



CRTPA BOARD

MEETING OF MONDAY, MARCH 19, 2018 AT 1:30 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. CALL TO ORDER AND ROLL CALL**
- 2. AGENDA MODIFICATIONS**
- 3. CONSENT AGENDA**
 - A. Minutes of the February 20 Meeting**
- 4. CONSENT ITEMS PULLED FOR DISCUSSION**

If you have a disability requiring accommodations, please contact the Capital Region Transportation Planning Agency at (850) 891-8630. The telephone number of the Florida Relay TDD Service is # 711.

5. **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. Fiscal Year (FY) 2020 – FY 2024 Transportation Alternatives (TA) Priority Project List

The FY 2020 – 2024 TA Priority Project List has been developed for board adoption.

B. FY 2020 – FY 2024 Transportation Regional Incentive Program (TRIP) Priority Project List

The FY 2020 – 2024 TRIP Priority Project List has been developed for board adoption.

C. Draft FY 2019 & FY 2020 Unified Planning Work Program (UPWP)

The Draft UPWP reflecting the CRTPA's transportation planning activities for the next two years has been developed for board review.

D. Wakulla Environmental Institute (WEI) Trail Feasibility Study

An update on the WEI project will be provided.

6. **FLORIDA DEPARTMENT OF TRANSPORTATION REPORT**

7. **EXECUTIVE DIRECTOR'S REPORT**

8. CRTPA INFORMATION

- A. Correspondence**
- B. Future Meeting Dates**
- C. Committee Actions (Citizen's Multimodal Advisory Committee & Technical Advisory Committee)**

9. 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.

10. 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.



March 19, 2018

AGENDA ITEM 1

CALL TO ORDER AND ROLL CALL



March 19, 2018

AGENDA ITEM 2

AGENDA MODIFICATIONS



March 19, 2018

AGENDA ITEM 3 A

MINUTES

TYPE OF ITEM: Consent

The minutes from the February 20, 2018 CRTPA meeting are provided as ***Attachment 1***.

RECOMMENDED ACTION

Option 1: Approve the minutes of the February 20, 2018 CRTPA meeting.

ATTACHMENT

Attachment 1: Minutes of the February 20, 2018 CRTPA meeting.



CRTPA BOARD

MEETING OF TUESDAY, FEBRUARY 20, 2018 AT 1:30 PM

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

MEETING MINUTES

MEMBERS PRESENT

Commissioner Nick Maddox, Leon County, Chairman
Commissioner Kristin Dozier, Leon County
Commissioner John Daily, Leon County
Commissioner Anthony Viegbesie, Gadsden County
Commissioner Randy Merritt, Wakulla County
Commissioner Curtis Richardson, City of Tallahassee
Commissioner Nancy Miller, City of Tallahassee

Staff Present and Others: Thornton Williams, CRTPA Attorney; Greg Slay, CRTPA, Greg Burke, CRTPA; Lynn Barr, CRTPA; Jack Kostrzewa, CRTPA; Yulonda Mitchell, CRTPA; Suzanne Lex, FDOT; Donna Green, FDOT; Chris Reitow, Executive Director, ARPC; Ryan Wetherell, KHA & Associates.

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 1:31 PM by Chairman, Nick Maddox with a roll call of the board members.

2. AGENDA MODIFICATIONS

There were no agenda modifications.

3. CONSENT AGENDA

- A. Minutes of the January 16 Meeting**
- B. Final CRTPA Public Involvement Process Plan**
- C. CRTPA Safety Measures**
- D. Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (ICAR)**

Board Action: Commissioner Dailey made a motion to accept the consent agenda as presented by staff. Commissioner Merritt seconded the motion and the motion was unanimously passed.

4. CONSENT ITEMS PULLED FOR DISCUSSION

There were no consent items pulled for discussion.

5. ROLL CALL VOTE AGENDA ITEMS

A. FISCAL YEAR (FY) 2018 – FY 2022 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AMENDMENT

The CRTPA FY 2018 – FY 2022 TIP is proposed to be amended to reflect the following:

- CR 159 over Attapulugus Creek Bridge No. 500033 (Project #4286241): Add funding for the construction of a new bridge (Gadsden County)
- SR 61 (Crawfordville Rd (US 319) from Shelfer Rd to SR 61A Gaile Ave/Ridge Rd (Project #4395762): Add construction funding in FY 2018 to add new roadway lighting at all existing signalized intersections (Leon County)
- SR 363 (Adams St) from Paul Russell Rd to FAMU Way (Project #4395782): Add construction funding in FY 2018 to add new roadway lighting at all existing signalized intersections (Leon County)
- SR 371 (Lake Bradford Rd) from Levy Ave to Jackson Bluff Rd (Project #4395802): Add construction funding in FY 2018 to add new roadway lighting at all existing signalized intersections (Leon County)

Mr. Burke provided an overview of the projects proposed for amendment

Board Action: Commissioner Merritt made a motion to approve the Fiscal Year (FY) 2018 – FY 2022 Transportation Improvement Program (TIP) Amendment. Commissioner Dailey seconded the motion, for discussion.

Commissioner Dozier discussed the coordination with Blueprint and inquired if those projects will overlap. Mr. Slay clarified that the South Adams Street project was funded by a source that is specifically for intersection pedestrian safety improvements. This project would need to move forward and will proceed separately from the Blueprint project. Commissioner Viegbesie inquired about the construction of the Attapulugus Creek Bridge and alternative routes while the bridge is being replaced. Ms. Lex noted the project would begin between July/August and will speak with the project manager for further details and provide such information to the board.

Board Action: A Roll call vote was taken and the motion was unanimously passed.

6. CRTPA ACTION

A. CRTPA Board Weighted Voting

At the January 16 CRTPA meeting, members discussed the weighted vote of the governing board and requested that the item be brought back to the Board for discussion.

Mr. Slay explained this initiative was a result of HB 575. He stated at this point, it appears the bill will not be moving forward, as it has not been heard within the Senate. Mr. Slay discussed the weighted voting and provided background information. The Board has previously discussed the desire to eliminate the weighted vote.

Board Action: Commissioner Dozier made a motion to approve the item as presented by staff, options 1 and 2. Commissioner Merritt seconded the motion and the motion was unanimously passed.

B. Midtown Area Transportation Plan

The Midtown Area Transportation Plan, providing a technical analysis of transportation options in the Midtown area of Tallahassee, has been developed for Board review.

Mr. Wetherell provided update on Phase I of the project including a discussion of the alternatives that were analyzed. He stated the goal was to obtain feedback on the alternatives. The project included the use of Bluetooth data to study the area and analyzed data that included times with and without student population and the legislature population during AM and PM peak patterns. Potential alternatives reviewed in Phase 1 included sidewalk gaps, round-a-bouts, one-ways and bi-directional roadways. The analysis identified nine potential alternatives that will next be presented to the public (Phase II) for feedback as well as through stakeholder outreach meetings. The meetings will include Midtown Merchants Neighborhoods and within the area.

Board Action: Commissioner Dailey noted the last three options can be eliminated, as the evaluation shows these options wouldn't really serve this area. He made a motion to move forward with the options 1-6 listed and eliminate the remaining options. Commissioner Maddox seconded the motion and the motion was unanimously passed.

7. FLORIDA DEPARTMENT OF TRANSPORTATION REPORT

Suzanne Lex, Florida Department of Transportation, provided an update on the Attapulugus Highway resurfacing project. She stated the department would consider the request to advance the project in the upcoming development of the draft tentative work program, by evaluating if there are funds available at an earlier schedule with design and construction in 2020 and 2022, respectively. Ms. Lex noted that FDOT would work with CRTPA during the development of the draft tentative work program to bring the resurfacing issue forward again.

8. EXECUTIVE DIRECTOR'S REPORT

Greg Slay, Executive Director, provided an update on the Southwest Area Plan. He noted the plan is moving forward with the stakeholder meetings. He noted there have been discussion of adjusting the scope of the project to focus more on Orange Avenue and possibly North Lake Bradford Road as well.

9. CRTPA INFORMATION

- A. Correspondence
- B. Future Meeting Dates
- C. Committee Actions (Citizen's Multimodal Advisory Committee & Technical Advisory Committee)

10. CRTPA CITIZEN COMMENT

11. ITEMS FROM CRTPA BOARD MEMBERS

Meeting adjourned at 2:40pm.

Attested:

Yulonda Mitchell, Recording Secretary

Nick Maddox, Chair



March 19, 2018

AGENDA ITEM 4

CONSENT ITEMS PULLED FOR DISCUSSION

March 19, 2018



AGENDA ITEM 5 A

CRTPA FISCAL YEAR 2020 – FY 2024 TRANSPORTATION ALTERNATIVES PRIORITY PROJECT LIST

TYPE OF ITEM: Action

STATEMENT OF ISSUE

Staff is seeking approval of the CRTPA Fiscal Year 2020 – FY 2024 CRTPA Transportation Alternatives (TA) Priority Project List (PPL), provided as *Attachment 1*.

CRTPA COMMITTEE ACTIONS

The CRTPA's two (2) committees (Citizen's Multimodal Advisory Committee (CMAC) and Technical Advisory Committee (TAC)) recommended the CRTPA approve the TA Priority Project List at their March 6, 2018 meetings.

RECOMMENDED ACTION

Option 1: Adopt the CRTPA FY 2020 – FY 2024 Transportation Alternatives Priority Project List.

BACKGROUND

The CRTPA Transportation Alternatives Program (TAP) was established in 2013 subsequent to the creation of the Transportation Alternatives Program associated with the July 6, 2012 signing of P.L. 112-141, the Moving Ahead for Progress in the 21st Century Act (MAP-21) by President Obama.

Transportation Alternatives are federally funded programs and projects, including on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, community improvement activities, and environmental mitigation; recreational trail program projects; safe routes to school projects; and projects for the planning, design or construction of boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.

Fifty percent (50%) of the TA funding received by each state is to be distributed by population. For those Metropolitan Planning Organizations with a population greater than 200,000 (which includes the CRTPA), the MPO agency must run the competitive grant process, necessitating the creation of the CRTPA TAP.

The CRTPA receives approximately \$310,000 annually in TA funding explicitly dedicated to the CRTPA region. In addition, other TA funding is available for placement on TA projects within the CRTPA region. This funding, which is outside of the dedicated amount to the CRTPA, is placed on projects at the discretion of the Florida Department of Transportation.

Consistent with CRTPA Board direction, solicitation of new TA projects occurs biennially. As a result, the CRTPA solicited new applications this year (2018).

Guiding the 2018 CRTPA TAP is the CRTPA TAP Subcommittee. The subcommittee, comprised of 5 members from the CRTPA's Citizen's Multimodal Advisory Committee (CMAC) and Technical Advisory Committee (TAC), reviewed and recommended a ranking of the TA applications that were received by the CRTPA on February 22, 2018.

The Latest

The following five (5) CRTPA TAP applications were received on February 16 (TAP application due date):

- **Spring Creek Highway (CR 365)** (Shadeville Road to US 98) **OFF ROAD BIKE PATH** (4.065 miles)
Funding Request: \$1.48 million (Sponsor: Wakulla County)
- **Blountstown Street SIDEWALK** (US 90 to W. Tharpe Street) (.68 miles)
Funding Request: \$910,145 (Sponsor: City of Tallahassee)
- **Wakulla Arran Road SIDEWALK** (limits: Oak Street to Magnolia Ridge - .35 miles)
Funding Request: \$172,091 (Sponsor: Wakulla County)
- **Wakulla Arran Road SIDEWALK** (limits: US 319 to Cajer Posey - 1.88 miles)
Funding Request: \$491,666 (Sponsor: Wakulla County)
- **Trice Lane SIDEWALK** (limits: Shadeville Highway to Wakulla Arran Road - .91 miles)
Funding Request: \$306,965 (Sponsor: Wakulla County)

On February 22, 2018 the CRTPA TAP Subcommittee met to interview the TAP applicants and score the applications based upon adopted criteria. The following reflects the Draft CRTPA FY 2020 – FY 2024 Transportation Alternatives Priority Project List as a result of the CRTPA TAP Subcommittee rankings*:

Priority	Project	Limits	Funding Sought	Phases
1	Blountstown Street Sidewalk Improvements (Sponsor: City of Tallahassee)	US 90 to Tharpe Street (CR 158)	\$910,149	Seeking Construction & CEI funding
2	Spring Creek Hwy (CR 365) Paved Off Road Bike Path (Sponsor: Wakulla County)	US 98 to Shadeville Rd (CR 61)	\$1.4 million	Seeking Design, Construction & CEI funding

*Note: One of the requirements associated with the CRTPA TA Program is the inclusion of proof of right-of-way ownership from the submitting agency. As a result, applications for which right-of-way issues were identified were not placed on the draft priority project list.

Project Ranking Process

The applications on the above draft priority project list were ranked based upon the adopted CRTPA's TAP Evaluation Criteria (approved at the March 21, 2016 CRTPA meeting), as follows:

ADOPTED CRITERIA

PROPOSED EVALUATION CRITERIA		MAXIMUM POINTS
1	SAFETY (Describe how the project will improve public safety for all transportation users)	20
2	CONNECTIVITY (Describe how the project facilitates or improves multimodal linkages)	20
3	ACCESSIBILITY (Describe how the project contributes to enhanced mobility options for transp. disadv.)	20
4	PUBLIC BENEFIT (Describe how the project improves the public travel experience and travel options)	20
5	REGIONAL PLAN (Describe how the project relates to the adopted plans of the region)	5
6	PROJECT CONSTRUCTABILITY (Is right-of-way required?)	5
7	LEVERAGING OF FUNDS (Is there a commitment of local funding?)	5
8	COMMUNITY SUPPORT	5
Maximum Total Points		100

The CRTPA DRAFT FY 2020 – FY 2024 TA Priority Project List is the culmination of the following actions associated with the CRTPA 2018 TAP calendar:

- December 1, 2017 – Announcement of CRTPA TAP application solicitation
- December 19, 2017 (3 PM) – CRTPA TAP Informational Meeting (Location: Tallahassee City Hall, Tallahassee Room, 2nd Floor)
- February 16, 2018 – TAP applications DUE to CRTPA
- February 22, 2018 – TAP applicant interviews & recommended ranking by TA Subcommittee

PUBLIC INVOLVEMENT

A public meeting to present the DRAFT FY 2020 – FY 2024 TA Priority Project List (held in conjunction with DRAFT FY 2020 – FY 2024 Transportation Regional Incentives Program Priority Project List) was held on March 8 at Tallahassee City Hall.

NEXT STEPS

Subsequent to adoption of the CRTPA FY 2020 – FY 2024 TA PPL, the list will be provided to the FDOT for consideration in the development of the Draft FY 2020 – FY 2024 Annual State Work Program, scheduled to be presented to the CRTPA Board in the fall of 2018.

After the release of the Draft State Work Program, CRTPA staff will initiate development of the CRTPA FY 2020 – FY 2024 Transportation Improvement Program (TIP) incorporating those transportation projects in the CRTPA region that have received state and federal funding.

RECOMMENDED ACTION

Option 1: Adopt the CRTPA FY 2020 – FY 2024 Transportation Alternatives (TA) Priority Project List.
(Recommended)

Option 2: CRTPA Board Discretion.

ATTACHMENT

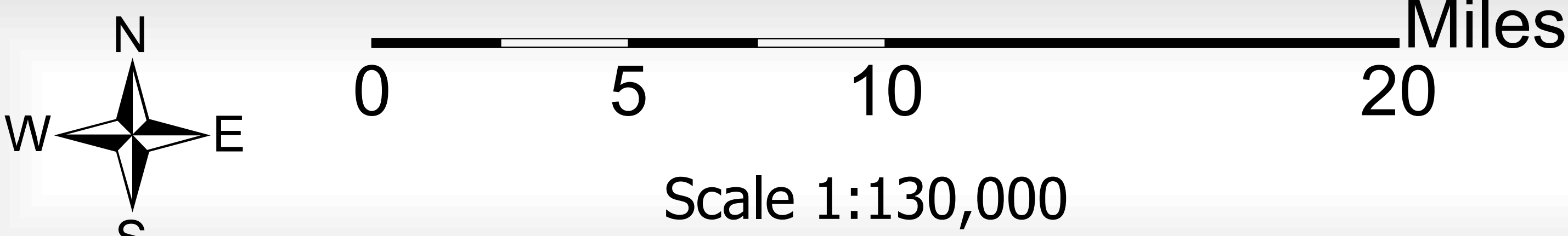
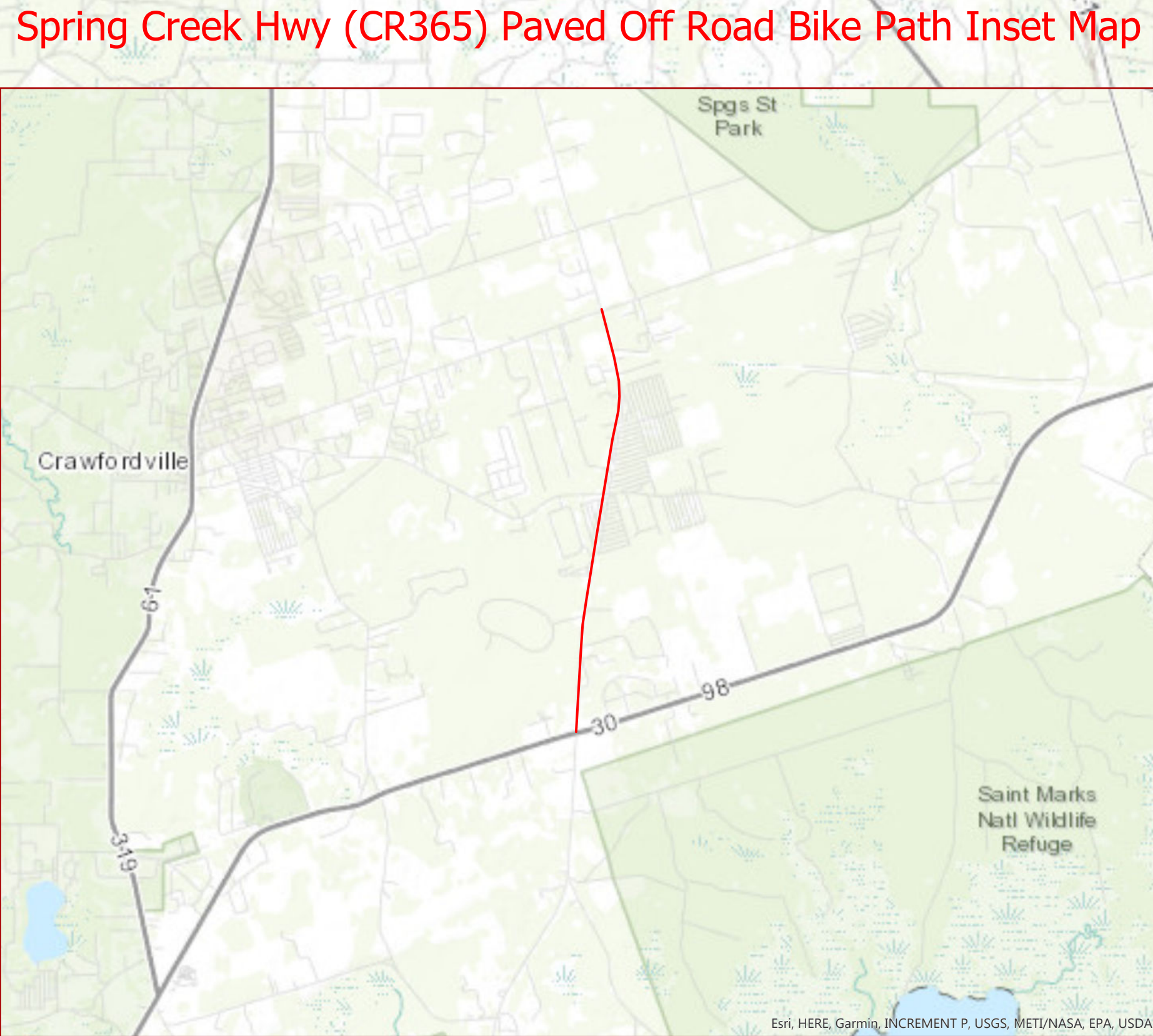
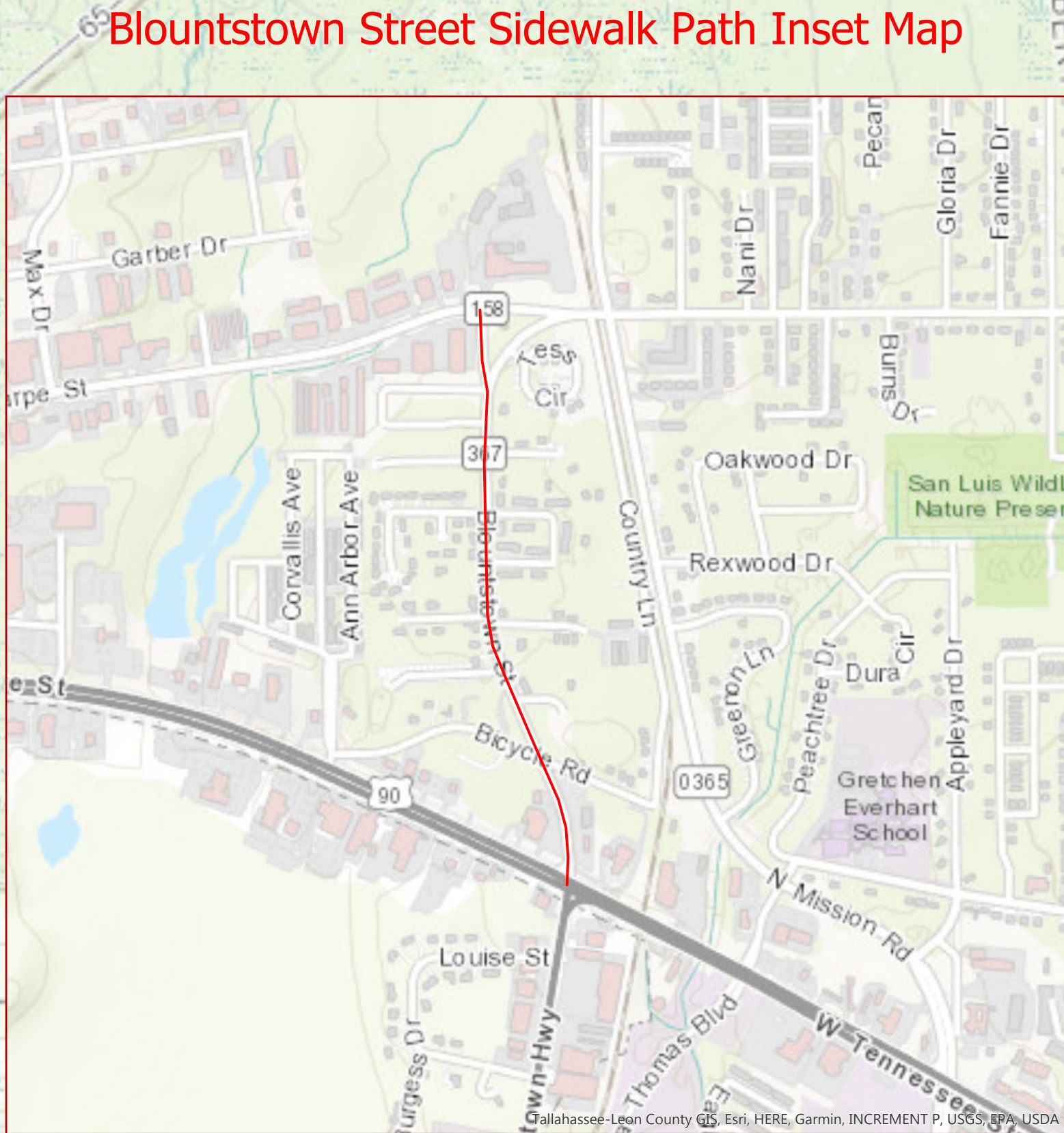
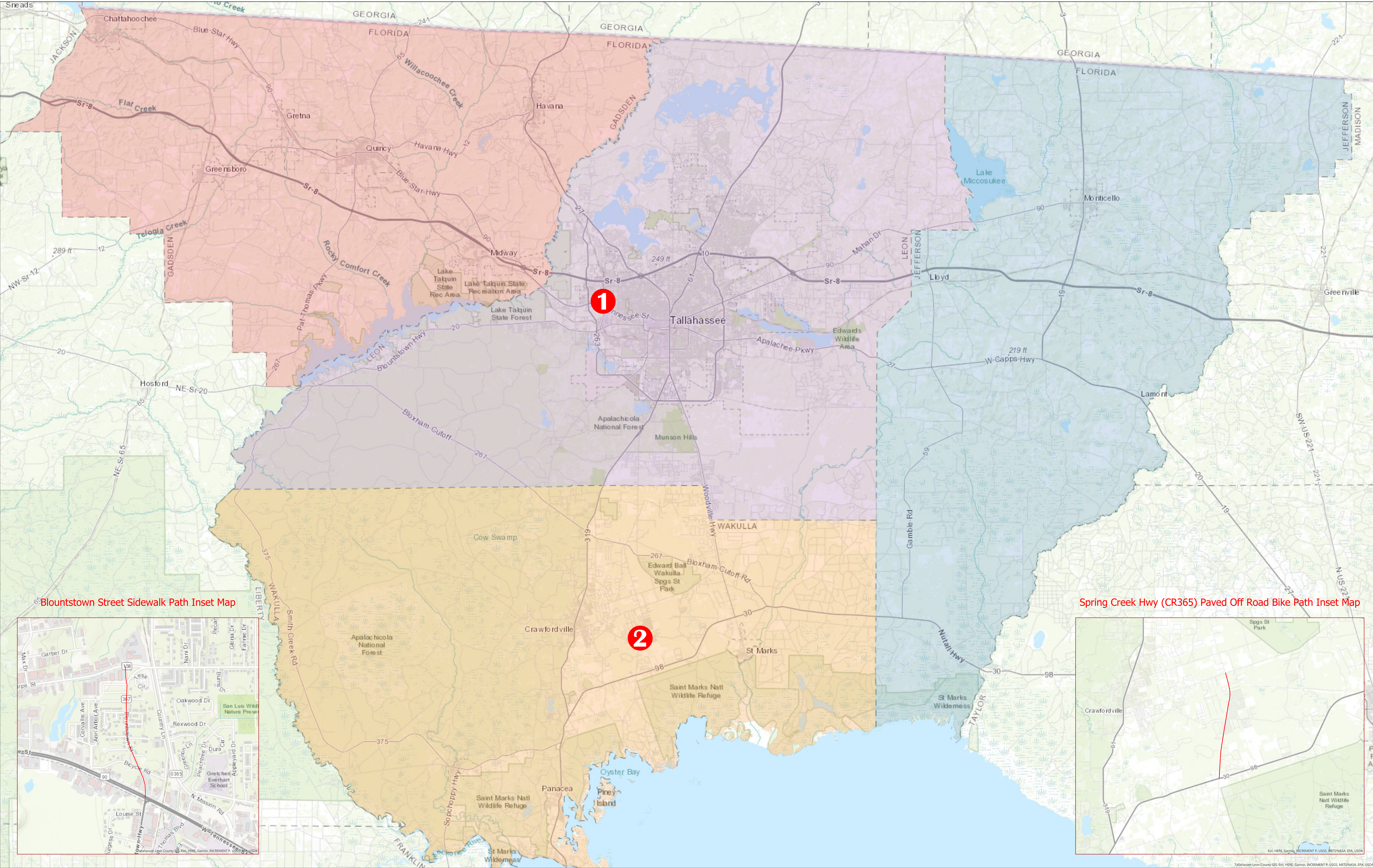
Attachment 1: Draft FY 2020 - FY 2024 TA Priority Project List.
Attachment 2: CRTPA TA Project Map

Capital Region Transportation Planning Agency
DRAFT Transportation Alternatives Priority Project List
Fiscal Year 2020 - Fiscal Year 2024

Priority	Project	Limits	Funding Sought	Phases
1	Blountstown Street Sidewalk Improvements (Sponsor: City of Tallahassee)	US 90 to Tharpe Street (CR 158)	\$910,149	Seeking Construction & CEI funding
2	Spring Creek Hwy (CR 365) Paved Off Road Bike Path (Sponsor: Wakulla County)	US 98 to Shadeville Rd (CR 61)	\$1.4 million	Seeking Design, Construction & CEI funding

CRTPA Draft FY 2020 - FY 2024 Transportation Alternatives

Priority Project List Map



- Project
- 1 Blountstown Street Sidewalk Improvements
 - 2 Spring Creek Hwy (CR 365) Paved Off Road Bike Path

- CRTPA - Counties Served
- GADSDEN
 - JEFFERSON
 - LEON
 - WAKULLA

Created By: Jason Cox | GIS Specialist II
Contact: 850-606-5594
Date Saved 3/1/2018 8:11 AM





March 19, 2018

AGENDA ITEM 5 B

FISCAL YEAR (FY) 2020 - FY 2024

TRANSPORTATION REGIONAL INCENTIVES PROGRAM (TRIP)

PRIORITY PROJECT LIST (PPL)

TYPE OF ITEM: Action

STATEMENT OF ISSUE

Staff is seeking approval of the Fiscal Year (FY) 2020 - FY 2024 Transportation Regional Incentive Program (TRIP) Priority Project List (PPL) provided as ***Attachment 1***.

RECOMMENDATIONS BY CRTPA COMMITTEES

The CRTPA's two (2) committees (Citizen's Multimodal Advisory Committee (CMAC) and Technical Advisory Committee (TAC)) recommended the CRTPA approve the TRIP Priority Project List at their March 6, 2018 meetings.

RECOMMENDED ACTION

Option 1: Adopt the FY 2020 - FY 2024 Transportation Regional Incentives Program (TRIP) Priority Project List.

HISTORY AND ANALYSIS

The CRTPA Transportation Regional Incentive Program PPL identifies projects eligible for receipt of TRIP funding. Pursuant to the FDOT:

"The Transportation Regional Incentives Program (TRIP) was created in 2005 as part of major Growth Management legislation enacted during the Florida Legislative Session (SB 360). The program's purpose is to encourage regional planning by providing state matching funds for improvements to regionally significant transportation facilities identified and prioritized by regional partners.

TRIP funds are to be used to match local or regional funds up to 50% of the total project costs for public transportation projects. In-kind matches such as right of way donations and private funds made available to the regional partners are also allowed. Federal funds attributable to urbanized areas over 200,000 in population may also be used for the local/regional match.”

One of the requirements of TRIP funding eligibility is inclusion on the CRTPA’s Regionally Significant Transportation Map. The CRTPA Regionally Significant Transportation Map was adopted at the September 19, 2016 CRTPA meeting and is included as **Attachment 2**.

Draft FY 2020 – FY 2024 TRIP Priority Project List

The Draft FY 2020 – FY 2024 TRIP Priority Project List is comprised of one project which was previously included on the CRTPA’s most recently adopted (FY 2019 – FY 2021) TRIP PPL. Specifically, the following project is included on the TRIP PPL:

- **Welaunee Boulevard Extension** (Fleischmann Rd to Centerville Road at Shamrock South): New 4 lane Road (seeking funding for design).

Changes from Last Year’s TRIP PPL

In addition to inclusion of the above (Welaunee Boulevard Extension) project, last year’s adopted FY 2019 – FY 2023 TA Priority Project List also included the following project:

- **Weems Road Extension** (Capital Circle, Northeast to US 90): New 2 lane road (seeking construction funding).

Subsequently, the Weems Road Extension project received \$1 million in TRIP funding.

PUBLIC INPUT

A public meeting to present the DRAFT FY 2020 – FY 2024 TRIP Priority Project List (held in conjunction with DRAFT FY 2020 – FY 2024 Transportation Alternatives Program Priority Project List) was held on March 8 in Tallahassee City Hall.

NEXT STEPS

Subsequent to adoption of the CRTPA FY 2020 – FY 2024 TRIP PPL, the list will be provided to the FDOT for use as the agency proceeds with development of the Draft FY 2020 – FY 2024 State Work Program.

OPTIONS

Option 1: Adopt the FY 2020 - FY 2024 Transportation Regional Incentives Program (TRIP) Priority Project List.
(RECOMMENDED)

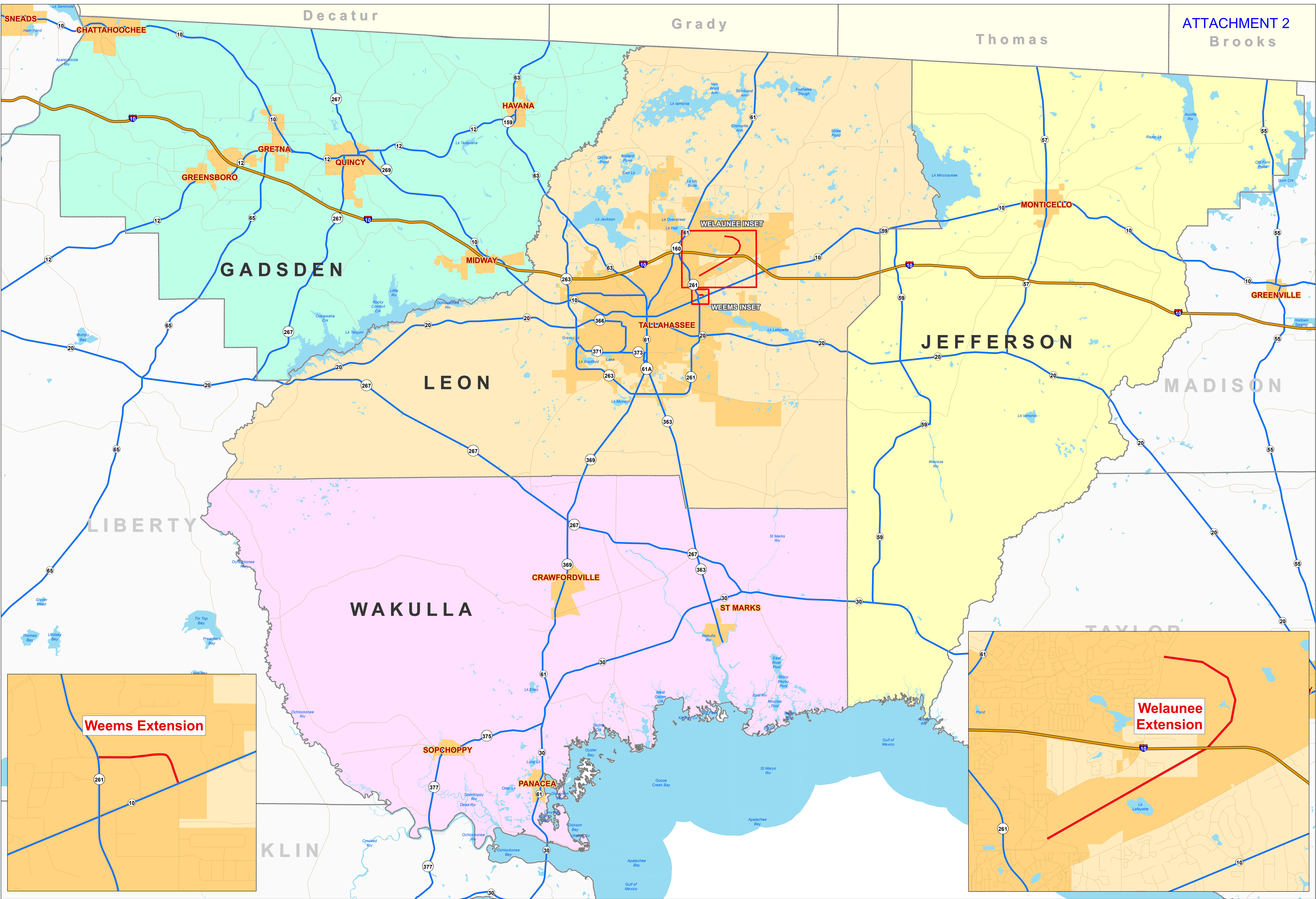
Option 2: Board Discretion.

ATTACHMENTS

Attachment 1: Draft FY 2020 - FY 2024 Transportation Regional Incentives Program (TRIP) Priority Project List.
Attachment 2: Adopted CRTPA Regionally Significant Roadways Map
Attachment 3: TRIP Project Vicinity Map

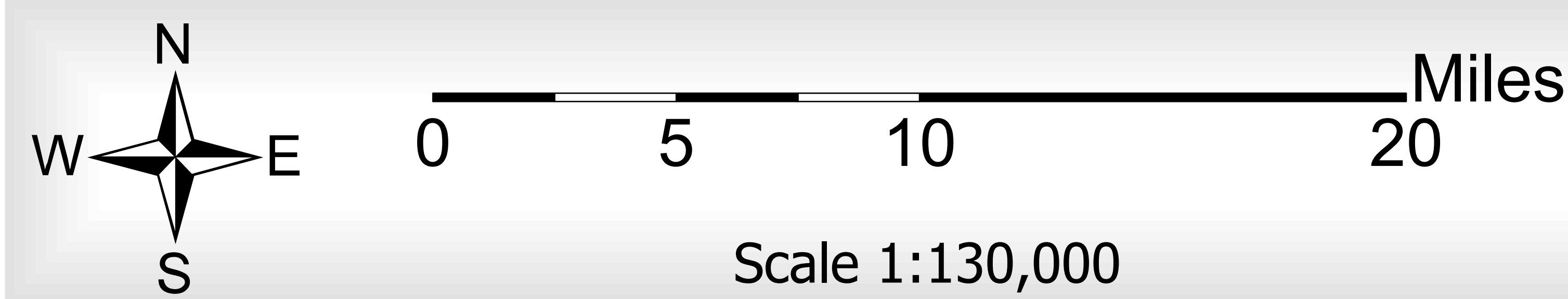
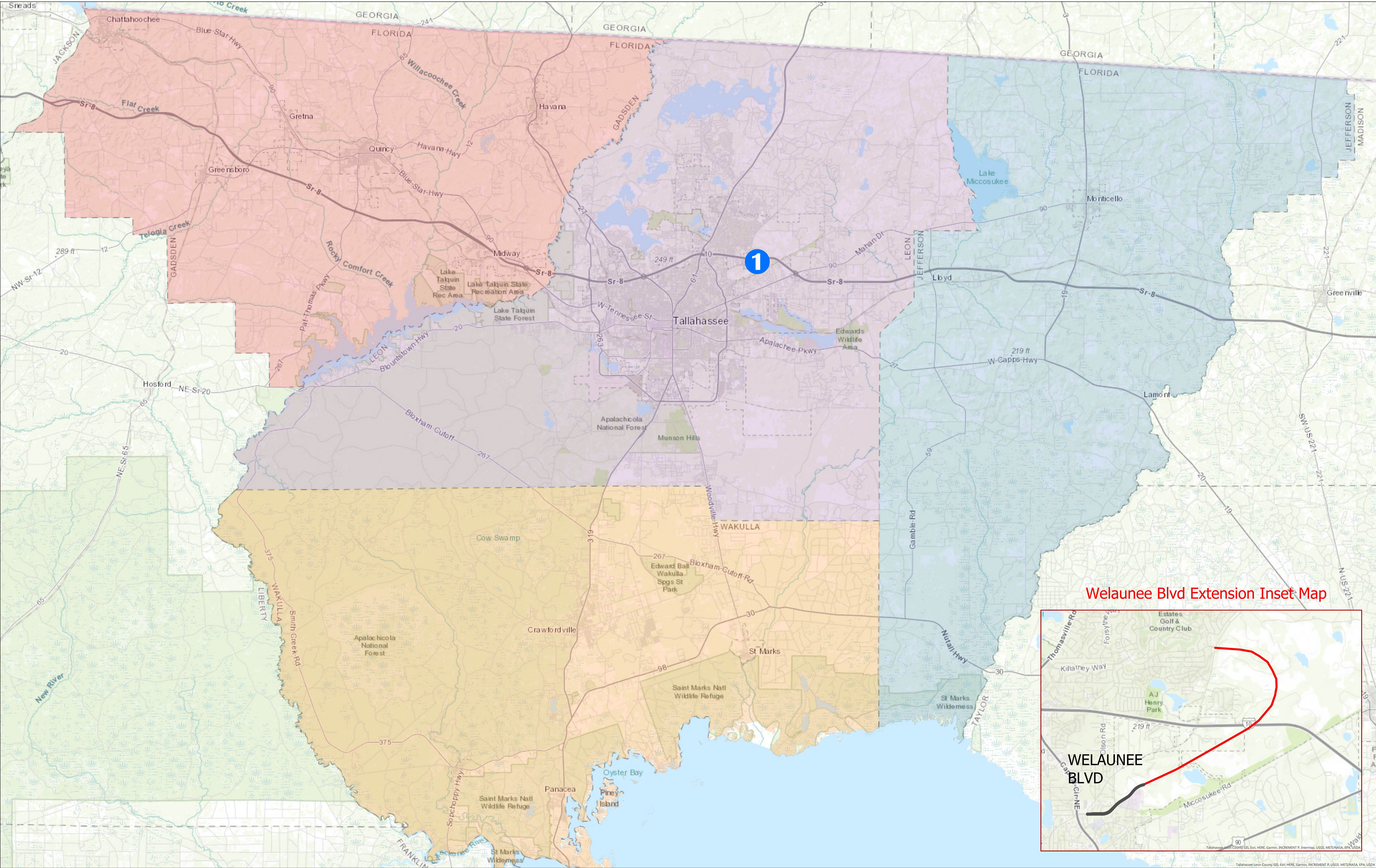
Capital Region Transportation Planning Agency
DRAFT Transportation Regional Incentives Program (TRIP) Priority Project List
Fiscal Year 2020 - Fiscal Year 2024

Priority	Project	From	To	Funding Sought	Phase
1	Welaunee Boulevard Extension (Sponsor: Blueprint Intergovernmental Agency)	Fleischmann Rd	Centerville Rd at Shamrock South	\$1.5 million	Design



CRTPA REGIONALLY SIGNIFICANT ROADS MAP

CRTPA Draft FY 2020 - FY 2024 Transportation Regional Incentives Program
Priority Project List Map



Project	CRTPA - Counties Served
1 Welaunee Boulevard Extension	<div><div></div> GADSDEN</div> <div><div></div> JEFFERSON</div> <div><div></div> LEON</div> <div><div></div> WAKULLA</div>



March 19, 2018

AGENDA ITEM 5 C

DRAFT UNIFIED PLANNING WORK PROGRAM (UPWP) TASKS

TYPE OF ITEM: Action

STATEMENT OF ISSUE

The UPWP is developed every two years and serves as the CRTPA's work outline. The UPWP is divided into seven tasks covering items from daily administration of the CRTPA to identifying the specific planning projects to be undertaken. The initial draft is designed to focus on the tasks and upcoming studies while the final draft will include the tasks along with the required background information (i.e. Board and committee structure, previous projects, etc.) as well as the various budget forms and federal documents and certifications. Typically, a budget outline is included in the draft as well but we are still working to finalize the overall funding available for the two-year period. For FY 2018/19, we anticipate the budget to be \$650,000 - \$775,000 and around \$600,000 for FY 2019/20.

Upon approval by the CRTPA, the draft UPWP is submitted to FDOT, FHWA and FTA for review. The final UPWP will reflect any comments made by the agencies as well as the final budget and required documentation and be brought back to the committees and CRTPA for final approval. The final UPWP is anticipated to be completed in April/May.

RECOMMENDED ACTION

Option 1: Approve the FY 2018/19 – 2019/20 Draft UPWP for transmittal to FDOT, FHWA and FTA.

ATTACHMENT

Attachment 1: FY 2018/19 – FY 2019/20 UPWP Task List



UNIFIED PLANNING WORK PROGRAM

Fiscal Years 2018/19—2019/20

Effective Date: July 1, 2018—June 30, 2020

Adoption Date:

*Prepared by the
Capital Region Transportation Planning Agency
300 South Adams Street
Tallahassee, FL 32301
(850)891-8630*

www.crtpa.org

*Federal Aid ID No. #####(##)
FDOT Financial Project Numbers: #####
Code of Federal Domestic Assistance Numbers:
20.205 – Highway Planning and Construction
20.505 – Federal Transit Technical Studies Grant (Metropolitan Planning)*

This report was financed in part by the Federal Highway Administration, Federal Transit Administration, Florida Department of Transportation and participating local governments.

CAPITAL REGION TRANSPORTATION PLANNING AGENCY
FY 2018/19 – 19/20 UNIFIED PLANNING WORK PROGRAM

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Required Forms

- Section 5305(d) Forms (SF 424, GMIS, Approved Budget)
- Certifications and Assurances
- Certification of Restrictions of Lobbying
- Debarment and Suspension Certification
- Title VI Nondiscrimination Policy Statement
- Disadvantaged Business Enterprise Utilization
- Agency Comments (*To be included in final*)
- Annual Certification (*To be included in final*)

Resolution 2018-##

A RESOLUTION APPROVING THE FY 2018/19 – FY 2019/20 UNIFIED PLANNING WORK PROGRAM FOR THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA); AUTHORIZING THE CHAIRMAN TO EXECUTE ALL REQUIRED FORMS AND ASSURANCES; AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE ALL SUBSEQUENT GRANT APPLICATIONS, 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 2017 and 2018 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 that the CRTPA:

1. Adopts the Final Unified Planning Work Program for FY 2018/19 and FY 2019/20, and
2. Authorizes the Chairman to execute all required forms and assurances, and
3. Authorizes the CRTPA Executive Director to file and execute all related grant applications, invoices and joint participation agreements to the Unified Planning Work Program and Section 5305(d) Transit Planning Grant.

DONE, ORDERED, AND ADOPTED THIS 15th DAY OF May 2018

CAPITAL REGION TRANSPORTATION PLANNING AGENCY

Nick Maddox, Chairman

ATTEST: _____
Greg Slay, Executive Director

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.

Suzanne Lex

CRTPA Liaison (Grant Manager)

Signature

Date

GLOSSARY OF ABBREVIATIONS

ADA	-	Americans with Disabilities Act of 1990
ARPC	-	Apalachee Regional Planning Council
ATMS	-	Automated Traffic Management System
CMAC	-	Citizen's Multimodal Advisory Committee
CFR	-	Code of Federal Regulations
CMP	-	Congestion Management Process
CTC	-	Community Transportation Coordinator
CTD	-	Commission for the Transportation Disadvantaged
CTST	-	Community Traffic Safety Team
DBE	-	Disadvantaged Business Enterprise
DOPA	-	Designated Official Planning Agency
DRI	-	Development of Regional Impact
ETDM	-	Efficient Transportation Decision Making
FAST Act	-	Fixing America's Surface Transportation Act
FDOT	-	Florida Department of Transportation
FHWA	-	Federal Highway Administration
FSUTMS	-	Florida Standard Urban Transportation Modeling Structure
FTA	-	Federal Transit Administration
GIS	-	Geographic Information System
GMIS	-	Grant Management Information System (FTA funds)
ITS	-	Intelligent Transportation System
JPA	-	Joint Participation Agreement
LOS	-	Level of Service
LRTP	-	Long Range Transportation Plan

GLOSSARY OF ABBREVIATIONS (cont.)

MAP-21	-	Moving Ahead for Progress in the 21 st Century Act
MPO/TPO	-	Metropolitan/Transportation Planning Organization
MPOAC	-	Metropolitan Planning Organization Advisory Council
RMP	-	Regional Mobility Plan
ROW	-	Right of Way
PD&E	-	Project Development and Environmental Study
PEA	-	Planning Emphasis Area
PIP	-	Public Involvement Plan
RPC	-	Regional Planning Council
SIS	-	Strategic Intermodal System
STIP	-	State Transportation Improvement Program
TAC	-	Technical Advisory Committee
TATMS	-	Tallahassee Advanced Transportation Management System
TAZ	-	Traffic Analysis Zone
TDLCB	-	Transportation Disadvantaged Local Coordinating Board
TDP	-	Transit Development Plan
TIP	-	Transportation Improvement Program
TRIP	-	Transportation Regional Incentive Program
UPWP	-	Unified Planning Work Program
UA	-	Urbanized Area (as designated by the 2010 Census)
USC	-	United States Code

INTRODUCTION

The Unified Planning Work Program (UPWP) has been prepared to define the tasks to be performed with funds under Title 23 Sections 134 (Metropolitan Transportation Planning), 135 (Statewide Transportation Planning) and Title 49 (Public Transportation) by the Capital Region Transportation Planning Agency (CRTPA) for the period July 1, 2018, through June 30, 2020. This document serves to define activities for the public as well as public officials and agencies that contribute manpower and allocate funds to the transportation planning process. The UPWP provides a description of planning tasks and an estimated budget for each of the planning tasks to be undertaken by the CRTPA. Planning activities programmed within the UPWP meet the level of effort requirements anticipated by the CRTPA to meet local priorities as well as the requirements of Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and the Florida Department of Transportation (FDOT). FHWA and FTA provide funding support through the FDOT, the form of PL funds (FHWA) and the Section 5305(d) funds (FTA). Public involvement for the development of the UPWP is accomplished through the regularly scheduled meetings of the Technical Advisory Committee (TAC) and Citizens Multimodal Advisory Committee (CMAC), (draft & final) and CRTPA (draft & final approval). The draft UPWP is also placed on the CRTPA website for public review prior to approval by the CRTPA.

Development of this UPWP officially began on February 5, 2018 with a kickoff meeting held between CRTPA staff and the Florida Department of Transportation to discuss the overall process. 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 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 2018) and finalized by the CRTPA at its May 15, 2018 meeting. In addition, the UPWP is posted on the CRTPA's web page (www.crtpa.org).

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 assessing the need for possible amendment. The UPWP reflects compliance with the comprehensive Title VI Environmental Justice Procedures. Additionally, the UPWP was generated to address 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 as air quality issues.

Transportation planning in the CRTPA planning area is guided by the Year 2040 Regional Mobility Plan (RMP). The RMP utilizes input from government officials, citizen's advisory boards, technical experts

and the public. Selected projects from the Cost Feasible Plan are identified in the Transportation Improvement Program (TIP) project priority listing. These projects are prioritized on an annual basis.

In December 2015, the [Fixing America's Surface Transportation Act](#) (FAST Act) was signed into law. The FAST Act serves as the primary surface transportation legislation and is valid until September 30, 2020. The bill identifies ten factors that shall be considered as part of the review of projects and plans. Those factors are as follows:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility of people and for freight;
5. Protect and enhance the environment, promote energy conservation, improve quality of life, promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation; and
8. Emphasize the preservation of the existing transportation system.
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation.
10. Enhance travel and tourism.

Table I, on page 36, illustrates the CRTPA's consideration of the ten planning factors in the transportation planning process.

In addition to the FAST Act factors, both the FHWA and FDOT periodically develop Planning Emphasis Areas (PEAs) for consideration as part of the transportation planning process. PEAs are not necessarily requirements for the transportation planning process but more concepts that should be considered as part of the process. For FY 2019 those areas are as follows:

Federal

FAST Act Implementation

Relates to implementation of performance measures originally required in the Moving Ahead for Progress in the 21st Century (MAP-21), the precursor to the FAST Act. Includes using transportation performance measures, setting targets, reporting performance and programming projects that help achieve those targets.

Regional Models of Cooperation

Encourages MPOs to take a regional approach to transportation planning. For the CRTPA, this is accomplished through our participation in the FDOT District 3 quarterly meeting as well as coordination with the ARPC.

Ladders of Opportunity

Encourages MPOs to identify gaps in transportation connectivity to essential services.

A complete overview of the Federal Planning Emphasis Areas can be found at https://www.fhwa.dot.gov/planning/processes/metropolitan/mpo/fy_2016/index.cfm.

State

Rural Transportation Planning

MPOs are encouraged to plan for and coordinate with rural governmental entities both within their planning boundaries as well as those areas outside of the current boundaries that are impacted by transportation movements between regions.

Transportation Performance Measures

FHWA has finalized six interrelated performance rules to implement the transportation performance measures framework established by MAP-21 and the FAST Act. Collectively, the rules address challenges facing the transportation system, including: improving safety, maintaining the condition of the infrastructure, reducing traffic congestions, improving the efficiency of the system and freight movement, protecting the environment, and reducing delays in project delivery. The rules established national performance measures. State DOTs and MPOs must establish targets for each measure. Planning documents will identify the strategies and investments used to reach the targets. Progress towards meeting the targets will be reported through new and existing mechanisms. MPOs need to account in their UPWP for the effort necessary to satisfy the federal requirements. As MPOs and Florida DOT venture into this first round of target setting and adopting performance measures into our planning products, more emphasis will be placed on this topic area. The cooperative efforts of Florida's MPOs and DOT to insure this new planning tool will be effective and well-coordinated will need to be shown in the upcoming UPWPs.

ACES (Automated/Connected/Electric/Shared-use) Vehicles

Adopting and supporting innovative technologies and business practices supports all seven goals of the Florida Transportation Plan and the federal planning factors found in the FAST Act. ACES may lead to great improvements in safety, transportation choices, and quality of life for Floridians, our visitors and the Florida economy. Though there is a great deal of speculation and uncertainty of the potential impacts these technologies will have, MPOs need to determine how best to address the challenges and opportunities presented to them by ACES vehicles.

ORGANIZATION AND MANAGEMENT OF THE CRTPA

The CRTPA is the public agency responsible for developing policies and procedures to guide the transportation planning process for the Tallahassee Metropolitan Statistical Area (MSA). The MSA includes Leon, Gadsden, Wakulla and Jefferson counties. As the body most directly responsible for the guidance of the transportation planning process, the CRTPA strives to ensure that the recommendations are in keeping with the goals and standards of the federal and state government, as well as its member governments. The CRTPA board is composed of members of the Gadsden, Leon Jefferson and Wakulla County Commissions, the City of Tallahassee City Commission and the Leon County School Board. In addition, the five municipalities of Gadsden County (Chattahoochee, Greensboro, Gretna, Havana, Midway and Quincy) are represented by one elected official selected annually by the municipalities.

The CRTPA functions include, but are not limited to, the preparation of the required tasks assigned. Its annual responsibilities are to perform the tasks of preparing the UPWP, the TIP, and the annual CRTPA Audit Report. As with all transportation planning delegated by the federal and state laws, the CRTPA is responsible for insuring adequate representation and compatibility of state, county, and municipal projects in the transportation planning process. This includes consideration of all modes of transportation with respect to the needs of the elderly and handicapped as outlined in the Americans with Disabilities Act.

The CRTPA staff is responsible for collecting and disseminating all information from the transportation planning process to the public. The work effort required to support the planning process is administered by the CRTPA staff in cooperation with local governments and the FDOT. Other agencies that are consulted in various phases of the planning process include the Department of Environmental Protection, the Federal Aviation Administration, Federal Rail Administration and the Water Management District Offices. Additional public input is provided through public meetings, public hearings, and civic meetings.

The CRTPA has three advisory committees: the Citizens Multimodal Advisory Committee (CMAC), the Technical Advisory Committee (TAC) and the Transportation Disadvantaged Local Coordinating Board (TDLCB). The CMAC is composed of members of the general public who represent the general welfare of the community. The TAC, composed of engineers, planners, and other related transportation professionals, reviews plans, programs, and projects and recommends solutions to the CRTPA based on technical expertise. The TDLCB identifies the local needs of the transportation disadvantaged population and investigates alternatives to meet those needs. The CMAC and TAC meet approximately two weeks prior to regularly scheduled CRTPA meetings to ensure that their recommendations are incorporated in CRTPA agenda items and provided to CRTPA members in a timely manner. The bylaws for the advisory committees are available for review on the CRTPA website www.crtpa.org.

Status of Current Agreements

- Interlocal Agreement for the Creation of the MPO: The current Interlocal Agreement establishing the CRTPA was adopted and executed on March 13, 2014.
- Transportation Planning Funds (PL) Joint Participation Agreement: The Transportation

Planning Funds Joint Participation Agreement between the CRTPA and the FDOT outlines the parameters to administer federal PL funds and was approved by the CRTPA on June 20th, 2016. It is anticipated a new PL JAP will be signed concurrent with the final approval of this UPWP.

- Intergovernmental Coordination and Review and Public Transportation Coordination Joint Project Agreement (ICAR): 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 between the FDOT, CRTPA, the Apalachee Regional Planning Council (ARPC), StarMetro, and the Tallahassee Regional Airport was approved by the CRTPA on June 1, 2018. 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 5305(d) grant was executed on September 15, 2014 and expires on September 30, 2018. The agreement's purpose is to fund the Section 5305(d) grant as identified in the CRTPA's UPWP.

STATUS OF LOCAL AND REGIONAL PLANNING ACTIVITIES

YEAR 2040 REGIONAL MOBILITY PLAN

The 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 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). The next RMP update will commence in late 2018.

BICYCLE/PEDESTRIAN ACTIVITIES

An update to the 2004 Tallahassee-Leon County Year Bicycle/Pedestrian Master Plan (BPMP) was initiated in February 2018. The initial phases included stakeholder meetings and development of goals and objectives. The plan will look to improve safety and connectivity with a special emphasis on connecting neighborhoods with nearby attractions such as shopping, dining and recreation. The plan is anticipated to be completed in March 2019.

PUBLIC TRANSPORTATION

StarMetro

The current Transit Development Plan (TDP) was adopted in late 2015 and provides an overview of existing StarMetro service as well as planned improvements over the next 10 years. The TDP can be viewed at <http://crtpa.org/files/112726434.pdf>. The CRTPA continues to work with StarMetro to ensure transit is an integral part of the overall system. StarMetro has participated on project advisory teams for the Southwest Area Transportation Plan and the Bicycle/Pedestrian Master Plan Update and is a stakeholder in the ITS Master Plan update.

Leon County Transportation Disadvantaged Service Plan (TDSP)

The CRTPA currently serves as the Designated Official Planning Agency for the TD Program Leon County. As of July 1, 2017, administration of the Gadsden, Jefferson and Wakulla County programs transferred to the Apalachee Regional Planning Council.

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 November 2017

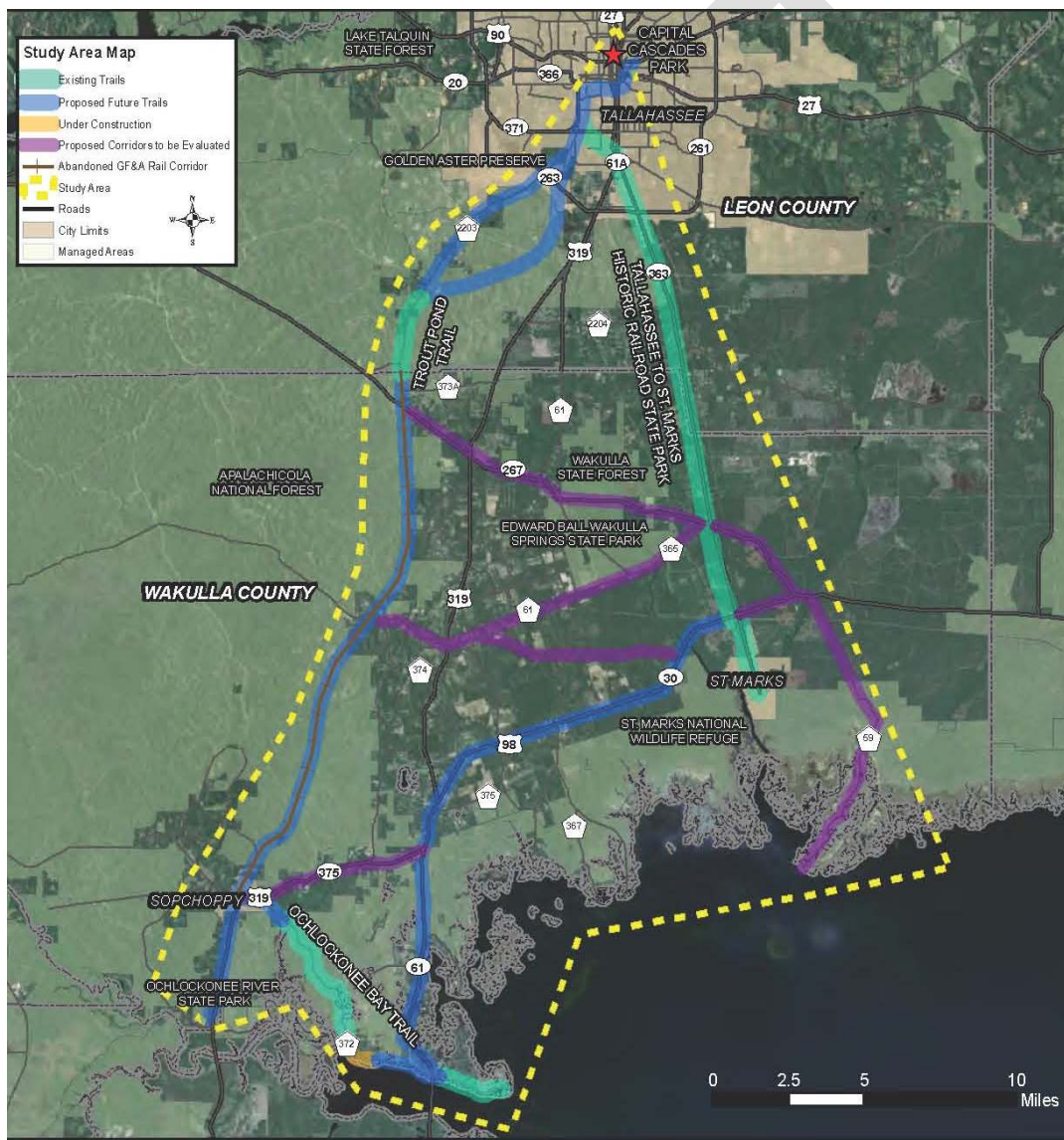
REGIONAL TRAILS

Over the last two years, the CRTPA has made significant progress on the development of a regional trail system. In 2014, the CRTPA completed the Capital City to the Sea Trails Master Plan. The Plan identified a series of interconnected trails that link the Tallahassee area to several destinations along the Gulf of Mexico in Wakulla County. Utilizing the existing St. Marks Trail as well as new trail

opportunities, the Plan provides a significant blueprint to develop over 130 miles of multi-use trails. The information developed as part of the Plan was used in the successful application for the Coastal Trail section from Wakulla High School to the beginning of the existing Ochlocknee Bay Trail in Panacea. The segment of the Coastal Trail along US 98 from Wakulla High School to the St. Marks Trail was opened to the public in May 2018. FDOT has committed funding for the remaining segments from the Ochlocknee Bay Trail to Wakulla High School in 2022. The CRTPA continues to work with its many partners in the development of the CC2S.

The Capital City to the Sea Trails Master Plan can be viewed at <http://crtpa.org/files/84061493.pdf>. Figure 1 shows the various trails identified in the Plan.

Figure 1



SOUTHWEST AREA TRANSPORTATION PLAN

The SW Area Transportation Plan is a multi-roadway plan designed to serve as a precursor to the planned Orange Avenue Project Development and Environmental (PD&E) Study scheduled for FY 2019. The Plan is a joint effort of the CRTPA and the Blueprint Agency and will include a multi-modal review of three corridors: Orange Avenue from Capital Circle SW to South Monroe Street, Lake Bradford Street from Gaines Street to Capital Circle SW and Springhill Road from Orange Avenue to Capital Circle SW. The area includes several significant community assets including FAMU, FSU, Tallahassee International Airport and Lake Bradford as well as additional secondary schools and numerous neighborhoods.

The Plan is anticipated to be completed in early 2019.

TALLHASSEE MIDTOWN AREA TRANSPORTATION PLAN – PHASE 2

Currently, Thomasville Road through the Midtown area is severely congested throughout the day. This congestion, coupled with the significant increases in pedestrian activity along the corridor, has created a need to identify creative solutions to improve the overall safety and operations of the transportation system in the area.

In February 2018, the first phase of The Midtown Area Plan was completed. Phase 1 of the Plan identified potential modifications to the transportation network including changes to Thomasville Road (one-way conversion and potential access management modifications), an evaluation of a roundabout at the Five Points intersection, a Complete Street implementation, a conversion of the current one-way pairs East 6th and 7th Avenues to two-way operation as well as the sidewalk network. A technical evaluation of each alternative was conducted to determine the impact of the identified alternatives.

Phase 2 will include a public involvement program to engage residents and business owners in Midtown and include review of StarMetro service as well. Once input is received, the final Plan will be developed. Phase 2 was initiated in April 2017 and is expected to take 6-9 months to complete.

PERFORMANCE MEASURES

MAP-21 requires MPO to adopt a series of performance measures to establish a data-driven approach to improve decision making for prioritizing transportation projects. In February 2018, the CRTPA adopted performance measure related to safety. Additional measures for mobility, pavement condition and bridge condition are required to be adopted by November 2018. Measures for mobility are anticipated to include (but not limited to) travel time reliability, overall delay and average travel speed. Measures for pavement and bridge condition have not yet been determined.

In June 2017, the CRTPA initiated an update on the CMP. The prior current CMP was completed in 2012 and developed primarily on a policy-based process. Potential approaches to improve congestion included implementation of Transportation Demand Management (TDM) strategies through local

PRIORITIES FOR FY 2018/19 AND FY 2019/20 – CON'T

comprehensive plans. The updated the CMP focused on identifying projects to improve congestion/delay levels as well as safety improvement.

2045 REGIONAL MOBILITY PLAN

Activities for the 2045 LRTP over this UPWP cycle include review of model network and TAZ structure and review of potential data sources to develop 2015 base year socioeconomic data. The RMP update is expected to In addition, CRTPA staff will continue to coordinate regional model issues through FDOT's modeling coordination committee.

ITS MASTER PLAN UPDATE

In February 2018, the CRTPA, in partnership with the Tallahassee Advanced Transportation Management System (TATMS), initiated an update to the ITS Master Plan for Tallahassee/Leon County. The ITS Master Plan will include an inventory of existing deployments, an operational needs assessment as well as potential future deployment and a prioritization of anticipated needs. The ITS Plan Update is anticipated to be completed in March 2019.

BICYCLE/PEDESTRAIN MASTER PLAN UPDATE

As mentioned previously, the current Bicycle/Pedestrian Master Plan was adopted in 2004. In February 2018, the CRTPA initiated a major update of the existing Plan. The update will focus on the development of a connected system of facilities including bicycle lanes, sidewalks and multi-use trails. Of particular emphasis will be connecting residential areas to nearby attractions such as retail and dining to promote alternative modes of transportation for shorter trips. The Plan will also identify connections to the various greenways in the area as identified in the Greenways Master Plan.

MONTICELLO TRAIL EXTENSION FEASIBILITY STUDY

The Monticello Trail Feasibility Study will review available alternatives to extend the existing Monticello Multiuse Trail to connect to Jefferson County High School. See Task 7.5 for more information.

US 27/DOWNTOWN HAVANA CORRDIOR IMPROVEMENT STUDY

In cooperation with the Town of Havana, the Department of Economic Opportunity (DEO) and FDOT, the CRTPA will review potential improvements to improve the pedestrian infrastructure to several blocks of Downtown Havana. See Task 7.6 for additional information.

WORK PROGRAM

The specific elements of the Unified Planning Work Program are organized into the following tasks:

- 1.0 Administration: identifies those functions necessary for proper management of the transportation planning process on a continuing basis.
- 2.0 Data Collection: includes the collection and analysis of socioeconomic, land use, and other transportation related data on a continuing basis in order to document changes within the transportation study area.
- 3.0 Long Range Planning: includes work related to the development and maintenance of the Long Range Transportation Plan (LRTP) as well as the Efficient Transportation Decision Making Process (ETDM) and items related to Census 2010.
- 4.0 Short Range Planning: includes development of the annual Transportation Improvement Program and Priority Project process, reviews of impacts to the transportation system from new development and annual Enhancement Project process.
- 5.0 Multimodal Planning: includes planning activities to improve overall mobility through transit, ITS, bicycle/pedestrian and performance measures.
- 6.0 Public Involvement: describes the activities used to encourage public participation in the transportation planning process.
- 7.0 Special Projects: identifies any short-term projects or studies undertaken by the CRTPA.

Each task provides an overview of the activities to be completed and the funding sources and costs associated with those activities.

- Personnel: *Salaries and fringe benefits for CRTPA staff. Fringe includes retirement, FICA, health insurance, worker's compensation and executive benefits.*
- Travel: *Costs for travel.*
- Direct Expenses:
Office: *Supplies, Telecom/IT services, copier (leased), postage, equipment, etc.*
Administrative: *Training, legal, audit, etc.*
- Consultant: *Costs for consultant services.*

Any activity that does not include a completion date (i.e. June 2019) is considered an ongoing activity.

Section 120 of Title 23, United States Code, permits FDOT to use toll revenue expenditures as a credit toward the non-federal matching share of all programs authorized by Title 23. This credit, referred to as a soft match, is listed as state funds in the Planning Funds section of Table V, page 39.

UPWP TASK 1.0 –ADMINISTRATION

The Program Administration task includes the administrative activities necessary to carry out the transportation planning process for the CRTPA planning area.

OBJECTIVE

To guide and effectively manage the tasks identified in the Unified Planning Work Program (UPWP) and maintain an effective and efficient continuing, cooperative and comprehensive transportation planning process.

PREVIOUS WORK

FY 2016/17 – FY 2017/18 UPWP (June 2017)	Attended MPOAC meetings
Provided staff support to CRTPA & committees	Completed annual audit (April 17, 18)
Completed FHWA Certification (March 2017)	Completed FDOT Certification (17, 18)
Completed Single Audits (Sep 16, Nov 18)	
Provided training to elected officials and staff in the following areas:	
FDOT Public Involvement	Title XI
MPOAC Institute (May 2017, 2018)	TA and TRIP Submittal Process
GIS	

ANTICIPATED ACTIVITIES

STAFF SUPPORT

- 1.1 Provide staff support and administration to the CRTPA and its committees by developing meeting schedules, providing technical assistance, providing minutes and other tasks as directed. Support includes travel and associated facility and office expenses (i.e. office supplies, telecom/IT expenses, utilities, etc.).
- 1.2 Administrative support for travel, purchasing, invoice development, payroll processing and overall office administration.
- 1.3 Grant administration (PL, Section 5305(d), Transportation Disadvantaged, SU, SA, CM and other funds that may be utilized) through the monitoring/maintenance of the FY 2018/19 – FY 2019/20 UPWP
 - Prepare and submit invoices on a quarterly basis
 - Ensure compliance with federal and state grant requirements
- 1.4 Continue participation in the Metropolitan Planning Organization Advisory Council (MPOAC).
- 1.5 Maintain and update, as necessary, all CRTPA agreements.

- 1.6 Purchase computers and other office equipment/furnishings as needed. *Note: items over \$5,000 require FDOT and FWHA approval prior to purchase.*
- 1.7 Other activities consistent with the UPWP as directed by the CRTPA or its subcommittees.

UNIFIED PLANNING WORK PROGRAM

- 1.8 Modify/Amend the FY 2018/19 – FY 2019/20 UPWP as necessary.
- 1.9 Continue to improve linkage between UPWP and City of Tallahassee financial systems.
- 1.10 Amend the PL Agreement as necessary.
- 1.11 Develop FY 2020/21 – FY 2021/22 UPWP (May 2020)
 - Review status of current planning projects.
 - Coordinate with planning partners to determine new planning projects to be included in UPWP.
 - Review upcoming planning requirements to address as part of the UPWP.
 - Identify potential planning projects.
 - Develop operating budget.
 - Develop and execute required funding agreements for PL and 5305(d).

CERTIFICATION

- 1.12 FDOT Annual Certification (June 2019, 2020)
 - Compile responses to FDOT certification questions.
 - Meet with FDOT staff to review responses and prepare final certification documentation.

AUDIT/LEGAL SERVICES

- 1.13 Employ a qualified auditor to perform the annual CRTPA audit in accordance with federal requirements and Chapter 215.97, Florida Statutes (Florida Single Audit Act).
- 1.14 Assist in the development of the Comprehensive Annual Financial Report (CAFR) as it relates to CRTPA grants.
- 1.15 Receive copy of all audit reports relating to revenues and expenditures.
- 1.16 Retain legal counsel for the CRTPA.

TRAINING

- 1.17 Continue to provide training opportunities to CRTPA Board and staff members in various policy, technical and administrative areas.
- Title VI
 - MPOAC Institute
 - Public Involvement
 - GIS

END PRODUCTS

Effective and efficient management of the local 3-C planning process including active participation by public agencies and citizens.

Final FY 2020/21 - 21/22 UPWP. (May 2020)

Timely submittal of invoices to FDOT for PL and Section 5305(d). (ongoing)

Additional training in mission critical areas (GIS, Title VI). (ongoing)

MPOAC Institute board member training (ongoing)

Annual audit (Spring 2019, 2020)

RESPONSIBLE AGENCY

CRTPA

ESTIMATED TASK BUDGET AND FUNDING SOURCES

FY 2018/19 Estimated Budget Detail								
	FHWA				FTA			TD
	PL	SU	SA	CM	5305(d)	State Match	Local Match	
Personnel:	\$ 190,256	-	-	-	\$ 15,785	\$ 1,973	\$ 1,973	
Travel:	\$ 17,000	-	-	-	-	-	-	
Direct Expenses*		-	-	-	-	-	-	
Administrative:	\$ 83,400	-	-	-	-	-	-	
Contracted Services		-	-	-	-	-	-	
Audit:	\$ 30,000	-	-	-	-	-	-	
Legal:	\$ 24,000	-	-	-	-	-	-	
Office:	\$ 29,087	-	-	-	-	-	-	
Total	\$ 373,743				\$ 15,785	\$ 1,973	\$ 1,973	

FY 2019/20 Estimated Budget Detail								
	FHWA				FTA			TD
	PL	SU	SA	CM	5305(d)	State Match	Local Match	
Personnel:	\$ 168,357	-	-	-	\$ 7,533	\$ 942	\$ 942	
Travel:	\$ 17,000	-	-	-	-	-	-	
Direct Expenses*		-	-	-	-	-	-	
Administrative:	\$ 85,400	-	-	-	-	-	-	
Contracted Services		-	-	-	-	-	-	
Audit:	\$ 30,000	-	-	-	-	-	-	
Legal:	\$ 24,000	-	-	-	-	-	-	
Office:	\$ 28,476	-	-	-	-	-	-	
Total	\$ 353,233				\$ 7,533	\$ 942	\$ 942	

UPWP TASK 2.0 – DATA COLLECTION/SAFETY

The Data Collection task outlines efforts to 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 concerns and issues.

OBJECTIVE

To monitor changes in traffic characteristics within the CRTPA planning boundary. To compare existing conditions with projections to anticipate planning needs and activities. Provide data to appropriate agencies to improve overall safety of the transportation system.

PREVIOUS WORK

Coordination with the City of Tallahassee, FDOT District 3 Traffic Operations (for Gadsden, Wakulla and Jefferson Counties) relative to Intelligent Transportation Systems (ITS) deployments.

Development of socio-economic data for 2040 Long Range Plan, ETDM Projects, maps, bicycle and pedestrian, and non-motorized transportation.

Reviewed crash data for specific areas to identify potential improvements.

ANTICIPATED ACTIVITIES

DATA COLLECTION

- 2.1 Coordinate collection and dissemination of GIS data with Tallahassee-Leon County GIS (TLCGIS).
- 2.2 Continue to collect necessary data for Congestion Management System (CMS).
- 2.3 Work with TATMS staff to develop travel-time reports from Bluetooth sensors along local roadways.
- 2.4 Monitor and review traffic operation needs through collection and analysis of peak hour traffic data.

SAFETY

- 2.5 Analyze crash trends and statistics to identify high-hazard locations and prioritize potential improvements.
- 2.6 Continue participation on the Community Traffic Safety Teams (CTST) within the CRTPA planning area.

END PRODUCT

Coordination of data needs with local partners. (ongoing)
Development of travel time reports to monitor system performance.
Continued coordination with CSTS partners in the C RTPA planning area.

RESPONSIBLE AGENCY

C RTPA

ESTIMATED TASK BUDGET AND FUNDING SOURCES

FY 2018/19 Estimated Budget Detail								
Personnel: Consultant: TLCGIS	PL	SU	SA	CM	5305(d)	FTA State Match	Local Match	TD
	\$ 6,880	-	-	-	\$ 8,218	\$ 1,027	\$ 1,027	
	-	-	-	-	-	-	-	
	\$ 10,000	-	-	-	-	-	-	
	\$ -	-	-	-	-	-	-	
	\$ -	-	-	-	-	-	-	
	\$ -	-	-	-	-	-	-	
	\$ -	-	-	-	-	-	-	
Total	\$ 16,880				\$ 8,218	\$ 1,027	\$ 1,027	

FY 2019/20 Estimated Budget Detail								
Personnel: Consultant: TLCGIS	FHWA PL	SU	SA	CM	5305(d)	FTA State Match	Local Match	TD
	\$ 9,678	-	-	-	\$ 8,457	\$ 1,057	\$ 1,057	
	-	-	-	-	-	-	-	
	\$ 10,000	-	-	-	-	-	-	
	-	-	-	-	-	-	-	
	-	-	-	-	-	-	-	
	\$ -	-	-	-	-	-	-	
	\$ -	-	-	-	-	-	-	
Total	\$ 19,678				\$ 8,457	\$ 1,057	\$ 1,057	

UPWP TASK 3.0 – LONG RANGE PLANNING

The Long Range Planning task includes the activities related to the development of the Regional Mobility Plan (RMP) as well as the long-term implementation of various transportation projects. The Task also includes coordination efforts with our regional partners to address transportation on a regional level.

OBJECTIVES

- Maintain the Regional Mobility Plan.
- Evaluate alternative transportation modes and systems.
- Improve traffic operations using ITS technologies.
- Coordinate planning efforts with regional partners.

PREVIOUS WORK

2040 REGIONAL MOBILITY PLAN

- Adopted 2040 Long Range Transportation Plan. (November 2015)
- Completed public involvement program. (November 2015)
- Completed Goals, Objectives and Performance Measures (September 2015)
- Completed Needs Assessment (August 2015)
- Completed Financial Resources (August 2015)
- Revised RMP to expand the environmental impact language. (November 2017)

ON-GOING ACTIVITIES

- Continued participation in the development of various transportation projects.

REGIONAL COORDINATION

- Continued participation in the District 3 MPO quarterly meetings.

REGIONAL TRAILS

- Worked with Wakulla County on the development of the Coastal Trail.
- Continued working with various agency partners to continue development of various trail projects.

ANTICIPATED ACTIVITIES

REGIONAL MOBILITY PLAN

- 3.1 Amend 2040 RMP as necessary.
- 3.2 Assist local governments with incorporating relevant portions of the 2040 RMP into their respective comprehensive plans.

REGIONAL MOBILITY PLAN – (CON'T)

3.3 2045 RMP Update

FY 2018/19:

- Conduct review of 240 RMP to determine progress and identify priority issues.
- Complete RFP process to select consultant for RMP update. (Fall 2018)
- Finalize socioeconomic data for base (2015) and horizon (2045) years. (Summer 2019)
- Finalize validation of traffic model (Summer 2019)
 - Area and facility types
 - TAZ structure
 - Calibration
- Develop initial goals and objectives (Spring 2019)

FY 2019/2020

- Initiate public involvement process (Fall 2019)
 - Identify stakeholders
 - Review current census data to identify traditionally underserved areas
 - Develop interactive processes to enhance/encourage participation
- Develop alternatives based on agency and stakeholder input (Spring 2020)
- Develop financial resources plan (Spring 2020)
- Develop Needs and Cost Feasible Plans (Summer 2020)
- Adopt final plan (November 2020)

AIR CONFORMITY

- 3.4 Monitor Environmental Protection Agency (EPA) development of Air Conformity standards. Monitor local ozone tracking stations located at Tallahassee Community College. Leon County Air Quality Data available at http://www.dep.state.fl.us/air/air_quality/county/Leon.html.

REGIONAL AND LOCAL COORDINATION

- 3.5 Continue participation in District 3 MPO coordination meetings.
- 3.6 Continue coordination with ARPC on various land use and transportation issues.
- 3.7 Improve overall coordination on transportation and land use issues with local governments, state agencies, local universities and other groups.
- 3.8 Assist local governments, as needed, to implement locally-identified transportation projects.

REGIONAL TRAILS

- 3.9 Continue work with local partners and state agencies to implement regional trails identified in the Regional Trails Project Priority List.
- 3.10 Continue development of the Capital City to the Sea Trails and other regional trails.
 - Continue work with FDOT to complete the US 98 Coastal Trail from Wakulla High School to Surf Road.
 - Continue work on the Wakulla Environmental Institute Trail.

END PRODUCT

2045 LRTP (November 2020)

Regionally coordinated transportation planning process. (ongoing)

RESPONSIBLE AGENCY

CRTPA

ESTIMATED TASK BUDGET AND FUNDING SOURCES

FY 2018/19 Estimated Budget Detail								
	FHWA				5305(d)	FTA		TD
	PL	SU	SA	CM		State Match	Local Match	
Personnel:	\$ 44,666	-	-	-	\$ 19,064	\$ 2,383	\$ 2,383	
Consultant:	-	-	-	-	-	-	-	
2045 RMP:	-	-	-	-	-	-	-	
	-	-	-	-	-	-	-	
	\$ -	-	-	-	-	-	-	
	-	-	-	-	-	-	-	
	-	-	-	-	-	-	-	
Total	\$ 44,666				\$ 19,064	\$ 2,383	\$ 2,383	

FY 2019/20 Estimated Budget Detail								
	FHWA				5305(d)	FTA		TD
	PL	SU	SA	CM		State Match	Local Match	
Personnel:	\$ 43,762	-	-	-	\$ 17,301	\$ 2,163	\$ 2,163	
Consultant:	-	-	-	-	-	-	-	
2045 RMP:	\$ -	-	-	-	-	-	-	
	-	-	-	-	-	-	-	
	\$ -	-	-	-	-	-	-	
	\$ -	-	-	-	-	-	-	
	-	-	-	-	-	-	-	
Total	\$ 43,762				\$ 17,301	\$ 2,163	\$ 2,163	

UPWP TASK 4.0 – SHORT RANGE PLANNING

The Short Range Planning task includes the activities related to the actual implementation of various transportation projects identified as part of the 2040 RMP and other CRTPA plans. Primary activities of the task include the Annual Project Priority process that serves as the basis for the development of the Transportation Improvement Program (TIP) as well as the development and maintenance of the TIP. Other activities include the development of legislative priorities and working with local governments to determine the impact of significant new development on the transportation system.

OBJECTIVES

- To identify and address short term transportation needs.
- Review development activity to monitor its effect on the local transportation system.

PREVIOUS WORK

- Completion of Annual Priority Project process.
- Published annual listing of Obligated Federal Projects.
- Continued work on Interactive TIP System. Available at <http://crtpa.dtstiptool.com/>
- Developed Annual TIP.
- Worked with local governments on various planning issues.
- Adopted annual legislative priorities.
- Assisted local governments in developing applications for FDOT submittal.

ANTICIPATED ACTIVITIES

PROJECT PRIORITY LISTS

- 4.1 Develop annual Project Priority Lists (PPLs). (June 2019, 2020)
PPLs are developed for:
 - 2040 RMP Projects
 - Major Capacity Projects
 - Transportation System Management
 - Operations-level projects
 - Intersections
 - ITS
 - Pedestrian Improvements
 - Transportation Alternatives
 - Regional Trails
 - Transportation Regional Incentive Program (TRIP)
 - StarMetro
 - Tallahassee International Airport

Current PPLs can be viewed [here](#).

- 4.2 Conduct public outreach for the PPLs consistent with the requirements of the latest Public Involvement Plan.

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

- 4.3 Develop and adopt the annual TIP. (June 2019, 2020)
- 4.4 Coordinate the development of the TIP with FDOT D3 as well as local governments and agencies.
- 4.5 Conduct public involvement for the adoption of the TIP consistent with the requirements of the latest Public Involvement Plan.
- 4.6 Review local government comprehensive plans for consistency with CRTPA TIP and LRTP as necessary.
- 4.7 Publish annual listing of federally-funded obligated projects. (December 2018, 2019)
- 4.8 Continue refinement of Interactive TIP system.
- 4.9 Amend TIP as necessary.

MONITOR TRANSPORTATION SYSTEM IMPACTS

- 4.10 Monitor and review DRI and other site specific impacts in the development review process as necessary.
- 4.11 Conduct site impact analysis for new development projects as requested by local governments.
- 4.12 Advise local governments and boards on decisions which may impact corridors identified for improvement or identified as physically or policy constrained.
- 4.13 Coordinate CRTPA actions with local government comprehensive plan development efforts to encourage alternative modes of transportation.
- 4.14 Assist local governments in the implementation of the transportation provisions of SB 360, especially as they relate to the Mobility Plan.

FAST ACT TRANSPORTATION ALTERNATIVES (TA) PROGRAM

- 4.15 Assist local governments in FAST Act TA application process.
- 4.16 Monitor progress of programmed TA projects and assist in their implementation when necessary.

LEGISLATIVE ACTIVITIES

- 4.17 Develop annual legislative priorities. (November 2017, 2018)
- 4.18 Monitor legislative activities on both the federal and state level to determine impact on transportation issues.
- 4.19 Assist MPOAC with legislative activities. (\$500 - Local funds)

END PRODUCT

Annual Priority Project Lists. (June)
 Annual Transportation Improvement Plan (June)
 Annual Listing of Federal Projects (December)
 Annual Legislative Priorities (November)

RESPONSIBLE AGENCY

CRTPA

ESTIMATED TASK BUDGET AND FUNDING SOURCES

FY 2018/19 Estimated Budget Detail								
	PL	SU	FHWA SA	CM	5305(d)	FTA State Match	Local Match	TD
Personnel:	\$ 34,324	-	-	-	\$ 21,754	\$ 2,719	\$ 2,719	
Consultant:	-	-	-	-	-	-	-	
Interactive TIP	\$ 9,600	-	-	-	-	-	-	
	-	-	-	-	-	-	-	
	-	-	-	-	-	-	-	
	-	-	-	-	-	-	-	
	-	-	-	-	-	-	-	
Total	\$ 43,924				\$ 21,754	\$ 2,719	\$ 2,719	

FY 2019/20 Estimated Budget Detail								
	PL	SU	FHWA SA	CM	5305(d)	FTA State Match	Local Match	TD
Personnel:	\$ 35,380	-	-	-	\$ 22,368	\$ 2,796	\$ 2,796	
Consultant:	-	-	-	-	-	-	-	
Interactive TIP	\$ 9,600	-	-	-	-	-	-	
	-	-	-	-	-	-	-	
	-	-	-	-	-	-	-	
	\$ -	-	-	-	-	-	-	
	\$ -	-	-	-	-	-	-	
Total	\$ 44,980				\$ 22,368	\$ 2,796	\$ 2,796	

UPWP TASK 5.0 – MOBILITY PLANNING

The Multimodal Planning task reflects the planning activities related to the various transportation modes including highways, transit, bicycle/pedestrian, and aviation.

OBJECTIVES

To ensure the efficient and effective provision of public transportation by providing technical assistance and staff support to the local Community Transportation Coordinator and the SunTran system.

PREVIOUS WORK

BICYCLE/PEDESTRIAN PLANNING

Initiated update to the Tallahassee/Leon County Bicycle/Pedestrian Master Plan (February 2018)

- Completed review of existing plans
- Initiated stakeholder meetings
- Developed inventory of existing facilities

Development of Project Priority Lists (PPLs) for Bicycle/Pedestrian Projects and Transportation Alternatives Projects. (June 2017, 2018)

Coordination with Bicycle Work Group in Leon County, Leon County Schools, Community Traffic Safety Team Members locally and with FDOT District 3 on outreach opportunities to promote safety and mobility options for all within the region.

Coordination with Florida DEP and FDOT for the Capital City to the Sea Trails programming through CRTPA and SUNTrail.

Developed concept for Florida Arts Trail.

TRANSIT – STARMETRO

Assisted StarMetro in the initial planning for the Southside Super Stop.

Worked with StarMetro to update and streamline the Transit Project Priority List.

TRANSPORTATION DISADVANTAGED

Selection of Community Transportation Coordinator for Leon County. (October 2017)

Completion of Annual Operating Report.

Annual review/update of Transportation Disadvantaged Service Plan (TDSP).

Annual review of Community Transportation Coordinator.

AVIATION

Worked with TIA to update the Aviation Project Priority List.

CONGESTION MANAGEMENT PLAN

Initiated an update of the Congestion Management Plan (June 2017)

- Coordinated initial stages of the update with agency partners
- Identified locations of highly congested intersections and bottlenecks
- Identified locations of high-crash intersections and road segments

INTELLIGENT TRANSPORTATION SYSTEMS

Worked with FDOT District 3 on the update of the Regional ITS Architecture.

Worked with local TATMS to incorporate ITS-related improvements in FDOT projects (Capital Circle SW, South Adams Street pedestrian crosswalk, Thomasville Road pedestrian crosswalks).

Initiated update of the Tallahassee/Leon County ITS Master Plan in partnership with TATMS (February 2018)

ANTICIPATED ACTIVITIES

BICYCLE/PEDESTRIAN

- 5.1 Develop of the FY 2019 & 2020 Priority Project Lists for Bicycle and Pedestrian and Transportation Alternatives projects. (June 2019, June 2020)
- 5.2 Continue participation in the Leon County Bike Work Group
- 5.3 Coordination with the CMAC to identify and program key bicycle and pedestrian projects and programs for the region.
- 5.4 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.
- 5.5 Coordinate with the CTST's to promote responsible transportation behavior for all users of the network.
- 5.6 Coordinate with technical and citizen's groups to identify roadway design improvements as opportunities arise to improve the system.
- 5.7 Complete the update of the Tallahassee/Leon County Bicycle/Pedestrian Master Plan (March 2019)

The current Master Plan was last updated in 2004. This update will include a review of existing plans from local agencies as well as the SUNTrails program. Anticipated activities to complete the plan include:

 - Identify potential linkages to parks and other public spaces
 - Continue public involvement with the public, local agencies, and user groups

- Review of existing and potential revenue sources
- Development of short- and long-term implementation plans

TRANSIT (STARMETRO)

- 5.8 Assist StarMetro as necessary to improve transit service.
- 5.9 Coordinate with StarMetro on the annual update of the Transit Development Plan (TDP).
- 5.10 Coordinate with StarMetro on the development of the annual project priority list for transit.
- 5.11 Work with StarMetro in the development of performance measures as they relate to transit service.
- 5.12 Work with StarMetro to identify potential ITS strategies/deployments to improve transit operations and efficiency.

TRANSPORTATION DISADVANTAGED

- 5.13 Provide staff support and administration to the Leon County Transportation Disadvantaged Local Coordinating Boards (TDLCB).
- 5.14 Conduct grant administration including quarterly operational reports and financial statements.
- 5.15 Continue to facilitate coordination between the TDLCB and the CTC, StarMetro.
- 5.16 Review CTC's annual report and perform evaluation. (December 2018, 19)
- 5.17 Review of Memorandum of Agreement and approval of fare structure prior to submission to Commission for the Transportation Disadvantaged.
- 5.18 Continue coordination with the Commission for Transportation Disadvantaged.
- 5.19 Annually update TDSP.
- 5.20 Conduct annual Public Hearing for the TDLCB.

AVIATION

- 5.21 Assist Tallahassee International Airport (TIA), as necessary, in the update of their Airport Master Plan.
- 5.22 Coordinate with TIA on transportation projects that have a direct impact on airport operations.

- 5.23 Assist TIA, as necessary, with the development of the Joint Aviation Capital Improvement Program (JAICP).
- 5.24 Coordinate with TIA on the development of the annual project priority list for aviation.

CONGESTION MANAGEMENT PLAN/PERFORMANCE MEASURES

5.25 Congestion Management Plan (CMP) Update (Phase II - June 2018)

The current CMP was last updated in 2013. Primarily a policy document, the CMP determined the levels-of-service (LOS) for various roadways based on existing traffic counts and provided options to reduce overall delay through land development regulations and Transportation Demand Management (TDM) strategies. The update will focus on specific projects to reduce delay at congested intersections and improve safety. This is expected to be a multi-phase project that will include the following elements:

- Applicability of Intelligent Transportation System (ITS) deployments
- Identification of potential improvements and countermeasures
- Engineering review of potential improvements and countermeasures
- Potential prioritization criteria
- Existing and potential funding sources

5.26 Adopt required Performance Measures (November 2018)

- Mobility
 - Anticipated measures include:
 - travel time reliability and variability
 - vehicle and person hours of delay
 - average travel speed
 - other measures as deemed pertinent to the CRTPA area
- Pavement Condition
- Bridge Condition

5.27 Establish a process to collect and review data for the various performance measures to determine progress on adopted targets. (June 2019)

INTELLIGENT TRANSPORTATION SYSTEMS (ITS)

5.28 ITS Master Plan Update (March 2019)

In February 2018, the CRTPA and TAMTS initiated an update to the Tallahassee/Leon County ITS Master Plan. Completion of the plan will include the following activities:

- Operational needs assessment
- Development of deployment and integration recommendations

- Develop prioritized implementation plan

5.29 Continue work with Tallahassee Advanced Traffic Management System (TATMS) to identify ITS deployments.

5.30 Review potential ITS applications/deployments for StarMetro.

END PRODUCT

Effective and efficient coordinated public transportation system (ongoing)

Completion of CTC review (annual)

Completion of NTD report (annual)

Updated Congestion Management Plan (June 2018)

Establishment of MAP-21/FAST ACT Performance Measures (TBD)

RESPONSIBLE AGENCY

CRTPA

ESTIMATED TASK BUDGET AND FUNDING SOURCES

FY 2018/19 Estimated Budget Detail								
	PL	SU	SA	CM	5305(d)	FTA State Match	Local Match	TD
Personnel:	\$ 49,248	-	-	-	\$ 21,605	\$ 2,701	\$ 2,701	
Consultant:	-	-	-	-	-	-	-	
Bike/Ped Master Plan	-	-	-	-	-	-	-	
ITS Master Plan	-	-	-	-	-	-	-	
	-	-	-	-	-	-	-	
	-	-	-	-	-	-	-	
	-	-	-	-	-	-	-	
Total	\$ 49,248				\$ 21,605	\$ 2,701	\$ 2,701	

FY 2019/20 Estimated Budget Detail								
	PL	SU	SA	CM	5305(d)	FTA State Match	Local Match	TD
Personnel:	\$ 46,869	-	-	-	\$ 23,229	\$ 2,904	\$ 2,904	
Consultant:	-	-	-	-	-	-	-	
	\$ -	-	-	-	-	-	-	
	-	-	-	-	-	-	-	
	\$ -	-	-	-	-	-	-	
	\$ -	-	-	-	-	-	-	
	-	-	-	-	-	-	-	
Total	\$ 46,869				\$ 23,229	\$ 2,904	\$ 2,904	

UPWP TASK 6.0 – PUBLIC INVOLVEMENT

The Public Transportation task identifies the activities that encourage and facilitate public participation in the transportation planning process. Activities include meeting notices as well as presenting information to various civic groups and local agencies on a regular basis.

OBJECTIVES

Ensure adequate opportunity for public input on the transportation planning process as well as specific projects.

PREVIOUS WORK

CRTPA

Established a CRTPA Facebook page – (January 2017)

Updated the Limited English Proficiency Plan (LEPP). (December 2017)

Completed update of the Public Involvement Plan. (February 2018)

Updated Title VI Procedures as part of the Public Involvement Process Plan and attended training and outreach events related to Title VI best practices. (February 2018)

Completed redesign on the CRTPA website – www.crtpa.org. (March 2018)

Conducted public outreach seeking comments on the CRTPA's plans and programs including the TIP, UPWP, Project Priority Lists, and Regional Mobility Plan.

Continued updates to the CRTPA website to improve access to information related to CRTPA activities and projects.

Increased efforts to seek input from the region's traditionally underserved population through targeted locations in public events.

ONGOING ACTIVITIES

CRTPA

- 6.1 Develop and disseminate public information, as necessary, to inform the public of transportation planning activities. Conduct presentations on transportation related topics to civic and governmental agencies as requested.
- 6.2 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.
- 6.3 Provide a clearinghouse for transportation related activities for all levels of government and public involved in improving the local transportation system.
- 6.4 Provide CRTPA information and public involvement items at public events including community festivals and institutions of education.
- 6.5 Complete regular updates to the CRTPA webpage – www.ctpa.org.
- 6.6 Continue to monitor and track all public information requests.

- 6.7 Continue efforts related to increasing input from the region's traditionally underserved population.
- 6.8 Continue televising CRTPA meetings live on WCOT and provide post-meeting access to the video via the CRTPA website and YouTube Channel.
- 6.9 Develop and publish an annual report on CRTPA activities.
- 6.10 Periodically review and update Public Involvement Plan (PIP) to comply with the FAST Act, Title VI and other applicable requirements.
- 6.11 Continue to expand efforts related to increasing input from the region's traditionally underserved populations/areas.
- 6.12 Update the Limited English Proficiency Plan for the CRTPA planning area. (December 2017)
- 6.13 Conduct safety programs at public schools, as requested, in Gadsden, Leon, Jefferson, and Wakulla counties.
- 6.14 Continue to coordinate with FDOT on the annual Work Program Hearing.

END PRODUCT

Effective program to provide the public information regarding the transportation planning process and specific projects.
Update of CRTPA website. (ongoing)

RESPONSIBLE AGENCY

CRTPA

ESTIMATED TASK BUDGET AND FUNDING SOURCES

FY 2018/19 Estimated Budget Detail								
	FHWA				FTA			TD
	PL	SU	SA	CM	5305(d)	State Match	Local Match	
Personnel:	\$ 38,428	-	-	-	\$ 13,662	\$ 2,181	\$ 2,181	
Consultant:	-	-	-	-	-	-	-	
		-	-	-	-	-	-	
		-	-	-	-	-	-	
		-	-	-	-	-	-	
		-	-	-	-	-	-	
		-	-	-	-	-	-	
		-	-	-	-	-	-	
Total	\$ 38,428				\$ 13,662	\$ 2,181	\$ 2,181	

FY 2019/20 Estimated Budget Detail								
	FHWA				FTA			TD
	PL	SU	SA	CM	5305(d)	State Match	Local Match	
Personnel:	\$ 48,139	-	-	-	\$ 17,446	\$ 2,181	\$ 2,181	
Consultant:	-	-	-	-	-	-	-	
	\$ -	-	-	-	-	-	-	
		-	-	-	-	-	-	
		-	-	-	-	-	-	
	\$ -	-	-	-	-	-	-	
	\$ -	-	-	-	-	-	-	
		-	-	-	-	-	-	
Total	\$ 48,139				\$ 17,446	\$ 2,181	\$ 2,181	

UPWP TASK 7.0 – SPECIAL PROJECTS

The Special Projects task identifies the activities that are non-recurring studies dealing with various transportation issues.

OBJECTIVES

Conduct identified studies and/or surveys to improve the overall transportation system.

PREVIOUS WORK

Initiated the Southwest Area Transportation Plan (November 2017)

- Conducted traffic county and Bluetooth data collection around TIA. (November 2017)
- Conducted initial stakeholder meetings (December 2017 – February 2018)
- Conducted community forums for initial input. (May 2018)

Initiated corridor reviews of Pensacola Street and Tharpe Street. (December 2017)

Completed Phase I of the Midtown Area Transportation Plan. (March 2018)

Completed the Wakulla Environmental Institute (WEI) Trail Feasibility Study (April 2018)

ANTICIPATED ACTIVITIES

7.1 Southwest Area Transportation Plan (March 2019)

In November 2017, the CRTPA, in partnership with the Blueprint IA, initiated an area-wide transportation plan for the southwest Tallahassee area. The plan includes a review of the following corridors:

- *Orange Avenue from Capital Circle SW to Monroe Street*
- *Lake Bradford from Capital Circle SW to Stadium Drive*
- *Springhill Road from Capital Circle SW to Orange Avenue*

The plan focuses on the development of a multimodal system that includes multiuse trails and enhanced transit services as well as improved bicycle and pedestrian connectivity to the numerous neighborhoods in the area. The area contains several education facilities: Florida State University (FSU), Florida Agricultural and Mechanical University (FAMU), R. Nims Middle School and FAMU High School.

- *Review existing and future land uses*
- *Review large-scale projects impacting the study area*
- *Identify deficiencies in the current system*
- *Develop/conduct public involvement with affected stakeholders*
- *Develop potential corridor design alternatives*
- *Develop planning-level cost estimates for improvements*
- *Develop final plan documentation*

7.2 Midtown Area Transportation Plan (Phase II) (February 2019)

Phase I of the Midtown Area Transportation Study took a multi-modal approach to improving the transportation network in the area. The study reviewed operating characteristics of several roadways including Thomasville Road, Monroe Street, North Meridian Road, North Calhoun and Gadsden Streets and East 6th and 7th Avenues and identified opportunities to improve pedestrian facilities. Phase II will include an extensive stakeholder engagement and public outreach to determine the best alternative to meet the long-term goals of the Midtown area as well as the following activities:

- *Conduct stakeholder meetings*
- *Conduct public workshops*
- *Refine alternatives based on public input*
- *Develop surveys (on-line and printed)*
- *Prepare sketch level renderings for alternatives*
- *Prepare planning level costs for each alternative*
- *Develop implementation and phasing strategies*
- *Prepare final documentation*

7.3 Conduct Corridor Assessments:

- *Bannerman Road from Tekesta Drive to Thomasville Road*
- *South Adams Street from FAMU Way to Orange Avenue*
- *Additional corridors as may be identified.*

The assessments would review the existing conditions of each corridor and identify potential short- and long-term improvements. The assessments would also explore potential Complete Streets applications as well as enhanced typical sections. Work anticipated to be undertaken includes:

- *Data collection*
 - *Traffic characteristics, safety/crash data*
 - *Travel speed/intersection bottleneck data from NPMRDS*
 - *Intersection operations*
 - *Land uses (existing and future)*
 - *Right-of-way cross sections*
- *Existing and future conditions*
- *Prioritized Action Plans*
- *Technical appendices/reports*

7.4 Conduct Corridor/Complete Street Studies

Based on the results of the Corridor Assessments, the CRTPA may choose to conduct a more comprehensive and detailed Corridor Study. These studies may include a Complete Streets component in addition to the traditional activities associated with a corridor study.

Once a Corridor Study is identified, the UPWP will be amended to reflect to scope of work to be completed.

7.5 Monticello Trail Extension Feasibility Study (March 2019)

The current Monticello Trail extends approximately 1.5 miles from Rocky Branch Road to Martin Road. The Feasibility Study (2040 RMP Project ID: 567) would look to extend the trail approximately 3 miles south from Martin Road to Jefferson County High School. Work anticipated to be conducted includes (but is not limited to):

- *Collection of pertinent data for GIS use*
 - *Property boundaries and ownership*
 - *Rights-of-way*
 - *Aerial photos*
- *Stakeholder meetings*
- *Development of alternatives*
- *Documentation findings*

7.6 US 27/Downtown Havana Corridor Improvement Study (June 2019)

The 2040 RMP identified a potential lane reduction for a section of US 27 in Downtown Havana (Project ID: 333). This study would determine the impact of a lane reduction and look at potential multimodal improvements. Should the lane reduction not be feasible, the focus of the study would shift to identifying opportunities to improve the corridor through a Complete Streets assessment.

END PRODUCT

Completed Corridor Assessments (South Adams, Bannerman Road) (January 2019)
Completed Midtown Area Transportation Plan (Phase II) (February 2019)
Completed Southwest Area Transportation Plan (March 2019)
Completed Monticello Trail Extension Feasibility Study (March 2019)
Completed US 27/Downtown Havana Study (June 2019)

RESPONSIBLE AGENCY

CRTPA

ESTIMATED TASK BUDGET AND FUNDING SOURCES

FY 2018/19 Estimated Budget Detail								
	PL	FHWA			5305(d)	FTA		TD
		SU	SA	CM		State Match	Local Match	
Personnel:	\$ 153,616	-	-	-	\$ 25,858	\$ 3,232	\$ 3,232	
Consultant:	-	-	-	-	-	-	-	
SW Area Plan		-	-	-	-	-	-	
Midtown Phase II		-	-	-	-	-	-	
Monticello Trail		\$ 45,000	-	-	-	-	-	
US 27/Havana		\$ 35,000	-	-	-	-	-	
Other:		\$ 369,200	\$ 63,292	\$ 212,700				
		-	-	-	-	-	-	
Total	\$ 153,616	\$ 449,200			\$ 25,858	\$ 3,232	\$ 3,232	

FY 2019/20 Estimated Budget Detail								
	PL	FHWA			5305(d)	FTA		TD
		SU	SA	CM		State Match	Local Match	
Personnel:	\$ 135,720	-	-	-	\$ 32,571	\$ 4,071	\$ 4,071	
Consultant:	-	-	-	-	-	-	-	
	\$ -	-	-	-	-	-	-	
		-	-	-	-	-	-	
	\$ -	-	-	-	-	-	-	
		-	-	-	-	-	-	
Total	\$ 135,720				\$ 32,571	\$ 4,071	\$ 4,071	

TABLE I
FAST ACT PLANNING FACTORS

FAST ACT Planning Factors	UPWP Tasks						
	Admin	Data Collection	LRP	SRP	Mobility Planning	Public Invlv.	Special Projects
Support Economic Vitality	X		X	X	X		X
Increase Safety		X	X	X		X	X
Increase Security		X	X	X		X	X
Increase Accessibility			X	X	X	X	X
Protect Environment			X	X	X		X
Enhance Connectivity			X	X	X	X	X
Promote Efficient Operation	X	X	X	X	X		X
Emphasize System Preservation	X	X	X	X		X	X
Improve Resiliency/Reliability	X	X	X	X	X		X
Enhance Travel/Tourism	X		X	X	X	X	X

TABLE II
FEDERAL AND STATE PLANNING EMPHASIS AREAS

FEDERAL PLANNING EMPHASIS AREAS	UPWP Tasks						
	Admin	Data Collection	LRP	SRP	Mobility Planning	Public Invol.	Special Projects
FAST Implementation		X		X			X
Regional Models of Cooperation			X	X	X		X
Ladders of Opportunity					X		X
STATE PLANNING EMPHASIS AREAS							
Rural Transportation Planning			X	X			X
Performance Measures		X	X	X	X		X
ACES		X			X		X

See page 2 for details

TABLE III
SCHEDULE OF SELECTED PROJECTS

UPWP TASK	-- 2018 --						-- 2019 --												-- 2020 --					
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
TASK 1.0 PROGRAM ADMINISTRATION																								
1.11 Develop 2020/21-21/22 UPWP																								
1.12 FDOT Annual Certification																								
1.13 Audit																								
TASK 2.0 DATA COLLECTION																								
TASK 3.0 LONG RANGE PLANNING																								
3.3 2045 LRTP Update																								
3.5 Develop Performance Measures																								
Task 4.0 SHORT RANGE PLANNING																								
4.1 Develop 2022 Priority Projects																								
Develop 2023 Priority Projects																								
4.3 TIP Update (Annual and Roll- Forward))																								
4.15 Process FAST ACT TA Applications																								
4.17 Develop Legislative Priorities																								
TASK 5.0 Modal Planning																								
5.1 Develop Annual PPLs - Bike/Ped																								
5.7 Bike/Ped Master Plan Update																								
5.27 ITS Master Plan Update																								
TASK 6.0 PUBLIC INVOLVEMENT																								
TASK 7.0 SPECIAL PROJECTS																								
7.1 SW Area Transportation Plan																								
7.2 Midtown Area Plan (Phase II)																								
7.3 Corridor Assessments																								
7.5 Monticello Trail Feasibility Study																								
7.6 US 27/Downtown Corridor Havana Study																								

TABLE IV
FY 2018/19 Funding by Agency

TASK	ELEMENT	FHWA	FTA	FDOT		TD	Local	Total
				Soft Match	Cash Match			
1.0	Admin	\$373,743	\$15,785	\$67,535	\$1,973	\$25,828	\$1,973	\$393,474
2.0	Data/Safety	\$16,880	\$8,218	\$3,050	\$1,027		\$1,027	\$27,152
3.0	LRP	\$44,666	\$19,064	\$8,071	\$2,383		\$2,383	\$68,496
4.0	SRP	\$43,924	\$21,754	\$7,937	\$2,719		\$2,719	\$71,116
5.0	Mobility	\$49,248	\$21,605	\$8,899	\$2,701		\$2,701	\$102,082
6.0	Public Inv.	\$38,428	\$13,662	\$6,944	\$1,708		\$1,708	\$55,506
7.0	Special Proj.	\$878,808	\$25,858	\$158,801	\$3,232		\$3,232	\$911,131
	TOTAL	\$1,445,697	\$125,946	\$261,237	\$15,743		\$15,743	\$1,628,958

TABLE V
FY 2018/19 Funding Sources by Agency

TASK	ELEMENT	FHWA				FTA Sec 5305(d)	FDOT		TD	Local ²	Federal	State	Local	Task Total
		PL	SU	SA	CM		Soft Match ¹	Cash Match						
1.0	Admin	\$373,743				\$15,785	\$67,535	\$1,973	\$25,828	\$1,973	\$389,528	\$1,973	\$1,973	\$393,474
2.0	Data/Safety	\$16,880				\$8,218	\$3,050	\$1,027		\$1,027	\$25,097	\$1,027	\$1,027	\$27,152
3.0	LRP	\$44,666				\$19,064	\$8,071	\$2,383		\$2,383	\$63,730	\$2,383	\$2,383	\$68,496
4.0	SRP	\$43,924				\$21,754	\$7,937	\$2,719		\$2,719	\$65,678	\$2,719	\$2,719	\$71,116
5.0	Mobility	\$49,248				\$21,605	\$8,899	\$2,701		\$2,701	\$70,853	\$28,529	\$2,701	\$102,082
6.0	Public Inv.	\$38,428				\$13,662	\$6,944	\$1,708		\$1,708	\$52,090	\$1,708	\$1,708	\$55,506
7.0	Special Proj.	\$153,616	\$449,200	\$63,292	\$212,700	\$25,858	\$158,801	\$3,232		\$3,232	\$904,666	\$3,232	\$3,232	\$911,131
	TOTAL	\$720,505	\$449,200	\$63,292	\$212,700	\$125,946		\$15,743	\$25,828	\$15,743	\$1,571,643	\$41,571	\$15,743	\$1,628,958

¹ Soft match is non-cash match for FHWA Funds and represents 18% of total FHWA funds. Soft match is not included in overall totals.

² Match for FTA Funds. 5305(d) funds are 80% FTA, 10% FDOT & 10% Local.

TABLE VI
FY 2019/20 Funding by Agency

TASK	ELEMENT	FHWA	FTA	FDOT		TD	Local	Total
				Soft Match	Cash Match			
1.0	Admin	\$353,233	\$9,417	\$63,829	\$942	\$0	\$942	\$364,533
2.0	Data/Safety	\$19,678	\$10,571	\$3,556	\$1,057		\$1,057	\$32,363
3.0	LRP	\$43,762	\$21,626	\$7,908	\$2,163		\$2,163	\$69,714
4.0	SRP	\$44,980	\$27,960	\$8,128	\$2,796		\$2,796	\$78,532
5.0	Mobility	\$46,869	\$29,037	\$8,469	\$2,904		\$2,904	\$81,713
6.0	Public Inv.	\$48,139	\$21,808	\$8,699	\$2,181		\$2,181	\$74,308
7.0	Special Proj.	\$135,720	\$40,714	\$24,525	\$4,071		\$4,071	\$184,576
	TOTAL	\$692,381	\$161,132	\$125,113	\$16,113		\$16,113	\$885,739

TABLE VII
FY 2019/20 Funding Source by Agency

TASK	ELEMENT	FHWA				FTA Sec 5305(d)	FDOT		TD	Local ²	Federal	State	Local	Task Total
		PL	SU	SA	CM		Soft Match ¹	Cash Match ²						
1.0	Admin	\$353,233				\$9,417	\$63,829	\$942		\$942	\$362,650	\$942	\$942	\$364,533
2.0	Data/Safety	\$19,678				\$10,571	\$3,556	\$1,057		\$1,057	\$30,249	\$1,057	\$1,057	\$32,363
3.0	LRP	\$43,762				\$21,626	\$7,908	\$2,163		\$2,163	\$65,389	\$2,163	\$2,163	\$69,714
4.0	SRP	\$44,980				\$27,960	\$8,128	\$2,796		\$2,796	\$72,940	\$2,796	\$2,796	\$78,532
5.0	Mobility	\$46,869				\$29,037	\$8,469	\$2,904	\$0	\$2,904	\$75,906	\$2,904	\$2,904	\$81,713
6.0	Public Inv.	\$48,139				\$21,808	\$8,699	\$2,181		\$2,181	\$69,946	\$2,181	\$2,181	\$74,308
7.0	Special Proj.	\$135,720	\$0	\$0	\$0	\$40,714	\$24,525	\$4,071		\$4,071	\$176,433	\$4,071	\$4,071	\$184,576
	TOTAL	\$692,381	\$0	\$0	\$0	\$161,132	\$125,113	\$16,113	\$0	\$16,113	\$853,513	\$16,113	\$16,113	\$885,739

¹ Soft match is non-cash match for FHWA Funds and represents 18% of total FHWA funds. Soft match is not included in overall totals.

² Match for FTA Funds. 5305(d) funds are 80% FTA, 10% FDOT & 10% Local.

APPENDIX I
FY 2018/19 and FY 2019/20
Administrative, Facility and Office Expense Detail

FY 2018/19	
Accounting Category	Task 1.0 Admin
Administrative Expenses	
Advertising	\$ 2,500
Due, Subscriptions, Memberships	\$ 2,500
Workers Comp	\$ 16,500
Contracted Services	
Audit	\$ 30,000
Legal	\$ 24,000
City Allocated Expenses	
HR	\$ 10,100
Accounting	\$ 20,000
Purchasing	\$ 3,200
IT	\$ 27,000
Revenue Collection	\$ 100
Environmental	\$ 1,500
Subtotal:	\$ 137,400
Facility Expenses	
Rent	\$ -
Subtotal:	\$ -
Office Expenses	
Copier	\$ 3,500
Printing & Binding	\$ 3,000
Equipment Repairs	\$ 225
Software	\$ 3,500
Telephone	\$ 1,000
Food	\$ 1,500
Postage	\$ 750
Office Supplies	\$ 4,000
Unclassified Supplies	\$ 1,012
Journals & Books	\$ 600
Machinery & Equipment (<\$5,000)	\$ 10,000
Machinery & Equipment (>\$5,000)	\$ -
Subtotal:	\$ 29,087
Total:	\$ 166,487

¹ Individual dues are covered by local match, not federal funds.

² Food is covered by local match, not federal funds.

FY 2019/20	
Accounting Category	Task 1.0 Admin
Administrative Expenses	
Advertising	\$ 4,500
Due, Subscriptions, Memberships	\$ 2,500
Workers Comp	\$ 16,500
Contracted Services	
Audit	\$ 30,000
Legal	\$ 24,000
City Allocated Expenses	
HR	\$ 10,100
Accounting	\$ 20,000
Purchasing	\$ 3,200
IT	\$ 27,000
Revenue Collection	\$ 100
Environmental	\$ 1,500
Subtotal:	\$ 139,400
Facility Expenses	
Rent	\$ -
Subtotal:	\$ -
Office Expenses	
Copier	\$ 3,500
Printing & Binding	\$ 3,000
Equipment Repairs	\$ 225
Software	\$ 3,500
Telephone	\$ 1,000
Food	\$ 1,500
Postage	\$ 750
Office Supplies	\$ 4,000
Unclassified Supplies	\$ 2,000
Journals & Books	\$ 600
Machinery & Equipment (<\$5,000)	\$ 8,401
Machinery & Equipment (>\$5,000)	\$ -
Subtotal:	\$ 28,476
Total:	\$ 167,876

¹ Individual dues are covered by local match, not federal funds.

² Food is covered by local match, not federal funds.

Section 5305(d) - FY 2019
Grant Management Information System Codes
FTA Funds Only - 80% of Total

Technical Classifications:			
41.11.00	Program Support and Administration	\$	15,785
41.12.00	General Development and Comprehensive Planning		
41.13.00	Long Range Transportation Planning	\$	19,064
	(including Major Investment Studies and EIS)		
41.13.01	System Level	\$	8,218
41.13.02	Project Level	\$	21,605
41.14.00	Short Range Transportation Planning	\$	17,403
41.15.00	Transportation Improvement Program	\$	4,351
41.16.00	Special Projects	\$	25,858
41.16.01	Americans with Disabilities Act (ADA)		
41.16.02	Clean Air Planning		
41.16.06	Financial Planning		
41.16.07	Management Systems		
41.16.08	Livable Communities		
41.17.00	Other Activities (<i>Public Involvement</i>)	\$	13,662
		Total FTA Funds \$	125,946
Accounting Classifications:			
41.20.01	Personnel	\$	92,398
41.20.02	Fringe Benefits	\$	345
41.20.03	Travel	\$	-
41.20.04	Equipment		
41.20.05	Supplies		
41.20.06	Contractual		
41.20.07	Other	\$	-
41.20.08	Indirect Costs		
		Total FTA Funds \$	92,743
Fund Allocations:			
41.30.01	MPO Activities	\$	125,946
41.30.02	Transit Operator Activities		
41.30.03	State and/or Local Agency Activities		
		Total Net Project Cost \$	125,946
		Total FTA Funds \$	92,744

Section 5305(d) - FY 2019
Grant Management Information System Codes
All Funds

Technical Classifications:			
41.11.00	Program Support and Administration	\$	19,731
41.12.00	General Development and Comprehensive Planning		
41.13.00	Long Range Transportation Planning	\$	23,830
	(including Major Investment Studies and EIS)		
41.13.01	System Level	\$	10,272
41.13.02	Project Level	\$	27,006
41.14.00	Short Range Transportation Planning	\$	21,754
41.15.00	Transportation Improvement Program	\$	5,438
41.16.00	Special Projects	\$	32,323
41.16.01	Americans with Disabilities Act (ADA)		
41.16.02	Clean Air Planning		
41.16.06	Financial Planning		
41.16.07	Management Systems		
41.16.08	Livable Communities		
41.17.00	Other Activities (<i>Public Involvement</i>)	\$	17,078
Total Net Project Cost		\$	157,433
Accounting Classifications:			
41.20.01	Personnel	\$	115,498
41.20.02	Fringe Benefits	\$	431
41.20.03	Travel	\$	-
41.20.04	Equipment		
41.20.05	Supplies		
41.20.06	Contractual		
41.20.07	Other	\$	-
41.20.08	Indirect Costs		
Total Net Project Cost		\$	115,929
Fund Allocations:			
41.30.01	MPO Activities	\$	157,433
41.30.02	Transit Operator Activities		
41.30.03	State and/or Local Agency Activities		
Total Net Project Cost		\$	157,433
	Federal Share (80%)	\$	125,946
	Local Share (20%)	\$	31,488
Accounting Classification	FPC	Description	Amount
91.37.08.8P-2	02	Technical Studies - Planning	\$ 157,433

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.

Executed this 15th day of May 2018

By: _____

Nick Maddox, Chairman

DEBARMENT AND SUSPENSION CERTIFICATION

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

(1) The Capital Region Transportation Planning Agency certifies to the best of its knowledge and belief, that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a 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 (2) 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 Capital Region Transportation Planning Agency also 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 FTA.

Executed this 15th day of May 2018

By: _____
Nick Maddox, Chairman

TITLE VI NONDISCRIMINATION POLICY STATEMENT

The Capital Region Transportation Planning Agency (CRTPA) 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 CRTPA 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 Recipient'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 Recipient'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 the Regulations
4. Develop a complaint process and attempt to resolve complaints of discrimination against sub-recipients. Complaints against the Recipient shall immediately be forwarded 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 USDOT, 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 your agency'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 Recipient.

Executed this 15th day of May 2018

By: _____
Nick Maddox, Chairman

APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor") agrees as follows:

- (1.) **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- (2.) **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3.) **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- (4.) **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5.) **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the *Florida Department of Transportation* shall impose such contract sanctions as it or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal*
- (6.) *Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:
 - a. withholding of payments to the Contractor under the contract until the Contractor complies, and/or
 - b. cancellation, termination or suspension of the contract, in whole or in part.

Incorporation of Provisions: The Contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the *Florida Department of Transportation*, the *Federal Highway Administration*, *Federal Transit Administration*, *Federal Aviation Administration*, and/or the *Federal Motor Carrier Safety Administration* may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the Contractor may request the *Florida Department of Transportation* to enter into such litigation to protect the interests of the *Florida Department of Transportation*, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

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 MPO contracts in a nondiscriminatory environment. The objectives of the Disadvantaged Business Enterprise Program are to ensure non-discrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barriers 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 contract work of the Capital Region Transportation Planning Agency in a non-discriminatory environment.

The Capital Region Transportation Planning Agency shall require its consultants to not discriminate on the basis 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.

Executed this 15th day of May 2018

By: _____
Nick Maddox, Chairman



March 19, 2018

AGENDA ITEM 5 D

WAKULLA ENVIRONMENTAL INSTITUTE (WEI) TRAIL FEASIBILITY STUDY

TYPE OF ITEM: Action

STATEMENT OF ISSUE

The Wakulla Environmental Institute (WEI) Trail is one of several trails (proposed) that will link to the Coastal Trail (US 98) in Wakulla County (currently under construction). Since August of 2018 Kimley-Horn and Associates (KHA), under the General Planning Consultant (GPC) contract, evaluated several options to link the Coastal Trail to the WEI. CRTPA staff is seeking acceptance of the options and the report that will be presented by KHA.

RECOMMENDED ACTION

Option 1: Accept the Wakulla Environmental Institute (WEI) Trail Feasibility Study

HISTORY AND ANALYSIS

As the Coastal Trail projects continue to move forward, CRTPA staff initiated some smaller efforts that will link facilities to the Capital City to the Sea/Coastal Trail.

Wakulla Environmental Institute (WEI) Trail (Crawfordville Road to Coastal Trail)

A portion (.75 miles) of this trail was constructed (US 319 – Crawfordville Road to the WEI) when the WEI was built. However, a connection to the Coastal Trail would further WEI efforts of environmental conservancy, sustainability, and education.

The Wakulla Environmental Institute (WEI) Trail Feasibility Report, shown as **Attachment 1**, details the project activities, including the development of alternatives for Board consideration. However, for this trail project to move forward there are several steps needing to occur that are out of the purview of CRTPA staff and revolve around the development of an adjacent property.

When, and if, this property is developed obviously relies on the developer and Wakulla County. Therefore, any recommendation by CRTPA staff will be based upon the results of this effort.

NEXT STEPS

Waiting. CRTPA staff can provide better direction once the development process of the property adjacent to the WEI is completed. However, staff will continue to follow that effort to ensure that once a decision is made the item will be addressed.

OPTIONS

Option 1: Accept the Wakulla Environmental Institute (WEI) Trail Feasibility Study
(Recommended)

Option 2: Provide other direction.

ATTACHMENT

Attachment 1: Wakulla Environmental Institute (WEI) Trail Feasibility Study



WAKULLA ENVIRONMENTAL INSTITUTE (WEI) TRAIL FEASIBILITY STUDY

JANUARY 24, 2018

Prepared for:



Prepared by

Kimley»Horn



WAKULLA ENVIRONMENTAL INSTITUTE (WEI) TRAIL FEASIBILITY STUDY

Introduction



The Capital Region Transportation Planning Agency (CRTPA) is completing a trail feasibility study to connect the Wakulla Environmental Institute (WEI) to the Coastal Trail along U.S. 98 which is currently being constructed. The Coastal Trail is a shared-use path along U.S. 98 which will connect the existing Tallahassee-St. Marks Historic Railroad State Trail to the existing Ochlockonee Bay Trail in Panacea. This connection will create over 50 miles of shared-use paths between Leon County and Wakulla County.

The WEI is a branch of Tallahassee Community College (TCC) which focuses on environmental conservancy, sustainability, and education which is located in Wakulla County near U.S. 98. By developing a connection from the WEI to the Coastal Trail, opportunities for safe transportation to the institute in addition to recreational opportunities such as ecotourism, 5k, running events, and field trips will become a reality.

Photo 1: Coastal Trail Currently in Construction

This feasibility analysis is being conducted to identify the route that will be cost effective while maximizing the connection to educational services at the WEI from the Coastal Trail. The overall goal of this analysis will be to increase connections between the schools, neighborhoods, recreational areas, and the WEI with limited use of the roadways.



Photo 2: Wakulla Environmental Institute

The Importance the Regional Trail Network

The creation of this regional trail system presents the opportunity for significant economic and recreation benefits to both residents and visitors in the CRTPA Region. This regional trail network will draw visitors from around the country and even internationally to experience the natural and aesthetic beauty of the area. An increase in trail users will promote a positive economic impact to the area through increased visitation and tourism.

Tourism created by trails and other passive recreation resources (parks, conservation areas, etc.) will also draw visitors to nearby hotels and local businesses, while having little negative impact on the community. Typically, passive recreation tourists travel to experience the natural and aesthetic beauty of the trail systems and will likely strive to leave the local environment unimpacted. By connecting the WEI to this trail network, additional educational opportunities with the local schools and businesses will become a reality. **Figure 1** depicts the regional trail connectivity around the WEI.

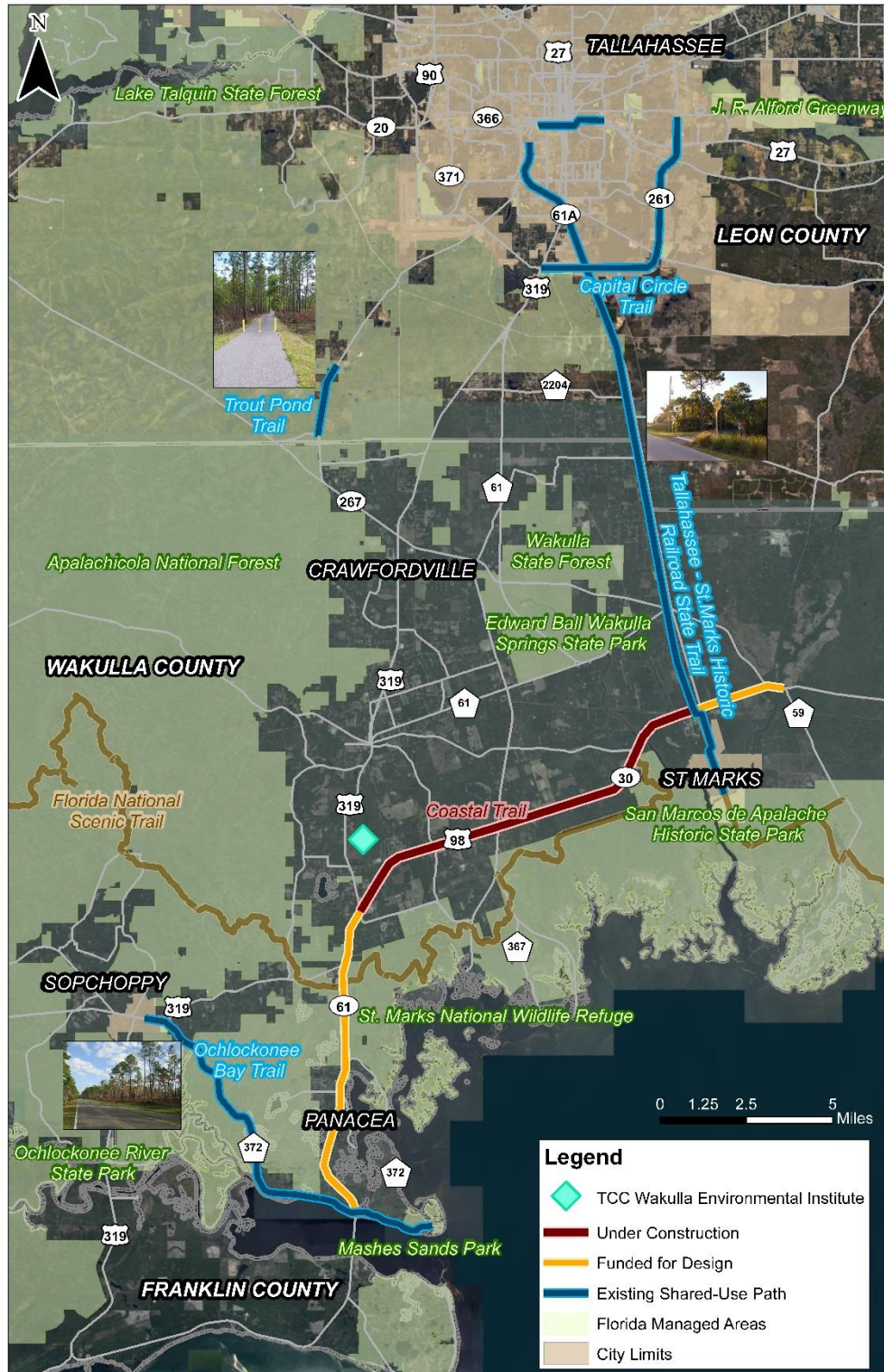


Figure 1: Regional Trail Network

Existing Conditions

Wakulla Environmental Institute

Representatives from WEI were a major stakeholder in the development of the Capital City to Sea Trail Master Plan (Adopted in 2013) and has continued to support the regional trail system. Prior to the completion of their first facility at WEI, they committed early in the planning stages to serve as a major trailhead to the growing trail network in Wakulla County. As construction on the WEI facility began in 2015, trail head amenities including bathrooms, a shared use path, water fountains, and bicycle parking were included. The main entrance road was even constructed with a shared use path that connects to U.S. 319

In addition to its current educational services, the WEI is planning the creation of a conference center with the intent of bringing visitors from around the world. Having a direct connection to the regional trail system will allow visitors to the WEI to explore the area and may generate new economic development in Wakulla County.



Photo 3: Shared use path along the WEI entrance road connects to U.S. 319

U.S. 319 Widening

U.S. 319 is currently under design for expansion to a 4-lane highway with 5-foot bike lanes/shoulders on both sides. With the planned expansion and bike facilities along U.S. 319, improved connectivity can be achieved between Crawfordville and WEI.

Trail Alternatives

Three trail alternatives (A, B, and C) have been identified as potential connections between the Wakulla Environmental Institute (WEI) and the U.S. 98 Coastal Trail. Each of the proposed alternatives will require the acquisition of right of way or easements to utilize small portions of public and private property. All three trail alternatives will begin at the trailhead facility on the eastern side of the WEI complex. The existing conditions and the three trail alternatives are described below and depicted within **Figures 1, 2, 3, and 4**.

General Conditions and Considerations

Land Use

Each of the trail alternatives will traverse the following three land use types:

- Agriculture
- Public
- Rural 1

Neither of the three alternatives are anticipated to negatively affect the land uses or the character of the area. The trail alternatives will provide increased access between two major public land uses in the area (Recreation Park and Wakulla Middle School Medart). Increased access to education and recreation facilities may greatly improve the safety and cohesion of the neighborhoods in the area. **Figure 2** depicts the three alternatives and the surrounding land uses.

Environmental

Much of the area surrounding the WEI has remained natural with light residential development and two public areas nearby (Medart Recreation Park and the Wakulla Middle School). The natural features of this

area create favorable conditions for a trail with the potential for much of the trail to remain under tree canopy.

The alternatives are within the Red Cockaded Woodpecker Consultation Area, meaning extra precaution will be necessary to ensure this species is not negatively impacted once design and construction begins. To the extent feasible, impacts to mature pine forests, including longleaf pines and southern pines will be avoided to reduce the potential for negative impact to these species. Additional analysis will be necessary to identify the potential impact to additional species in the area based on the chosen alternative. **Figure 3** depicts the three alternatives and the known species locations and consultation areas.

Flood Zone and Wetlands

Each of the proposed alternatives is primarily located within Flood Zone X, indicating a moderate flood hazard area susceptible to a 500-year flood event. Alternatives A and B may reach Flood Zone A at the connection with the Coastal Trail on Wildwood drive. The shared lane use markings from alternatives A and B will remain on the existing roadway and are not anticipated to have any effect on the flood zone.

National Wetlands Inventory (NWI) data was used to identify known wetlands in the project area. There are very few wetlands present nearby to Alternatives A and B but Alternative C will likely bisect an identified wetland that surrounds Sonja Lynn St. In this location, the proposed trail will remain on the existing roadway as shared lane use markings, so impacts to wetlands are not anticipated. A wetland evaluation will be conducted during the environmental phase of design. **Figure 4** depicts the three routes, flood zones, and the locations of known wetlands in the area.

Wakulla Environmental Institute Trail Feasibility Study: Land Use

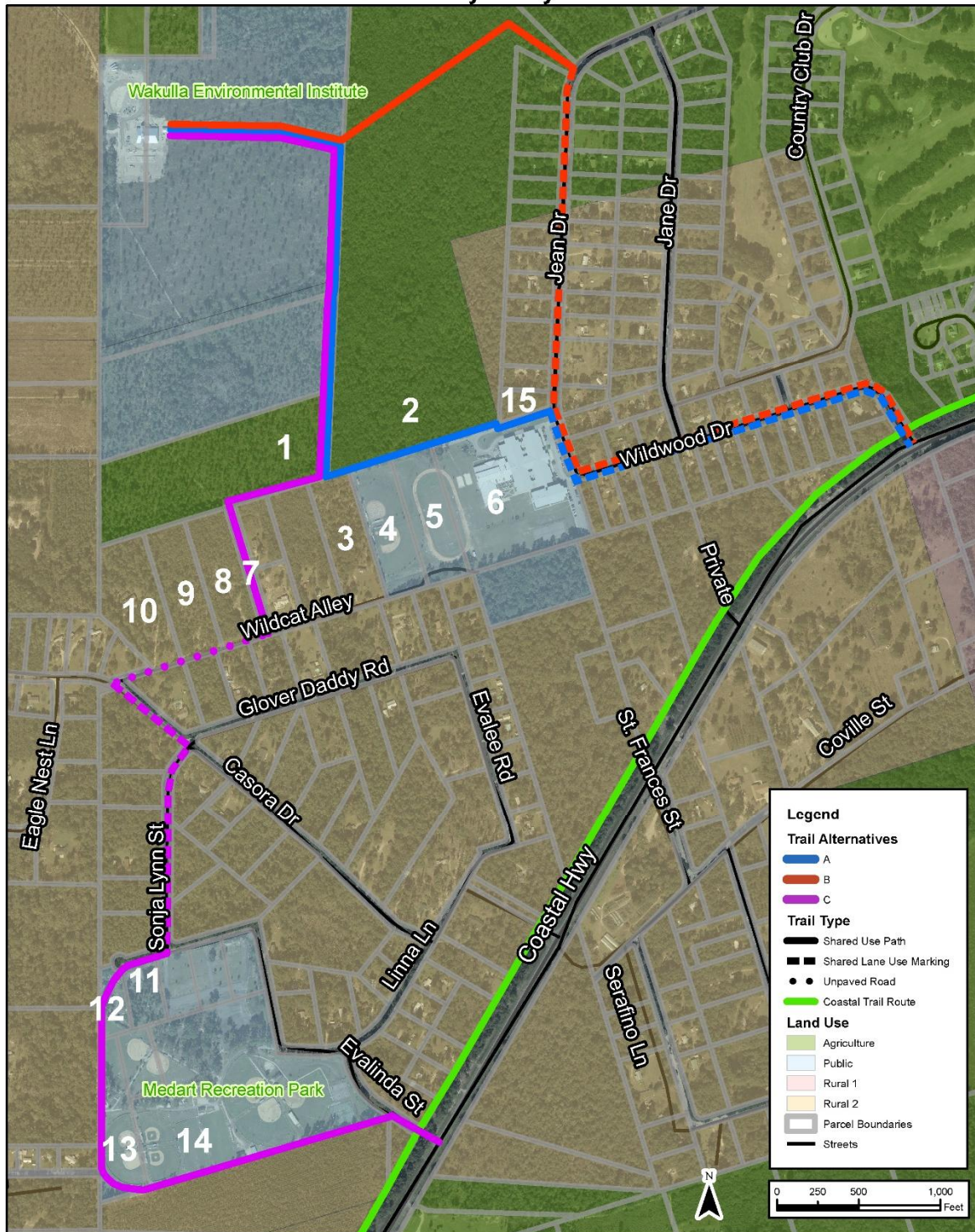


Figure 2: Land Use

Wakulla Environmental Institute
Trail Feasibility Study: Listed Species

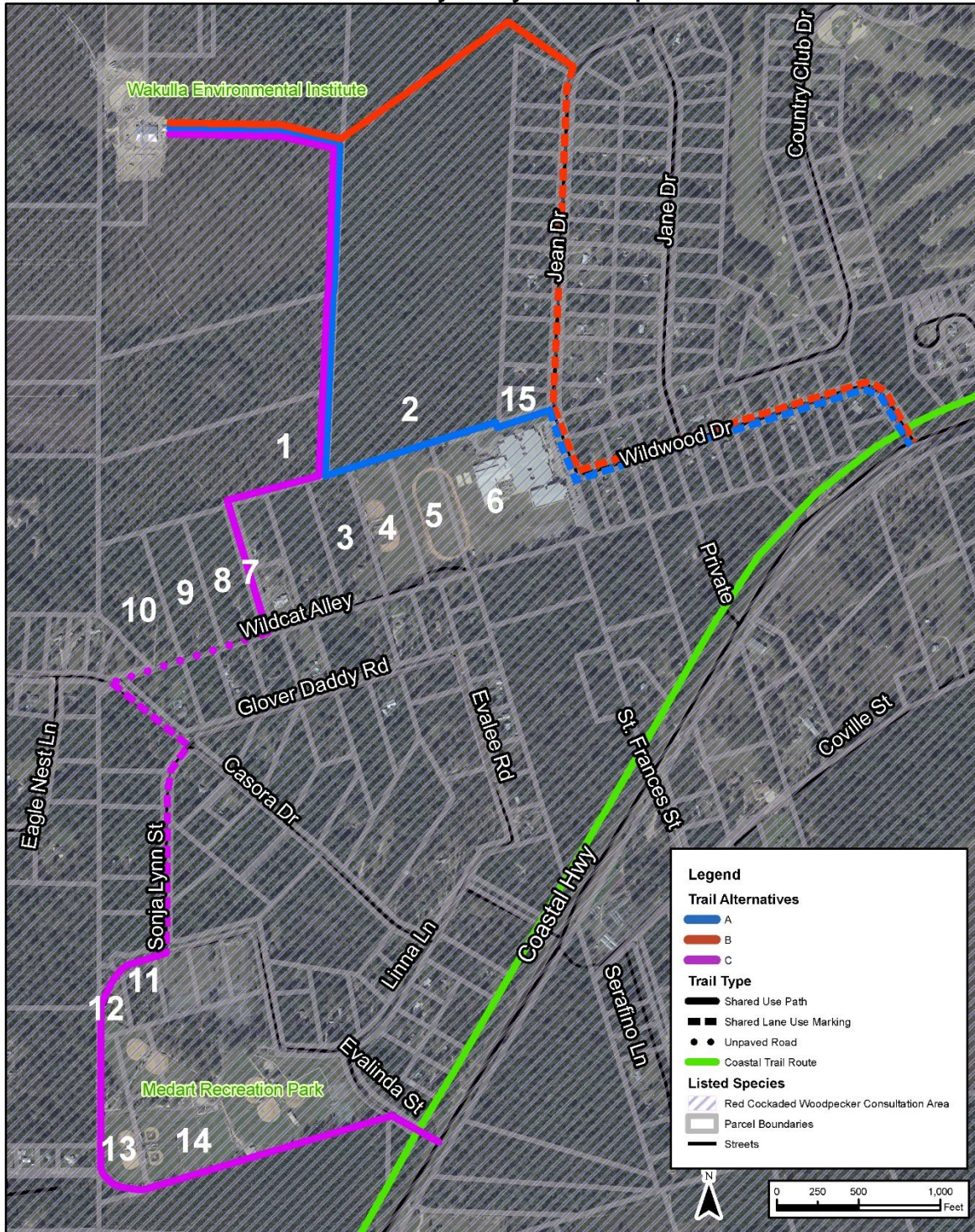


Figure 3: Listed Species

Wakulla Environmental Institute
Trail Feasibility Study: Flood Zone and Wetlands

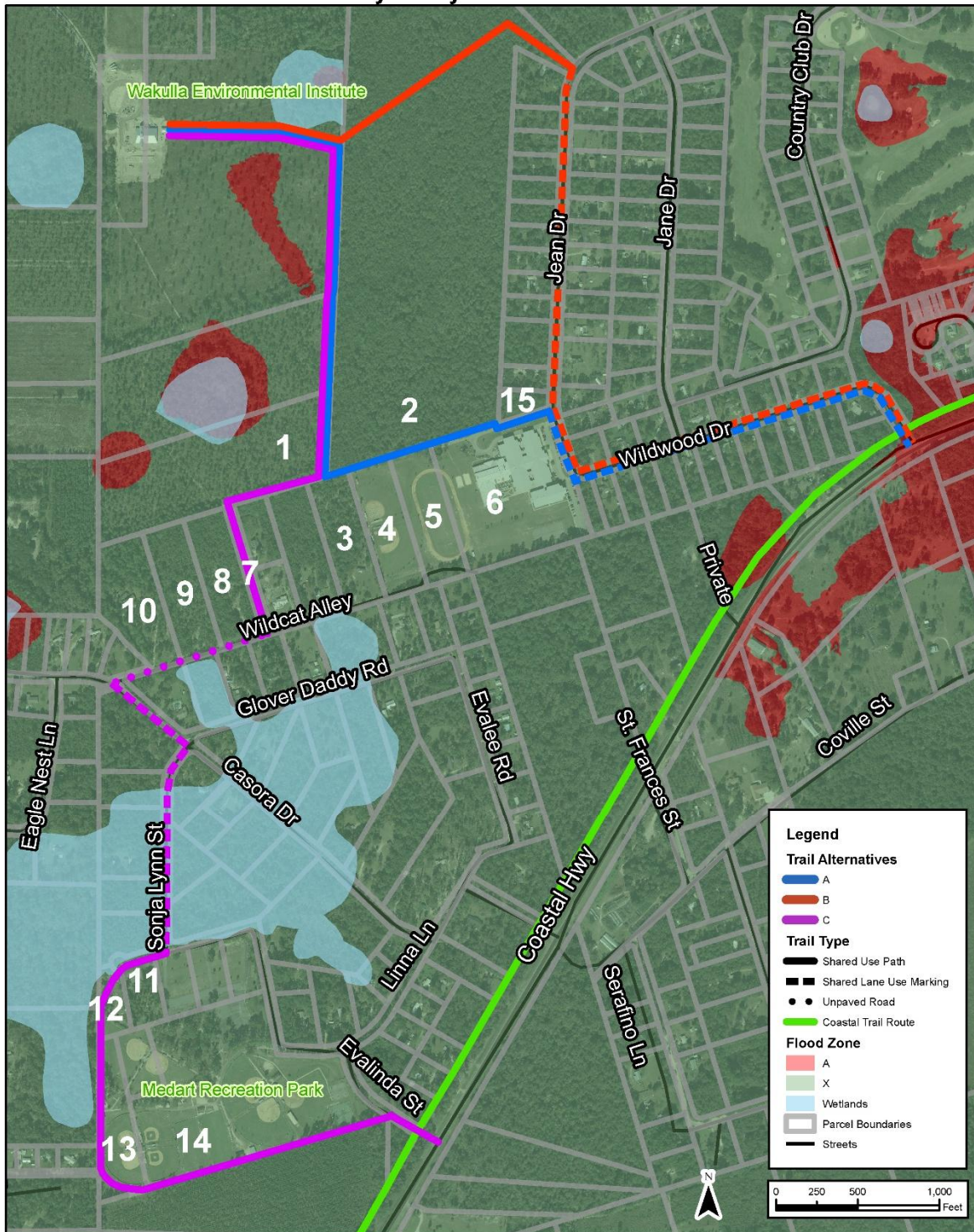


Figure 4: Flood Zone and Wetlands

Historic and Cultural

Available State Historic Preservation Office (SHPO) data was mapped to locate any known historic or culturally significant resources near the trail alternatives. The historic York Donaldson Cemetery is just south of the Wakulla Middle School, so the alternatives are not anticipated to negatively impact this resource. Several historic structures and an additional cemetery are located along Crawfordville Highway, but it is unlikely that the trail alternatives will impact these resources. A cultural resource assessment will be completed during the environmental phase of design to ensure no unknown resources will be impacted by the preferred trail alignment. **Figure 5** depicts the three alternative routes and the historic York Donaldson Cemetery.

Roadway Connections

Each of the trail alternatives proposes the use of roadways to minimize the purchase of, or impacts to private properties. By using the existing road network, the need for parcel acquisition or access easements will be greatly reduced, thereby decreasing the potential cost. Several connections are planned as transition points from shared use paths into shared lane markings on the existing residential roadways. Each of the paved roadways have a posted speed limit of 25 MPH, which allows for the safe implementation of shared lane markings. Because of the low speeds and low traffic volumes on these roadways, shared lane markings can be used to provide a safe and cost feasible option for the trail alternatives.

Wakulla Environmental Institute
Trail Feasibility Study: SHPO Sites

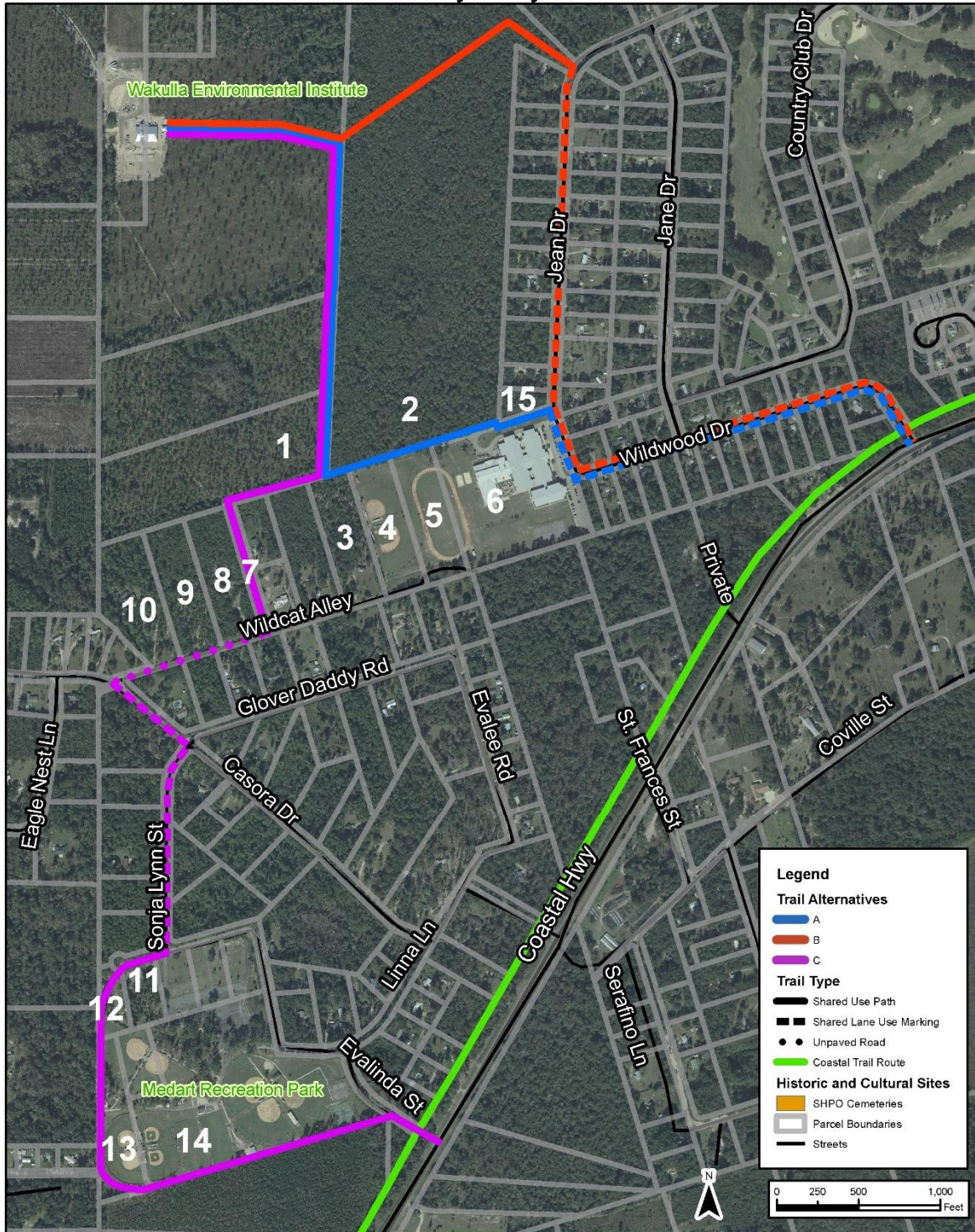


Figure 5: Historic and Cultural Features

Trail Alternative Descriptions

Trail Alternative A

Alternative A makes use of the existing WEI property, beginning at the eastern trailhead facility and heading south through the WEI owned property and continuing either through the adjacent private property south of the WEI or east of WEI. The property owner to the south, (1) has expressed a willingness to allow construction of the trail along the eastern border of their parcel. From this point, Alternative A may cross south into another owner's (2) property to make the connection with the northwestern corner of the Wakulla Middle School property (4-6). The Alternative will run east along the northern border of the school property until it reaches Jean Dr. At this location, the trail will transition from a shared-use path to shared lane markings running south along Jean Dr. onto Wildwood Dr. The alternative will follow Wildwood Dr. until it makes the connection with U.S. 98 and the Coastal Trail. **Figure 6** depicts Alternative A's route to the Coastal Trail. Additionally, this alternative also has the option to be placed within the property (2) east of the WEI property.



Photo 4: Northern Boundary of Wakulla Middle School

This alternative will allow for effective travel between the neighborhoods and nearby Wakulla Middle School while also increasing access to the WEI. The increased access to the middle school may promote the development of shared learning experiences and/or field trip opportunities being developed at the WEI. By connecting the Coastal Trail to the WEI, the alternative will help create a safe and effective east/west trail that provides an additional connection between Crawfordville Highway and U.S. 98. This route will provide additional transportation options to students located along Crawfordville Highway, who might not have a safe pedestrian route to school. **Table 1** identifies known benefits and challenges with this route.

Table 1: Alternative A – Benefits and Challenges

Alternative A	
Benefits	Challenges
Primarily within existing road ROW/public property	Limited space on middle school property may require additional properties to be impacted
A private owner has expressed interest in an access easement or limited acquisition	Security fencing will be required to separate the trail from Wakulla Middle School
Increased connectivity between the middle school and WEI	Trail may impact 5 parcels

Wakulla Environmental Institute
Trail Feasibility Study: Alternative A



Figure 6: Alternative A Route

Trail Alternative B:

Alternative B begins at the trailhead location on the eastern edge of the WEI complex and continues east through the property directly adjacent which is privately owned (2). Bisecting the private property through an easement, the alternative gains direct access to Jean Dr. Once on Jean Dr., the alternative will head south onto Wildwood Dr. to make the connection with U.S. 98 and the Coastal Trail. **Figure 7** depicts Alternative B's route to the Coastal Trail.

Alternative B will be shared use path from the WEI to Jean Dr., where it will transition to a shared lane markings until its connection with U.S. 98. This trail alternative will increase access between the WEI, the neighborhood, and Wakulla Middle School. Like Alternative A, the increased access to the WEI may improve the education opportunities with the middle school while also increasing the ability of the students to travel safely through the area and between the neighborhoods. This alternative will have the most significant benefit to the homes along Jean Dr. by providing access to the northern area of the existing neighborhood and becoming a potential amenity for nearby undeveloped parcels. A list of known benefits and challenges can be seen in **Table 2**.

Table 2: Alternative B Benefits and Challenges

Alternative B	
Benefits	Challenges
Impacts one private parcel	Bisects privately owned parcel and may impact the parcel owner's access to Jean Dr.
Increases access to the middle school without directly impacting its property	ROW/easement purchase will likely be necessary

Wakulla Environmental Institute
Trail Feasibility Study: Alternative B



Figure 7: Alternative B

Trail Alternative C

Alternative C begins by following Alternative A's route through the WEI and private parcels (1) to the south. Once at the southern boundary of the private parcel (1), the trail will continue west until it reaches an unpaved private road under the same ownership (7). This private road will be followed until the trail reaches Wildcat Alley, another unpaved private road with several owners (8-10). The proposed trail will continue until it reaches Casora Dr., where it will turn south onto Sonja Lynn St. The trail will then travel into the Medart Recreation Park property (11-14). Alternative C plans to travel along the perimeter of the recreation park heading toward Evalinda St. At Evalinda St. the trail will make the connection to U.S. 98 and the Coastal Trail. **Figure 8** depicts Alternative C's route to the Coastal Trail.

This trail alternative will provide increased access to the areas south of the WEI and provide an improved connection with the Medart Recreation Park. Sections of the alternative will run through private and unpaved roads which may require the installation of wayfinding signs or even paving the roadways to improve trail conditions. In lieu of wayfinding signs, Wakulla County and CRTPA may consider negotiating with the property owners to pave the private roads, which could allow for the use of shared lane markings. In addition to the challenges created by the unpaved roads, Sonja Lynn St. is surrounded by wetlands which could pose concerns for flooding.

To increase the impact of Alternative C, a small trail spur may be considered near Property 15 to provide a connection to Wakulla Middle School. This trail spur could greatly improve the use of the trail as it would connect the WEI, Wakulla Middle School, Medart Recreation Park, and the Coastal Trail. Though Alternative C is the longest of the proposed routes, the potential to connect these features represents a significant benefit to the community. Known benefits and challenges of the alternative being depicted can be seen in **Table 3**.

Table 3: Alternative C Benefits and Challenges

Alternative C	
Benefits	Challenges
Connects the Medart Recreation Park with the WEI	Sonja Lynn Street is surrounded by a wetland
Connection to the middle school may be a possibility (via trail spur)	Wild Cat Alley is an unpaved private roadway
Provides connections to the neighborhoods south of the WEI	Longest alternative
	May impact 9 parcels

Wakulla Environmental Institute
Trail Feasibility Study: Alternative C

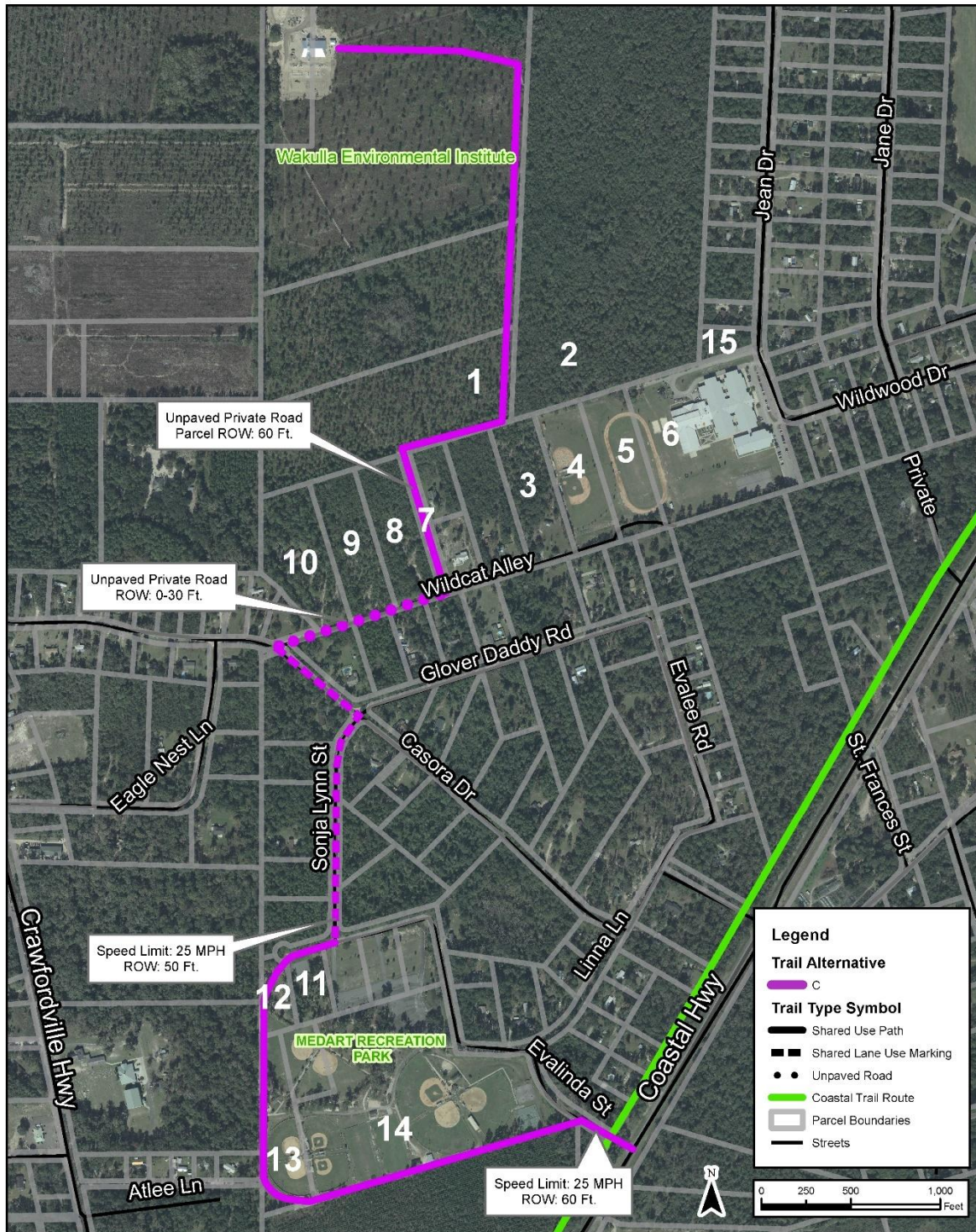


Figure 8: Alternative C Route

Future Residential Development

During this feasibility study, the parcel directly east of the WEI property was purchased by a local developer with the intentions of constructing a single family residential development. The project team met with the developer to discuss general coordination with the proposed trail. The developer stated that a road that connects this residential development over to U.S. 319 is desirable. The possible road route would be along the property boundary of this residential development, through the south perimeter of the Gaby property, then along the existing, unpaved road easement owned by Gaby to Wildcat Alley to Casora Drive and out to U.S. 319 (**Figure 9**). If this route was ever constructed, a shared use path (or shared lane marking) could be placed adjacent to the roadway for access to the WEI as well as the residential development. This opportunity may be furthered considered as comprehensive plan changes for this parcel occur and construction of the road is further evaluated.

**Wakulla Environmental Institute
Trail Feasibility Study: Potential Development U.S. 319 Access Road**

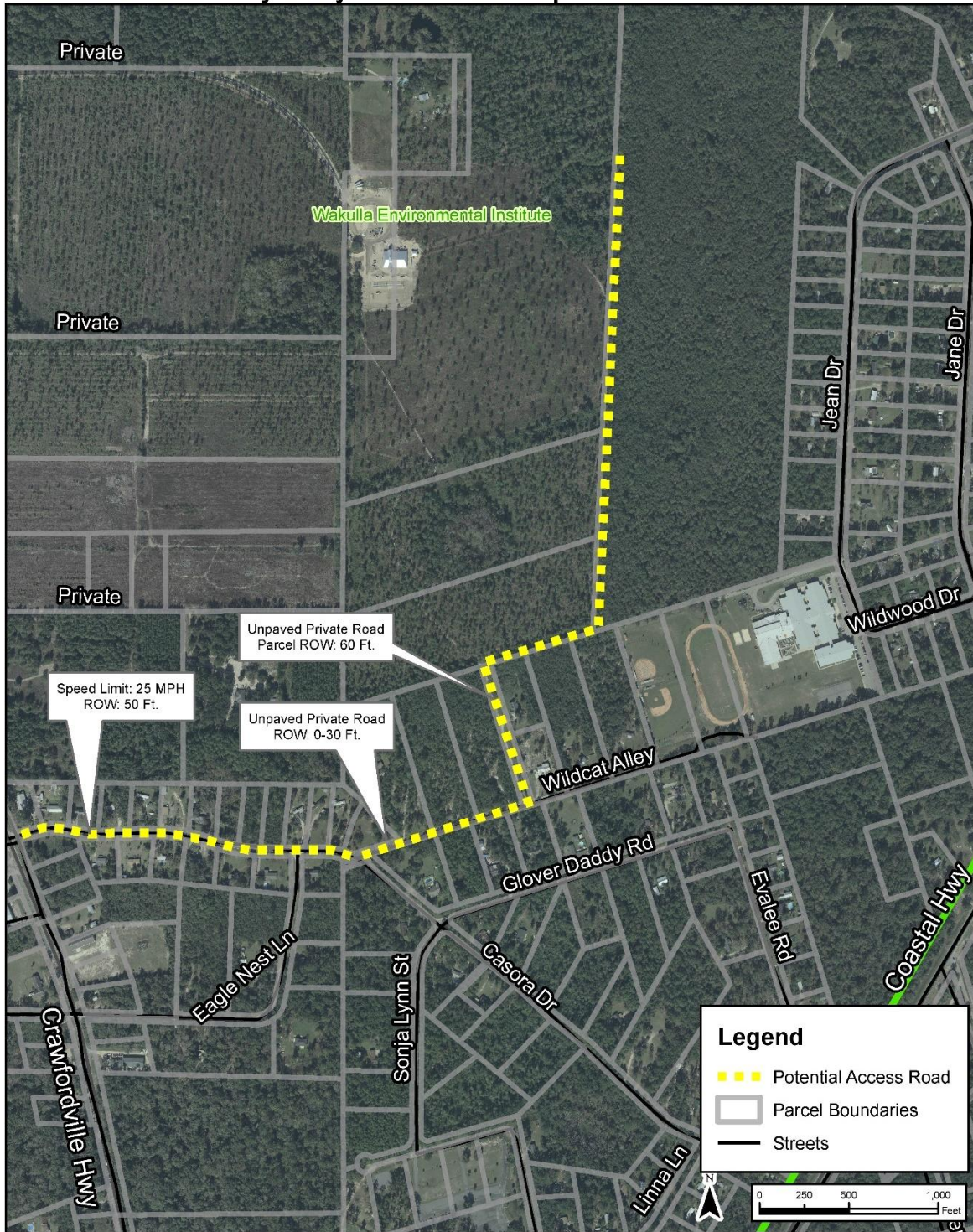


Figure 9: Potential Development U.S. 319 Access Road

Potential Costs

Using the proposed routes above, approximate costs have been developed detailing the trail distances and types. For these alternatives, three trail cost types have been considered. These types have been outlined in **Table 4**.

Table 4: Trail Type Costs Per Mile

Trail Type	Approximate Cost (Per Mile)
Road Paving*	\$ 2,200,000.00
Shared Lane Markings	\$ 30,000.00
Shared Use Path**	\$ 570,000.00

*FDOT LRE (2 lane 5 ft. shoulder)

** FDOT Actual Adjusted (\$450,000 + PE: \$60,000 + CEI: \$60,000)

The distances that the proposed alignments will vary between shared use paths and shared lane markings in each of the alternatives have been outlined in **Table 5**.

Table 5: Trail Type Distances

Alternative	Trail Type	Approximate Distance (feet)	Approximate Cost	Approximate Total Cost
Trail Alternative A	Shared Use Path	4,550	\$ 491,193.18	\$ 506,875.00
	Shared Lane Marking	2,760	\$ 15,681.82	
Trail Alternative B	Shared Use Path	2,790	\$ 301,193.18	\$ 328,693.18
	Shared Lane Marking	4,840	\$ 27,500.00	
Trail Alternative C	Shared Use Path	8,220	\$ 887,386.36	\$ 1,314,905.30
	Shared Lane Marking	1,910	\$ 10,852.27	
	Road Paving	1,000	\$ 416,666.67	

Based on the costs in **Table 5**, Alternative B will be the least expensive, while Alternative C represents the most expensive of the proposed routes. However, it should be noted that a part of Alternative C includes a road paving project that may be completed using funds outside of the anticipated trail funding. For example, Small County Outreach Program funding may be used. In addition, the local neighborhood would significantly benefit from this type of project, so for these reasons a portion of these costs will not be considered in the alternatives comparison.

Typical Sections

Typical section renderings have been created to depict the potential arrangement of the proposed alternatives in the area. These typical sections show how the shared-use paths and shared lane markings may be implemented through the different alternatives.

Figures 10 and 11 depict the how the implementation of shared lane markings could be implemented on the roadways. Shared lane markings represent the least amount of impact to the existing road network with relatively low cost. Shared lane markings should only be implemented on low volume roadways with speeds at or below 35 mph.

Figures 12 to 14 depict how a paved trail could be implemented through the wooded areas, Wakulla Middle School, and the Medart Recreation Park near the WEI. Where feasible, 10-12 ft. paved trails should be implemented to accommodate larger user volumes and types.

Figure 15 depicts the ideal development of the trail alongside the roadway. When feasible, the creation of a shared use path alongside the road should be implemented in order to provide a safer and more enjoyable trail system. In areas with low speeds and limited right of way, the trail can be placed directly alongside the travel lanes with a vertical delineator or similar buffer to clearly designate the separation of uses.

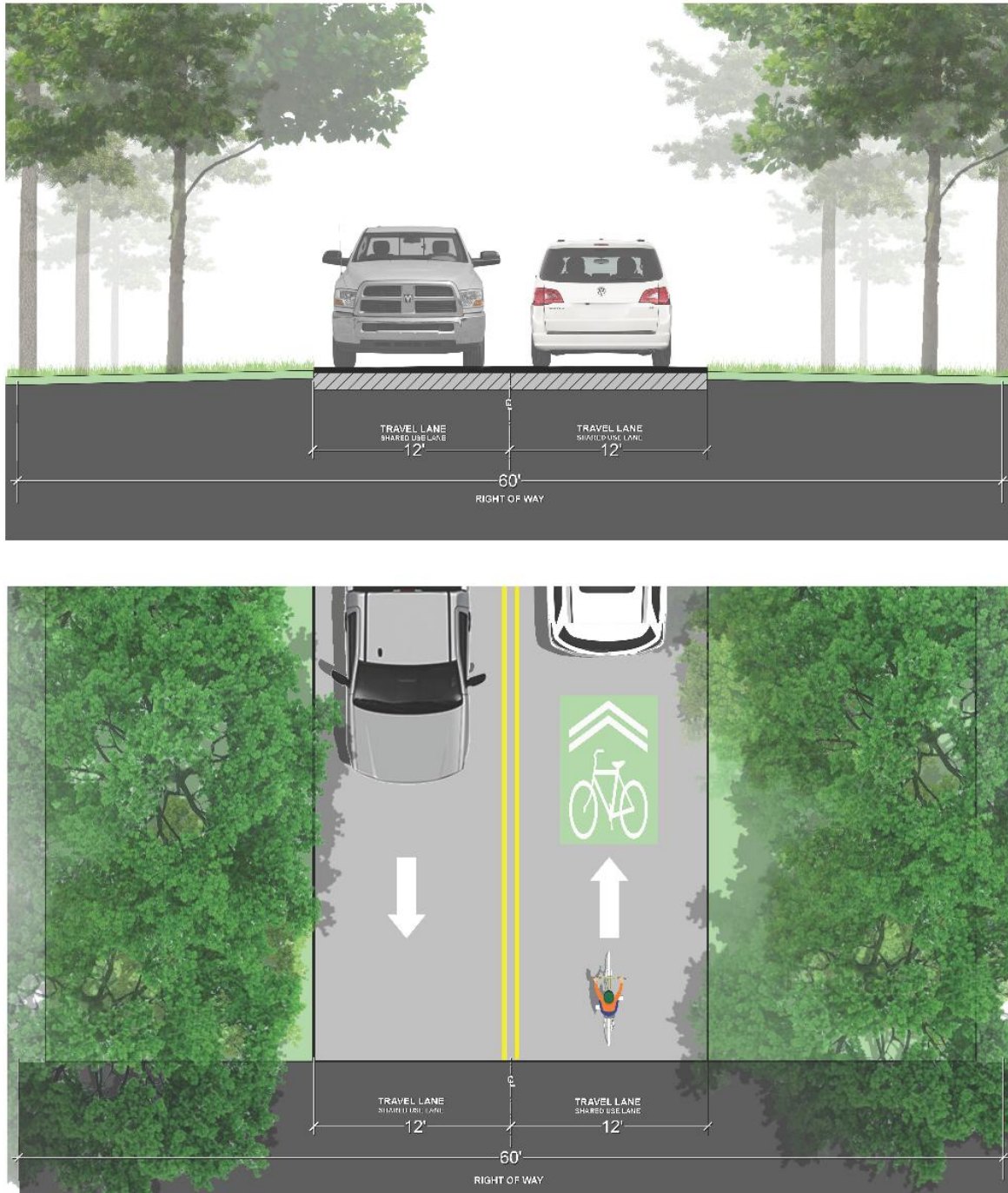


Figure 10: Shared-Lane Marking Typical Section

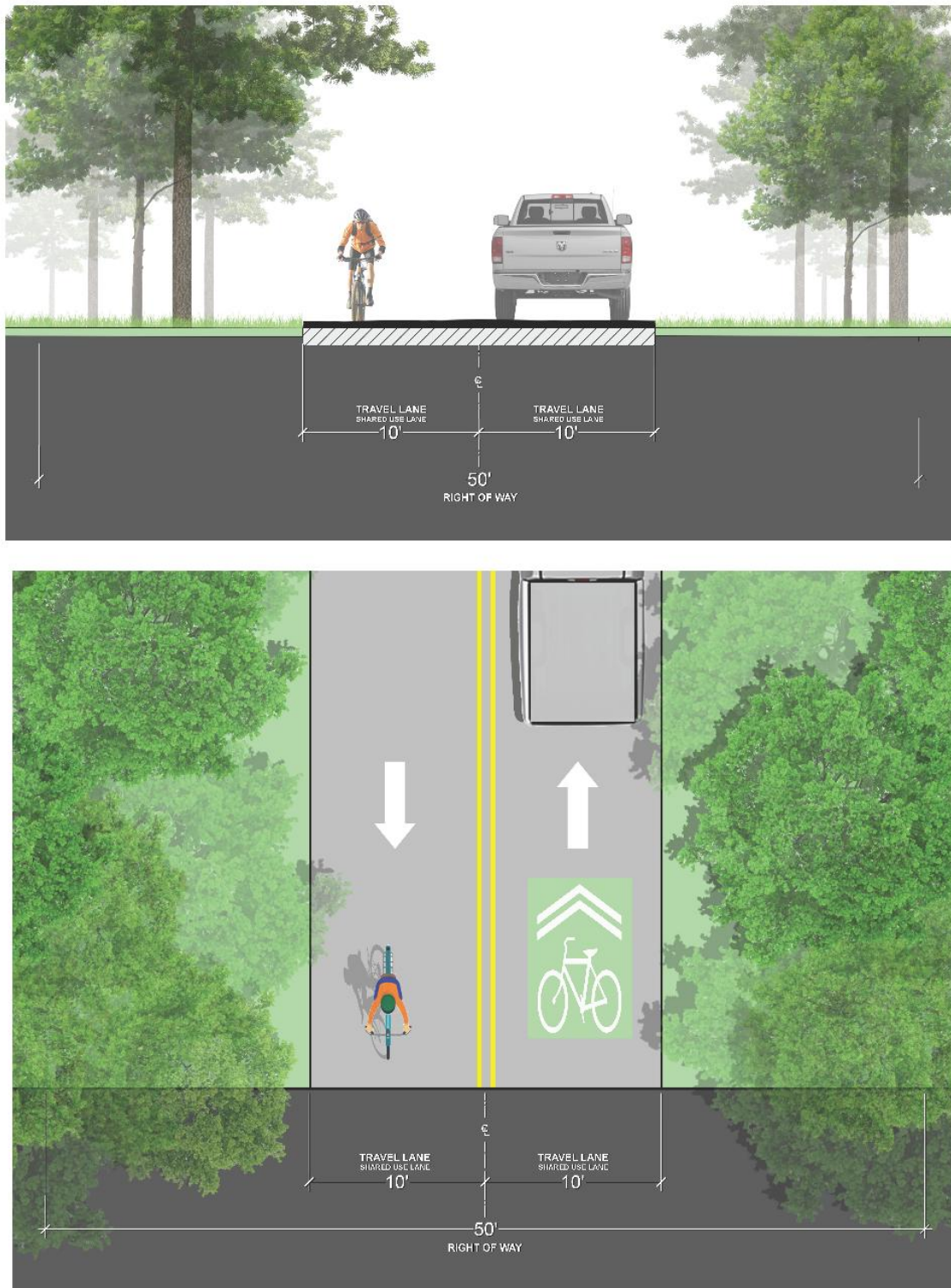


Figure 11: Shared-Lane Marking Typical Section



Figure 12: Shared-Use Path Typical Section

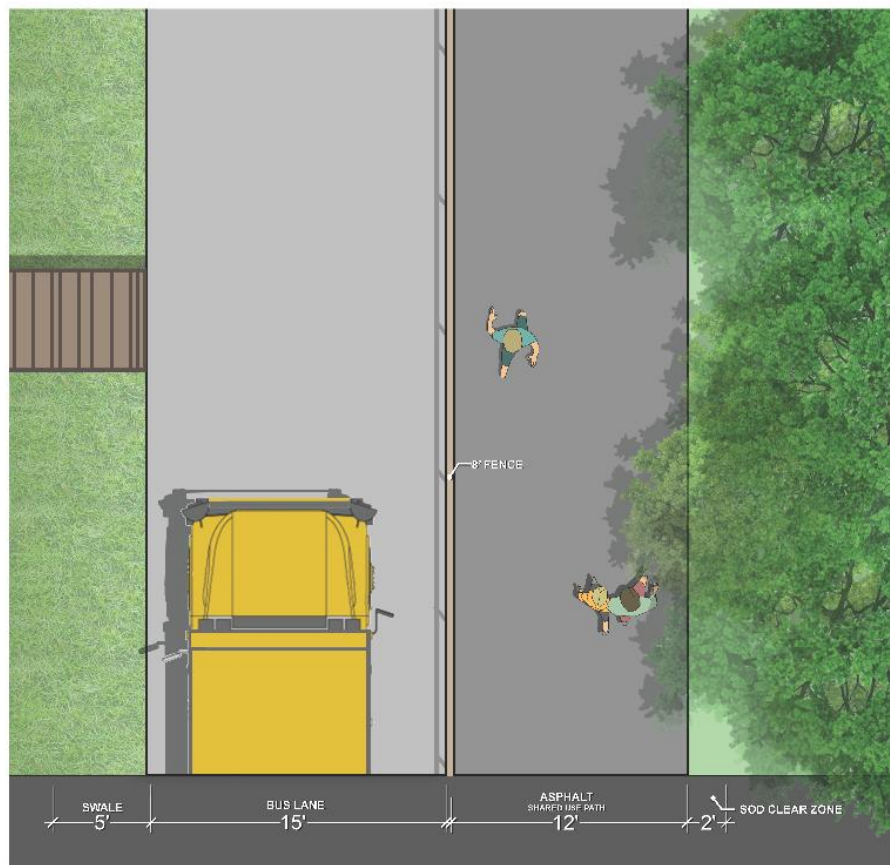
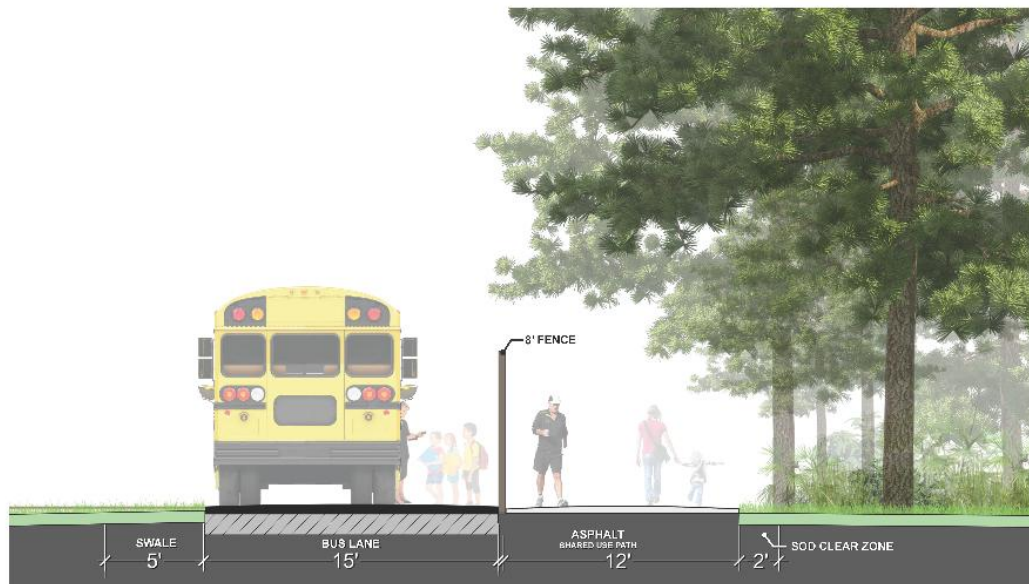


Figure 13: Shared-Use Path Typical Section



Figure 14: Shared-Use Path Typical Section



Figure 15: Shared-Use Path Adjacent to Roadway

Wayfinding and Signage

To help orient people better to this WEI trail connection, a unique symbol of a turkey may be used for the shared lane markings and wayfinding signage. This is a symbol used by the WEI and one that can easily recognizable so visitors to the area know what part of the regional trail system they are on. **Figure 16** and **Figure 17** show examples of potential shared lane markings and trail signage.



Figure 16: Wayfinding Options



Figure 17: Wayfinding Options

Preferred Alternative

Based on meetings with stakeholders, desktop review of existing conditions, and new development plans on adjacent properties, there are two viable options for this trail connection. Alternative C is viable through the potential road construction from the property east of the WEI. With the possible construction of a road through that property which is planned to be developed, then going through property 1 and property 7, the WEI trail would have an opportunity to be designed and constructed during that road construction. From that location, the trail would transition into shared lane markings along the neighborhood roads until reaching the Coastal Trail by way of Sonja Lynn St. This alternative would also give direct trail access to the new residential development in property 2. If it is determined that this property is not developable or that the new road is not feasible, placing the trail along the edge of this property, through the property owned by the Wakulla County School Board, Alternative A, would be another viable option. This alternative will require the construction of a security fence and ongoing coordination with the Wakulla County School Board on their lease of the property north of the middle school. Both preferred alignments would need easements on private land but property would not need to be purchased. Possible acquisition of property is also a possibility for these alternatives. With the possibility of the road design, construction, and paving being completed for the residential development, the estimated cost to implement the trail may be minimized. **Table 6** below summarizes the two viable options.

Table 6: Trail Type Distances

Viable Option	Approximate Total Cost	Modified Approximate Total Cost*	Property Acquisition	Number of Easements
Trail Alternative A	\$ 506,875.00	\$ 506,875.00	No	1 plus private road easement
Trail Alternative C	\$ 1,314,905.30	\$898,238.63	No	2

*Based on removing the cost of road pavement if already completed for the development of the new road connecting to Parcel 2.

Next Steps

The National Environmental Policy Act requires that all transportation projects complete an environmental assessment to determine the most appropriate alternative and environmental effects. Environmental refers to the natural environment, physical environment, and human environment. The type of environmental assessment is based on who is preparing the document, funding for the project, and preliminary analysis. Based on initial desktop analysis, it is anticipated that a minor environmental document will be required for this trail project, but that is dependent on whether or not it will be constructed along with the possible new road corridor. Coordination with appropriate agencies will need to take place during this stage of the project. The environmental assessment will look at the preferred alignment and make appropriate modifications to that alignment to reduce environmental impacts. Once the environmental document is approved, the project will move into design and construction.

Conclusion

The cost estimates found in this feasibility report are based on planning level cost estimates including costs for CEI and construction. The range of total costs for the viable alternatives found in this study are between \$500,000 and \$900,000 approximately. As stated above, if development occurs and the trail can be designed and constructed along with other projects, the cost to implement may be reduced as seen in the table above. The final trail alignment will be determined through near term coordination with private property owners, Wakulla County, and the Wakulla County School Board.

March 19, 2018



AGENDA ITEM 6

FLORIDA DEPARTMENT OF TRANSPORTATION REPORT

TYPE OF ITEM: Information

A status report on the activities of the Florida Department of Transportation will be discussed.

March 19, 2018



AGENDA ITEM 7

EXECUTIVE DIRECTOR'S REPORT

TYPE OF ITEM: Information

A status report on the activities of the Capital Region Transportation Planning Agency (CRTPA) will be discussed.



March 19, 2018

AGENDA ITEM 8 A

CORRESPONDENCE

TYPE OF ITEM: Information

Subsequent to the last CRTPA meeting, no correspondence has been received.



March 19, 2018

AGENDA ITEM 8 B

FUTURE MEETINGS

TYPE OF ITEM: Information

The Capital Region Transportation Planning Agency will meet on the following remaining dates, times and locations in 2018:

Meeting Date	Meeting Type	Location
April 17	Retreat/Workshop Board Meeting	TBA 9:00 AM-11:00 AM City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:30 pm
May 15	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:30 pm
June 18*	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:30 pm
September 18	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:30 pm
October 16	Retreat/Workshop	TBA 9:00 AM-11:00 AM
November 26*	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:30 pm
December 18	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:30 pm

* Indicates Monday Meeting



AGENDA ITEM 8 C

**COMMITTEE ACTIONS
(CITIZEN'S MULTIMODAL ADVISORY COMMITTEE & TECHNICAL ADVISORY
COMMITTEE)**

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) and the Technical Advisory Committee (TAC).

TAC and CMAC: The CMAC and TAC each met on Tuesday, March 6, 2018, and heard an update on the Wakulla Environmental Institute Trail Feasibility Study, and took action on the following items:

- ***Committee Meeting Minutes***
 - **TAC Action:** Recommended approval unanimously of the February 6, 2018 TAC Meeting Minutes with a quorum present.
 - **CMAC Action:** A quorum was not present, so the February 6, 2018 CMAC Minutes were tabled until the April Meeting.
- ***Fiscal Year (FY) 2020 -FY 2024 Transportation Alternatives (TA) Priority Project List***
 - **TAC Action:** Recommended approval unanimously with a quorum present.
 - **CMAC Action:** Recommendation of approval without a quorum present.
- ***Fiscal Year (FY) 2020 -FY 2024 Transportation Regional Incentive Program (TRIP) Priority Project List***
 - **TAC Action:** Recommended approval unanimously with a quorum present.
 - **CMAC Action:** Recommendation of approval without a quorum present.
- ***Draft Fiscal Year (FY) 2019 & FY 2020 Unified Planning Work Program (UPWP)***
 - **TAC Action:** Recommended approval unanimously with a quorum present.
 - **CMAC Action:** Recommendation of approval without a quorum present.



March 19, 2018

AGENDA ITEM 9

CITIZEN COMMENT



March 19, 2018

AGENDA ITEM 11

ITEMS FROM MEMBERS