

Capital Region
CRTPA
Transportation
Planning Agency

CRTPA Board Meeting
November 14, 2011
1 P.M.
City of Tallahassee
Commission Chambers





• GEMINI BUILDING •
408 N. ADAMS STREET TALLAHASSEE, FL 32301
www.crtpa.org

CRTPA BOARD

MEETING OF MONDAY, NOVEMBER 14, 2011 AT 1:00 PM

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

MISSION STATEMENT

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

FINAL AGENDA

1. **AGENDA MODIFICATIONS**

2. **CONSENT AGENDA**

A. Minutes of the September 19, 2011 CRTPA Board Meeting

B. CRTPA 2012 Meeting Dates and Location

The 2012 CRTPA meeting date calendar, including meeting location, has been developed for Board approval.

Recommended Action: *Approve consent agenda*

3. **CONSENT ITEMS PULLED FOR DISCUSSION**

If you have a disability requiring accommodations, please contact the Capital Region Transportation Planning Agency at (850) 891-6800. The telephone number of the Florida Relay TDD Service is # 711.

4. ROLL CALL VOTE AGENDA ITEMS**A. Fiscal Year (FY) 2012 – FY 2016 Transportation Improvement Program (TIP) Amendments**

The CRTPA FY 2012 – FY 2016 TIP is proposed to be amended to reflect the following:

- Midtown Connector (Colonial Drive: Thomasville Road to Sixth Avenue) (Leon County) (Project #4286231): Add additional construction funding to fully fund this sidewalk project in FY 2012.
- Mamie Scott Drive (Mississippi Street to Texas Hill Road) (Jefferson County) (Project #4317431): Add funds to construct sidewalk in FY 2012 & FY 2015 (Safe Routes to School project).
- Arran Road (east of Lura Lane to west of Towles Road) (Wakulla County) (Project #4317441): Add funds to construct sidewalk in FY 2012 & FY 2015 (Safe Routes to School project).

Recommended Action: *Approve agenda item by roll call vote*

5. CRTPA DISCUSSION (40 MINUTES)

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. CRTPA Budget Amendment (Action) (5 minutes)

This item seeks approval of a resolution to increase the Fiscal Year 2012 CRTPA Budget and amend the agency's Unified Planning Work Program to reflect the addition of funding from the Florida Metropolitan Organization Planning Advisory Committee (MPOAC).

Recommended Action: *For Board Approval*

B. Interstate 10 Master Plan Study (Information) (10 minutes)

The Florida Department of Transportation consultant for the Interstate 10 Master Plan will provide an update on the project.

Recommended Action: *For Board Information*

C. Designation of CRTPA Chair and Vice-Chair for 2012 (Action) (5 minutes)

Annually, CRTPA members elect a new Chair and Vice-Chair to serve for the upcoming calendar year. Currently, Commissioner Croley and Commissioner Sauls hold the CRTPA Chair and Vice-Chair positions, respectively.

Recommended Action: *Select CRTPA Chair and Vice-Chair*

D. Designation of MPOAC Representative and Alternate (Action) (5 minutes)

Annually, the CRTPA approves the appointment of a representative and alternate to serve on the Governing Board for the Florida Metropolitan Planning Organization Advisory Council (MPOAC). The current CRTPA representative is Commissioner Madison. The MPOAC alternates are Commissioner Dozier and Commissioner Miller.

Recommended Action: *Select MPOAC Representative and Alternate*

E. CRTPA Committee Restructure (Discussion) (15 minutes)

Based upon the October 17, 2011 CRTPA Retreat discussion, actions related to restructuring the CRTPA's Committees associated with the agency's expansion will be discussed.

Recommended Action: *Board Approval*

6. EXECUTIVE DIRECTOR'S REPORT

A status report on CRTPA activities and items of interest will be provided, including the following:

- **Association of Metropolitan Planning Organizations (AMPO) Conference**
A brief report on the CRTPA's presentation to the Conference, as well as what other MPOs are doing that may be useful in CRTPA's planning efforts, will be provided.

Recommended Action: *Information only - No action required*

7. ITEMS FROM MEMBERS

This portion of the agenda is provided to allow members an opportunity to discuss issues relevant to the CRTPA.

8. 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.

9. INFORMATION

- A. Correspondence/Information
- B. Committee Actions (Citizen's Advisory Committee/Multimodal Advisory Committee/ Technical Advisory Committee/Transportation Disadvantaged Coordinating Board)
- C. Future Meeting Dates and Agenda Items (Next Meeting: January 23, 2012)
- D. CRTPA Expense Reports

Recommended Action: *Information only - No action required*

November 14, 2011



AGENDA ITEM 1

AGENDA MODIFICATIONS

November 14, 2011



AGENDA ITEM 2 A

MINUTES

REQUESTED BY: CRTPA Staff

TYPE OF ITEM: Consent

The minutes from the September 19, 2011 CRTPA meeting are provided as *Attachment 1*.

RECOMMENDED ACTION

Option 1: Approve the September 19, 2011 CRTPA Minutes.



CRTPA BOARD

MEETING OF MONDAY, SEPTEMBER 19, 2011 AT 1:00 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.”

Minutes

MEMBERS PRESENT:

Commissioner Doug Croley, Gadsden County, Chairman
Commissioner Hines Boyd, Jefferson County
Commissioner Delores Madison, Midway, Havana, Quincy
Commissioner Akin Akinyemi, Leon County
Commissioner John Dailey, Leon County
Commissioner Kristen Dozier, Leon County
Commissioner Nick Maddox, Leon County
Commissioner Jane Sauls, Leon County
Commissioner Bryan Desloge, Leon County
Commissioner Bill Proctor, Leon County
Commissioner Nancy Miller, City of Tallahassee
Commissioner Gil Ziffer, City of Tallahassee

STAFF AND OTHERS PRESENT: Bryant Paulk, FDOT; Stacie Blizzard, FHWA; Ron Garrison, StarMetro; Jay Townsend, City of Tallahassee; Wayne Tedder, PLACE; Greg Burke, CRTPA; Colleen Roland, CRTPA; Harry Reed, CRTPA; Lynn Bar, CRTPA; Jack Kostrzewa, CRTPA; Dave Bright, BP2000; Cherie Horne, PLACE; Tony Park, Leon County Public Works

1. AWARDS AND SPECIAL PRESENTATIONS

- **CRTPA Seventh Annual Transportation Disadvantaged Awards:** Annually, nominations are sought from agencies participating in the Transportation Disadvantaged Programs in Gadsden, Jefferson, Leon and Wakulla counties for outstanding driver and outstanding safety record.

Commissioner Akinyemi presented the awards. He presented the Safety Award to Big Bend Transit of Jefferson County and the Driver of the Year Award to Mr. Nathaniel Brown.

Commissioner Madison stated that Mr. Brown is very prompt and polite. She stated that citizens worked very hard to get the Gadsden Express and will continue to work hard to keep the express in the area.

2. AGENDA MODIFICATIONS

Agenda Item 3F pulled for Discussion

3. CONSENT AGENDA

A. **Minutes of the June 20, 2011 Meeting**

B. **November CRTPA Board Meeting Date Change**

This item seeks approval to move the November 21, 2011 Board meeting date up one week to Monday, November 14, 2011.

C. **Legal Services Contract Funding Modification**

This item seeks ratification of the contract funding increase that was authorized by the CRTPA Chair under the expenditure limits allowed for in the CRTPA By-Laws.

D. **CRTPA General Planning Consultant Joint Participation Agreement Amendment Authorization**

This item seeks authorization for CRTPA Chair to execute the Joint Participation Agreement Amendment between the CRTPA and the Florida Department of Transportation related to additional funding associated with the CRTPA General Planning Consultant contract.

E. **Safe Routes to School Joint Participation Agreement Authorization**

This item seeks authorization for CRTPA Chair to execute the Joint Participation Agreement between the CRTPA and the Florida Department of Transportation related to funding associated with the Safe Routes to School project.

Board Action: Commissioner Ziffer made a motion to accept the consent agenda as modified. Commissioner Miller seconded the motion and the motion was unanimously passed.

4. CONSENT ITEMS PULLED FOR DISCUSSION

F. **FY 2012 CRTPA Budget Approval**

The CRTPA's FY 2012 budget has been developed reflecting available federal funding as identified within the CRTPA's Unified Planning Work Program.

Commissioner Croley stated he wanted to pull the item for discussion. He felt the need to have a discussion, as a benefit to the public due to the fact that funds are from taxpayer money. He raised concern over the increase in cost of expenses to the CRTPA by the City of Tallahassee and how they were determined. Commissioner Miller stated the costs for the CRTPA as a department are figured in the same manner as any other city department. Commissioner Croley requested verification of the expenses for the CRTPA with the City of Tallahassee accounting department and provide a report back to the board at a later date.

Board Action: Commissioner Desloge made a motion to approve the budget, and request that Mr. Reed meet with the City of Tallahassee accounting department to verify the allocated cost and expenses within the budget. Commissioner Akinyemi seconded the motion and the motion was unanimously passed.

5. ROLL CALL VOTE AGENDA ITEMS**A. Fiscal Year (FY) 2012 – FY 2016 Transportation Improvement Program (TIP) Amendment**

The CRTPA FY 2012 – FY 2016 TIP is proposed to be amended to reflect the following project change:

- Lafayette Street Bicycle and Pedestrian Funding (Leon County) (Project #4301541): Revise the project limits in order to more accurately reflect the segment for which the funds will be utilized. This project provides funding to Leon County for bicycle and pedestrian improvements along the corridor.

Board Action: Commissioner Dozier made the motion to approve the item. Commissioner Madison seconded the motion and the motion was unanimously passed.

6. CRTPA DISCUSSION (35 MINUTES)

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. Port of Port St. Joe

A brief presentation on past, current and future activities of the Port of Port St. Joe will be provided by the Port Director, Tommy Pitts.

Board Action: This item was an informational item, therefore no action was taken.

B. GPC Work Order Authorizations

This item seeks Board approval to proceed with work order agreements between the CRTPA General Planning Consultants (GPC) and the CRTPA to approve the spending of GPC funds on identified projects as well as approve the execution of the identified projects.

Board Action: Commissioner Ziffer made the motion to direct staff to conduct a study of the cost the installation of medians at strategic points between Magnolia Drive and Paul Russell Road. Commissioner Miller seconded the motion and the motion was unanimously passed.

Board Action: Commissioner Ziffer made the motion to approve authorization of the GPC work orders. Commissioner Miller seconded the motion and the motion was unanimously passed.

C. Sustainable Communities Calculator Work Order Authorization

This item seeks Board approval to proceed with a work order agreement between the CRTPA and URS Southern/Sprinkle Consulting (General Planning Consultant (GPC)) to complete the Sustainable Communities Calculator.

Board Action: Commissioner Miller made the motion to approve authorization of the Sustainable Calculator work order. Commissioner Madison seconded the motion and the motion was unanimously passed.

7. **EXECUTIVE DIRECTOR'S REPORT**

A status report on CRTPA activities and items of interest will be provided, including the following:

- October 17, 2011 CRTPA Retreat
- CRTPA Committee Restructuring
- Interactive Transportation Improvement Program (TIP)
- I-10 Master Plan Update

Board Action: This item was an informational item, therefore no action was taken.

8. **ITEMS FROM MEMBERS**

This portion of the agenda is provided to allow members an opportunity to discuss issues relevant to the CRTPA.

9. **CITIZEN COMMENT**

Mr. John Gibby, 4887 Gum Road , Tallahassee Florida. He discussed the budget item. He questioned funding sources and stated he would be speaking at the IA meeting that followed the CRTPA Meeting.

Cathy Forsythe, 3324 Northshore Circle, stated she has been researching sidewalks in the community. She stated there are currently no sidewalks in her area. She discussed the current conditions and the need for sidewalks as there are bus stops for children as well as a many pedestrians walking in this area.

Commissioner Croley asked staff to research and provide information to Ms. Forsythe and the board at a later date.

10. **INFORMATION**

- A. Correspondence/Information
- B. Committee Actions (Citizen's Advisory Committee/Multimodal Advisory Committee/ Technical Advisory Committee/Transportation Disadvantaged Coordinating Board)
- C. Transportation Improvement Program Administrative Amendments
- D. Future Meeting Dates and Agenda Items (Next Meeting: October 17 Retreat)
- E. CRTPA Expense Reports

Board Action: This item was an informational item, therefore no action was taken.

Meeting adjourned at 2:01 PM.

Attested:

Yulonda Mitchell, Recording Secretary

Douglas M. Croley, Chairman

November 14, 2011



AGENDA ITEM 2 B

2012 CRTPA MEETINGS CALENDAR

REQUESTED BY: CRTPA Staff

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

Annually, the CRTPA approves a calendar of meetings for the upcoming year. The CRTPA 2012 calendar has been developed for CRTPA approval.

RECOMMENDED ACTION

Option 1: Approve the CRTPA 2012 Calendar and meeting location.

HISTORY AND ANALYSIS

Historically, the CRTPA holds six (6) board meetings per year. The following dates (along with anticipated agenda items) have been identified for the 2012 CRTPA calendar*:

- **January 23** CRTPA Project Updates
- **March 26** Draft Unified Planning Work Program (UPWP), Draft Transportation Improvement Program (TIP)
- **April 16** (*CRTPA Retreat* 9 a.m. – 1 p.m.)
- **May 21** Final UPWP
- **June 18** Final TIP
- **September 24** Priority Project Lists Adoption
- **October 15** (*CRTPA Retreat* 9 a.m. - 1 p.m.)
- **November 26** Draft Work Program, Election of Chair/Vice Chair

* *CRTPA Board meetings are scheduled to begin at 1 pm.*

Meetings have typically been held in the City of Tallahassee Commission Chambers due to the size of the CRTPA Board membership and the ability of the chambers to adequately meet the meeting space size requirements.

OPTIONS

Option 1: Approve the CRTPA 2012 Calendar and meeting location.
(Recommended)

Option 2: Provide other direction.

November 14, 2011



AGENDA ITEM 3

CONSENT ITEMS PULLED FOR DISCUSSION

November 14, 2011



AGENDA ITEM 4 A

FISCAL YEAR 2012 – FISCAL YEAR 2016 TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENTS

REQUESTED BY: FDOT

TYPE OF ITEM: Hand Vote

STATEMENT OF ISSUE

The purpose of this item is to amend the CRTPA Fiscal Year (FY) 2012 – FY 2016 Transportation Improvement Program (TIP) to reflect the receipt of additional funding for an existing project as well as funding for two (2) new projects. Specifically, the CRTPA FY 2012 – FY 2016 TIP is proposed to be amended to reflect the following:

- Midtown Connector (Colonial Drive: Thomasville Road to Sixth Avenue) (Leon County) (Project #4286231): Add additional construction funding to fully fund this sidewalk project in FY 2012.
- Mamie Scott Drive (Mississippi Street to Texas Hill Road) (Jefferson County) (Project #4317431): Add funds to construct sidewalk in FY 2012 & FY 2015 (Safe Routes to School project).
- Arran Road (east of Lura Lane to west of Towles Road) (Wakulla County) (Project #4317441): Add funds to construct sidewalk in FY 2012 & FY 2015 (Safe Routes to School project).

RECOMMENDED ACTION

Option 1: Authorize the Executive Director to transmit documentation to the FDOT reflecting the following amendment of the FY 2012 – FY 2016 Transportation Improvement Program:

- ADD FUNDING: Midtown Connector project (Colonial Drive: Thomasville Road to Sixth Avenue) (Leon County) (Project #4286231): add funding to reflect the receipt of additional construction funding to fully fund this sidewalk project in FY 2012.
- ADD NEW PROJECT: Mamie Scott Drive (Mississippi Street to Texas Hill Road) (Jefferson County) (Project #4317431): Add funds to construct sidewalk in FY 2012 & FY 2015 (Safe Routes to School project).
- ADD NEW PROJECT: Arran Road (east of Lura Lane to west of Towles Road) (Wakulla County) (Project #4317441): Add funds to construct sidewalk in FY 2012 & FY 2015 (Safe Routes to School project).

CRTPA SUBCOMMITTEE ACTIONS

The CRTPA's three (3) subcommittees (Citizens Advisory Committee, Multimodal Advisory Committee and Technical Advisory Committee) met on October 31, 2011 and voted to recommend approval of these amendments at their respective meetings.

HISTORY AND ANALYSIS

The Capital Region Transportation Planning Agency (CRTPA) annually adopts a Transportation Improvement Program (TIP) to identify those projects in the region that have received state and federal funding. Frequently, the TIP needs to be formally amended to reflect project changes such as the addition or deletion of a project, changes in project funding and changes to project scope.

The FDOT has requested that the CRTPA amend the FY 2012 –FY 2016 Transportation Improvement Program (TIP) to reflect the receipt of additional funding for an existing project as well as the funding of two (2) new projects. Specifically, the CRTPA FY 2012 – FY 2016 TIP is proposed to be amended to reflect the following:

- Project FM#: 4286231
Project Description: Midtown Connector (Colonial Drive: Thomasville Road to Sixth Avenue) (Leon County). Add additional construction funding to this sidewalk project to fully fund the project.
Dollar Amount: \$360,500 in federal enhancement (SE) funds in FY 2012.

- Project FM#: 4317431
Project Description: Mamie Scott Drive (Mississippi Street to Texas Hill Road) (Jefferson County). Add funds to construct sidewalk.
Dollar Amount: \$426,500 in federal Safe Route to School (SR2S) funds in FY 2012 & FY 2015.

- Project FM#: 4317441
Project Description: Arran Road (CR 368) (east of Lura Lane to west of Towles Road) (Wakulla County). Add funds to construct sidewalk.
Dollar Amount: \$346,500 in federal Safe Route to School (SR2S) funds in FY 2012 & FY 2015.

Attachment 1 provides the FY 2012 – FY 2016 TIP pages for these projects.

OPTIONS

Option 1: Authorize the Executive Director to transmit documentation to the FDOT reflecting the following amendment of the FY 2012 – FY 2016 Transportation Improvement Program:

- ADD FUNDING: Midtown Connector project (Colonial Drive: Thomasville Road to Sixth Avenue) (Leon County) (Project #4286231): add funding to reflect the receipt of additional construction funding to fully fund this sidewalk project in FY 2012.
- ADD NEW PROJECT: Mamie Scott Drive (Mississippi Street to Texas Hill Road (Jefferson County) (Project #4317431): Add funds to construct sidewalk in FY 2012 & FY 2015 (Safe Routes to School project).
- ADD NEW PROJECT: Arran Road (east of Lura Lane to west of Towles Road) (Wakulla County) (Project #4317441): Add funds to construct sidewalk in FY 2012 & FY 2015 (Safe Routes to School project).
(Recommended)

Option 2: Provide other direction.

ATTACHMENT

Attachment 1: Replacement pages for the FY 12 – FY 16 TIP

4317431

Mamie Scott Drive



Work Summary: SIDEWALK
From: Mississippi Street
To: CR 29 (Texas Hill Road)
Project Location: Jefferson County
Length: Mamie Scott Drive

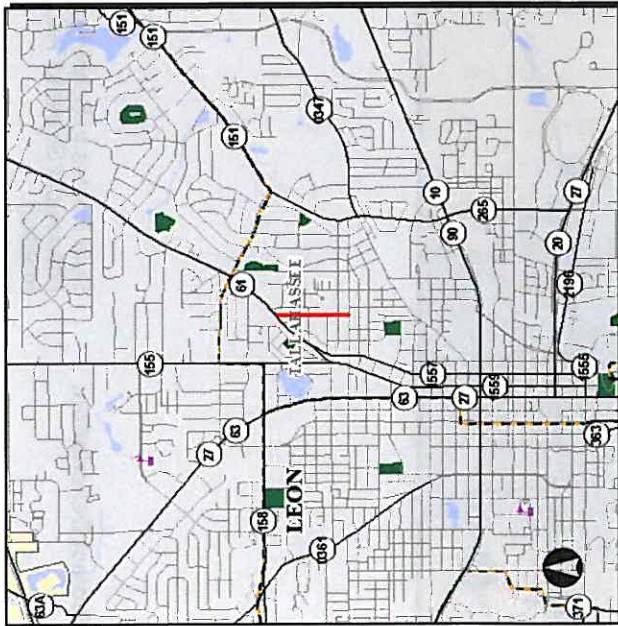
Phase	Fund Source	2011/12	2012/13	2013/14	2014/15	2015/16	Total
PE (31)	SR2S	500	0	0	0	0	500
PE (38)	SR2S	30,000	0	0	0	0	30,000
CST (61)	SR2S	0	0	0	1,000	0	1,000
CST (58)	SR2S	0	0	0	395,000	0	395,000
Total		30,500	0	0	396,000	0	426,500

Project Description:

Safe Routes to School safety project to construct 1800' of sidewalk along east side of Mamie Scott Drive from existing sidewalk at Mississippi Street to Texas Hill Road (CR 29). Note: this project was added to the TIP at the November 14, 2011 CRTPA Board meeting.

4286231

Midtown Connector Improvements



Work Summary: SIDEWALK
From: Thomasville Road
To: Sixth Avenue
Project Location: Leon County
Length: 1.0 miles

Phase	Fund Source	2011/12	2012/13	2013/14	2014/15	2015/16	Total
CST (61)	SE	500	0	0	0	0	500
CST (58)	SE	360,000	0	0	0	0	360,000
Total		360,500	0	0	0	0	360,500

Project Description:

Transportation enhancement project that involves the construction of a sidewalk on Colonial Drive from Thomasville Road to E. Sixth Avenue. This project is being managed by the City of Tallahassee. Note: this project was amended at the November 14, 2011 CRTPA Board meeting to reflect the receipt of additional funds to fully fund the project's construction.

4317441

CR 368 Arran Road



Work Summary: SIDEWALK
From: east of Lura Lane
To: west of Towles Road
Project Location: Wakulla County
Length: 4000'

Phase	Fund Source	2011/12	2012/13	2013/14	2014/15	2015/16	Total
PE (31)	SR2S	500	0	0	0	0	500
PE (38)	SR2S	40,000	0	0	0	0	40,000
CST (61)	SR2S	0	0	0	1,000	0	1,000
CST (58)	SR2S	0	0	0	305,000	0	305,000
Total		40,500	0	0	306,000	0	346,500

Project Description:

Safe Routes To School safety project to construct 4000' of sidewalk along southside of Arran Road from Crawfordville Elementary to connect with existing sidewalk at Wakulla County School Board Office. Note: this project was added to the TIP at the November 14, 2011 CRTPA Board meeting.

November 14, 2011



AGENDA ITEM 5 A
CRTPA BUDGET AMENDMENT

REQUESTED BY: CRTPA Staff

TYPE OF ITEM: Discussion

STATEMENT OF ISSUE

This item seeks approval of a resolution to increase the Fiscal Year 2012 CRTPA Budget and amend the agency's Unified Planning Work Program (UPWP) to reflect the addition of funding from the Florida Metropolitan Organization Planning Advisory Committee (MPOAC).

RECOMMENDED ACTION

Option 1: Approval to amend the Fiscal Year 2012 UPWP and current fiscal year budget through adoption of a resolution.

HISTORY AND ANALYSIS

The Florida Metropolitan Planning Organization Advisory Council (MPOAC) is a statewide transportation planning and policy organization created by the Florida Legislature pursuant to Section 339.175(11), Florida Statutes, to augment the role of individual MPOs in the cooperative transportation planning process. The MPOAC assists MPOs in carrying out the urbanized area transportation planning process by serving as the principal forum for collective policy discussion.

The MPOAC actively participates in the activities of the national Association of MPOs (AMPO) and the National Association of Regional Councils (NARC) in Washington D.C. and works with other stakeholder groups to help shape state and national policy regarding metropolitan transportation issues.

Each year the MPOAC receives funding from the Federal Highway Administration (FHWA) to support its participation in the AMPO. While the MPOAC has the federal funding available to pay its AMPO membership dues for the current year, it was not provided sufficient budget authority by FDOT to expend the funds.

The MPOAC has asked that the CRTPA assist by accepting the PL funds for the membership payment and making the payment on behalf of the MPOAC. The FDOT does not object to handling the payment in this manner. The financial impact is neutral – no additional funds will be received or spent by the CRTPA.

If this request is approved by the CRTPA Board, an amendment to the Unified Planning Work Program (UPWP) and FY 2012 Operating Budget is necessary in the amount is \$33,596.00 for the current fiscal year. Adoption of the attached resolution is necessary to make the changes in both documents.

OPTIONS

Option 1: Approval to amend the Fiscal Year 2012 UPWP and current fiscal year budget through adoption of a resolution.
(Recommended)

Option 2: Provide other direction.

ATTACHMENT

Attachment 1: Resolution



CRTPA RESOLUTION 2011-11-5A

A RESOLUTION of the Capital Region Transportation Planning Agency hereby referred to as the "CRTPA" to amend the fiscal year 2012 Unified Planning Work Program (UPWP) and Operating Budget.

WHEREAS, the CRTPA is a member of the Florida Metropolitan Planning Organization Advisory Council (MPOAC), an organization created by Florida State Statutes,

WHEREAS, the MPOAC and CRTPA receive annual funding in the form of a Planning Grant from the Federal Highway Administration. The MPOAC designates a portion of their share to pay the statewide annual dues to Association of Metropolitan Planning Organizations (AMPO).

WHEREAS, the MPOAC does not have current budget authority to issue the payment to AMPO.

WHEREAS, the CRTPA can create the budget authority to issue payment to AMPO on behalf of the MPOAC for the statewide annual dues;

WHEREAS, to do this the CRTPA must amend their UPWP and Operating Budget.

THEREFORE, BE IT RESOLVED BY THE CRTPA THAT THEY WILL AMEND THE UPWP AND OPERATING BUDGET TO ACCEPT THE FUNDS FROM THE FLORIDA MPOAC AND ISSUE THE ANNUAL STATE DUES PAYMENT TO AMPO ON THEIR BEHALF.

DULY PASSED AND ADOPTED THIS 14TH DAY OF NOVEMBER, 2011

Capital Region Transportation Planning Agency

By: _____
Douglas M. Croley, Chairman

Attest:

Harry D. Reed III, CRTPA Executive Director

November 14, 2011



AGENDA ITEM 5 B

I-10 INTERSTATE MASTER PLAN STUDY PRESENTATION

REQUESTED BY: CRTPA Board

TYPE OF ITEM: Information

STATEMENT OF ISSUE

The Florida Department of Transportation consultant for the Interstate 10 Master Plan will provide an update on the project.

BACKGROUND

The Florida Department of Transportation (FDOT), in coordination with agency partners and the public, is initiating the I-10 Interstate Master Plan. The primary purpose of the Master Plan is to develop an integrated multimodal transportation system which is economically efficient, environmentally sound, and moves people and goods in an energy efficient manner. The Master Plan is intended to address the following objectives:

1. Improve the mobility of I-10
2. Define and analyze conceptual alternatives
3. Prioritize Right-of-way protection

The study limits for the project extend from the Gadsden County Line (western limit) to the Jefferson County Line (eastern limit). Furthermore, this project is anticipated to have a tentative 12 month schedule, completing in September of 2012.

ATTACHMENT

Attachment 1: I-10 Interstate Master Plan project flyer



I-10 Interstate Master Plan

For Gadsden, Leon, and Jefferson Counties

Study Purpose

The Florida Department of Transportation, in coordination with our agency partners and public, is initiating the I-10 Interstate Master Plan. The primary purpose of the Master Plan is to develop an integrated multimodal transportation system which is economically efficient, environmentally sound, and moves people & goods in an energy efficient manner. The Master Plan is intended to address the following objectives:

1. Improve the mobility of I-10
2. Define and analyze conceptual alternatives
3. Prioritize Right-of-way protection



The study limits extend from the Gadsden County Line (western limit) to the Jefferson County Line (eastern limit). Furthermore, this project is anticipated to have a tentative 12 month schedule, completing in September of 2012 (see schedule below).

I-10 INTERSTATE MASTER PLAN - GADSDEN, LEON, AND JEFFERSON COUNTIES TENTATIVE PROJECT SCHEDULE

Task No.	Task Description	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	
1.0	Project Set-up	[Task 1.0 spans from Aug-11 to Sep-12]														
2.0	Data Collection	[Task 2.0 spans from Sep-11 to Sep-12]														
3.0	Data Analysis	[Task 3.0 spans from Oct-11 to Jun-12]														
4.0	Prepare and Evaluate Conceptual Mobility Enhancement Alternatives	[Task 4.0 spans from Nov-11 to Aug-12]														
5.0	Development of Master Plan Report	[Task 5.0 spans from May-12 to Sep-12]														

If you have questions please contact the Department of Transportation Project Manager (Ray Kirkland) at D3-i10masterplan@dot.state.fl.us or visit our website at www.i-10masterplannwflorida.com.

November 14, 2011



AGENDA ITEM 5 C

ELECTION OF CHAIR AND VICE CHAIR OF THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY

REQUESTED BY: CRTPA Staff

TYPE OF ITEM: Discussion

STATEMENT OF ISSUE

Annually, Capital Region Transportation Planning Agency (CRTPA) members elect a new Chair and Vice-Chair to serve for the upcoming calendar year. The current positions are filled by Commissioner Croley as Chair and Commissioner Sauls as Vice-Chair. Staff is seeking the approval of a new Chair and Vice-Chair to serve for calendar year 2012.

RECOMMENDED ACTION

Option 1: Elect a Chair and Vice Chair.

HISTORY AND ANALYSIS

Section B-3 of the adopted CRTPA By-laws provides the following guidance with regard to the annual selection of the Chairperson and Vice-Chairperson of the CRTPA:

“(1) The CRTPA Board shall hold an annual organizational meeting no later than the last Board meeting of the calendar year for the purpose of electing the following officers from its voting membership:

- Chairperson
- Vice-Chairperson
- Representative to the Florida Metropolitan Planning Organization Advisory Committee
- Alternate representative to the Florida Metropolitan Planning Organization Advisory Committee

The Chairperson and Vice-Chairperson shall be members of different member governments.”

OPTIONS

Option 1: Elect a Chair and Vice Chair.
(Recommended)

Option 2: Provide other direction.

November 14, 2011



AGENDA ITEM 5 D

ELECTION OF MPOAC REPRESENTATIVE AND ALTERNATE

REQUESTED BY: CRTPA Staff

TYPE OF ITEM: Discussion

STATEMENT OF ISSUE

Each year the Capital Region Transportation Planning Agency (CRTPA) must elect one of its members to serve on the Florida Metropolitan Planning Organization Advisory Council (MPOAC) Governing Board, and one member to serve as an alternate.

RECOMMENDED ACTION

Option 1: Elect a MPOAC Representative and Alternate.

HISTORY AND ANALYSIS

Florida Statute 339.175 requires that each Florida MPO elect one of its members to serve on the Florida Metropolitan Planning Organization Advisory Council Governing Board. Florida Statutes also require each MPO to elect one of its members as an alternate member, to serve in the absence of its appointee.

Currently, Commissioner Madison is the CRTPA's MPOAC representative. Commissioner Dozier and Commissioner Miller are serving as the MPOAC alternates.

OPTIONS

Option 1: Elect a MPOAC Representative and Alternate.
(Recommended)

Option 2: Provide other direction.

November 14, 2011



AGENDA ITEM 5 E

CRTPA COMMITTEE RESTRUCTURE

REQUESTED BY: CRTPA Staff

TYPE OF ITEM: Discussion

STATEMENT OF ISSUE

The expansion of the planning area for the Capital Region Transportation Planning Agency (CRTPA) has necessitated a revision to the membership and bylaw structure for the existing CRTPA subcommittees. This agenda item addresses recommendations to restructure the committees to capture involvement and specific representation from the four (4) county region as prescribed by the Florida Statute (relating to the Technical Advisory Committee [TAC] and the Citizen's Advisory Committee [CAC]). This item also addresses the need to restructure the Multimodal Advisory Committee (MAC) to better balance the committee.

RECOMMENDED ACTIONS

- Option 1: Approve the TAC recommended membership structure and direct staff to draft a proposed voting membership and draft bylaws for consideration at the March 26, 2012 CRTPA Meeting.
- Option 2: Approve the recommendation of the CAC and MAC to merge the membership of the two together. Direct staff to bring back a proposed voting structure and draft bylaws for consideration at the March 26, 2012 meeting.
- Option 3: Approve the recommendation of all committees to change the bylaws to enable participation on the committees via teleconference, webinar, or conference call if practical.

CRTPA SUBCOMMITTEE ACTIONS

The CRTPA's three (3) committees (Citizens Advisory Committee, Multimodal Advisory Committee and Technical Advisory Committee) met on October 31, 2011 and voted to recommend approval of the following actions at their respective meetings, relating to their respective restructuring:

1. The TAC approved the following suggested voting structure of the TAC:

- 4 voting seats for Leon County (currently held)
(Currently held by county admin, growth management, and 2-public works members)
- 4 voting seats for the City of Tallahassee (currently held)
(airport, Starmetro, growth management, public works)
- 1 voting seat for the Apalachee Regional Planning Council (currently held)
- 1 voting seat for Gadsden County Planning (currently held)
- 1 voting seat for Wakulla County Planning (currently held)
- 1 voting seat for Jefferson County Planning (NEW)
- 1 voting seat for PLACE (Tallahassee-Leon County Planning) (NEW)
- 1 voting seat for the Gadsden County Superintendent of Schools or his/her designee - (NEW)
- 1 voting seat for the Jefferson County Superintendent of Schools or his/her designee - (NEW)
- 1 voting seat for the Leon County Superintendent of Schools or his/her designee - (NEW)
- 1 voting seat for the Wakulla County Superintendent of Schools or his/her designee - (NEW)
- *The existing voting seats held for the towns of Midway, Havana, and Quincy would be removed, and their voting interest would be represented by the Gadsden County Planning Department representative, and by the ARPC.*

Additionally, the TAC recommended amending the bylaws to enable conference calling /webinars/videoconference for voting members who are NOT within Tallahassee-Leon County to participate in meetings as necessary. *(This recommendation was made to address the difficulty with which members from the outlying counties may have attending meetings in person due to travel considerations.)*

2. The CAC and the MAC met together and approved a recommendation to merge the CAC with the MAC, and for CRTPA staff to bring back a recommendation on how to accomplish that (membership structure) at a future meeting.

Additionally, the CAC and MAC were in favor of amending the bylaws to enable conference calling /webinars/videoconference for voting members to participate in meetings as necessary. *(This recommendation was made to address the difficulty with which members from the outlying counties may have attending meetings in person due to travel considerations.)*

HISTORY AND ANALYSIS

In response to the formal expansion of the CRTPA planning region to include all of Gadsden, Jefferson, Leon, and Wakulla counties, CRTPA staff examined the current structure and bylaws of the CRTPA's advisory committees to identify necessary actions to keep the CRTPA in compliance with state law.

In August of 2011, CRTPA staff began to evaluate the structure and membership of the CRTPA committees in consideration of the guidance and requirements provided thereto under Section 339.175 of the Florida Statutes (*Attachment I*), which speaks specifically to the Technical Advisory Committee (TAC) and to the Citizen's Advisory Committee (CAC). Upon reviewing the requirements and current status of the committees, CRTPA staff proceeded to initiate discussions with each committee regarding the opportunities for improvement and necessary restructuring as a result of the CRTPA expansion. A brief overview of the issues, statutory requirements and discussions and recommendations of each committee are provided on the following pages.

I. Technical Advisory Committee

Florida Statute Section 339.174(6)(d) outlines the statutory requirement for a TAC for each Metropolitan Planning Organization or Transportation Planning Organization. In summary, the membership and duties of a TAC per the Florida Statute are outlined below.

Membership Requirements and Duties per Florida Statute

The TAC is to include the following in its membership:

- Planners;
- Engineers;
- Representatives of local aviation authorities, ports authorities, or representatives of aviation departments, seaport departments, and public transit departments of municipal or county governments as applicable;
- The school superintendent of each county within the jurisdiction of each MPO or the superintendent's designee; and
- Other appropriate representatives of affected local governments.

The duties of the TAC are identified as follows:

- Responsible for considering safe access to schools in its review of transportation project priorities, long range transportation plans, and transportation improvement programs, and advising the MPO on such matters;
- Coordinate its actions with local school boards and other local programs and organizations within the MPO area which participate in school safety activities such as locally established community traffic safety teams; and
- Any other duties as assigned to it by the MPO or state and/or federal law.

Evaluation of the TAC Structure

The TAC held a meeting on September 6, 2011 to discuss the expansion of the CRTPA boundary and the need for restructuring per Florida Statute. The membership was determined to adequately represent the vocations and transportation interests required by statute (and as they apply to this region) with a few exceptions. The exceptions and suggested amendments to expand the membership of the TAC are listed below.

1. A School Superintendent from each CRTPA County or his /her designee must be added to the TAC.
(Satisfies Florida Statutory requirements)
2. A representative of each Planning Department for each CRTPA county should be represented on the TAC. As part of these recommended additions, the bylaws would be amended to remove the membership requirement for the towns of Havana, Midway, and Quincy, and instead, have the representative from Gadsden County Planning represent these municipalities along with the Apalachee Regional Planning Council (ARPC) representative.
(Currently, Gadsden and Wakulla counties both have representation on the TAC, although the voting position does not specifically state the position must come from Planning. Jefferson County and Leon County do not have a Planning Department voting member. Leon County's voting member is recommended to be a planner from PLACE, which is the merger of Blueprint 2000 and the Tallahassee-Leon County Planning Department.)

TAC Recommendations:

The TAC meeting on September 6, 2011 resulted in two recommendations, which are outlined below:

Recommendation 1: The voting structure of the TAC should be amended to comprise the following 17 members:

- 4 voting seats for Leon County (currently held)
(Currently held by county admin, growth management, and 2-public works members)
- 4 voting seats for the City of Tallahassee (currently held)
(airport, Starmetro, growth management, public works)
- 1 voting seat for the Apalachee Regional Planning Council (currently held)
- 1 voting seat for Gadsden County Planning (currently held)
- 1 voting seat for Wakulla County Planning (currently held)
- 1 voting seat for Jefferson County Planning (NEW)
- 1 voting seat for PLACE (Tallahassee-Leon County Planning) (NEW)
- 1 voting seat for the Gadsden County Superintendent of Schools or his/her designee - (NEW)
- 1 voting seat for the Jefferson County Superintendent of Schools or his/her designee - (NEW)
- 1 voting seat for the Leon County Superintendent of Schools or his/her designee - (NEW)
- 1 voting seat for the Wakulla County Superintendent of Schools or his/her designee - (NEW)

- *The existing voting seats held for the towns of Midway, Havana, and Quincy would be removed, and their voting interest would be represented by the Gadsden County Planning Department representative, and by the ARPC.*

Recommendation 2: Amend the bylaws of the TAC to effectuate the necessary changes for the membership expansion, and to permit the use of conference calling/webinars/videoconference for voting members who are NOT within Tallahassee-Leon County to participate in meetings as necessary. *(This recommendation was made to address the difficulty with which members from the outlying counties may have attending meetings in person due to travel considerations.)*

II. Multimodal Advisory Committee

There are no statutory guidelines or requirements for the MAC. The MAC is unique to the CRTPA in that it was established to bring professional staff and citizens (who represent users of various modes of transportation) together to work cooperatively with one another to balance the conflicting needs of various modes to result in a cost-effective system that enhances mobility options for all.

Evaluation of the MAC Structure

The MAC held a meeting on September 6, 2011, and October 4, 2011 to discuss the expansion of the CRTPA boundary and the working order of the existing MAC structure. It was noted that the membership was lacking in citizen and professional representation from counties other than Leon County. Additionally, with regard to citizen membership, it was noted that it does not currently reflect a balanced assembly of modal interests from across the four (4) county region. Specifically, the citizen membership lacks the interests of transit users, car/van pool users, non-expert cyclists, pedestrians, and student, minority, and elderly populations both within and external to Leon County.

Discussions by the MAC revealed several factors that they felt were causing limited participation from existing members as well as preventing citizens from different modes from participating. These issues are listed below and on the following page.

1. *It is difficult for voting members from Gadsden, Wakulla, and Jefferson counties to attend meetings due to the travel constraints and time of day of the meeting.*

Professional staff and citizens from the outlying counties (Non-Leon County) have travel considerations. Additionally, some of the professional staff that votes on the MAC also serves on the TAC, which meets earlier in the day. It may be impractical for the professional staff to attend both meetings on the same day, especially if those individuals are members of organizations with limited professional staff positions as it is.

2. *Lack of understanding/interest in the CRTPA duties for the committee.*

It was raised that some of the voting members may either not understand their role on the committee, or not have an interest in the work tasks of the CRTPA. The professional staff from the various local governments or university systems may not fully understand how their participation can help plan and fund necessary improvements for their respective locales. Likewise, frustrations were raised from citizens representing the commuter cycling interests that they wanted to be involved more in implementation, such as design review for construction projects, and were, therefore, dissatisfied with their role on the committee. For some citizens, the responsibilities on the MAC does not coincide with their interests, and therefore, membership participation increases when corridor studies are introduced, and drops dramatically when CRTPA work documents are introduced.

3. *The bylaws of the MAC are written such that a representation of user modes is likely to be influenced by the Chair. The bylaws need to protect the citizen representation so that it can be balanced among user modes.*

The Chair of the MAC is given the responsibility to review applications to the MAC and to recommend an appointment to the CRTPA Board. Without guidance on balancing the interests of the various modes, the citizen membership can become heavily biased against and for certain modes of transportation, which is not the intent of the committee.

MAC Recommendations:

The MAC meeting on October 4, 2011 resulted in several recommendations for improvement, which were as follows:

Recommendation 1: Amend the voting membership to include representatives of various agencies that can represent different transportation user types. Examples include Florida Department of Health, Elder Services of North Florida, Gulf Winds Track Club, and the cycling clubs from the area universities.

Recommendation 2: Allow teleconference/webinar/video conferencing as a means for committee members to be able to participate in the meetings. This should help participation from Wakulla, Gadsden, and Jefferson counties.

Recommendation 3: Amend the appointment process of citizens such that applications are reviewed by CRTPA staff to determine which applicants best provide balance to the committee. Recommendations would be forwarded to the committee for comment, and the CRTPA Board as a whole would approve appointments.

Recommendation 4: Explore the possibility of merging the CAC and the MAC such that the meeting(s) would take place following the TAC to facilitate the ease with which professional staff from Gadsden, Wakulla, and Jefferson counties could participate on both the TAC and the CAC/MAC. As a potential merger of the two groups, explore the possibility of removing some of the professional staff as voting members and retain them on the TAC.

III. Citizen's Advisory Committee

Florida Statute Section 339.174(6)(e) outlines the statutory requirement for a citizen's advisory committee (CAC) for each Metropolitan Planning Organization or Transportation Planning Organization.

In summary, the membership and duties of a CAC per the Florida Statute are outlined below.

Membership Requirements and Duties per Florida Statute

The membership of a CAC must reflect a broad cross-section of local residents with an interest in the development of an efficient, safe, and cost-effective transportation system. Minorities, the elderly, and the handicapped must be adequately represented.

Evaluation of the CAC Structure

The CAC held meetings on September 6, 2011, and October 5, 2011 to discuss the expansion of the CRTPA boundary and the need for restructuring. The membership was determined to be lacking in adequate representation of the geographic boundaries of the region, and also in representation of targeted populations such as the elderly, handicapped, and minorities. Furthermore, the CAC discussed a need to have a broader representation of users of the transportation system reflected on their committee. Such targeted users included students, transit riders, recreational cyclists, commuter cyclists, elderly, and transportation disadvantaged (through physical, mental, or income constraints).

The discussions of the CAC largely mirrored the issues brought forth from the MAC the previous day. Issues raised and discussed were many, but can be collapsed and summarized into the following topics:

1. *The CAC needs to have active participation and interest from a diverse group of members.*
The CAC discussed goals for their committee for the future restructuring, which largely focused on active participation and a broader-based membership that could better reflect the broad spectrum of users within the planning area of the CRTPA. Discussions to increase participation highlighted a need for prospective members of the committee to have enough information on the duties and responsibilities of the committee before they are appointed to ensure that they WANT to serve and can dedicate the necessary amount of time to serve. A lack of different voices of modal choices was identified as a shortfall of the CAC.
2. *The CAC membership needs to be appointed by the CRTPA Board a whole rather than by individual CRTPA members.*
The CAC requests that an appointment process be initiated where the members can be easily appointed, removed, and reappointed so that the stability of the committee can be maintained without it becoming a burden on a small percentage of the membership, which may, or may not, be representative of the region as a whole. The members request that CRTPA staff review the applications, recommend members based on an overall balancing of the committee structure for

various demographics and modal interests, and provide the recommendations to the CAC membership for comment, and to the CRTPA Board for approval.

3. *It is difficult to achieve participation from citizens representing the interests of Gadsden, Wakulla, and Jefferson counties due to the travel involved.*

CAC members discussed the possibility of allowing conference calling, webinars, and video conferencing as potential solutions in special circumstances to attain better participation, but it was to be considered only in special circumstances, and not to become the norm for meeting participation.

CAC Recommendations:

The CAC meetings on September 6, 2011, and on October 5, 2011 resulted in four (4) recommendations, which are as follows:

Recommendation 1: Amend the voting structure of the CAC to include representatives of various different transportation user types. Examples include representatives from the Florida Department of Health, Elder Services of North Florida, Gulf Winds Track Club, cycling clubs from the area universities and retirement communities.

Recommendation 2: Allow teleconference/webinar/video conferencing as a means for committee members to be able to participate in the meetings. This should help participation from Wakulla, Gadsden, and Jefferson counties, but should only be utilized in extreme situations.

Recommendation 3: Amend the appointment process of citizens such that applications are reviewed by CRTPA staff to determine which applicants best provide balance to the committee. Recommendations would be forwarded to the committee for comment, and the CRTPA Board as a whole would approve appointments.

Recommendation 4: Explore the possibility of merging the CAC and the MAC such that the meeting would take place following the TAC to facilitate the ease with which professional staff from Gadsden, Wakulla, and Jefferson counties could participate on both the TAC and the CAC/MAC. The effort would be that of retaining professional staff for advice and information, and implementing a more citizen voice of multi-modal USERS rather than providers, while maintaining a manageable sized committee for valuable interactions. The CAC voiced that they would like to have the same professional staff available to them that the MAC currently has.

RECENT ACTIVITY

At the October 17, 2011, CRTPA Retreat, the board discussed the committee restructuring issues brought forward by the committees themselves.

At the Retreat, CRTPA members took no issue with the recommendations made by the TAC, recommended that the existing CAC and MAC meet together to discuss a potential merger of the two committees, and expressed an interest in retaining their ability to appoint citizens to serve on the CAC. Additionally, the idea of allowing subcommittee members to participate in voting via teleconferencing or conference calling was entertained, with the caveat that the expense and legality of doing so needed to be further explored.

CRTPA staff was instructed to take the feedback from the CRTPA Board to the committees for further consideration at their next scheduled meeting.

RECENT SUBCOMMITTEE ACTIONS:

The CRTPA's three (3) committees (Citizens Advisory Committee, Multimodal Advisory Committee and Technical Advisory Committee) met on October 31, 2011 and voted to recommend approval of the following actions at their respective meetings:

1. The TAC approved the following suggested voting structure of the TAC:

- 4 voting seats for Leon County (currently held)
(Currently held by county admin, growth management, and 2-public works members)
- 4 voting seats for the City of Tallahassee (currently held)
(airport, Starmetro, growth management, public works)
- 1 voting seat for the Apalachee Regional Planning Council (currently held)
- 1 voting seat for Gadsden County Planning (currently held)
- 1 voting seat for Wakulla County Planning (currently held)
- 1 voting seat for Jefferson County Planning (NEW)
- 1 voting seat for PLACE (Tallahassee-Leon County Planning) (NEW)
- 1 voting seat for the Gadsden County Superintendent of Schools or his/her designee - (NEW)
- 1 voting seat for the Jefferson County Superintendent of Schools or his/her designee - (NEW)
- 1 voting seat for the Leon County Superintendent of Schools or his/her designee - (NEW)
- 1 voting seat for the Wakulla County Superintendent of Schools or his/her designee - (NEW)
- *The existing voting seats held for the towns of Midway, Havana, and Quincy would be removed, and their voting interest would be represented by the Gadsden County Planning Department representative, and by the ARPC.*

Additionally, the TAC recommended amending the bylaws to enable conference calling /webinars/videoconference for voting members who are NOT within Tallahassee-Leon County

to participate in meetings as necessary. *(This recommendation was made to address the difficulty with which members from the outlying counties may have attending meetings in person due to travel considerations.)*

2. The CAC and the MAC met together and approved a recommendation to merge the CAC with the MAC, and for CRTPA staff to bring back a recommendation on how to accomplish that at a future meeting.

Of primary concern to the CAC and MAC members is that all those currently (and actively) serving on the committees be retained on the newly structured committee, and that all of the voices currently lacking on the committee be sought. The CAC and MAC are both interested in working over the coming months to create a “marketing brochure” to send out to prospective new members to create an applicant pool for commissioners to choose from in coming months.

Although the MAC did not have a quorum at the end of the meeting (when this topic was discussed), they did agree with the recommendation of the CAC to merge the two committees, retain all those actively participating members of the MAC (if they so desired to be retained), and bring back a recommendation at a future meeting of how to effectuate that change.

Both the CAC and the MAC agreed to continue to have joint meetings leading up to the eventual formal combining of the committee members.

OPTIONS

- Option 1: Approve the TAC recommended membership structure and direct staff to draft a proposed voting membership and draft bylaws for consideration at a future meeting. (Recommended)
- Option 2: Approve the recommendation of the CAC and MAC to merge the membership of the two together. Direct staff to bring back a proposed voting structure and draft bylaws for consideration at a future meeting. (Recommended)
- Option 3: Approve the recommendation of all committees to change the bylaws to enable participation on the committees via teleconference, webinar, or conference call if practical. (Recommended)
- Option 4: Provide other direction.

ATTACHMENT

Attachment 1: 2011 Florida Statute Section 339.174

The 2011 Florida Statutes

Title XXVI

PUBLIC TRANSPORTATION Chapter 339 TRANSPORTATION FINANCE AND PLANNING

339.175 Metropolitan planning organization.—

(6) POWERS, DUTIES, AND RESPONSIBILITIES.—The powers, privileges, and authority of an M.P.O. are those specified in this section or incorporated in an interlocal agreement authorized under s. 163.01. Each M.P.O. shall perform all acts required by federal or state laws or rules, now and subsequently applicable, which are necessary to qualify for federal aid. It is the intent of this section that each M.P.O. shall be involved in the planning and programming of transportation facilities, including, but not limited to, airports, intercity and high-speed rail lines, seaports, and intermodal facilities, to the extent permitted by state or federal law.

(d) Each M.P.O. shall appoint a technical advisory committee, the members of which shall serve at the pleasure of the M.P.O. The membership of the technical advisory committee must include, whenever possible, planners; engineers; representatives of local aviation authorities, port authorities, and public transit authorities or representatives of aviation departments, seaport departments, and public transit departments of municipal or county governments, as applicable; the school superintendent of each county within the jurisdiction of the M.P.O. or the superintendent's designee; and other appropriate representatives of affected local governments. In addition to any other duties assigned to it by the M.P.O. or by state or federal law, the technical advisory committee is responsible for considering safe access to schools in its review of transportation project priorities, long-range transportation plans, and transportation improvement programs, and shall advise the M.P.O. on such matters. In addition, the technical advisory committee shall coordinate its actions with local school boards and other local programs and organizations within the metropolitan area which participate in school safety activities, such as locally established community traffic safety teams. Local school boards must provide the appropriate M.P.O. with information concerning future school sites and in the coordination of transportation service.

(e)1. Each M.P.O. shall appoint a citizens' advisory committee, the members of which serve at the pleasure of the M.P.O. The membership on the citizens' advisory committee must reflect a broad cross-section of local residents with an interest in the development of an efficient, safe, and cost-effective transportation system. Minorities, the elderly, and the handicapped must be adequately represented.

2. Notwithstanding the provisions of subparagraph 1., an M.P.O. may, with the approval of the department and the applicable federal governmental agency, adopt an alternative program or mechanism to ensure citizen involvement in the transportation planning process.

November 14, 2011



AGENDA ITEM 6

EXECUTIVE DIRECTOR'S REPORT

REQUESTED BY: Staff

TYPE OF ITEM: Information

A status report on the activities of the Capital Region Transportation Planning Agency (CRTPA) and other items of interest will be provided, including the following:

- Association of Metropolitan Planning Organizations (AMPO) Conference
A brief report on the CRTPA's presentation to the conference, as well as what other MPOs are doing that may be useful to the CRTPA, will be provided.

November 14, 2011



AGENDA ITEM 7

ITEMS FROM MEMBERS

This portion of the agenda is provided to allow members an opportunity to discuss issues relevant to the CRTPA.

November 14, 2011



AGENDA ITEM 8

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.

November 14, 2011



AGENDA ITEM 9 A

CORRESPONDENCE

No correspondence has been received since the last meeting.



November 14, 2011

AGENDA ITEM 9 B

TECHNICAL ADVISORY COMMITTEE/CITIZENS ADVISORY COMMITTEE/MULTIMODAL ADVISORY COMMITTEE / TRANSPORTATION DISADVANTAGED COORDINATING BOARD ACTIONS

REQUESTED BY: CRTPA Staff

TYPE OF ITEM: Information

STATEMENT OF ISSUE

This item provides information to the CRTPA on the activities of the Technical Advisory Committee (TAC), the Leon County Transportation Disadvantaged Coordinating Board (TDCB), the Citizens' Advisory Committee (CAC), and the Multimodal Advisory Committee (MAC).

CRTPA SUBCOMMITTEE ACTIONS

The Technical Advisory Committee (TAC), Citizens Advisory Committee (CAC) and Multimodal Advisory Committee (MAC) met on October 31, 2011, and heard presentations on the Interstate 10 Master Plan Update, as well as the Franklin Boulevard roadway/stormwater project being introduced by Blueprint 2000.

Additionally, the CRTPA subcommittees took action on the following items:

1. FY 2012- 2016 Transportation Improvement Program Amendments

CRTPA staff brought forward an amendment to the Fiscal Year (FY) 2012 – FY 2016 Transportation Improvement Program (TIP) to make the following revisions:

- Midtown Connector (Colonial Drive: Thomasville Road to Sixth Avenue) (Leon County) (Project #4286231): Add additional construction funding to fully fund this sidewalk project in FY 2012.
- Mamie Scott Drive (Mississippi Street to Texas Hill Road) (Jefferson County)(Project #4317431): Add funds to construct sidewalk in FY 2012 and FY 2015(Safe Routes to School project).
- Arran Road (east of Lura Lane to west of Towles Road) (Wakulla County)(Project #4317441): Add funds to construct sidewalk in FY 2012 and FY 2015 (Safe Routes to School project).

TAC: The TAC had a quorum with six (6) members present and approved the TIP amendments.

CAC: The CAC had a quorum with seven (7) members present and approved the TIP amendment.

MAC: The MAC had a quorum with five (5) members present and approved the TIP amendment.

2. **2012 Meeting Calendar and Designation of new Chair and Vice-Chair.**

The subcommittees reviewed the 2012 calendar and held discussions on selecting a new chair and vice-chair of 2012.

<u>CRTPA Meeting</u>	<u>Subcommittee Meeting</u>
Jan 23, 2012	January 10, 2012
March 26, 2012	March 6, 2012
April 16, 2012 (RETREAT)	April 3, 2012 (TENTATIVE IF NEEDED)
May 21, 2012	May 8, 2012
June 18, 2012	June 5, 2012
September 24, 2012	September 11, 2012
October 15, 2012 (RETREAT)	October 2, 2012 (TENTATIVE IF NEEDED)
November 26, 2012	November 13, 2012

TAC: The TAC had a quorum with six (6) members present and *elected Dwight Arnold as the 2012 Chair, and Ryan Guffey as the 2012 Vice-Chair of the TAC.*

CAC: At the time this item was discussed, the CAC had a quorum with six (6) members present and selected *Neil Fleckenstein as the Chair for 2012, and Wendy Grey as the Vice-Chair for 2012.*

MAC: At the time this item was discussed, *the MAC* had lost its quorum and *tabled the selection of a new Chair and Vice-Chair to the January meeting.*

3. **CRTPA Subcommittee Restructuring**

The three (3) subcommittees discussed methods to improve subcommittee structure and participation. Input obtained from the CRTPA Retreat on October 17, 2011 on the future restructuring of the CRTPA subcommittees was presented to the subcommittees for their consideration, and as suggested by the CRTPA Board, the CAC and the MAC held a combined meeting to discuss their potential merger.

TAC: The TAC had a quorum with six (6) members present and approved the following suggested voting structure of the TAC:

- 4 voting seats for Leon County (currently held)
(Currently held by county admin, growth management, and 2-public works members)
- 4 voting seats for the City of Tallahassee (currently held)

(airport, Starmetro, growth management, public works)

- 1 voting seat for the Apalachee Regional Planning Council (currently held)
- 1 voting seat for Gadsden County Planning (currently held)
- 1 voting seat for Wakulla County Planning (currently held)
- 1 voting seat for Jefferson County Planning (NEW)
- 1 voting seat for PLACE (Tallahassee-Leon County Planning) (NEW)
- 1 voting seat for the Gadsden County Superintendent of Schools or his/her designee - (NEW)
- 1 voting seat for the Jefferson County Superintendent of Schools or his/her designee - (NEW)
- 1 voting seat for the Leon County Superintendent of Schools or his/her designee - (NEW)
- 1 voting seat for the Wakulla County Superintendent of Schools or his/her designee - (NEW)
- *The existing voting seats held for the towns of Midway, Havana, and Quincy would be removed, and their voting interest would be represented by the Gadsden County Planning Department representative, and by the ARPC.*

Additionally, the TAC recommended amending the bylaws to enable conference calling /webinars/videoconference for voting members who are NOT within Tallahassee-Leon County to participate in meetings as necessary. *(This recommendation was made to address the difficulty with which members from the outlying counties may have attending meetings in person due to travel considerations.)*

CAC & MAC: The CAC and the MAC met together to discuss the committee restructuring needs and to gain perspective from each committee member on how to structure a combined CAC ad MAC.

The CAC had a quorum with seven (7) members present and approved a recommendation to merge the CAC with the MAC, and for CRTPA staff to bring back a recommendation on how to accomplish that at their next meeting (January 10, 2012). Of primary concern to the CAC and MAC members is that all those currently (and actively) serving on the committees be retained on the newly structured committee, and that all of the voices currently lacking on the committee be sought. The CAC and MAC are both interested in working over the coming months to create a “marketing brochure” to send out to prospective new members to create an applicant pool for commissioners to choose from in coming months.

Although the MAC did not have a quorum at the end of the meeting (when this topic was discussed), they did agree with the recommendation of the CAC to merge the two committees, retain all those actively participating members of the MAC (if they so desired to be retained), and bring back a recommendation at the next meeting (January 10, 2012) of how to effectuate that change.

Both the CAC and the MAC agreed to continue to have joint meetings leading up to the eventual formal combining of the committee members.

LEON COUNTY TRANSPORTATION DISADVANTAGED COORDINATING BOARD (TDCB)
ACTIONS

The TDCB met on October 12, 2011 and reviewed the Hours and Days of Service. The TDCB voted to end late night service and the use of taxi cabs thereby amending the Service Plan. Additionally, discussions and reviews of the following took place:

1. The quarterly report was presented by the Community Transportation Coordinator;
- 2 Meeting dates were approved for 2012

November 14, 2011



AGENDA ITEM 9 C

FUTURE MEETINGS AND AGENDA ITEMS

REQUESTED BY: CRTPA Staff

TYPE OF ITEM: Information

The Capital Region Transportation Planning Agency will meet in the City of Tallahassee Commission Chambers on the following dates. The topics of discussion will include the following:

- **January 23** CRTPA Project Updates
- **March 26** Draft Unified Planning Work Program (UPWP), Draft Transportation Improvement Program (TIP)
- **April 16** (*CRTPA Retreat* 9 a.m. – 1 p.m.)
- **May 21** Final UPWP
- **June 18** Final TIP
- **September 24** Priority Project Lists Adoption
- **October 15** (*CRTPA Retreat* 9 a.m. - 1 p.m.)
- **November 26** Draft Work Program, Election of Chair/Vice Chair

AGENDA ITEM 9 D
EXPENSE REPORTS

REQUESTED BY: CRTPA Staff

TYPE OF ITEM: Information

The expense report for September is attached.

ATTACHMENT

Attachment 1: CRTPA August 2011 Expense Report

CRTPA
August 31, 2011

Account	Account Description	Expended This Month	Amended Budget	Budget Allotment to Date	Year to Date Expended	Pre-Encumbered	Encumbered	Unencumbered & Unexpended
Personnel Services								
511000	Salaries	33,142	383,447	351,493	339,530	--	--	43,917
511300	Salary Enhancements	--	7,717	7,074	--	--	--	7,717
511500	Temporary Wages	--	5,000	4,583	--	--	--	5,000
512400	Other Salary Items	231	--	--	2,723	--	--	(2,723)
515000	Pension- Current	2,454	40,500	37,125	35,479	--	--	5,021
515100	Pension- MAP	1,277	16,616	15,231	14,681	--	--	1,935
515500	Social Security	793	10,000	9,167	9,417	--	--	583
515600	Mandatory Medicare	436	5,588	5,122	5,110	--	--	478
516000	Health Benefits	3,473	40,238	36,885	38,054	--	--	2,184
516001	Health Benefits-Retirees	861	10,328	9,467	9,467	--	--	861
516100	Flex Benefits	1,016	17,268	15,829	11,810	--	--	5,458
	Total Personnel Services	43,682	536,702	491,977	466,271	--	--	70,431
Operating Expenses								
521010	Advertising	210	4,000	3,667	3,544	--	--	456
521030	Reproduction	2,251	12,000	11,000	6,457	--	--	5,543
521100	Equipment Repairs	--	225	206	--	--	--	225
521180	Unclassified Contractual Svcs	10,375	70,500	64,625	71,032	12	5,990	(6,535)
521190	Computer Software	--	15,000	13,750	--	--	--	15,000
522080	Telephone	97	1,200	1,100	551	--	--	649
523010	Chem-Med-Lab	--	--	--	24	--	--	(24)
523020	Food	--	1,000	917	292	--	--	708
523050	Postage	--	750	688	166	--	--	584
523060	Office Supplies	476	4,500	4,125	1,197	--	--	3,303
523080	Unclassified Supplies	--	3,900	3,575	7,808	--	--	(3,908)
524010	Travel & Training	1,392	13,000	11,917	8,295	--	--	4,705
524020	Journals & Books	--	600	550	45	--	--	555
524030	Memberships	--	2,500	2,292	1,414	--	--	1,086
	Total Operating Expenses	14,801	129,175	118,410	100,825	12	5,990	22,347
Allocated Accounts								
560010	Human Resource Expense	272	3,264	2,992	2,992	--	--	272
560020	Accounting Expense	1,240	14,876	13,636	13,636	--	--	1,240
560030	Purchasing Expense	776	9,308	8,532	8,532	--	--	776
560040	Information Systems Expense	1,856	22,276	20,420	20,420	--	--	1,856
560070	Read-Bill-Collect Expense	130	1,560	1,430	1,430	--	--	130
	Total Allocated Accounts	4,274	51,284	47,011	47,010	--	--	4,274
	Rent and Maintenance	--	14,931	--	12,684	--	--	2,247
	Total Expenses	62,757	732,092	657,398	626,790	12	5,990	99,300
	<i>Percentage of Budget</i>			<i>89.80%</i>	<i>85.62%</i>			