



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

CRTPA COMMITTEE AGENDA
Tuesday, June 4, 2013

TECHNICAL ADVISORY COMMITTEE
9:00 AM, City of Tallahassee Commission Chambers

CITIZENS MULTIMODAL ADVISORY COMMITTEE
Noon, City of Tallahassee Commission Chambers
(Lunch served at 11:30 am in the Florida Room)

LOCATION FOR BOTH MEETINGS
TALLAHASSEE CITY HALL
300 S. Adams Street
Tallahassee, Fl. 32301

1. AGENDA MODIFICATIONS

2. CONSENT

A. Minutes of May 7, 2013 Committee Meeting

Recommended Action: *For Committee Approval.*

3. PRESENTATIONS/DISCUSSION

A. Fiscal Year (FY) 2014 – FY 2018 Transportation Improvement Program (TIP)

The CRTPA FY 2014 – FY 2018 TIP has been developed for Board adoption. The TIP contains those projects that received funding in the Florida Department of Transportation's FY 2014 – FY 2018 Work Program. NOTE: Consistent with Board direction provided at the March 25, 2013 CRTPA meeting, the recommended action includes a request that the Florida Department of Transportation adopt the Work Program without the inclusion of the Magnolia Drive @ Governor's Square Boulevard turn lane project (WPI #4334501) and replace the project with the CRTPA's number one ranked Transportation System Management project (Crawfordville Road Intersections).

Recommended Action: *For Committee Approval.*

B. Fiscal Year (FY) 2013 – FY 2017 Transportation Improvement Program (TIP) Amendment

The CRTPA FY 2013 – FY 2017 TIP is proposed to be amended to reflect the following:

- Interstate 10 (SR 8) @ SR 12 (Greensboro Exit) (Project #2225181): Add new project to the TIP that provides lighting at the I-10 Greensboro Exit (Gadsden County) (Total funding: \$88,368 in FY 2013).
- Interstate 10 (SR 8) @ CR 270A Lighting (Project #2225241): Add new project to the TIP that provides lighting at CR 270A (Gadsden County) (Total funding: \$88,368 in FY 2013).
- Interstate 10 (SR 8) @ SR 59 (Lloyd Exit) (Project #2226681): Add new project to the TIP that provides lighting at the SR 59 Lloyd Exit (Jefferson County) (Total funding: \$88,368 in FY 2013).

Recommended Action: *For Committee Approval.*

C. Northwest Florida Transportation Corridor Authority Master Plan

Consultant staff for the Northwest Florida Transportation Corridor Authority (NFTCA) will present the completed 2013 Master Plan which contains the theme of fostering regional economic success throughout transportation investment.

Recommended Action: *For Committee Information.*

4. OPEN FORUM FOR PUBLIC COMMENT

Citizens are invited to address the Committee.

5. INFORMATION

- **Draft Transportation Management Area Certification Report**
The Draft Certification Report has been completed by the Florida Highway Administration (FHWA) and is available for review.
- **Regional Mobility Plan Project Assessment & Scope of Services for 2040 Update**
At the May 20, 2013 CRTPA Board meeting, members requested that a discussion be provided regarding the process to update the project rankings of the existing Regional Mobility Plan (RMP) subsequent to the document's adoption. Staff has developed a schedule to proceed with updating the RMP's project lists and will be discussing this with the CRTPA Board at their June Meeting along with the Draft Scope of Services for the 2040 RMP Update.
- June 17, 2013 CRTPA Meeting Agenda

Recommended Action: *Information Only – No Action Required*

6. ITEMS FROM COMMITTEE MEMBERS OR STAFF

Next Committee Meeting Date is Tuesday, September 3, 2013.

Meeting Minutes

TECHNICAL ADVISORY COMMITTEE

9:00 AM

OFFICE OF HUMAN SERVICES & COMMUNITY PARTNERSHIPS

918 RAILROAD AVENUE

TALLAHASSEE, FL 32310

Tuesday, May 7, 2013

MEMBERS PRESENT: Dwight Arnold, Sam Scheib, Allen Secreast, Kathy Burke, Charles Wu, Cristina Paredes, Ryan Guffey, Gabe Menendez, Luis Serna, Jill Jeglie, Sunil Harman

STAFF PRESENT: Harry Reed, Lynn Barr, Yulonda Mitchell, Greg Burke, Jack Kostrzewa, Bryant Paulk,

1. AGENDA MODIFICATIONS : NONE

2. CONSENT

A. Minutes of March 12, 2013 Committee Meeting – Passed unanimously.

3. PRESENTATIONS/DISCUSSION

A. CRTPA Transportation Alternatives Subcommittee

CRTPA Staff requested three members from the TAC to serve on the Transportation Alternatives Subcommittee for 2013-2014. The committee is tasked with recommending a scoring process to rank applications received as part of the CRTPA's TA program. Subcommittee Members are also tasked with applying that process to the applications that will be solicited by the CRTPA in early 2014.

Committee Actions: The following three TAC members will serve on the Alternatives Subcommittee: Brian Waterman, Charles Wu, Allen Secreast.

B. CRTPA Transportation Systems Management (TSM) Subcommittee

CRTPA Staff requested three members from the TAC to serve on the Transportation Systems Management (TSM) Subcommittee. This subcommittee is tasked with assessing the CRTPA's TSM projects as included on the CRTPA's annual TSM Priority Project List.

Committee Action: The following three TAC Members were identified to serve on the TSM Subcommittee: Dwight Arnold, Gabe Menendez, and Ryan Guffey.

C. Capital City To The Sea Trail Kick-Off

The consultant team for the Capital City to the Sea Trails Project presented a kick-off of the project to the TAC. The timeline for the project, as well as public involvement opportunities and goals of the project were presented.

Committee Action: *No action taken. Presentation only.*

D. StarMetro Alternatives Analysis Project

Staff from StarMetro provided a brief update on the StarMetro Alternatives Analysis and asked for committee members to serve in an advisory capacity as the project develops.

Committee Action: The TAC as an entire group agreed to serve as the TAC for the StarMetro Alternatives Analysis Project.

4. OPEN FORUM FOR PUBLIC COMMENT

There were no citizens at the meeting.

5. INFORMATION

- The CRTPA Meeting Agenda for May 20, 2013 was available for review.
- Regional Mobility Plan Update - *CRTPA Staff provided the committee members with an update on the progress toward updating the RMP, mentioning that they were seeking direction from the Board Members on development of the Goals for the Plan. The Draft Scope of Services would be presented to the CRTPA Board at the June Meeting.*

6. ITEMS FROM COMMITTEE MEMBERS OR STAFF

None.

Next Committee Meeting Date is Tuesday, June 4, 2013.

The meeting was adjourned at 9:35 am.

CMAC Meeting Minutes

Of
Tuesday, May 7, 2013

11:30 AM

OFFICE OF HUMAN SERVICES & COMMUNITY PARTNERSHIPS
918 RAILROAD AVENUE
TALLAHASSEE, FL 32310

MEMBERS PRESENT: Willie Brown, Neil Fleckenstein, JR Harding, Wendy Grey, Alan Hanstein, Jeff Horton, Pam Hall, Jeff Roberts, Jeremy Floyd, John Folks, Dan Beaty, Robin Birdsong

STAFF PRESENT: Harry Reed, Lynn Barr, Yulonda Mitchell, Greg Burke, Jack Kostrzewa, Bryant Paulk, Charles Main

1. **AGENDA MODIFICATIONS:** *NONE*

2. **CONSENT**

A. Minutes of March 12, 2013 Committee Meeting

Committee Action: Mr. John Folks made a motion to pass the minutes, with a second being made by Mr. Alan Hanstein. The motion passed unanimously.

3. **PRESENTATIONS/DISCUSSION**

A. CRTPA Transportation Alternatives Subcommittee

CRTPA Staff requested three members from the CMAC to serve on the Transportation Alternatives Subcommittee for 2013-2014. The committee is tasked with recommending a scoring process to rank applications received as part of the CRTPA's TA program. Subcommittee Members are also tasked with applying that process to the applications that will be solicited by the CRTPA in early 2014.

Committee Actions: The following three CMAC members volunteered to serve on the Alternatives Subcommittee: John Folks, Dan Beaty, & JR Harding. A motion to approve was made by Ms. Wendy Grey, with a second by Mr. Alan Hanstein. The motion unanimously passed.

B. CRTPA Transportation Systems Management (TSM) Subcommittee

CRTPA Staff requested three members from the CMAC to serve on the Transportation Systems Management (TSM) Subcommittee. This subcommittee is tasked with assessing the CRTPA's TSM projects as included on the CRTPA's annual TSM Priority Project List.

Committee Action: A motion was made by Mr. John Folks, and seconded by Mr. Dan Beaty to approve the following three CMAC Members to serve on the TSM Subcommittee: Wendy Grey, Neil Fleckenstein, and Jeff Roberts. The motion was passed unanimously.

C. Capital City To The Sea Trail Kick-Off

The consultant team for the Capital City to the Sea Trails Project presented a kick-off of the project to the CMAC. The timeline for the project, as well as public involvement opportunities and goals of the project were presented.

Committee Action: No action was taken. Presentation only. However, the committee asked the consultant to make efforts to promote the trail project as a multi-use and multi-user trail so that it is not perceived as a bicycle trail only. The trail is to be designed for all users and abilities. Additionally, bike-share programs were suggested as something to be explored as part of the project.

D. StarMetro Alternatives Analysis Project

Charles Main from StarMetro provided a brief update on the StarMetro Alternatives Analysis and asked for committee members to serve in an advisory capacity as the project develops.

Committee Action: Volunteers from the CMAC included Ms. Wendy Grey and Mr. Allan Hanstein. Additionally, the CMAC agreed that Ability 1st in Tallahassee should be contacted to see if anyone from the organization can be of assistance.

4. OPEN FORUM FOR PUBLIC COMMENT

There were no citizens at the meeting.

5. INFORMATION

- The CRTPA Meeting Agenda for May 20, 2013 was available for review.
- Regional Mobility Plan Update - *CRTPA Staff provided the committee members with an update on the progress toward updating the RMP, mentioning that they were seeking direction from the Board Members on development of the Goals for the Plan. The Draft Scope of Services would be presented to the CRTPA Board at the June Meeting.*

6. ITEMS FROM COMMITTEE MEMBERS OR STAFF

- CMAC Members requested staff to extend an invitation to Planning Staff and a member of the Sales Tax Committee to attend a future CMAC Meeting to present information on the effectiveness of the Multimodal Transportation District Code and the Sales Tax list of projects.

Next Committee Meeting Date is Tuesday, June 4, 2013.

The meeting was adjourned at 12:49 pm.

June 4, 2013



COMMITTEE AGENDA ITEM 3 A

**FISCAL YEAR 2014 – FISCAL YEAR 2018
TRANSPORTATION IMPROVEMENT PROGRAM**

REQUESTED BY: CRTPA Staff

TYPE OF ITEM: Presentation

STATEMENT OF ISSUE

Consistent with state and federal requirements, the Fiscal Year (FY) 2014– FY 2018 Transportation Improvement Program (TIP) has been developed (*Attachment 1*) for Capital Region Transportation Planning Agency (CRTPA) adoption.

NOTE: At the March 25, 2013 CRTPA meeting, members voted to transmit the Draft TIP to Florida Department of Transportation without the inclusion of the Magnolia Drive @ Governor’s Square Boulevard turn lane project (WPI #4334501).

RECOMMENDED ACTION

Option 1: Recommend the CRTPA Board adopt a resolution adopting the FY 2014 – FY 2018 Transportation Improvement Program with a request that the FDOT remove the Magnolia Drive @ Governor’s Square Boulevard turn lane project (WPI #4334501) from the State Work Program.

HISTORY AND ANALYSIS

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

The purpose of the TIP is to inform the public and governmental agencies of transportation projects (planning through construction) that have received funding in the next five-year period (FY 2013 – FY 2017) within our region (Gadsden, Jefferson, Leon and Wakulla counties).

Projects contained within the DRAFT FY 2014 – FY 2018 TIP include those projects that were presented to the CRTPA Board on November 26, 2012 by the FDOT District 3 during their presentation of the FDOT Draft FY 2014– FY 2018 Five-Year Work Program. The following contains a summary of the new or changed projects that are included in the DRAFT FY 2014 – FY 2018 TIP:

New Projects (Additions)

Leon County:

- ❑ Interstate 10 (SR 8): Gadsden County line to the beginning of the 6 Lane. **Resurfacing** (Preliminary Engineering & Construction) in FY 14 & FY 16 (\$2,023,000) (4327412).
- ❑ Interstate 10 (SR 8): Rest Areas Building Remodeling. **Rest Area** (Preliminary Engineering & Construction) in FY 14 & FY 15 (\$3,622,000) (4290245).
- ❑ Magnolia Drive (SR 265) at Governor’s Square Boulevard. **Add Turn Lane** (Preliminary Engineering, Right of Way & Construction) in FY 14, FY 16 & FY 17 (\$2.1 million) (4334501).
NOTE: At the March 25, 2013 CRTPA Board meeting, members voted to transmit the Draft TIP document to the Florida Department of Transportation without the inclusion of this project.
- ❑ Orange Avenue (SR 373) over St. Marks Trail Bridge. **Bridge Replacement** (Preliminary Engineering & Right of Way) in FY 14 & FY 17 (\$1.6 million) (4321371).
- ❑ Monroe Street (US 27): Lakeshore Drive to John Knox Road. **Preliminary Engineering** (Construction of northbound right turn lane) in FY 14 (\$1.4 million) (4104091).

Gadsden County:

- ❑ Interstate 10 (SR 8): W. of US 90 to Leon County Line. **Resurfacing** (Preliminary Engineering & Construction) in FY 14 & FY 16 (\$4.1 million) (4327411).
- ❑ Quincy Loop North: SR 12 to Solomon Dairy Road (CR 268). **PD&E/Emo Study** (Project Development and Environment Study) in FY 14 (\$770,000) (2189464).
- ❑ Peck Betts Road: Hutchinson Road (CR 379A) to Lewis Lane. **Resurfacing** (Construction) in FY 16 (\$1.5 million) (4334611).
- ❑ Telogia Creek Road: SR 12 to Juniper Creek (CR 65A). **Resurfacing** (Construction) in FY 16 (\$679,000) (4335561).

Jefferson County:

- ❑ Interstate 10 (SR 8): E. of US 19 to Madison County Line. **Resurfacing** (Preliminary Engineering & Construction) in FY 14 & FY 16 (\$18.2 million) (4325701).
- ❑ Interstate 10 (SR 8): Leon County Line to Old Lloyd Highway (CR 158) **Resurfacing** (Preliminary Engineering & Construction) in FY 14 & FY 16 (\$8.8 million) (4327391).
- ❑ Interstate 10 (SR 8): Rest Areas Building Remodeling. **Rest Area** (Preliminary Engineering & Construction) in FY 14 & FY 15 (\$5.6 million) (4290246).
- ❑ US 19 at Industrial Park Road Intersection. **Add Right Turn Lane** (Construction) in FY 14 (\$258,000) (4334301).
- ❑ Gamble Road (SR 59): Tram Road (CR 259) to US 27 (SR 20). **Resurfacing** (Preliminary Engineering & Construction) in FY 14 & FY 16 (\$2.4 million) (4307921).

- ❑ Old Lloyd Road (CR 158) over Branch of Lloyd Creek Bridge. **Bridge Replacement** (Preliminary Engineering, Right of Way & Construction) in FY 14, FY 16 & FY 18 (\$10.4 million) (4304771).
- ❑ Piney Wood Road: Rabon Road (CR 158B) to Old Lloyd Road (CR 158A). **Resurfacing** (Construction) in FY 16 (\$665,000) (4332491).
- ❑ St. Augustine Road: Gamble Road (SR 59) to US 27 (SR 20). Resurfacing (Construction) in FY 15 (\$876,000) (4333521).
- ❑ Tecumseh Road: Lake Road (CR 142) to US 19 (SR 57). Resurfacing (Construction) in FY 15 (\$249,000) (4333551).

Wakulla County:

- ❑ Woodville Highway (SR 363): US 98 to Leon County Line. **Resurfacing** (Preliminary Engineering & Construction) in FY 14 & FY 16 (\$3.5 million) (4325381).
- ❑ Ochlockonee Bay Trail Phase VA: Surf Road (CR 372). **Bike Path/Trail** (Construction) in FY 14 (\$313,000) (4140322).
- ❑ Springhill Road (CR 373): SR 267 to Leon County Line. **Widen/Resurface Existing Lanes** (Construction) in FY 15 (\$723,000) (4333511).
- ❑ Shadeville Highway (CR 61): US 319 to Wakulla Springs Road. **Resurface** (Construction) in FY 16 (\$2 million) (4332501).

Regional (Gadsden, Jefferson, Leon and Gadsden counties)

- ❑ CRTPA Bicycle and Pedestrian Projects. **Funding Action** in FY 18 (\$1,000,000) (4098036).

Changed Projects

Leon County:

- ❑ US 90 (SR 10): Apex Drive to CR 59. **Resurfacing** (Construction) deferred from FY 15 to FY 16 (\$4,090,000) (4287401).
- ❑ Apalachee Parkway (US 27): Monroe Street (US 27) to east of Capital Circle (US 319) **Resurfacing** (CST) deferred from FY 16 to FY 17 (\$10.4 million) (4307841).
- ❑ Capital Circle (SR 263): S. of Old Airport Entrance to S. of Orange Avenue. **Resurfacing** (CST) deferred from FY 15 to FY 16 (\$1.4 million) (4287361).
- ❑ Capital Circle (SR 263): W. of SR 61 (US 319) to N. of Springhill Road. **Resurfacing** (CST) deferred from FY 15 to FY 16 (\$1.5 million) (4287471).
- ❑ Monroe Street (SR 63) at Lake Ella. **Pedestrian Safety Improvement** (CST) revised to reflect FDOT management of project in FY 15 (\$1 million) (4301482).
- ❑ Capital Circle (SR 261) at Mahan Drive (SR 10). **Add Turn Lane** (Right of Way and Construction) in FY 14 & FY 16 (4317891) project deleted and incorporated into resurfacing project #4287391 (Capital Circle).

- ❑ Magnolia Drive (SR 265) CSX Railroad Bridge. **Bridge Project** (Slope Protection and Repair (CST)) in FY 14 (4309062) project deleted due to work having been performed by FDOT Maintenance in 2012.

Gadsden County:

- ❑ US 90 (SR 10): N. of Ellis Circle to Luten Road (CR 270A). **Sidewalk** (PE) revised to reflect FDOT management of project in FY 17 (\$98,000) (4298611).
- ❑ US 90 (SR 10): North Avenue to Lanier Drive. **Sidewalk** (PE, CST) revised to reflect FDOT management of project in FY 17 (\$139,000) (4298631).
- ❑ SR 12: US 90 (SR 10) to US 27. **Resurfacing** (Construction) deferred from FY 14 to FY 15 (\$6.5 million) (4269301).
- ❑ SR 12: Yon Creek Bridge to w. of US 90 (SR 10). **Resurfacing** (Construction) deferred from FY 15 to FY 16 (\$5.5 million) (4288481).
- ❑ Town of Havana Landscaping & Scenic Beautification. **Landscaping** (Construction) funds revised from use of federal funds to use of state funds in FY 15 (\$94,000) (4280982).
- ❑ Cairo Street: Line Street to MLK, Jr. Boulevard. **Sidewalk** (Construction) deferred from FY 16 to FY 17 (\$108,000) (4298591).
- ❑ Lewis Lane: Mt. Pleasant Road (CR 379) to Glory Road (CR 379A). **Road Reconstruction** (Construction) advanced to FY 14 from FY 15 (\$605,000) (4313271).
- ❑ McDonald Avenue: Main Street (CR 269) to Maple Street. **Sidewalk** (Construction) deferred from FY 16 to FY 17 (\$214,000) (4298601).

Jefferson County:

- ❑ US 90 (SR 10): Holly Road to Willow Street. **Sidewalk** revised to reflect FDOT management of project in FY 14 and use of Transportation Alternative funds (\$381,000) (4281291).
- ❑ Old Lloyd Road (CR 158A): Leon County Line to Gamble Road (SR 59). **Resurfacing** (CST) advanced to FY 13 from FY 15 (\$268,000) (4312381).

Wakulla County:

- ❑ Bostick Pellt Road: Harvey Mill Road to Arran Road. **Widen/Resurface Existing Lanes** (CST) advanced from FY 15 to FY 14 (\$461,000) (431951).

Regional (Gadsden, Jefferson, Leon and Gadsden counties)

- ❑ Trails and Greenways Connection Development. **Bike Path/Trail** (Construction) portion of funding deferred from FY 15 to FY 16 (\$855,000) (4301511).

*** PROJECT PHASES ABBREVIATION KEY:**

PLN = Planning; PE = Preliminary Engineering (Design); CST = Construction; ROW = Right of Way; ENV = Environment

ATTACHMENT

NOTE: The Draft TIP is available for review on the CRTPA's website homepage (www.crtpa.org).

June 4, 2013



COMMITTEE AGENDA ITEM 3 B

FISCAL YEAR 2013 – FISCAL YEAR 2017 TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENT

REQUESTED BY: CRTPA Staff

TYPE OF ITEM: Presentation

STATEMENT OF ISSUE

The purpose of this item is to amend the CRTPA Fiscal Year (FY) 2013 – FY 2017 Transportation Improvement Program (TIP) to reflect the following:

- Interstate 10 (SR 8) @ SR 12 (Greensboro Exit) (Project #2225181): Add new project to the TIP that provides lighting at the I-10 Greensboro Exit (Gadsden County) (Total funding: \$88,368 in FY 2013).
- Interstate 10 (SR 8) @ CR 270A (Chattahoochee Exit) (Project #2225241): Add new project to the TIP that provides lighting at the I-10 Chattahoochee Exit (Gadsden County) (Total funding: \$88,368 in FY 2013).
- Interstate 10 (SR 8) @ SR 59 (Lloyd Exit) (Project #2226681): Add new project to the TIP that provides lighting at the I-10 Lloyd Exit (Jefferson County) (Total funding: \$88,368 in FY 2013).

RECOMMENDED ACTION

Option 1: Recommend the CRTPA Board adopt a resolution amending the FY 2013 – FY 2017 Transportation Improvement Program to reflect:

- ADD PROJECT: Interstate 10 (SR 8) @ SR 12 (Greensboro Exit) (Project #2225181): Add this project to the TIP to reflect funding for lighting at the I-10 Greensboro Exit (Gadsden County) (Total funding: \$88,368 in FY 2013).
- ADD PROJECT: Interstate 10 (SR 8) @ CR 270A (Chattahoochee Exit) (Project #2225241): Add this project to the TIP to reflect funding for lighting at the I-10 Chattahoochee Exit (Gadsden County) (Total funding: \$88,368 in FY 2013).
- ADD PROJECT: Interstate 10 (SR 8) @ SR 59 (Lloyd Exit) (Project #2226681): Add this project to the TIP to reflect funding for lighting at the I-10 Lloyd Exit (Jefferson County) (Total funding: \$88,368 in FY 2013).

HISTORY AND ANALYSIS

The CRTPA's Transportation Improvement Program is adopted annually and identifies 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.

The following projects are proposed to be amended in the FY 2013 – FY 2017 TIP:

Interstate 10 (SR 8) @ SR 12 (Greensboro Exit) (Project #2225181)

This project provides funding for the installation of high mast lighting at the I-10 Greensboro Exit (Gadsden County). A total of \$88,368 in FY 2013 has been programmed.

Interstate 10 (SR 8) @ CR 270A (Chattahoochee Exit) (Project #2225241)

This project provides funding for the installation of high mast lighting at the I-10 Chattahoochee Exit (Gadsden County). A total of \$88,368 in FY 2013 has been programmed.

Interstate 10 (SR 8) @ SR 59 (Lloyd Exit) (Project #2226681)

This project provides funding for the installation of high mast lighting at the I-10 Lloyd Exit (Jefferson County). A total of \$88,368 in FY 2013 has been programmed.

ATTACHMENTS

Attachment 1: TIP page reflecting the addition of the above project.

2225181

SR 8 (I-10) @ SR 12 Lighting

Non-SIS



Work Summary: LIGHTING **From:** @ SR 12 (Greensboro Exit)

To:

Lead Agency: FDOT

County: Gadsden County

Phase	Fund Source	2012/13	2013/14	2014/15	2015/16	2016/17	Total
PE	DIH	1,000	0	0	0	0	1,000
PE	DS	87,368	0	0	0	0	87,368
Total		88,368	0	0	0	0	88,368

Prior Cost < 2012/13: 0
Future Cost > 2016/17: 0
Total Project Cost: 88,368

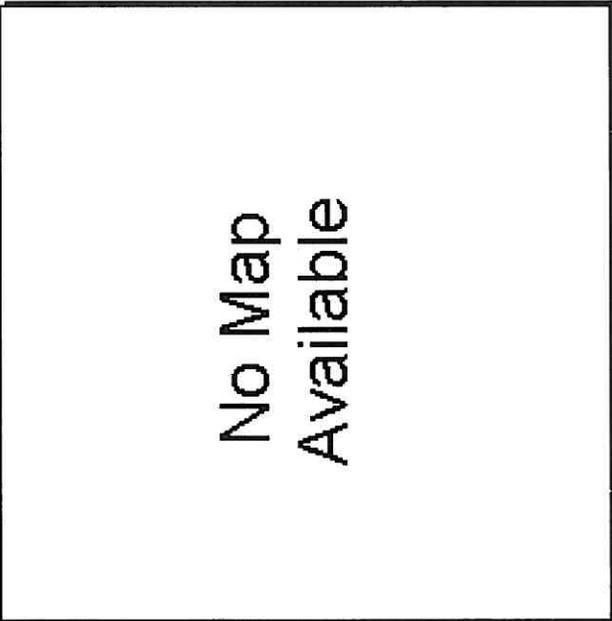
Project Description: This project provides funding for the installation of high mast lighting at the I-10 Greensboro Exit (SR 12).

Note: This project was added to the TIP at the June 17, 2013 CRTPA meeting.

2225241

SR 8 (I-10) @ CR 270A Lighting

Non-SIS



Work Summary: LIGHTING **From:** @ CR 270A (Chattahoochee Exit)

To:

Lead Agency: FDOT

County: Gadsden County

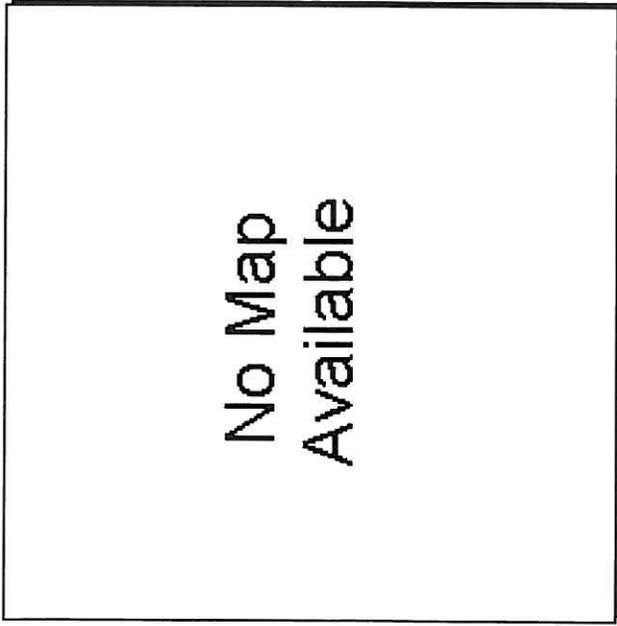
Phase	Fund Source	2012/13	2013/14	2014/15	2015/16	2016/17	Total
PE	DIH	1,000	0	0	0	0	1,000
PE	DS	87,368	0	0	0	0	87,368
Total		88,368	0	0	0	0	88,368

Prior Cost < 2012/13: 0
Future Cost > 2016/17: 0
Total Project Cost: 88,368

Project Description: This project provides funding for the installation of high mast lighting at the I-10 Chattahoochee Exit (CR 270A).

Note: The project was added to the TIP at the June 17, 2013 CRTPA meeting

2226681 SR 8 (I-10) @ SR 59 Lighting Non-SIS



Work Summary: LIGHTING From: @ SR 59 (Lloyd Exit)

To:

Lead Agency: FDOT

County: Jefferson County

Phase	Fund Source	2012/13	2013/14	2014/15	2015/16	2016/17	Total
PE	DIH	1,000	0	0	0	0	1,000
PE	DS	87,368	0	0	0	0	87,368
Total		88,368	0	0	0	0	88,368

Prior Cost < 2012/13: 0
 Future Cost > 2016/17: 0
 Total Project Cost: 88,368

Project Description: This project provides funding for the installation of high mast lighting at the I-10 Lloyd Exit (SR 59).

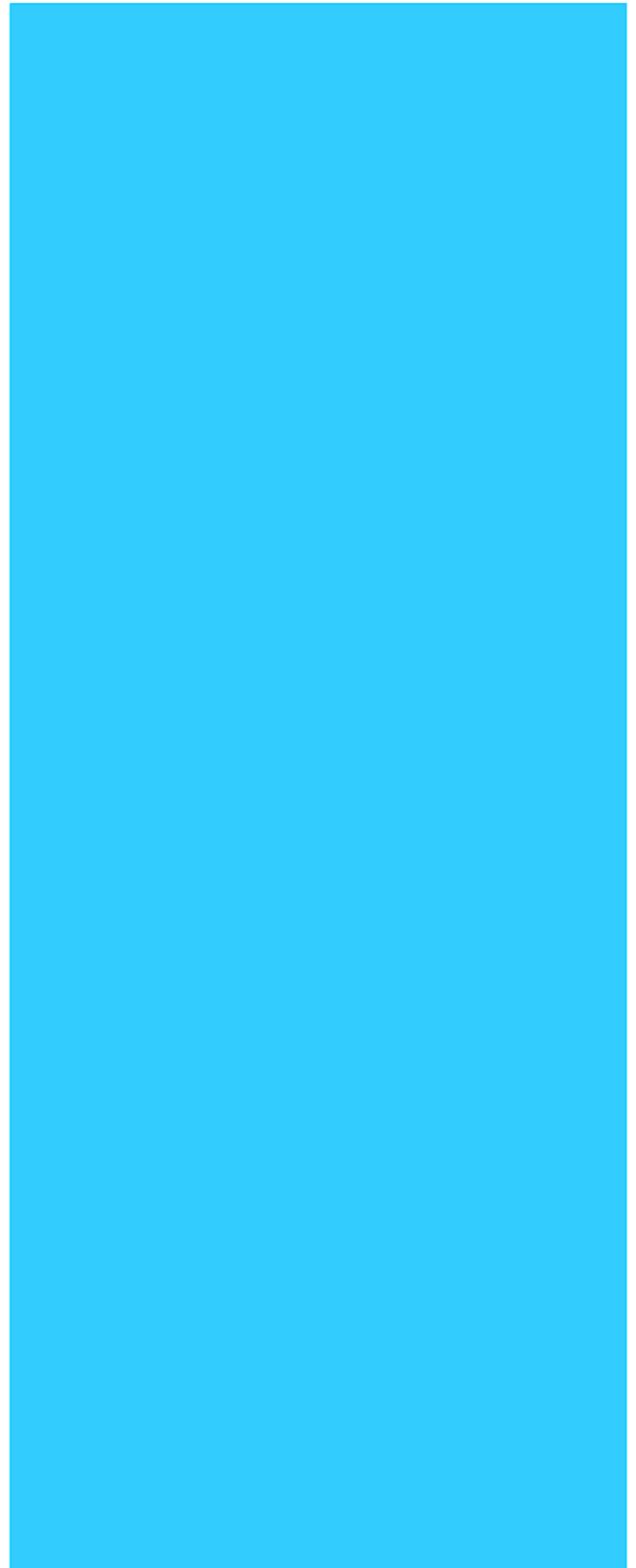
Note: This project was added to the TIP at the June 17, 2013 CRTPA meeting.



Prepared by:

**Federal Highway Administration
Florida Division**

**Federal Transit Administration
Region 4**



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Capital Region Transportation Management Area Table of Contents

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Executive Summary

Federal Law requires the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) to jointly certify the transportation planning processes of Transportation Management Areas (TMAs) at least every four years (a TMA is an urbanized area, as defined by the US Census, with a population over 200,000). A certification review generally consists of four primary activities: a site visit, a review of planning documents (in advance of the site visit), the development and issuance of a FHWA/FTA certification report and a certification review closeout presentation to the Transportation Planning Agency (TPA) governing board.

A joint FHWA/FTA Federal Review Team conducted a review of the Capital Region Transportation Planning Agency (CRTPA) with a site visit on June 25-27, 2012. The Tallahassee Transportation Management Area is comprised of the Capital Region Transportation Planning Agency. Since the last certification review in 2008, this TMA has made improvements to its transportation planning processes as indicated by the noteworthy practices highlighted in this report. This review identified ten (10) Noteworthy Practices, one (1) Corrective Action and twelve (12) Recommendations that the TMA needs to consider for improving their planning process.

Based on the overall findings, the FHWA and FTA jointly certify that the transportation planning process of the Tallahassee, Florida TMA, which is comprised entirely by the Capital Region Transportation Planning Agency, substantially meets the federal planning requirements in 23 CFR 450 Subpart C subject to the TMA satisfactorily addressing the Corrective Action stated in this report. The TMA is encouraged to provide the FHWA and the FTA with evidence of satisfactory completion of the corrective action as it occurs and in accordance with the noted deadlines. This Certification will remain in effect until **May 2017**.

Section I. Overview of the Certification Process

Under provisions of 23 CFR 450.334 (a) and 49 CFR 613.334 (a), the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) must jointly certify the planning process of Transportation Management Areas (TMAs) “not less often than once every four years”. This four-year cycle runs from the date of the previous jointly issued Certification report. The primary purpose of a Certification Review is to formalize the continuing oversight and evaluation of the planning process.

A certification review generally consists of four primary activities. These activities include: a “desk audit” which is a review of the TMA’s main planning process documents (e.g. Long Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP)); a “site visit” with staffs from the TMA’s various transportation planning partners (e.g. the Transportation Planning Agency (TPA), Florida Department of Transportation (FDOT), local/regional transit service provider, and other participating State/local agencies), including opportunities for local elected officials and the general public to provide comments on the TMA planning process; the preparation of a “FHWA/FTA TMA Certification Review Report” that documents the certification review’s findings; and a formal Federal Review Team presentation of the review’s findings at a future TPA Board Policy meeting.

The site visit for the Capital Region Transportation Planning Agency (CRTPA) was held June 25-27, 2012, in Tallahassee, Florida. During this site visit the Federal Review Team met with the staff of the CRTPA, the FDOT, StarMetro, other partnering agencies, and the public. (See **Appendix A** for a list of review team members and site visit participants and **Appendix B** for the Site Visit Agenda)

The public meeting for this certification review was held Monday, June 25, 2012. The purpose of the public meeting was to inform the public about Federal transportation planning requirements and allow the public the opportunity to provide input about the transportation planning process, more specifically how the process was meeting the needs of the area. One member of the CRTPA Advisory Committees attended the TMA Certification workshop. No members of the public attended. However, it is important to note that on the day of the public meeting, the area was experiencing inclement weather due to Tropical Storm Debby and this may have deterred the public from attending. For those that could not attend the public meeting, the CRPTA included information on their website instructing them how they could provide comments regarding the planning process. The public could also request a copy of the certification review report via these methods (See **Appendix C** for a summary of the public meeting.) No additional public comments were received by the TPA and the Federal Review Team.

Section II. Previous Certification Findings Status / Update

The following is a summary of the 2008 TMA Certification Report corrective actions/recommendations. It includes a status of the CRTPA's progress to address those actions. The report for the TPA's last certification review was published in December 2008. At that time, the CRTPA was given a "Conditional Certification" pending their implementation of the findings from the Federal Certification Review. Due to the level of effort and progress made to address the findings of the 2008 Report, the CRTPA was granted full certification status on May 20, 2010.

2008 TMA Certification Corrective Actions

1. **Public Involvement:** The CRTPA's Public Participation Plan (PPP) is a document that contains a general description of what activities the CRTPA may use to engage the public. The Plan lists the goals and objectives of a public involvement program, and essentially a menu of strategies that can be used by an MPO to engage the public. However, it does not specifically state strategies that will be used by the CRTPA. This lack of specificity deprives the public of knowing in advance how the CRTPA will be engaging them for their input. As required in 23 CFR 450.316, 23 CFR 450.322 and 23 CFR 450.324, the PPP needs to be updated to be more of a participation document. The PPP must be updated to address this corrective action by November 1, 2009.

Response: The CRTPA staff revised the PPP to be more user-friendly and understandable by the public. The Federal Agencies worked with CRTPA reviewing the drafts and providing technical assistance for the updated PPP. The PPP that was updated to address the corrective action was adopted on September 21, 2009.

2. **Public Involvement:** The documentation of a formalized and periodic evaluation of the public involvement strategies being used by the CRTPA in its public outreach efforts is required by 23 CFR 450.316(a)(1)(x). The CRTPA and staff are already documenting their outreach efforts and need to take the next step of regularly documenting the evaluation of the outcome of their efforts. This evaluation will assist the CRTPA and staff on resource allocation for the outreach activities. This formalized evaluation process must be in place and fully implemented by November 1, 2009.

Response: The CRTPA staff has revised the PPP to include an Evaluation Guide to help staff evaluate and refine the public involvement efforts of the Agency. This Guide is provided as Appendix C of the PPP document. The Goals and Objectives of the adopted Public Participation Plan were reformatted and expanded upon to reflect four (4) Specific Targets/Goals of the PPP. Following each Goal, objectives and performance indicators are listed that help the public, CRTPA consultants, and staff clearly understand the target to be reached. The updated PPP was adopted on September 21, 2009. This corrective action was deemed addressed in May 2010. However this TMA certification makes a recommendation that the CRTPA further expand information in the PPP and

related documentation regarding the evaluation of PPP strategies and outreach efforts. For further information on this, please refer to Section XI of this Report.

- 3. Title VI:** According to 23 CFR 450.316(a)(1)(vii), the PPP needs to document and the CRTPA needs to use specific strategies to engage the public and the traditionally underserved in all areas within the planning boundary. Each of these strategies should be tailored for the area/county in which they will be conducted. The activities and outreach efforts in Jefferson County may not be the same activities needed in Gadsden County or Leon County. Some acknowledgement and identification of different strategies for each of the areas within the boundaries of the TPA needs to be made. The PPP must be updated to address this corrective action by November 1, 2009.

Response: The FHWA Civil Rights and Planning Staff and the FTA worked closely with the CRTPA staff to address this corrective action. The PPP was updated to identify and tailor public involvement efforts to reach out to the underserved populations of the CRTPA planning area. The Equity Goal speaks largely to this effort and also directs the maintenance of a regional database which houses contact information for persons or organizations that represent these populations. The PPP requires that public involvement efforts be evaluated immediately following their conclusion to determine if revisions and refinements need to be made prior to the next event. The PPP with the above changes was adopted on September 21, 2009.

- 4. Transportation Improvement Program:** The CRTPA needs to provide documentation of their specific criteria and process for prioritizing projects for the annual priority list of projects for inclusion in the TIP, per CFR 450.324(l). This process needs to identify all criteria used to evaluate the projects, and fully document the process used. If the TPA prefers one type of project over others for a category, this preference needs to be documented as part of the process. While the CRTPA was in the process of quantifying the evaluation criteria used in generating the Project Priority Lists (PPL), it had not been adopted by the June meeting of the CRTPA. The criteria needs to be completed and documented to address this corrective action by June 2009 and must be used in the next TIP.

Response: Documentation of the prioritization process was provided to the Division and FTA offices and this corrective action was deemed addressed in October 2009. The criteria and prioritization process has been used in the subsequent Major Priority Project Lists and Transportation Improvement Programs. Two of the PPLs (Bicycle and Pedestrian and the major PPL) were replaced by the Regional Mobility Plan PPL.

Recommendations

1. **Agreements**: The Federal Review Team recommends that the CRTPA and the City of Tallahassee complete and execute a staffing services agreement for the CRTPA by November 1, 2009.

Response: The staffing services agreement was approved by the City of Tallahassee in April 2012 and was executed in May 2012.

2. **Air Quality**: Although the CRTPA is currently in air quality attainment status, consideration of climate change and its relationship to transportation planning has become a crucial consideration for those involved in the transportation planning process. FHWA has recently released a report entitled “Integrating Climate Change Considerations into the Transportation Planning Process.” (<http://www.fhwa.dot.gov/hep/index.htm>). This report explores the possibilities for integrating climate change considerations into long range transportation planning processes at state DOTs and MPOs. The Federal Review Team recommends that the CRTPA review this document and identify strategies that the CRTPA might consider relating to climate change and improving air quality.

Response: Staff is monitoring the progress of the air quality issue and during the Regional Mobility Plan Update a multi-modal system approach was used that the CRTPA anticipates that this system will inherently address the improvement of air quality since it will not be an automobile driven long range plan.

3. **Intelligent Transportation Systems**: While implementation of the ITS program is the responsibility of the City of Tallahassee and the FDOT, the Federal Review Team recommends that the CRTPA be more actively engaged in the overall coordination of the implementation of the ITS Program within its planning boundaries.

Response: Staff continues to work with the City of Tallahassee and FDOT on ITS issues. More recent activities include presentations and discussions with implementing Bluetooth technology into traffic monitoring and reporting.

4. **Freight**: The current federal planning regulations emphasize the MPOs to “include both long-range and short-range strategies/actions that lead to the development of an integrated multimodal transportation system to facilitate the safe and efficient movement of people and goods in addressing current and future transportation demand.” The Federal Review Team recommends that the CRTPA establish specific strategies in the CRTPA PPP and to be used during the development of the Regional Mobility Plan (RMP) for outreach efforts to the freight stakeholder community.

Response: The development process of the RMP placed particular emphasis on freight and the movement of goods and services. The CRTPA is partnering with the Economic Development Council’s Transportation and Logistics Committee to further refine the integration of freight into not only the transportation planning

process but the site location for the potential logistic and freight centers in the region and with the FDOT District 3.

- 5. Security:** The CRTPA is strongly encouraged to perform a Continuity of Operations (COOP) exercise. This exercise will identify any areas of the City's COOP that will work well for the CRTPA and those that may need strengthening.

Response: Staff continues to work under the City of Tallahassee COOP but has not yet conducted a COOP exercise. This recommendation is repeated again by the Federal Review Team in this Review. For more information, please refer to Section XI of this Report.

- 6. Public Involvement:** The Federal Review Team recommends that the CRTPA document how it plans to "consult" with Land Use Management; Natural Resources; Environmental Protection; Conservation; and Historic Preservation, and other "interested parties" as referenced in 23 CFR 450.210(a)(1)(i) and 450.316(a). Having a documented procedure of this "consultation" that is developed in coordination with these agencies, will help the MPO to more clearly define how it will ensure that the appropriate state and local agencies are brought to the table in the development of the Public Participation / Involvement Plan as well as the Regional Mobility Plan.

Response: The CRTPA addresses this consultation mainly through its advisory committees and projects teams. State and local resource agencies are members of both the CRTPA's Technical and Citizen's Multimodal Advisory Committees and are also included as members of any teams established for development of specific projects in the region. The advisory committees are a major part of the planning process and provide input and review of all projects, planning programs and Plans of the TPA. Since the resource agencies participate in the planning process through the TPA's advisory committees, a stand-alone procedure has not been developed to document this consultation process.

- 7. Environmental Consultation:** The planning regulations state that LRTPs shall be developed in "consultation" with State, tribal, and local agencies responsible for: Land Use Management; Natural Resources; Environmental Protection; Conservation; and Historic Preservation. The term, "consultation" as defined by CFR 450.322(g) involves the comparison of transportation plans to State conservation plans or maps, if available, and the comparison of transportation plans to inventories of natural or historic resources if available. The Federal Review Team recommends that the CRTPA expand its current consultation efforts to include comparing the plans of various resource agencies and increase these agencies' involvement in the development of the next LRTP (known as the RMP). The Federal Review Team also suggests that the CRTPA consider extending membership on the TAC to the permitting agencies as an option to achieve this consultation requirement.

Response: The development of the Regional Mobility Plans' three environmental scenarios was based on conservation areas, protected state properties, historic properties, and Critical Lands and Waters Identification Project (CLIP) properties, to name a few. This exercise helped identify activity centers and growth areas in conjunction with local government comprehensive plans and associated studies such as the Wakulla Aquifer Vulnerability Study (WAVA) and the Leon Aquifer Vulnerability Study (LAVA). Additionally it was very clear from the different technical documents supporting the RMP that comparison of other agencies and resources/permitting agencies was performed and the results used in the development of the RMP.

8. **Title VI:** In the RMP, the Federal Review Team recommends that the CRTPA staff clearly assess the “benefits and burdens” of the overall transportation network to minority and underserved population communities. By analyzing the “mobility vs. accessibility” of this data, the CRTPA might be able to better gauge whether or not there are disparate impacts in a particular area. Mobility is the ability to travel and the potential for movement. Accessibility refers to the opportunity to reach a given destination within a reasonable time and costs. One analysis could evaluate the percentage of the RMP expenditures vs. percentage of population by race and income. Another strategy may be to create a one-page fact sheet, (created for each community that summarizes the population, demographics, income and other variables in the community) to identify residential, employment, and transportation patterns of low income and minority populations. The purpose of these analyses is to ensure that transportation investments are being fairly distributed throughout the planning area.

Response: The CRTPA used specific public outreach strategies during the development of the RMP to engage these populations for input into the plan and used multiple scenario plans for analysis. Analysis was performed at each stage of the RMP and the CRTPA decided the processes it used for public input, data collection and analysis inherently provided the analysis recommended by the Federal Review team from the 2008 review.

B. Transportation Planning Organization Structure

The CRTPA Board apportionment (in Florida this is the term for the voting membership of the CRTPA Governing Board) remains at fifteen (15) members that include the following: Leon County (7 members), City of Tallahassee (3 members), Leon County School Board (1 member); and one representative each from Gadsden, Wakulla and Jefferson Counties. A representative from StarMetro, the FDOT District 3, and the Federal Highway Administration are non-voting advisory members of the CRTPA Policy Board. The Board is currently exploring the possibility of expanding the by-laws to allow alternates for Board members.

The CRTPA has several standing advisory committees: the Technical Advisory Committee (TAC), the Citizen's Multi-Modal Advisory Committee (CMAC) and the Leon County Transportation Disadvantaged Coordinating Board (TDCB). The Multi-Modal Advisory Committee as noted in the 2008 Certification merged the Citizen's And the Bicycle-Pedestrian Advisory Committees.

While the CRTPA is the only MPO located within the region, coordination with the FDOT, the other MPOs in the state via the Metropolitan Planning Organization Advisory Council (MPOAC) and its subcommittee, and the other MPO neighbors within the same FDOT district – is conducted on a regular basis. The FDOT District 3 conducts a quarterly meeting with the MPOs within its boundaries that provides a regular forum for discussion of transportation and MPO related issues.

C. Agreements

The CRTPA is in compliance with all planning requirements in regards to Agreements and all of the necessary Agreements have been updated as needed. The Staffing Services Agreement between the CRTPA and the City of Tallahassee that was of concern during the last TMA certification was approved by the City and executed in May 2012. While this Agreement is not a federal requirement for the CRTPA, it is recognized as a good business practice and in the best interest of the CRTPA to have this agreement in place. The Federal Review Team recognizes the continued efforts that the staff dedicated to execute this agreement.

Section IV. Scope of the Planning Process (23 CFR 450.306)

A. Transportation Planning Factors

23 CFR 450.306 requires that the metropolitan transportation planning process explicitly consider and analyze a number of specific planning factors that reflect sound planning principles. The CRTPA addresses the required planning factors throughout the planning process and in the development of their products such as the Regional Mobility Plan (Long Range Transportation Plan), Transportation Improvement Program (TIP) and Unified Planning Work Program (UPWP). The planning factors are incorporated into the goals and objectives of the Regional Mobility Plan (RMP). The CRTPA includes a discussion of how it incorporates the

planning factors into their process, and the UPWP includes a matrix that cross-references the factors with work tasks the TPA performs.

B. Air Quality

The CRTPA currently is designated as an attainment area for all National Ambient Air Quality Standards (NAAQS) and is not expected to become a non-attainment area for criteria pollutants in the near future.

During the development of the 2035 LRTP (called the Regional Mobility Plan); the CRTPA used a multi-modal system approach that addressed more equally other modes of transportation for a more integrated system within the region. The CRTPA anticipates that this multi-modal approach will inherently address the improvement of air quality since it is not an automobile driven long range plan.

C. Bike and Pedestrian Planning Activities

Bicycle, pedestrian and transit needs are addressed by the Transportation Planning Agency (TPA) through the prioritization process developed with the update of the Regional Mobility Plan (RMP). Staff created a Priority Project List (PPL) for the RMP which contains an integrated listing of bicycle, pedestrian, roadway and transit projects. The majority of identified projects on the RMP PPL are bicycle/pedestrian and transit.

During the development of the RMP, the CRTPA Board directed staff to maintain a \$1 million minimum annual set-aside for bicycle and pedestrian projects as the TPA's number one funded project prior to funding other projects on the PPLs. The funds are split between regional projects (\$500,000) and local projects (\$500,000). The local project funding is distributed based on population at the county level with the funds spent on projects in the respective Bicycle and Pedestrian Master Plans for each county. The RMP also contained a trails plan which identifies linkages in the regional trails system.

The CRTPA staff led an effort with the City of Tallahassee to apply for a designation of "Bicycle Friendly Community" through the League of American Bicyclists. The city received this designation that recognizes communities for their efforts to increase the safety for cyclists and planning and providing for infrastructure that enables and encourages safe cycling in the community.

Noteworthy Practices: The Federal Review Team provided two noteworthy practices related to Bicycle-Pedestrian Planning. For more details about these items, please see Section XI.

D. Transit

StarMetro is the primary transit provider for the City of Tallahassee and limited parts of unincorporated Leon County, Florida. StarMetro is a department of the City of Tallahassee, Florida. StarMetro operates 12 fixed route cross-town routes,

as well as university shuttles for Florida State University (FSU) and Florida Agricultural & Mechanical University (FAMU). FSU, FAMU and Tallahassee Community College students ride free by showing a valid student ID. Transit service for senior and disabled customers is provided by StarMetro's Paratransit service, Dial-A-Ride. According to 2011 National Transit Database (NTD) reporting, StarMetro operates 56 buses and 15 demand response vehicles and handles approximately 4.9 million trips annually in a service area with a population of 162,310. Each StarMetro bus can accommodate two bikes.

Big Bend Transit provides consolidated transportation services to Gadsden, Jefferson and rural Leon counties. The Gadsden Express is a joint venture between Gadsden County, the Florida Department of Transportation, StarMetro, Commuter Services of North Florida, and the Capital Region Transportation Planning Agency (CRTPA). CRTPA indicates that continued funding for this project (30-passenger bus with 2 round trips in the morning and evening and one midday trip) is questionable after March 2013. Wakulla County Transit provides consolidated services for Wakulla County.

StarMetro is an active participant in regional transportation planning, development of the RMP, UPWP, and TIP as well as TIP and STIP updates. By state law, StarMetro develops a Transit Development Plans (TDP) with a 10 year horizon, with annual and five year update cycles.

CRPTA is the sub-recipient of Section 5303 Statewide and Metropolitan Planning Program funding awarded and passed through from FDOT. The City of Tallahassee/StarMetro is the designated recipient of 5307 funds. The UPWP includes FTA funds and transit related work activities. StarMetro is a partner in the development of the UPWP and is solicited for input.

The CRTPA is the designated Official Planning Agency for the Transportation Disadvantaged Program in Leon County. StarMetro is the Community Transportation Coordinator for the Transportation Disadvantaged Program in Leon County. The CRTPA is actively involved with the TDP and works with StarMetro providers to complete the plan. StarMetro also uses 5316 Job Access and Reverse Commute (JARC) and 5317 New Freedom funds (under SAFETEA-LU) for eligible populations.

Other federal funds StarMetro receives include FTA discretionary funds. StarMetro was selected for a 2011 Alternative Analysis award in the amount of \$400,000 to study future transit system development in a corridor along Tennessee Street/Mahan Drive between Capital Circle East and West, through Florida State University, Tallahassee Community College and downtown. StarMetro was also awarded over \$5 million for zero emission buses through a Transportation Investment Generating Economic Recovery grant. In 2011, StarMetro was awarded a \$1,200,000 Veterans Transportation and Community Living Initiative (VTCLI) grant to expand an existing transit call center and to provide information, transportation and scheduling for veterans. StarMetro was award a second VTCLI

grant in 2012 for \$50,000 to conduct outreach and promotion of the Capital Region One Call/One-Click Center for veterans.

Staff members of StarMetro have an ex-officio seat at the meeting table with CRTPA officials; StarMetro is a voting member of the CRTPA Technical Advisory Committee and reviews all applicable CRTPA Board items, rendering a recommendation to the CRTPA. Planning activities are included in the Unified Planning Work Program. FDOT and StarMetro provide the CRTPA with funding estimates in the TIP development process. CRTPA coordinates throughout the year with StarMetro and FDOT related to needed amendments to the TIP document.

StarMetro appears to have a good working relationship with FDOT. FDOT and CRTPA are clearly involved with StarMetro in transit planning. StarMetro reportedly does not receive flex funds from the TPA, however, StarMetro does receive transit funding from FDOT and the City of Tallahassee.

The coordination among StarMetro, CRTPA, and FDOT appears very effective. Transit agency representatives clearly participate in regional transportation planning and TIP and STIP updates. StarMetro has a Transit Development Plan with regular update cycles. The TPA and StarMetro frequently work together during their outreach efforts throughout the year.

Noteworthy Practice and Recommendation: The Federal Review Team provided one Noteworthy Practice and one Recommendation which is incorporated under the Transportation Improvement Program related to Transit Planning. For more details about these items, please see Section XI.

E. Intelligent Transportation Systems (ITS)

The City of Tallahassee continues to maintain the Tallahassee Advanced Transportation Management System (TATMS)/Intelligent Transportation System programs for the City, Leon County and portions of Gadsden County. The FDOT District 3 coordinates ITS projects outside of these areas with the CRTPA. The CRTPA participates in all ITS meetings and coordination activities with the City of Tallahassee and the FDOT. ITS is integrated into the CRTPA's planning process through its Regional Mobility Plan, Congestion Management Process, specific projects are in the Transportation Improvement Program(TIP) and also reported through the CRTPA's Unified Planning Work Program (UPWP).

One of the major ITS Projects the CRTPA has coordinated for the region is the Tallahassee Regional Transportation Management Center (TRTMC). The new TRTMC will be a 90,000 square foot, multi-purpose facility to house the Tallahassee Regional Transportation Management Center, the Leon County Emergency Operations Center, a joint Emergency Dispatch Center for the County and City, and the Leon County Emergency Medical and Emergency Operations Center. The Tallahassee Regional Management Center will employ advanced technologies to improve traffic flow throughout the area and will monitor traffic flow

along the 18-mile I-10 corridor ,with traffic monitoring cameras every mile along with congestion and incident detectors every half-mile. This facility is still under construction but is anticipated to open in the very near future.

The CRTPA and its staff have undertaken efforts to further ITS and have been developing partnerships with the local higher educational institutions and other transportation modes. Staff has been delivering presentations to various groups as well as participating in the development of the use of Bluetooth technology for traffic monitoring and reporting. The Federal Review Team commends the CRTPA on the steps it has taken to be a more active partner in the ITS program since the last TMA Certification.

F. Freight Planning

Freight movement for this region is multimodal including roadway facilities, such as I-10, US-19, US 27, as well as two rail providers, and air cargo movements through the various airports in the 4 counties. Those regional facilities have been either designated as being on the State’s Strategic Intermodal System (SIS) or have been classified as an emerging SIS facility.

During the development process and adoption of the Regional Mobility Plan (RMP), planning for goods and services movement was undertaken at levels not previously seen in long range plan efforts by the CRTPA. A Project Advisory Committee (PAC) was established that included freight representatives from the trucking, rail, airports and logistics industries. While multimodal freight movement is one of the major goals of the 2035 RMP, it is very apparent that the enhanced movement of goods and services is woven throughout all the goals and objectives of the RMP and is included in the Vision statement as well.

The CRTPA also has formed a partnership with the Economic Development Council (EDC) to address the freight goods and services movement in the region. The CRTPA is also partnering with the EDC’s Transportation and Logistics Committee to further implement the integration of freight into the region’s transportation planning process, as well as to initiate the exploration of locating potential freight and logistics centers within the CRTPA region. This ongoing partnership also essentially serves as the CRTPA’s Freight Advisory Committee.

Noteworthy Practice: The Federal Review Team provided one noteworthy practice related to Freight in the Planning Process. For more details about this item, please see Section XI.

G. Security Considerations in the Planning Process

The CRTPA 2035 Regional Mobility Plan includes the security goal “Promote and implement transportation system improvements for all modes maximizing security of the transportation system” with three specific security objectives. CRTPA staff is working with local government partners to identify transportation system enhancements to increase the security of the system as new land developments

are approved and built. Emphasis is being placed on maximizing network connects so that in the case of emergencies first responders can reach their destination if one route is impassable. The CRTPA also works in partnership with its member local governments and through its Technical Advisory Committee during the review of potential/proposed projects for unintended safety and security impacts.

The CRTPA continues to use the City of Tallahassee's Continuity of Operations Plan (COOP) and also has adopted the Emergency Evacuation and Operations Plan (EEOP) of the facility in which it is physically housed.

Recommendation: The Federal Review Team provided one recommendation related to Security in the Planning Process. For more details about this item, please see Section XI.

H. Safety Considerations in the Planning Process

CRTPA staff is active in the Community Traffic Safety Teams (CTST), and is currently serving as co-chair for the Leon County chapter. Through this partnership, a grant has been submitted to initiate an education and outreach program targeting teen drivers. Leon County currently ranks #1 related to teen crashes and fatalities within the region. The classes will be taught cooperatively with all transportation and health partners on the CTST and will take place at each public high school in Leon County. The CRTPA was awarded the grant, however, due to some technical issues, implementation of the program did not occur last year. The CRTP reappplied for the grant this year and are awaiting the funding decision. The TPA is currently coordinating with the schools and the CTST so that the program can be implemented this year as soon as they are notified of the grant award.

In addition, the TPA's goals and policies include safety considerations as a component of the planning process. The recently adopted LRTP includes safety goals, objectives, and performance measures for the TPA area. These items were developed during the plan update process. One interesting detail about the Safety goals included in the RMP is the TPA's consideration of public health and safety. This goals call for the "Improvement of public health by increasing choice, safety, and access of transportation facilities for all segments of the population." Lastly, TPA's coordination with the District Safety office has led to enhanced safety at railroad crossings and their regular meetings with the FDOT as well as flashing pedestrian signals close to one of the local high schools in Leon County.

During the site visit the TPA staff seemed unaware of the role of the Strategic Highway Safety Plan (SHSP) in the planning process and could not identify any direct considerations for this plan with the safety planning activities of the CRTPA, although the Plan is referenced in the CRTPA's most recent long range transportation plan. The SHSP strategically establishes statewide goals, objectives, and key emphasis areas developed in consultation with Federal, State, local, and private sector safety stakeholders, as well as operators of other modes. The planning regulations call for the transportation planning process to be consistent with the SHSP (23 CFR 450.322(h).) The long range transportation plan should

also include a safety element that incorporates or summarizes the priorities, goals, counter measures, or projects contained in the SHSP.

Recommendation: The Federal Review Team provided one recommendation related to Safety in the Planning Process. For more details about this item, please see Section XI.

Section V. Unified Planning Work Program (23 CFR 450.308)

The Unified Planning Work Program (UPWP) is a biennial planning work program that identifies the transportation planning budget of the CRTPA and planning activities within the CRTPA's Boundaries. The draft and final UPWPs are reviewed by each of the CRTPA's Advisory Committees and adopted by the Board. The UPWP identifies planning tasks for two (2) years. The current UPWP for Fiscal Year 2012/1013 - 2013/2014 was adopted by the Board in May 2012. The CRTPA continues to prepare a well-organized and detailed UPWP that is very reader friendly. The UPWP coordinates with its transportation partners to ensure that planning activities and tasks are included in the work plan. Those activities/work tasks include, but are not limited to:

- Bicycle and Pedestrian planning and studies;
- Aviation Planning;
- Transit Planning ;
- Transportation Disadvantaged;
- Regional Planning; and,
- Planning studies and activities that are not funded by the CRTPA itself.

The Current UPWP includes FHWA Planning funds, FTA 5303 and 5307 funds, Transportation Disadvantages funds, State Planning Funds and local funds from its member agencies. The total funding in the UPWP for the two years is currently programmed for FHWA Planning Funds at \$1,359,390 and FTA funds (5303 and 5307) at \$516,500.

The UPWP is monitored through weekly CRTPA Staff timesheets that are charged by UPWP task and monthly status reports are provided to FDOT and FHWA quarterly. The City of Tallahassee Accounting Services Department compiles the invoicing on a quarterly basis for the CRTPA.

Section VI. Interested Parties (23 CFR 450. 316)

A. Outreach and Participation

The CRTPA worked very closely with the FTA and FHWA Planning and Civil Rights after the last TMA Certification in 2008 to update their Public Participation Plan (PPP) to address the Corrective Actions needed. An updated PPP that included an evaluation guide and outreach strategies was adopted in September 2009. The PPP was again reviewed the following year and an update to the plan was adopted in January 2010. All CRTPA plans, documents (e.g. UPWP, TIP), forms, meeting notifications, etc. are available at www.crtpa.org. The TPA is working with a general

planning consultant to update the website. The changes are expected to include the ability to view calendars, board meetings and other visualization features that will keep the public better informed. The website is one of the tools the CRTPA uses for outreach to the public.

The CRTPA is making a move toward a major Geographic Information System (GIS) initiative to provide more detailed information related to their planning area. This information will allow interested individuals to view a particular project area in juxtaposition with area initiatives, geographical conditions, and roadway attributes. When complete, the GIS tool will be invaluable to local governments for coordination of planning and programming.

In reviewing the Public Participation Plan (PPP) and during the Site Visit discussion, the Federal Review Team noted that that the PPP does not contain information that describes how consideration and response to public input received during the development of the Regional Mobility Plan and the Transportation Improvement Program (TIP) is handled or how many days and/or by what method responses submitted for public input will be responded to. The PPP also does not include information about the TIP amendment process. Providing adequate public notice of the TPA's public participation activities and time for public review and comment at key decision points is vital to a strong planning process.

During the site visit the TPA staff provided the Federal Review Team a binder which highlighted the efforts of staff regarding public participation. These binders included pictures of outreach efforts, copies of surveys and project related newsletters. The documentation presented provided a very good record of the outreach activities of the TPA. The CRTPA staff conducts assessments of its public involvement meetings and outreach efforts following each event. The CRTPA has participated in the various regional summits related to transportation with its partners and has been working with the Universities and Colleges within the region to improve outreach efforts to this population. Since the last TMA Certification in 2008, the CRTPA has developed more specific strategies and activities for outreach efforts to its various communities and has been very active with its partners, such as the Garret A. Morgan Program, co-sponsoring safety initiatives with the CTST and the Local law enforcement, working with the universities to strengthen bicycle safety and a more focused bicycle enforcement program, partnering with its other modal partners during outreach efforts and contract selection committees, and conducting multiple workshops within all of its member counties to engage the public. The Federal Review Team commends the CRTPA and its Staff on the initiatives and work they have performed to improve their outreach efforts with the public and other stakeholders within its region.

Noteworthy Practice and Recommendations: The Federal Review Team provided one Noteworthy Practice and five Recommendations related to Outreach and Public Participation in the Planning Process. For more details about these items, please see Section XI.

B. Tribal Coordination

There are no federally recognized tribes located in this area that require formal coordination with the CRTPA.

C. Title VI and Related Requirements

CRTPA has a coordinator assigned to Public Involvement and Title VI, and who has direct, independent access to the TPA's Executive Director. The TPA has developed and executed a nondiscrimination policy, assurance and complaint filing procedure, all of which are broad enough to cover Title VI classifications and those defined by related federal and state authorities. Its LEP Plan and analysis are straight forward and practical. While the data does not suggest the need for extensive Limited English Proficiency (LEP) services at this time, the TPA has identified a region where it may encounter LEP Spanish speakers. As such, the TPA has developed an action plan for addressing these needs, when and if necessary. CRTPA has improved public involvement and has developed a PPP as well as a scrapbook and other measures to test the efficacy of its outreach. The TPA staff partners with FHWA and FDOT for targeted outreach and is an enthusiastic supporter of National Summer Transportation Institute (NSTI) and Garrett A. Morgan Programs (GAMTTEP). These two programs focus on youth outreach. The NSTI promotes awareness of educational and career opportunities among disadvantaged and at-risk middle and high school students around the country learning more about the transportation industry, its various modes and how they might pursue post-secondary education and career opportunities in the transportation industry. The GAMTTEP Program purpose is to introduce students to the transportation field and inspire students to become future transportation professionals.

The CRTPA collects census and demographic data to determine the equity of its activities among its various communities, though it has not performed equity analyses listing likely impacts of its projects on minority and other protected classes. In fairness, however, these types of analyses have no standard format as yet, training and technical assistance is limited, and recipients are struggling to understand the requirements (as evidenced by recent Environmental Justice (EJ) updates/clarification by FHWA and FTA). FHWA and FDOT are working to develop assistance tools and hope to begin Environmental Justice (EJ) analysis training of MPOs and local agencies in 2013. Overall, the CRTPA has demonstrated substantial compliance with 23 CFR Part 200 and 49 CFR Parts 21 and 27.

Recommendations: The Federal Review Team provided three Recommendations related to Title VI and Related Requirements in the Planning Process. For more details about these items, please see Section XI.

Section VII. Linking Planning and Environment (23 CFR 450.318)

The CRTPA uses two main mechanisms to conduct the consultation process with resource agencies; the State's Efficient Transportation Decision Making System (ETDM) and through membership on its Board and advisory committees. The capacity improvement projects that are included in the CRTPA's 2035 Regional Mobility Plan have been submitted through the ETDM for review of potential environmental and land-use issues by its transportation partners and the State and local resource and permitting agencies. The current 2035 RMP contains an appendix that provides the purpose and needs statements for each of these projects. The Federal Review Team commends the TPA for identifying and including the Purpose and Need descriptions for the projects in the RMP. This TPA is leading the way in Florida as FHWA and FTA identified this proactive activity as an item to include in future LRTPs.

The CRTPA also utilizes membership on its advisory committees as another way to conduct consultation with resource agencies. The TAC and CMAC are involved in the consideration, prioritization and review of specific projects and the planning documents and process of the CRTPA throughout the year. It is through this representation and participation that resource and permitting agencies are able to provide input to the CRTPA the planning process. During the development of the 2035 RMP, this coordination also included the review and integration of the many different local agency plans as well as different conservation plans. The documentation of these considerations is identified in the 2035 RMP Goals and Objectives as well as the *Current Conditions Technical Report*.

Noteworthy Practices: The Federal Review Team provided two Noteworthy Practices related to Linking Planning and the Environment in the Planning Process. For more details about these items, please see Section XI.

Section VIII. Long Range Transportation Plan (23 CFR 450.322)

The 2035 Regional Mobility Plan was adopted by the CRTPA on November 15, 2010. This Plan is very different from previous plans in that it used a comprehensive and coordinated approach with its partners to develop a more sustainable multimodal transportation system for the region. The plan was also developed in recognition of the inherent relationships between mobility and land use and growth patterns and emphasizes transportation system linkages. The CRTPA utilized scenario planning to analyze three scenarios: Business as Usual; Quality Growth (scenario includes development patterns which focused on more compact, dense development); and, Quality Growth Plus (incorporated more intensive and exceptional growth management strategies than the Quality Growth Scenario).

A Sustainability Calculator was developed as one of the decision making tools to provide assistance for member governments and the Board for considering the continuing costs associated with the development of property within the region. The calculator considers a wide range of factors from housing, to location, to development

type, to transportation systems availability. This tool was developed essentially for the RMP, but the CRTPA intends to use it on a continuing basis throughout the TPA's planning process. It is available for use by member governments and easily accessed through the CRTPA website: <http://crtpacalculator.org/> .

A Project Management Team/Advisory Committee was created to provide the TAC and CMAC members and other transportation partners as mechanism to provide continual input and assistance with the development of the RMP as well as the Goals and Objectives. Representatives from the freight industry as well as bicycle/pedestrian groups, development, environmental and other special interests were actively engaged through this committee and outreach efforts during the development of the Plan. Numerous public outreach events took place throughout the region to engage the public throughout the development as well.

The Goals and Objectives of the 2035 RMP are consistent with local government comprehensive plans, the five Sector Plans, and with the numerous and varied resource and permitting agency plans throughout the region. The 2035 RMP also includes a Regional Trails Plan and the different Bicycle and Pedestrian Master Plans that have been developed by member counties, and incorporated data from Aquifer Vulnerability Studies performed by Leon and Wakulla Counties. The Regional Trails Plan which addresses the need for a connected hard surface trail system within and throughout the CRTPA region is intended to provide a commuting alternative for individuals who seek non-motorized transportation options while limiting their exposure to motor vehicles.

The CRTPA demonstrated that each of the eight SAFETEA-LU planning factors were considered in the development of the 2035 Regional Mobility Plan by sharing with the Federal Review Team a matrix that correlated the planning factors with the goals and objectives within the Plan.

A. Travel Demand

The CRTPA travel demand forecasting model used procedures consistent with the current 4-step modeling process of the Florida Standard Urban Transportation Model Structure (FSUTMS)/Cube Voyager (CV). The Planning consultant for the CRTPA operated the model and the TPA's staff reviewed the analysis. The model was validated for the 2035 RMP using the 2007 base year. The CRTPA 2007 base year model included an expanded model area of Gadsden, Jefferson, Leon, and Wakulla counties. The 20-year projections for the horizon year of the Plan were developed based on the latest Bureau of Economic and Business Research (BEBR) midrange projections. The population and employment growth was then assigned based on the scenarios analyzed. The model has 1,279 Traffic Analysis Zones and the base year network has 27,879 links. The existing highway network was modified to include roadways links and nodes in Jefferson County.

B. Financial Plan/Fiscal Constraint

The 2035 RMP is a Cost Feasible Plan with funding limited based on the revenue estimates provided by the FDOT and the local governments for locally funded initiatives. The Plan used Federal and State revenues information from the following sources: Local Government Financial Information Handbook, August 2009, published by the Florida Department of Revenue and Florida's Transportation Tax Sources, A Primer, January 2010, published by FDOT. Costs estimates were developed based upon the FDOT District 3 Quarterly Construction Cost Information that was revised in October 2009. The financial plan does not address the Operations and Maintenance (O&M) costs for transit, local facilities and state highways.

Financial assumptions used in the development of the 2035 RMP also used other potential funding sources for transportation projects, both state and local, dedicated to specific programs, such as the Strategic Intermodal System (SIS), maintenance, local paving and Blueprint 2000. The TPA coordinated extensively with its local government budget offices within the region to ensure these programs were included in the plan. The RMP was developed in close coordination with other modal partners as well – StarMetro and the Tallahassee Regional Airport. The revenue estimates and costs for the Cost Feasible Plan were stratified into five year cost bands and identified in Year-of-Expenditure (YOE) dollars. The inflation factors for each of these cost bands were provided by FDOT.

Noteworthy Practice and Corrective Action: The Federal Review Team provided one Noteworthy Practice and one Corrective Action related to the Long Range Planning Process. For more details about these items, please see Section XI.

Section IX. Congestion Management Process (23 CFR 450.320)

The CRTPA annually reviews its Congestion Management Process (CMP) and adopted the most recent CMP Report in January 2013. The CRTPA CMP was reviewed and evaluated against current state and federal CMP requirements to determine the applicability of current performance measures for roadway, transit, and bicycle and pedestrian features. Through its committees and its transportation partners in the region, the CRTPA Staff review the region's transportation systems throughout the year and make recommendations to the CRTPA and affected local governments on instituting congestion management strategies for identified facilities.

The TPA member local governments have used the criteria of the CMP to help prioritize sidewalk and non-motorized transportation improvements. During the review the TPA staff mentioned that during the update of the RMP they analyzed crash data and more efficient ways to incorporate evaluation criteria selected and utilized in the Regional Mobility Plan to select projects for funding and implementation.

Recommendation: The Federal Review Team provided one Recommendation related to the Congestion Management Plan. For more details about this item, please see Section XI.

Section X. Transportation Improvement Program

(23 CFR 450.324, 326, 328, 330, 332)

The Transportation Improvement Program (TIP) is financially constrained program for each fiscal year (FY). The TIP serves as a five-year (the 5th year is illustrative) financially feasible program of improvements for all modes of travel within the 4-county area that are anticipated to be funded by Title 23 and Title 49 United States Code. It includes those projects considered regionally significant transportation projects regardless of the funding type and is consistent with the 2035 RMP, 4 Local Government Comprehensive Plans, BluePrint 2000, the Aviation Master Plan of the Tallahassee Regional Airport and the StarMetro Transit Development Plan. Within the TIP are also projects from the Bicycle/Pedestrian Master Plans from the TPA's member counties, the State's Strategic Intermodal System (SIS) and Eastern Federal Lands.

The TIP is developed in partnership with the FDOT, StarMetro, BluePrint 2000, the TPA member county and city governments, as well as its Board and advisory committees. The TPA develops a Priority Project List (PPL) and begins this development process early in the calendar year so there is time for the transportation partners, the public and the advisory committees and the TPA Board to provide input into its development. The TIP considers and is consistent with other PPLs such as the SIS PPL, the Transportation Systems Management PPL, Transit PPL, and other modal agency PPLs. The TPA staff typically conducts an annual retreat for the Board to discuss candidate projects and project prioritization for the PPL and the annual TIP. The draft TIP is reviewed by the TPA's advisory committees and Board with the Final being adopted typically each June. The final PPL is adopted in the July/August time frame by the Board so it can be provided to the FDOT in September each year.

The TIP presents financial information in table format and identifies the specific funding categories as well as the funding source for each project. This financial information is identified in year of expenditure values as required by Federal Regulation. The FDOT coordinates with the CRTPA to provide project cost estimates and the local projects' costs are developed independently by the CRTPA's member governments.

The TIP is available in several forms on the CRTPA's website:

- the Current adopted TIP in .pdf format;
- an interactive TIP;
- the previous 4 adopted and amended TIPs; and,
- the year's draft (typically available in March)

The TIP also includes an amendment section that is updated as amendments occur and identifies the projects amended and the amendment dates. The *Annual List of Federally Obligated Projects* is published in the TIP as an appendix and also is identified as a stand-alone document on the CRTPA's website. The list is also available for public

access at the TPA's offices. Major projects from the previous TIP that were implemented, as well as major projects for which significant delays in project implementation occurred, are included as well in a separate appendix of the TIP. The Federal Review Team commends the CRTPA and staff on the inclusion of the total project cost for projects within the TIP. As noted earlier in the RMP section, the CRTPA lead the state by being proactive in identifying this information in the TIP.

Noteworthy Practices and Recommendation: The Federal Review Team provided two noteworthy practices and one Recommendation related to the Transportation Improvement Program. For more details about these items, please see Section XI.

Section XI. Findings/Conclusions

The following items represent a compilation of the findings that are included in this 2013 Certification Review Report. These findings, which are identified as noteworthy practices, corrective actions, and recommendations, are intended to not only ensure continuing regulatory compliance of the Tallahassee TMA/CRTPA transportation planning process with federal planning requirements, but to also foster good planning practices and improve the transportation planning program and process in the area.

A. Noteworthy Practices

1. **Bicycle and Pedestrian Planning:** The CRTPA staff is commended for their efforts related to bicycle and pedestrian planning. The CRTPA staff led an effort to complete an application on behalf of the city for the designation of "Bicycle Friendly Community" through the League of American Bicyclists. Through the application process, much data had to be gathered on the bicycle programs and infrastructure available within the City of Tallahassee. The designation, which the city received, recognizes communities for their efforts to increase the safety for cyclists and for providing infrastructure and planning that enables and encourages safe cycling in the community.
2. **Bicycle-Pedestrian Planning:** The CRTPA has also been increasingly engaged in the establishment of individual Bicycle and Pedestrian Master Plans in the region's surrounding counties. Staff's leadership in this effort has led to increased planning related to bicycle, pedestrian and trail planning within the region.
3. **Transit Planning:** CRTPA's relationship with StarMetro has improved tremendously. StarMetro and the CRTPA share a joint vision of how the region should develop in the long term. They coordinate and collaborate in all areas of the planning process. The directors of the two entities work very closely with one another and have significantly improved communication with the public and the local government.
4. **Freight Planning:** The Federal Review Team commends the CRTPA on the emphasis it has and continues to give to the movement of goods and services.

The Federal Review team observed a marked difference towards this program since the previous Certification. The CRTPA is commended as well on its establishment of a freight specific working group for the development of the RMP as well as its ongoing partnering with the EDC.

5. **Outreach and Public Participation:** The Federal Review Team commends the CRTPA on the various partnering efforts it has initiated since the last TMA Certification. The CRTPA staff also continues to be a strong supporter and participant in the National Summer Transportation Institute and the Garrett A. Morgan Programs.
6. **Linking Planning and the Environment:** The Federal Review Team commends the CRTPA on its efforts to integrate the many different State, local government and resource agency plans within the RMP and their coordination throughout its development. The consideration of these existing plans is clearly identified and documented within the Plan itself and its technical reports.
7. **Linking Planning and the Environment:** The Federal Review Team commends the TPA for identifying and including the Purpose and Need descriptions for the projects in the RMP. This TPA is leading the way in Florida as FHWA and FTA identified this proactive activity as an item to include in future LRTPs.
8. **Long Range Transportation Plan – Sustainability Calculator:** The Federal Review Team commends the CRTPA on its development and use of the Sustainability calculator that was used during the development of the 2035 Regional Mobility Plan. The CRTPA was specifically recognized in a National Publication for the development and use of this tool.
9. **Transportation Improvement Program:** The Federal Review Team commends the CRTPA for its work to ensure that the total project costs, as well as the prior phase funding on projects were included in the TIP early on. Since the previous TMA Certification, the CRTPA has worked to present a TIP to the public that provides information about the development and implementation processes of the TPA and using a very reader friendly format to deliver it.
10. **Transportation Improvement Program:** The CRTPA Board has continued to annually maintain a \$1 million set-aside for bicycle and pedestrian projects. The Federal Review Team commends the CRTPA on its continued focus and efforts to enhance the non-motorized facilities within its region.

B. Corrective Actions

1. **Long Range Transportation Plan- Financial Plan:** In accordance with 23 CFR 450.322((f)(10)(i) the LRTP must include in the financial plan “system level estimates of costs and revenue sources that are reasonable expected

to be available to adequately operate and maintain federal-aid highways and public transportation.” The 2035 RMP does not reflect the operating and maintenance costs for transit and local facilities within the region. **The region’s operations and maintenance must be added to the 2035 RMP by January 2014**

C. Recommendations

1. **Security:** The Federal Review Team strongly encourages the CRTPA to conduct a COOP exercise for its staff. This exercise will help to identify any areas of the City’s COOP and the Facility EEOP that will work well for the CRTPA and those that may need strengthening.
2. **Safety:** The Federal Review Team recommends that the TPA coordinate with FDOT to ensure that the goals and objectives of all CRTPA Planning Process Plans are consistent with the SHSP. The next LRTP update should provide a clear summary of how the TMA’s safety goals and objectives align with the SHSP.
3. **Outreach and Public Participation – Public Participation Plan Update:** The Federal Review Team recommends during the next update of the PPP that the staff include samples of previous surveys, newsletters and other outreach tools it may use. Utilizing visualization in planning documents often times assists in the overall readability of the plan. It is also an opportunity to communicate to the public the type of outreach activities that the planning staff is involved in throughout the year. The PPP should also be updated to include the time frames for public notice and comment periods for the TPA’s products and major changes to those documents.
4. **Outreach and Public Participation – Amendments to the RMP and TIP:** The Federal Review Team recommends that in the next update to the PPP that detailed information be included related to how the public participation plan is developed, how public input is considered in the planning process and how changes to major planning documents are made available for review once changes have been made.
5. **Outreach and Public Participation – Evaluation of Activities:** During the site visit and review it was not clear how staff fully measures the effectiveness of its public participation activities. While the staff does develop and distribute surveys and has discussions to analyze the outcome of each event, there was little information provided as to what happens to the information and if the information is ever used by the staff to improve the planning process. The Federal Review Team recommends that staff take the next step to more fully document these outcomes and how their PPP strategies have changed in response to the evaluations.
6. **Outreach and Public Participation - Disability Community:** While StarMetro appears to make continuous outreach to and includes

representation of the community that is disabled; the perception of two disability services groups polled by FHWA is that CRTPA could do more to ensure inclusion of the disabled. In fact, the director of one area group advised that she has little contact with CRTPA until after transportation decisions are made. To combat this perception and forge stronger ties with these groups, The Federal Review Team recommends that the CRTPA develop and utilize a listing of all area disability service providers and ensure they are included early in public involvement and other events. These groups may also offer effective representation on the TPA's committees, advisory groups, and working groups.

7. **Outreach and Public Participation:** The Federal Review Team recommends that the CRTPA consider more partnerships with the two large universities and one community college in the area. Although it is true that students are transient, they are heavy users of transportation systems whose needs and input are critical to effective planning. Moreover, school venues and networks can assist with TPA's public involvement, and student and faculty groups may prove useful in providing committee representation, student interns and volunteers.
8. **Title VI and Other related Requirement:** CRTPA has developed the required Title VI program and related documents and is consistent in asking FHWA and FDOT to provide comments and suggestions for improvement. To ensure that documents remain reflective of the TPA's commitment to nondiscrimination, it should annually review documents and program areas, identifying and addressing inconsistencies, emerging issues or required changes.
9. **Title VI and Related Requirements:** CRTPA's Title VI Coordinator has independent access to the Executive Director and both are frequent attendees at public meetings and special outreach events. However, program documents are inconsistent about listing the Title VI Coordinator by name in compliance with 23 CFR 200.9(b)(1) and the Organizational Chart does not demonstrate the required access. The Federal Review Team recommends that the nondiscrimination documents clearly list the name and contact of the Title VI Coordinator and the TPA should consider the strong practice of providing this information on any document, flier or advertisement meant for the public.
10. **Title VI and Related Requirements:** The Federal Review Team encourages sub-recipients to seek out and use Disadvantaged Business Enterprises (DBEs) and other small businesses. The CRTPA currently relies on the City of Tallahassee to assist with identifying appropriate businesses and reviewing applicable contracts. The Federal Review team recommends that the CRTPA review all of its federally-assisted contracts to ensure the inclusion of the following, whether or not a DBE is used:
 - DBE Assurance Language provided at 49 CFR Part 26.13(b)

- Appendix A to the Nondiscrimination Agreement signed by CRTPA on 05/12/2012.

11. Congestion Management Plan: During the site visit and review it was not clear how the TPA staff utilized the Congestion Management Plan (CMP) process in the development of their Long Range Transportation Plan. The CMP is required to be developed and implemented as an integral part of the metropolitan planning process in Transportation Management Areas (TMAs). The TPA is encouraged for the next LRTP update to identify and document how they adopted congestion management strategies and how they are reflected in the LRTP; it would also be helpful to show this linkage in the staff's update of their CMP. FHWA recently released a guidebook on developing the Congestion Management Plan and the incorporation of Management and Operations in the Planning Process.

12. Transportation Improvement Program – Transit: The Federal Review Team recommends that the CRTPA work with StarMetro to include federal transit funds in the annual listing of federally obligated projects for the next cycle.

Based on this review and the ongoing federal oversight of the planning activities in the CRTPA, the FTA and the FHWA jointly certify the transportation planning process of this region substantially meets the federal planning requirements in 23 CFR 450 Subpart C subject to the TMA satisfactorily addressing the corrective actions in this report. The TMA is encouraged to provide the FHWA and the FTA with evidence of satisfactory completion of the corrective action as it occurs and in accordance with the noted deadlines. This Certification will remain in effect until **May 2017**.

Section XII. Appendices

Appendix A – Site Visit Participants

Federal Team

Stacie Blizzard, Federal Highway Administration
Elizabeth Parris Orr, Federal Transit Administration (via phone)
Shakira Crandol, Federal Highway Administration
Carey Shepherd, Federal Highway Administration
Cindy Owens, Federal Highway Administration
Keisha Owens, Federal Highway Administration

Florida Department of Transportation District 3

Bryant Paulk
Blair Martin
Colby Cleveland

Florida Department of Transportation Central Office

Yvonne Arens
Regina Colson
Robert Magee

Capital Regional Transportation Planning Agency

Harry Reed
Jack Kostrzewa
Colleen Roland
Greg Burke
Lynn Barr
Yulanda Mitchell

StarMetro

Samuel Scheib
Ivan Maldonado

Appendix B – Site Visit Agenda

Tallahassee Area Transportation Management Area Certification Meeting *June 25 - 27, 2012*

Tallahassee City Commission Chambers
City Hall
300 South Adams Street
Tallahassee, Florida 32301

AGENDA

Monday	Monday June 25, 2012	Day One
Federal Certification Team Members	<ul style="list-style-type: none"> ➤ Stacie Blizzard (FHWA) ➤ Parris Orr (FTA) ➤ Shakira Crandol (FHWA) ➤ Carey Shepherd (FHWA) ➤ Cindy Owens (FHWA) ➤ Keshia Owens (FHWA) 	
Time	Item	Lead
1:00 p.m. – 3:00 p.m.	Begin Site Visit: CRTPA Board Meeting <ul style="list-style-type: none"> ➤ Presentation to Board 	CRTPA
5:30 – 7:30 p.m.	Begin Public Meeting – Tallahassee Room	Federal Review Team
	Conclude Public Meeting according to published time Adjourn Day 1 of the Site Visit	Federal Review Team

Tallahassee Area Transportation Management Area Certification Meeting

June 25 - 27, 2012

Gemini Building
2nd Floor Conference Room
408 North Adams Street
Tallahassee, Florida 32301

AGENDA

Tuesday	June 26, 2012	Day Two
Federal Certification Team Members	<ul style="list-style-type: none"> ➤ Stacie Blizzard (FHWA) ➤ Parris Orr (FTA) ➤ Shakira Crandol (FHWA) ➤ Carey Shepherd (FHWA) ➤ Cindy Owens (FHWA) ➤ Keshia Owens (FHWA) 	
Time	Item	Lead
08:00 a.m.	Reconvene Site Visit Welcome / Introductions <ul style="list-style-type: none"> ➤ Purpose of the Certification Process ➤ Review schedule and close-out process 	Federal Review Team
08:15 a.m.	Discussion of Previous Review Findings <ul style="list-style-type: none"> ➤ Federal TMA Certification ➤ State/MPO Annual Joint Certification 	Federal Review Team, CRTPA, StarMetro, FDOT
08:45 a.m.	Lessons Learned and Accomplishments	CRTPA, StarMetro
09:15 a.m.	CRTPA Overview including changes since last TMA Certification <ul style="list-style-type: none"> ➤ Organization ➤ Demographics ➤ Political ➤ Process Changes ➤ Agreements ➤ Notable Events 	Federal Review Team, CRTPA, StarMetro, FDOT
09:45 a.m.	MPO Plans: <ul style="list-style-type: none"> ➤ Long Range Transportation Plan <ul style="list-style-type: none"> ▪ Process for Update ▪ Financial Planning ▪ Sustainability Calculator 	Federal Review Team, CRTPA, StarMetro, FDOT
10:30 a.m.	Break	
10:40 a.m.	<ul style="list-style-type: none"> ➤ Transportation Improvement Program <ul style="list-style-type: none"> ▪ Project Prioritization ➤ Unified Planning Work Program ➤ Congestion Management Process ➤ Intelligent Transportation Systems (ITS) 	Federal Review Team, CRTPA, StarMetro, FDOT
11:30 a.m.	Break for Lunch	

**Tallahassee Area Transportation Management Area
Certification Meeting**
June 25 - 27, 2012

Gemini Building
2nd Floor Conference Room
408 North Adams Street
Tallahassee, Florida 32301

AGENDA

Tuesday	June 26, 2012	Day Two
Time	Item	
12:30 p.m.	Freight	Federal Review Team, CRTPA, StarMetro, FDOT
12:50 p.m.	Environmental Planning and Coordination	Federal Review Team, CRTPA, StarMetro, FDOT
1:10 p.m.	Bicycle/ Pedestrian	Federal Review Team, CRTPA, StarMetro, FDOT
1:30p.m.	Regional Coordination	Federal Review Team, CRTPA, StarMetro, FDOT
1:45 p.m.	Public Transportation and Transportation Disadvantaged	Federal Review Team, CRTPA, StarMetro, FDOT
2:15 p.m.	Break	Federal Review Team, CRTPA, StarMetro, FDOT
2:30 p.m.	<ul style="list-style-type: none"> ➤ Public Involvement/Participation ➤ Title VI ➤ DBE 	Federal Review Team, CRTPA, StarMetro, FDOT
4:00 p.m.	Safety Security Considerations	Federal Review Team
5:00 p.m.	Adjourn Day 2 of the Site Visit	

**Tallahassee Area Transportation Management Area
Certification Meeting**
June 25 - 27, 2012

Gemini Building
2nd Floor Conference Room
408 North Adams Street
Tallahassee, Florida 32301

AGENDA

Wednesday	June 27, 2012	Day Three
Time	Item	Lead
08:00 a.m.	Questions and follow up discussion from days 1 & 2	Federal Review Team, CRTPA, StarMetro, FDOT
08:30 a.m.	CRTPA Staff – what do you need and how can we help?	CRTPA, StarMetro, FDOT, Federal Review Team
09:00 a.m.	Preliminary Findings Discussion - Federal Review Team	Federal Review Team
10:00 a.m.	Preliminary Findings Discussion with CRTPA and StarMetro Staff	Federal Review Team, CRTPA, StarMetro, FDOT
11:30 a.m.	Adjourn TMA Site Visit	Federal Review Team

**Appendix C – Summary of TMA Certification Public Meeting
June 25, 2012
Tallahassee Room
City Hall
Tallahassee, Florida**

The Federal Review Team provided a presentation to the one CRTPA Advisory Committee member who attended the public meeting. Discussion ensued regarding area specific projects and no comment was noted regarding the process. The committee member is commended for their interest in the planning process and their participation and input to the Federal Review Team.

Please note – The area was currently experiencing inclement weather due to Tropical Storm Debby at the time of the public meeting. No additional comments from the public were received.