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[www.crtpa.org](http://www.crtpa.org)

**CRTPA SUBCOMMITTEE AGENDA**  
***Tuesday, May 8, 2012***

**TECHNICAL ADVISORY COMMITTEE**

***9:00 AM, 2<sup>nd</sup> Floor Conference Room, "Tallahassee Room"***

*TALLAHASSEE CITY HALL*

*300 S. Adams Street*

*Tallahassee, Fl. 32301*

**CITIZENS ADVISORY COMMITTEE & MULTIMODAL ADVISORY COMMITTEE**

***12:00 PM, 2<sup>nd</sup> Floor Conference Room***

*RENAISSANCE BUILDING*

*457 W. Virginia Street*

*Tallahassee, Fl. 32301*

**1. AGENDA MODIFICATIONS**

**2. CONSENT AGENDA**

**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:

- Capital Circle NW/SW (north of SR 20 to south of US 90) (Leon County) (Project #4157827): Add supplemental construction funds to this project in FY 2012.
- Capital Circle NW/SW (north of Orange Avenue to north of SR 20) (Leon County) (Project #4157828): Add supplemental construction funds to this project in FY 2012.

***Staff is seeking approval of the TIP Amendments.***

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***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.***

**B. FINAL Fiscal Years (FY) 2013-2014 Unified Planning Work Program (UPWP)**

The UPWP describes the transportation planning activities to be undertaken and serves as a work plan to coordinate federally funded transportation planning activities between local, state, and federal transportation partners. It also serves as a de facto grant application for federal planning dollars.

***Staff is seeking approval of the FINAL UPWP at this time.***

**3. PRESENTATIONS/DISCUSSION****A. Woodville Highway Project Development and Environment (PD&E) Alternatives (Action) (30 minutes)**

Kimley-Horn and Associates will be presenting the recommended "build" alternatives for Segment 1 and Segment 2 for the Woodville Highway PD&E Study.

Alternatives in Segment 1 focus on adding capacity and widening the existing two-lane facility to a four-lane facility and adding bicycle and pedestrian features, while maintaining the St. Marks Trail.

The alternatives in Segment 2 focus on operational improvements. These improvements include those that improve the flow of traffic and include the interaction of traffic on Crawfordville Road and Woodville Highway, between Gaile Avenue and Paul Russell Road.

***Staff is seeking approval of preferred alternatives for each segment of the project.***

**Recommended Action: For Committee Approval.**

**B. CRTPA Committee Draft Bylaws (Action) (30 minutes)**

The proposed DRAFT Bylaws for the subcommittees are currently under review by CRTPA legal counsel. The committees are asked to review and provide comment on the proposed bylaws, which are scheduled for review and approval by the CRTPA in May.

***Staff is seeking approval of the DRAFT Bylaws.***

**Recommended Action: For Committee Approval.**

**C. Monroe Street Access Management and Lake Ella Implementation Study Update**

Consultant staff for the Monroe Street project will provide an update on the project.

**Recommended Action: *For Committee Information.***

**4. OPEN FORUM FOR PUBLIC COMMENT**

*Citizens are invited to address the Committee.*

**5. INFORMATION**

- A. May 21, 2012 CRTPA Agenda
- B. Items from Committee Members or CRTPA staff
- C. **Next Meeting Date is Tuesday, June 5, 2012.**

**COMMITTEE AGENDA ITEM 2 A**  
**FISCAL YEAR 2012 – FISCAL YEAR 2016**  
**TRANSPORTATION IMPROVEMENT PROGRAM**  
**AMENDMENT**

**STATEMENT OF ISSUE**

The purpose of this item is to amend the CRTPA Fiscal Year (FY) 2012 – FY 2016 Transportation Improvement Program (TIP) to revise two (2) projects that have recently received additional funding. Specifically, the CRTPA FY 2012 – FY 2016 TIP is proposed to be amended to reflect the following:

- Capital Circle NW/SW (N of SR 20 to S of US 90) (Leon County) (Project #4157827): Add additional funding to project in FY 2012 (\$25,366,853).
- Capital Circle NW/SW (Orange Avenue to N of SR 20) (Leon County) (Project #4157828): Add additional funding to project in FY 2012 (\$32,603,815).

**RECOMMENDED ACTION**

Option 1: Recommend the CRTPA Board to authorize the Executive Director to transmit documentation to the Florida Department of Transportation reflecting the following amendment of the FY 2012 – FY 2016 Transportation Improvement Program:

- **ADD FUNDING:** Capital Circle NW/SW (N of SR 20 to S of US 90) (Leon County) (Project #4157827): Add funding to project in FY 2012 (\$25,366,853).
- **ADD FUNDING:** Capital Circle NW/SW (N of SR 20 to S of US 90) (Leon County) (Project #4157828): Add funding to project in FY 2012 (\$32,603,815).

**HISTORY AND ANALYSIS**

The CRTPA annually adopts a Transportation Improvement Program 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 in project scope.

Two projects are proposed to be amended in the FY 2012 – FY 2016 TIP:

Capital Circle, NW/SW (N of SR 20 to S of US 90) (Leon County) (Project #4157827)

This project involves constructing six (6) lanes from north of SR 20 (Pensacola Street) to south of US 90.

Capital Circle, NW/SW (Orange Avenue to N of SR 20 US 90) (Leon County) (Project #4157828)

This project involves constructing six (6) lanes through SR 20 then tapering to four (4) lanes north of Orange Avenue.

The following provides details regarding the additional funding for these projects proposed to be added to the CRTPA FY 2012 – FY 2016 TIP:

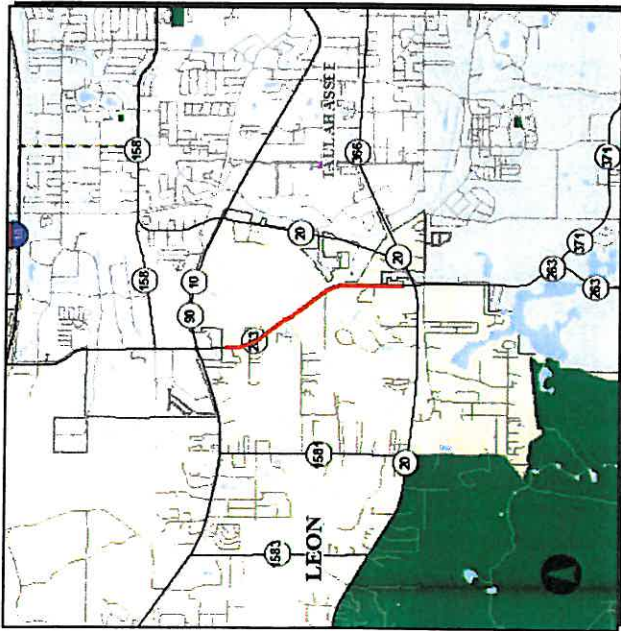
- Project FM#: 4157827  
Project Description: Capital Circle NW/SW (N of SR 20 to US 90) (Leon County). Add additional funding for this project in FY 2012.  
Dollar Amount: \$14.3 million in Local Funds in FY 2012 and \$11 million in federal and state funds in FY 2012.
- Project FM#: 4157828  
Project Description: Capital Circle, NW/SW (Orange Avenue to N of SR 20 US 90) (Leon County). Add additional funding for this project in FY 2012.  
Dollar Amount: \$20.7 million in local funds and \$12 million in federal funds in FY 2012.

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

4157827

SR 263 Capital Circle

Non-SIS



Work Summary: RIGHT OF WAY - FUTURE CAPACITY

From: N of SR 20

To: S of US 90 (SR 10)

Project Length: 1.455

County: Leon County

Phase	Fund Source	2011/12	2012/13	2013/14	2014/15	2015/16	Total
CST (6)	DDR	51	0	0	0	0	51
CST	NH	2,832,274	0	0	0	0	2,832,274
CST	LF	13,716,364	0	0	0	0	13,716,364
CST	LF	627,073	0	0	0	0	627,073
CST	DIH	2,000	0	0	0	0	2,000
CST	HPP	8,189,091	0	0	0	0	8,189,091
<b>Total</b>		<b>25,366,853</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25,366,853</b>

Project Description:

Note: This project was amended at the May 21, 2012 CRTPA Board meeting to reflect the addition of funds. Project Information: This Blueprint 2000 project involves the construction of 6 lanes from north of SR 20 to south of US 90 (SR 10). For further information, please contact Blueprint 2000 at (850) 219-1060.

4157828

SR 263 CAPITAL CIR.

Non-SIS



**Work Summary:** ADD LANES & RECONSTRUCT

**From:** FROM SR 371 ORANGE AVE

**To:** TO N OF SR 20 B-TOWN HWY

**Project Length:** 1.237

**County:** Leon County

Phase	Fund Source	2011/12	2012/13	2013/14	2014/15	2015/16	Total
CST	NH	2,728,270	0	0	0	0	2,728,270
CST	LF	20,674,545	0	0	0	0	20,674,545
CST	DIH	1,000	0	0	0	0	1,000
CST	SU	241,280	0	0	0	0	241,280
CST	ACSU	8,958,720	0	0	0	0	8,958,720

**Total** 32,603,815 0 0 0 0 0 32,603,815

**Project Description:**

Note: This project was amended at the May 21, 2012 CRTPA Board meeting to reflect the addition of funds. Project Information: This Blueprint 2000 project involves the construction of 6 lanes through the SR 20 intersection tapering to 4 lanes north of Orange Avenue. For further information, please contact Blueprint 2000 at (850) 219-1060.

May 8, 2012



## AGENDA ITEM 2 B

# DRAFT FISCAL YEARS 2013 AND 2014 UNIFIED PLANNING WORK PROGRAM (UPWP)

### STATEMENT OF ISSUE

The Fiscal Years (FYs) 2013 and 2014 Unified Planning Work Program (UPWP) define the tasks and anticipated funding requirements for the Capital Region Transportation Planning Agency (CRTPA) during the fiscal period beginning July 1, 2012 and ending June 30, 2014. Development of the UPWP is one of the requirements of the metropolitan transportation planning process for the CRTPA.

Consistent with state and federal regulations, the FINAL Fiscal Years 2013 and 2014 UPWP has been developed (*Attachment 1*) for CRTPA transmittal to the Florida Department of Transportation (FDOT), Federal Highway Administration (FHWA) and Federal Transit Agency (FTA) for review and comment.

### HISTORY

**Technical Advisory Committee, Citizen Advisory Committee (CAC) /Multimodal Advisory Committee (MAC):** The TAC and the CAC/MAC recommended approval of the *DRAFT UPWP* at its March 6, 2012 meeting.

There have not been any changes to the UPWP since the approval of the *DRAFT UPWP*.

### RECOMMENDED ACTION

Option 1: Approve transmittal of the FINAL FYs 2013 and 2014 UPWP to the FDOT, FHWA and FTA.

### ATTACHMENTS

Attachment 1: FINAL FYs 2013 and 2014 UPWP with tables.



# **Unified Planning Work Program**

## **Fiscal Years 2013 and 2014**

FAP 0220 049 M

FM# 42383911401

Catalog of Federal Assistance Numbers:  
20.205 Highway Planning and Construction  
20.505 Federal Transit Technical Studies Guide

*DRAFT March, 2012*

*FINAL May, 2012*

**Capital Region Transportation Planning Agency (CRTPA)**

Mailing Address

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**[www.crtpa.org](http://www.crtpa.org)**

The Capital Region Transportation Study Fiscal Years 2013 and 2014 Unified Planning Work Program was prepared and financed in part by the U.S. Department of Transportation, Federal Highway Administration, Federal Transit Administration, Florida Department of Transportation, Gadsden County, Jefferson County, Leon County, City of Midway, Town of Havana, City of Tallahassee, City of Quincy, Wakulla County, and the Leon County School Board.

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Resolution 2012-5-2C

A RESOLUTION ADOPTING THE FISCAL YEARS 2013 AND 2014 UNIFIED PLANNING WORK PROGRAM FOR THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA) AND AUTHORIZING THE CHAIR TO EXECUTE THE GRANT AND RELATED ASSURANCES; AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE ALL SUBSEQUENT INVOICES AND JOINT PARTICIPATION AGREEMENTS.

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

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

WHEREAS, the CRTPA prepared and submitted a Fiscal Years 2013 and 2014 Unified Planning Work Program; and

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

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

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

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

1. Adopts the Final Unified Planning Work Program for Fiscal Years 2013 and 2014, and
2. Authorizes the CRTPA chair to file and execute the Section 5303 Transit Planning Grant, and
3. Authorizes the CRTPA Executive Director to file and execute all related invoices and joint participation agreements to the Unified Planning Work Program and Section 5303 Transit Planning Grant.

DONE, ORDERED, AND ADOPTED THIS 17th DAY OF MAY, 2012

CAPITAL REGION TRANSPORTATION PLANNING  
AGENCY

\_\_\_\_\_  
Jane G. Sauls, CHAIR

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

CAPITAL REGION TRANSPORTATION PLANNING AGENCY FISCAL  
YEARS 2013 AND 2014

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

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ADOPTED BY THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY ON  
MAY 21, 2012  
BY RESOLUTION NO. 2012-5-2C

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Jane G. Sauls, CRTPA Chairperson

Prepared by the Capital Region Transportation Planning Agency

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

This document has been developed pursuant to the FDOT MPO Program Management Handbook  
FAP 0220(049)M  
FM# 42383911401

# I. INTRODUCTION

The Fiscal Year (FY) 2013/2014 Unified Planning Work Program (UPWP) defines the tasks and anticipated funding requirements for the Capital Region Transportation Planning Agency (CRTPA) during the fiscal period beginning July 1, 2012 and ending June 30, 2014. This document serves to inform the public, as well as all public officials and departments who contribute resources and allocate funds to the transportation planning process, of the proposed work program for each participating agency. In addition, the UPWP provides the basis for federal funding of transportation planning activities.

Development of this UPWP officially began on December 8, 2011 when the “FYs 2013/2014 UPWP Kick Off Meeting” was held between CRTPA staff, the Florida Department of Transportation (the Federal Highway Administration had been invited but was unable to attend) to discuss the document’s development. Consistent with previous years, the UPWP was developed through reviewing and updating tasks contained within the preceding document in coordination with CRTPA staff and outside agencies responsible for the tasks identified within the document. Development of the FY 2013/2014 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, 2012) and finalized by the CRTPA at its May, 2012 meeting. In addition, the UPWP is posted on the CRTPA’s web page ([www.crtpa.org](http://www.crtpa.org)). Throughout the year, copies of the document are provided upon request as well as available at public events attended by CRTPA staff.

Subsequent to adoption, the UPWP is reviewed throughout the year to ensure consistency between staff work efforts and tasks identified within the document as well as monitoring work progress and assess the need for possible amendment. The UPWP reflects compliance with the comprehensive Title VI Environmental Justice Procedures. Additionally, the FY 2013/2014 UPWP was generated to address identified any annual and applicable state and federal Planning Emphasis Areas, none in 2013 unknown for 2014) as detailed in Section II: Organization and Management. Although the CRTPA is in air quality attainment status, CRTPA staff in conjunction with the Florida Department of Transportation continues to monitor the CRTPA’s air quality status as well air quality issues.

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

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

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

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

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

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

- Year 2035 Long Range Transportation Plan (Regional Master Plan) was adopted by the CRTPA in December 2010. 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 2025 Bicycle and Pedestrian Master Plan (discussed below). Other projects will be identified from other member jurisdictions. This plan is available for review on the CRTPA's website ([www.crtpa.org](http://www.crtpa.org)).
- Bicycle and Pedestrian Master Plan: The Tallahassee-Leon County Year 2025 Bicycle & Pedestrian Master Plan (BPMP) was adopted by the CRTPA on May 17, 2004. The BPMP includes nearly 70 miles of sidewalks, bike facilities and shared use paths for implementation. On September 27, 2005, the CRTPA adopted the Access to Schools to Priority List that provides a more detailed listing to assist within implementation of the BPMP. Initial development of the BPMP occurred prior to the CRTPA's expansion and, as a result, includes only projects within Tallahassee-Leon County. The next update of the BPMP was completed as part of the Regional Mobility Plan.
- Transit Development Plan: The FY 2005 Transit Development Plan (TDP) Major Update was approved by the City of Tallahassee on November 9, 2005. This document addresses major needs and suggests alternatives to meet the demand for transit services provided by the City of Tallahassee's StarMetro agency (formerly "Taltran"). Associated with development of the TDP was a broader effort by StarMetro entitled the "Tallahassee Transit Renaissance." The Tallahassee Transit Renaissance, which may be viewed at [www.talgov.com/taltran/index.cfm](http://www.talgov.com/taltran/index.cfm), provides a framework to meet community needs for a better transit system through focusing on the following six (6) areas: communications/image; technology; service; facilities/amenities; revenue opportunities and transit excellence. Section 7.2 (Transit Planning) provides detail regarding current and future planning efforts.

- Tallahassee Regional Airport Master Plan: The Tallahassee Regional Airport Master Plan was originally adopted in 1973 and has been updated several times. An Update to the Master Plan was developed and received by the Tallahassee City Commission in the summer of 2006. This update will cover a 20-year period. It was sent to FDOT and the Federal Aviation Administration for review. Final acceptance was in the third quarter of 2007. The Master Plan and Updates provide guidance for development of the Airport to meet the forecasted needs for facilities and infrastructure to provide commercial airline and general aviation services to the Tallahassee Region.
- Leon County Transportation Disadvantaged Service Plan: This five-year plan includes a service analysis and implementation plan for transportation disadvantaged services within Leon County. The annual update to this plan was approved on April 11, 2011 and is available for review on the CRTPA's website ([www.crtpa.org](http://www.crtpa.org)). The Community Transportation Coordinator, StarMetro had its contract re-approved through 2017. As a result a new plan will be completed by January 2013.. The CRTPA is the official planning agency of the Leon County Transportation Disadvantaged Coordinating Board (TDCB), who oversees the provision of transportation-disadvantaged services within Leon County. As with all TDSPs it is reviewed annually and amended as needed.
- Gadsden County Transportation Disadvantaged Service Plan: Originally adopted on January 16, 2008, the plan's annual update was approved in May 2011. The Apalachee Regional Planning Agency (ARPC) is the official planning agency of the Gadsden County Transportation Disadvantaged Coordinating Board (TDCB). As with all TDSPs it is reviewed annually and amended as needed.
- Jefferson County Transportation Disadvantaged Service Plan Originally adopted on January 16, 2008, the plan's annual update was approved in February 2011. The Apalachee Regional Planning Agency (ARPC) is the official planning agency of the Gadsden County Transportation Disadvantaged Coordinating Board (TDCB). As with all TDSPs it is reviewed annually and amended as needed.
- Wakulla County Transportation Disadvantaged Service Plan: Originally adopted on January 16, 2007 the plan's annual update was approved in May 2011. The Apalachee Regional Planning Agency (ARPC) is the official planning agency of the Wakulla County Transportation Disadvantaged Coordinating Board (TDCB).). Originally adopted on January 16, 2007, the plan's annual update was approved in May 2011. The Apalachee Regional Planning Agency (ARPC) is the official planning agency of the Gadsden County Transportation Disadvantaged Coordinating Board (TDCB). As with all TDSPs it is reviewed annually and amended as needed.
- Local Government Comprehensive Plans: The following local government comprehensive plans are partly or entirely within the CRTPA's planning area boundary: Tallahassee-Leon County, Gadsden County, Wakulla County, Town of Havana, City of Midway and City of Quincy. The transportation/traffic circulation elements of these local government comprehensive plans are anticipated to be updated to reflect the CRTPA's recent adoption of the LRTP in December 2010.

## **FY 2011/2012 TRANSPORTATION PLANNING ACTIVITIES**

During FY 2011/2012 transportation planning activities undertaken by the Capital Region Transportation Planning Agency (CRTPA) included continued implementation of the Year 2030 Long Range Transportation Plan and continued implementation of the adopted Bicycle and Pedestrian Master Plan through adoption of the Access to Schools Priority List. Activities related to the Lake Jackson Ecopassage Feasibility Study completed the study, with construction beginning in 2009 with anticipated completion in 2010. The following contains a summary of these and other transportation planning activities and accomplishments undertaken by the CRTPA:

- Development of findings, direction and priorities from CRTPA Retreat (October and April);
- FY 2012 – FY 2016 Priority Project Lists adoption (September);
- FY 2012-FY 2015 Transportation Improvement Program adoption (June);
- Development and adoption of FYs 2013/2014 Unified Planning Work Program (November – May);
- Adoption of Access to Schools Priority List (September);
- Developed CRTPA Newsletter) (June);
- Enhanced use of the CRTPA's webpage ([www.crtpa.org](http://www.crtpa.org)) as a tool for information placement and dispersal (including meeting agendas and agenda items; staff and member contacts);
- Coordinated with Blueprint 2000 on PD&E, corridor studies, and public involvement,
- Completion of Lake Jackson Ecopassage PD&E Study (January 2009); construction completed August 27, 2010
- Adopted update to the Mobility Management Process (MMP) (June 2012);
- Developed and adopted update of the Public Involvement Plan (PIP) to address corrective action noted in TMA Certification. (May 2011).

## **PLANNING PRIORITIES**

The CRTPA holds regular retreats. Retreat objectives were developed reviewed and amended as necessary: adopt mission and vision statements, clarify and refine the process for prioritizing/weighting projects; consider tasks to provide information for decisions; suggest how to coordinate CRTPA and other planning efforts; shape strategic approaches to critical CRTPA priorities, identify ways to enhance CRTPA effectiveness, and most recently provide guidance on development of the Long Range Transportation Plan.

Another retreat was held in October 2011 and April 2012, during which the CRTPA addressed the Regional Master Plan and goal development. Specific processes were identified as part of the Regional Master Plan process,

## PLANNING TASKS

In FYs 2013/2014, CRTPA staff will focus on a comprehensive range of planning activities to be performed with funds under Titles 23 United States Code and Title 49 United States Code. These planning activities reflect the CRTPA's priorities and include the following:

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

Regional Mobility Plan/Long Range Transportation Plan (Task 3.1: UPWP, Task 5.1: LRTP, Task 8.1: CRTPA Coordination). The Year 2030 Long Range Transportation Plan (LRTP) was adopted in FY 2006. In FYs 2009/10, CRTPA staff coordinated with CRTPA local governments regarding provision of Year 2030 LRTP information for incorporation in local government comprehensive plans. Additionally, projects contained within the LRTP have been added to the CRTPA's project priority list for funding consideration. As a prelude to the next update of the LRTP, the CRTPA has completed a Regional Master Plan. The master plan will include all modes of transportation for a longer-range period than the LRTP – 50 years or more.

Public Involvement (Task 6.1: Public Involvement): Activities related to informing the public about the metropolitan planning process as well as the programs and plans of the CRTPA will continue within the CRTPA planning area. Such activities include participation in regional events, development of CRTPA newsletters, placement of current information on the CRTPA's website ([www.crtpa.org](http://www.crtpa.org)), conducting public CRTPA meetings to receive input and the use of local media related to CRTPA meetings and programs. Public involvement will also include actively seeking input from the traditionally underserved from the region's population. An updated Public Involvement Plan was adopted in FY10.

Efficient Transportation Decision Making (Task 2.1: Data Collection and Distribution; Task 6.1: CRTPA Coordination): Consistent with the adoption of the Year 2030 LRTP in FY 2006, ETDM eligible projects will continue to be entered into the ETDM Planning Screen. Additionally, CRTPA project already in the ETDM process will continue to be advanced consistent with programmed project activities. The collection of socioeconomic data will continue related to CRTPA ETDM projects.

Transportation Disadvantaged Planning (Task 7.1: Transportation Disadvantaged): Continuation of the CRTPA's role as the lead planning organization for transportation disadvantaged planning within Leon County will continue. In addition to updating the Transportation Disadvantaged Service Plan, staff will continue to monitor transportation disadvantaged planning within the entire planning area boundary (Gadsden, Jefferson and Wakulla counties) including opportunities for enhanced coordination. Monitoring of the Jefferson County board began in 2008.

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

<b>LEVEL OF PLANNING EFFORT</b>
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The tasks contained within this UPWP reflect the transportation needs of the CRTPA as identified in the CRTPA's plans and programs, as well as priorities explicitly identified by the CRTPA. As identified within the adopted Year 2035 LRTP, the transportation needs of the CRTPA exceed available resources for all modes of travel. This UPWP addresses these limited resources by focusing the CRTPA's planning efforts on the provision of a continuing, cooperative and comprehensive process to ensure adequate public involvement and mobility choices within the CRTPA. The Year 2035 LRTP/Regional Mobility Plan was adopted in December 2010.



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

The current approved apportionment of the CRTPA is the result of actions initiated in October 13, 2003, when the Tallahassee-Leon County Metropolitan Planning Organization (MPO) approved a revised Planning Area Boundary to include portions of Wakulla and Gadsden Counties, the Cities of Midway and Quincy and the Town of Havana. Subsequently, on May 17, 2004, the MPO approved an Apportionment Plan in accordance with the revised Planning Area Boundary. On June 21, 2004, the MPO approved a resolution changing its name to the Capital Region Transportation Planning Agency (CRTPA). The Governor of Florida approved the apportionment plan on August 17, 2004. A map of the CRTPA's planning area boundary is located on page 87.

During the past 2 year the CRTPA moved to expand the planning area boundary to include all of Gadsden, Wakulla, and Jefferson counties. A new interlocal was completed in 2010. The corresponding Staff Services Agreement should also be completed by the end of calendar year 2012.

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

- Interlocal Agreement: The original Interlocal Agreement establishing the Tallahassee-Leon County MPO (currently called "The Capital Region Transportation Planning Agency") was executed in 1975. The current interlocal agreement ("Interlocal Agreement For the Creation of the Capital Region Transportation Planning Agency") was established on November 15, 2004. The by-laws were amended in November of 2006 to create an Executive Director Management Oversight Committee.
- Transportation Planning Funds Joint Participation Agreement: The "Transportation Planning Funds Joint Participation Agreement" between the CRTPA and the FDOT was approved by the CRTPA on July 1, 2010. This agreement relates to the preparation and adoption of the UPWP supported by PL funds.
- Intergovernmental Coordination and Review and Public Transportation Coordination Joint Project Agreement: This agreement between the FDOT, CRTPA, the Apalachee Regional Planning Council (ARPC), City of Tallahassee TalTran (now "StarMetro"), City of Tallahassee Regional Airport and the Quincy-Gadsden Airport Authority was approved by the CRTPA on September 27, 2005. The purpose of this agreement is to provide for coordination with public transit operators, as well as to provide a process through the ARPC for intergovernmental coordination and review and identification of inconsistencies between proposed CRTPA transportation plans and local government plans. This agreement also provides a process for conflict and dispute resolution through the ARPC.
- Public Transportation Joint Participation Agreement: This agreement between the CRTPA and the FDOT to fund the Section 5303 Grant was executed on February 7,

2005. The agreement's purpose is to fund the Section 5303 grant as identified in the CRTPA's UPWP.

The CRTPA has three (3) advisory committees: the Multimodal Advisory Committee (MAC), formerly the Bicycle and Pedestrian Advisory Committee (BPAC), the Citizens Advisory Committee (CAC) and the Technical Advisory Committee (TAC). The focus of each CRTPA committee differs with the MAC being comprised of citizens currently focused on addressing bicycle/pedestrian/multi modal issues. The CAC is comprised of a broad range of citizens focused on providing general transportation advice to the CRTPA. The TAC provides the CRTPA technical advice as it consists of professionals involved in transportation issues. The advisory committees meet approximately two (2) weeks prior to regularly scheduled CRTPA meetings in order to ensure that their recommendations are incorporated in CRTPA agenda items and provided to CRTPA members in a timely manner.

At the November 21, 2005 CRTPA meeting, members approved new bylaws for the three (3) advisory committees. These new bylaws, which are available on the CRTPA's website ([www.crtpa.org](http://www.crtpa.org)), reflect the current apportionment of the CRTPA through the inclusion of committee members from Gadsden County, Wakulla County, Havana, Midway and Quincy, in addition to Leon County and the City of Tallahassee. Subsequent to bylaw approval, efforts related to adding new membership from all CRTPA member governments was initiated. The first meeting of the newly restructured CRTPA committees occurred on January 10, 2006. In 2006, efforts were initiated to restructure the BPAC to address multimodal issues, consistent with identified CRTPA priorities. The BPAC became the MAC in the fall of 2006.

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

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

- CRTPA Member Governments and Agencies: Transit related tasks in the UPWP are closely coordinated with the City of Tallahassee's StarMetro agency (Task 7.2: Transit Planning), Airport related task are developed in coordination with the City of Tallahassee's Regional Airport (Task 7.3: Aviation Planning), data collection tasks related to signal timing, crash surveillance and ITS are closely coordinated with the City of Tallahassee Public Works Department and Leon County Public Works Department (Task 2.1: Data Collection and Distribution). Additionally, the CRTPA coordinates with member governments regarding other regional transportation issues as well as to receive adopted capital improvements program for inclusion within the CRTPA's TIP. CRTPA member government transportation related departments (such as public works, planning, public safety and growth management) also serve on the CRTPA's Technical Advisory Committee. As noted above, the following are the member governments and agencies of the CRTPA: Tallahassee-Leon County, Gadsden County, Wakulla County, Town of Havana, City of Midway, City of Quincy, and Leon County School Board. The addition of Jefferson County and all of Wakulla County and their municipalities was approved with completion of the interlocal agreements and approval by the Governor's Office in 2011.

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

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

The first TMA certification of the CRTPA occurred in 2005. Specifically, on March 15, 16 and 17, 2005, CRTPA staff met with the FHWA, FTA, FDOT, and TalTran (now "StarMetro") to

discuss the certification of the CRTPA as a TMA. The findings of the TMA review were issued in the “2005 Certification Report” (dated July 8, 2005) and presented by the FHWA to the CRTPA at its September 27, 2005 meeting. The report contained “corrective actions”, “recommendations” and “noteworthy practices”. The Federal Highway Administration notified the CRTPA on January 11, 2007 that the CRTPA has sufficiently satisfied the corrective actions and was fully certified. In May 2008 the Federal Highway Administration conducted another certification review of the CRTPA and again certified the agency. Federal Highway Administration is scheduled to conduct another review in calendar year 2012.

### **CRTPA OPERATING PROCEDURES AND BYLAWS**

In addition to TMA certification, the CRTPA is certified annually by the FDOT. The Annual State Certification of the CRTPA occurred in February with the results presented to the CRTPA during the last quarter of 2009. Findings of the FY 2009 Joint Certification are located on the documents page of the CRTPA’s website ([www.crtpa.org](http://www.crtpa.org)).

CRTPA funds are administered through the City of Tallahassee’s Accounting Services Division. Associated with the administration of these funds is the development of the Comprehensive Annual Financial Report (CAFR) of the City of Tallahassee. Included within the CAFR is the Single Audit Element developed by an independent auditor. Within this element is the listing of Federal Awards including funds from FTA and FDOT developed in accordance with OMB Circular A-133, as required by Section 3.8.6 (1) of the MPO Program Management Handbook. Associated with the administration of these funds is the development of an indirect cost rate that is applied to CRTPA program budgets. Local government matching funds required for Section 5303 funds received by the CRTPA are split among member governments of the CRTPA consistent with the CRTPA Interlocal agreement.

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

A “Staff Services and Fiscal Memorandum of Agreement” between the “Tallahassee-Leon County Metropolitan Planning Organization”, City of Tallahassee, and Leon County was originally executed in 1978. This agreement addresses staffing and fiscal administration issues. Given the changes to the CRTPA organization over the last three (3) years, a draft staff services agreement addressing a number of issues including services to be provided and associated costs and responsibilities is being developed by the CRTPA. Execution of this agreement is anticipated to be completed by December 2012 or sooner.

The CRTPA does not currently lease any equipment.

### **SAFE, ACCOUNTABLE, FLEXIBLE, EFFICIENT TRANSPORTATION EQUITY ACT: A LEGACY FOR USERS (SAFETEA-LU) PLANNING FACTORS**

The SAFETEA-LU program requires an MPO to consider eight planning factors as transportation plans are developed:

1. Support the economic vitality of the urbanized area, especially by enabling global competitiveness, productivity and efficiency;
2. Increase the safety of the transportation system;
3. Increase security of the transportation system;
4. Increase the accessibility and mobility options available to people and freight;
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and 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 preservation of the existing transportation system.

UNIFIED PLANNING WORK PROGRAM TASKS	SAFETEA-LU PLANNING FACTORS							
	1	2	3	4	5	6	7	8
1.1 (Transportation Planning Mgmt)	X	X	X	X	X	X	X	X
1.2 (CRTPA Certification)	X	X	X	X	X	X	X	X
1.3 (Capital Outlay)	X	X	X	X	X	X	X	X
1.4 (Funding Administration)	X	X	X	X	X	X	X	X
1.5 (FDOT Assistance for PL Funds)	X	X	X	X	X	X	X	X
1.6 (FDOT Match for 5303 Funds)	X	X	X	X	X	X	X	X
2.1 (Data Collection and Distribution)		X	X	X	X	X	X	
3.1 (Unified Planning Work Program)	X	X	X	X	X	X	X	X
4.1 (Trans. Improvement Program)	X	X	X	X	X	X	X	X
5.1 (Year 2030 LRTP)	X	X	X	X	X	X	X	X
6.1 (Public Involvement)		X	X	X	X	X	X	
7.1 (Bicycle & Pedestrian Planning)		X	X	X	X	X	X	
7.2 (Transit)		X	X	X	X	X	X	X
7.3 (Airport)	X			X	X	X	X	X
7.4 (Transportation Disadvantaged)		X	X	X	X	X	X	
7.5 (Mobility Management)		X	X	X	X	X	X	X
8.1 (CRTPA Coordination)	X	X	X	X	X	X	X	X
9.1 (Corridor Analysis)	X	X	X	X	X	X	X	X
9.2 (Special Trans. Planning Projects)	X	X	X	X	X	X	X	X

**Note:** A shaded area under the SAFETEA-LU Planning Factor indicates which corresponding UPWP Task addresses the SAFETEA-LU Planning Factor.

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

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

- Through the Urban Liaisons, FDOT provides policy direction, technical assistance and administrative support to District Three MPOs, MPO Boards, MPO Advisory Committees, local governments and communities. Assist MPOs in conducting effective, on-going transportation planning programs and processes to develop, implement and maintain plans and programs that are consistent and meet the state and federal requirements.
- Review EDTM Environmental Screening Tool in developing and reviewing projects at the Planning Screen Phase.
- Provide support to MPOs to assure Title VI compliance in the planning process (UPWP, TIP, model validation, air quality conformity activities, etc.).
- Provide supporting information and documentation to support MPO planning.
- Provide supporting information and documentation for long range planning to form a linking process through technical and policy assistance for the Project Development and Environment process (PD&E).
- Functionally classify roads, including the designation of federal aid eligibility and develop, analyze, and assign an integrated statewide network of federal, local and state systems.
- Perform administrative tasks related to project management of task specific work orders for collection of general roadway data for State Highway System ramps and for the collection of survey information to properly locate and set permanent site markers at the county lines located on the State Highway System.
- Support the Pavement Management System by providing technical pavement information and results of field observations to aid in the identification of roadway sections in need of resurfacing and/or reconstruction.
- Provide data for the collection and processing of traffic data in support of systems planning, project traffic, and statewide reporting needs in accordance with FDOT Procedure 525-020-305c.
- Collect traffic data for determining AADTs and existing highway and arterial operating speeds during peak hours.
- Conduct interchange improvement and capacity studies to determine if the proposed design of highways, bridges and intersections are commensurate with forecasted traffic demand.

- Monitor and coordinate the Access Classification System and standards in accordance with Florida Rule Chapter 14-97 for each segment of State roadways that were classified according to the appropriate access management standards.
- Apply access management concerning all portions of the State Highway System. Assist other departments and local governments in the access management program.
- Assist in validation of models.
- Review applications for proposed DRIs to determine if proposed development causes significant and adverse impacts to regional roads in the DRI study area.
- Review Intergovernmental Coordination and Review Documents (ICARS)
- Review Enhancement applications to determine eligibility.
- Review proposed local government comprehensive plan amendments, and the Evaluation and Appraisal Reports.
- Coordinate the review of Economic Development Transportation Fund applications for transportation related issues.
- Identify opportunities to add bicycle and sidewalk accommodations to resurfacing and capacity projects. Identify pedestrian needs at intersections and provide improvements as funding allows.
- Provide technical assistance to the Capital Region Transportation Planning Agency in support of the tasks associated with the FHWA PL funds.

# III. WORK ELEMENTS SECTION

<b>UPWP WORK ELEMENTS DESCRIPTION</b>
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Tasks within the FYs 2013/2014 UPWP are organized into the following sections:

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

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

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

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

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

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

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

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

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

# **SECTION 1**

# **ADMINISTRATION**

## SECTION 1: ADMINISTRATION

UPWP Task Title: Transportation Planning Management	UPWP Task Number: 1.1	
Agency Responsible:  CRTPA	FY 2013 Funding Source: FHWA PL: \$152,000 FTA Section 5303: \$20,000 FDOT 5303 Match: \$2,500 Local 5303 Match: \$2,500	FY 2014 Funding Source: FHWA PL: \$152,000 FTA Section 5303: \$38,274 FDOT 5303 Match: \$4,784 Local 5303 Match: \$4,784

### TASK SCHEDULE

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

### TASK PURPOSE

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

### PREVIOUS WORK (FY 2011/2012)

Agenda preparation of CRTPA and CRTPA committee (Multi-Modal/Bicycle Pedestrian Advisory Committee, Citizens Advisory Committee and Technical Advisory Committee) meetings (1<sup>st</sup> – 4<sup>th</sup> Quarter); generated meeting minutes (1<sup>st</sup> – 4<sup>th</sup> Quarter); Attended and participated in conferences, training and workshops related (including ETDM, public involvement, transportation modeling, webpage design, bicycle/pedestrian/transit planning); attended MPOAC meetings; attended FDOT D-3 Quarterly meetings (1<sup>st</sup> – 4<sup>th</sup> Quarter). Participated in CRTPA annual retreat (April and October). All travel was completed by staff and/or officials.

### METHODOLOGY (FY 2013)

Administrative activities related to CRTPA and CRTPA committee meetings preparation (agenda development, minutes, committee membership maintenance); CRTPA member and CRTPA committee member orientation; work with CRTPA committees to update mission statements, as appropriate. Timesheet development; travel forms; purchase orders; maintenance of CRTPA supplies; maintenance of CRTPA files/records. Maintain technical knowledge through attendance and participation in conferences, training and workshops related (including ETDM, public involvement, transportation modeling, webpage design, bicycle/pedestrian/transit planning); maintain administrative knowledge through attendance in City of Tallahassee sponsored processes and procedures training opportunities. Attend MPOAC and FDOT D-3 Quarterly meetings including required travel. Coordinate CRTPA annual retreat with consultant assistance to identify CRTPA planning priorities (see Task 1.7 Facilitator Services). Develop annual legal services agreement; maintain updated CRTPA agreements in consultation with CRTPA legal consultant (see task 1.7).

## **METHODOLOGY (FY 2014)**

Administrative activities related to CRTPA and CRTPA committee meetings preparation (agenda development, minutes, committee membership maintenance); CRTPA member and CRTPA committee member orientation. Timesheet development; travel forms; purchase orders; maintenance of CRTPA supplies; maintenance of CRTPA files/records. Maintain technical knowledge through attendance and participation in conferences, training and workshops related (including ETDM, public involvement, transportation modeling, webpage design, bicycle/pedestrian/transit planning); maintain administrative knowledge through attendance in City of Tallahassee sponsored processes and procedures training opportunities. Attend MPOAC and FDOT D-3 Quarterly meetings including required travel. Coordinate CRTPA retreats to identify CRTPA planning priorities (see task 1.7 facilitator services). Develop annual legal services agreement; maintain updated CRTPA agreements in consultation with CRTPA legal consultant (see task 1.7).

## **END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2013/2014)**

- CRTPA and advisory committee agenda packages and meetings records (Jan, Mar, May, Jun, Sep).
- CRTPA and advisory committee member familiarity with MPO process through orientation (Nov, Apr).
- Maintain/Update CRTPA agreements (Mar).
- Identification of CRTPA Critical Priorities (CRTPA Retreat) (Oct. or as needed).
- Annual Legal Services Agreement (Mar).
- CRTPA staff professional development (ongoing).

## **OTHER INFORMATION**

CRTPA agendas and minutes may be viewed on the CRTPA's website ([www.crtpa.org](http://www.crtpa.org)).

## SECTION 1: ADMINISTRATION

UPWP Task Title: CRTPA Certification Review	UPWP Task Number: 1.2	
Agency Responsible: CRTPA	FY 2013 Funding Source: FHWA PL: \$5,000	FY 2014 Funding Source: FHWA PL: \$5,000

### TASK SCHEDULE

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

### TASK PURPOSE

Ensure Capital Region Transportation Planning Area (CRTPA) compliance with state and federal MPO certification requirements. As a Transportation Management Area (TMA), the CRTPA is federally certified every three (3) years by the FHWA and FTA. In addition to TMA certification, the CRTPA is certified annually by the FDOT.

### PREVIOUS WORK (FY 2011/2012)

TMA Certification: Maintained adequate records of CRTPA plans and programs in preparation of next certification in 2011.

State Certification: Prepared for FDOT annual Certification; developed responses to FDOT certification questions; participated in FDOT Annual Certification; addressed identified "Corrective Actions" associated with State Certification. Meet with FDOT and FHWA to discuss issues related to certification review.

### METHODOLOGY (FY 2013)

TMA Certification: Begin and complete the TMA Certification process, including responses to findings.

State Certification: Prepare for FDOT annual Certification; develop responses to FDOT certification questions; participate in FDOT Annual Certification; address any identified "Corrective Actions" associated with State Certification. Meet with FDOT and FHWA to discuss issues related to certification review.

### METHODOLOGY (FY 2014)

TMA Certification: Maintained adequate records of CRTPA plans and programs in preparation for next certification.

State Certification: Prepare for FDOT annual Certification; develop responses to FDOT certification questions; participate in FDOT Annual Certification; address any identified "Corrective Actions" associated with State Certification. Meet with FDOT and FHWA to discuss issues related to certification review.

**END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2013/2014)**

- CRTPA compliance with federal and state certification requirements (ongoing).
- State Certification (Jan)
- Updated records of CRTPA plans and programs (ongoing).

## SECTION 1: ADMINISTRATION

UPWP Task Title: Capital Outlay	UPWP Task Number: 1.3	
Agency Responsible: CRTPA	FY 2013 Funding Source: FHWA PL: \$30,000	FY 2014 Funding Source: FHWA PL: \$30,000

### TASK SCHEDULE

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

### TASK PURPOSE

Ensure the adequate provision of capital resources to conduct the Capital Region Transportation Study in a continuing, cooperative and comprehensive manner.

### PREVIOUS WORK (FY 2011/2012)

With prior approval from FDOT District 3 and the CRTPA, a Smart Board was purchased and installed. .

### METHODOLOGY (FY 2013)

Capital purchases will be made including computer hardware and software, maintenance and updating of automated Transportation Improvement Program and office furniture as required to assist staff in the metropolitan transportation planning process.

### METHODOLOGY (FY 2014)

Capital purchases will be made including computer hardware and software, maintenance and updating of automated Transportation Improvement Program and office furniture as required to assist staff in the metropolitan transportation planning process.

### END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2013/2014)

- Purchase and maintenance of computer hardware and software; office equipment (ongoing as required)

## SECTION 1: ADMINISTRATION

UPWP Task Title: Funding and Grant Administration	UPWP Task Number: 1.4	
Agency Responsible: CRTPA	FY 2013 Funding Source: FHWA PL: \$25,000	FY 2014 Funding Source: FHWA PL: \$25,000

### TASK SCHEDULE

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

### TASK PURPOSE

Ensure the adequate management of CRTPA grants, funds and contracts through maintaining the CRTPA's grants and contracts as well as coordinating with federal, state and local transportation partners.

### PREVIOUS WORK (FY 2011/2012)

Submitted quarterly invoices (PL and Section 5303 funds); developed monthly status reports; coordinated with City of Tallahassee Accounting Services and CRTPA member governments regarding PL funds, Section 5303 funds and CRTPA member government funds. Submitted Annual Audit information to FDOT Public Transit Office and District 3 (June).

### METHODOLOGY (FY 2013)

Perform funding administration tasks as required to support the transportation planning process. This includes grant administration, completion of invoices, compliance with Federal and State laws and regulations involving funding, annual operating budget development and support.

### METHODOLOGY (FY 2014)

Perform funding administration tasks as required to support the transportation planning process. This includes grant administration, completion of invoices, compliance with Federal and State laws and regulations involving funding, annual operating budget development and support.

### END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2013/2014)

- Quarterly invoices (PL and Section 5303) (Jul, Nov, Feb, May)
- Other grant invoicing as needed
- Annual Audit provision to FDOT (March)
- Monthly status reports

## SECTION 1: ADMINISTRATION

UPWP Task Title: FDOT Assistance for FHWA Funds	UPWP Task Number: 1.5	
Agency Responsible: FDOT	FY 2013 Funding Source: HP (Fed Hwy Plng) \$145,719	FY 2014 Funding Source: HP (Fed Hwy Plng) \$145,719

### TASK SCHEDULE

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

### PURPOSE

This task addresses the provision of Florida Department of Transportation (FDOT) technical assistance to the Capital Region Transportation Planning Agency (CRTPA) in support of the tasks associated with the Federal Highway Administration (FHWA) Planning (PL) funds.

### PREVIOUS WORK (2011/2012)

Provision of technical assistance to the CRTPA associated with the tasks identified in Previous Work of this document.

### METHODOLOGY (FY 2013)

The FDOT will provide services including policy direction, technical assistance and administrative support to the CRTPA and its Advisory Committees. This assistance includes support in conducting effective, on-going transportation planning programs and processes to develop, implement and maintain plans and programs that are consistent and meet the state and federal requirements.

### METHODOLOGY (FY 2014)

The FDOT will provide services including policy direction, technical assistance and administrative support to the CRTPA and its Advisory Committees. This assistance includes support in conducting effective, on-going transportation planning programs and processes to develop, implement and maintain plans and programs that are consistent and meet the state and federal requirements.

### END PRODUCT (FYs 2013/2014)

FDOT technical assistance to the CRTPA.

## SECTION 1: ADMINISTRATION

UPWP Task Title: FDOT Match for FTA Funds	UPWP Task Number: 1.6	
Agency Responsible: FDOT	FY 2013 Funding Source: FDOT/Sec 5303: \$12,825	FY 2014 Funding Source: FDOT/Sec 5303: \$12,825

### TASK SCHEDULE

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

### PURPOSE

This task addresses the provision of Florida Department of Transportation's (FDOT) matching share of Federal Transit Administration (FTA) Section 5303 funds.

### PREVIOUS WORK (FY 2011/2012)

Matching share for Sections 5303 funds in previous Unified Planning Work Programs.

### METHODOLOGY (FY 2013)

The FDOT will provide a 10% cash-matching share for FTA Section 5303 funds utilized by the CRTPA in carrying out the functions of the transportation planning process. In addition to the cash match, the FDOT will provide services that include policy direction, technical assistance and administrative support to District 3 MPOs, MPO Boards, MPO Advisory Committees, local governments and communities. Additionally, the District will assist the CRTPA in conducting effective, on-going transportation planning programs and processes to develop, implement and maintain plans and programs that are consistent and meet the state and federal requirements. A "soft" match will not be used for funding of third-party contracts or equipment purchases.

### METHODOLOGY (FY 2014)

The FDOT will provide a 10% cash-matching share for FTA Section 5303 funds utilized by the CRTPA in carrying out the functions of the transportation planning process. In addition to the cash match, the FDOT will provide services that include policy direction, technical assistance and administrative support to District 3 MPOs, MPO Boards, MPO Advisory Committees, local governments and communities. Additionally, the District will assist the CRTPA in conducting effective, on-going transportation planning programs and processes to develop, implement and maintain plans and programs that are consistent and meet the state and federal requirements. A "soft" match will not be used for funding of third-party contracts or equipment purchases.

### END PRODUCT

FDOT cash matching share for FTA Section 5303 funds.

### OTHER INFORMATION

FDOT cash match for FTA funds also shown in respective work elements.

## SECTION 1: ADMINISTRATION

UPWP Task Title: Professional Services	UPWP Task Number: 1.7	
Agency Responsible: CRTPA	FY 2013 Funding Source: FHWA PL: \$72,000 FHWA XU: \$300,000*	FY 2014 Funding Source: FHWA PL: \$72,000 FHWA XU:* balance of FY2011 FHWA SU \$225,000

### TASK SCHEDULE

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

### PURPOSE

This task addresses the contracted use of legal, auditing, and facilitation services,

### PREVIOUS WORK (FY 2011/2012)

Payment for professional services to retreat facilitators, legal counsel, and auditors.

### METHODOLOGY (FY 2013)

The CRTPA requires the use of legal counsel for meetings, agreements, and other legal matters. It also requires the use of an auditing firm to develop the Comprehensive Annual Finance Report (single audit) needed by the CRTPA and its granting partners. Annually the CRTPA has determined the necessity to hold a retreat for issues of goal setting and policy development. A professional facilitator has been used for this event.

The expected legal services costs are \$30,000. A contingency fund of \$10,000 is considered for unexpected issues that might require their services. The cost of the single audit should not exceed \$25,000. The cost of a facilitator is estimated not to exceed \$7,000.

General consultant funding, as needed, will be provided by the \$300,000 XU funds provided by FHWA. Task may be modified as necessary to detail future use. Funds not used in FY 2013 will be used in FY 2014.

### METHODOLOGY (FY 2013/2014)

The CRTPA requires the use of legal counsel for meetings, agreements, and other legal matters. It also requires the use of an auditing firm to develop the Comprehensive Annual Finance Report (single audit) needed by the CRTPA and its granting partners. Annually the CRTPA has determined the necessity to hold a retreat for issues of goal setting and policy development. A professional facilitator has been used for this event.

The expected legal services costs are \$30,000. A contingency fund of \$10,000 is considered for unexpected issues that might require their services. The cost of the single audit should not exceed \$25,000. The cost of a facilitator is estimated not to exceed \$7,000.

General consultant services will be provided using the remainder of \$300,000 FHWA XU funds from FY 2011.

FHWA has allocated an additional \$225,000 in SU funds. The purpose of these funds is to complete the Sustainable Community Calculator that was part of the adopted Regional Mobility Plan.

**END PRODUCT (FYs 2013/2014)**

Legal services (ongoing), the annual single audit (February) and facilitation for retreats. (April and/or October) General consultant services as needed.

# **SECTION 2**

# **DATA COLLECTION**

## SECTION 2: DATA COLLECTION

UPWP Task Title: Data Collection and Distribution	UPWP Task Number: 2.1	
Agency Responsible: CRTPA  City of Tallahassee (Public Works)	FY 2013: City of Tallahassee (LOCAL - Public Works): \$171,000 Leon County (LOCAL_Public Works): \$45,000 CRTPA (FHWA/PL): \$12,500	FY 2014: City of Tallahassee (LOCAL – Public Works): \$171,000 Leon County (LOCAL -Public Works): \$45,000 CRTPA (FHWA/PL) \$4400

### TASK SCHEDULE

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

### TASK PURPOSE

Monitor the area's transportation characteristics and factors affecting travel including socioeconomic data, community and land use data, transportation system data, and data related to natural, physical and human environmental concern and issues.

### PREVIOUS WORK (FYs 2011/2012)

(Agency: CRTPA): Coordinated with FDOT D-3 Traffic Operations and City of Tallahassee Traffic Engineering related to adopted ITS Regional Architecture issues including Highway Performance Monitoring System (HPMS) data collection efforts (1<sup>st</sup> – 4<sup>th</sup> Quarter); assisted local transportation agencies in identifying roles and responsibilities related to integration of ITS within CRTPA planning area. Collected socioeconomic and land use data related to development of Year 2030 LRTP and CRTPA ETDM projects (February – April); developed CRTPA maps associated with Year 2030 projects and public information distribution (December, January); assisted in collection of transportation disadvantaged data, bicycle and pedestrian information. Collected and reviewed reports of non-motorized transportation crashes for analysis.

(Agency: City of Tallahassee/Public Works Department): Monitored and developed traffic counts and crash surveillance information for City of Tallahassee and Leon County; Maintained Tallahassee Advanced Transportation Management System (TATMS)/Intelligent Transportation System (ITS) programs for City of Tallahassee, Leon County, Florida State University and portions of Gadsden County; installed video detection systems at one (1) intersection; turned on four (4) new signalized intersections; Completed testing and implementation of upgrade to traffic signal controller communications system by installing new switches with a gigabit Ethernet backbone on fiber optic cable to all 330 intersections on fiber; installing two (2) miles of fiber optic cable underground; installed five (5) new signal surveillance cameras; completed project management of the Advanced Traveler Information Web Site for web based traffic analysis content (turning movement counts, level of service and crash data at all signalized intersections); 100% complete with testing and implementation of the web based traffic analysis content (turning movement counts, level of service and crash data at all signalized intersections in Leon County); . Continued to collect and input the traffic signal inventory into the CarteGraph asset and work management database ; actively tracking all signal maintenance

work orders within the CarteGraph asset and work management database; Completed a Joint Projects Agreement (JPA) with FDOT to install five (5) monitoring cameras on I-10 and stream the video to the web for monitoring the widening project on I-10; Developed a RFP and subsequent contract to a Design-Build Team to design and build the programmed Tallahassee/D-3 Regional Transportation Management Center and related I-10 Freeway Management System (FMS). Authorized Notice To Proceed for design of the FMS.

#### **METHODOLOGY (FY 2013)**

(Agency: CRTPA): Coordinate with FDOT and transportation agencies related to data collection and management; continue ITS Regional Architecture coordination efforts related to the integration of ITS within CRTPA planning area. Collect socioeconomic and land use data for use in CRTPA plans and programs including development of community profile related to public involvement and ETDM. Provide transportation data to the public and transportation agencies. Maintain records of non-motorized transportation crashes for analysis within CRTPA region; participate in annual national count and survey program of non-motorized transportation modes associated with the Institute of Transportation Engineers.

(Agency: City of Tallahassee/ Public Works Department): Continue monitoring and development of traffic counts, turning movement counts at approximately 120 intersections and crash surveillance (“Top 20 Accident Locations”) information for the City of Tallahassee (COT) and Leon County; conduct appropriate analyses on roadway corridors as required; continue to input crash report into AIMS; complete implementation of web based traffic analysis content to include graphic representation of crash data for all mid-block and intersection crash reports. Maintain Tallahassee Advanced Transportation Management System (TATMS)/Intelligent Transportation System (ITS) programs for City of Tallahassee, Leon County, Florida State University and portions of Gadsden County; develop a plan to upgrade the traffic signal controllers; Continue with the input, analysis and reporting of turning movement count data and level of service data for each signalized intersection into TATMS; and continue to add data collection content to the Advanced Traveler Information Web Site for web based traffic analysis i.e. turning movement counts, level of service and crash data at all signalized intersections; complete construction on the programmed Tallahassee/D-3 Regional Transportation Management Center and related I-10 Freeway Management System (FMS).

#### **METHODOLOGY (FY 2014)**

(Agency: CRTPA): Coordinate with FDOT and transportation agencies related to data collection and management; continue adopted ITS Regional Architecture coordination efforts related to the integration of ITS within CRTPA planning area. Collect socioeconomic and land use data for use in CRTPA plans and programs including development of community profile related to public involvement and ETDM. Provide transportation data to the public and transportation agencies. Maintain records of non-motorized transportation crashes for analysis within CRTPA region; participate in annual national count and survey program of non-motorized transportation modes associated with the Institute of Transportation Engineers.

(Agency: City of Tallahassee/ Public Works Department): Continue monitoring and development of traffic counts, turning movement counts at approximately 120 intersections and crash surveillance (“Top 20 Accident Locations”) information for the City of Tallahassee (COT) and Leon County; conduct appropriate analyses on roadway corridors as required; continue to input crash report into AIMS; complete implementation of web based traffic analysis content to include graphic representation of crash data for all mid-block and intersection crash reports. Maintain Tallahassee Advanced Transportation Management System (TATMS)/Intelligent

Transportation System (ITS) programs for City of Tallahassee, Leon County, Florida State University and portions of Gadsden County; continue to manage the Tallahassee/D-3 Regional Transportation Management Center program; continue with the input, analysis and reporting of turning movement count data and level of service data for each signalized intersection into TATMS; and continue to add data collection content to the Advanced Traveler Information Web Site for web based traffic analysis i.e. turning movement counts, level of service and crash data at all signalized intersections; Relocate the TATMS traffic management center to the programmed Tallahassee/D-3 Regional Transportation Management Center and related I-10 Freeway Management System (FMS).

**END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2013/2014)**

- Continued development of CRTPA Community Profile information (Sep, Dec, Mar, Jun).
- Continued ITS integration into CRTPA planning area through Regional Architecture coordination (Sep, Dec, Mar, Jun).
- Traffic signal timing maintenance for FDOT, City of Tallahassee, Leon County, Florida State University and portions of Gadsden County (ongoing).
- Traffic count Annual Report for City of Tallahassee and Leon County (Dec).
- “Top 20 Accident Locations” Report (Jun).
- Traffic count Annual Report for City of Tallahassee and Leon County (Dec).
- “Top 20 Accident Locations” Report (Jun).

# **SECTION 3**

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

### SECTION 3: Unified Planning Work Program (UPWP)

UPWP Task Title: Unified Planning Work Program	UPWP Task Number: 3.1	
Agency Responsible:  CRTPA	FY 2013: Funding Sources: FHWA PL: \$18,000 FTA5303: \$13,000 5303 Match: \$1,625 Local 5303 Match \$1625	FY 2014: Funding Sources: FHWA PL: \$18,000 FTA5303: \$13,000 5303 Match: \$1,625 Local 5303 Match \$1625

#### TASK SCHEDULE

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

#### TASK PURPOSE

Ensure development of the CRTPA's transportation work program in a manner addressing the region's needs as well as federal and state requirements.

#### PREVIOUS WORK (FY 2011/2012)

Coordinated with transportation planning partners to identify FYs 2011/2012 UPWP tasks (December, January); drafting, development and adoption of the FYs 2009/10 Unified Planning Work Program (adopted May); monitored FY 2011 and FY 2012 UPWP for possible amendment and for use as a management tool (1<sup>st</sup> – 4<sup>th</sup> Quarter). Submitted amendments to reviewing agencies by scheduled deadlines.

#### METHODOLOGY (FY 2013)

Coordinate with transportation planning partners to identify possible amendments to FY 2012 UPWP tasks; conduct UPWP "kick off" meeting with FHWA and FDOT; identify CRTPA planning priorities; develop draft and final UPWP; respond to review agency comments. Monitor UPWP for potential amendments. Review UPWP to manage budget, work efforts and schedules.

#### METHODOLOGY (FY 2014)

Coordinate with transportation planning partners to identify FYs 2013/2014 UPWP tasks; conduct UPWP "kick off" meeting with FHWA and FDOT; identify CRTPA planning priorities; develop draft and final UPWP; respond to review agency comments. Monitor UPWP for potential amendments. Review UPWP to manage budget, work efforts and schedules.

#### END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2013/2014)

- FYs 2015 and 2016 UPWP (May).
- Identification of transportation partner tasks (Jan).

- Monitor document: potential amendment and management tool (ongoing).

### **OTHER INFORMATION**

The UPWP may be viewed on the CRTPA's website ([www.crtpa.org](http://www.crtpa.org)).

# **SECTION 4**

# **Transportation Improvement Program (TIP)**

## SECTION 4: Transportation Improvement Program (TIP)

UPWP Task Title: Transportation Improvement Program Development	UPWP Task Number: 4.1	
Agency Responsible: CRTPA	FY 2013 Funding Source: FHWA PL: \$40,000 FTA5303: \$13,000 FDOT 5303 Match: \$1,625 Local 5303 Match: \$1,625	FY 2014 Funding Source: FHWA PL: \$40,000 FTA5303: \$13,000 FDOT 5303 Match: \$1,625 Local 5303 Match: \$1,625

### TASK SCHEDULE

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

### TASK PURPOSE

Implement projects identified within the CRTPA's Regional Mobility Plan, Bicycle and Pedestrian Master Plan and other CRTPA plans/programs through coordination with the CRTPA's transportation partners in the development of the CRTPA Transportation Improvement Program (TIP) and project priority lists (PPLs).

### PREVIOUS WORK (FY 2011 & 2012)

Development and adoption of the FY 2012/2016 and FY 2013/2017 Transportation Improvement Program (TIP) (adopted June); development and adoption of FY 2012/2016 CRTPA Priority Project List (Major, SIS, TSM, TRIP, Transportation Enhancement, Transit and Aviation PPLs) (adopted September) and FY 2013/2017 CRTPA Priority Project List (RMP, TSM, TRIP, Transportation Enhancement, Transit and Aviation PPLs) (adopted June). Amendment of FY 2012/2016 and FY 2013/2017 Transportation Improvement Program.

### METHODOLOGY (FY 2013)

Continue to implement CRTPA priorities through development of priority project lists for the Regional Mobility Plan (consisting of roadway, bicycle, pedestrian, and transit projects) transportation systems management, aviation and transit projects, SIS and TRIP projects. Coordinate with FDOT D-3 regarding identification of Work Program projects for TIP inclusion as well as projects requiring TIP amendment. Coordinate with CRTPA member governments to identify local Capital Improvement Program transportation projects. Include Annual Listing of Federally Obligated Projects within TIP. Develop draft and final TIP including TIP narrative and listing of federal, state and CRTPA member government projects, as well as public involvement/education opportunities. Monitor and amend adopted TIP as required. Develop and maintain on-line Interactive TIP site.

### METHODOLOGY (FY 2014)

Continue to implement CRTPA priorities through development of priority project lists for the Regional Mobility Plan (consisting of roadway, bicycle, pedestrian, and transit projects)

transportation systems management, aviation and transit projects, SIS and TRIP projects. Coordinate with FDOT D-3 regarding identification of Work Program projects for TIP inclusion as well as projects requiring TIP amendment. Coordinate with CRTPA member governments to identify local Capital Improvement Program transportation projects. Include Annual Listing of Federally Obligated Projects within TIP. Develop draft and final TIP including TIP narrative and listing of federal, state and CRTPA member government projects, as well as public involvement/education opportunities. Monitor and amend adopted TIP as required. Develop and maintain on-line Interactive TIP site.

### **END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2013/2014)**

- FY 2014/2018 and FY 2015/FY 2019 CRTPA Priority Project Lists (Sep).
- FY 2014/2018 and FY 2015/FY 2019 TIP (Jun).
- Amended FY 2014/2018 and FY 2015/FY 2019 TIP (as required) (ongoing).
- Furtherance of CRTPA Priorities through adoption of PPLs that identify and prioritize multimodal projects to receive funding (Sep).

### **OTHER INFORMATION**

- The draft and adopted TIP, as well as the Annual Listing of Federally Obligated Projects, are posted on the CRTPA's website ([www.crtpa.org](http://www.crtpa.org)). Furthermore, the Interactive TIP (available through a link on the agency's website) allows users to interactively search for projects based upon project type or location as well as through an interactive mapping feature.
- For more information regarding transportation systems management (TSM), see Task 7.5: Mobility Management.

# **SECTION 5**

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

## SECTION 5: Long Range Transportation Plan (LRTP)

UPWP Task Title: Long Range Transportation Plan Development	UPWP Task Number: 5.1	
Agency Responsible: CRTPA	FY 2013 Funding Source: FHWA PL: \$60,000 FTA5303: \$13,000 FDOT 5303 Match: \$1,625 Local 5303 Match: \$1,625 Regional Plan: \$140,000 (see below)* FDOT Planning ** \$550,000	FY 2014 Funding Source: FHWA PL: \$53,000 FTA5303: \$13,000 FDOT 5303 Match: \$1,625 Local 5303 Match: \$1,625 Regional Plan: \$140,000 (see below)*

### TASK SCHEDULE

TASKS 2013	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Maintenance and Distribution												
Goals and Objectives												
Evaluation Criteria												
Scenario Planning												
Corridor Development												
Public Involvement												
Financial Resources												
Modeling												
Needs Plan												

TASKS 2014	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Maintenance and Distribution												
Goals and Objectives												
Evaluation Criteria												
Scenario Planning												
Corridor Development												
Public Involvement												
Financial Resources												
Modeling												
Needs Plan												

**SEP** – CRTPA Meeting Months

## **TASK PURPOSE**

Maintain and disseminate the CRTPA's Long Range Transportation Plan (LRTP), known as the Regional Mobility Plan (RMP). Assist local governments through provision of information related to the LRTP for use in ensuring consistency between CRTPA plans and local government comprehensive plans. Monitor the adopted RMP for potential amendment.

It is anticipated that during the fiscal year that staff will begin development of the Scope-of-Services for the next Long Range Transportation Plan Update.

## **PREVIOUS WORK (FY 2011/2012)**

### Year 2035 Long Range Transportation Plan (Regional Mobility Plan)

The RMP was adopted on November 15, 2010 with the final document distributed in March 2012. CRTPA staff has worked with the local governments to adopt the LRTP into the comprehensive plans, and distribute and discuss the RMP upon request to consultants and citizens as needed.

## **METHODOLOGY (FY 2013)**

### Year 2035 Long Range Transportation Plan (Regional Mobility Plan)

There are several continuing tasks that the CRTPA will perform including:

1. Amending the RMP as required,
2. Provide copies of the RMP upon request,
3. Continued tracking of RMP projects within ETDM process (coordinated with UPWP Task 8), and
4. Assist local governments with provision of RMP information associated with local government comprehensive plan data needs.

In addition to these continuing tasks, the CRTPA will begin development of the Scope-of-services for the next update to the Long Range Transportation Plan in the second quarter continuing through to the third quarter. Staff will also be initiating the consultant selection process in the third quarter, with the selection occurring in the fourth quarter

**FUNDING:** The funds from the project will include, FDOT funds for the LRTP (\$350,000), FTA funds for the TDP (\$150,000), XU funds for the BPMP (\$100,000), PL funds (\$50,000), HP funds (\$100,000). The bulk of the expenditures will occur in FY 09 and FY 10 with approximately 40% spent each year.

## **METHODOLOGY (FY 2014)**

### Long Range Transportation Plan

There are several continuing tasks that the CRTPA will perform including:

1. Amending the RMP as required,
2. Provide copies of the RMP upon request,
3. Continued tracking of RMP projects within ETDM process (coordinated with UPWP Task 8), and
4. Assist local governments with provision of RMP information associated with local government comprehensive plan data needs.

Tasks Associated with the update to the LRTP that will be completed include the development of Goals and Objectives, Base-Year model Development, and Public Involvement Plan development and initiation at a minimum.

### **END PRODUCTS/COMPLETION DATES/MILESTONES**

#### Regional Mobility Plan (FY 2013)

- Amend the RMP as required (Sep, Dec, Mar, Jun).
- Provide copies of the RMP upon request (Sep, Dec, Mar, Jun).
- Continued tracking of RMP projects within ETDM process (Sep, Dec, Mar, Jun).
- Assist local governments with provision of RMP information associated with local government comprehensive plan data needs (Sep, Dec, Mar, Jun).
- Develop Scope-of-Services (Dec)
- Release Request for Proposals (Mar)
- Consultant Selection (Jun)

#### Regional Mobility Plan FY 2014

- Amend the RMP as required (Sep, Dec, Mar, Jun).
- Provide copies of the RMP upon request (Sep, Dec, Mar, Jun).
- Continued tracking of RMP projects within ETDM process (Sep, Dec, Mar, Jun).
- Assist local governments with provision of RMP information associated with local government comprehensive plan data needs (Sep, Dec, Mar, Jun).
- Develop Goals and Objectives (Sep)
- Develop and initiate Public Involvement Plan (Sep)
- Data Collection (Dec)

- Develop Base Year model (Mar)
- Develop Opportunity Plan (Jun)
- Develop Needs Plan (Jun)

#### OTHER INFORMATION

The RMP can be viewed on the CRTPA's website ([www.crtpa.org](http://www.crtpa.org)).

# **SECTION 6**

# **Public Involvement**

## SECTION 6: Public Involvement

UPWP Task Title: Public Involvement	UPWP Task Number: 6.1	
Agency Responsible: CRTPA	FY 2013 Funding Source: FHWA PL: \$50,000 FTA5303: \$6,000 FDOT 5303 Match: \$750 Local 5303 Match: \$750	FY 2014 Funding Source: FHWA PL: \$50,000 FTA5303: \$6,000 FDOT 5303 Match: \$750 Local 5303 Match: \$750

### TASK SCHEDULE

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

### TASK PURPOSE

Conduct the public involvement process in a manner that increases the public's knowledge and participation in the regional transportation planning process.

### PREVIOUS WORK (FYs 2011 and 2012)

Public Involvement Plan and Assessment: Held monthly internal meetings to assess implementation of Public Involvement Plan and discuss upcoming public involvement opportunities throughout the CRTPA area. Developed an update to the existing plan in response to finding in TMA Certification.

Title VI: Developed/adopted Title VI Procedures; revised Title VI Procedures and Limited English Proficiency Plans to address comments received from FHWA.

Public Outreach: Conducted public outreach seeking comments on the CRTPA's plans and programs (including TIP, UPWP, Project Priority Lists, Public Involvement Progress Plan, Congestion Management Plan, Regional Mobility Plan) within the CRTPA region; provided generalized CRTPA information at public events; provided information regarding transportation planning process and CRTPA plans and programs to various news media; made continuing updates/upgrades to CRTPA webpage to improve public access to CRTPA information and resources including the posting of information regarding CRTPA members, the planning process, CRTPA plans and programs, and upcoming meetings/public involvement opportunities (1<sup>st</sup> – 4<sup>th</sup> Quarter); analyzed public comment received regarding the CRTPA's plans and programs; increased efforts to seek input from the region's traditionally underserved population through targeted locations in public events.

### METHODOLOGY (FY 2013)

Public Involvement Plan and Assessment: Monitor and update the PIP as needed; conduct public involvement assessment meetings consistent with adopted PIP.

Title VI: Continue to monitor and update Title VI document as may be required.

Public Outreach: Continue to conduct public outreach related to the CRTPA's plans and programs (including TIP, RMP, UPWP and Project Priority Lists) within the CRTPA region; provide CRTPA information and public involvement items at public events (including Commuter Choices Week, and Bike to Work Week); provide information regarding transportation planning process and CRTPA plans and programs to various news media; launch and maintain a new CRTPA webpage; develop CRTPA newsletters and brochures for public distribution; disseminate transportation planning information to citizens, public agencies and others as requested; continue conversations with City of Tallahassee to televise CRTPA meetings; continue efforts related to increasing input from the region's traditionally underserved population; perform safety programs at public schools, as requested, in Gadsden, Leon, Jefferson, and Wakulla counties. Attend local festivals and events as available in all counties. Continue televising CRTPA meetings on WCOT.

#### **METHODOLOGY (FY 2014)**

Public Involvement Plan and Assessment: Monitor and update the PIP as needed; conduct public involvement assessment meetings consistent with adopted PIP.

Title VI: Continue to monitor and update Title VI document as may be required.

Public Outreach: Continue to conduct public outreach related to the CRTPA's plans and programs (including TIP, RMP, UPWP and Project Priority Lists) within the CRTPA region; provide CRTPA information and public involvement items at public events (including Commuter Choices Week and Bike to Work Week); provide information regarding transportation planning process and CRTPA plans and programs to various news media; launch and maintain a new CRTPA webpage; develop CRTPA newsletters and brochures for public distribution; disseminate transportation planning information to citizens, public agencies and others as requested; continue conversations with City of Tallahassee to televise CRTPA meetings; continue efforts related to increasing input from the region's traditionally underserved population. Continue televising CRTPA meetings on WCOT.

#### **END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2013/14)**

- Monitor Public Involvement Plan (ongoing).
- Two (2) CRTPA Newsletters (Feb, Aug.).
- Distribution of CRTPA information and plans (ongoing).
- Enhanced public knowledge in transportation planning process (ongoing).
- Continued CRTPA presence at regional public events (ongoing).
- Up-to-date, accurate CRTPA web site ([www.crtpa.org](http://www.crtpa.org)). (ongoing).
- Two Title VI Assessment Meetings (October, March)
- Enhanced access to public visualization of proposed plans.
- Updated plans that reflect findings of assessment meetings. (ongoing)

# **SECTION 7**

# **Systems Planning**

## SECTION 7: Systems Planning

UPWP Task Title: BICYCLE AND PEDESTRIAN PLANNING	UPWP Task Number: 7.1	
Agency Responsible: CRTPA	FY 2013 Funding Source: FHWA PL: \$45,000 Local Funds: \$10,000 STP: \$210,000*	FY 2014 Funding Source: FHWA PL: \$43,000 Local Funds \$10,000

### TASK SCHEDULE

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

### TASK PURPOSE

Increase the use and safety of bicycle and pedestrian transportation by ensuring the adequate funding of these modes through implementation of the Bicycle & Pedestrian Master Plan (BPMP) and development of a comprehensive program that includes education, enforcement, engineering, and encouragement activities.

### PREVIOUS WORK (Fys 2011 and 2012)

Bicycle and Pedestrian Master Plan Implementation: Continued Master Plan implementation through coordination with City of Tallahassee and Leon County regarding provision of bicycle facilities on roads to be resurfaced (ongoing); continued to identify BPMP projects that could benefit from SB 360/fair share funding and TIGER Grant funds; coordinated with City of Tallahassee regarding Bicycle-Friendly Community designation (ongoing); conducted PPL and TIP processes to secure bicycle/pedestrian funding and ensure that citizens and agencies are aware of the PPL/TIP process and the role of bicycle & pedestrian transportation in the process (September – December); continued discussion seeking funding opportunities for an update of BPMP (integrated into Regional Mobility Plan) with state and local government partners to include all of expanded CRTPA planning area boundary (ongoing); worked with Multimodal Advisory Committee (MAC) to comprehensively address non-motorized mobility in the CRTPA region (ongoing).

Comprehensive Programs (EDUCATION Activities): Distributed safety education material by request to the public and through the Community Traffic Safety Teams and other ongoing efforts and events; assisted with development of bicycle & pedestrian safety education programs for adults and children throughout the CRTPA region, including bicycle safety classes; provided engineering and design standards to professionals involved in project development; worked with Leon County Schools and the Community Traffic Safety Team to identify

improvements to conditions for bicycle & pedestrian issues.

(ENGINEERING Activities): Continued identification of opportunities for CRTPA staff to provide input into local planning efforts that would affect bicycle and pedestrian transportation, and worked with local government staff to provide input into those efforts; reviewed roadway designs and site plans to provide suggestions on improving conditions for bicycle & pedestrian travel; coordinated with transit agencies to ensure and improve access to transit facilities/system; provided suggestions for code changes to enhance provision of bicycle & pedestrian facilities.

(ENFORCEMENT Activities): Worked with law enforcement agencies and through Community Traffic Safety Team to identify priorities for enforcement related to pedestrians and bicyclists.

(ENCOURAGEMENT Activities): Distributed maps and other information on bicycling and walking in the CRTPA area; assisted with planning, promotion and implementation of events that encourage bicycling and walking, such as Bike to Work Week and Commuter Choices Week.

### **METHODOLOGY (FY 2013)**

Bicycle and Pedestrian Master Plan Implementation: Continue working with state and local government staff and other appropriate agencies to develop and fund recommended programs, policies and projects within entire CRTPA area; continue distribution of Bicycle and Pedestrian Master Plan document to the public, governmental agencies, and community organizations; work with other jurisdictions to identify and begin programs, policies, and projects that are applicable to Master Plan implementation; continue representing the CRTPA in various local efforts related to transportation and bicycle and pedestrian issues in the CRTPA area; work with CRTPA local government agencies to coordinate development of data on bicycle & pedestrian facilities within their jurisdictions; work towards developing an update to the Master Plan (integrated with Regional Mobility Plan) to include the entire CRTPA area; continue development of Multimodal Advisory Committee. Work with Gadsden, and Wakulla Counties, in conjunction with the Long Range Transportation Plan to identify trails. Work with Wakulla County in the development of the Ochlocknee Trail and Capital to the Sea Loop Trail.

Comprehensive Programs (EDUCATION Activities): Continue developing programs as recommended in the adopted Bicycle & Pedestrian Master Plan, and expand those programs to the CRTPA Planning Area as appropriate; coordinate with CRTPA member local governments and other agencies on opportunities and needs related to improving bicycle and pedestrian mobility and safety; distribute safety education material by request to the public and through the Community Traffic Safety Teams and other ongoing efforts; assist with development of bicycle & pedestrian safety education programs for adults and children, such as bicycle safety rodeos and walking school bus groups with the Safe Ways to School Program; provide engineering and design standards to professionals involved in project development. (ENGINEERING Activities): Continue identification of opportunities for CRTPA staff to provide input into local planning efforts that would affect bicycle and pedestrian transportation, and work with local government staff to provide input into those efforts; participate in review of transportation project designs and provide assistance with development of bicycle and pedestrian facilities and inclusion of such considerations in ongoing projects; coordinate with transit agencies to ensure and improve access to transit facilities/system; provide suggestions for code changes to enhance provision of bicycle & pedestrian facilities. (ENFORCEMENT Activities): Coordinate with law enforcement agencies, universities, and CTST to identify priorities for enforcement related to pedestrians and bicyclists. (ENCOURAGEMENT Activities): Distribute maps and other information on bicycling and walking in the CRTPA area; assist with planning, promotion and implementation of events that encourage bicycling and walking, including Commuter Choices Week, and Safe Routes to

School; continue work on development and distribution of an updated bicycle map for the City/County/Region. Work with local governments to achieve Bicycle Friendly Community Status.

#### **METHODOLOGY (FY 2014)**

Bicycle and Pedestrian Master Plan Implementation: Continue working with state and local government staff and other appropriate agencies to develop and fund recommended programs, policies and projects within entire CRTPA area; continue distribution of Bicycle and Pedestrian Master Plan document to the public, governmental agencies, and community organizations; work with other jurisdictions to identify and begin programs, policies, and projects that are applicable to Master Plan implementation; continue representing the CRTPA in various local efforts related to transportation and bicycle and pedestrian issues in the CRTPA area; work with CRTPA local government agencies to coordinate development of data on bicycle & pedestrian facilities within their jurisdictions; work towards developing an update to the Master Plan (integrated with Regional Mobility Plan) to include the entire CRTPA area; continue development of Multimodal Advisory Committee.

Comprehensive Programs (EDUCATION Activities): Continue developing programs as recommended in the adopted Bicycle & Pedestrian Master Plan, and expand those programs to the CRTPA Planning Area as appropriate; coordinate with CRTPA member local governments and other agencies on opportunities and needs related to improving bicycle and pedestrian mobility and safety; distribute safety education material by request to the public and through the Community Traffic Safety Teams and other ongoing efforts; conduct and assist with development of bicycle & pedestrian safety education programs for adults and children, such as bicycle safety rodeos and walking school buses for the Safe Ways to School Program; provide engineering and design standards to professionals involved in project development.

(ENGINEERING Activities): Continue identification of opportunities for CRTPA staff to provide input into local planning efforts that would affect bicycle and pedestrian transportation, and work with local government staff to provide input into those efforts; participate in review of transportation project designs and provide assistance with development of bicycle and pedestrian facilities and inclusion of such considerations in ongoing projects; coordinate with transit agencies to ensure and improve access to transit facilities/system; provide suggestions for code changes to enhance provision of bicycle & pedestrian facilities. (ENFORCEMENT Activities): Coordinate with law enforcement agencies, universities, and CTST to identify

priorities for enforcement related to pedestrians and bicyclists. (ENCOURAGEMENT Activities): Distribute maps and other information on bicycling and walking in the CRTPA area; assist with planning, promotion and implementation of events that encourage bicycling and walking, including Commuter Choices Week, and Safe Routes to School; continue work on development and distribution of an updated bicycle map for the City/County/Region.

#### **END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2013/2014)**

- Implementation of projects recommended in the adopted Master Plan through participation in PPL process.
- Implementation of programs recommended in the adopted Bicycle and Pedestrian Master Plan (ongoing).

- Continued consideration, representation and implementation of bicycle and pedestrian modes within the transportation planning process (ongoing)
- Continuation of education, encouragement, enforcement, and engineering activities. Including: training for professionals, CRTPA involvement in member government process, education for citizens through participation in local media opportunities (ongoing).
- Work with Wakulla County on development of Ochlocknee Trail and Capital to the Sea Loop Trail. (FYs 2011/2012)
- Bicycle Friendly Community designation assistance for local governments with the CRTPA area.
- Regional Bicycle Advocacy Leadership group Established.
- Safe Routes to School Program Established

#### **OTHER INFORMATION**

The adopted Bicycle and Pedestrian Master Plan may be viewed on the CRTPA's website ([www.crtpa.org](http://www.crtpa.org)).

\* Task amended to reflect the use of STP funds in Wakulla and Gadsden Counties for sidewalk projects. (See also Task 1.7 Professional Services) Distribution: \$120,000 to Gadsden County, \$90,000 to Wakulla County.

## SECTION 7: Systems Planning

UPWP Task Title: TRANSIT PLANNING	UPWP Task Number: 7.2	
Agency Responsible: StarMetro (City of Tallahassee)	FY 2013 Funding Source: FTA5307: \$130,000 Local Match (COT): -0- (matched with toll revenue credits)	FY 2014 Funding Source: FTA5307: \$130,000 Local Match (COT): -0- (matched with toll revenue credits) FTA5339: \$400,000

### TASK SCHEDULE

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

### TASK PURPOSE

To consistently provide and continually improve effective, safe, and reliable public transit services to the residents of and visitors to Tallahassee region.

### PREVIOUS WORK (FYs 2011 and 2012)

StarMetro completed the following tasks:

#### Intelligent Transportation System:

StarMetro began to implement its Intelligent Transportation System (ITS). This application automates the steps associated with creating and managing our fixed-route schedules. In 2012, StarMetro will begin implementing Automated Vehicle Location Systems to provide location of all buses. Computers monitor buses for unusual or suspicious behaviors.

#### Route Restructuring:

StarMetro decentralized its bus system on July 11<sup>th</sup>, 2011 to better meet the growing needs of the community. Public meetings were held in preparation for these changes and volunteers assisted customers on their trips. Public meetings were also held following the route changes so StarMetro staff could understand the strengths and weaknesses of the new system and make needed adjustments throughout the year.

#### Shelter Installation

StarMetro installed 43 shelters in preparation for the decentralized system. These shelters are located at transfer locations and stops with high ridership.

#### Transit Accessibility

StarMetro coordinated with CRTPA, the City of Tallahassee, and other partners to enhance the accessibility of transit routes to pedestrians, bicyclists, and human services populations. Public Works has been charged with addressing the sidewalk needs meeting the new system route criterion. A total of over 100 needed sidewalk segments meeting this criterion were identified.

#### Replacement Buses:

StarMetro purchased 12 buses in 2010 and 5 buses in 2011. A grant was received by the United States Department of Transportation to purchase four zero emission, all-electric buses. These buses will arrive at StarMetro headquarters in the spring.

#### University Partnerships:

The development of Star Metro's partnerships with Florida State University, Florida Agricultural & Mechanical University and Tallahassee Community College continues to be one of StarMetro's biggest, non-Capital Project Achievements. StarMetro has developed solid relations with all three institutions and moved forward with improved services for the student population.

### **METHODOLOGY (FY 2013)**

StarMetro will use the recommendations from 2010 – 2020 Transit Development Plan and the 2035 Long Range Transportation Plan as well as internal initiatives to improve transit in the City of Tallahassee and the Tallahassee metropolitan statistical area. These activities are as follows:

#### Intelligent Transit System (ITS):

StarMetro will continue to implement its Intelligent Transportation System (ITS) this term. Automated Vehicle Location Systems will provide the location of all buses. Computers will monitor buses for unusual or suspicious detours or behaviors.

#### Remote Transfer Facilities:

StarMetro has land for the development of two remote transfer facilities (or, Multi-Modal Facilities). Park-and-ride facilities are also planned at distant sites.

#### University Partnerships:

StarMetro will continue one of the biggest, non-Capital Project achievements has been the development of StarMetro's partnerships with Florida State University, Florida Agricultural & Mechanical University and Tallahassee Community College. StarMetro will work with all three institutions to develop increased funding methods for improved service along University routes and fixed-route service.

#### Route Restructuring:

StarMetro will continue to improve the new decentralized route system to better meet the growing needs of the community. This will prevent route over-lapping, redundancy and inefficiency.

#### Electric Buses:

StarMetro received a grant from the United States Department of Transportation to purchase four zero emission, all-electric buses. The grant includes funding for the construction of a fast charging station. StarMetro will research modifications required for the garage to accommodate the new electric buses.

#### Alternatives Analysis:

StarMetro has been approved for an FTA 5339 Grant for an Alternatives Analysis. This analysis will study an arterial street undergoing higher-density, mixed-use redevelopment. The corridor runs along Tennessee Street/Mahan Drive between Capital Circle East and West, through Florida State University, Tallahassee Community College and downtown. The project team will evaluate transit-supportive changes to city plans and codes as part of the work plan.

#### **METHODOLOGY (FY 2014)**

StarMetro will use the recommendations from 2010 – 2020 Transit Development Plan and the 2035 Long Range Transportation Plan as well as internal initiatives to improve transit in the City of Tallahassee and the Tallahassee metropolitan statistical area. A high priority is to begin operating regional routes to surrounding counties.

#### Regional Service

Continue to cooperatively plan for and implement regional transit service with StarMetro's planning partners. StarMetro currently serves the city of Tallahassee and provides marketing and management support for Gadsden Express service to Quincy and Midway. There are plans for expanded public transportation in Leon, Gadsden, Jefferson, and Wakulla counties. As the largest provider in the region, StarMetro should be represented in efforts to plan and implement regional service.

## SECTION 7: TLH Airport Systems Planning

UPWP Task Title: AVIATION PLANNING	UPWP Task Number: 7.3	
Agency Responsible: TALLAHASSEE REGIONAL AIRPORT	FY 2013 Funding Source: COT - Aviation: \$170,000	FY 2014 Funding Source: COT - Aviation: \$170,000

### TASK SCHEDULE

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

### TASK PURPOSE

Perform the Aviation Planning tasks for the Tallahassee Regional Airport (TLH) in a continued, coordinated and cooperative manner. Included within this task are activities associated with the Strategic Terminal Master Plan, Airport Economic Development Master Plan, , and the Airport's Capital Improvement Program. The Airport's planning process includes identification of planning priorities and activities in coordinating with tenants, citizens, regulators, airlines, and federal, state, and local governmental agencies. This task defines aviation activities performed by the City of Tallahassee's Department of Aviation.

### PREVIOUS WORK (FY 2011-2012)

Coordinated the development of the Airport Master Plan Update; monitored the development order associated with the Airport Development of Regional Impact for consistency with its capital program and updated it accordingly; developed and submitted to the Florida Department of Community Affairs the 2006 Airport Development of Regional Impact Annual Report; updated the Capital Improvement Plan incorporating capital projects from the Airport Master Plan, TIP, and JACIP; updated and provided a five-year Transportation Improvement Plan (TIP) to the Florida Department of Transportation; provided a prioritized Six-Year Work Program to the Florida Department of Transportation; provided an updated Capital Improvement Plan to the Federal Aviation Administration and the Florida Department of Transportation associated with the agencies Joint Aviation Capital Improvement Program (JACIP); maintained the Airport Layout Plan reflecting existing and future development as identified in the Airport Master Plan, Development of Regional Impact, and various capital improvement plans as required by the Federal Aviation Administration. Continued to serve as a member on the CRTPA Technical Advisory Committee and continued to meet with the FDOT Aviation Office to ensure that Florida's air transportation system remains intact through the Continuing Florida Aviation Systems Planning Process (CFASPP).

### METHODOLOGY (FY 2013)

Implementation and monitoring of Airport Master Plan Update; development of the Strategic Terminal Master Plan, Airport Economic Development Master Plan, , and the Airport's Capital Improvement Program.; complete the 5-year CIP for Fiscal year 2009-2014, 2010-2015, 3;

submit a projected 10-year JACIP to the FAA and the FDOT; continue to update the Airport Layout Plan, as needed; and continue participation in MPO, FAA System Plan, and CFASPP Process Committee.

### **METHODOLOGY (FY 2014)**

Implementation and monitoring of Airport Master Plan Update; implementation of the Strategic Terminal Master Plan, Airport Economic Development Master Plan, , and development of the Airport's Capital Improvement Program.; complete 5-year CIP for Fiscal year 2009-2014, 2010-2015 submit 10-year JACIP to the FAA and the FDOT; continue to update the Airport Layout Plan as needed; and continue participation in MPO, FAA System Plan, and CFASPP Process Committee.

### **END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2013/2014)**

- Airport Master Plan Update (Dec, Mar).
- Airport Capital Improvement Program (Mar).
- Strategic Terminal Master Plan
- Economic Development Master Plan

### **OTHER INFORMATION**

The Airport Master Plan and when implemented the Strategic Terminal Master Plan and Economic Development Master Plan may be viewed on the following website ([www.flytallahassee.com](http://www.flytallahassee.com))

## SECTION 7: Systems Planning

UPWP Task Title: TRANSPORTATION DISADVANTAGED PLANNING	UPWP Task Number: 7.4	
Agency Responsible: CRTPA	FY 2011	FY 2012
	Funding Source:	Funding Source:
	FTA5303: \$18,314	FTA5303: \$18,314
	FDOT 5303 Match: \$ 2,289	FDOT 5303 Match: \$ 2,289
	Local 530 Match: \$ 2,289	Local 530 Match: \$ 2,289
	TD Trust Fund: \$23,602	TD Trust Fund: \$24,027

### TASK SCHEDULE

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

### TASK PURPOSE

Perform planning tasks associated with monitoring the transportation needs of the region's transportation disadvantaged consistent with Chapter 427, Florida Statutes ("Special Transportation and Communication Services"), Rule 41-2, Florida Administrative Rule ("Commission for The Transportation Disadvantaged").

### PREVIOUS WORK (FYs 2011/2012)

Provided support to the Leon County Transportation Disadvantaged Coordinating Board (TDCB) including monitoring and updating the Transportation Disadvantaged Service Plan (May, June, July) and assisted in annual Community Transportation Coordinator evaluation (November, December). Monitored and coordinated with the Gadsden and Wakulla Transportation Disadvantaged Coordinating Boards. Retained Starmetro as Community Transportation Coordinator for another 5-year cycle through gaining recommendations via agenda items to the CRTPA and the Commission for the Transportation Disadvantaged.

### METHODOLOGY (FY 2013)

Provide support for Transportation Disadvantaged Coordinating Board. Complete annual Community Transportation Coordinator evaluation, including Medicaid NET monitoring; Update the Leon County Transportation Disadvantaged Service Plan; develop passenger surveys; monitor legislative proposals; develop annual budget estimate and expense report; monitor Leon County Non-Sponsored Trip grant. Maintain contact with region's transportation disadvantaged coordinating boards to ensure coordinated planning efforts that address the region's transportation disadvantaged travel needs.

## **METHODOLOGY (FY 2014)**

Provide support for Transportation Disadvantaged Coordinating Board. Complete annual Community Transportation Coordinator evaluation, including Medicaid NET monitoring; Update the Leon County Transportation Disadvantaged Service Plan; develop passenger surveys; monitor legislative proposals; develop annual budget estimate and expense report; monitor Leon County Non-Sponsored Trip grant. Maintain contact with region's transportation disadvantaged coordinating boards to ensure coordinated planning efforts that address the region's transportation disadvantaged travel needs. Begin process for Community Transportation Coordinator renewal or replacement. (TDCB decision to recommend renewal of existing coordinator's contract, or development of request for proposal.)

## **END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2011/2012)**

- Updated Leon County Transportation Disadvantaged Service Plan (Jul)
- Annual CTC Evaluation (Oct)
- Provide support to the Leon County Transportation Disadvantaged Coordinating Board (ongoing).
- Renewal or replacement of CTC Contract in February 2012.

## **OTHER INFORMATION**

Information related to transportation disadvantaged planning, including the Transportation Disadvantaged Service Plan for Leon County, may be viewed on the CRTPA's website ([www.crtpa.org](http://www.crtpa.org)). Additional information may be found at the State of Florida Commission for the Transportation Disadvantaged Program website: [www.dot.state.fl.us/ctd](http://www.dot.state.fl.us/ctd)

## SECTION 7: Systems Planning

UPWP Task Title: MOBILITY MANAGEMENT	UPWP Task Number: 7.5	
Agency Responsible: CRTPA	FY 2013 Funding Source: FHWA PL: \$15,000 FTA5303: \$9,286 FDOT 5303 Match: \$1,161 Local 5303 Match: \$1,161	FY 2014 Funding Source: FHWA PL: \$15,000 FTA5303: \$9,286 FDOT 5303 Match: \$1,161 Local 5303 Match: \$1,161

### TASK SCHEDULE

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

### TASK PURPOSE

Ensure optimization of the existing transportation system through agency participation, coordination and identification of system strategies and programs.

### PREVIOUS WORK (FY 2011/2012)

Mobility Management/Transportation System Management (TSM): The update to the CRTPA Mobility Management Plan (MMP) was adopted in March, 2007 and was used to identify potential projects for TSM study/priority project list inclusion (July, August); coordinated with CRTPA member governments and FDOT regarding TSM candidate project list; FY 08/12 TSM Project Priority List.

Community Traffic Safety Teams (CTSTs): Monitored and attended Gadsden County CTST, Leon County CTST and Wakulla CTST meetings; maintained regional CTST dialogue.

Commuter Services of North Florida (CSNF): Coordinated with CSNF through attendance of quarterly meetings, ongoing discussions and participation in Commuter Choices Week events (Commuter Choices Events in September).

### METHODOLOGY (FY 2013)

Mobility Management/TSM: Continue using the CRTPA Mobility Management Plan (MMP); monitor/review MMP for potential project implementation including addition to TSM priority project list inclusion; coordinate with CRTPA member governments and FDOT regarding TSM candidate project list process and potential project additions. Ensure CRTPA familiarity with TSM process and purpose.

Community Traffic Safety Teams (CTSTs): Attend and monitor Gadsden County, Leon County and Wakulla County CTST's; work towards increasing CRTPA presence at area CTSTs; encourage a regional approach towards addressing safety issues; encourage CTST familiarity with CRTPA coordinative role in regional transportation issues.

Commuter Services of North Florida (CSNF): Coordinate with CSNF to identify opportunities to encourage carpooling, transit, vanpooling, bicycling, telecommuting and flexible work hours to

maximize the region's transportation system; continue to attend and participate at CSNF quarterly meetings, participate in Commuter Choices Week events and other public events.

### **METHODOLOGY (FY 2014)**

Mobility Management/TSM: Continue using the CRTPA Mobility Management Plan (MMP); monitor/review MMP for potential project implementation including addition to TSM priority project list inclusion; coordinate with CRTPA member governments and FDOT regarding TSM candidate project list process and potential project additions. Ensure CRTPA familiarity with TSM process and purpose.

Community Traffic Safety Teams (CTSTs): Attend and monitor Gadsden County, Leon County and Wakulla County CTST's; work towards increasing CRTPA presence at area CTSTs; encourage a regional approach towards addressing safety issues; encourage CTST familiarity with CRTPA coordinative role in regional transportation issues.

Commuter Services of North Florida (CSNF): Coordinate with CSNF to identify opportunities to encourage carpooling, transit, vanpooling, bicycling, telecommuting and flexible work hours to maximize the region's transportation system; continue to attend and participate at CSNF quarterly meetings, participate in Commuter Choices Week events and other public events.

### **END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2011/2012)**

- FY 11/15 and FY 12/16 TSM Priority Project List (Mar, Jun)
- CTST regional perspective (ongoing)
- Promotion of alternative transportation choices and opportunities (Milestone: Commuter Choices Week – Sep)
- CRTPA Mobility Management Process (Mar)

### **OTHER INFORMATION**

The adopted CRTPA TSM Project Priority List may be viewed on the CRTPA's website ([www.crtpa.org](http://www.crtpa.org)). Additionally, links to Commuter Services of North Florida and StarMetro are also provided on the CRTPA's website.

# **SECTION 8**

## **Regional Planning and CRTPA Coordination**

## SECTION 8: Regional Planning and CRTPA Coordination

UPWP Task Title: CRTPA Coordination	UPWP Task Number: 8.1	
Agency Responsible: CRTPA	FY 2013	FY 2014
	Funding Source:	Funding Source:
	FHWA PL: \$115,195	FHWA PL: \$115,195
	FTA5303: \$11608	FTA5303: \$11608
	FDOT 5303 Match: \$2,289	FDOT 5303 Match: \$2,289
	Local 5303 Match: \$2,289	Local 5303 Match: \$2,289

### TASK SCHEDULE

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

### TASK PURPOSE

Ensure a coordinated approach to the region's transportation planning issues through ongoing local, regional, state and federal agency coordination.

### PREVIOUS WORK (FY 2011/2012)

Interagency Coordination: Coordinated with local, regional, state and federal agencies related to transportation issues including: Blueprint 2000, Leon County, Gadsden County, Wakulla County, City of Tallahassee, City of Quincy, City of Midway, Town of Havana, Florida Department of Transportation, Florida Department of Community Affairs, Federal Highway Administration, Federal Transit Administration, Commuter Services of North Florida, StarMetro, Tallahassee Regional Airport, School Boards, Apalachee Regional Planning Council, Northwest Florida Transportation Corridor Authority, Florida State University, Florida A&M University, and Tallahassee Community College. Such efforts have included plan, project and policy review, legislative program review, participation on committees/boards/workgroups, transportation grant funding coordination, multimodal planning and other activities related to inter-jurisdictional transportation issues related to the metropolitan planning process and requirements (1<sup>st</sup> – 4<sup>th</sup> Quarter). Drafted Interlocal Agreement for the addition of Jefferson County, the remainder of Gadsden County, the remainder of Wakulla County, and any of their municipalities.

Efficient Transportation Decision Making (ETDM): Monitored and coordinated with FDOT and consultant regarding upcoming ETDM requirements associated with Regional Master Plan/LRTP development (September); input Year 2035 LRTP ETDM eligible projects into Planning Screen (purpose and needs statements); reviewed and summarized comments received from Environmental Technical Advisory Team (ETAT) as needed.

## **METHODOLOGY (FY 2013)**

Interagency Coordination: Increase interagency coordination with local, regional, state and federal agencies and actively engage them in transportation issues including: Blueprint 2000, Leon County, Gadsden County, Wakulla County, City of Tallahassee, City of Quincy, City of Midway, Town of Havana, Florida Department of Transportation, Florida Department of Community Affairs, Federal Highway Administration, Federal Transit Administration, Commuter Services of North Florida, StarMetro, Tallahassee Regional Airport, School Boards, Apalachee Regional Planning Council, Northwest Florida Transportation Corridor Authority, Florida State University, Florida A&M University and Tallahassee Community College. In addition to attended City/County Commission meetings of all member governments, efforts will include plan, project and policy review, participation on committees/boards/workgroups, legislative program review to ensure CRTPA compliance with state and federal requirements (including recent SAFETEA-LU requirements related to the LRTP, RMP, TIP, TMA certification and other issues), transportation grant funding coordination and other activities related to inter-jurisdictional transportation issues. A focus on multimodal issues to address regional mobility will continue.

Efficient Transportation Decision Making (ETDM): CRTPA ETDM projects will continue to be monitored and advanced; ETDM eligible projects will continue to be input (purpose and needs statements); ongoing coordination efforts with FDOT and ETDM review agencies will continue; identified ETDM project comments will be monitored and coordinated with FDOT and consultant regarding ongoing ETDM requirements associated with Year 2035 RMP LRTP development; input Year 2030 LRTP ETDM eligible projects into Planning Screen; comments received from Environmental Technical Advisory Team (ETAT) will continue to be reviewed and summarized.

Monitoring Air Quality The CRTPA will continue to monitor air quality information as it becomes available should non-attainment status be reached in the region.

## **METHODOLOGY (FY 2014)**

Interagency Coordination: Increase interagency coordination with local, regional, state and federal agencies and actively engage them in transportation issues including: Blueprint 2000, Leon County, Gadsden County, Wakulla County, City of Tallahassee, City of Quincy, City of Midway, Town of Havana, Florida Department of Transportation, Florida Department of Community Affairs, Federal Highway Administration, Federal Transit Administration, Commuter Services of North Florida, StarMetro, Tallahassee Regional Airport, School Boards, Apalachee Regional Planning Council, Northwest Florida Transportation Corridor Authority, Florida State University, Florida A&M University and Tallahassee Community College. In addition to attended City/County Commission meetings of all member governments, efforts will include plan, project and policy review, participation on committees/boards/workgroups, legislative program review to ensure CRTPA compliance with state and federal requirements (including recent SAFETEA-LU requirements related to the LRTP, RMP, TIP, TMA certification and other issues), transportation grant funding coordination and other activities related to inter-jurisdictional transportation issues. A focus on multimodal issues to address regional mobility will continue.

Efficient Transportation Decision Making (ETDM): CRTPA ETDM projects will continue to be monitored and advanced; ETDM eligible projects will continue to be input (purpose and needs statements); ongoing coordination efforts with FDOT and ETDM review agencies will continue; identified ETDM project comments will be monitored and coordinated with FDOT and consultant regarding ongoing ETDM requirements associated with Year 2035 LRTP development; input Year 2030 LRTP ETDM eligible projects into Planning Screen; comments received from Environmental Technical Advisory Team (ETAT) will continue to be reviewed and summarized.

Monitoring Air Quality The CRTPA will continue to monitor air quality information as it becomes available should non-attainment status be reached in the region.

**END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2013/2014)**

- Provision of a coordinated regional transportation perspective (ongoing).
- CRTPA review and comments on legislative proposals as related to transportation issues (Mar, Jun).
- CRTPA compliance with ETDM requirements (as needed).
- Stronger relationship with StarMetro as the public transportation provider. (Ongoing)
- Increased outreach to member governments and coordination with their local issues.
- Completion of Interlocal Agreement to finalize expansion of CRTPA boundaries and approval of the Executive Office of the Governor.
- Increased involvement with local transportation issues affecting system roads.
- Monitoring of air quality attainment issues.

# **SECTION 9**

## **Other Planning Projects**

## SECTION 9: Other Planning Projects

UPWP Task Title: Corridor Analysis	UPWP Task Number: 9.1	
Agency Responsible: CRTPA	FY 2013 Funding Source: FHWA PL Funds: \$30,000	FY 2014 Funding Source: FHWA PL Funds: \$30,000

### TASK SCHEDULE

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

### TASK PURPOSE

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

### PREVIOUS WORK (FY 2011/2012)

CRTPA participated in coordination and monitoring of the following projects:

- Gaines Street (Lake Bradford Road to Monroe Street): The City of Tallahassee moved forward with the redevelopment of the Gaines Street Corridor. The anticipated Improvements will encourage multi-modal uses, minimize social, economic and environmental impacts and support ongoing public and private revitalization efforts. Additionally, staff reviewed the proposed intersection improvements at Lake Bradford Road and Gaines Street as well as the City of Tallahassee's efforts to add the FAMU Way Extension to the network south of Gaines Street.
- Mahan Drive (Dempsey Mayo Road to Walden Road): Status: Project ranked #1 on FY 08/12 CRTPA Major Project Priority List; the project was designated as a Strategic Intermodal System Road in May 2006. Design completed by mid-2008 (FDOT). The next phase of this project was construction with funds boxed for construction in FY 12 and \$10 million in reserve from Blueprint 2000. One of the major efforts was working the local governments and the Apalachee Regional Planning Council (ARPC) on the Pinnacle DRI at the intersection of Mahan Drive and Interstate 10. Mahan Drive is the Significant Benefit Road in the proportionate share agreement. Staff monitored and provided advice to Blueprint 2000.
- Capital Circle, Southeast (SR 261, US 319) (south of Tram Road to Crawfordville Road): Project being developed by BP 2000; PD&E Study complete. It is underway and is being completed as two projects: Tram Road to Woodville Highway (SR 363), and Woodville Highway to Crawfordville Road. The Tram to Woodville segment is completed; design for the Woodville to Crawfordville segment is currently under construction as a design build project, and was completed in 2010. Project was ranked as #7 and #8 on the FY 08/12 Major Project Priority List.

- Capital Circle, Southwest (SR 263) Expanded PD&E Study (Blountstown Highway (SR 20) to Crawfordville Road (SR 61, US 319)): Design completed, right of way acquisition underway, construction scheduled for completion in early FY2011.
- 

### **METHODOLOGY (FY 2013)**

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

The CRTPA will continue to participate in the following corridor studies for FY 2013:

- Crawfordville Road (Wakulla Springs Road to US 98 in Wakulla County): Widen roadway to 4 lanes. This project contains five segments (Wakulla Springs to LL Wallace Road: currently in ROW acquisition; LL Wallace Road to Wakulla County Line: design completed; Wakulla County Line to East Ivan Road, East Ivan Road to Lost Creek Bridge, and Lost Creek Bridge to US 98: design complete or underway for these segments).
- Capital Circle, Southeast (SR 261, US 319) (south Tram Road to Crawfordville Road): Project being developed by Blueprint 2000; design is nearly completed and right-of-way (ROW) is underway is being completed as two (2) projects: Tram Road to Woodville Highway (SR 363), and Woodville Highway to Crawfordville Road.
- Other Studies: Additional studies will also be conducted on other corridors identified in the Long Range Transportation Plan and Bicycle and Pedestrian Master Plan, and within designated sub-areas, as required.
- Developments of Regional Impacts CRTPA staff will continue to coordinate to work with local governments as it relates to the following Developments of Regional Impact (DRIs):
  - CCOC DRI – This project is located at the intersection of Tram Road and Capital Circle, and calls for the addition of over 1,000,000 square feet of office space to the existing Capital Circle Office Complex. This has been approved with partial construction completed
  - Southside DRI – This DRI is located at the intersection of Woodville Highway and Capital Circle, Southeast. This DRI is a mixed use development that is proposed to include of 2,500 dwelling units, office, retail, and proposed hospital. This project has been withdrawn, but may re-emerge. The CRTPA will continue to monitor it.
  - Pinnacle DRI – located at the intersection of Mahan Drive (US 90) and Interstate 10 this DRI is on one of the region's Strategic Intermodal System (SIS) roads with significant impacts along this corridor. It has gone through the first round of sufficiency, but no other activity has been taken by the applicant.. CRTPA staff will continue to monitor this by working closely with the Apalachee Regional Planning Council (APRC)
  - Woodville Highway

- During FY 2011 the CRTPA received Transportation Regional Impact Program (TRIP) funds to conduct a Corridor Master Plan for Woodville Highway from Gaile Avenue to Commerce Boulevard in Wakulla County. This project is intended analyze the corridor to determine what transportation improvements should be made to protect the corridor for future improvement. This may include bike, pedestrian, or transit improvements, widening, parallel corridor development, land use changes, utility protection, etc. The outcome will be a plan that will set the ultimate future needs for the corridor. This project is anticipated to finish in the September 2012 with advertisement, Consultant Selection in the second quarter and the project to begin in the third quarter. The project completion date is estimated for the September 2012. When completed this project will be used as the foundation for the Woodville Highway Project Development and Environment (PD&E) Study from Gaile Avenue to Capital Circle.

### METHODOLOGY (FY 2014)

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

The CRTPA will continue to participate in the following corridor studies for FY 2014:

- Mahan Drive (Dempsey Mayo Road to Walden Road): Widen roadway to 4 lanes; next phase is construction; funds boxed for construction in FY 12 and reserved by Blueprint 2000. Staff will continue to work with FDOT and BP 2000 to complete the funding of the construction phase.
- Crawfordville Road (Wakulla Springs Road to US 98 in Wakulla County): Widen roadway to 4 lanes. This project contains five segments (Wakulla Springs to LL Wallace Road: currently in ROW acquisition; LL Wallace Road to Wakulla County Line: design programmed for FY 08; Wakulla County Line to East Ivan Road, East Ivan Road to Lost Creek Bridge, and Lost Creek Bridge to US 98: design complete or underway for these segments).
- Capital Circle, Northwest/Southwest Expanded PD&E Study (West Tennessee Street (US 90) to Orange Avenue (SR 371) (2.95 miles): Construction should be completed.
- Capital Circle, Southwest (SR 263) Expanded PD&E Study (Blountstown Highway (SR 20) to Crawfordville Road (SR 61, US 319): Project being developed by BP 2000; CRTPA staff continues to work with BP 2000 and the project consultant.
- Capital Circle, Southeast (SR 261, US 319) (south Tram Road to Crawfordville Road): Project being developed by Blueprint 2000; design is nearly completed and right-of-way (ROW) is underway is being completed as two (2) projects: Tram Road to Woodville Highway (SR 363), and Woodville Highway to Crawfordville Road.
- Welaunee Parkway
- Other Studies: Additional studies will also be conducted on other corridors identified in the Long Range Transportation Plan and Bicycle and Pedestrian Master Plan, and within designated sub-areas, as required.

- Developments of Regional Impacts CRTPA staff will continue to coordinate to work with local governments as it relates to the following Developments of Regional Impact (DRIs):
  - CCOC DRI – This project is located at the intersection of Tram Road and Capital Circle, and calls for the addition of over 1,000,000 square feet of office space to the existing Capital Circle Office Complex. This project should be in the Development Order stage with completion of the approved DRI during the first quarter.
  - Southside DRI – This DRI is located at the intersection of Woodville Highway and Capital Circle, Southeast. This DRI is a mixed use development that is proposed to include of 2,500 dwelling units, office, retail, and proposed hospital. This project should be in the Development Order stage with completion of the approved DRI during the first quarter.
  - Pinnacle DRI – located at the intersection of Mahan Drive (US 90) and Interstate 10 this DRI is on one of the region’s Strategic Intermodal System (SIS) roads with significant impacts along this corridor. CRTPA staff is working closely with the Apalachee Regional Planning Council (APRC), the FDOT and Leon County to ensure that the impacts of the development do not degradate the operations of this SIS roadway. This project should be in the Development Order stage with completion of the approved DRI during the first quarter.

**END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2013/2013)**

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

## SECTION 9: Other Planning Projects

UPWP Task Title: Special Transportation Planning Projects	UPWP Task Number: 9.2	
Agency Responsible: CRTPA	FY 2013 Funding Source: FHWA PL : \$20,000	FY 2014 Funding Source: FHWA PL: \$20,000

### TASK SCHEDULE

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

### TASK PURPOSE

Identify and participate in special transportation planning studies and projects.

### PREVIOUS WORK (FY 2011/2012)

Lake Jackson Ecopassage Project: Staff worked with Kimley-Horn and Associates (KHA) to complete the Project Development and Environment Study, which was approved by the FDOT in January 2007. This work included several committee meetings, public meetings as well as discussions regarding the approach for funding the construction of the project. Additionally, CRTPA staff worked with KHA and FDOT to secure the funds for the design of the Lake Jackson Ecopassage. Lastly, staff worked with the EC Driver team to ensure that the intent of the PD&E was fulfilled during the design phase of the project.

Tallahassee-Leon County Corridor Management Program: coordinated and provided technical assistance to Tallahassee-Leon County Planning Department associated with this corridor management initiative including review of draft documents (1<sup>st</sup> – 4<sup>th</sup> Quarter).

### METHODOLOGY (FY 2013)

CRTPA Member Government Corridor Management/Tallahassee-Leon County Corridor Management Program: Coordinate and provide technical assistance to CRTPA member governments regarding issues related to corridor management including access management and future right-of-way preservation.

Development and Support of Additional Studies: Develop additional studies as may be identified in coordination with FDOT, FHWA and FTA.

## **METHODOLOGY (FY 2014)**

CRTPA Member Government Corridor Management/Tallahassee-Leon County Corridor Management Program: Coordinate and provide technical assistance to CRTPA member governments regarding issues related to corridor management including access management and future right-of-way preservation.

Development and Support of Additional Studies: Develop additional studies as may be identified in coordination with FDOT, FHWA and FTA.

## **END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2013/2014)**

- Enhanced awareness of corridor management importance for the region's major corridors (Sep, Dec, Mar, Jun).

## **OTHER INFORMATION**

Information regarding the Special Projects are available on the CRTPA's website, when applicable. ([www.crtpa.org](http://www.crtpa.org)).

## IV.

# UPWP AGENCY PARTICIPATION AND PROPOSED FUNDING SOURCES FOR FISCAL YEARS 2013/2014

Table 1.1 FY 2013 Proposed Agency Participation

Table 1.2 FY 2014 Proposed Agency Participation

Table 2.1 FY 2013 Proposed Funding

Table 2.2 FY 2014 Proposed Funding

(see enclosed tables)

**Table 1.1 Proposed Agency Participation FY 2013**

TASK NUMBER/TITLE	CAPITAL REGION TRANSPORTATION PLANNING AGENCY COST	STARMETRO COST	CITY TRAFFIC ENGINEERING COST	CITY OF TALLAHASSEE AVIATION COST	LEON COUNTY PUBLIC WORKS COST	TOTAL PROGRAM COST
<b>1 ADMINISTRATION</b>						
1.1 Transportation Planning Mgmt.	\$152,000					\$152,000
1.2 CRTPA Certification	\$5,000					\$5,000
1.3 Capital Outlay	\$30,000					\$30,000
1.4 Funding Administration	\$25,000					\$25,000
1.7 Professional Services	\$372,000					\$372,000
<b>2. DATA COLLECTION AND DISTRIBUTION</b>						
2.1 Data Collection and Distribution	\$12,500		\$171,000		\$45,000	\$228,500
<b>3. UNIFIED PLANNING WORK PROGRAM (UPWP)</b>						
3.1 UPWP Development	\$34,250					\$34,250
<b>4. TRANSPORTATION IMPROVEMENT PROGRAM (TIP)</b>						
4.1 TIP Development	\$56,250					\$56,250
<b>5. LONG RANGE TRANSPORTATION PLAN (LRTP)</b>						
5.1 LRTP Development	\$140,000					\$140,000
<b>6. PUBLIC INVOLVEMENT</b>						
6.1 Public Involvement	\$57,500					\$57,500
<b>7. SYSTEMS PLANNING</b>						
7.1 Bicycle and Pedestrian Planning	\$43,000		\$10,000			\$53,000
7.2 Transit Planning		\$146,000				\$146,000
7.3 Aviation Planning				\$170,000		\$170,000
7.4 Transportation Disadvantaged	\$46,919					\$46,919
7.5 Mobility Management	\$11,608					\$11,608
<b>8. CRTPA COORDINATION</b>						
8.1 CRTPA Coordination	\$127,695					\$127,695
<b>9. OTHER PLANNING PROJECTS</b>						
9.1 Corridor Analysis	\$30,000					\$30,000
9.2 Special Transportation Planning	\$20,000					\$20,000
<b>TOTALS</b>	<b>\$1,163,722</b>	<b>\$146,000</b>	<b>\$181,000</b>	<b>\$170,000</b>	<b>\$45,000</b>	<b>\$1,705,722</b>

**TABLE 1.1: PROPOSED AGENCY PARTICIPATION AND ANTICIPATED ELEMENT COST  
CAPITAL REGION TRANSPORTATION STUDY  
FISCAL YEAR 2012 (JULY 1, 2011 TO JUNE 30, 2012)**

**Table 1.2 Proposed Agency Participation FY 2014**

TASK NUMBER/TITLE	CAPITAL REGION TRANSPORTATION PLANNING AGENCY COST	STARMETRO COST	CITY TRAFFIC ENGINEERING COST	CITY OF TALLAHASSEE AVIATION COST	LEON COUNTY PUBLIC WORKS COST	TOTAL PROGRAM COST
<b>1 ADMINISTRATION</b>						
1.1 Transportation Planning Mgmt.	\$152,000					\$152,000
1.2 CRTPA Certification	\$5,000					\$5,000
1.3 Capital Outlay	\$30,000					\$30,000
1.4 Funding Administration	\$25,000					\$25,000
1.7 Professional Services	\$372,000					\$372,000
<b>2. DATA COLLECTION AND DISTRIBUTION</b>						
2.1 Data Collection and Distribution	\$12,500		\$171,000		\$45,000	\$228,500
<b>3. UNIFIED PLANNING WORK PROGRAM (UPWP)</b>						
3.1 UPWP Development	\$34,250					\$34,250
<b>4. TRANSPORTATION IMPROVEMENT PROGRAM (TIP)</b>						
4.1 TIP Development	\$56,250					\$56,250
<b>5. LONG RANGE TRANSPORTATION PLAN (LRTP)</b>						
5.1 LRTP Development	\$140,000					\$140,000
<b>6. PUBLIC INVOLVEMENT</b>						
6.1 Public Involvement	\$57,500					\$57,500
<b>7. SYSTEMS PLANNING</b>						
7.1 Bicycle and Pedestrian Planning	\$43,000		\$10,000			\$53,000
7.2 Transit Planning		\$146,000				\$146,000
7.3 Aviation Planning				\$170,000		\$170,000
7.4 Transportation Disadvantaged	\$46,919					\$46,919
7.5 Mobility Management	\$26,608					\$26,608
<b>8. CRTPA COORDINATION</b>						
8.1 CRTPA Coordination	\$127,695					\$127,695
<b>9. OTHER PLANNING PROJECTS</b>						
9.1 Corridor Analysis	\$20,000					\$20,000
9.2 Special Transportation Planning	\$20,000					\$20,000
<b>TOTALS</b>	<b>\$1,168,722</b>	<b>\$146,000</b>	<b>\$181,000</b>	<b>\$170,000</b>	<b>\$45,000</b>	<b>\$1,710,722</b>

TABLE 2.2: FY 2014 Proposed FundingCapital Region Transportation Study

TASK NUMBER/ PROJECT TITLE	AGENCY	FHWA SEC. 112 (PL) (2)	FTA SEC. 5303 80%	LOCAL MATCH 10%	STATE MATCH FDOT 10%	TOTAL FTA SEC 5303	FTA SEC. 5307	LOCAL MATCH (COT)	TOTAL FTA SEC. 5307	TD TRUST FUND 100%	LOCAL OTHER 100%	TOTAL FEDERAL (FHWA, FTA)	TOTAL STATE	TOTAL LOCAL	GRAND TOTAL
<b>1. ADMINISTRATION</b>															
1.1 Transportation Planning Management	*CRTPA	\$152,000	\$20,000	\$2,500	\$2,500										
1.2 CRTPA Certification	CRTPA	\$5,000													
1.3 Capital Outlay	CRTPA	\$30,000													
1.4 Funding Administration	CRTPA	\$25,000													
1.5 FDOT Assistance for PL funds (1)	FDOT														
1.6 FDOT Match for 530 funds	FDOT														
1.7 Professional Services	CRTPA	\$72,000													
<b>TOTAL Administration</b>		<b>\$284,000</b>	<b>\$20,000</b>	<b>\$2,500</b>	<b>\$2,500</b>	<b>\$25,000</b>						<b>\$304,000</b>	<b>\$2,500</b>	<b>\$2,500</b>	<b>\$309,000</b>
<b>2. DATA COLLECTION AND DISTRIBUTION</b>															
2.1 Data Collection and Distribution	CRTPA COT-TE LC-PW	\$12,500									\$171,000 \$45,000	\$12,500		\$171,000 \$45,000	
<b>TOTAL Data Collection and Distribution</b>		<b>\$12,500</b>									<b>\$216,000</b>	<b>\$12,500</b>		<b>\$216,000</b>	<b>\$228,500</b>
<b>3. UNIFIED PLANNING WORK PROGRAM (UPWP)</b>															
3.1 UPWP Development	CRTPA	\$18,000	\$13,000	\$1,625	\$1,625	\$16,250						\$31,000	\$1,625	\$1,625	\$34,250
<b>4. TRANSPORTATION IMPROVEMENT PROGRAM (TIP)</b>															
4.1 TIP Development	CRTPA	\$40,000	\$13,000	\$1,625	\$1,625	\$16,250						\$53,000	\$1,625	\$1,625	\$56,250
<b>5. YEAR 2030 LONG RANGE TRANSPORTATION PLAN (LRTP)</b>															
5.1 LRTP Development	CRTPA FDOT	\$60,000	\$13,000	\$1,625	\$1,625	\$16,250						\$73,000	\$1,625	\$1,625	\$76,250
												\$140,000			\$140,000
<b>6. PUBLIC INVOLVEMENT</b>															
6.1 Public Involvement	CRTPA	\$50,000	\$6,000	\$750	\$750	\$7,500						\$56,000	\$750	\$750	\$57,500
<b>7. SYSTEMS PLANNING</b>															
7.1 Bicycle / Pedestrian Planning	CRTPA	\$45,000									\$10,000				
7.2 Transit Planning	COT-SM						\$130,000		\$130,000						
7.3 Aviation Planning	COT-AD										\$170,000				
7.4 Transportation Disadvantaged	CRTPA		\$18,314	\$2,289	\$2,289	\$22,893				\$24,027					
7.5 Mobility Management	CRTPA	\$15,000	\$9,286	\$1,161	\$1,161	\$11,608									
<b>TOTAL Systems Planning</b>		<b>\$60,000</b>	<b>\$27,600</b>	<b>\$3,450</b>	<b>\$3,450</b>	<b>\$34,500</b>	<b>\$130,000</b>	<b>\$0</b>	<b>\$130,000</b>	<b>\$24,027</b>	<b>\$180,000</b>	<b>\$217,600</b>	<b>\$27,477</b>	<b>\$183,450</b>	<b>\$428,527</b>
<b>8. CRTPA COORDINATION</b>															
8.1 CRTPA Coordination	CRTPA	\$115,195	\$10,000	\$1,250	\$1,250	\$12,500						\$125,195	\$1,250	\$1,250	\$127,695
<b>9. OTHER PLANNING PROJECTS</b>															
9.1 Corridor Analysis	CRTPA	\$20,000													
9.2 Special Transportation Projects	CRTPA	\$20,000													
<b>TOTAL Other Planning Projects</b>		<b>\$40,000</b>										<b>\$40,000</b>			<b>\$40,000</b>
<b>GRAND TOTAL</b>		<b>\$679,695</b>	<b>\$102,600</b>	<b>\$12,825</b>	<b>\$12,825</b>	<b>\$128,250</b>	<b>\$130,000</b>	<b>\$0</b>	<b>\$130,000</b>	<b>\$24,027</b>	<b>\$396,000</b>	<b>\$1,052,295</b>	<b>\$36,852</b>	<b>\$408,825</b>	<b>\$1,497,972</b>

Key to abbreviations: CRTPA = Capital Region Transportation Planning Agency FHWA = Federal Highway Administration TD = Commission for the Transportation Disadvantaged  
 (1) HP funds COT-TE = City of Tallahassee Traffic Engineering FTA = Federal Transit Administration LC-PW = Leon County Public Works  
 (2) FDOT soft match included COT-AD = City of Tallahassee Aviation Department COT-SM = City of Tallahassee StarMetro \*should anticipated rollover funding not cover administrative costs, the FY 2014 UPWP will be amended to reflect the reduced cost.

TABLE 2.2: FY 2014 Proposed FundingCapital Region Transportation Study

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<b>2. DATA COLLECTION AND DISTRIBUTION</b>															
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7.5 Mobility Management	CRTPA	\$15,000	\$9,286	\$1,161	\$1,161	\$11,608									
<b>TOTAL Systems Planning</b>		<b>\$60,000</b>	<b>\$27,600</b>	<b>\$3,450</b>	<b>\$3,450</b>	<b>\$34,500</b>	<b>\$130,000</b>	<b>\$0</b>	<b>\$130,000</b>	<b>\$24,027</b>	<b>\$180,000</b>	<b>\$217,600</b>	<b>\$27,477</b>	<b>\$183,450</b>	<b>\$428,527</b>
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## **APPENDIX**

Non-Discrimination Title VI Policy Statement  
Lobbying Certification  
Debarment and Suspension Certification  
Application for Federal Assistance and Assurances

**VI**

**REVIEW AGENCY**

**COMMENTS**



## *Florida Department of Transportation*

RICK SCOTT  
GOVERNOR

1074 Highway 90  
Chipley, FL 32428

ANANTH PRASAD, P.E.  
SECRETARY

April 4, 2012

Mr. Harry Reed  
Executive Director  
Capital Region Transportation Planning Agency  
300 South Adams Street  
Tallahassee, Florida 32301

**Subject: Capital Region TPA FY2013 - 2014 Draft UPWP Review**

Dear Mr. Reed:

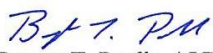
Attached to this transmittal are the Florida Department of Transportation (FDOT) comments on the Draft UPWP provided for our review. These comments are meant to relay the concerns of the FDOT and provide the TPA Staff a basis for improving the UPWP. FDOT is prepared to discuss these comments with TPA Staff at your earliest convenience.

The Department continues to encourage the CRTPA to consider alternatives to reduce the overall cost of administrative tasks, thereby making more funds available for transportation planning tasks. The Department again recognizes and appreciates the efforts of the CRTPA staff to produce the new two year UPWP in a timely manner.

Any future comments received from the remaining reviewing agencies will be forwarded to your attention. FDOT requests the final UPWP, that addresses all reviewing agency comments, be provided to our office by May 22, 2012. This will allow sufficient time to coordinate with the other agencies to ensure UPWP approval by July 1, 2012.

If you have any questions or concerns please contact me at your earliest convenience. I can be reached at (850) 415 9371 or [bryant.paulk@dot.myflorida.com](mailto:bryant.paulk@dot.myflorida.com).

Sincerely,

  
Bryant T. Paulk, AICP  
Urban Liaison

cc: Jane Sauls  
Colleen Roland  
Blair Martin  
Stacie Blizzard

## Response to cover letter

*Thank you for your timely response and thorough overview.*

*The CRTPA continues its efforts to reduce the administrative costs and direct more resources to planning. In Administrative Task 1.7 includes a significant sum for professional services assigned under General Consultant Contracts approved by the CRTPA Board in FY 12. As tasks are assigned, those sums will be allocated through amendment to the proper planning task reducing the funding total in this task.*

*CRTPA has been diligent in not increasing the costs within Task 1.1, even though personnel costs have risen due to increases in benefits and allocated charges to the City of Tallahassee, the host government.*

*Task 1.1 also includes travel for elected officials to the MPOAC Institute.*

## **CRTPA FY13/14 UPWP Review Comments**

### **Cover Page**

- Update FM # to 42383911401 and FAP # to 0220 049 M on the cover page.
- Update FM # and FAP # on p. iv

*CRTPA Response: Completed*

### **Introduction**

- Update reference to Bike/Ped Master Plan and Transit Development Plan to reflect accomplishments in the Regional Mobility Plan. p. 6
- Update references to the Transportation Disadvantaged Service Plan updates for the CRTPA counties. p. 7
- Complete final statement under Local Government Comprehensive Plans. p. 7
- Update references to reflect RMP under FY2011/2012 Transportation Planning Activities. p. 8

- Update Project Priority List and TIP fiscal year reference. p. 8
- Update date of adoption under Level Of Planning Effort sections. p. 10

*CRTPA Response: Completed*

## **Organization and Management**

- Add Jefferson County to voting chart. p. 11
- Update reference to anticipated completion date of staff services agreement. p. 12
- Update reference to PL JPA approval date (7/1/2010). p. 12
- Update member government status under CRTPA Participants in UPWP Metropolitan Planning Process section, last section under CRTPA Member Governments. p. 13
- Update the reference to the most recent Joint Certification of the CRTPA. p. 15

*CRTPA Response: Completed*

## **Work Elements**

- References to Freight Planning Conference and Security Transportation Planning workshop appear to be the same from the last UPWP update. p.21
- References to move from City Hall and purchases of furniture and equipment appear to be the same from the last UPWP update. p. 25
- Correct FY reference to chart on UPWP Task 1.6. p. 28
- Update FY2013 & 2014 methodology for use of general planning consultant funds. p. 29
- Correct Previous Work FYs to 2011/2012, update reference to the RMP and correct Methodology sections to Fys 2013 and 2014. pp. 32,33
- Correct references to UPWP FYs under Previous Work, Methodology 2013 & Methodology 2014 sections of Task 3.1. p. 36

- Correct Fiscal Year references in Task 7.5 and ensure Previous Work and Methodology has been updated. p. 61
- Correct Previous Work fiscal year reference and update ETDM section to include RMP. Update Methodology section to reflect the RMP. pp. 64, 65
- Update status of Capital Circle SE project (Woodville to Crawfordville) and consider adding Weluane Parkway as another project the CRTPA will be coordinating on under Task 9.1. pp. 69 - 71
- Correct funding discrepancy in Task 9.2. Table provides \$20,000 and Task Descriptions provides \$30,000. p. 69

*CRTPA Response: Completed*

### **Budget Tables**

- The FY13 programming does not exceed the \$768,368 allocation, but the two year budget does exceed the two year allocation of \$1,296,220 (\$768,368 FY13 & \$527,852 FY14). Please adjust the funding to reduce the overall budget to the two year allocation.

*CRTPA Response: Staff feels that sufficient rollover funding will be available to cover the difference in allocation. Should sufficient funding not be available for the second year, the UPWP will then amend the document and reduce the costs.*





**COMMITTEE AGENDA ITEM 3A**

**WOODVILLE HIGHWAY PD&E ALTERNATIVES**

**REQUESTED BY:** CRTPA Staff

**TYPE OF ITEM:** Discussion

**STATEMENT OF ISSUE**

The purpose of this agenda item is to present the recommended build alternatives for Segment 1 and Segment 2 of the Woodville Highway Project, Development, and Environment (PD&E) Study as evaluated and recommended by the project team, CRTPA staff, and public involvement efforts. Segment 1 falls between Capital Circle SE and Gaile Avenue, and Segment 2 falls between Gaile Avenue and Paul Russell Road.

CRTPA Staff is seeking committee approval of the preferred alternatives for each segment of the project.

**RECOMMENDED ACTIONS**

Option 1: Approve the Urban Alternative for Segment 1 (Recommended)

Option 2: Approve the Loop Alternative for Segment 2 (Recommended).

**HISTORY AND ANALYSIS**

Prior to the efforts related to the PD&E, a Master Plan was prepared and served as the foundation for the development of the build alternatives for Segments 1 and 2 in this PD&E study. The Master Plan was approved by the committees and CRTPA Board in March of 2012.

Since the meeting in March, the concepts for the alternatives along Segment 1, from Capital Circle SE to Gaile Avenue, and the operational improvements along Segment 2, from Gaile Avenue to Paul Russell Road (and including Crawfordville Highway) have been further developed and reviewed for impacts to socio-cultural features and the natural environment, including wildlife and habitat. Additionally, the right-of-way needs and potential relocations necessary to accommodate the alternatives have been evaluated for each of the alternatives. Each of the alternatives has been compared to the other alternatives within the respective segments and the impacts and opportunities associated with each have been evaluated. It should be noted that the build alternatives for both segments are being compared with the no-build option.

The Segments under study in this PD&E have the following unique considerations and distinctions from one another:

- Alternatives in Segment 1 (Capital Circle SE to Gaile Avenue) focus on adding capacity and widening the existing two-lane facility to a four-lane facility and adding bicycle and pedestrian features, while maintaining the St. Marks Trail.
- The alternatives in Segment 2 (Gaile Avenue to Paul Russell Road) focus on operational improvements. These improvements include those that improve the flow of traffic and include the interaction of traffic on Crawfordville Road and Woodville Highway, between Gaile Avenue and Paul Russell Road.

*Attachment 1* provides graphics and an evaluation of the of the alternatives for your review and consideration.

### **RECENT PUBLIC PARTICIPATION AND RECOMMENDATIONS**

A public evaluation of alternatives was held on April 12th at 5:30 p.m. at the Jack McLean, Jr. Community Recreation Center on Paul Russell Road. At this meeting, the public had an opportunity to review the alignment alternatives, the results of the analyses that had been completed for each, and the initial evaluation that the project team had prepared for both Segment 1 and 2 alternatives. The meeting was well attended and interactive.

### **RECOMMENDATIONS**

Following the public meeting, the project team and CRTPA staff reviewed the public comments and the evaluation of the alternatives. Following that review, the project team and staff prepared the following recommendations and findings for Segments 1 and 2.

#### **Recommendation for Segment 1 (Capital Circle SE to Gaile Avenue)**

- CRTPA Staff and the project team recommend the *Urban Alternative* as the locally preferred alternative for Segment 1.

#### **Segment 1 Findings**

- The *Urban Alternative* is consistent with the majority of the desires of the public as witnessed in their comments, has the lowest cost for implementation, requires the least amount of right-of-way, and has the fewest potential impacts to potentially contaminated sites and potentially historical features in the area.
- The *Rural Options* would require right-of-way acquisition, the relocation of residents and businesses, and would have impacts to natural and community features.

**Recommendations for Segment 2 (Gaile Avenue to Paul Russell Road)**

- CRTPA Staff and the project team recommend the **Loop Alternative** as the locally preferred alternative for Segment 2.

**Segment 2 Findings**

- The **Loop Alternative** best meets the purpose and need defined for Segment 2 and was supported by the majority of the public who provided comments at the public meeting.
- The long-term regional transportation benefits, improved grid-network, and reduced travel times with the **Loop Alternative** out-weigh the improvements expected with the **Tram + Gaile Alternative**, which only serves to improve the east/west movements and add to the grid network through the extension of Tram to Crawfordville Road.
- The cost of the **Loop Alternative** is slightly more than the **Tram + Gaile Alternative**, however the right-of-way needs, stormwater needs, and community impacts are similar between the two alternatives.

**NEXT PUBLIC PARTICIPATION OPPORTUNITY**

Upon approval of a locally preferred alternative for Segments 1 and 2, the project team will move forward with a comparison to the **no-build alternative**, and consideration by the public at the Public Hearing (*tentatively planned for August 2012*).

**NEXT STEPS**

Following the Public Hearing on the locally preferred alternatives, final documentation will be completed and forwarded to the FHWA for review and approval of the Location Design Concept.

**OPTIONS**

- Option 1: Approve the Urban Alternative for Segment 1 (Recommended).
- Option 2: Approve the Loop Alternative for Segment 2 (Recommended).
- Option 3: Provide other direction.

**RECOMMENDED ACTIONS**

- Option 1: Approve the Urban Alternative for Segment 1 (Recommended).
- Option 2: Approve the Loop Alternative for Segment 2 (Recommended).

Woodville Highway

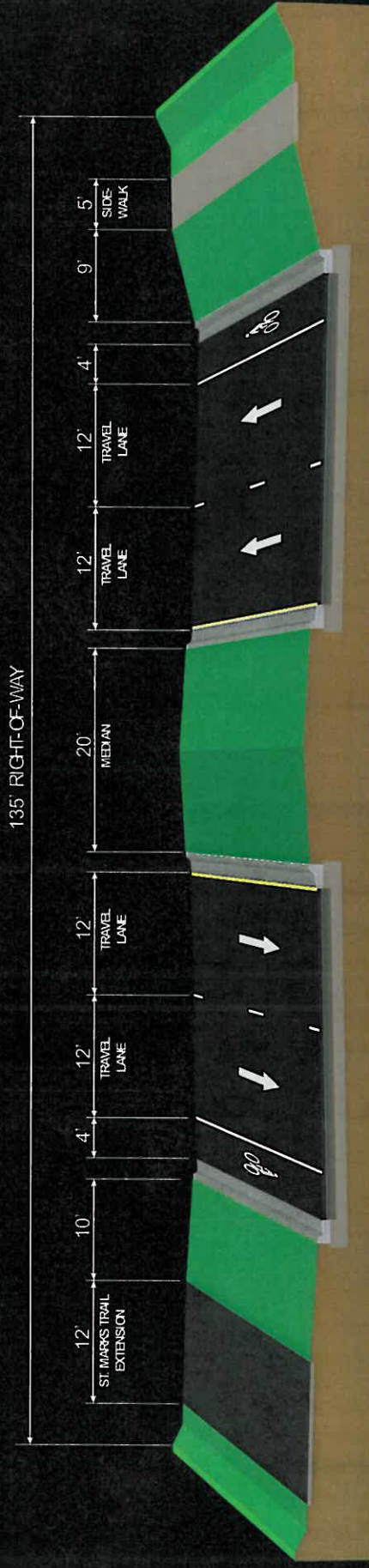
PD&E Alternatives

## SEGMENT 1

### Alternatives

- 4-lane Urban
  - Curb & Gutter Typical Section
  - No new ROW needed for the 4-lane roadway
  - Requires ROW for stormwater ponds

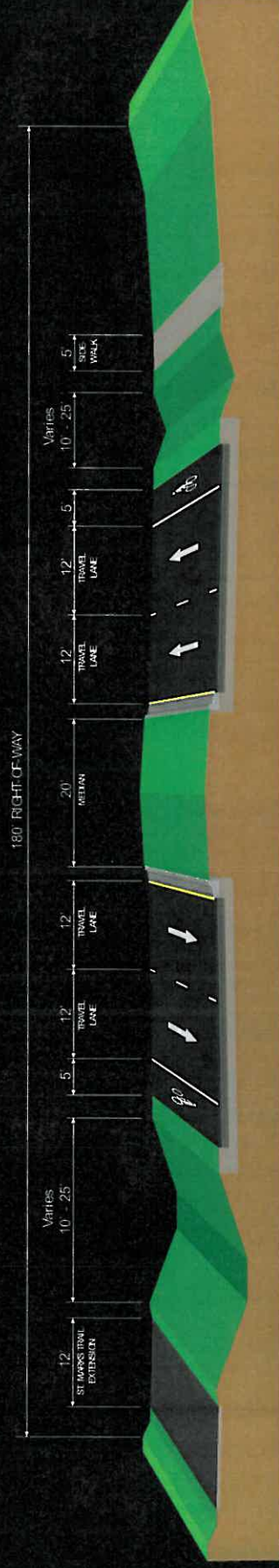
*(locations not finalized at this time)*



## SEGMENT 1

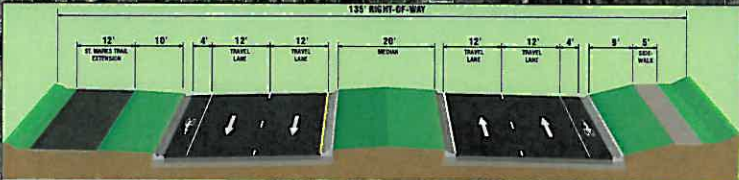
### Alternatives

- 4-lane Rural
  - 3 options (Left, Right, Center)
  - Requires an additional 45-ft of ROW
  - Stormwater management needs addressed in adjacent swales



# Segment 1 - 4-Lane Urban Alternative

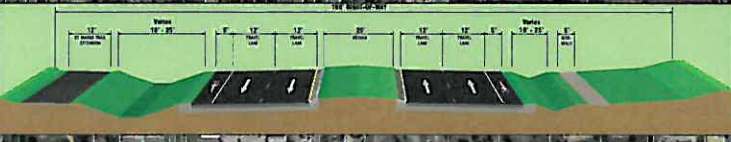
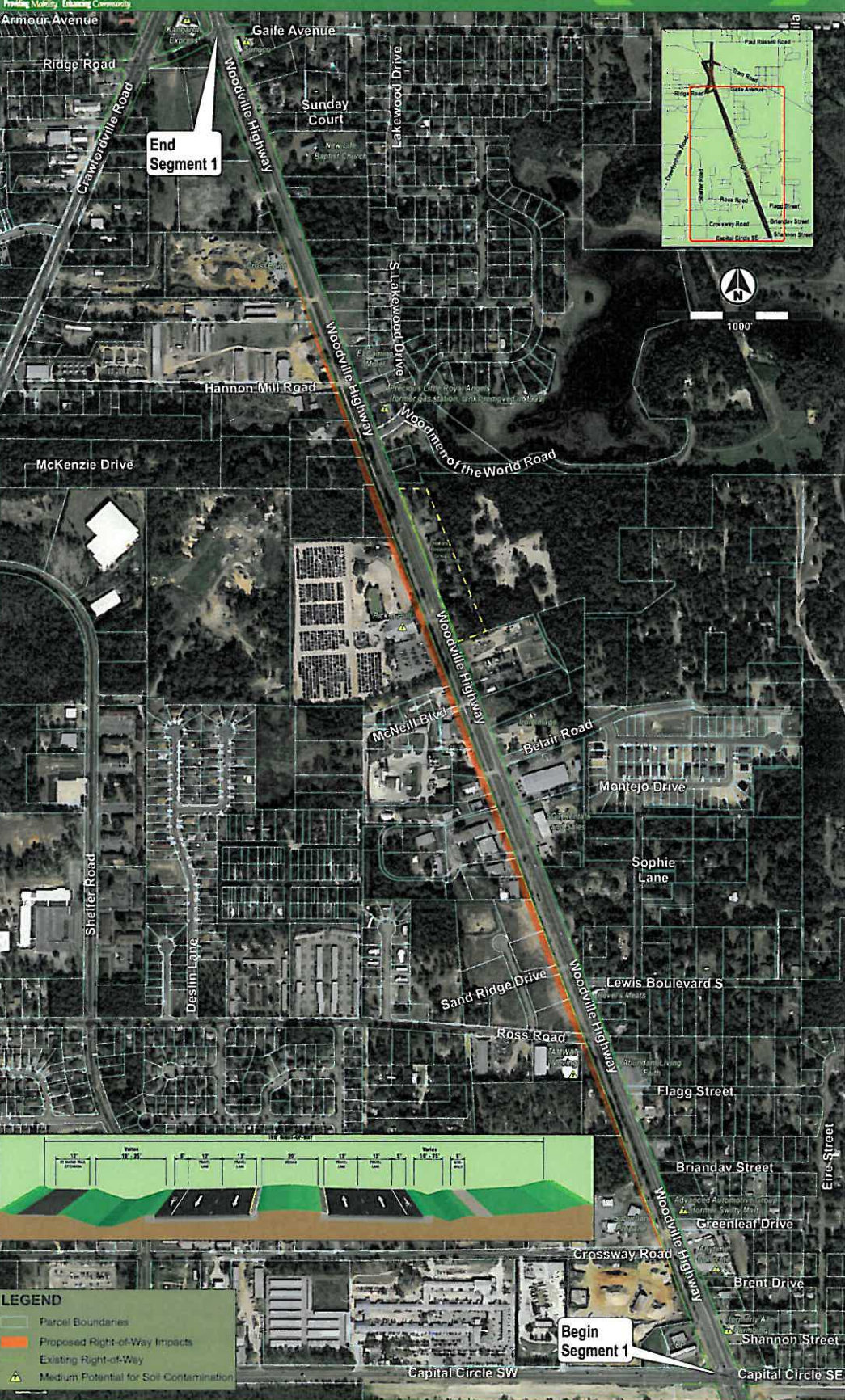
Providing Mobility, Enhancing Community



**LEGEND**

- Parcel Boundaries
- Existing Right-of-Way
- Medium Potential for Soil Contamination

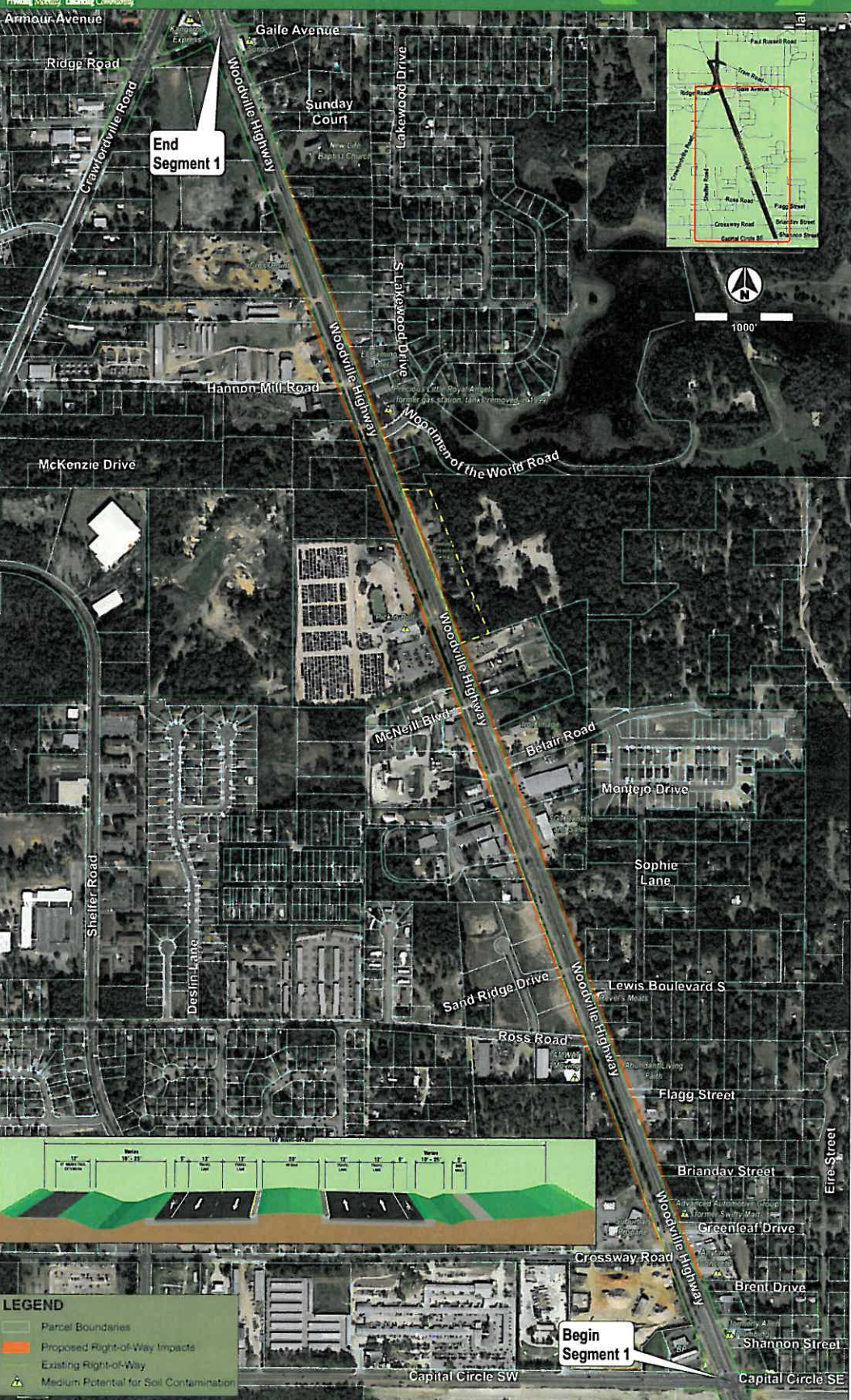
# Segment 1 - 4-Lane Rural Left Alternative



**LEGEND**

- Parcel Boundaries
- Proposed Right-of-Way Impacts
- Existing Right-of-Way
- ▲ Medium Potential for Soil Contamination

# Segment 1 - 4-Lane Rural Center Alternative



**LEGEND**

- Parcel Boundaries
- Proposed Right-of-Way Impacts
- Existing Right-of-Way
- ▲ Medium Potential for Soil Contamination

# Segment 1 - 4-Lane Rural Right Alternative



**LEGEND**

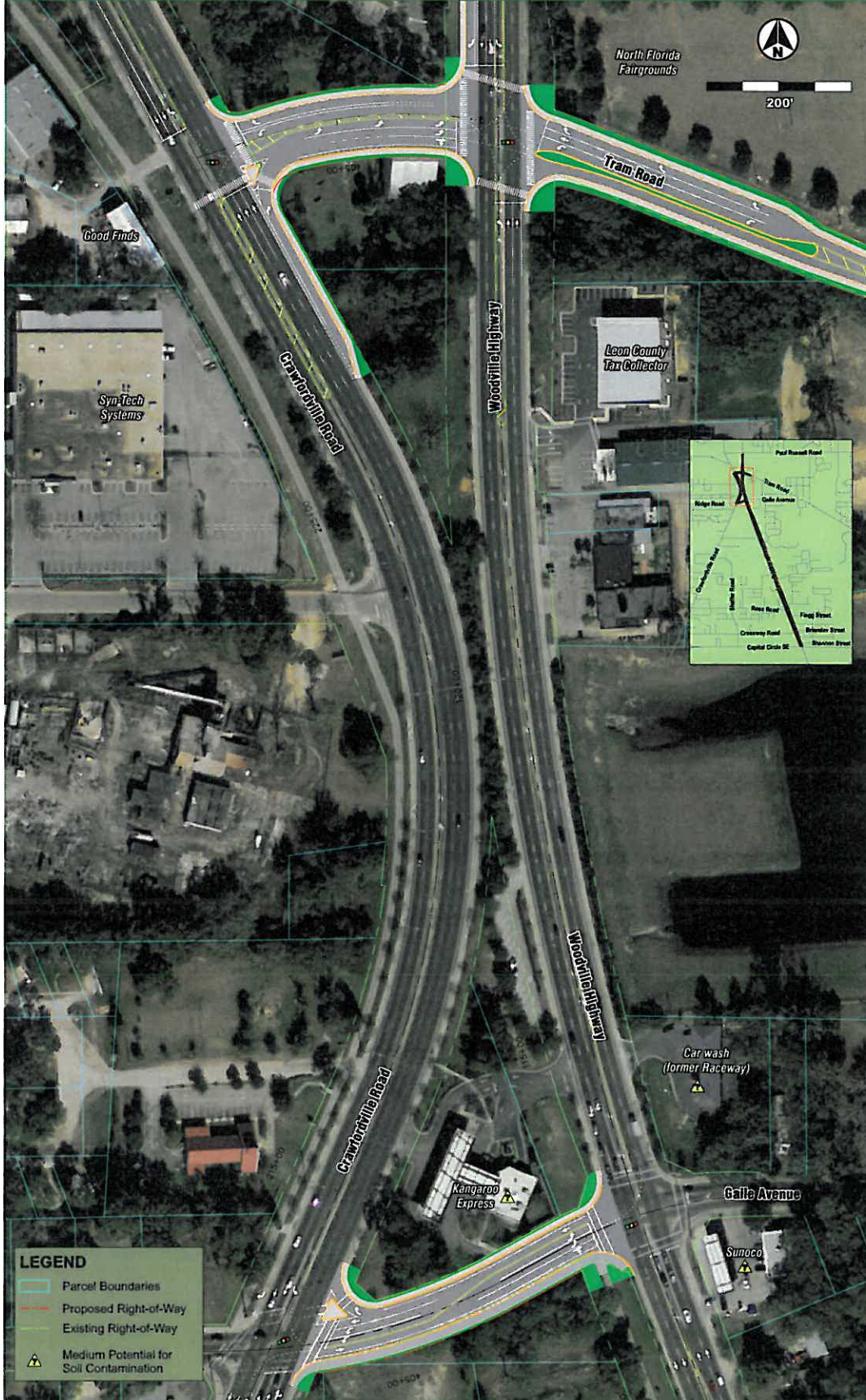
- Parcel Boundaries
- Proposed Right-of-Way Impacts
- Existing Right-of-Way
- Medium Potential for Soil Contamination

<b>Woodville Highway Segment 1 Evaluation Matrix (Capital Circle to Gaile Avenue)</b>	<b>Urban (Center)</b>	<b>Rural (Left)</b>	<b>Rural (Right)</b>	<b>Rural (Center)</b>	<b>No Build</b>
<b>Land Use Change</b>					
Potential for Land Use Change	Low-Medium	Low-Medium	Low-Medium	Low-Medium	None
<b>Potential Right-of-Way Acquisition</b>					
Residential Parcels Affected	0	0	3	3	0
Business Parcels Affected	0	18	15	33	0
Vacant Parcels Affected	0	8	11	19	0
<b>Total Parcels Affected</b>	<b>0</b>	<b>26</b>	<b>29</b>	<b>55</b>	<b>0</b>
<b>Potential Relocations</b>					
Residential Relocations	0	0	4	1	0
Business Relocations	0	12	13	16	0
Signs/Personal Property	0	11	13	20	0
<b>Total Relocations</b>	<b>0</b>	<b>23</b>	<b>30</b>	<b>37</b>	<b>0</b>
<b>St. Marks Trail Extension</b>					
Trail Shift to the West Required?	Yes	Yes	Yes	Yes	No
<b>Cultural Resources</b>					
Impacts to Eligible Sites or Resource Groups?	No	No	Yes	Yes	No
<b>Wetlands</b>					
Acres of Wetlands Impacted	0	0	0	0	0
<b>Wildlife and Habitat</b>					
Potential for Wildlife and Habitat Impacts	None	None	None	None	None
<b>Farmland Involvement</b>					
Acres of Prime & Unique Farmland Impacted	0	0	0	0	0
<b>Traffic Noise Impacts</b>					
Number of Sites Impacted	5	3	5	3	0
Potential Relocations	1	1	5	2	0
<b>Potential for Soil Contamination</b> <i>(Note: No sites were ranked as "High" risk)</i>					
Number of Adjacent "Medium" Ranked Sites	7	7	7	7	0
Number of "Medium" Ranked Sites Needed for ROW	0	2	3	4	0
<b>Corridor PM Peak Hour Delay</b>					
Average Delay per Southbound vehicle (PM Peak)	1 minute 40 seconds	1 minute 40 seconds	1 minute 40 seconds	1 minute 40 seconds	2 minutes 51 seconds
<b>Project Cost</b>					
Estimated Roadway ROW Cost (millions)*	\$0.0	\$11.2	\$13.7	\$17.7	\$0.0
Estimated Stormwater ROW Cost (millions)*	\$1.2	\$0.0	\$0.0	\$0.0	\$0.0
Estimated Design/CEI/MOT Cost (millions)	\$3.8	\$2.9	\$2.9	\$2.9	\$0.0
Estimated Construction Cost (millions)	\$12.8	\$9.8	\$9.8	\$9.8	\$0.0
<b>Total Estimated Cost (millions)</b>	<b>\$17.8</b>	<b>\$23.9</b>	<b>\$26.4</b>	<b>\$30.4</b>	<b>\$0.0</b>

\* Includes Relocation Cost

**The Project Team suggests approval of the Urban (Center) Alternative as the Recommended Alternative in Segment 1.**

# Segment 2 - Tram Road / Gaile Avenue Alternative



**LEGEND**

- Parcel Boundaries
- Proposed Right-of-Way
- Existing Right-of-Way
- Medium Potential for Soil Contamination

# Segment 2 - Loop Alternative



**LEGEND**

- Parcel Boundaries
- Proposed Right-of-Way
- Existing Right-of-Way
- Medium Potential for Soil Contamination

<b>Woodville Highway Segment 2 Evaluation Matrix (Gale Avenue to Paul Russell Road)</b>	<b>Tram Ext + Gale Widening</b>	<b>Loop</b>	<b>No Build</b>
<b>Land Use Change</b>			
Potential for Land Use Change	Low	Low	None
<b>Potential Right-of-Way Acquisition</b>			
Residential Parcels Affected	0	0	0
Business Parcels Affected	3	4	0
Vacant Parcels Affected	3	2	0
<b>Total Parcels Affected</b>	<b>6</b>	<b>6</b>	<b>0</b>
<b>Potential Relocations</b>			
Residential Relocations	0	0	0
Business Relocations	1	1	0
Signs/Personal Property	0	0	0
<b>Total Relocations</b>	<b>1</b>	<b>1</b>	<b>0</b>
<b>St. Marks Trail Extension</b>			
Trail Shift to the South Required?	Yes	Yes	No
<b>Cultural Resources</b>			
Impacts to Eligible Sites or Resource Groups?	No	No	No
<b>Wetlands</b>			
Acres of Wetlands Impacted	0	0	0
<b>Wildlife and Habitat</b>			
Potential for Wildlife and Habitat Impacts	None	None	None
<b>Farmland Involvement</b>			
Acres of Prime & Unique Farmland Impacted	0	0	0
<b>Traffic Noise Impacts</b>			
Number of Sites Impacted	1	1	0
Potential Relocations	1	1	0
<b>Potential for Soil Contamination</b> <i>(Note: No sites were ranked as "High" risk)</i>			
Number of Adjacent "Medium" Ranked Sites	1	2	0
Number of "Medium" Ranked Sites Needed for ROW	0	1	0
<b>System Peak Hour Delay</b>			
Estimated Peak Hour Delay (all users)	95 hours	76 hours	95 hours
<b>Project Cost</b>			
Estimated Roadway ROW Cost (millions)*	\$2.0	\$2.4	\$0.0
Estimated Stormwater ROW Cost (millions)*	\$0.0	\$0.0	\$0.0
Estimated Design/CEI/MOT Cost (millions)	\$0.9	\$1.4	\$0.0
Estimated Construction Cost (millions)	\$3.1	\$4.6	\$0.0
<b>Total Estimated Cost (millions)</b>	<b>\$6.0</b>	<b>\$8.4</b>	<b>\$0.0</b>

\* Includes Relocation Cost

**The Project Team suggests approval of the Loop Alternative as the Recommended Alternative in Segment 2.**

May 8, 2012



## COMMITTEE AGENDA ITEM 3B

### C RTPA COMMITTEE DRAFT BYLAWS

REQUESTED BY: CRTPA Staff

TYPE OF ITEM: Discussion

#### STATEMENT OF ISSUE

In response to the formal expansion of the Capital Region Transportation Planning Agency (CRTPA) 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 and to increase public involvement. Examination of state law and discussions with current committee members revealed that amendments were in order for the structure and bylaws of the CRTPA committees. The new structure of the committees were approved in March of 2012, along with a directive to draft accompanying bylaws.

This item seeks approval of draft bylaws to govern the CRTPA Technical Advisory Committee (TAC) and the Citizen's Multimodal Advisory Committee (CMAC), which will replace the former Citizen's Advisory Committee (CAC) and Multimodal Advisory Committee (MAC).

#### RECOMMENDED ACTIONS

Option 1: Approve the TAC draft bylaws for consideration by the CRTPA Board.

Option 2: Approve the CMAC draft bylaws for consideration by the CRTPA Board.

#### HISTORY AND ANALYSIS

The CRTPA's three (3) committees (Citizen Advisory Committee, Multimodal Advisory Committee and Technical Advisory Committee) met in September and October of 2011, and January and March of 2012 to recommend approval of various restructuring actions relating to their respective committees.

Details of their considerations and actions are summarized on the following pages.

## I. *Technical Advisory Committee Restructuring*

Prior to voting on a recommended structure for the Technical Advisory Committee (TAC), members considered the existing membership, duties thereof, and statutory requirements and duties. These considerations are expanded upon below.

### TAC Membership Requirements and Duties per Florida Statute

**Florida Statute Section 339.175** 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.

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. They also met on October 31, 2011 and made a formal recommendation to the CRTPA to adopt the changes described below.

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.*

**Bylaw Revision.** 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 and as available.

### **RECENT TAC ACTIONS**

At the March 6, 2012 TAC Meeting, members approved the final review of the membership structure and allowance of voting via conference call. CRTPA staff then drafted bylaws, provided as **Attachment 1**, for TAC review and approval at the May 8, 2012 meeting.

## **II. Citizen Advisory Committee & Multimodal Advisory Committee**

Prior to voting on a recommended structure for the CAC and MAC, members considered the existing membership, interests, expertise and make-up thereof, and statutory requirements and duties for each committee. These considerations are expanded upon below.

### **Statutory Requirements**

**Florida Statue Section 339.175** 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.

Unlike the CAC and TAC, ***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 a joint CAC and MAC Committee Structure**

Both committees held meetings on September 6, 2011, and again in October to discuss the expansion of the CRTPA boundary and the working order of the existing committees. Ultimately, both committees voted to merge the committees into one, and to make slight changes to the membership to improve the balance the modal interests from across the four (4) county region, and make efforts to increase the participation from all CRTPA counties.

### **CAC and MAC Recommendations**

On October 31, 2011, and continuing into the January and March 2012 meetings, both committees voted to recommend approval of the following actions:

- 1. Merge the two committees.**
- 2. Amend the bylaws to enable conference calling 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.)*

## **RECENT CAC & MAC ACTIONS**

At the March 6, 2012 CAC & MAC Meeting, members approved the final review of the membership structure and allowance of voting via conference call. CRTPA staff then drafted bylaws, provided as *Attachment 2*, for CAC and MAC review and approval at the May 8, 2012 meeting.

## **NEXT STEPS**

Upon final approval of the draft bylaws, CRTPA staff will forward the proposed bylaws to the CRTPA and CRTPA attorney for final approval at the May 21, 2012 meeting. Upon final approval, CRTPA staff will begin accepting appointments to both committees. The former CAC and MAC committees will terminate and a new committee will exist in its place, the *Citizen's Multimodal Advisory Committee (CMAC)*.

Additionally, invitations to serve on the committees will be sent to the appropriate agencies/departments/organizations for participation. It is anticipated that the new structure will be operational for the June meeting and fully staff for the September 2012 meeting.

## **OPTIONS**

Option 1: Approve the TAC draft bylaws for consideration by the CRTPA Board.

Option 2: Approve the CMAC draft bylaws for consideration by the CRTPA Board.

## **RECOMMENDED ACTIONS**

Option 1: Approve the TAC draft bylaws for consideration by the CRTPA Board.

Option 2: Approve the CMAC draft bylaws for consideration by the CRTPA Board.

## **ATTACHMENTS**

**ATTACHMENT 1: Draft TAC Bylaws**

**ATTACHMENT 2: Draft CMAC Bylaws**

***DRAFT***

**Technical Advisory Committee  
Bylaws**

# TECHNICAL ADVISORY COMMITTEE Bylaws



## **PREAMBLE**

The following sets forth the Bylaws that shall serve to guide the proper functioning of the urban transportation planning process for the Technical Advisory Committee (TAC) of the Capital Region Transportation Planning Agency (CRTPA).

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

### **Section 1. NAME**

The name of this committee shall be the Technical Advisory Committee (TAC).

### **Section 2. PURPOSE**

The tasks of this Committee shall include, but not be limited to the following:

- a. Provide technical and professional advise to the CRTPA Board on issues related to the transportation planning processes in the CRTPA region. This includes but is not limited to: the Long Range Transportation Plan, Unified Planning Work Program, Priority Project Lists, Transportation Improvement Program, Public Involvement Plan, and other regionally significant transportation related issues and projects as requested.
- b. Provide technical advice to the CRTPA Board from a balanced mobility perspective considering the needs and safety of all transportation users and modes in the CRTPA region within fiscal and physical constraints.
- c. Promote equity in the regional transportation planning process.
- d. Consider safe access to schools in its review of transportation project priorities, long range transportation plans, and transportation improvement programs. Advise the CRTPA Board on such matters.
- e. Coordinate the actions of the TAC with local school boards and other local programs and organizations within the CRTPA area which participate in school safety activities such as locally established community traffic safety teams.
- f. Any other duties assigned to it by the CRTPA Board, CRTPA staff, or by state and/or federal law.

**ARTICLE II: ORGANIZATION**

**Section 1. AREA**

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

**Section 2. AUTHORITY**

The TAC is governed by the policies and guidelines set forth by the Capital Regional Transportation Planning Agency. The TAC is also governed by *Florida State Statute Section 339.175* outlines the statutory requirements and duties of the Technical Advisory Committee.

**Section 3. NONDISCRIMINATION**

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

**ARTICLE III: MEMBERSHIP**

**Section 1. MEMBERSHIP**

*Florida State Statute Section 339.175*, outlines the membership requirements for a Technical Advisory Committee. In May, 2012, and in accordance with the guidelines provided therein, the CRTPA Board established seventeen (17) voting representatives of the TAC as follows:

<u># of Members</u>	<u>Organization</u>
4	Leon County <i>(growth management, public works/engineering, plus 2)</i>
4	City of Tallahassee <i>(StarMetro, the Tallahassee Regional Airport, plus 2 additional members to represent public works/engineering/growth management)</i>
1	Gadsden County Superintendent of Schools/designee
1	Jefferson County Superintendent of Schools/designee
1	Leon County Superintendent of Schools/designee
1	Wakulla County Superintendent of Schools/designee
1	Gadsden County Planning/Engineering
1	Jefferson County Planning/Engineering
1	Leon County PLACE Department
1	Wakulla County Planning/Engineering
1	Apalachee Regional Planning Council

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

The TAC shall represent and serve the CRTPA area, which encompasses all of Gadsden, Jefferson, Leon, and Wakulla Counties. Therefore, the TAC must be made up of a cross-section of professionals throughout the four-county region.

**Section 3. TERMS OF MEMBERSHIP**

TAC members serve at the pleasure of the CRTPA Board.

- a. The membership and terms of voting members of the TAC will be consistent with their continued employment relationship with the member government. TAC members will not continue in their appointed capacity upon cessation of employment with the member government.
- b. Should the appointee’s terms of employment change in such a way that his/her participation on the TAC is no longer appropriate, the member government will appoint a new member.
- c. A TAC member will cease to be a voting member of the TAC if at such time his/her local governmental department/agency ceases to serve within the planning area of the CRTPA Board.

**Section 4. NON-VOTING ADVISORS**

In addition to appointed TAC members, the TAC seeks representation from local organizations as non-voting advisors, if they are not already represented on the TAC. Examples of such organizations include but are not limited to:

Law Enforcement	Emergency Services
Florida Department of Transportation	Colleges and Universities
Special Transportation Initiative Groups (such as Blueprint 2000)	Local Government Planning
Local Government Traffic Engineering	Local Government Public Works
Local Government Parks and Recreation	Local Government Economic Development

## **Section 5. APPOINTMENTS AND ALTERNATES**

- a. Member organizations identified in these bylaws are formally requested by the CRTPA Executive Director to provide a primary and alternate voting member for the TAC.
- b. Participating local governments may designate both a primary TAC Member and an alternate, or secondary member, to vote in the absence of the primary member.
- c. TAC members serve at the pleasure of their appointing entity and may be replaced at will. However, Primary and Alternate TAC Member designations may not be changed more frequently than annually, unless the members cease to be employed by the member government or their terms of employment have changed in such a way that their participation on the TAC is no longer appropriate.

## **ARTICLE IV: VOTING**

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

- a. Only the appointed members, or their alternates, are entitled to vote at any meeting of the TAC.
- b. Votes are recorded on official voting sheets and must be signed.

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

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

### **Section 3. ALTERNATES**

If a member who represents an organization is unable to attend meeting(s), an alternate may vote in his/her stead on the following conditions:

- a. CRTPA staff must be notified ahead of the meeting that the alternate is attending.
- b. The alternate must be from the same organization as the absent member, and recorded as the official alternate.

#### **Section 4. QUORUM**

- a. 50% of the appointed members of the TAC, including at least one member from a jurisdiction other than Tallahassee or Leon County shall constitute a quorum.
- b. TAC members participating via conference call may be counted in the quorum in accordance with Article VI.
- c. In the absence of a quorum at any scheduled meeting, the members present shall function as a full subcommittee, electing an interim chair, if necessary, and the consensus of the group, as determined by a majority vote per item, is forwarded to the CRTPA Board as a recommendation without a quorum.

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

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

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

#### **Section 2. MEETING LOCATION**

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

#### **Section 3. SPECIAL MEETINGS**

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

#### **Section 4. MEETING NOTIFICATION**

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

- c. Meetings will be open to the public. Any group which so requests in writing will be notified of TAC meetings.

**Section 5. MEETING MATERIALS**

- a. Agenda materials for TAC meetings shall be distributed no later than seven (7) days prior to the meeting, unless otherwise decided by the Chairperson. Supplemental materials shall be provided to the TAC members as soon as practicable.
- b. Agenda materials are posted on the CRTPA website at least one week prior to the scheduled meeting date.
- c. The TAC Agenda will include sections for consent, discussion, action, and information.
- d. The TAC agenda will be limited to required action items only as determined to provide technical recommendations based on the CRTPA agenda. TAC members are requested to coordinate with the Executive Director on other items that they wish to have considered.

**Section 6. MEETING MINUTES**

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

**ARTICLE VI: DISTANCE PARTICIPATION**

- a. TAC Members who are not within Leon County are permitted to participate in TAC Meetings via conference call as available, provided that the member has the ability to view the materials online during the meeting and participate fully in the discussions.
- b. It is the responsibility of the TAC members to provide the necessary technology required for himself/herself to participate. The CRTPA does not assume responsibility for providing the technology necessary to participate via distance conferencing.
- c. All materials may not be available online. Items which are not available online may not be voted on via distance participation.

## **ARTICLE VII: OFFICERS & DUTIES**

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

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

A: Chairperson

B: Vice-Chairperson

Officers shall be elected by a majority vote of the quorum present. Officers shall represent different member governments.

### **Section 2. LEADERSHIP TERMS**

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

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

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

## **ARTICLE VIII: RULES OF PROCEDURE**

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

All meetings of the TAC shall be conducted in accordance with the most current edition of Roberts Rules of Order.

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

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

## **ARTICLE IX: BYLAW AMENDMENTS**

### **Section 1. AMENDMENT BY TAC**

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

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

These bylaws may be amended by the CRTPA Board.

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

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

## **ARTICLE X: CITIZEN PARTICIPATION**

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

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

- a. Citizens may speak on issues related to the approved agenda or any issue for which the CRTPA has the statutory authority to act upon.
- b. Citizens must complete a separate "Request to Speak" card for each item they wish to address. If the citizen is unable to complete the card, he/she will be assisted by the CRTPA staff.
- c. Citizens will be allowed to speak up to three minutes on each topic they have indicated on a "Request to Speak" card. Additional time may be allotted at the discretion of the Chairperson.

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

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



***DRAFT***

Citizen's Multimodal  
Advisory Committee  
Bylaws

# CITIZENS MULTIMODAL ADVISORY COMMITTEE

## Bylaws



### PREAMBLE

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

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

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

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

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

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

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

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

**ARTICLE II: ORGANIZATION**

**Section 1. AREA**

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

**Section 2. AUTHORITY**

The CMAC is governed by the policies and guidelines set forth by the Capital Regional Transportation Planning Agency. The CMAC is also governed by *Florida State Statute Section 339.175* which outlines the statutory requirements and duties of the Citizen’s Advisory Committee.

**Section 3. NONDISCRIMINATION**

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

**ARTICLE III: MEMBERSHIP**

**Section 1. MEMBERSHIP**

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

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

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

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

The CMAC shall represent and serve the CRTPA area, which encompasses all of Gadsden, Jefferson, Leon, and Wakulla Counties. Therefore, the CMAC must be made up of a cross-section of citizens throughout the four-county region. CRTPA staff may appoint up to four (4) members to the CMAC to balance the geographical or special interest/diversity of the committee.

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

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

a. Citizen Appointments

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

b. Organization Appointments

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

c. Special Interest Appointments

Members who are representing special interests within the CRTPA Region are identified by CRTPA staff and appointed to the CMAC by the CRTPA as a whole. Terms of service are two-year terms from the date they were appointed.

d. Balancing Appointments

The CMAC must reflect a balanced cross-section of interests, population demographics, and geographical areas. Four (4) member positions are available at the discretion of CRTPA staff to appoint interested citizens to serve if they improve a deficiency currently existing on the CMAC. Terms are renewable each calendar year.

**Section 4. NON-VOTING ADVISORS**

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

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

**Section 5. VACANCIES**

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

**Section 6. REAPPOINTMENTS**

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

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

### **Section 7. RESIGNATIONS**

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

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

## **ARTICLE IV: VOTING**

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

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

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

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

### **Section 3. ALTERNATES**

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

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

### **Section 4. QUORUM**

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

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

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

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

### **Section 2. MEETING LOCATION**

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

### **Section 3. SPECIAL MEETINGS**

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

### **Section 4. MEETING NOTIFICATION**

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

### **Section 5. MEETING MATERIALS**

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

### **Section 6. MEETING MINUTES**

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

## **ARTICLE VI: PARTICIPATION**

### **Section 1. ABSENTEEISM**

Maximum attendance is expected. Members missing three (3) consecutive meetings or a total of four (4) regularly scheduled meetings during a twelve-month period shall be automatically removed from membership on the CMAC. Upon missing a second consecutive meeting, or a third meeting in any twelve-month period, the CMAC Chair shall contact the member to inform them that another absence will result in his/her voting membership status being terminated. Additionally, CRTPA staff will contact the appointing entity to notify them of the prevailing absentee problem.

### **Section 2. DISTANCE PARTICIPATION**

- a. CMAC Members who are not within Leon County are permitted to participate in CMAC Meetings via conference call as available, provided that the member has the ability to view the materials online during the meeting and participate fully in the discussions.
- b. It is the responsibility of the CMAC members to provide the necessary technology required for himself/herself to participate. The CRTPA does not assume responsibility for providing technology necessary to participate via distance conferencing.
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## **ARTICLE VII: OFFICERS & DUTIES**

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

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

A: Chairperson

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

### **Section 2. LEADERSHIP TERMS**

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

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

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**Section 1. MEETING CONDUCT**

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**Section 2. CONFLICT OF INTEREST**

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**ARTICLE IX: BYLAW AMENDMENTS**

**Section 1. AMENDMENT BY CMAC**

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

**Section 2. AMENDMENT BY CRTPA**

These bylaws may be amended by the CRTPA Board.

**Section 3. NOTICING OF AMENDMENTS**

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

## **ARTICLE X: CITIZEN PARTICIPATION**

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

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- a. Citizens may speak on issues related to the approved agenda or any issue for which the CRTPA has the statutory authority to act upon.
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- c. Citizens will be allowed to speak up to three minutes on each topic they have indicated on a “Request to Speak” card. Additional time may be allotted at the discretion of the Chairperson.

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

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May 8, 2012

## COMMITTEE AGENDA ITEM 3 C

### MONROE STREET ACCESS MANAGEMENT AND LAKE ELLA IMPLEMENTATION STUDY UPDATE

REQUESTED BY: CRTPA Staff

TYPE OF ITEM: Information

#### STATEMENT OF ISSUE

The purpose of this item is to update CRTPA committee members on the Monroe Street Access Management and Lake Ella Implementation Study. The study, which was formally kicked off at the January 23, 2012 CRTPA Board meeting, is broadly assessing the Monroe Street corridor from John Knox Street to south of Magnolia Drive to identify corridor strategies to implement medians. Additionally, the study is providing a more detailed look at the N. Monroe/Lake Ella segment by initiating the first phase of the planned median project that has received funding for construction.

#### RECOMMENDED ACTION

For Committee Information.

#### HISTORY AND ANALYSIS

**NOTE:** The following contains information provided in the agenda item from the January 23, 2012 CRTPA Board meeting project kick off. The "Project Update", which identifies actions that have occurred subsequent to this date, begins on page 3 of this agenda item.

The identification of improvements to the Monroe Street corridor in Tallahassee has been an agency focus of the Capital Region Transportation Planning Agency (CRTPA) for a number of years. This focus includes:

- North Monroe Street Corridor Management Study, approved by the Tallahassee-Leon County MPO in 1999, recommended the installation of a median at Lake Ella to provide pedestrians a mid-block refuge;
- Tallahassee-Leon Bicycle and Pedestrian Master Plan, adopted by the agency in 2004, identifying North Monroe Street at Lake Ella as a pedestrian emphasis intersection;
- CRTPA Transportation Systems Management (TSM) Priority Projects List designation in 2009 & 2010 of pedestrian safety improvements on N. Monroe at Lake Ella as the agency's number one TSM priority (funding for the installation of medians, scheduled to be constructed in 2015, was ultimately identified in 2010 and is part of the study associated with this agenda item);

Benefits of access management, which include the installation of medians, include:

- Safety – Improved pedestrian safety due to reduced automobile/pedestrian conflicts; improved automobile safety (fewer and less severe accidents) as a result of reduced vehicular conflicts;
- Efficiency – Higher corridor level of service for automobiles; less stop and go traffic;
- Aesthetics – Access management results in less asphalt and more attractive corridors. The installation of medians allows for the addition of increased landscaping along the corridor. With regards to Monroe Street, a more attractive corridor assists with furthering the redevelopment efforts of businesses currently occurring.

A key aspect of the study will involve public involvement. Three public meetings associated with the project are scheduled to be conducted and CRTPA Board members will be notified about upcoming meetings. Furthermore, the Monroe Street Access Management and Lake Ella Study will be guided by a project team that will include the agency's transportation partners and corridor stakeholders.

The study will result in development of a corridor action plan that will include strategies and opportunities for proceeding forward with access management recommendations for the Monroe Street corridor. With regards to the Lake Ella portion of the study, the foundation to proceed forward with the next funded phase (design) of the median implementation project will be developed including the development of detailed access recommendations.

## **PROJECT UPDATE**

### **PUBLIC MEETINGS**

The first of three (3) public meetings was conducted on March 6, 2012 at Tallahassee City Hall Commission Chambers. A total of forty-one (41) people signed in at this meeting and ten (10) written comments were received. The comments included concerns related to maintaining left turn access into businesses, support for pedestrian safety improvements (including a pedestrian refuge) and as well as support for landscaping any constructed medians.

Two small group public meetings (focused on the North Monroe/Lake Ella and South Monroe segments of the Monroe Street corridor) are planned to occur on May 16 & May 17, 2012, respectively. Invitations to attend these focused meetings were sent to the attendees of the March 6 public meeting who expressed interest in participating in a more refined segment specific discussion. Additionally, meeting information was placed on the agency's project webpage. The meetings are scheduled to be held at corridor businesses (specifically, Krew De Gras for the North Monroe/Lake Ella meeting and Dog Et Al for the South Monroe meeting).

The next (second) public meeting has been scheduled to occur on Thursday, June 28, 2012 (5 pm – 7 pm) at Tallahassee City Hall Chambers.

*May 8, 2012*



**AGENDA ITEM 5 A**

**May 21, 2012 CRTPA Agenda**

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• GEMINI BUILDING •  
408 N. ADAMS STREET TALLAHASSEE, FL 32301  
[www.crtpa.org](http://www.crtpa.org)

## **CRTPA BOARD**

**MEETING OF MONDAY, MAY 21, 2012 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.”*

## **DRAFT AGENDA**

1. **AGENDA MODIFICATIONS**
  
2. **CONSENT AGENDA**
  - A. **Minutes of the March 26, 2012 CRTPA Board Meeting**
  - B. **Final Fiscal Year (FY) 2013 and FY 2014 Unified Planning Work Program (UPWP)**
  - C. **Woodville Highway Project Development and Environment (PD&E) Study Contract Extension**
  - D. **CRTPA Technical Advisory Committee (TAC) and Citizen Multimodal Advisory Committee (CMAC) Draft By Laws**

**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) Amendment**

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

- Capital Circle NW/SW (north of SR 20 to south of US 90) (Leon County) (Project #4157827): Add supplemental construction funds to this project in FY 2012.
- Capital Circle NW/SW (north of Orange Avenue to north of SR 20) (Leon County) (Project #4157828): Add supplemental construction funds to this project in 2012.

**B. Regional Mobility Plan (RMP) Administrative Amendment**

Staff is seeking approval to administratively amend the adopted Regional Mobility Plan (the agency’s Long Range Transportation Plan) to revise the project limits of Capital Circle, Southwest. The project is already in the Regional Mobility Plan (RMP) so this amendment seeks to refine the project limits to ensure consistency between the CRTPA and Blueprint 2000.

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

**5. CRTPA DISCUSSION (60 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. Woodville Highway Project Development and Environment (PD&E) Alternatives (Action) (15 minutes)**

Consultant staff will present...

**Recommended Action: *For Board Approval***

**B. CRTPA Geographic Information System (GIS) Approval (Action) (10 minutes)**

Staff is seeking approval to move forward with development of a CRTPA Geographic Information System (GIS) agreement between the agency and Tallahassee-Leon County GIS.

**Recommended Action: *For Board Approval***

**C. StarMetro Update (Information) (15 minutes)**

As requested by the Board, an update on recent initiatives of StarMetro will be provided.

**Recommended Action: *For Board Information***

**D. Monroe Street Access Management and Lake Ella Implementation Study Update (Information) (10 minutes)**

Consultant staff for the Monroe Street project will provide an update on the project subsequent to the project's kickoff at the January 23, 2012 CRTPA Board Meeting.

**Recommended Action: *For Board Information***

**6. EXECUTIVE DIRECTOR'S REPORT**

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

- Florida American Planning Association (FAPA) CRTPA Presentation
- Amtrak Update

**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. News Articles/For Your Information**

- 2012 MPOAC Legislation Summary

**B. Correspondence**

**C. Committee Actions (Citizen's Advisory Committee/Multimodal Advisory Committee/ Technical Advisory Committee/Transportation Disadvantaged Coordinating Board)**

**D. Future Meeting Dates and Agenda Items (Next Meeting: June 25, 2012)**

**E. CRTPA Expense Reports**

**F. GPC Project Update**

**Recommended Action: *Information only - No action required***