the UPWP** – Please use Task 4.1 and 5.1 as a template or model for the amount of narrative needed (at the minimum) for providing: previous work completed, required activities and end products. The majority of the tasks in the UPWP lack required details of prior and anticipated milestones and end product dates. The Required should also identify in which year of the UPWP the work will be activities that are ongoing, please identify them as such. This information is essential for the federal agencies to provide the approval of the Final UPWP. Tasks were reviewed and revised when applicable
- **General Comment** – Tasks that involve consultant participation should provide enough detail (such as project scope, work to be accomplished for each project, anticipated completion dates, and project costs) about what the consultant responsibilities are concerning the activities to be undertaken using federal-aid funds. If that is not possible at this time, prior to the CRTPA's use of federal funds for these types planning projects or activities, the District should forward a copy of the scope of services, the anticipated cost, and completion date to the FHWA for review. Response: Tasks reviewed and revised when applicable
- **General Comment**- All Agreements or Certifications including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI Nondiscrimination Policy Statement and Disadvantaged Business Enterprise (DBE) statements should be signed and dated, and included in Submitted with final
- **Indirect Cost** – The language on page 16 indicates that the CRTPA is using an indirect cost rate with the City of Tallahassee. Please provide a copy of this Added - see page 21
- **Task 1.2** – Please update the statement in the Purpose Section regarding Federal Certifications. These occur on a quadrennial basis rather than every three years. Revised
- **Task 1.3** – What purchases/work was completed in the prior UPWP? The FY 2015-2016 had \$10,000 PL funds identified in each year, was this money used? Additionally, please note that any equipment purchases equal to or greater than \$5,000 must have prior review and approval from FHWA. 1.3 reviewed and revised as needed
- **Task 1.5** – It appears that this task is related to the Florida Department of Transportation's (FDOT) planning activities summarized on page 18. If so, please reference that page number. Additionally, FDOT does not use PL funds but the task budget table identifies the funds being used as PL; please update to reflect the correct funds (perhaps SPR funds?). 1.5 Revised
- **Task 1.6** - Should funding be programmed in the FTA State match column in the Estimated Budget Detail? Funding amount in Estimated Budget Detail Table does not



1.6: Included in tables

match the Funding Tables by Task. Correct FTA funding source in Funding Tables by Task.

- **Task 2.1** Are all the agencies listed charging to PL Funds or are there state and local funds being used as well? Please see above comment regarding FDOT's use of PL funds. 2.1: See below 7.4 Revised
- **Task 7.4** – The Estimated Budget Detail is missing State/Local match for FTA funds.
- **Task 8.1** – **Task 8.1** - Estimated Budget Detail is missing State/Local match for FTA funds 8.1 Revised
- **Budget Tables** – Please ensure that the total match amount for FHWA funds is clearly identified in the tables and is footnoted as being soft-matched. Revised

Thank you for the opportunity to properly review and comment on the draft UPWP for the CRTPA. We request that the final UPWP be available to us by **May 31, 2016**, so that we may have sufficient time to authorize our portion of the program by **June 30, 2016**. To assist in our joint coordination efforts with the Federal Transit Administration (FTA), please provide a copy of the Final UPWP directly to the FTA Regional Office for their joint review.

If you have any questions, please do not hesitate to contact Ms. Stacie E. Blizzard, at (850) 553-2223 or email [stacie.blizzard@dot.gov](mailto:stacie.blizzard@dot.gov) or Ms. Parris Orr at (404) 865-5617 or [Elizabeth.Orr@dot.gov](mailto:Elizabeth.Orr@dot.gov).

Sincerely,



FOR: James Christian  
Division Administrator

Electronic cc: Mr. Jack Kostrzewa CRTPA  
Ms. Parris Orr, FTA (Region 4)  
Mr. Sean Santalla, FDOT (MS-28)  
Ms. LeeAnn Jacobs, FHWA

2.1 Task is specific for the funding participation in the City/County GIS. Staff time in application of the data is project specific.



## JOINT CERTIFICATION STATEMENT ON THE METROPOLITAN TRANSPORTATION PLANNING PROCESS

Pursuant to the requirements of 23 U.S.C. 134 (k)(5), 23 CFR 450.334(a), the Department and the MPO have performed a review of the certification status of the metropolitan transportation planning process for the **Capital Region Transportation Planning Agency (CRTPA)** with respect to the requirements of:

1. 23 U.S.C. 134 and 49 U.S.C. 5303;
2. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 C.F.R. Part 21
3. 49 U.S.C. 5332 prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
4. Section 1101(b) of SAFETEA-LU (Public Law 109-59) and 49 C.F.R. Part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
5. 23 C.F.R. Part 230 regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
6. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and the regulations found in 49 C.F.R. Parts 27, 37, and 38;
7. The Older Americans Act, as amended (42 U.S.C. 6101) prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
8. Section 324 of 23 U.S.C. regarding the prohibition of discrimination on the basis of gender; and
9. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 C.F.R. Part 27 regarding discrimination against individuals with disabilities.

Included in this certification package is a summary of noteworthy achievements by the MPO, attachments associated with these achievements, and (if applicable) a list of any recommendations and/or corrective actions. The contents of this Joint Certification Package have been reviewed by the MPO and accurately reflect the results of the joint certification review meeting held on December 4, 2015.

Based on a joint review and evaluation, the Florida Department of Transportation and the CRTPA recommend that the Metropolitan Planning Process for the CRTPA be certified.

\_\_\_\_\_  
District Secretary (or designee)

\_\_\_\_\_  
Date

\_\_\_\_\_  
CRTPA Chairman

\_\_\_\_\_  
Date



May 16, 2016

## AGENDA ITEM 2 D

### **DRAFT FISCAL YEAR (FY) 2017 – FY 2021 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

REQUESTED BY: Staff

TYPE OF ITEM: Consent

#### **STATEMENT OF ISSUE**

Consistent with state and federal requirements, the DRAFT Fiscal Year (FY) 2017– FY 2021 Transportation Improvement Program (TIP) has been developed (a link to the document can be found on the agency's webpage: <http://crtpa.org/2016-tip.html>) for Capital Region Transportation Planning Agency (CRTPA) transmittal to the Florida Department of Transportation (FDOT) for review.

#### **CRTPA COMMITTEE ACTIONS**

The CRTPA's two (2) committees (Citizens Multimodal Advisory Committee and Technical Advisory Committee) were scheduled to meet on May 10, 2016. Due to the deadline associated with development and distribution of the CRTPA agenda, any committee recommendations for this and other agenda items will be provided prior to or at the meeting.

#### **RECOMMENDED ACTION**

Option 1: Approve transmittal of the Draft FY 2017 – FY 2021 TIP to the Florida Department of Transportation for review.

#### **HISTORY AND ANALYSIS**

The CRTPA Transportation Improvement Program identifies regional transportation projects (roadway, bicycle and pedestrian, transportation systems management, transportation enhancement, public transportation, aviation, resurfacing and bridge projects) that have received funding in the Florida Department of Transportation's (FDOT) Draft Five-Year Work Program. The TIP is developed in accordance with 23 U.S.C. 134(h), 23 CFR 450 and Chapter 339.175(7), F.S., and is one of the annual requirements of the metropolitan transportation planning process for the CRTPA.

The purpose of the TIP is to inform the public and governmental agencies of transportation projects (planning through construction) that have received funding during the next five-year period (FY 2017 – FY 2021) within our region (Gadsden, Jefferson, Leon and Wakulla counties).

Projects contained within the DRAFT FY 2017 – FY 2021 TIP reflect those projects that were presented to the CRTPA Board on October 19, 2015 by the FDOT District 3 during their presentation of the FDOT Draft FY 2017– FY 2021 Five-Year Work Program.

Although new or changed projects are identified in yellow highlighting on the attachments (listed by county), highlights include the following:

Leon County:

- ❑ Apalachee Parkway at Magnolia Drive **Intersection Improvement** (PE, CST\*) in FY 17 & 19 (4381481).
- ❑ Capital Circle (US 319/SR 263): Crawfordville Road (SR 61) to Springhill Road. **Add Lanes & Reconstruct** (ROW & CST (local funding)) in FY 20 & 21 (2197493).
- ❑ Monroe Street (US 27) at Talpeco Road Intersection. **Traffic Signals** (PE, ROW & CST) in FY 17, 19 & 20 (4381401).
- ❑ Woodville Highway: Gaile Avenue to Paul Russell Road. **ROW – Future Capacity** (ROW) in FY 19, 20 & 21 (4240095).
- ❑ Woodville Highway: Capital Circle to Gaile Avenue. **ROW – Future Capacity** (ROW) in FY 19 (4240094).

Gadsden County:

- ❑ US 90 @ Lanier Road. **Intersection Improvement** (PE & CST) in FY 18 & 19 (4382722)
- ❑ US 90 @ River Birch Road/Water Management Drive. **Intersection Improvement** (PE & CST) in FY 18 & 19 (4382721)
- ❑ Havana Middle School Sidewalk Extension. **Sidewalk** (PE) in FY 18 (4381271)

Jefferson County:

- ❑ US 19/US 27 Aucilla River Bridge No. 540069. **Bridge Repair/Rehabilitation** (CST) in FY 18 (4235882).
- ❑ Waukeenah Highway (CR 259): SR 20 to I-10. **Widen/Resurface Existing Lanes** (CST) in FY 19 (4383661)
- ❑ SR 57 (US 19). **Gateway Landscaping** (CST) in FY 17 (4381881)



Wakulla County:

- ❑ US 98: St. Marks River to Jefferson County line. **Resurfacing** (PE & CST) in FY 17 & 19 (4377481).
- ❑ Shadeville Highway (CR 365): US 319 to Bloxham Cutoff (SR 267). **Resurfacing** (CST) in FY 18 (4332502).
- ❑ Wakulla Springs Road (CR 61): Bloxham Cutoff (SR 267) to Leon County line. **Resurfacing** (CST) in FY 19 (4383581).

\* PROJECT PHASES ABBREVIATION KEY:

PLN = Planning; PE = Preliminary Engineering (Design); CST = Construction; ROW = Right of Way; ENV = Environment; RRU = Rail Road/Utilities

**NEXT STEP**

Subsequent to CRTPA approval of the draft TIP, staff will transmit the document to the Florida Department of Transportation for formal review. A public meeting to formally present the document to the public for review and comment will be conducted in June in the CRTPA region.

Any comments received from the public, review agencies, or the CRTPA committees will be provided to the Board prior to the scheduled adoption of the FY 2017 – FY 2021 TIP at the June 20, 2016 CRTPA meeting.

**RECOMMENDED ACTION**

Option 1: Approve transmittal of the DRAFT FY 2017 –FY 2021 TIP to the Florida Department of Transportation for review.  
(Recommended)

Option 2: CRTPA Board Discretion.

**ATTACHMENT**

Attachment 1: DRAFT FY 2017 – FY 2021 Transportation Improvement Program (document link located on CRTPA webpage at <http://crtpa.org/2016-tip.html>)

Attachment 2: Leon County - DRAFT FDOT FY 2017 – FY 2021 Work Program

Attachment 3: Gadsden County – DRAFT FDOT FY 2017 – FY 2021 Work Program

Attachment 4: Jefferson County – DRAFT FDOT FY 2017 – FY 2021 Work Program

Attachment 5: Wakulla County – DRAFT FDOT FY 2017 – FY 2021 Work Program

## ATTACHMENT 1

### **DRAFT FY 2017 – FY 2021 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

AVAILABLE FOR REVIEW ON CRTPA TIP WEBPAGE:

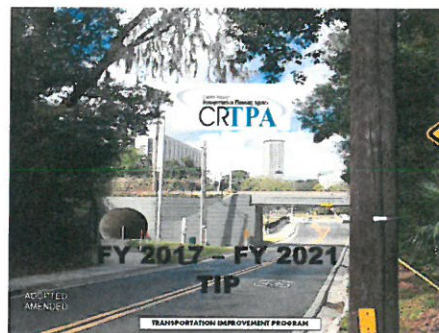
<http://crtpa.org/2016-tip.html>

OR

DIRECTLY AT:

<http://crtpa.dtstiptool.com/Document/Show/1399>

**DRAFT**





FLORIDA DEPARTMENT OF TRANSPORTATION

# **Leon County Citizen's Plan**

## **Tentative Work Program**

### **Fiscal Years 2017-2021**

The Florida Department of Transportation Complies with Various Non-Discrimination Laws and Regulations, including Title VI of the Civil Rights Act of 1964. Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status. Persons wishing to express concerns about Title VI may do so by contacting:

Florida Department of Transportation  
District 3 Title VI Coordinator,  
John Smith  
1074 Highway 90 East  
Chipley, Florida 32428-0607  
(888) 638-0250 ext. 1520  
[john.smith@dot.state.fl.us](mailto:john.smith@dot.state.fl.us)

Florida Department of Transportation  
Statewide Title VI Administrator,  
Jacqueline Paramore  
605 Suwannee Street  
Tallahassee, Florida 32399-0450  
(850) 414-4753  
[jacqueline.paramore@dot.state.fl.us](mailto:jacqueline.paramore@dot.state.fl.us)



FLORIDA DEPARTMENT OF TRANSPORTATION  
5 - YEAR TRANSPORTATION PLAN (\$ IN THOUSANDS)  
TENTATIVE FY 2017 - 2021 (09/28/2015 11:15:57)

**LEON COUNTY**

Notes	Item No	Project Description	Work Description	Length	2017	2018	2019	2020	2021
<b>Highways: Interstate</b>									
	2225935	SR 8 (I-10) INTERCHANGE STUDIES AT SR 263 & SR 61 (US 319)	PRELIM ENG FOR FUTURE CAPACITY	7.850				1,337 PE	
ADD	4235893	SR 8 (I-10) OCHLOCKONEE RIVER BRIDGE NO. 550089	BRIDGE-REPAIR/REHABILITATION	.229	1,330 CST				
<b>Highways: State Highways</b>									
	4098036	CRTPA BICYCLE/PEDESTRIAN PROJECTS	FUNDING ACTION	1.000				1,400 CST	
	2197935	CRTPA RESERVE BOX FOR FUTURE PROJECTS USING URBAN FUNDS	FUNDING ACTION	.000	62 CST				
	4367461	LEON COUNTY JPAS FOR TRAFFIC SIGNALS ON-SYSTEM ROADWAYS	TRAFFIC SIGNALS	.000	902 OPS	943 OPS	986 OPS	1,031 OPS	1,077 OPS
	4134483	SR 10 (US 90) FROM EAST OF CR 59 TO JEFFERSON CO. LINE	PAVE SHOULDERS	3.972	2,088 CST				
	4362571	SR 10 (US 90) FROM OCHLOCKONEE RIVER BR TO POPLAR RD	RESURFACING	1.855		2,327 CST			
ADD	4374971	SR 20 (US 27) APALACHEE PARKWAY CSX RR BRIDGE BRIDGE NO. 550940	BRIDGE - PAINTING	.003		20 RRU			
						315 CST			
ADD	4381481	SR 20 (US 27) APALACHEE PKWY @ SR/CR 265 MAGNOLIA DR INTERSECTION	INTERSECTION IMPROVEMENT	.081	113 PE				
							323 CST		
	2196893	SR 261 (US 319) CAP CIR FROM SR 363 TO CR 259 TRAM RD LANDSCAPING	LANDSCAPING	2.250	677 CST				
ADD	2197493	SR 263 (US 319) C.C. FROM SR 61 CRAWFORDVILLE TO CR 2203 SPRINGHILL RD	ADD LANES & RECONSTRUCT	2.341				14,709 ROW-LF	
									21,365 CST-LF
ADD	4381411	SR 263 (US 319) CAPITAL CIRCLE @ STONELER RD INTERSECTION	ADD LEFT TURN LANE(S)	.159	124 PE				
							32 ROW		
								340 CST	
ADD	4157829	SR 263 CAPITAL CIRCLE FROM CR 2203 SPRINGHILL RD TO SR 371 ORANGE AVE	ADD LANES & RECONSTRUCT	4.126	6,142 ROW				
									45,819 CST
ADD	4373651	SR 265 MAGNOLIA DR FROM SR 20 (US 27) APALACHEE PKWY TO 7TH ST	RESURFACING	1.299	617 PE				
							1,931 CST		
ADD	4240095	SR 363 WOODVILLE HWY FROM GAILE AVENUE TO SR 363/PAUL RUSSELL RD	RIGHT OF WAY - FUTURE CAPACITY	.500			1,930 ROW	620 ROW	3,069 ROW
ADD	4240094	SR 363 WOODVILLE HWY FROM SR 263 (US 319) C.C. TO GAILE AVENUE	RIGHT OF WAY - FUTURE CAPACITY	1.499			894 ROW		
	4318751	SR 371 ORANGE AVE FROM SR 263 CAPITAL CIRCLE TO SR 371 LAKE BRADFORD	SIDEWALK	2.640	857 CST				
ADD	4379021	SR 373 ORANGE AVE FROM CR 2203 SPRINGHILL RD TO SR 61 S. MONROE ST	PD&E/EMO STUDY	1.361			788 PDE		
ADD	4351822	SR 61 (US 319) THOMASVILLE RD FROM KILLARNEY WAY CR 342 LANDSCAPING	LANDSCAPING	3.714	1,126 CST				
ADD	4374961	SR 61 S MONROE STREET CSX RR BRIDGE BRIDGE NO. 550009	BRIDGE - PAINTING	.004		20 RRU			
						277 CST			
	4367261	SR 61 WAKULLA SPRINGS RD @ CR 2204 OAK RIDGE ROAD INTERSECTION	ROUNDABOUT	.200		609 CST			
ADD	4377511	SR 61 WAKULLA SPRINGS RD FROM WAKULLA CO LINE TO S OF SR 369 (US 319)	RESURFACING	2.789		1,158 CST			
	4325591	SR 63 (US 27) FROM JOHN KNOX ROAD TO SR 61 THOMASVILLE ROAD	RESURFACING	1.639		2,972 CST			
ADD	4381791	SR 63 (US 27) FROM S OF LAKE ELLA DR TO S OF SEVENTH AVE LANDSCAPING	LANDSCAPING	.394	174 CST				
ADD	4381401	SR 63 (US 27) MONROE ST @ TALPECO RD INTERSECTION	TRAFFIC SIGNALS	.180	36 PE				



Notes	Item No	Project Description	Work Description	Length	2017	2018	2019	2020	2021
							58 ROW		
								800 CST	

#### Highways: Local Roads

ADD	4382701	CR 361 OLD BAINBRIDGE RD @ KNOTS LANE	SIGNING/PAVEMENT MARKINGS	173		55 PE			
							137 CST		

#### Highways: Off State Hwy Sys/Off Fed Sys

ADD	4389911	GLENVIEW DR FROM CR 155 N MERIDIAN RD TO SR 61 THOMASVILLE RD PHASE I	SIDEWALK	.440		37 PE			
									277 CST

#### Transportation Planning: Non-System Specific

	4383691	CAPITAL REGIONAL TPA FY 2020-2021/2021-2022	TRANSPORTATION PLANNING	.000					486 PLN
	4348791	CAPITAL REGION TPA FY 18-19	TRANSPORTATION PLANNING	.000			486 PLN	486 PLN	
	4317421	CRTPA FY 17-18 UPWP	TRANSPORTATION PLANNING	.000	486 PLN	486 PLN			
	4225443	CRTPA LONG RANGE TRANSPORTATION PLAN UPDATE - 2040	PLANNING MODELS/DATA UPDATE	.000			375 PLN		
	4225442	CRTPA UPWP ACTIVITIES SUPPORT	PLANNING MODELS/DATA UPDATE	.000	200 PLN	871 PLN			

#### Maintenance: Interstate

	4147161	TALLAHASSEE ITS REGIONAL TRANS MGT CNTR BLDG & ASSOCIATED SYSTEM	TRAFFIC MANAGEMENT CENTERS	.001			370 MNT	370 MNT	
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#### Freight, Logistic And Passenger Operation: Intermodal

	4223018	TALLAHASSEE INTERNATIONAL AIRPORT AIR CARGO FACILITY EXPANSION	AVIATION REVENUE/OPERATIONAL	.000					1,186 CAP
									1,186 CAP-LF

#### Freight, Logistic And Passenger Operation: Aviation

	4203653	TALLAHASSEE INTERNATIONAL AIRPORT PERIMETER INTRUSION DETECTION SYSTEM	AVIATION SECURITY PROJECT	.000					200 CAP
									200 CAP-LF
	4223015	TALLAHASSEE INTERNATIONAL AIRPORT AIRFIELD PRESERVATION	AVIATION PRESERVATION PROJECT	.000	100 CAP				100 CAP
					100 CAP-LF				100 CAP-LF
	4223019	TALLAHASSEE INTERNATIONAL AIRPORT HANGAR DEVELOPMENT AND MODERNIZATION	AVIATION REVENUE/OPERATIONAL	.000				1,000 CAP	1,760 CAP
								1,000 CAP-LF	1,760 CAP-LF
	2267922	TALLAHASSEE INTERNATIONAL AIRPORT MARKETING AND PROMOTIONAL STUDY	AVIATION PRESERVATION PROJECT	.000	50 CAP				
					50 CAP-LF				
	2267816	TALLAHASSEE INTERNATIONAL AIRPORT TERMINAL REHABILITATION IMPROVTS	AVIATION PRESERVATION PROJECT	.000	400 CAP		400 CAP	400 CAP	
					400 CAP-LF		400 CAP-LF	400 CAP-LF	
	4160104	TALLAHASSEE REGIONAL AIRPORT ACCESS & ROADWAY REALIGNMENT, SIS	AVIATION PRESERVATION PROJECT	.000			1,250 CAP		
							1,250 CAP-LF		
	2267817	TALLAHASSEE REGIONAL AIRPORT ACCESS CONTROL SYSTEM UPGRADES	AVIATION SECURITY PROJECT	.000	975 CAP				



Notes	Item No	Project Description	Work Description	Length	2017	2018	2019	2020	2021
					25 CAP-LF				
	4203652	TALLAHASSEE REGIONAL AIRPORT CONSTRUCT MAINT HANGAR	AVIATION REVENUE/OPERATIONAL	.000		1,250 CAP			
						1,250 CAP-LF			
	4223017	TALLAHASSEE REGIONAL AIRPORT FENCE & GATE REHAB, UPDATES & IMPROVE	AVIATION SECURITY PROJECT	.000			100 CAP		
							100 CAP-LF		
	4160106	TALLAHASSEE REGIONAL AIRPORT HANGER DEVELOPEMENT III	AVIATION REVENUE/OPERATIONAL	.000				500 CAP	
								500 CAP-LF	
	2267923	TALLAHASSEE REGIONAL AIRPORT MARKETING AND PROMOTIONAL STUDY PHASE II	AVIATION PRESERVATION PROJECT	.000			100 CAP		100 CAP
							100 CAP-LF		100 CAP-LF
	2267818	TALLAHASSEE REGIONAL AIRPORT PERIMETER ROAD REHAB	AVIATION PRESERVATION PROJECT	.000	975 CAP				
					25 CAP-LF				
	4122103	TALLAHASSEE REGIONAL AIRPORT RUNWAY 18/36 OVERLAY	AVIATION PRESERVATION PROJECT	.000				4,750 CAP	
								250 CAP-LF	
	4223016	TALLAHASSEE REGIONAL AIRPORT TERMINAL PLB ACQ. & INSTALLATION PH I	AVIATION REVENUE/OPERATIONAL	.000			400 CAP	400 CAP	
							400 CAP-LF	400 CAP-LF	
<b>Freight, Logistic And Passenger Operation: Transit</b>									
	4203111	BIG BEND TRANSIT COMMUTER ASSISTANCE	COMMUTER TRANS. ASSISTANCE	.000	8 OPS	20 OPS		15 OPS	10 OPS
					8 OPS-LF	20 OPS-LF		15 OPS-LF	10 OPS-LF
	4222611	BIG BEND TRANSIT COMMUTER ROUTES	COMMUTER TRANS. ASSISTANCE	.000		6 OPS	20 OPS		10 OPS
						6 OPS-LF	20 OPS-LF		10 OPS-LF
	4217162	CAPITAL REGION TPA PLANNING SECTION 5303 GRANT	MODAL SYSTEMS PLANNING	.000	118 PLN				
					13 PLN-LF				
	4222512	CITY OF TALLAHASSEE STARMETRO CAPITAL SECTION 5307	CAPITAL FOR FIXED ROUTE	.000	2,438 CAP	2,511 CAP	2,727 CAP	1,759 CAP	1,811 CAP
					609 CAP-LF	628 CAP-LF	682 CAP-LF	440 CAP-LF	453 CAP-LF
	4336851	CITY OF TALLAHASSEE STARMETRO CAPITAL-OPERATING 5310	CAPITAL FOR FIXED ROUTE	.000	160 CAP	160 CAP	172 CAP	109 CAP	112 CAP
					40 CAP-LF	40 CAP-LF	43 CAP-LF	27 CAP-LF	28 CAP-LF
	4222513	CITY OF TALLAHASSEE STARMETRO OP. FIXED ROUTE 5307	OPERATING FOR FIXED ROUTE	.000	1,046 OPS	1,077 OPS	854 OPS	1,763 OPS	1,815 OPS
					1,046 OPS-LF	1,077 OPS-LF	854 OPS-LF	1,763 OPS-LF	1,815 OPS-LF
	4252699	CITY OF TALLAHASSEE STARMETRO SECTION 5339 CAPITAL	CAPITAL FOR FIXED ROUTE	.000	374 CAP	385 CAP	389 CAP	383 CAP	394 CAP
					93 CAP-LF	96 CAP-LF	97 CAP-LF	96 CAP-LF	99 CAP-LF
	4213642	CITY OF TALLAHASSEE TRANSIT NON-URBANIZED AREA 5311	OPERATING/ADMIN ASSISTANCE	.000	160 OPS				
					160 OPS-LF				
	4222501	CITY OF TALLAHASSEE TRANSIT OPERATING ASSISTANCE	OPERATING FOR FIXED ROUTE	.000	1,142 OPS	1,187 OPS	1,226 OPS	1,287 OPS	1,321 OPS
					1,142 OPS-LF	1,187 OPS-LF	1,226 OPS-LF	1,287 OPS-LF	1,321 OPS-LF
	4156072	FL STATE UNIVERSITY REGIONAL COMMUTER ASSISTANCE	COMMUTER TRANS. ASSISTANCE	.000	200 OPS	200 OPS	200 OPS	207 OPS	215 OPS
<b>Miscellaneous: Non-System Specific</b>									
	4366211	OLD BAINBRIDGE RD FROM US 27 TO COUNTY LINE	PAVE SHOULDERS	.000		50 PE			
							536 CST		
<b>Miscellaneous Changes</b>									
DELETE	2197492	SR 263 (US 319) CC FROM SR 61 CRAWFORDVILLE TO CR 2203 SPRINGHILL RD	ADD LANES AND RECONSTRUCT	2.341			14,417 ROW-LF	24,387 CST-LF	





FLORIDA DEPARTMENT OF TRANSPORTATION

# **Gadsden County Citizen's Plan**

## **Tentative Work Program**

### **Fiscal Years 2017-2021**

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Florida Department of Transportation  
District 3 Title VI Coordinator,  
John Smith  
1074 Highway 90 East  
Chipley, Florida 32428-0607  
(888) 638-0250 ext. 1520  
[john.smith@dot.state.fl.us](mailto:john.smith@dot.state.fl.us)

Florida Department of Transportation  
Statewide Title VI Administrator,  
Jacqueline Paramore  
605 Suwannee Street  
Tallahassee, Florida 32399-0450  
(850) 414-4753  
[jacqueline.paramore@dot.state.fl.us](mailto:jacqueline.paramore@dot.state.fl.us)

FLORIDA DEPARTMENT OF TRANSPORTATION  
5 - YEAR TRANSPORTATION PLAN (\$ IN THOUSANDS)  
TENTATIVE FY 2017 - 2021 (09/28/2015 10:50:28)

**GADSDEN COUNTY**

Notes	Item No	Project Description	Work Description	Length	2017	2018	2019	2020	2021
<b>Highways: Interstate</b>									
DEFER/ADD	2225392	I-10 REST AREA RAMP OVER SR 8 (I-10) BRIDGE NOS. 500075 & 500076	BRIDGE - PAINTING	253	77 PE				
	2225241	SR 8 (I-10) @ CR 270A LIGHTING	LIGHTING	822			1,094 CST		
	2225181	SR 8 (I-10) @ SR 12 GREENSBORO EXIT LIGHTING	LIGHTING	1,083		1,077 CST			
ADD	4372841	SR 8 (I-10) A&N RAILROAD BRIDGE NO. 500077	BRIDGE-REPAIR/REHABILITATION	027	609 CST				
ADD	4067423	SR 8 (I-10) OVER APALACHICOLA RIVER BRIDGE NOS. 500086 & 087	BRIDGE - PAINTING	1,155		3,913 CST			
	4366631	SR 8(I-10) FROM W OF CR 270A FLAT CK RD TO W OF SR 267 PAT THOMAS PKWY	RESURFACING	8,556		11,569 CST			
<b>Highways: State Highways</b>									
	4367411	GADSDEN COUNTY JPAS FOR TRAFFIC SIGNALS ON-SYSTEM ROADWAYS	TRAFFIC SIGNALS	000	73 OPS	75 OPS	78 OPS	80 OPS	82 OPS
ADD	4382722	SR 10 (US 90) @ LANIER RD	INTERSECTION IMPROVEMENT	001		32 PE			
							161 CST		
ADD	4382721	SR 10 (US 90) @ RIVER BIRCH RD/WATER MANAGEMENT DR	INTERSECTION IMPROVEMENT	001		38 PE			
							191 CST		
	4298611	SR 10 (US 90) FROM CR 270A LUTEN ROAD TO DOLLAR GENERAL	SIDEWALK	391	87 CST				
ADD	4375051	SR 10 (US 90) FROM W OF CR 270A TO THE DOLLAR GENERAL LANDSCAPING	LANDSCAPING	391	174 CST				
	4090152	SR 12 BRISTOL HWY FROM LIBERTY COUNTY LINE TO YON CREEK BRIDGE	RESURFACING	2,719	2,177 CST				
ADD	4381851	SR 267 GATEWAY LANDSCAPING	LANDSCAPING	488	169 CST				
	4362681	SR 267 PAT THOMAS PKWY S OF SR 8 (I-10) TO SR 10 (US 90) JEFFERSON ST	RESURFACING	3,929		3,585 CST			
ADD	4377451	SR 63 (US 27) FROM CR 270 SHADY REST RD TO THE OCHLOCKONEE RIVER BR	RESURFACING	847	290 PE				
							1,125 CST		
ADD	4280983	SR 63 (US 27) GATEWAY LANDSCAPING	LANDSCAPING	404	169 CST				
<b>Highways: Local Roads</b>									
ADV	4369921	CR 268 ADAMS ST FROM CR 274 MARTIN LUTHER KING JR BLVD TO CLARK ST	SIDEWALK	576		49 PE			
							160 CST	327 CST	
ADD	4381271	HAVANA MIDDLE SCHOOL SIDEWALK EXTENSION	SIDEWALK	579		32 PE			
<b>Highways: Off State Hwy Sys/Off Fed Sys</b>									
ADD	4383001	BELL RD FROM CR 157 CONCORD BAINBRIDGE RD TO CR 157A CAIRO CONCORD RD	WIDEN/RESURFACE EXIST LANES	1,963			873 CST		
	4286241	CR 159 OVER ATTAPULGUS CREEK BRIDGE NO. 500033	BRIDGE REPLACEMENT	241	37 ROW				
						3,824 CST			
ADD	4383561	CR 161 POINT MILLIGAN ROAD FROM SR 12 TO CR 159 SALEM ROAD	RESURFACING	6,288				2,137 CST	
	4366151	CR 268 HIGH BRIDGE FROM JOE ADAMS ROAD TO BRICKYARD ROAD	WIDEN/RESURFACE EXIST LANES	8,793		300 PE			
								3,784 CST	



Notes	Item No	Project Description	Work Description	Length	2017	2018	2019	2020	2021
ADD	4383591	CR 270 TOLAR WHITE RD FROM SR 12 SELMAN ST TO CR 270A FLAT CREEK RD	WIDEN/RESURFACE EXIST LANES	1.930			1,005 CST		
	4358021	CR 65A JUNIPER CR RD OVER JUNIPER CREEK BRIDGE NO. 504050	BRIDGE REPLACEMENT	.011		65 ROW			
								1,045 CST	
	4368441	CR 65B OLD FEDERAL RD FROM N OF SR 267 TO CR 268 HIGH BRIDGE RD	WIDEN/RESURFACE EXIST LANES	6.462		2,428 CST			
ADD	4382981	FRANK JACKSON RD FROM CR 274 BEN BOSTICK RD TO CR 274 S ATLANTA ST	RESURFACING	.640		99 CST			
	4104012	HOWELL ROAD FROM SR 10 (US 90) TO SPITZ FARM ROAD	WIDEN/RESURFACE EXIST LANES	1.198	704 CST				
	4298601	MCDONALD AVENUE FROM CR 269 MAIN STREET TO MAPLE STREET	SIDEWALK	.239	216 CST				
	4352521	S ATLANTA STREET FROM SR 10 (US 90) TO MLK JR BLVD	SIDEWALK	.440	257 CST				

#### Maintenance: Facilities

	4254926	MIDWAY OPERATIONS CENTER	FIXED CAPITAL OUTLAY	.000	24 MNT				
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#### Freight, Logistic And Passenger Operation: Aviation

	4203723	QUINCY MUNICIPAL AIRPORT CONST PARALLEL TAXIWAY	AVIATION CAPACITY PROJECT	.000	440 CAP				
	4256117	QUINCY MUNICIPAL AIRPORT CONSTRUCT AIRPORT MAINTENANCE BUILDING	AVIATION REVENUE/OPERATIONAL	.000				250 CAP	
	4223053	QUINCY MUNICIPAL AIRPORT CONSTRUCT T-HANGER & TAXI	AVIATION REVENUE/OPERATIONAL	.000		400 CAP			
	4258118	QUINCY MUNICIPAL AIRPORT LAND ACQUISITION/HANGAR DEVELOPMENT	AVIATION REVENUE/OPERATIONAL	.000					900 CAP
	4256116	QUINCY MUNICIPAL AIRPORT OVERLAY AND RE-MARK T-HANGER ACCESS TAXIWAYS	AVIATION PRESERVATION PROJECT	.000				350 CAP	
	4256114	QUINCY MUNICIPAL AIRPORT RESURF RUNWAY, DRAINAGE, RUNWAY LIGHTING	AVIATION PRESERVATION PROJECT	.000			700 CAP		

#### Freight, Logistic And Passenger Operation: Transit

	4203101	BIG BEND TRANSIT COMMUTER ASSISTANCE	COMMUTER TRANS. ASSISTANCE	.000	15 OPS	20 OPS		15 OPS	10 OPS
					15 OPS-LF	20 OPS-LF		15 OPS-LF	10 OPS-LF
	4203131	BIG BEND TRANSIT COMMUTER ASSISTANCE	COMMUTER TRANS. ASSISTANCE	.000	10 OPS		10 OPS	16 OPS	5 OPS
					10 OPS-LF		10 OPS-LF	16 OPS-LF	5 OPS-LF
	4222621	BIG BEND TRANSIT COMMUTER ROUTE	COMMUTER TRANS. ASSISTANCE	.000			16 OPS		10 OPS
							16 OPS-LF		10 OPS-LF

#### Miscellaneous Changes

DEL/ADV	4367251	HOWELL RD FROM CR 379 MT PLEASANT RD TO SR 10 (US 90)	RESURFACING	.244	99				
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FLORIDA DEPARTMENT OF TRANSPORTATION

# **Jefferson County Citizen's Plan**

## **Tentative Work Program**

### **Fiscal Years 2017-2021**

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Florida Department of Transportation  
District 3 Title VI Coordinator,  
John Smith  
1074 Highway 90 East  
Chipley, Florida 32428-0607  
(888) 638-0250 ext. 1520  
[john.smith@dot.state.fl.us](mailto:john.smith@dot.state.fl.us)

Florida Department of Transportation  
Statewide Title VI Administrator,  
Jacqueline Paramore  
605 Suwannee Street  
Tallahassee, Florida 32399-0450  
(850) 414-4753  
[jacqueline.paramore@dot.state.fl.us](mailto:jacqueline.paramore@dot.state.fl.us)

FLORIDA DEPARTMENT OF TRANSPORTATION  
5 - YEAR TRANSPORTATION PLAN (\$ IN THOUSANDS)  
TENTATIVE FY 2017 - 2021 (09/28/2015 11.11.56)

**JEFFERSON COUNTY**

Notes	Item No	Project Description	Work Description	Length	2017	2018	2019	2020	2021
<b>Highways: Interstate</b>									
	2226881	SR 8 (I-10) AT SR 59 LLOYD EXIT LIGHTING	LIGHTING	.538		759 CST			
ADD	4375061	SR 8 (I-10) JEFFERSON COUNTY REST AREA LANDSCAPING	LANDSCAPING	.471	1,126 CST				
<b>Highways: State Highways</b>									
	4367451	JEFFERSON COUNTY JPAS FOR TRAFFIC SIGNALS ON-SYSTEM ROADWAYS	TRAFFIC SIGNALS	.000	8 OPS	8 OPS	8 OPS	7 OPS	7 OPS
	4325521	SR 10 (US 90) FROM LEON COUNTY LINE TO E OF WILLOW STREET	RESURFACING	9.992	4,216 CST				
ADD	4235882	SR 20 (US 19/US 27) AUCILLA RIVER BRIDGE BRIDGE NO. 540069	BRIDGE-REPAIR/REHABILITATION	.099		1,173 CST			
ADD	4381871	SR 55 (US 221) GATEWAY LANDSCAPING	LANDSCAPING	.252	169 CST				
ADD	4377441	SR 57 (US 19) FROM SR 20 (US 27) TO N OF MARTIN/FAIRCHILD RDS	RESURFACING	8.811	1,067 PE				
							10,724 CST		
ADD	4381881	SR 57 (US 19) GATEWAY LANDSCAPING	LANDSCAPING	.326	169 CST				
<b>Highways: Local Roads</b>									
	4304761	CR 158 OLD LLOYD RD OVER BRANCH OF LLOYD CK BRIDGE NO. 540044	BRIDGE REPLACEMENT	.030	7 ROW				
						2,478 CST			
	4304771	CR 158 OVER LLOYD CREEK BRIDGE NO. 540045	BRIDGE REPLACEMENT	.026	8 ROW				
						2,275 CST			
DEFER	4368461	CR 259 WAUKEENAH HWY FROM N OF SR8 (US I-10) OVERPASS TO SR 57 (US 19)	WIDEN/RESURFACE EXIST LANES	4.364			1,193 CST		
ADD	4383681	CR 259 WAUKEENAH HWY FROM SR 20 (US 27) W CAPPS HWY TO SR 8 (I-10)	WIDEN/RESURFACE EXIST LANES	5.072			1,675 CST		
<b>Highways: Off State Hwy Sys/Off Fed Sys</b>									
	4351851	BETH PAGE ROAD FROM SR 59 GAMBLE ROAD TO CR 259 WAUKEENAH HWY	RESURFACING	1.315	281 CST				
DEL R/W	4322891	CR 259 OVER WARD CREEK BRIDGE NO. 540043	BRIDGE REPLACEMENT	.025		2,392 CST			
	4357821	CURTIS MILL RD OVER BUGGS CREEK BRIDGE NO. 544077	BRIDGE REPLACEMENT	.008		23 ROW			
							599 CST		
	4351931	FREEMAN ROAD FROM CR 259 WAUKEENAH HWY TO SR 57 (US 19)	RESURFACING	.385	916 CST				
	4366661	PINHOOK ROAD FROM SR 59 GAMBLE ROAD TO CR 259 WAUKEENAH HIGHWAY	RESURFACING	1.191		158 CST			
ADD	4383021	RIVER RD FROM CR 257 S SALT RD TO SR 20 (US 19)/(US 27)	RESURFACING	.399			100 CST		
ADD	4382931	W LAKE RD FROM BEGINNING OF NEW PAVEMENT TO WARDS CREEK BRIDGE	RESURFACING	4.345		1,268 CST			
<b>Miscellaneous Changes</b>									
DEL/ADV	4367231	ST AUGUSTINE RD FROM SR 59 GAMBLE RD TO ARMSTRONG RD	RESURFACING	2.952	472 CST				



FLORIDA DEPARTMENT OF TRANSPORTATION

# **Wakulla County Citizen's Plan**

## **Tentative Work Program**

### **Fiscal Years 2017-2021**

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Florida Department of Transportation  
District 3 Title VI Coordinator,  
John Smith  
1074 Highway 90 East  
Chipley, Florida 32428-0607  
(888) 638-0250 ext. 1520  
[john.smith@dot.state.fl.us](mailto:john.smith@dot.state.fl.us)

Florida Department of Transportation  
Statewide Title VI Administrator,  
Jacqueline Paramore  
605 Suwannee Street  
Tallahassee, Florida 32399-0450  
(850) 414-4753  
[jacqueline.paramore@dot.state.fl.us](mailto:jacqueline.paramore@dot.state.fl.us)



FLORIDA DEPARTMENT OF TRANSPORTATION  
5 - YEAR TRANSPORTATION PLAN (\$ IN THOUSANDS)  
TENTATIVE FY 2017 - 2021 (09/28/2015 12:00:27)

**WAKULLA COUNTY**

Notes	Item No	Project Description	Work Description	Length	2017	2018	2019	2020	2021
<b>Highways: State Highways</b>									
	4325501	SR 267 FROM SR 363 WOODVILLE HWY TO SR 30 (US 98)	RESURFACING	3.698	2,186 CST				
ADV	4301466	SR 30 (US 98) COASTAL HWY FROM DAVISVILLE WAY TO SR 363 WOODVILLE HWY	BIKE PATH/TRAIL	3.584	1,763 CST				
ADV	4301465	SR 30 (US 98) COASTAL HWY FROM HORTTOR GREENE ROAD TO DAVISVILLE WAY	BIKE PATH/TRAIL	3.888		1,822 CST			
DEFER	4301463	SR 30 (US 98) COASTAL HWY FROM SR 61 (US 319) TO ST FRANCIS ST	BIKE PATH/TRAIL	1.353				1,046 CST	
DEFER	4301464	SR 30 (US 98) COASTAL HWY FROM ST FRANCIS ST TO HORTTOR GREENE ROAD	BIKE PATH/TRAIL	3.386			1,133 CST		
ADD	4377481	SR 30 (US 98) COASTAL HWY FROM ST MARKS RIVER TO JEFFERSON CO LINE	RESURFACING	6.125	750 PE				
							2,952 CST		
	4362612	SR 30 (US 98/US 319) BOYKIN ROAD TO SR 369 (US 319)	RESURFACING	7.325		3,368 CST			
	4370891	SR 30/SR 61 (US 98) COASTAL HWY FROM N OF MOUND ST TO S OF POST OFFICE	SIDEWALK	402		180 PE			
							143 CST		
	4362611	SR 30/61 (US 98) COASTAL HWY FROM FRANKLIN COUNTY LINE TO BOYKIN ROAD	RESURFACING	7.226		3,171 CST			
DEFER	2204957	SR 369 (US 319) FROM EAST IVAN ROAD TO NORTH OF SR 267	ADD LANES & RECONSTRUCT	3.879	6,640 ROW	2,139 ROW			
								30,361 CST	
	2204958	SR 369 (US 319) FROM NORTH OF SR 267 TO LEON COUNTY LINE	ADD LANES & RECONSTRUCT	2.242	3,528 ROW	780 ROW			
						20,454 CST			
	2204954	SR 61 (US 319) FROM SR 30 (US 98) TO LOST CREEK BRIDGE	PRELIM ENG FOR FUTURE CAPACITY	4.034	2,828 PE				
	2204953	SR 61 & 369 (US 319) FROM LOST CREEK BRIDGE TO S OF EAST IVAN ROAD	RIGHT OF WAY - FUTURE CAPACITY	4.425	3,798 PE				
	4387511	WAKULLA COUNTY JPAS FOR TRAFFIC SIGNALS ON-SYSTEM ROADWAYS	TRAFFIC SIGNALS	.000	27 OPS	31 OPS	35 OPS	40 OPS	44 OPS
<b>Highways: Local Roads</b>									
	4089892	CAJER POSEY ROAD FROM MLK JR MEMORIAL DR TO WAKULLA ARRAN RD	RESURFACING	.928	455 CST				
ADD	4332502	CR 365 SHADEVILLE HWY FROM CR 61 (US 319) RD TO SR 267 BLOXHAM CUTOFF	RESURFACING	2.895		1,035 CST			
	4340341	CR 375 OVER SMITH CREEK BRIDGE NO. 590020	BRIDGE REPLACEMENT	.017	31 ROW				
							2,193 CST		
DEFER	4368351	CR 375 SMITH CREEK ROAD FROM NORTH OF CR 22 TO NORTH OF SYFRET CREEK	WIDEN/RESURFACE EXIST LANES	6.089		1,049 CST			
ADD	4383581	CR 61 WAKULLA SPRINGS RD FROM SR 267 BLOXHAM CUTOFF TO LEON CO. LINE	RESURFACING	4.107			1,643 CST		
<b>Highways: Off State Hwy Sys/Off Fed Sys</b>									
ADD	4383011	ANDREW J HARGRETT RD FROM SR 365 S'VILLE RD TO MYERS WOOD/DOSH LEVY	RESURFACING	.320			100 CST		
	4358001	FH356 LAWHON MILL RD OVER UNSIGNED STREAM BRIDGE NO. 594005	BRIDGE REPLACEMENT	.006		42 ROW			
								672 CST	
ADV	4366911	MLK ROAD FROM CR 365 SPRING CREEK HIGHWAY TO SR 30 (US 98)	RESURFACING	3.822	1,509 CST				
	4327872	WAKULLA ARRAN RD, OAK STREET, MICHAEL DRIVE SAFETY PROJECT	SIDEWALK	.306	88 CST				
<b>Freight, Logistic And Passenger Operation: Transit</b>									
	4213662	WAKULLA COUNTY SENIOR CITIZEN TRANSIT NON-URBANIZED AREA 5311	OPERATING/ADMIN ASSISTANCE	.000	180 OPS				
					180 OPS-LF				



May 16, 2016

AGENDA ITEM 2 E

**AMENDMENT TO THE FYs 2014-2016 REGARDING DE-OBLIGATION OF SU  
FUNDING**

REQUESTED BY: CRTPA Staff

TYPE OF ITEM: Consent

**STATEMENT OF ISSUE**

The CRTPA must de-obligate SU funds from the adopted Unified Planning Work Program (UPWP) so they will be available on July 1, 2016

**RECOMMENDED ACTION**

Option 1: Approve the resolution

**HISTORY AND ANALYSIS**

CRTPA funding is received from various funding sources, most of which have strict guidelines on its administration and management. At the April meeting, the CRTPA amended the adopted FYs 2014-2016 UPWP to accept \$150,000 of SU funds for the Orange Avenue/Springhill Road/Lake Bradford Road transportation planning study. The funds became available in this budget year and it was prudent to obligate them as soon as they were available.

The CRTPA is in the final months of its budget year, so only a small amount (\$15,000) of that \$150,000 will be needed between now and June 30. To have access to the remainder of the funding on July 1, 2016, the Florida Department of Transportation requires that we de-obligate the remaining \$135,000.

De-obligation is not "giving back" or "returning" the money to the FDOT. It does not indicate that the CRTPA has no need for the funding; rather it's the most efficient mechanism for rolling the funds forward for expenditure in Fiscal Year 2016/2017.

This process requires a resolution from the CRTPA, which is included as ***Attachment 1***.

### **OPTIONS**

Option 1:     Approve the resolution  
                  (Recommended)

Option 2:     Provide other direction.

### **ATTACHMENTS**

Attachment 1: Resolution 2016-5-2E

Attachment 2: Task 9.1 from Fiscal Years 2015 and 2016 UPWP. (Note: changes are underlined)



Resolution 2016-5-2E

A RESOLUTION OF THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY DE-OBLIGATING FUNDING FROM THE STATE OF FLORIDA SU PROGRAM FOR IMMEDIATE USE IN THE FY 2017 FISCAL YEAR

WHEREAS, the CRTPA is the designated and constituted body responsible for the urban transportation planning and programming process; and

WHEREAS, the CRTPA is the authorized recipient of funding from the Florida Department of Transportation (FDOT); and

WHEREAS, the CRTPA received \$150,000 in funding from the SU program in the Fiscal Years 2015 and 2016 for Task 9.1 of the Unified Planning Work Program; and

WHEREAS, only \$15,000 of that funding is required for services rendered prior to June 30, 2016; and

WHEREAS, the CRTPA must de-obligate \$135,000 to fulfill requirements by the FDOT for immediate access in the FY 2017 fiscal year.

NOW THEREFORE BE IT RESOLVED by the CRTPA that the CRTPA:

1. Approves the de-obligation of \$135,000 of SU funding, and
2. Authorizes the Chair to sign this resolution

DONE, ORDERED, AND ADOPTED THIS 16th DAY OF MAY, 2016

CAPITAL REGION TRANSPORTATION PLANNING AGENCY

---

Betsy Barfield, CHAIR

ATTEST: \_\_\_\_\_

**1. SECTION 9: Other Planning Projects**

UPWP Task Title: Corridor Analysis	UPWP Task Number: 9.1	
Agency Responsible: CRTPA	FY 2015 Funding Source: FHWA PL Funds: \$20,000	FY 2016 Funding Source: FHWA PL Funds: \$ 20,000 <u>SU Funds: \$15,000</u>

**TASK SCHEDULE**

JUL    AUG    SEP    OCT    NOV    DEC    JAN    FEB    MAR    APR    MAY    JUN

**TASK PURPOSE**

Participate in corridor studies through coordinative and management efforts as may be required by the MPO process.

**PREVIOUS WORK (FY 2013/2014)**

CRTPA participated in coordination and monitoring of the following projects:

- Welaunee Boulevard and Interstate 10 Interchange: The project has been ongoing for several years with the initiation of the Interstate 10 Master Plan Update. The CRTPA was involved with an initial transportation distribution study to update SE data to incorporate the project into the Interstate 10 Master Plan and subsequent Interchange Re-evaluation. Additionally, the City of Tallahassee initiated a study to evaluate the impacts of the Welaunee Plantation on the transportation system and the potential to incorporate the interchange into the plan.
- Crawfordville Road (US 319, Wakulla Springs Road to US 98) Re-Evaluation: The Study being completed to address transportation issues related to the growth of Wakulla County and the opportunities available to relieve congestion along the corridor.
- Woodville Highway (Capital Circle, SE to Paul Russell Road) PD&E and Design: The PD&E Study was complete in FY 13/14, and has transitioned into Design for a four lane section and one-way loop.
- 6<sup>th</sup> Avenue Sidewalks (Tallahassee – Monroe Street to Gadsden Street): The CRTPA worked with the City of Tallahassee to construct sidewalks on 6<sup>th</sup> Avenue (Monroe Street to Gadsden Street) and along Gadsden Street (6<sup>th</sup> Avenue to Ingleside Avenue).
- Lafayette Street Sidewalks (Cascades Park to Winchester Lane): CRTPA staff worked with the City of Tallahassee and Leon County to re-construct and construct sidewalks along the corridor in conjunction with drainage and streetscaping projects.
- Florida Arts Trail (Main Street - US 27 to Downtown Quincy): The CRTPA is coordinating with Gadsden County to develop the trail along with the introduction of a wide-shoulder to be constructed as a component of a current resurfacing project scheduled for FY 14/15.

- Ochlockonee Bay Trail (Mashes Sands to Sopchoppy): CRTPA coordinated with Wakulla County and the FDOT to complete several phases of the project and fund the last segment on US 319 from Surf Road to Rose Street in Sopchoppy.
- Capital City to the Sea Trails: Staff initiated a Master Plan March 2013 that was completed in March 2014 to develop a trail system that strengthens the linkage between Leon County and Wakulla County. The initial PD&E kicked-off in March 2014 with an estimated completion date of March 2015.

#### **METHODOLOGY (FY 2015)**

CRTPA will continue coordination efforts with FDOT, BP2000, consultants and CRTPA member governments related to corridor studies within the CRTPA region. Coordination efforts include participation in public meetings, agency working groups, consultant selection, provision of information to CRTPA and other activities as required by the MPO process.

The CRTPA will continue to participate in the region's corridor studies during FY 15

#### **METHODOLOGY (FY 2016)**

CRTPA will continue coordination efforts with FDOT, BP2000, consultants and CRTPA member governments related to corridor studies within the CRTPA region. Coordination efforts include participation in public meetings, agency working groups, consultant selection, provision of information to CRTPA and other activities as required by the MPO process.

In April 2016 the CRTPA received funding to begin the West Orange Avenue (SR 371/SR 373); Springhill Road (CR 2203/SR 373) and Lake Bradford Road (CR 2205/SR 371) Planning Study. The study will continue into the FYs17/18 UPWP.

The CRTPA will continue to participate in the region's corridor studies during FY 16

#### **END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2015/2016)**

- CRTPA participation and input on corridor studies (Sep, Dec, Mar, Jun). Project advancement/completion/milestones as detailed in Methodology (ongoing).





May 16, 2016

AGENDA ITEM 2 F

**JUNE 20 CRTPA MEETING LOCATION**

REQUESTED BY: Staff

TYPE OF ITEM: Consent

**STATEMENT OF ISSUE**

This item proposes moving the June 20 CRTPA Board meeting location to the Wakulla Environmental Institute in Crawfordville.

**RECOMMENDED ACTION**

Option 1: Approve conducting the June 20 CRTPA Board meeting at the Wakulla Environmental Institute.

**HISTORY AND ANALYSIS**

Pursuant to the CRTPA's adopted 2016 calendar, CRTPA meetings are identified to be held in the Tallahassee City Commission Chambers.

At the April 18 meeting of the CRTPA, members expressed an interest in conducting a future meeting at the Wakulla Environmental Institute in Crawfordville. Subsequent to the meeting, staff contacted the Institute and has confirmed the availability of this facility for the June 20 CRTPA meeting.

As a result, the 2016 CRTPA Calendar is proposed to be updated to reflect conducting the June 20 meeting at the Wakulla Environmental Institute.

**RECOMMENDED ACTION**

Option 1: Approve conducting the June 20 CRTPA Board meeting at the Wakulla Environmental Institute.  
(Recommended)

Option 2: CRTPA Board Discretion.



May 16, 2016

## AGENDA ITEM 2 G

### **Citizen's Multimodal Advisory Committee (CMAC) Membership Appointments by the CRTPA Board**

REQUESTED BY: Staff

TYPE OF ITEM: Consent

#### **STATEMENT OF ISSUE**

This item proposes the appointment of two Special interest applicants, Ms. Hannah King and Ms. Dana Crosby, to the Citizen's Multimodal Advisory Committee (CMAC) by the Capital Region Transportation Planning Agency (CRTPA) Board. The Application of Ms. Hannah King has been provided as **Attachment 1**, with the application of Ms. Dana Crosby being provided as **Attachment 2**, followed by the CMAC bylaws as **Attachment 3**.

#### **HISTORY AND ANALYSIS**

The CMAC is an advisory committee to the CRTPA composed of volunteers who dedicate their time and advice to the CRTPA on issues pertaining to transportation planning within the region. Two applications for service on the committee have come to the attention of CRTPA Staff as they represent special interests that are missing from the committee. Ms. King offers to the committee a voice from the perspective of college students, which is an interest that is currently not represented on the advisory committee or in the applicant pool. Likewise, Ms. Crosby offers to the committee a voice from the perspective of the safety needs of child/youth pedestrians, being employed as a Program Administrator in the Florida School Crossing Guard Training Program – another interest that is not currently represented on the advisory committee or in the applicant pool. Pursuant to the CMAC bylaws (Article III, Section 1), special interests that are not otherwise represented in the active voting membership of the committee may be appointed by the CRTPA Board as whole to provide the adequate representation, and both, "Students" and "Child/Youth Pedestrian Advocates" are special interests that are specifically listed as desirable on the CMAC. In addition to representing a special interest, both applicants are women, which is another voice that needs strengthening on the committee to achieve balance.

#### **RECOMMENDED ACTIONS**

Option 1: Approve the appointment of Ms. Hannah King and Ms. Dana Crosby to the CMAC as CRTPA Board Special Interest appointments.

### **OPTIONS**

Option 1: Approve the appointment of Ms. Hannah King and Ms. Dana Crosby to the CMAC as CRTPA Board Special interest appointments.  
(RECCOMENDED)


Option 2: CRTPA Board Discretion.

### **ATTACHMENTS**

Attachment 1: CMAC Application, Ms. Hannah King  
Attachment 2: CMAC Application, Ms. Dana Crosby  
Attachment 3: CMAC Bylaws



# Capital Region Transportation Planning Agency (CRTPA) CITIZEN'S MULTIMODAL ADVISORY COMMITTEE (CMAC) APPLICATION

<b>Please return in person to:</b>  Capital Region Transportation Planning Agency 408 N. Adams St., 4 <sup>th</sup> Floor Tallahassee, Florida 32301  <b>Or mail to:</b>  CRTPA 300 S. Adams St, Box A-19 Tallahassee, FL 32301	Capital Region Transportation Planning Agency  • 408 N. Adams St., 4 <sup>th</sup> FLOOR • TALLAHASSEE, FL 32301	This application will remain in active files for two years.  Please contact the CRTPA to advise of any changes regarding the information on this application.  Email: lynn.barr@talgov.com FAX: 850-891-6832 PHONE: 850-891-6800
Name: <u>Hannah King</u>		Date: <u>12/14/15</u>
Work Phone:	Home Phone: <u>(850) 758-1989</u>	Email: <u>hkrk10c@my.fsu.edu</u>
Please list your specific employer/occupation if employed by a State, Federal, or local government:		
Employer: <u>Dept of Economic Opportunity (Planning Analyst I/ Intern)</u>		
Please check box and provide your preferred mailing address.		
<input type="checkbox"/> Work Address: City/State/Zip:		
<input checked="" type="checkbox"/> Home Address: <u>411 Chapel Dr Apt 128</u> City/State/Zip: <u>Tallahassee, FL 32304</u>		
<p>The Capital Region Transportation Planning Agency strives to ensure that its citizens multimodal advisory committee is representative of the community's demographic makeup. To assist in this endeavor, please provide the following information (voluntary).</p> <p style="text-align: center;"><i>Please also note if you are physically challenged.</i>    <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p> <p>           Race:    <input type="checkbox"/> American Indian or Alaskan Native    <input type="checkbox"/> Black    <input type="checkbox"/> Other    <input checked="" type="checkbox"/> White    Gender:    <input checked="" type="checkbox"/> Female    <input type="checkbox"/> Male                      <input type="checkbox"/> Asian or Pacific Islander                   <input type="checkbox"/> Hispanic         </p>		
Identify any potential conflicts of interest that might occur were you to be appointed:		
Do you ride the bus? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Do you drive a car? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Please circle your age bracket <u>18 - 25</u> / 26 - 35 / 36 - 49 / 50 and over	Do you bicycle to work/shopping? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Do you bicycle for recreation? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Do you walk to work/shopping? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Do you walk for recreation? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Can you serve a multi-year term? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Can you regularly attend meetings? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Conflicts:		
Please circle any special population interests you may represent:		
Minorities, Road Cyclists, Off-Road Cyclists,	<u>Transit Riders</u>	Transportation Disadvantaged
Child, Youth, or Senior Pedestrian Advocates	<u>Students</u>	Persons with Disabilities, Seniors

# CITIZEN'S MULTIMODAL ADVISORY COMMITTEE APPLICATION

Please provide biographical information about yourself (attach a resume, if available). Identify previous experience on other boards/committees; charitable/community activities; and skills or services you could contribute to this board/committee. This information will help us create an advisory board that is reflective of a broad spectrum of the community:

Available upon request (as per our conversation at the CRTPA Long-Range Transportation Plan Final Transmittal Hearing)

May we contact a reference?:

Name: Richard Fetchick

Phone: 210-410-8663

Address: Tallahassee, FL

How did you hear about us???? CRTPA Long-Range Transportation Plan Final Transmittal Hearing

All statements and information provided in this application are true to the best of my knowledge.

Signature:  12/14/16

If you have a disability requiring accommodations, or need assistance filling out this application, please contact the Capital Region Transportation Planning Agency at 850-891-6800.

The telephone number for the Florida Relay TDD Service is [#711](#) or 1-800-955-8771.



# Capital Region Transportation Planning Agency (CRTPA) CITIZEN'S MULTIMODAL ADVISORY COMMITTEE (CMAC) APPLICATION

<p><b>Please return in person to:</b></p> <p>Capital Region Transportation Planning Agency 408 N. Adams St., 4<sup>th</sup> Floor Tallahassee, Florida 32301</p> <p><b>Or mail to:</b></p> <p>CRTPA 300 S. Adams St., Box A-19 Tallahassee, FL 32301</p>	<p>Capital Region Transportation Planning Agency</p> <h2 style="margin: 0;">CRTPA</h2> <p>• 408 N. Adams St., 4<sup>th</sup> FLOOR • TALLAHASSEE, FL 32301</p>	<p>This application will remain in active files for two years.</p> <p>Please contact the CRTPA to advise of any changes regarding the information on this application.</p> <p>Email: <a href="mailto:lynn.barr@talgov.com">lynn.barr@talgov.com</a> FAX: 850-891-6832 PHONE: 850-891-6800</p>
<p>Name: <u>DANA CROSBY</u></p>		<p>Date: <u>1-8-16</u></p>
<p>Work Phone: <u>850 414-4023</u></p>	<p>Home Phone: <u>850 545-6128</u></p>	<p>Email: <u>dana.crosby@dot.state.fl.us</u></p>
<p>Please list your specific employer/occupation if employed by a State, Federal, or local government.</p> <p><u>Program Administrator FL School Crossing Guard Training Program</u></p>		
<p>Employer: <u>University of Florida</u></p>		
<p>Please provide your home and work address (if applicable). Please check that box of your preferred mailing address.</p>		
<p><input checked="" type="checkbox"/> Home Address: <u>3156 Iberville Way</u> <u>Tallahassee, FL 32311</u></p>		
<p>City/State/Zip:</p>		
<p><input checked="" type="checkbox"/> Work Address: <u>FDOT Safety Office</u> <u>665 Suwannee Street</u> <u>Tallahassee, FL 32311</u></p>		
<p>City/State/Zip:</p>		
<p>The Capital Region Transportation Planning Agency strives to ensure that its citizens multimodal advisory committee is representative of the community's demographic makeup. To assist in this endeavor, please provide the following information (voluntary).</p>		
<p style="text-align: center;">Please also note if you are physically challenged. <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>Race: <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Black <input type="checkbox"/> Other <input type="checkbox"/> Female <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Hispanic <input checked="" type="checkbox"/> White Gender: <input type="checkbox"/> Male</p>		
<p>Identify any potential conflicts of interest that might occur were you to be appointed:</p>		
<p>Do you ride the bus? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Do you drive a car? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>Please circle your age bracket 18 - 25 / 26 - 35 / 36 - 49 / 50 and over</p>		
<p>Do you bicycle to work/shopping? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Do you bicycle for recreation? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Do you walk to work/shopping? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Do you walk for recreation? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>Can you serve a multi-year term? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>Can you regularly attend meetings? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>Conflicts:</p>		
<p>Please circle any special population interests you may represent:</p>		
<p>Minorities, Road Cyclists, Off-Road Cyclists,</p>	<p>Transit Riders</p>	<p>Transportation Disadvantaged</p>
<p>Child, Youth, or Senior Pedestrian Advocates</p>	<p>Students</p>	<p>Persons with Disabilities, Seniors</p>



# CITIZEN'S MULTIMODAL ADVISORY COMMITTEE APPLICATION

Please tell us something about yourself! This information will help us create an advisory board that is reflective of a broad spectrum of the community. If you have any interests, hobbies, community activities, previous experience on committees, or anything else you would like us to know in consideration of your application please write it here. You may also attach this information.

I reside in Leon County and have lived here off and on for nearly 23 years. I also have a farm in Jefferson County and have a true desire to see our entire area be a safe and desirable place to live for all. As an avid walker, occasional bicyclist and health conscious individual, considering the needs of walking and biking when planning is a concern to me.

I am interested in the interests of the vulnerable road users including pedestrian and bicyclists throughout our region.

How did you hear about us????

All statements and information provided in this application are true to the best of my knowledge.

Signature: \_\_\_\_\_

If you have a disability requiring accommodations, or need assistance filling out this application, please contact the Capital Region Transportation Planning Agency at 850-891-6800.

The telephone number for the Florida Relay TDD Service is 711 or 1-800-955-8771.

# CITIZENS MULTIMODAL ADVISORY COMMITTEE

## Bylaws



### PREAMBLE

The Capital Region Transportation Planning Agency (CRTPA) supports full and timely public participation in the transportation decision-making process of the CRTPA. To ensure that participation is reflective of the cross section of residents and interests within the CRTPA area, it has created a Citizens Multimodal Advisory Committee (CMAC) to advise the CRTPA Board.

The following sets forth the Bylaws that guide the proper functioning of the urban transportation planning process for the CMAC of the CRTPA.

### **ARTICLE I: NAME AND PURPOSE**

#### **Section 1. NAME**

The name of this committee shall be the Citizens Multimodal Advisory Committee (CMAC).

#### **Section 2. PURPOSE**

This Committee was established by the Capital Region Transportation Planning Agency (CRTPA) in May 2012. The tasks of this Committee shall include, but not be limited to the following:

- a. Provide independent citizen advice to the CRTPA Board on issues related to the transportation planning processes in the CRTPA region. This includes but is not limited to: the Long Range Transportation Plan, Unified Planning Work Program, Priority Project Lists, Transportation Improvement Program, Public Involvement Plan, and other regionally significant transportation related issues and projects as requested.
- b. Provide advice to the CRTPA from a balanced mobility perspective considering the needs and safety of all transportation users and modes of transportation in the CRTPA region within fiscal and physical constraints.
- c. Promote equity in the regional transportation planning process.
- d. Promote public awareness and participation in the regional transportation planning process within the region and from professional and citizen-based organizations and employers.
- e. Review and evaluate CRTPA issues as requested by the CRTPA Board, or CRTPA staff.



## **ARTICLE II: ORGANIZATION**

### **Section 1. AREA**

The Committee shall represent and serve the CRTPA area, which encompasses all of Gadsden, Jefferson, Leon, and Wakulla counties.

### **Section 2. AUTHORITY**

Pursuant to 23 USC 134, 49 USC 5303, 23 CFR 450, and Section 339.175 (6)(e), Florida Statutes, the CMAC is statutorily formulated. The CMAC is also governed by the policies and guidelines set forth by the CRTPA.

### **Section 3. NONDISCRIMINATION**

No organization or person shall, on the grounds of race, color, national origin, religion, creed, or handicap, be excluded from participating in, be denied the benefits of, or be subject to discrimination from the CMAC.

## **ARTICLE III: MEMBERSHIP**

### **Section 1. MEMBERSHIP**

As designated by the CRTPA on March 26, 2012, the CMAC will consist of voting representatives as follows:

- One (1) citizen representatives for each voting CRTPA Board Member
- One (1) member from the Florida Office of Greenways and Trails
- One (1) member from Commuter Services of North Florida
- One (1) member from the Florida Department of Health
- One (1) member per special interest as outlined below, if such representation is not otherwise provided within the CRTPA and organizational appointments.

Minorities	Road Bicyclists
Persons with Disabilities	Off-Road Bicyclists
Seniors	Senior Pedestrians
Transit Riders	Child/Youth Pedestrian Advocates
Student Interests	Transportation Disadvantaged



## **Section 2. GEOGRAPHICAL AND SPECIAL INTEREST BALANCE**

The CMAC shall represent and serve the CRTPA area, which encompasses all of Gadsden, Jefferson, Leon, and Wakulla Counties. The CMAC will be made up of a cross-section of citizens throughout the four-county region. Pursuant to Section 339.175(e), Florida Statutes, the membership on the citizen's advisory committee must reflect a broad cross-section of local residents with an interest in the development of an efficient, safe, and cost-effective transportation system. Minorities, the elderly, and the handicapped must be adequately represented. The CRTPA Executive Director or his /her designee may appoint up to four (4) members to the CMAC with approval of the CRTPA Board to balance the geographical or special interest/diversity of the committee.

## **Section 3. TERMS OF MEMBERSHIP AND APPOINTMENT PROCEDURES**

Terms of membership are based on the calendar year, and are renewable each January 1 of any given year, regardless of when appointments were made. Further details of term conditions are outlined below.

### **a. Citizen Appointments**

Citizen members of the CMAC shall serve renewable terms at the pleasure of the CRTPA Board Member who appoints them. Terms are reconsidered for renewal at the end of each calendar year, no later than the November CRTPA Meeting, and with new appointments being active in January of the next calendar year. Should an appointing entity no longer serve on the CRTPA, their representative to the CMAC will cease to serve on the CMAC. A new citizen member will be appointed by the new CRTPA Board Member, or the new CRTPA Board Member can choose to reappoint the previous citizen representative if appropriate.

### **b. Organization Appointments**

Members who serve as representatives of specific organizations spelled out in the Bylaws serve continuous terms. Replacements are made by the member organization that provided their participation.

### **c. Special Interest Appointments**

Members who are representing special interests within the CRTPA Region are identified by the CRTPA Executive Director or his/her designee and appointed to the CMAC by the CRTPA Board as a whole. Terms of service are two-year terms from the date they were appointed.

### **d. Balancing Appointments**

The CMAC must reflect a balanced cross-section of interests, population demographics, and geographical areas. Four (4) member positions are available at the discretion of CRTPA Executive Director or his/her designee to appoint interested citizens to serve if they improve a deficiency currently existing on the CMAC, subject to the approval of the



CRTPA Board. Terms are renewable each calendar year.

#### **Section 4. NON-VOTING MEMBERS**

In addition to appointed CMAC members, the CMAC seeks representation from local organizations as non-voting liaisons. Examples of such organizations include:

Transit Providers	Emergency Services
School Board Representatives	Colleges and Universities
Law Enforcement	Community Traffic Safety Teams
Local Government Public Works/ Engineering	Florida Department of Transportation
Local Government Planning	Special Transportation Initiative Groups (such as Blueprint 2000)

#### **Section 5. VACANCIES**

CRTPA staff collects applications to serve on the CMAC. When vacancies exist, the CRTPA Executive Director or his/her designee will review the current demographics and representation on the committee and advise the appointing entity of any specific representation that is needed. Applications will be forwarded to CRTPA Board Members in consideration of their appointments, but they are not required to select from the pool of applicants. However, anyone serving on the CMAC must have a completed application on file while serving on the committee.

#### **Section 6. REAPPOINTMENTS**

CMAC members serve at the pleasure of their appointing entity and may be replaced at any time. However, members who have lost their appointment due to absenteeism may only be reappointed to a vacancy under the following circumstances:

- a. The appointing entity deems circumstances surrounding the absenteeism to be extenuating.
- b. The extenuating circumstances and reappointment request are approved by the CRTPA Board as a whole.
- c. Members who are seeking reappointment, but who lost membership due to absenteeism more than twelve months ago are not subject to the terms of a) or b) above.

## **Section 7. RESIGNATIONS**

CMAC members are expected to send written notice of intent to resign their position to the CRTPA Executive Director, and to their appointing entity as soon as practical, but at least one (1) month prior to their expected resignation from attendance at any meeting, if possible.

*Members representing organizations* should send a written request to their organization that a replacement should be made. Additionally, they are expected to notify the CRTPA Executive Director that they will no longer be able to serve on the CMAC and have requested a replacement.

## **ARTICLE IV: VOTING**

### **Section 1. VOTING AUTHORITY**

Only the appointed members, or their alternates, are entitled to vote at any meeting of the CMAC.

### **Section 2. VOTING WEIGHT**

Each CMAC member shall have one vote. Votes shall be weighted equally.

### **Section 3. ALTERNATES**

If a member, other than a citizen appointee, is unable to attend meeting(s), an alternate may vote in his/her stead on the following conditions:

- a. The member is representing an organization.
- b. CRTPA staff must be notified ahead of the meeting that the alternate is attending.
- c. The alternate must be from the same organization as the absent member.

### **Section 4. QUORUM**

A majority of the appointed members of the CMAC shall constitute a quorum. In the absence of a quorum at any regularly scheduled meeting, the members present shall function as a full subcommittee, electing an interim chair, if necessary, and the consensus of the group, as determined by a majority vote per item, is forwarded to the CRTPA as a recommendation without a quorum.

- a. 40% of the appointed members of the CMAC (excluding liaisons), including at least one member from a jurisdiction other than Tallahassee or Leon County shall constitute a quorum. An affirmative vote shall consist of a majority vote of the total quorum present.
- b. In the absence of a quorum at any scheduled meeting, the members present shall function as a full subcommittee, electing an interim chair, if necessary, and the consensus of the group, as determined by a majority vote per item, is forwarded to the CRTPA Board as a recommendation without a quorum.



## **ARTICLE V: REGULAR AND SPECIAL MEETINGS**

### **Section 1. MEETING SCHEDULE**

Regular meetings will be held no less frequently than every two months, or six times a year, based on the meeting schedule of the CRTPA. The regular meeting of the CMAC is held no more than three weeks in advance of and no less than one week prior to the CRTPA Meeting of any given month. Meeting dates will be adjusted by the Chairperson or CRTPA Staff to accommodate holidays or other conflicts.

### **Section 2. MEETING ATTENDANCE**

Each member of the CMAC is expected to demonstrate interest in the CMAC's activities through attendance at the regularly scheduled meetings except for reasons of an unavoidable nature. The CRTPA Executive Director may recommend the removal of any member who fails to attend or arrange for an alternate to attend, three or more meetings in a one-year period. A request for removal and replacement of any CMAC member shall be sent to the appointing agency or governmental unit from the CRTPA Executive Director.

### **Section 3. MEETING LOCATION**

Regular meetings of the CMAC shall be held at a location agreed to by the members and accessible by the public.

### **Section 4. SPECIAL MEETINGS**

Special meetings may be called by the Chairperson or CRTPA Staff.

### **Section 5. MEETING NOTIFICATION**

- a. Notice of the time, place and purpose of all regular meetings shall be provided to each member of the Committee, not less than five (5) days before such meeting. Special meetings will provide notice not less than three (3) days before such meeting.
- b. Regular CMAC meetings shall be advertised on the CRTPA web site at least one week prior to the scheduled meeting date. Special CMAC Meetings will provide notice not less than three (3) days before the special meeting date.
- c. Meetings will be open to the public. Any group which so requests in writing will be notified of CMAC meetings.

## **Section 6. MEETING MATERIALS**

- a. Agenda materials for CMAC meetings shall be distributed no later than seven (7) days prior to the meeting, unless otherwise decided by the Chairperson. Supplemental materials shall be provided to the CMAC members as soon as practicable.
- b. Agenda materials are posted on the CRTPA website at least one week prior to the scheduled meeting date.

## **Section 7. MEETING MINUTES**

CMAC meetings will be recorded and minutes will be prepared. CMAC Minutes will be posted on the CRTPA website for public review.

# **ARTICLE VI: OFFICERS & DUTIES**

## **Section 1. COMMITTEE LEADERSHIP AND SELECTION**

The members of the CMAC shall elect from their own membership the following officers no later than the last meeting of the calendar year:

A: Chairperson

B: Vice-Chairperson

Officers shall be elected by a majority vote of the quorum present.

## **Section 2. LEADERSHIP TERMS**

The terms of office for all officers shall be one year beginning at the first regular CMAC meeting of the calendar year and terminating at the last regular CMAC meeting of the year, or until their successors are elected at the next regular meeting of the committee. Any officer may be re-elected for the same office.

## **Section 3. LEADERSHIP DUTIES:**

The Chairperson shall preside at all meetings of the CMAC and conduct all meetings of the CMAC. In the event of the Chairperson's absence, or at the Chairperson's direction, the Vice-Chairperson shall assume the powers and duties of the Chairperson. In the absence of both a Chairperson and Vice-Chairperson at a regular or special CMAC meeting, a temporary Chair shall be elected by majority vote at the meeting to serve as Chairperson of that meeting, for that meeting alone.



## **ARTICLE VII: RULES OF PROCEDURE**

### **Section 1. MEETING CONDUCT**

All meetings of the CMAC shall be conducted in accordance with the most current edition of Roberts Rules of Order Revised. The Chairperson (or the Vice Chairperson when serving as Chairperson) shall preside at all meetings and shall either serve as the "parliamentarian" or designate another CMAC member to serve as "parliamentarian".

### **Section 2. CONFLICT OF INTEREST**

Whenever a CMAC Member has cause to believe that a matter to be discussed would involve him/her to be in a conflict of interest, he/she shall announce the conflict of interest and refrain from voting on any such matter.

## **ARTICLE VIII: BYLAW AMENDMENTS**

### **Section 1. AMENDMENT BY CMAC**

These bylaws may be amended by a majority of the quorum present at any regular meeting of the CMAC. All such amendments shall be subject to approval by the CRTPA Board.

### **Section 2. AMENDMENT BY CRTPA**

These bylaws may be amended by the CRTPA Board.

### **Section 3. NOTICING OF AMENDMENTS**

Notice of any proposed amendment shall be submitted in writing to all members of the CMAC not less than thirty (30) days prior to the meeting at which such amendments are to be considered.



## **ARTICLE IX: CITIZEN PARTICIPATION**

### **Section 1. INDIVIDUAL CITIZEN COMMENTS**

Citizen comment will be accepted at the beginning of meetings, after a motion on an item has been seconded (but prior to a vote), and at the end of meetings. Citizens shall follow the guidelines below to speak at CMAC Meetings.

- a. Citizens may speak on issues related to the approved agenda or any issue for which the CRTPA has the statutory authority to act upon.
- b. Citizens must complete a separate "Request to Speak" card for each item they wish to address. If the citizen is unable to complete the card, he/she will be assisted by the CRTPA staff.
- c. Citizens will be allowed to speak up to three minutes on each topic they have indicated on a "Request to Speak" card. Additional time may be allotted at the discretion of the Chairperson.
- d. Large groups of citizens wishing to speak are encouraged to designate a spokesperson to represent their views. Additional time may be allotted at the discretion of the CMAC when such a situation arises.

### **Section 2. CITIZEN GROUP COMMENTS**

Large groups of citizens wishing to speak are encouraged to designate a spokesperson to represent their views. Items a, b, and c, above, under *Section 1. Individual Citizen Comments*, applies to Citizen Group Comments.



May 16, 2016

AGENDA ITEM 3

**CONSENT ITEMS PULLED FOR DISCUSSION**



May 16, 2016

AGENDA ITEM 4 A

**CRTPA EXECUTIVE DIRECTOR SELECTION**

**REQUESTED BY:** Executive Director Search  
Committee

**TYPE OF ITEM:** Action

**STATEMENT OF ISSUE**

Information related to the CRTPA Executive Director selection will be discussed.



May 16, 2016



AGENDA ITEM 4 B

**US 90 ACTION PLAN**

REQUESTED BY: FDOT

TYPE OF ITEM: Information

**STATEMENT OF ISSUE**

Florida Department of Transportation (FDOT) consultant staff will provide an update on the US 90 Action Plan.

**HISTORY AND ANALYSIS**

FDOT District 3 is developing an Action Plan for US 90 in Tallahassee/Leon County, extending from North Duval Street (Greyhound Bus Terminal) to the I-10/US 90 East (Mahan Drive) interchange.

The preparation of the Action Plan is an integral part of the continuing planning process for the development of the Strategic Intermodal System (SIS) in the State of Florida. Action Plans, which are performed for all SIS facilities, include engineering and environmental analyses and the development of recommendations to bring the corridor into compliance with the SIS Standards of the Department.

The corridor study will analyze alternatives and identify interim improvements to preserve the traffic level of service within the corridor over the next 25 years.

**ATTACHMENT**

Attachment 1: FDOT Project Summary Sheet

Attachment 2: Study Area Map

## Project Summary

The Florida Department of Transportation (FDOT) District Three Office of Planning, in coordination with local government, CRTPA, and community members, is developing an Action Plan for US 90 in Tallahassee/Leon County, extending from North Duval Street (Greyhound Bus Terminal) to the I-10/US 90 East (Mahan Drive) interchange. The preparation of the Action Plan is an integral part of the continuing planning process for the development of the Strategic Intermodal System (SIS) in the State of Florida and is a vital transportation component of Florida's economic stability and growth. Action Plans, which are performed for all SIS facilities, include engineering and environmental analyses and the development of recommendations to bring the corridor into compliance with the SIS Standards of the Department. The corridor study will analyze alternatives and identify interim improvements to preserve the traffic level of service within the corridor over the next 25 years. In Summary:

### The Action Plan

- ⊙ Examines existing traffic conditions for the study corridor and intersections
- ⊙ Develops future traffic forecasts to identify operational deficiencies along the corridor
- ⊙ Reviews environmental and land use constraints
- ⊙ Develops an improvement plan to address short-term and longer-term (25-year) corridor deficiencies

### Public Involvement/Meetings

- ⊙ Coordination is currently underway to prepare a public involvement plan
- ⊙ Action Plan Presentations and Project Updates to CRTPA Committees and Board
- ⊙ Public Kickoff Meeting
- ⊙ Alternatives Public Meeting

### Alternatives Development

- ⊙ Access Management
- ⊙ Traffic Operational Improvements
- ⊙ Capital Circle NE & Mahan intersection/interchange improvements
- ⊙ Alternatives Public Meeting

### Project Schedule

- ⊙ Project is scheduled to be completed May of 2017
- ⊙ Data collection is ongoing (set to be completed by the end of this summer) and consists of:
  - Traffic data
  - Crash data
  - Land use data
  - Environmental data
  - Utilities data
- ⊙ Upon completion of data collection, the analysis documents will be prepared including:
  - Traffic Memorandum
  - Facility Enhancement Element
  - Environmental Element







May 16, 2016



AGENDA ITEM 4 C

**THOMASVILLE ROAD PLANNING STUDY UPDATE**

REQUESTED BY: FDOT

TYPE OF ITEM: Information

**STATEMENT OF ISSUE**

Florida Department of Transportation (FDOT) consultant staff will provide an update on the Thomasville Road Planning Study.

**HISTORY**

The purpose of the Thomasville Road Planning Study is to study additional highway capacity alternatives to relieve current and anticipated congestion along the Thomasville Road/ Capital Circle Northeast State Road (S.R.) 61/U.S. 319) corridor, including the interchanges with S.R. 8/ Interstate-10 (I-10). The project limits extend from Metropolitan Boulevard to the Bannerman Road/ Bradfordville Road intersection. Alternatives being considered include adding travel lanes to S.R. 61 (U.S. 319) in the northbound and southbound directions, improving the existing roadway network around Thomasville Road, and constructing a new roadway on a new alignment. This project is needed to increase the capacity of the north/south connector for movement of people and goods from northeast Tallahassee and locations in Georgia to I-10 and locations south within the urban area of Tallahassee.

As reported at the March 2016 CRTPA Board meetings, the Thomasville Road Planning Study is exploring alternatives to facilitate north-south mobility within the proposed study limits. Coordination has been ongoing with Blueprint 2000, City of Tallahassee, Leon County and the Welaunee Development.

Efforts to date include significant coordination for the Methodology Letter of Understanding (MLOU) with the above mentioned parties and CRTPA staff to outline the methods of traffic analysis that are being used for this study. This document indicates agreement with all signed parties as to the methods utilized, and in turn the results, of the traffic analysis.

Since the March CRTPA Meeting update, FDOT's consultant for this project (RS&H) has completed the 2040 Build Alternative Analyses as outlined in the MLOU. These alternatives include varying levels of improvements to Thomasville Road and Welaunee Boulevard to understand the effects of those improvements on the travel patterns within the roadway network. The existing network between those corridors has also been evaluated to identify potential constraints to mobility improvements. Analysis

## **ANALYSIS**

A Level of Service (LOS) analysis was completed for the Thomasville Road Corridor. A detailed description of all alternatives analyzed is provided below:

**“No-Build” Alternative:** This is the “do nothing” alternative. Traffic forecasts were completed using the regional travel demand model socio-economic data (zData) projected for 2040, supported by the existing roadway network in the base year model (2007).

The traffic analysis showed that the No-Build Alternative did not meet the adopted LOS for the Thomasville Road Corridor for the horizon year 2040. However, the No-Build Alternative will remain under consideration throughout the Thomasville Road Planning Study project and in a future Project Development and Environment (PD&E) Study to serve as a benchmark to compare other alternatives.

### **Alternative 1: Build Welaunee and No-Build Thomasville**

This alternative uses the approved CRTPA 2040 Cost Feasible Model as the basis for analysis. Based on coordination with Blueprint 2000 and others, two modifications to the network have been made:

1. Thornton Road was extended to connect at Welaunee Boulevard south of I-10.
2. Shamrock Road South was extended from Welaunee Boulevard to Miccosukee Road. This extension ties into the Miles Johnson Road intersection.

In addition to these network changes, minor adjustments were made to several centroid connectors in the area to correspond to these changes.

The results of the capacity analysis on Thomasville Road for this Build Alternative did not meet the adopted LOS.

### **Alternative 2: Build Welaunee and Build Thomasville (8-lane arterial 45mph)**

This alternative includes all Alternative 1 improvements, plus the addition of one northbound and one southbound lane on Thomasville Road, creating an 8-lane arterial with 45 mph posted speed.

The results of the capacity analysis for this Build Alternative met the adopted LOS for the segments along Thomasville Road within the study area. However, additional improvements will need to be investigated in a future PD&E Study to meet the adopted LOS at several of the intersections along the Thomasville Road corridor.

### **Alternative 3: Super-Build Welaunee and No-Build Thomasville**

This alternative includes all Alternative 1 improvements, plus capacity improvements to the Welaunee Boulevard corridor. The “Super Build Welaunee” alternative includes Welaunee Boulevard as a 6-lane divided arterial from Fleischmann Road to the Shamrock Street Extension, a 4-lane divided arterial from the Shamrock Street Extension to Centerville Road, and the existing 2-lane roadway on Bradfordville Road from Centerville Road to Thomasville Road. It was not shown as an expressway, based on coordination with Blueprint 2000 and representatives from the Welaunee Development. The proposed access management on Welaunee Boulevard includes potential access points approximately at ¼ mile intervals.



The results of the capacity analysis on Thomasville Road for this Build Alternative did not meet the adopted LOS for the segments along Thomasville Road within the study area.

Additional analysis was completed on Alternative 3, which provided a 6-lane divided arterial from Fleischmann Road to Centerville Road, and a 4-lane divided arterial along Bradfordville Road to Thomasville Road. Regardless of the level of improvements to Welaunee Boulevard, the results of the capacity analysis on Thomasville Road did not meet the adopted LOS for the segments along Thomasville Road within the study area.

#### **Alternative 4: No-Build Welaunee and Build Thomasville (8-lane arterial 45mph)**

This alternative tests the scenario where a limited network is provided to support the Welaunee development. Alternative 4 includes all of the projected 2040 development (residential and non-residential) both north and south of I-10; however, the network includes Welaunee Boulevard only to the Thornton Road extension. There was no overpass of or interchange with I-10, and no major roadway network north of I-10. All development connections north of I-10 were made to Miccosukee Road or Centerville Road. This alternative included the addition of one northbound and one southbound lane on Thomasville Road, creating an 8-lane arterial with 45 mph posted speed.

The results of the capacity analysis on Thomasville Road for this Build Alternative met the adopted LOS for the segments along Thomasville Road. However, additional intersection improvements will need to be investigated in a future PD&E Study to meet the adopted LOS at several of the intersections along the Thomasville Road corridor.

#### **Alternative 5: Killearn Corridor**

Once the four Build Alternatives outlined in the MLOU were analyzed, it was realized that Thomasville Road needed to be widened to 8 lanes between Kerry Forest Parkway and Killarney Way to address capacity needs in the year 2040, regardless of the level of improvement to the Welaunee Boulevard corridor (up to the maximum of a 6-lane divided arterial). A fifth Build Alternative was tested based on suggestions to widen Olson Road, which creates a parallel north/south connector to Thomasville Road. In order to provide sufficient relief to north/south congestion, roadway segments north of Olson Road were identified to provide an alternative north/south route parallel to Thomasville Road.

The Killearn Corridor is located within the Existing Network Improvements Area, which has been shown in previous project updates, but without a defined corridor for improvement. The Killearn Corridor begins on Fleischmann Road at the intersection with Welaunee Boulevard. The corridor continues north on Fleischmann Road to Olson Road. It follows Olson Road to Raymond Diehl Road, then heads northeast on Raymond Diehl Road to Killarney Way. The corridor follows Killarney Way east to Shamrock Street West and continues north on along Shamrock Street West to West Shannon Lakes. Continuing north on West Shannon Lakes to Kerry Forest Parkway, then north on Velda Dairy Road and making a connection to Thomasville Road via Bradfordville Road. This corridor was analyzed to determine the degree of congestion relief on Thomasville Road when improvements to the existing north/ south connections were completed.

Due to the close proximity to Thomasville Road, the north/south alignment of the improved roadways, and the density of residential development in the area, the 4-lane Killearn Corridor provided significant improvement to traffic congestion on Thomasville Road. In addition, the Killearn Corridor improvements may provide enough congestion relief such that at-grade improvements



throughout the Thomasville Road and I-10 interchange area of influence (AOI) may be sufficient, potentially negating the need for additional grade separation at the interchange, or 'flyover'. Further study is recommended to analyze the improvements to the Killearn Corridor and at-grade improvements to the AOI to determine the impacts of those improvements to the natural and built environment.

The results of the capacity analysis on Thomasville Road for this Build Alternative met the adopted LOS for the segments along Thomasville Road. However, additional intersection improvements will need to be investigated in a future PD&E Study to meet the adopted LOS at several of the intersections along the Thomasville Road corridor.

### **Intersection Improvements**

As discussed in the Build Alternatives sections above, several intersections will require additional improvements to meet the adopted LOS, based on overall delay experienced at the intersections. There are several innovative intersection improvements that could be considered during follow-up studies to best fit the individual intersections, including grade separated and at-grade options.

### **Transit Option**

Several inquiries have been made regarding investigation of a transit option. A very preliminary analysis was conducted to determine the potential unserved demand of the Thomasville Road Corridor that could be served through transit, or other modes of travel. These calculations were based on the 2040 Cost Feasible travel demand model. Further analysis would be required in a follow-up study to determine the level of local support and potential feasibility of additional transit improvements.

### **Environmental Analysis**

A basic environmental analysis was also completed as part of this study for each of the three areas being evaluated for potential improvement. Environmental considerations such as contamination, geotechnical features, wetlands, threatened and endangered species habitat, floodplains, as well as historic and archaeological sites have been identified as part of an overall constraints map.

## **PUBLIC INVOLVEMENT**

Much of the public involvement for this project was conducted through the CRTPA Board and Committees with several presentations and updates over the course of the project. In addition, two large home owners associations near the project area, Killearn Estates and Killearn Lakes, were contacted twice during the project. The first presentation to both HOAs in 2015 was intended to introduce the project, and the second presentation during this month of 2016 was to present the Planning Study findings and gather feedback.

A project website was also developed to engage stakeholders and other interested parties. It provides additional information regarding the project as well as a comment page to submit comments or questions to FDOT staff. The website is available on <http://www.nwflroads.com>, then clicking on Future Projects and scrolling down to Leon County.

Comments received through May 23, 2016, will be included in the Final Planning Study Report.

### **NEXT STEP**

The FDOT remains committed to keeping CRTPA updated on developments of this project through updates to staff, committees and the Board at milestones along the way.



May 16, 2016

AGENDA ITEM 5 A

**EXECUTIVE DIRECTOR'S REPORT**

REQUESTED BY: CRTPA Staff

TYPE OF ITEM: Information

A status report on the activities of the Capital Region Transportation Planning Agency (CRTPA) and other items are attached and include:

- Florida Department of Transportation Joint Certification Letter (*Attachment 1*)
- Findings, Recommendations and Noteworthy Practices (*Attachment 2*)
- Joint Certification Statement (*Attachment 3*)
- Certification Questions and Responses (*Attachment 4*)





## *Florida Department of Transportation*

RICK SCOTT  
GOVERNOR

1074 Highway 90  
Chipley, Florida 32428

JIM BOXOLD  
SECRETARY

April 14, 2016

Mr. Jack Kostrzewa, Interim Executive Director  
Capital Region Transportation Planning Agency  
300 S. Adams Street, A-19  
Tallahassee, FL 32301

RE: Capital Region Transportation Planning Agency  
Annual Certification Review

Dear Mr. Kostrzewa:

The Capital Region Transportation Planning Agency (CRTPA) is the transportation planning agency tasked with the Metropolitan Transportation Planning process in the Tallahassee Urbanized Area (UZA)/Capital, Region Metropolitan Planning Area. Annually the Florida Department of Transportation, in conjunction with the CRTPA, conducts a certification review of the planning process. This review is to certify that the CRTPA is in compliance with state and federal planning requirements.

The Department has completed the joint certification of the CRTPA and attached is a summary of the discussions and review from the March 8, 2016 meeting with staff. Enclosed is the 2016 State Certification Review Package for the CRTPA and the joint certification statement to be executed by the CRTPA Board and the District Three Secretary.

Thank you for CRTPA's active involvement in regional transportation planning and ongoing commitment to the practice of inclusive transportation planning. We look forward to working with the CRTPA's in the upcoming year and your initiatives to further enhance the transportation planning process.

If you have any questions, please feel free to contact me at (850) 245-7936 or via email at [suzanne.lex@dot.state.fl.us](mailto:suzanne.lex@dot.state.fl.us), or Starsky Harrell at (850) 330-1540 or via email at [starsky.harrell@dot.state.fl.us](mailto:starsky.harrell@dot.state.fl.us).

Sincerely,

A handwritten signature in black ink that reads "Suzanne K. Lex". The signature is written in a cursive, flowing style.

Suzanne K. Lex, AICP  
FDOT Urban Liaison

Enclosures: 3

cc: Starsky Harrell, FDOT Planning Specialist  
Sean Santalla, FDOT Metropolitan Planning Organization Coordinator  
Stacie Blizzard, FHWA Transportation Planning Specialist

**City of Tallahassee UZA/Capital Region Metropolitan Planning Area  
2016 Joint State-MPO/TPO Modified Certification Review**

**Capital Region Transportation Planning Agency  
Findings, Recommendations and Noteworthy Practices**

The Florida Department of Transportation (Department) District Three has conducted, for 2016, a "Modified" State Certification review of the CRTPA. In the 2015 Certification letter, the Department encouraged the CRTPA staff to remain diligent in their efforts to consistently submit invoices and status reports on a monthly basis. The CRTPA continues to make a concerted effort to submit timely monthly invoices and status reports and this is duly recognized. Please note that the final invoices and progress reports for [State] Fiscal Year 2016, ending June 30<sup>th</sup>, need to be submitted to the Department within **60 days**.

The CRTPA is commended for their active involvement in regional transportation planning demonstrated by ongoing coordination with local governments as well as with the Department, the Apalachee Regional Planning Council, the Office of Greenways and Trails, and Blueprint 2000. These partnerships result in the successful implementation of trail, enhancement, safety and capacity projects throughout the region. The use of the State Infrastructure Bank to accelerate project delivery and reduce project costs is notable. These noteworthy practices exemplify the CRTPA's commitment to an inclusive transportation planning process promoting regional approaches and multi-modal solutions to the area's transportation needs.

This report assesses the written and verbal answers to the Certification questions presented to the CRTPA staff. Department staff determine the specific areas for which certain questions were asked based on information from the previous modified certification, observation of and coordination with the CRTPA, and attendance at CRTPA Board and committee meetings. There are no corrective actions identified and the Department staff recommends the CRTPA continue their diligence with invoicing and reporting.

**Summary of Key Activities in Support of the Transportation Planning Process**

The MPO has successfully completed the annual and/or required coordination and reporting efforts on schedule as follows:

- ✓ Signed 2015 Certification Package
- ✓ Signed 2015 DBE Verification
- ✓ Updated and Approved Interlocal Agreement for the Creation of the CRTPA
- ✓ Intergovernmental Coordination and Review Agreement reviewed and reaffirmed
- ✓ Developed and transmitted priority list of unfunded projects
- ✓ Adopted 2040 Regional Master Plan (Long-Range Transportation Plan)
- ✓ Adopted Fiscal Year 2015-2016 Transportation Improvement Plan
- ✓ Reviewed and Updated Transportation Alternative Project Criteria
- ✓ Solicited Transportation Alternative Project Applications for FY 2017 – FY 2018
- ✓ Responded to Certification Review Questions
- ✓ Conducted Certification
- ✓ Participation in Quarterly FDOT/FHWA/FTA Meetings

# JOINT CERTIFICATION STATEMENT ON THE METROPOLITAN TRANSPORTATION PLANNING PROCESS

Pursuant to the requirements of 23 U.S.C. 134(k)(5) and 23 CFR 450.334(a), the Department and the MPO have performed a review of the certification status of the metropolitan transportation planning process for the **Capital Region Transportation Planning Agency** with respect to the requirements of:

1. 23 U.S.C. 134 and 49 U.S.C. 5303;
2. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 C.F.R. Part 21
3. 49 U.S.C. 5332 prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
4. Section 1101(b) of the FAST Act and 49 C.F.R. Part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
5. 23 C.F.R. Part 230 regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
6. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and the regulations found in 49 C.F.R. Parts 27, 37, and 38;
7. The Older Americans Act, as amended (42 U.S.C. 6101) prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
8. Section 324 of 23 U.S.C. regarding the prohibition of discrimination on the basis of gender; and
9. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 C.F.R. Part 27 regarding discrimination against individuals with disabilities.

Included in this certification package is a summary of noteworthy achievements by the MPO, attachments associated with these achievements, and (if applicable) a list of any recommendations and/or corrective actions. The contents of this Joint Certification Package have been reviewed by the MPO and accurately reflect the results of the joint certification review meeting held on **March 8, 2016**.

Based on a joint review and evaluation, the Florida Department of Transportation and the **Capital Region Transportation Planning Agency** recommend that the Metropolitan Planning Process for the **Capital Region Transportation Planning Agency** be **certified**.

\_\_\_\_\_  
District Secretary (or designee)

\_\_\_\_\_  
Date

\_\_\_\_\_  
MPO Chairman (or designee)

\_\_\_\_\_  
Date





**2015 Capital Region Transportation Planning Agency**

**JOINT CERTIFICATION**

**March 8, 2016**

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Federal Requirement #5 – Disadvantaged Business Enterprise.....

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Federal Requirement #3, 4, 7, 8, 9 and 10 – Live Links .....

### FEDERAL REQUIREMENT #1 – METROPOLITAN PLANNING PROCESS

**Defined** – Covers the majority of planning requirements that all MPOs must meet.

#### FEDERAL REFERENCES

**LIVE LINK!** Chapter 1 on Federal Aid Highways: Section 134 Metropolitan Transportation Planning (Title 23 USC Section 134)

**LIVE LINK!** Chapter 53 on Public Transportation: Section 5305 Metropolitan Transportation Planning (Title 49 USC Section 5305)

**LIVE LINK!** Chapter 1 on Federal Highway Administration, Department of Transportation: Part 450 Planning Assistance and Standards (Title 23 CFR Part 450)

#### CERTIFICATION QUESTIONS – TYPE RESPONSES IN THE CORRESPONDING SPACES BELOW.

3. Does the MPO have up to date agreements such as the interlocal agreement that creates the MPO, the intergovernmental coordination and review agreement, and, if applicable, an interlocal agreement between the MPOs, State, and public transportation operators where more than one MPO has been designated to serve an urbanized area? [23 C.F.R. 450.310 (b); 23 C.F.R. 450.314 (a) and (d)]

Please Check: Yes ☒ No ☐

Bylaws – adopted 1/12/2015  
 PL JPA – adopted annually  
 ICAR - adopted 2/10/2006  
 Interlocal Agreement – adopted 6/10/2014  
 Staff Services Agreement – adopted 5/21/2012  
 Public Transportation – exp 9/30/2014  
 DBE – 5/20/10  
 TD (separate agreements for each county) – adopted annually  
 RMP 6/13

7. Does the MPO planning process provide for consideration of the 8 planning factors? [23 U.S.C. 134 (h); 23 C.F.R. 450.306 (a)]

Please Check: Yes ☒ No ☐

The eight (8) planning factors and planning emphasis areas are addressed in the development of the initial two year Unified Planning Work Program and amended if needed for the second year.

9. Did the LRTP address the following areas in accordance with 23 U.S.C. 134 (i)(2), 49 U.S.C. 5303 (f)?

Identify major transportation facilities that function as an integrated metropolitan transportation system, giving emphasis to facilities that serve national and regional transportation functions.

Please Check: Yes ☒ No ☐

One of the major focuses of the Connections 2040 Regional Mobility Plan was the state and federal transportation systems in conjunction with the Transportation Improvement Program (TIP). The Capital Region Transportation Planning Agency (CRTPA) also placed a heavy emphasis on focusing their efforts on projects that were in the TIP and needed additional phases funded for completion before moving forward with new projects. Roadway improvements on Capital Circle, Crawfordville Road and Woodville Highway are major priorities for the movement of citizens, goods and services throughout the region.

Additionally, the plan links major shared-use path systems by linking CRTPA plans with local plans such as the Gadsden County Bike and Pedestrian Plan or Blueprint 2000 in Leon County.

Include discussion of types of potential environmental mitigation activities and potential areas to carry out these activities, including activities that may have the greatest potential to restore and maintain the environmental functions affected by the plan.

Please Check: Yes ☒ No ☐

The Connections 2040 Regional Mobility Plan (RMP) Evaluation Criteria placed an emphasis on minimizing environmental impacts by using GIS to determine the potential issues that may occur in the path of projects proposed in the Opportunity Plan. The Evaluation Criteria for the Connections 2040 RMP are attached for additional information.



Include a financial plan that showed the public and private revenue sources that could reasonably be expected.

Please Check: Yes ☒ No ☐

The Connections 2040 Regional Mobility Plan financial plan incorporated revenue sources as provided by the Florida Department of Transportation Revenue Projections document as well as the incorporation of efforts by local governments such as the extension of the local option sales tax (Blueprint 2000) by Leon County. CRTPA staff met staff from the four counties that constitute the CRTPA region to determine other potential revenue sources that were being considered, and outside of Leon County there were no other local revenue sources being pursued.

Include discussion of operational and management strategies to improve the performance of existing transportation facilities to relieve vehicular congestion and maximize the safety and mobility of people and goods.

Please Check: Yes ☒ No ☐

One of the tasks in the Connections 2040 Regional Mobility Plan (RMP) included the incorporation of projects from the CRTPA's Congestion Management Plan (CMP). These projects are based on existing data and safety issues identified in the current year. The CMP was intentionally updated prior to the RMP to ensure these efforts were coordinated and could potentially resolve multiple transportation system issues.

The relief of congestion and improvement of "safety" also played a role in the RMP's criteria for roadway, bike, and pedestrian projects. This would ensure that congestion and safety projects would receive proper points to move forward with in terms of high rankings for project consideration in the Cost Feasible Plan.

Include discussion of capital investment and other strategies to preserve the existing and projected future metropolitan transportation infrastructure and provide for multimodal capacity increases based on regional priorities and needs.

Please Check: Yes ☒ No ☐

Given the limited revenues that were projected to be available for the projects in the RMP, the CRTPA focused on finishing project that were starts and needed additional phases to be completed. This effort minimized the initiation of new projects in the first (2016 – 2020) and second tier (2021 – 2025) of the RMP and placed newer projects in Tier 3 to allow for these project to be developed and moved on as the current Transportation Improvement Plan projects came to fruition.

Additionally, the CRTPA worked with Blueprint 2000 staff to ensure that any project that being initiated on the state and federal road system were defined as to priority and phase by tier. The CRTPA staff and Blueprint 2000 staff recognized that there are a lot of capital intensive projects that are currently or will be ready for completion in the next 5 to 10 years and that there needs to be a close associated to move these projects forward and not waste time, effort or funding opportunities.

Indicate as appropriate proposed transportation and transit enhancement activities.

Please Check: Yes ☒ No ☐

The activities associated with the transit component were completed as a task in the Connections 2040 RMP. This is the second RMP that incorporated the development of the Transit Development Plan concurrent with the RMP.

The TDP and transit component were presented and discussed at the public meetings and the adoption of the RMP in November 2015 and included the same comment time periods for the public.

19. Does the TIP identify the criteria and process for prioritizing implementation of transportation plan elements (including inter-modal trade-offs) for inclusion in the TIP and any changes in priorities from previous TIPs? [23 C.F.R. 450.324 (I) (1)]

Please Check: Yes ☐ No ☐

Yes, the Executive Summary of the adopted TIP provides a discussion of the CRTPA's project prioritization under the "Project Priority Statement". This discussion individually lists the priority project lists that are adopted by the agency along with how the rankings of each list are determined. Furthermore, included in the Executive Summary (under "Project Selection") is information related to the CRTPA's prioritization process as well as discussion of the CRTPA's Regional Mobility Plan's status ("Consistency with Other Plans") which provides the foundation of many of the CRTPA's priority project lists. Finally, in the TIP Basics portion of the TIP (under "What are the CRTPA's Project Priority Lists and how are they used for funding?") a discussion of project prioritization is also provided.

With regards to documenting changes in priorities from previous TIPs, the TIP does not explicitly do so.

21. When developing the LRTP and TIP, did the MPO provide citizens, affected public agencies, representatives of transportation agency employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users



of public transit, and other interested parties with a reasonable opportunity to comment on the proposed plan and program? [23 U.S.C. 134 (h)(5)(A)]

Please Check: Yes ☐ No ☐

RMP: The development of the LRTP included the identification of stakeholder groups which included the interests of freight, mass transit, student populations, and governmental agencies, to name a few. These groups were identified at the beginning of the process and were met with to assess their needs and comments prior to development of the plan. Throughout the development of the Plan, public meetings were held with the general public to provide them with an opportunity to provide comments that we could respond to in the future development stages of the plan, and all persons/interests who were on our mailing lists who had attended any public meetings of ours in the past (and who provided contact information) were provided with an e-mail notice of the upcoming meeting. Opportunities to provide comment were available through the meetings themselves, but also via e-mail, our webpage comment section, and through our Facebook page designed specifically for the Connections 2040 Regional Mobility Plan.

TIP: Yes, public involvement associated with the TIP, which includes conducting four (4) public meetings in each of the region's four counties, involves extensive public notification through email blasts as well as display advertisement in the region's newspaper. The public meetings provide affected agencies and citizens the opportunity to ask questions about the document as well as learn about the metropolitan transportation planning process. Additionally, the draft TIP is placed on the CRTPA's webpage ([www.crtpa.org](http://www.crtpa.org)) in the spring and the document is discussed at the CRTPA's two (2) committees, the Citizens Multimodal Advisory Committee (CMAC) and Technical Advisory Committee (TAC), as well as the CRTPA Board meeting. The CRTPA and CRTPA committee meetings are open to the public and provide an opportunity for public comment.

24. Did the UPWP document planning activities to be funded with through Title 23 U.S.C. and the Federal Transit Act? [23 C.F.R. 450.308 (c)]

Please Check: Yes ☒ No ☐

Other planners of transportation services, such as the Tallahassee International Airport and StarMetro also provide information regarding their funding and activities.

26. If located in a Transportation Management Area, does the MPO have an up to date congestion management process? [23 U.S.C. 134 (k)(3)]

Please Check: Yes ☒ No ☐



The Congestion Management Process Plan was adopted on January 28, 2013 as a useful data source to be used in the development of the LRTP Update (adopted in 2015). Since that time, however, the FDOT has issued a more updated LOS data table, and the CRTPA will begin updating the adopted CMP to reflect the new data, as well as any new policies which have been adopted in the four-county region related to alleviate or address congestion.

## Federal Requirement #5 - Disadvantaged Business Enterprises

### FEDERAL REFERENCES

**LIVE LINK!** Section 1101(b) of the SAFETEA-LU: using disadvantaged business enterprises in USDOT funded projects (Pub. L. 109-59)

**LIVE LINK!** Subtitle A-Office of the Secretary of Transportation: Part 26 Participation by Disadvantaged Business Enterprises in DOT Financial Assistance Programs (Title 49 CFR Part 26)

**CERTIFICATION QUESTIONS – TYPE RESPONSES IN THE CORRESPONDING SPACES BELOW.**

2. Does the MPO track DBE participation through the use of the Bid Opportunity List and DBE Participation Statement?

Please Check: Yes ☒ No ☐

In addition the CRTPA completes and submits the Federal Transit Administration Uniform Report of DBE Commitments/Awards and payments semi-annually to the FDOT District 3 Modal Office.

**FEDERAL REQUIREMENT #3, 4, 7, 8, 9 AND 10 – PROHIBITION OF DISCRIMINATION**

**NOTE:** Federal Requirements 3, 4, 7, 8, 9, and 10 overlap in purpose. The requirements deal with the prohibition of discrimination on the basis of race, color, creed, national origin, age, gender, and/or disability. However, the legal references/citations for each requirement are different. The questions to be addressed to cover these Federal requirements are below.

**FEDERAL REFERENCES**

LIVE LINKS for Federal Requirement #3, 4, 7, 8, 9 and 10 follow this section.

The prohibitions against discrimination on the basis of race, color, creed, national origin, age, gender, or disability as dictated by Title VI of the Civil Rights Act of 1964, as amended; 49 U.S.C. 5332; 23 U.S.C. 324; the Americans with Disabilities Act; the Older Americans Act; and Section 504 of the Rehabilitation Act of 1973

**CERTIFICATION QUESTIONS – TYPE RESPONSES IN THE CORRESPONDING SPACES BELOW.**

5. Does the MPO collect statistical data (race, color, national origin, sex, age, disability) of participants in, and beneficiaries of the programs and activities of the MPO? [23 CFR 200.9 (b)(4)]

Please Check: Yes ☒ No ☐

The CRTPA collects statistical data of the populations within the CRTPA area as part of the LRTP Updates, and collects information about the participants at each of our public meetings as well. Corridor studies for transportation improvements also include a snapshot of the demographics of the area within which the corridor study lies, as well as a look at the demographics of the populations the corridor is expected to serve and impact. Additionally, the CRTPA has adopted a LEPP (Limited English Proficiency Plan) which uses statistical data at the block level to identify the degree to which the CRTPA can expect to encounter various language-isolated or challenged individuals and of which particular language.

In the upcoming year, CRTPA staff will be updating the LEPP to ensure that the statistical data remains up to date, however, the detail to which the Census data is available is not as specific as it is in the current LEPP, so although the CRTPA may receive more up to date information on the number of LEPP individuals in the region, the location by census tract is no longer available.

7. Has the MPO participated in any recent Title VI training, either offered by the state, organized by the MPO, or some other form of training, in the past year?

Please Check: Yes ☒ No ☐

The CRTPA's Mobility Coordinator/Public Information Officer/Title VI Coordinator, Lynn Barr, attended multiple training events related to Title VI, civil rights, and vulnerable communities in 2015. Lynn worked with agency partners as an actor in two separate poverty simulations to show how vulnerable the Title VI populations are in terms of time for public involvement when their resources of time and money are scarce and must be reserved for necessities of life. These simulation experiences took place in January and February of 2015 at FHWA and FAMU (a Minority Institute of Higher Education) respectively. In August of 2015, Lynn attended the Southern Transportation Civil Rights Training Symposium "Waves of Opportunity, Drivers of Change" in Ft. Lauderdale, which was a four day training program offered August 3 – 6 of 2015. In October of 2015, Lynn participated as a member of a Special Outreach Advisory Group with FHWA and FDOT partners related to vulnerable populations, which took place at the Second Harvest Distribution Center in Tallahassee (although Lynn participated via teleconference).

**FDOT STAFF NOTE:** Best Practices and noteworthy achievements were identified and discussed during the certification review. Detail in April 14, 2016 letter to the CRTPA.



**FEDERAL REQUIREMENT #3, 4, 7, 8, 9 AND 10 – LIVE LINKS**

**FEDERAL REQUIREMENT #3 – PROHIBITION OF DISCRIMINATION**

**Defined** – Covers Title VI, which bars FDOT and MPOs from excluding individuals from participating in Federal programs (i.e., the metropolitan transportation planning process) based on the grounds of race, color, sex, or national origin.

**FEDERAL REFERENCES**

**LIVE LINK!** Chapter 21 on Civil Rights (Title VI of the Civil Rights Act of 1964, as amended): Subchapter V on Federally Assisted Programs (Title 42 USC Section 2000d–1)

**LIVE LINK!** Subtitle A-Office of the Secretary of Transportation: Part 21 Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964 (Title 49 CFR Part 21)

**FEDERAL REQUIREMENT #4 – PROHIBITION OF DISCRIMINATION**

**Defined** – Covers the prohibition of discrimination based on the grounds of race, color, sex, or national origin; but adds to that list creed and age.

**FEDERAL REFERENCES**

**LIVE LINK!** Chapter 53 on Public Transportation: Section 5332 Prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity (Title 49 USC Section 5332)

**FEDERAL REQUIREMENT #7 – PROHIBITION OF DISCRIMINATION**

**Defined** – Seeks to ensure that no otherwise qualified individual with a disability shall be excluded from the participation in, be denied the benefits of, or be subjected to discrimination of participating.

**FEDERAL REFERENCES**

**LIVE LINK!** Chapter 126 on Equal Opportunity for Individuals with Disabilities (ADA Act of 1990), (Title 42 USC Sections 12101 et seq.)

**LIVE LINK!** Subtitle A-Office of the Secretary of Transportation: Part 27 Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance (Title 49 CFR Part 27)

**LIVE LINK!** Subtitle A-Office of the Secretary of Transportation: Part 37 Transportation Services for Individuals with Disabilities (ADA) (Title 49 CFR Part 37)

**LIVE LINK!** Subtitle A-Office of the Secretary of Transportation: Part 38 Americans with Disabilities Act (ADA) Accessibility Specifications for Transportation Vehicles (Title 49 CFR Part 38) **33**

**FEDERAL REQUIREMENT #8 – PROHIBITION OF DISCRIMINATION**

**Defined** – Seeks to ensure that no person on the basis of age shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

**FEDERAL REFERENCES**

**LIVE LINK!** Chapter 76 on Age Discrimination in Federally Assisted Programs (The Older Americans Act, as amended, prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance) (Title 42 USC Section 6101)

**FEDERAL REQUIREMENT #9 – PROHIBITION OF DISCRIMINATION**

**Defined** – Seeks to ensure that no person on the basis of sex shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

**FEDERAL REFERENCES**

**LIVE LINK!** Chapter 3 on General Provisions: Section 324 Prohibition of discrimination on the basis of sex (Title 23 USC Section 324)

**FEDERAL REQUIREMENT #10 – PROHIBITION OF DISCRIMINATION**

The prohibitions against discrimination on the basis of race, color, creed, national origin, age, gender, or disability as dictated by Title VI of the Civil Rights Act of 1964, as amended; 49 U.S.C. 5332; 23 U.S.C. 324; the Americans with Disabilities Act; the Older Americans Act; and Section 504 of the Rehabilitation Act of 1973.

**Defined** – Seeks to ensure that no qualified individual with a disability shall be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

**LIVE LINK!** Chapter 16 on Vocational Rehabilitation and Other Rehabilitation Services (prohibition of discrimination against individuals with disabilities): Subchapter V, Section 794 Rights and Advocacy (Title 29 USC Section 794)

**LIVE LINK!** Subtitle A-Office of the Secretary of Transportation: Part 27 Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance (Title 49 CFR Part 27)



May 16, 2016

**AGENDA ITEM 5 B**

**CORRESPONDENCE**

**REQUESTED BY:** CRTPA Staff

**TYPE OF ITEM:** Information

No correspondence has been received since the March CRTPA meeting.





May 16, 2016

## AGENDA ITEM 5 C

### FUTURE MEETINGS

REQUESTED BY: CRTPA Staff

TYPE OF ITEM: Information

The Capital Region Transportation Planning Agency is next scheduled to meet on the following dates in the 2016\*:

Meeting Date	Meeting Type	Location	Scheduled Items
June 20	Board Meeting	Wakulla Environmental Institute** Crawfordville	Final TIP, Transportation Alternatives Priority Project List
September 19	Board Meeting	Tallahassee City Commission Chambers	Priority Project Lists
October 17	Retreat (9am – 1 pm)	TBD	
November 14	Board Meeting	Tallahassee City Commission Chambers	Election of Chair/Vice Chair

\* - Unless noted otherwise, CRTPA meetings are scheduled to begin at 1 pm.

\*\* - Pursuant to approval of Agenda Item 2 F.



May 16, 2016

AGENDA ITEM 5 D

**COMMITTEE ACTIONS (CITIZEN'S MULTIMODAL ADVISORY COMMITTEE/TECHNICAL ADVISORY COMMITTEE/TRANSPORTATION DISADVANTAGED COORDINATING BOARD)**

REQUESTED BY: CRTPA Staff

TYPE OF ITEM: Information

**STATEMENT OF ISSUE**

This item provides information to the Capital Region Transportation Planning Agency (CRTPA) on the activities of the Citizens Multimodal Advisory Committee (CMAC), the Technical Advisory Committee (TAC), and the Transportation Disadvantaged Coordinating Boards (TDCBs) for Leon, Wakulla, Jefferson, and Gadsden counties.

**TAC and CMAC:** At the time of agenda preparation, the May Meeting for the CMAC and TAC had not occurred. The actions of the joint CMAC/TAC Meeting, which takes place on Tuesday, May 10, 2016, will be provided under separate cover for the Board Members prior to or at the CRTPA Board Meeting.

**TDCB:** The actions of the Transportation Disadvantaged Coordinating Boards (TDCB's) in Gadsden, Jefferson, Leon and Wakulla counties are listed below.

**Wakulla County**

The Wakulla TDCB met on April 8, 2016. At that meeting the Florida Commission for the Transportation Disadvantaged voted unanimously to contract with the Wakulla Senior Services Center to continue their role as the Community Transportation Coordinator through June 30, 2021. The next meeting of the Wakulla TDCB will include the Annual Public Hearing and will take place on June 14, 2016.

**Jefferson and Gadsden County**

The Jefferson County TDCB and the Gadsden County TDCB have not met since the last CRTPA Meeting. Both Boards will meet on June 16, 2016, at which time the Annual Public Hearings for each Board will be held.

**Leon County**

The Leon County TDCB has not met since the last CRTPA meeting. Their next meeting is scheduled for July 20, 2016.



May 16, 2016

AGENDA ITEM 6

**CITIZEN COMMENT**





May 16, 2016

AGENDA ITEM 7

**ITEMS FROM MEMBERS**