

Connecting People and Places

TALLAHASSEE REGIONAL AIRPORT



April 14, 2014

**CRTPA Board Meeting
9 A.M.**

**CRTPA Board
Connections 2040
Retreat**

11:30 A.M.



CRTPA BOARD MEETING

MONDAY, APRIL 14, 2014 AT 9:00 AM

TALLAHASSEE REGIONAL AIRPORT
BOEING ROOM (2ND FLOOR)
3300 CAPITAL CIRCLE, SW
TALLAHASSEE, FL

MISSION STATEMENT

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

FINAL AGENDA

1. AGENDA MODIFICATIONS

2. CONSENT AGENDA

A. Minutes of the January 13, 2014 CRTPA Board Meeting

B. Draft FY 2015 – FY 2016 Unified Planning Work Program

Recommended Action: <i>Approve consent agenda</i>
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3. CONSENT ITEMS PULLED FOR DISCUSSION

4. CRTPA DISCUSSION

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

A. Woodville Highway Contract and Joint Participation Agreement (JPA) Amendment

The Woodville Highway project contract requires amending to reflect the need to address comments from the Federal Highway Administration (FHWA) related to the segment between Paul Russell Road and Gaile Avenue known as “The Loop”. The amendment to the contract also requires an amendment to the Joint Participation Agreement (JPA).

Recommended Action: *For Board Approval*

B. CRTPA Bicycle and Pedestrian Facilities Policy

Adopt a policy, by resolution, which will require the CRTPA to formally consider opportunities for the inclusion of identified pedestrian and bicycle facility projects as part of upcoming resurfacings of the region’s state roadways.

Recommended Action: *For Board Approval*

C. Capital City to the Sea Trails Master Plan

The consultant for the Capital City to the Sea Trails project has a brief presentation regarding the Final Master Plan and the Project Development and Environment phase of the project.

Recommended Action: *For Board Approval*

D. Capital City to the Sea Trails Project Development and Environment (PD&E) Study Local Agency Program Supplemental Agreement

In order to move forward with implementation of the Capital City to the Sea Trails Master Plan the consultant contract with Kimley-Horn needs to be amended to incorporate additional funds from the Florida Department of Transportation District 3 Local Agency Program Office.

Recommended Action: *For Board Approval*

5. EXECUTIVE DIRECTOR'S REPORT

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

- Take Aways from the New Partners for Smart Growth Conference, February 13-15, 2014, Denver, CO
- MPOAC Meeting – January 23, 2014, Orlando, FL
- Bike Month – May 2014

Recommended Action: <i>Information only - No action required</i>

6. ITEMS FROM MEMBERS

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

7. CITIZEN COMMENT

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

8. INFORMATION

- A. Correspondence**
- B. Committee Actions (Citizen's Multimodal Advisory Committee/ Technical Advisory Committee/Transportation Disadvantaged Coordinating Board)**
- C. Future Meeting Dates and Agenda Items (Next Meeting: May 19, 2014)**
- D. CRTPA Expense Reports**

Recommended Action: <i>Information only - No action required</i>



April 14, 2014

AGENDA ITEM 2 A

MINUTES

REQUESTED BY: CRTPA Staff

TYPE OF ITEM: Consent

The minutes from the January 13, 2014 CRTPA meeting are provided as *Attachment 1*.

RECOMMENDED ACTION

Option 1: Approve the January 13, 2014 CRTPA Minutes.



CRTPA BOARD

MEETING OF MONDAY, JANUARY 13, 2014 AT 1:00 PM

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

Meeting Minutes

Members Present:

Commissioner Randy Merritt, Wakulla County, Chairman
Commissioner Betsey Barfield, Jefferson County
Commissioner Delores Madison, Gadsden Cities
Commissioner Douglas Croley, Gadsden County
Commissioner John Dailey, Leon County
Commissioner Bryan Desloge, Leon County
Commissioner Mary Ann Lindley, Leon County
Commissioner Nick Maddox, Leon County
Commissioner Jane Sauls, Leon County
Commissioner Scott Maddox, City of Tallahassee
Commissioner Nancy Miller, City of Tallahassee
Commissioner Gill Ziffer, City of Tallahassee

Staff Present: Thornton Williams, CRTPA Attorney; Ivan Maldonado, StarMetro; Cassandra Jackson, City of Tallahassee; Wayne Tedder, PLACE; Greg Burke, CRTPA; Colleen Roland, CRTPA; Harry Reed, CRTPA; Lynn Barr, CRTPA; Jack Kostrzewa, CRTPA; Yulonda Mitchell, CRTPA; Tony Park, Leon County Public Works; Bryant Paulk, FDOT; Starsky Harrell, FDOT, Jon Sewell, KHA

1. AWARDS AND SPECIAL PRESENTATIONS

- **CRTPA 2013 Chair Award to Commissioner Miller**

Board Action: Mr. Reed presented Commissioner Nancy Miller with and award of appreciation for her dedicated service as the 2013 CRTPA Chairman.

2. AGENDA MODIFICATIONS

- **AGENDA ITEM 5 B (Capital City to the Seas Trails Contract modification) has been ADDED.**

Board Action: Commissioner N. Maddox made a motion to accept the modified agenda. Commissioner Madison seconded the motion. The motion was unanimously passed.

3. CONSENT AGENDA

A. Minutes of the November 18, 2013 CRTPA Board Meeting

Board Action: Commissioner N. Maddox made a motion to accept the minutes as presented. Commissioner Madison seconded the motion. The motion was unanimously passed.

4. CONSENT ITEMS PULLED FOR DISCUSSION

NONE

5. ROLL CALL VOTE AGENDA ITEMS

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

The CRTPA FY 2014 – FY 2018 TIP is proposed to be amended to reflect the following:

- SR 12 (US 90 to US 27) (Project #4269302): Add new project to provide funds to design wider paved shoulders on SR 12 associated with the roadway's resurfacing (Project #4269301) (Gadsden County) (Total funding: \$284,500 in FY 2014).

Board Action: Commissioner Madison made a motion to accept the Fiscal Year (FY) 2014 – FY 2018 Transportation Improvement Program (TIP) Amendment. Commissioner Miller seconded the motion. A roll call vote was conducted and the motion was unanimously passed.

B. Capital City to the Sea Trails Contract Modification

The Capital City to the Sea Trails contract is proposed for modification to include language related to Federal Provisions that need to be included in Local Agency contracts.

Board Action: Commissioner N. Maddox made a motion to accept the Capital City to the Sea Trails Contract Modification. Commissioner Madison seconded the motion. A roll call vote was conducted and the motion was unanimously passed.

6. CRTPA DISCUSSION

A. FDOT Bicycle and Pedestrian Safety Program

Billy Hattaway, District Secretary for Florida Department of Transportation (FDOT) District 1, provided an overview of the FDOT's Alert Today Alive Tomorrow campaign to improve pedestrian and bicycle safety and other initiatives that the department was undertaking towards the goals of the campaign.

The board briefly discussed the need for bicycle lanes and safety of the cyclists in the Gadsden and Jefferson Counties.

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

B. CRTPA Roundabout Policy

The CRTPA Board Adopted a policy, by resolution, which required the CRTPA to consider installation of roundabouts in its studies, programs and documents wherever feasible in accordance with established Federal Highway Administration (FHWA) and Florida Department of Transportation (FDOT) policies, procedures, and guidelines a policy.

Commissioner Miller discussed the need for pedestrian crossings or medians being incorporated into any major or larger roundabouts.

Board Action: Commissioner Lindley made a motion to accept the option 1 as presented by staff for the CRTPA Roundabout Policy. Commissioner Madison seconded the motion. The motion was unanimously passed.

C. DRAFT Fiscal Year (FY) 2015 – FY 2019 Work Program

Regina Battles, Florida Department of Transportation (FDOT), District 3, presented the Draft FY 2015 – FY 2019 Work Program. Ms. Battles noted, CRTPA written comments on the Draft Work Program must be provided to the FDOT by January 22, 2014.

Ms. Regina Battles outlined the changes, deletions, and additions to the Fiscal Year 2015-2019 Work Program for each of the counties within the Region.

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

7. EXECUTIVE DIRECTOR'S REPORT

A status report on CRTPA activities and items of interest was provided.

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

8. ITEMS FROM MEMBERS

Commissioner Miller was seeking clarification on the Lake Ella Median Project. Mr. Reed noted the project was delayed and recalled during the discussions about mid-block crossing vs. traffic light. The design was continually delayed, therefore delaying the project. He noted the project would have a mid-block crossing with medians and no traffic light and the project was moving forward.

Commissioner Madison requested information on bridge replacement projects within Gadsden County. She stated the bridge over the Little River was continually getting worse, due to heavy trucks. Mr. Reed stated he would bring back information regarding the bridge replacements in Gadsden County.

9. CITIZEN COMMENT

Mr. Han van Tol, 1503 Old Fort Drive, discussed the need for bicycle lanes on Orange Avenue (Monroe to Lake Bradford). He noted that there are currently bicycle lanes on surrounding roadways and there was a need for an east/west connection in this area for cyclists.

Board Action: Commissioner Desloge requested Mr. Reed prepare policy language that states that when conducting a resurfacing project an evaluation of the possibility of bicycle lanes be performed. The motion was seconded by Commissioner Miller. The motion was unanimously passed.

10. INFORMATION

- A. US 319 ETDM Comment**
- B. Correspondence**
- C. Committee Actions (Citizen's Multimodal Advisory Committee/ Technical Advisory Committee/Transportation Disadvantaged Coordinating Board)**
- D. Future Meeting Dates and Agenda Items (Next Meeting: March 10, 2014)**
- E. CRTPA Expense Reports**
- F. News Articles/For Your Information**

- **"NAR Study Finds Americans Prefer Smart Growth Communities"**

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

Adjourned at 2:30 PM.

Attested:

Yulonda Mitchell, Recording Secretary

Randy Merritt, Chairman



April 14, 2014

AGENDA ITEM 2 B

DRAFT FISCAL YEARS 2015 AND 2016 UNIFIED PLANNING WORK PROGRAM (UPWP)

REQUESTED BY: CRTPA Staff

TYPE OF ITEM: Action

STATEMENT OF ISSUE

The Fiscal Years (FYs) 2015 and 2016 Unified Planning Work Program (UPWP) define the tasks and anticipated funding requirements for the Capital Region Transportation Planning Agency (CRTPA) during the fiscal period beginning July 1, 2014 and ending June 30, 2016. Development of the UPWP is one of the requirements of the metropolitan transportation planning process for the CRTPA.

Consistent with state and federal regulations, the DRAFT Fiscal Years 2015 and 2016 UPWP has been developed (*Attachment 1*) for CRTPA transmittal to the Florida Department of Transportation (FDOT), Federal Highway Administration (FHWA) and Federal Transit Agency (FTA) for review and comment.

RECOMMENDATIONS BY CRTPA SUBCOMMITTEES

Citizen Multimodal Advisory Committee (CMAC): The CMAC recommended approval at its February 25, 2014.

Technical Advisory Committee (TAC): The TAC recommended approval at its February 25, 2014 meeting.

RECOMMENDED ACTION

Option 1: Approve transmittal of the DRAFT FYs 2015 and 2016 UPWP to the FDOT, FHWA and FTA for review and comment.

HISTORY AND ANALYSIS

Pursuant to State and Federal requirements, the CRTPA develops a Unified Planning Work Program (UPWP) for the upcoming two state fiscal years (July 1, 2015 to June 30, 2016).

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

- ❑ Federal Highway Administration (FHWA): Planning (PL)
- ❑ Federal Transit Administration (FTA): Section 5305D
- ❑ Florida Commission for the Transportation Disadvantaged
- ❑ Miscellaneous funding from other sources.

As identified in the DRAFT FYs 2015 and 2016 UPWP, the CRTPA staff will focus on a comprehensive range of transportation planning activities, including the following:

- **Multimodal Planning (Task 1.1: Transportation Planning Management; Task 4.1: TIP, Task 2.1: Data Collection and Distribution, Task 7.1: Bicycle and Pedestrian Planning, Task 7.2: Transit Planning, Task 8.1: CRTPA and Regional Coordination,):** Consistent with the CRTPA's retreat priorities, planning activities will include a focus on multimodal planning efforts. Such tasks include addressing the linkage between adopted plans and funding; development of the Project Priority Lists in a manner ensuring all modes receive funding consideration through the ranking process; active coordination with transit providers including StarMetro; and the implementation of Bicycle and Pedestrian Master Plan projects.
- **Long Range Transportation Plan (Task 3.1: UPWP, Task 5.1: Year 2040 LRTP, Task 8.1: CRTPA Coordination).** In FYs 2013, CRTPA staff continued its implementation with CRTPA local governments regarding provisions of Year 2035 LRTP. Preparation for the next update – Year 2040 - will continue in FY 2014 with adoption in FY 2016.
- **Public Involvement (Task 6.1: Public Involvement):** Activities related to informing the public about the metropolitan planning process as well as the programs and plans of the CRTPA will continue within the CRTPA planning area. Such activities include participation in regional events, development of CRTPA specific project and issue newsletters, placement of current information on the CRTPA's website (www.crtpa.org), conducting public CRTPA meetings to receive input and the use of local media related to CRTPA meetings and programs. Public involvement will also include supporting the intent of Title VI of the Civil Rights Act of 1964 by actively seeking input from the traditionally underserved from the region's population.
- **Efficient Transportation Decision Making (ETDM) (Task 2.1: Data Collection and Distribution; Task 6.1: CRTPA Regional Coordination):** The ETDM process will continue to be advanced consistent with programmed project activities. The collection of socioeconomic data will continue related to CRTPA ETDM projects.

- **Transportation Disadvantaged Planning (Task 7.1: Transportation Disadvantaged):**
Continuation of the CRTPA's role as the lead planning organization for transportation disadvantaged planning the four counties served by the CRTPA. Development of Transportation Disadvantaged Service Plans, with investigation of developing a regional planning entity will continue during this period.

CHANGES FROM LAST YEAR'S UPWP

Many of the tasks within the UPWP remain the same from year to year as they address requirements of the metropolitan transportation planning process (including development of the transportation improvement program (TIP), UPWP, LRTP, program administration and public involvement including ensuring access to the transportation planning process for the public including the traditionally underserved).

Over the last few years, the CRTPA has provided excellent and succinct policy guidance. The FYs 2015 and 2016 UPWP provides a work plan to address these priorities through focusing on planning and project implementation activities related to addressing regional multimodalism as well as bicycle and pedestrian project implementation. Such activities include UPWP tasks related to the break out of the CRTPA's annual project priority lists to ensure all adequate funding for all modes (including bike/pedestrian projects identified within Bicycle and Pedestrian Master Plan), enhanced coordination with the CRTPA's transportation partners including StarMetro, and actively pursuing funding to update the Bicycle and Pedestrian Master Plan to include all of CRTPA planning area boundary. The most notable addition to addressing these priorities is the implementation of the Regional Master Plan, (along with the 2040 Update underway) which provides a long-term assessment of all transportation needs throughout the CRTPA region.

In addition to the changes mentioned above, the format of the tasks within the FYs 2015-2016 UPWP has also been revised to more concisely reflect CRTPA work efforts as well as to break out CRTPA program documents as separate work tasks.

The UPWP, as proposed in this draft, has no significant increase in grant income from the previous two years. To meet declining funding from various sources, staff has secured additional funds that are restricted to specific uses. Additional funds from the Commission for the Transportation Disadvantaged and Project Management help meet our expected financial needs.

NEXT STEPS

The UPWP was not heard at the March meeting. However, the CRTPA staff transmittal the DRAFT FYs 2015 and 2016 UPWP to federal and state review agencies for a preliminary review. Upon adoption and transmittal of this draft to these agencies their comments will be finalized and addressed by the CRTPA staff. The revised version of this document, along with their comments will be returned at the May meeting for final adoption.

OPTIONS

- Option 1: Approve the DRAFT FYs 2015 and 2016 UPWP.
 (Recommended)
- Option 2: Provide other direction.

ATTACHMENTS

- Attachment 1: DRAFT FYs 2015 and 2016 UPWP.



Fiscal Years 2015 and 2016 Unified Planning Work Program

FAP 0220 049 M

FM# 42383911401

Catalog of Federal Assistance Numbers:

20.205 Highway Planning and Construction

20.505 Federal Transit Technical Studies Guide

DRAFT March, 2014

FINAL May, 2014

Capital Region Transportation Planning Agency (CRTPA)

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The Capital Region Transportation Study Fiscal Years 2015 and 2016 Unified Planning Work Program was prepared and financed in part by the U.S. Department of Transportation, Federal Highway Administration, Federal Transit Administration, Florida Department of Transportation, Gadsden County, Jefferson County, Leon County, Leon County School Board, Wakulla County, and municipalities.

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V. APPENDIX

(Provided in submission of Final Draft)

VII. CRTPA Joint Certification Package

VIII. CRTPA Planning Area Boundary Map

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Reserved for Adopting Resolution

CAPITAL REGION TRANSPORTATION PLANNING AGENCY FISCAL YEARS
2015 AND 2016

UNIFIED PLANNING WORK PROGRAM

FOR TRANSPORTATION PLANNING ACTIVITIES

ADOPTED BY THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY ON MAY ??,
2014
BY RESOLUTION NO. 2014-5-##

Randy Merritt, CRTPA Chairperson

Prepared by the Capital Region Transportation Planning Agency

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

This document has been developed pursuant to the FDOT MPO Program Management Handbook
FAP 0220(052)
FM# 427930-1-14-01

I. INTRODUCTION

The Fiscal Year (FY) 2015/2016 Unified Planning Work Program (UPWP) defines the tasks and anticipated funding requirements for the Capital Region Transportation Planning Agency (CRTPA) during the fiscal period beginning July 1, 2014 and ending June 30, 2016. This document serves to inform the public, as well as all public officials and departments who contribute resources and allocate funds to the transportation planning process, of the proposed work program for each participating agency. In addition, the UPWP provides the basis for federal funding of transportation planning activities.

Development of this UPWP officially began on December 12, 2013 when the “FYs 2015/2016 UPWP Kick Off Meeting” was held between CRTPA staff, the Florida Department of Transportation (the Federal Highway Administration had been invited but was unable to attend) to discuss the document’s development. Consistent with previous years, the UPWP was developed through reviewing and updating tasks contained within the preceding document in coordination with CRTPA staff and outside agencies responsible for the tasks identified within the document. Development of the FY 2015/2016 UPWP also included a review of the CRTPA’s top critical priorities as identified at its past annual retreats and development of tasks to address these priorities. In addition, staff reviewed the requirements related to development of UPWPs as contained within Chapter 3 of the Metropolitan Planning Organization Program Management Handbook.

The draft UPWP was presented to the CRTPA and its subcommittees for comment (March, 2014) and finalized by the CRTPA at its May, 2014 meeting. In addition, the UPWP is posted on the CRTPA’s web page (www.crtpa.org). Throughout the year, copies of the document are provided upon request as well as available at public events attended by CRTPA staff.

Subsequent to adoption, the UPWP is reviewed throughout the year to ensure consistency between staff work efforts and tasks identified within the document as well as monitoring work progress and assess the need for possible amendment. The UPWP reflects compliance with the comprehensive Title VI Environmental Justice Procedures. Additionally, the FY 2015/2016 UPWP was generated to address identified any annual and applicable state and federal Planning Emphasis Areas as detailed in Section II: Organization and Management. Although the CRTPA is in air quality attainment status, CRTPA staff in conjunction with the Florida Department of Transportation continues to monitor the CRTPA’s air quality status as well air quality issues.

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

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

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

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

STATUS OF COMPREHENSIVE TRANSPORTATION PLANNING ACTIVITIES

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

- Year 2035 Long Range Transportation Plan (Regional Master Plan) was adopted by the CRTPA in December 2010. This plan identifies roadway, transit, bicycle and pedestrian projects within the CRTPA planning area boundary. The Leon County section of bicycle and pedestrian projects contained within this plan were identified as part of development of the Tallahassee-Leon County Year 2025 Bicycle and Pedestrian Master Plan (discussed below). Other projects will be identified from other member jurisdictions. This plan is available for review on the CRTPA's website (www.crtpa.org).
- Bicycle and Pedestrian Master Plan: The Tallahassee-Leon County Year 2025 Bicycle & Pedestrian Master Plan (BPMP) was adopted by the CRTPA on May 17, 2004. The BPMP includes nearly 70 miles of sidewalks, bike facilities and shared use paths for implementation. On September 27, 2005, the CRTPA adopted the Access to Schools to Priority List that provides a more detailed listing to assist within implementation of the BPMP. Initial development of the BPMP occurred prior to the CRTPA's expansion and, as a result, includes only projects within Tallahassee-Leon County. The next update of the BPMP was completed as part of the Regional Mobility Plan in December 2010.
- Transit Development Plan: The FY 2010-2020 Transit Development Plan (TDP) Major Update was approved by the City of Tallahassee in 2010. This document addresses major needs and suggests alternatives to meet the demand for transit services provided by the City of Tallahassee's StarMetro agency (formerly "Taltran"). Associated with development of the TDP was a broader effort by StarMetro entitled the "Tallahassee Transit Renaissance." The Tallahassee Transit Renaissance, provided a framework to meet community needs for a better transit system through focusing on the following six (6) areas: communications/image; technology; service; facilities/amenities; revenue opportunities and transit excellence. Section 7.2 (Transit Planning) provides detail regarding current and future planning efforts.

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

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

- Tallahassee-Leon County,
- Gadsden County,
- Jefferson County
- Wakulla County
- City of Chattahoochee

- Town of Havana
- City of Monticello
- City of Midway
- City of Gretna
- City of Greensboro
- City of Quincy
- City of Monticello
- City of Sopchoppy
- City of St. Marks
- City of Tallahassee

The transportation/traffic circulation elements of these local government comprehensive plans were updated as needed to reflect the CRTPA's recent adoption of the LRTP in December 2010.

FY 2013/2014 TRANSPORTATION PLANNING ACTIVITIES

During FY 2013/2014 transportation planning activities undertaken by the Capital Region Transportation Planning Agency (CRTPA) included continued implementation of the Year 2035 Long Range Transportation Plan and continued implementation of the adopted Bicycle and Pedestrian Master Plan through adoption of the Access to Schools Priority List. The following contains a summary of these and other transportation planning activities and accomplishments undertaken by the CRTPA:

- Development of findings, direction and priorities from CRTPA Retreat (October and April, when needed);
- FY 2013 – FY 2018 Priority Project Lists adoption (September);
- FY 2013 -FY 2018 Transportation Improvement Program adoption (June);
- Development and adoption of FYs 2013/2014 Unified Planning Work Program (November – May);
- Bicycle and Pedestrian Master Plans were adopted in:
 - Gadsden: August 21, 2012 by Gadsden County
 - Wakulla: July 17, 2012 by Wakulla County
 - Jefferson: January 17, 2013 by Jefferson County

Implementation and identification of projects continued through FY 14.

- Adoption of Safe Routes to Schools Priority List for Leon County (May, 2014) and with adoption of the Bicycle and Pedestrian Plans in Wakulla, Jefferson, and Gadsden Counties;
- Developed CRTPA Newsletters for Capital City by the Sea Project, Regional Master Plan, and other timely notifications for various projects and issues.

- Enhanced use of the CRTPA's webpage (www.crtpa.org) as a tool for information placement and dispersal (including meeting agendas and agenda items; staff and member contacts);
- Coordinated with Blueprint 2000 on PD&E, corridor studies, and public involvement;
- Adopted update to the Mobility Management Process (MMP) (June 2012), and
- Developed and adopted update of the Public Involvement Plan (PIP) to address corrective action noted in TMA Certification. (May 2011).

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

PLANNING TASKS

In FYs 2015/2016, CRTPA staff will focus on a comprehensive range of planning activities to be performed with funds under Titles 23 United States Code and Title 49 United States Code. These planning activities reflect the CRTPA's priorities and include the following:

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

Regional Mobility Plan/Long Range Transportation Plan (Task 3.1: UPWP, Task 5.1: LRTP, Task 8.1: CRTPA Coordination). The Year 2035 Long Range Transportation Plan (LRTP) was adopted in FY 2010. In FYs 2009/10, CRTPA staff coordinated with CRTPA local governments regarding provision of Year 2035 LRTP information for incorporation in local government comprehensive plans. Additionally, projects contained within the LRTP have been added to the CRTPA's project priority list for funding consideration. The next update of the LRTP began in 2013. As with past plans, all modes of transportation are considered for a longer-range period than the LRTP – 50 years or more.

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

Efficient Transportation Decision Making (Task 2.1: Data Collection and Distribution; Task 6.1: CRTPA Coordination): Consistent with the adoption of the Year 2035 LRTP in FY 2010, ETDM eligible projects will continue to be entered into the ETDM Planning Screen. Additionally, CRTPA project already in the ETDM process will continue to be advanced consistent with programmed project activities. The collection of socioeconomic data will continue related to CRTPA ETDM projects.

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

Intelligent Transportation Systems (ITS)/Data Compilation (Task 2.1: Data Collection and Distribution and Task 6.1: CRTPA Coordination): ITS coordination will continue as needed and consistent with CRTPA adoption of a regional ITS Architecture including the sharing of information

and projects contained within the adopted FDOT Work Program with local transportation agencies. Data compilation activities will continue related to transportation projects and potential impacts to man-made communities and the natural environment, including as related to the ETDM process.

LEVEL OF PLANNING EFFORT

The tasks contained within this UPWP reflect the transportation needs of the CRTPA as identified in the CRTPA's plans and programs, as well as priorities explicitly identified by the CRTPA. As identified within the adopted Year 2035 LRTP, the transportation needs of the CRTPA exceed available resources for all modes of travel. This UPWP addresses these limited resources by focusing the CRTPA's planning efforts on the provision of a continuing, cooperative and comprehensive process to ensure adequate public involvement and mobility choices within the CRTPA. The Year 2035 LRTP/Regional Mobility Plan was adopted November 15, 2010. The 2040 update is underway and detailed in Task 5.1.

II. ORGANIZATION AND MANAGEMENT

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

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

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

Governmental Entity	Voting/Non-Voting	Weighted Vote	Members
Leon County	Voting	37	7*
City of Tallahassee	Voting	37	3**
Leon County School Board	Voting	1	1
Cities of Gadsden Co***	Voting	5	1
Gadsden County	Voting	9	1
Wakulla County	Voting	7	1
Jefferson County	Voting	4	1

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

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

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

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

The originally approved apportionment of the CRTPA is the result of actions initiated in October 13, 2003, when the Tallahassee-Leon County Metropolitan Planning Organization (MPO) approved a revised Planning Area Boundary to include portions of Wakulla and Gadsden Counties, the Cities of Midway and Quincy and the Town of Havana. Subsequently, on May 17, 2004, the MPO approved an Apportionment Plan in accordance with the revised Planning Area Boundary. On June 21, 2004, the MPO approved a resolution changing its name to the Capital Region Transportation Planning Agency (CRTPA). The Governor of Florida approved the apportionment plan on August 17, 2004. During the past 3 years the CRTPA moved to expand the planning area boundary to include all of Gadsden, Wakulla, and Jefferson counties. The Governor approved the new apportionment plan to include all four counties in March 2011. A map of the CRTPA's planning area boundary is located on the last page of this document.

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

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

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

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

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

CRTPA CERTIFICATION STATUS (FEDERAL AND STATE)

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

CRTPA OPERATING PROCEDURES AND BYLAWS

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

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

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

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

The CRTPA does not currently lease any equipment.

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

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

1. Support the economic vitality of the urbanized area, especially by enabling global competitiveness, productivity and efficiency;
2. Increase the safety of the transportation system;
3. Increase security of the transportation system;
4. Increase the accessibility and mobility options available to people and freight;
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation, and
8. Emphasize preservation of the existing transportation system.

UNIFIED PLANNING WORK PROGRAM TASKS	MAP-21 PLANNING FACTORS							
	1	2	3	4	5	6	7	8
1.1 (Transportation Planning Mgmt)	X	X	X	X	X	X	X	X
1.2 (CRTPA Certification)	X	X	X	X	X	X	X	X
1.3 (Capital Outlay)	X	X	X	X	X	X	X	X
1.4 (Funding Administration)	X	X	X	X	X	X	X	X
1.5 (FDOT Assistance for PL Funds)	X	X	X	X	X	X	X	X
1.6 (FDOT Match for 5305D Funds)	X	X	X	X	X	X	X	X
2.1 (Data Collection and Distribution)		X	X	X	X	X	X	
3.1 (Unified Planning Work Program)	X	X	X	X	X	X	X	X
4.1 (Trans. Improvement Program)	X	X	X	X	X	X	X	X
5.1 (Year 2035 LRTP)	X	X	X	X	X	X	X	X
6.1 (Public Involvement)		X	X	X	X	X	X	
7.1 (Bicycle & Pedestrian Planning)		X	X	X	X	X	X	
7.2 (Transit)		X	X	X	X	X	X	X
7.3 (Airport)	X			X	X	X	X	X
7.4 (Transportation Disadvantaged)		X	X	X	X	X	X	
7.5 (Mobility Management)		X	X	X	X	X	X	X
8.1 (CRTPA Coordination)	X	X	X	X	X	X	X	X

9.1 (Corridor Analysis)	X	X	X	X	X	X	X	X
9.2 (Special Trans. Planning Projects)	X	X	X	X	X	X	X	X

FDOT DISTRICT 3 PLANNING ACTIVITIES

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

- Through the Urban Liaisons, FDOT provides policy direction, technical assistance and administrative support to District Three MPOs, MPO Boards, MPO Advisory Committees, local governments and communities. Assist MPOs in conducting effective, on-going transportation planning programs and processes to develop, implement and maintain plans and programs that are consistent and meet the state and federal requirements.
- Review EDTM Environmental Screening Tool in developing and reviewing projects at the Planning Screen Phase.
- Provide support to MPOs to assure Title VI compliance in the planning process (UPWP, TIP, model validation, air quality conformity activities, etc.).
- Provide supporting information and documentation to support MPO planning.
- Provide supporting information and documentation for long range planning to form a linking process through technical and policy assistance for the Project Development and Environment process (PD&E).
- Functionally classify roads, including the designation of federal aid eligibility and develop, analyze, and assign an integrated statewide network of federal, local and state systems.
- Perform administrative tasks related to project management of task specific work orders for collection of general roadway data for State Highway System ramps and for the collection of survey information to properly locate and set permanent site markers at the county lines located on the State Highway System.

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Capital Region Transportation Planning Agency
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- Unified Planning Work Program*

- Identify opportunities to add bicycle and sidewalk accommodations to resurfacing and capacity projects. Identify pedestrian needs at intersections and provide improvements as funding allows.
- Provide technical assistance to the Capital Region Transportation Planning Agency in support of the tasks associated with the FHWA PL funds.
- Florida Department of Transportation Secretary Ananth Prasad has committed to reducing the number of pedestrian and bicycle crashes occurring annually within Florida. The FDOT has initiated a safety campaign focused in this area and has adopted specific policies and strategies to address this issue within the Florida Strategic Highway Safety Plan and the Florida Pedestrian and Bicycle Strategic Safety Plan. Reducing pedestrian and bicycle crashes are a state wide issue requiring commitment, cooperation and coordination with multiple partners. The planning emphasis area this year is intended to focus and strengthen the planning process between the partners regarding the safety of pedestrian and bicyclist using our state wide transportation system. The CRTPA will to the maximum extent possible integrate this emphasis area into its relevant plans.

III. WORK ELEMENTS SECTION

UPWP WORK ELEMENTS DESCRIPTION

Tasks within the FYs 2015/2016 UPWP are organized into the following sections:

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

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

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

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

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

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

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

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

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

SECTION 1

ADMINISTRATION

SECTION 1: Administration

UPWP Task Title: Transportation Planning Management	UPWP Task Number: 1.1	
Agency Responsible: CRTPA	FY 2015 Funding Source: FHWA PL: \$122,000 FTA Section 5305D: \$30,000 FDOT 5305D Match: \$3,750 Local 5305D Match: \$3,750	FY 2016 Funding Source: FHWA PL: \$110,000 FTA Section 5305D: \$20,000 FDOT 5305D Match: \$2,500 Local 5305D Match: \$2,500

TASK SCHEDULE

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

TASK PURPOSE

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

PREVIOUS WORK (FY 2013/2014)

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

METHODOLOGY (FY 2015)

Administrative activities related to CRTPA and CRTPA committee meetings preparation (agenda development, minutes, committee membership maintenance); CRTPA member and CRTPA committee member orientation; work with CRTPA committees to update mission statements, as appropriate. Timesheet development; travel forms; purchase orders; maintenance of CRTPA supplies; maintenance of CRTPA files/records. Maintain technical knowledge through attendance and participation in conferences, training and workshops related (including ETDM, public involvement, transportation modeling, webpage design, bicycle/pedestrian/transit planning); maintain administrative knowledge through attendance in City of Tallahassee sponsored processes

and procedures training opportunities. Attend MPOAC and FDOT D-3 Quarterly meetings including required travel. Coordinate CRTPA annual retreat with consultant assistance to identify CRTPA planning priorities (see Task 1.7 Facilitator Services). Develop annual legal services agreement; maintain updated CRTPA agreements in consultation with CRTPA legal consultant (see task 1.7).

METHODOLOGY (FY 2016)

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

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

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

OTHER INFORMATION

CRTPA agendas and minutes may be viewed on the CRTPA's website (www.crtpa.org).

SECTION 1: Administration

UPWP Task Title: CRTPA Certification Review	UPWP Task Number: 1.2	
Agency Responsible: CRTPA	FY 2015 Funding Source: FHWA PL: \$5,000	FY 2016 Funding Source: FHWA PL: \$5,000

TASK SCHEDULE

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

TASK PURPOSE

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

PREVIOUS WORK (FY 2013/2014)

TMA Certification: Maintained adequate records of CRTPA plans and programs in preparation of next certification in 2012.

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

METHODOLOGY (FY 2015)

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

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

METHODOLOGY (FY 2016)

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

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

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

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

SECTION 1: Administration

UPWP Task Title: Capital Outlay	UPWP Task Number: 1.3	
Agency Responsible: CRTPA	FY 2015 Funding Source: FHWA PL: \$10,000	FY 2016 Funding Source: FHWA PL: \$10,000

TASK SCHEDULE

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

TASK PURPOSE

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

PREVIOUS WORK (FY 2013/2014)

With prior approval from FDOT District 3 and the CRTPA, a Smart Board was purchased and installed in April 2012. No major capital purchases were made in FY 2013/2014

METHODOLOGY (FY 2015)

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

METHODOLOGY (FY 2016)

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

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

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

SECTION 1: Administration

UPWP Task Title: Funding and Grant Administration	UPWP Task Number: 1.4	
Agency Responsible: CRTPA	FY 2015 Funding Source: FHWA PL: \$20,000	FY 2016 Funding Source: FHWA PL: \$20,000

TASK SCHEDULE

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

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

PREVIOUS WORK (FY 2013/2014)

Submitted quarterly invoices (PL and Section 5305D funds); developed monthly status reports; coordinated with City of Tallahassee Accounting Services and CRTPA member governments regarding PL funds, Section 5305D funds and CRTPA member government funds. Submitted Annual Audit information to FDOT Public Transit Office and District 3 (June). Begin development of 2015/2016 UPWP.

METHODOLOGY (FY 2015)

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

METHODOLOGY (FY 2016)

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

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

- Quarterly invoices (PL and Section 5305D) (Jul, Nov, Feb, May)
- Other grant invoicing as needed
- Annual Audit provision to FDOT (March)
- Monthly status reports

SECTION 1: Administration

UPWP Task Title: FDOT Assistance for FHWA Funds	UPWP Task Number: 1.5	
Agency Responsible: FDOT	FY 2015 Funding Source: HP (Fed Hwy Plng) \$145,719	FY 2016 Funding Source: HP (Fed Hwy Plng) \$145,719

TASK SCHEDULE

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

PURPOSE

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

PREVIOUS WORK (2013/2014)

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

METHODOLOGY (FY 2015)

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

METHODOLOGY (FY 2016)

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

END PRODUCT (FYs 2015/2016)

FDOT technical assistance to the CRTPA.

SECTION 1: Administration

UPWP Task Title: FDOT Match for FTA Funds	UPWP Task Number: 1.6	
Agency Responsible: FDOT	FY 2015 Funding Source: FDOT/Sec 5305D: \$23,286	FY 2016 Funding Source: FDOT/Sec 5305D: \$22,036

TASK SCHEDULE

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

PURPOSE

This task addresses the provision of Florida Department of Transportation's (FDOT) matching share of Federal Transit Administration (FTA) Section 5305D funds.

PREVIOUS WORK (FY 2013/2014)

Matching share for Sections 5303 (now 5305D) funds in previous Unified Planning Work Programs.

METHODOLOGY (FY 2015)

The FDOT will provide a 10% cash-matching share for FTA Section 5305D funds utilized by the CRTPA in carrying out the functions of the transportation planning process. In addition to the cash match, the FDOT will provide services that include policy direction, technical assistance and administrative support to District 3 MPOs, MPO Boards, MPO Advisory Committees, local governments and communities. Additionally, the District will assist the CRTPA in conducting effective, on-going transportation planning programs and processes to develop, implement and maintain plans and programs that are consistent and meet the state and federal requirements. A "soft" match will not be used for funding of third-party contracts or equipment purchases.

METHODOLOGY (FY 2016)

The FDOT will provide a 10% cash-matching share for FTA Section 5305D funds utilized by the CRTPA in carrying out the functions of the transportation planning process. In addition to the cash match, the FDOT will provide services that include policy direction, technical assistance and administrative support to District 3 MPOs, MPO Boards, MPO Advisory Committees, local governments and communities. Additionally, the District will assist the CRTPA in conducting effective, on-going transportation planning programs and processes to develop, implement and maintain plans and programs that are consistent and meet the state and federal requirements. A "soft" match will not be used for funding of third-party contracts or equipment purchases.

END PRODUCT

FDOT cash matching share for FTA Section 5305D funds.

OTHER INFORMATION

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

SECTION 1: Administration

UPWP Task Title: Professional Services	UPWP Task Number: 1.7	
Agency Responsible: CRTPA	FY 2015 Funding Source: FHWA PL: \$72,000	FY 2016 Funding Source: FHWA PL: \$72,000

TASK SCHEDULE

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

PURPOSE

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

PREVIOUS WORK (FY 2013/2014)

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

METHODOLOGY (FY 2015)

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

The expected legal services costs are \$30,000. A contingency fund of \$10,000 is considered for unexpected issues that might require their services. The cost of the single audit should not exceed \$25,000. The cost of a facilitator is estimated not to exceed \$3,500 and \$3,500 for the recording of meetings by WCOT-TV. (See also Task 6.1 Public Involvement)

General consultant funding, as needed, will be provided by the XU funds provided by FHWA. Tasks may be modified as necessary to detail future use.

METHODOLOGY (FY 2016)

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

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

\$25,000. The cost of a facilitator is estimated not to exceed \$3,500 and \$3,500 for the recording of meetings by WCOT-TV. (See also task 6.1 Public Involvement)

END PRODUCT (FYs 2015/2016)

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

SECTION 2

DATA COLLECTION

SECTION 2: Data Collection

UPWP Task Title: Data Collection and Distribution	UPWP Task Number: 2.1	
Agency Responsible: CRTPA City of Tallahassee (Public Works)	FY 2015: Funding Sources: City of Tallahassee (LOCAL- Public Works): \$171,000 Leon County (LOCAL_Public Works): \$45,000 CRTPA (FHWA/PL): \$10,000 <u>GIS \$10,000 (SU)</u>	FY 2016: Funding Sources: City of Tallahassee (LOCAL – Public Works): \$171,000 Leon County (LOCAL -Public Works): \$45,000 CRTPA (FHWA/PL) \$10,000 <u>GIS \$10,000 (SU)</u>

TASK SCHEDULE

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

TASK PURPOSE

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

PREVIOUS WORK (FYs 2013/2014)

(Agency: CRTPA): Coordinated with FDOT D-3 Traffic Operations and City of Tallahassee Traffic Engineering related to adopted ITS Regional Architecture issues including Highway Performance Monitoring System (HPMS) data collection efforts (1st – 4th Quarter); assisted local transportation agencies in identifying roles and responsibilities related to integration of ITS within CRTPA planning area. Collected socioeconomic and land use data related to development of Year 2040 LRTP and CRTPA ETDM projects (February – April); developed CRTPA maps associated with Year 2040 projects and public information distribution (December, January); assisted in collection of transportation disadvantaged data, bicycle and pedestrian information. Collected and reviewed reports of non-motorized transportation crashes for analysis.

(Agency: City of Tallahassee/Public Works Department): Traffic Management Center opened July 2013. Monitored and developed traffic counts and crash surveillance information for City of Tallahassee and Leon County; Maintained Tallahassee Advanced Transportation Management System (TATMS)/Intelligent Transportation System (ITS) programs for City of Tallahassee, Leon County, Florida State University and portions of Gadsden County; installed video detection systems at one (1) intersection; turned on four (4) new signalized intersections; Completed testing and implementation of upgrade to traffic signal controller communications system by installing new switches with a gigabit Ethernet backbone on fiber optic cable to all 330 intersections on fiber; installing two (2) miles of fiber optic cable underground; installed five (5) new signal surveillance cameras; completed project management of the Advanced Traveler Information Web Site for web based traffic analysis content (turning movement counts, level of service and crash data at all signalized intersections); 100% complete with testing and implementation of the web based traffic

analysis content (turning movement counts, level of service and crash data at all signalized intersections in Leon County); . Continued to collect and input the traffic signal inventory into the CarteGraph asset and work management database ; actively tracking all signal maintenance work orders within the CarteGraph asset and work management database; Completed a Joint Projects Agreement (JPA) with FDOT to install five (5) monitoring cameras on I-10 and stream the video to the web for monitoring the widening project on I-10; Developed a RFP and subsequent contract to a Design-Build Team to design and build the programmed Tallahassee/D-3 Regional Transportation Management Center and related I-10 Freeway Management System (FMS). Authorized Notice To Proceed for design of the FMS. Staff also reviewed preliminary Census Data and determined that expansion of the CRTPA boundary was not likely to occur as a result of this Census.

METHODOLOGY (FY 2015)

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

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

METHODOLOGY (FY 2016)

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

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

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

- Continued development of CRTPA Community Profile information (Sep, Dec, Mar, Jun).
- Continued ITS integration into CRTPA planning area through Regional Architecture coordination (Sep, Dec, Mar, Jun).
- Traffic signal timing maintenance for FDOT, City of Tallahassee, Leon County, Florida State University and portions of Gadsden County (ongoing).
- Traffic count Annual Report for City of Tallahassee and Leon County (Dec).
- "Top 20 Accident Locations" Report (Jun).
- Development and use of Geographic Information Systems data by the Tallahassee- Leon County (TLC) GIS Department.

SECTION 3

Unified Planning Work Program (UPWP)

SECTION 3: Unified Planning Work Program (UPWP)

UPWP Task Title: Unified Planning Work Program	UPWP Task Number: 3.1	
Agency Responsible: CRTPA	FY 2015 Funding Sources: FHWA PL: \$18,000 FTA 5305D: \$25,000 5305D Match: \$3,125 Local 5305D Match \$3,125	FY 2016 Funding Sources: FHWA PL: \$18,000 FTA 5305D: \$25,000 5305D Match: \$3,125 Local 5305D Match \$3,125

TASK SCHEDULE

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

TASK PURPOSE

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

PREVIOUS WORK (FY 2013/2014)

Coordinated with transportation planning partners to identify UPWP tasks (December, January); drafting, and review of FY 2013 and FY 2014 UPWP for possible amendment and for use as a management tool (1st – 4th Quarter). Submitted amendments to reviewing agencies by scheduled deadlines. Begin development of the FYs2015/2016 UPWP.

METHODOLOGY (FY 2015)

Coordinate with transportation planning partners to identify possible amendments to FY 2015 UPWP tasks; identify CRTPA planning priorities; develop draft and final UPWP; respond to review agency comments. Monitor UPWP for potential amendments. Review UPWP to manage budget, work efforts and schedules.

METHODOLOGY (FY 2016)

Coordinate with transportation planning partners to identify FYs 2015/2016 UPWP tasks; conduct UPWP "kick off" meeting with FHWA and FDOT for FYs 2017/2018; identify CRTPA planning priorities; develop draft and final UPWP; respond to review agency comments. Monitor UPWP for potential amendments. Review UPWP to manage budget, work efforts and schedules.

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

- FYs 2017 and 2018 UPWP (May).
- Identification of transportation partner tasks (Jan).
- Monitor document: potential amendment and management tool (ongoing).

OTHER INFORMATION

The UPWP may be viewed on the CRTPA's website (www.crtpa.org).

SECTION 4

Transportation Improvement Program (TIP)

SECTION 4: **Transportation Improvement Program (TIP)**

UPWP Task Title: Transportation Improvement Program Development	UPWP Task Number: 4.1	
Agency Responsible: CRTPA	FY 2015 Funding Source: FHWA PL: \$40,000 FTA 5305D: \$50,000 FDOT 5305D Match: \$5,000 Local 5305D Match: \$5,000 Interactive TIP \$10,000 (SU)	FY 2016 Funding Source: FHWA PL: \$40,000 FTA 5305D: \$50,000 FDOT 5305D Match: \$5,000 Local 5305D Match: \$5,000 Interactive TIP \$10,000 (SU)

TASK SCHEDULE

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

TASK PURPOSE

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

PREVIOUS WORK (FY 2013 & 2014)

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

METHODOLOGY (FY 2015)

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

projects, as well as public involvement/education opportunities. Monitor and amend adopted TIP as required. Develop and maintain on-line Interactive TIP site.

METHODOLOGY (FY 2016)

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

END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2015 and 2016)

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

OTHER INFORMATION

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

SECTION 5

Long Range Transportation Plan (LRTP)

SECTION 5: Long Range Transportation Plan (LRTP)

UPWP Task Title: Long Range Transportation Plan Development	UPWP Task Number: 5.1	
Agency Responsible: CRTPA	FY 2015 Funding Source: FHWA PL: \$30,000 FTA 5305D: \$20,000 FDOT 5305D Match: \$2,500 Local 5305D Match: \$2,500 FDOT SU \$ 50,000-	FY 2016 Funding Source: FHWA PL: \$30,000 FTA 5305D: \$20,000 FDOT 5305D Match: \$2,500 Local 5305D Match: \$2,500 FDOT Planning \$ 0 FDOT (DS): \$ 0 FDOT (SU): \$ 0

TASK SCHEDULE

TASKS 2015 Regional Mobility Plan (RMP) (Year 2035 LRTP)	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Maintenance and Distribution												

TASKS 2015 RMP 2040 Update (Year 2040 LRTP)	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Evaluation Criteria												
Plan Development												
Corridor Assessment												
Needs Plan												
Modeling												
Financial Assessment												
Cost Feasible Plan												
Public Involvement												

TASKS 2016 Regional Mobility Plan (RMP) (Year 2035 LRTP)	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Maintenance and Distribution												

TASKS 2016 RMP 2040 Update (Year 2040 LRTP)	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Cost Feasible Plan												
Public Involvement												
Maintenance and Distribution												

SEP – CRTPA Meeting Months

TASK PURPOSE 2015 – Regional Mobility Plan (Year 2035 LRTP)

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

TASK PURPOSE 2015 – Regional Mobility Plan 2040 Update (Year 2040 LRTP)

The update to the RMP began in January 2014 and included the collection of existing data and the development of project Goals and Objectives that will lead into the 2015 Task for the project. The effort during 2015 is to begin plan development in July and throughout the summer. Concurrently work begins on the modeling, financial resources and Needs Plan, and that will carry the project through the end of FY 2015. Two final components of the RMP 2040 Update that will begin development and carry through to 2016 are the Cost Feasible Plan and Public Involvement. The Cost Feasible Plan is scheduled to begin in April 2015 while the Public Involvement is project-long.

TASK PURPOSE 2016 – Regional Mobility Plan (Year 2035 LRTP)

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

TASK PURPOSE 2016 – Regional Mobility Plan 2040 Update (Year 2040 LRTP)

Finalize Cost Feasible Plan and adopt the RMP 2040 in September 2015. After September 2015, Maintain and disseminate the CRTPA's Long Range Transportation Plan (LRTP), known as the Regional Mobility Plan 2040 Update (RMP 2040). Assist local governments through provision of

information related to the LRTP for use in ensuring consistency between CRTPA plans and local government comprehensive plans. Monitor the adopted RMP for potential amendment.

PREVIOUS WORK (FY 2013/2014)

Year 2035 Long Range Transportation Plan (Regional Mobility Plan)

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

Year 2040 Long Range Transportation Plan (Regional Mobility Plan 2040 Update)

Developed and released Request for Proposals, short-listed firms and selected final consultant to perform work. Contract was signed in January 2014.

Tasks completed in FY 14 include the development of Goals and Objectives, Existing Conditions, Plan Development, GIS, and Public Involvement.

METHODOLOGY (FY 2015)

Year 2035 Long Range Transportation Plan (Regional Mobility Plan)

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

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

Year 2040 Long Range Transportation Plan (Regional Mobility Plan 2040 Update)

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

1. Finalizing Plan Development,
2. Develop and finalize Evaluation Criteria, Corridor Assessment, Needs Plan, Modeling and Financial Resources.
3. Initiate Cost Feasible Plan development, and
4. Continued public involvement via the Public Involvement Plan.

METHODOLOGY (FY 2016)

Year 2035 Long Range Transportation Plan (Regional Mobility Plan)

There are several continuing tasks that the CRTPA will perform (through September 2015) including:

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

Year 2040 Long Range Transportation Plan (Regional Mobility Plan 2040 Update)

There are several continuing tasks that the CRTPA will perform (Beginning immediate upon CRTPA Board adoption) including:

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

END PRODUCTS/COMPLETION DATES/MILESTONES

Regional Mobility Plan (Year 2035 LRTP) (FY 2015)

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

Regional Mobility Plan 2040 Update (Year 2040 LRTP) (FY 2015)

- Complete Evaluation Criteria (Jul - Aug)
- Begin and Complete Plan Development (Jul - Nov)
- Begin and Complete Corridor Assessment (Oct - Jan)
- Begin and Complete Needs Plan (Oct - Mar)
- Begin Modeling (Oct - Mar)
- Begin and Complete Financial Assessment (Oct - Apr)
- Begin Cost Feasible Plan (Apr - Jun)
- Continue Public Involvement (Jul - Jun)

Regional Mobility Plan (Year 2035 LRTP) (FY 2015)

- Amend the RMP as required (Sep).
- Provide copies of the RMP upon request (Sep).
- Continued tracking of RMP projects within ETDM process (Sep).
- Assist local governments with provision of RMP information associated with local government comprehensive plan data needs (Jun).

Regional Mobility Plan 2040 Update (Year 2040 LRTP) (FY 2016)

- Finalize Cost Feasible Plan (Sep)
- Finalize Public Involvement (Sep)
- Adopt Plan (Sep)
- Amend the RMP as required (Dec, Mar, Jun).
- Provide copies of the RMP upon request (Dec, Mar, Jun).
- Continued tracking of RMP projects within ETDM process (Dec, Mar, Jun).
- Assist local governments with provision of RMP information associated with local government comprehensive plan data needs (Dec, Mar, Jun).

OTHER INFORMATION

The RMP and RMP 2040 Update can be viewed on the CRTPA's website (www.crtpa.org).

SECTION 6

Public Involvement

SECTION 6: Public Involvement

UPWP Task Title: Public Involvement	UPWP Task Number: 6.1	
Agency Responsible: CRTPA	FY 2015	FY 2016
	Funding Source:	Funding Source:
	FHWA PL: \$45,000	FHWA PL: \$45,000
	FTA 5305D: \$20,000	FTA 5305D: \$20,000
	FDOT 5305D Match: \$2,500	FDOT 5305D Match: \$2,500
	Local 5305D Match: \$2,500	Local 5305D Match: \$2,500

TASK SCHEDULE

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

TASK PURPOSE

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

PREVIOUS WORK (FYs 2013 and 2014)

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

Title VI: Developed/adopted Title VI Procedures as part of the Public Involvement Plan.

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

METHODOLOGY (FY 2015)

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

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

Public Outreach: Continue to conduct public outreach related to the CRTPA's plans and programs (including TIP, RMP, UPWP and Project Priority Lists) within the CRTPA region; provide CRTPA

information and public involvement items at public events (including Commuter Choices Week, and Bike to Work Week); provide information regarding transportation planning process and CRTPA plans and programs to various news media; launch and maintain a new CRTPA webpage; develop CRTPA newsletters and brochures for public distribution; disseminate transportation planning information to citizens, public agencies and others as requested; continue conversations with City of Tallahassee to televise CRTPA meetings; continue efforts related to increasing input from the region's traditionally underserved population; perform safety programs at public schools, as requested, in Gadsden, Leon, Jefferson, and Wakulla counties. Attend local festivals and events as available in all counties. Continue televising CRTPA meetings on WCOT and provide access to video tapes of CRTPA Board meetings. A revamp and update of the CRTPA website will be done

METHODOLOGY (FY 2016)

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

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

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

END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2015/16)

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

SECTION 7

Systems Planning

SECTION 7: Systems Planning

UPWP Task Title: Bicycle and Pedestrian Planning	UPWP Task Number: 7.1	
Agency Responsible: CRTPA	FY 2015 Funding Source: FHWA PL: \$45,000	FY 2016 Funding Source: FHWA PL: \$45,000

TASK SCHEDULE

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

TASK PURPOSE

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

PREVIOUS WORK (FYs 2013 and 2014)

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

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

(ENGINEERING Activities): Continued identification of opportunities for CRTPA staff to provide input into local planning efforts that would affect bicycle and pedestrian transportation, and worked with local government staff to provide input into those efforts; reviewed roadway designs

and site plans to provide suggestions on improving conditions for bicycle & pedestrian travel; coordinated with transit agencies to ensure and improve access to transit facilities/system; provided suggestions for code changes to enhance provision of bicycle & pedestrian facilities. (ENFORCEMENT Activities): Worked with law enforcement agencies and through Community Traffic Safety Team to identify priorities for enforcement related to pedestrians and bicyclists. (ENCOURAGEMENT Activities): Distributed maps and other information on bicycling and walking in the CRTPA area; assisted with planning, promotion and implementation of events that encourage bicycling and walking, such as Bike to Work Week and Commuter Choices Week.

METHODOLOGY (FY 2015)

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

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

METHODOLOGY (FY 2016)

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

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

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

- Implementation of projects recommended in the adopted Master Plan through participation in PPL process.
- Implementation of programs recommended in the adopted Bicycle and Pedestrian Master Plan (ongoing).
- Continued consideration, representation and implementation of bicycle and pedestrian modes within the transportation planning process (ongoing)
- Continuation of education, encouragement, enforcement, and engineering activities. Including: training for professionals, CRTPA involvement in member government

process, education for citizens through participation in local media opportunities (ongoing).

- Work with Wakulla County on development of Ochlocknee Trail and Capital to the Sea Trails. (FYs 2015/2016)
- Bicycle Friendly Community designation assistance for local governments with the CRTPA area.
- Regional Bicycle Advocacy Leadership group established for the Long Range Transportation Plan Update.
- Safe Routes to School Program established and incorporated into the Long Range Transportation Plan.

OTHER INFORMATION

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

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SECTION 7: Systems Planning

UPWP Task Title: Transit Planning	UPWP Task Number: 7.2	
Agency Responsible: StarMetro (City of Tallahassee)	FY 2015	FY 2016
	Funding Source: FTA 5307: \$130,000 Local Match (COT): -0- (matched with toll revenue credits)	Funding Source: FTA 5307: \$130,000 Local Match (COT): -0- (matched with toll revenue credits) FTA5339: \$400,000

TASK SCHEDULE

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

TASK PURPOSE

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

PREVIOUS WORK (FYs 2013 and 2014)

StarMetro completed the following tasks:

Intelligent Transportation System:

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

Route Restructuring:

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

Shelter Installation

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

Transit Accessibility

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

Replacement Buses:

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

University Partnerships:

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

METHODOLOGY (FY 2015)

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

Intelligent Transit System (ITS):

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

Remote Transfer Facilities:

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

University Partnerships:

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

Route Restructuring:

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

Electric Buses:

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

Alternatives Analysis:

StarMetro has been approved for an FTA 5339 Grant for an Alternatives Analysis. This analysis will study an arterial street undergoing higher-density, mixed-use redevelopment. The corridor runs along Tennessee Street/Mahan Drive between Capital Circle East and West, through Florida State

University, Tallahassee Community College and downtown. The project team will evaluate transit-supportive changes to city plans and codes as part of the work plan.

METHODOLOGY (FY 2016)

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

Regional Service

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

SECTION 7: TLH Airport Systems Planning

UPWP Task Title: Aviation Planning	UPWP Task Number: 7.3	
Agency Responsible: TALLAHASSEE REGIONAL AIRPORT	FY 2015 Funding Source: COT - Aviation: \$170,000	FY 2016 Funding Source: COT - Aviation: \$170,000

TASK SCHEDULE

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

TASK PURPOSE

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

PREVIOUS WORK (FY 2013-2014)

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

METHODOLOGY (FY 2015)

Implementation and monitoring of Airport Master Plan Update; development of the Strategic Terminal Master Plan, Airport Economic Development Master Plan, , and the Airport's Capital

Improvement Program.; complete the 5-year CIP for Fiscal year 2009-2014, 2010-2015, 3; submit a projected 10-year JACIP to the FAA and the FDOT; continue to update the Airport Layout Plan, as needed; and continue participation in MPO, FAA System Plan, and CFASPP Process Committee.

METHODOLOGY (FY 2016)

Implementation and monitoring of Airport Master Plan Update; implementation of the Strategic Terminal Master Plan, Airport Economic Development Master Plan, , and development of the Airport's Capital Improvement Program.; complete 5-year CIP for Fiscal year 20011-2016, 2010-2015 submit 10-year JACIP to the FAA and the FDOT; continue to update the Airport Layout Plan as needed; and continue participation in MPO, FAA System Plan, and CFASPP Process Committee.

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

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

OTHER INFORMATION

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

SECTION 7: Systems Planning

UPWP Task Title: Transportation Disadvantaged Planning	UPWP Task Number: 7.4	
Agency Responsible: CRTPA	FY 2015	FY 2016
	Funding Source:	Funding Source:
	FTA 5305D: \$2,000	FTA 5305D: \$2,000
	FDOT 5305D Match: \$ 250	FDOT 5305D Match: \$ 250
	Local 530 Match: \$ 250	Local 530 Match: \$ 250
	TD Trust Fund: \$86,000	TD Trust Fund: \$86,000

TASK SCHEDULE

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

TASK PURPOSE

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

PREVIOUS WORK (FYs 2013/2014)

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

METHODOLOGY (FY 2015)

Provided support to the Local Coordinating Boards (LCB) including monitoring and updating the Transportation Disadvantaged Service Plans (May, June, July) and assisted in annual Community Transportation Coordinator evaluation (November, December).

METHODOLOGY (FY 2016)

Provide staff support for the Local Coordinating Boards in Gadsden, Jefferson, Leon, and Wakulla Counties. . Complete annual Community Transportation Coordinators evaluations, including Medicaid NET monitoring; update the Gadsden County, Jefferson County, Leon County and Wakulla County Transportation Disadvantaged Service Plan; develop passenger surveys; monitor legislative proposals; develop annual budget estimate and expense report; monitor Leon County Non-Sponsored Trip grant. Maintain contact with region's transportation disadvantaged coordinating

boards to ensure coordinated planning efforts that address the region's transportation disadvantaged travel needs.

END PRODUCTS/COMPLETION DATES/MILESTONES (FY 2015)

- Updated Gadsden County Transportation Disadvantaged Service Plan (Apr)
- Updated Jefferson County Transportation Disadvantaged Service Plan (Apr)
- Updated Leon County Transportation Disadvantaged Service Plan (Apr)
- Updated Wakulla County Transportation Disadvantaged Service Plan (Apr)
- Annual Gadsden CTC Evaluation (December)
- Annual Jefferson CTC Evaluation (November)
- Annual Leon CTC Evaluation (October)
- Annual Wakulla CTC Evaluation (November)
- Provide support to the Coordinating Boards in Gadsden, Jefferson, Leon and Wakulla Counties. (ongoing).
- Continue to administer the Leon County Transportation Disadvantaged Grant for Leon County. (ongoing)
- Hold annual Public Hearings and regular quarterly meetings in Gadsden, Jefferson, and Wakulla Counties in February, May, August and November.
- Hold annual Public hearing and regular quarterly meetings in Leon County in January, April, July, and October.
- Complete Annual Budget Estimates and Actual Expense Reports for all counties by statutory deadline.

END PRODUCTS/COMPLETION DATES/MILESTONES (FY 2016)

- Support for Regional Coordinating Board meetings (July, October, January, and April)
- Annual Evaluations for coordinators. (October)
- Approval of Regional Planning Agreement with the Florida Commission for the Transportation Disadvantaged. (July-August)
- Development of Regional Transportation Disadvantaged Service Plan (September through January)
- Annual Public Hearing (April)
- Complete Annual Budget Estimates and Actual Expense Reports for all counties by statutory deadline.
- Continue to administer the Leon County Transportation Disadvantaged Grant for Leon County. (ongoing)

OTHER INFORMATION

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

SECTION 7: Systems Planning

UPWP Task Title: Mobility Management	UPWP Task Number: 7.5	
Agency Responsible: CRTPA	FY 2015 Funding Source: FHWA PL: \$10,000 FTA 5305D: \$9,286 FDOT 5305D Match: \$1,161 Local 5305D Match: \$1,161	FY 2016 Funding Source: FHWA PL: \$10,000 FTA 5305D: \$ 9,286 FDOT 5305D Match: \$1,161 Local 5305D Match: \$1,161

TASK SCHEDULE

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

TASK PURPOSE

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

PREVIOUS WORK (FY 2013/2014)

Mobility Management/Transportation System Management (TSM): The adopted CRTPA Mobility Management Plan (MMP) was used to identify potential projects for TSM study/priority project list inclusion (July, August); coordinated with CRTPA member governments and FDOT regarding TSM candidate project list; FY 13/17 and 14/18 TSM Project Priority List.

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

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

METHODOLOGY (FY 2015)

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

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

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

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

METHODOLOGY (FY 2016)

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

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

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

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

- FY 15/19 and FY 16/20 TSM Priority Project List (Mar, Jun)
- CTST regional perspective (ongoing)
- Promotion of alternative transportation choices and opportunities (Milestone: Commuter Choices Week – Sep)
- CRTPA Mobility Management Process (Mar)

OTHER INFORMATION

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

SECTION 8

Regional Planning and CRTPA Coordination

SECTION 8: Regional Planning and CRTPA Coordination

UPWP Task Title: CRTPA Coordination	UPWP Task Number: 8.1	
Agency Responsible: CRTPA	FY 2015 Funding Source: FHWA PL: \$110,000 FTA 5305D: \$30,000 FDOT 5305D Match: \$3,750 Local 5305D Match: \$3,750	FY 2016 Funding Source: FHWA PL: \$110,000 FTA 5305D: \$30,000 FDOT 5305D Match: \$3,750 Local 5305D Match: \$3,750

TASK SCHEDULE

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

TASK PURPOSE

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

PREVIOUS WORK (FY 2013/2014)

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

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

METHODOLOGY (FY 2015)

Interagency Coordination: Increase interagency coordination with local, regional, state and federal agencies and actively engage them in transportation issues including: Blueprint 2000, Jefferson, Leon, Gadsden, and Wakulla County, and the municipalities in the region, Florida Department of Transportation, Florida Department of Community Affairs, Federal Highway Administration, Federal Transit Administration, Commuter Services of North Florida, StarMetro, Tallahassee Regional Airport, School Boards, Apalachee Regional Planning Council, Northwest Florida Transportation Corridor Authority, the region's Economic Development Councils Florida State University, Florida A&M University, and Tallahassee Community College. In addition to attended City/County Commission meetings of all member governments, efforts will include plan, project and policy review, participation on committees/boards/workgroups, legislative program review to ensure CRTPA compliance with state and federal requirements (including recent MAP-21 requirements related to the LRTP, RMP, TIP, TMA certification and other issues), transportation grant funding coordination and other activities related to inter-jurisdictional transportation issues. A focus on multimodal issues to address regional mobility will continue.

Efficient Transportation Decision Making (ETDM): CRTPA ETDM projects will continue to be monitored and advanced; ETDM eligible projects will continue to be input (purpose and needs statements); ongoing coordination efforts with FDOT and ETDM review agencies will continue; identified ETDM project comments will be monitored and coordinated with FDOT and consultant regarding ongoing ETDM requirements associated with Year 2040 RMP LRTP development; input Year 2035 LRTP ETDM eligible projects into Planning Screen; comments received from Environmental Technical Advisory Team (ETAT) will continue to be reviewed and summarized.

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

METHODOLOGY (FY 2016)

Interagency Coordination: Increase interagency coordination with local, regional, state and federal agencies and actively engage them in transportation issues including: Blueprint 2000, Jefferson, Leon, Gadsden, and Wakulla County, and the municipalities in the region, Florida Department of Transportation, Florida Department of Community Affairs, Federal Highway Administration, Federal Transit Administration, Commuter Services of North Florida, StarMetro, Tallahassee Regional Airport, School Boards, Apalachee Regional Planning Council, Northwest Florida Transportation Corridor Authority, the region's Economic Development Councils, Florida State University, Florida A&M University, and Tallahassee Community College. In addition to attended City/County Commission meetings of all member governments, efforts will include plan, project and policy review, participation on committees/boards/workgroups, legislative program review to ensure CRTPA compliance with state and federal requirements (including recent MAP-21 requirements related to the LRTP, RMP, TIP, TMA certification and other issues), transportation grant funding coordination and other activities related to inter-jurisdictional transportation issues. A focus on multimodal issues to address regional mobility will continue.

Efficient Transportation Decision Making (ETDM): CRTPA ETDM projects will continue to be monitored and advanced; ETDM eligible projects will continue to be input (purpose and needs statements); ongoing coordination efforts with FDOT and ETDM review agencies will continue; identified ETDM project comments will be monitored and coordinated with FDOT and consultant regarding ongoing ETDM requirements associated with Year 2040 LRTP development; input Year 2040 LRTP ETDM eligible projects into Planning Screen; comments received from Environmental Technical Advisory Team (ETAT) will continue to be reviewed and summarized.

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

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

- Provision of a coordinated regional transportation perspective (ongoing).
- CRTPA review and comments on legislative proposals as related to transportation issues (Mar, Jun).
- CRTPA compliance with ETDM requirements (as needed).
- Stronger relationship with StarMetro as the public transportation provider. (ongoing)
- Increased outreach to member governments and coordination with their local issues.
- Increased involvement with local transportation issues affecting system roads and transportation network.
- Monitoring of air quality attainment issues.
- Stronger relationship with regional economic development councils
- Provide technical assistance and coordination with local governments in development of a cohesive regional transportation system.

SECTION 9

Other Planning Projects

SECTION 9: Other Planning Projects

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

TASK SCHEDULE

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

TASK PURPOSE

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

PREVIOUS WORK (FY 2013/2014)

CRTPA participated in coordination and monitoring of the following projects:

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

- Florida Arts Trail (Main Street - US 27 to Downtown Quincy): The CRTPA is coordinating with Gadsden County to develop the trail along with the introduction of a wide-shoulder to be constructed as a component of a current resurfacing project scheduled for FY 14/15.
- Ochlockonee Bay Trail (Mashes Sands to Sopchoppy): CRTPA coordinated with Wakulla County and the FDOT to complete several phases of the project and fund the last segment on US 319 from Surf Road to Rose Street in Sopchoppy.
- Capital City to the Sea Trails: Staff initiated a Master Plan March 2013 that was completed in March 2014 to develop a trail system that strengthens the linkage between Leon County and Wakulla County. The initial PD&E kicked-off in March 2014 with an estimated completion date of March 2015.

METHODOLOGY (FY 2015)

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

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

METHODOLOGY (FY 2016)

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

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

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

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

SECTION 9: Other Planning Projects

UPWP Task Title: Special Transportation Planning Projects	UPWP Task Number: 9.2	
Agency Responsible: CRTPA	FY 2015 Funding Source: FHWA PL : \$10,000	FY 2016 Funding Source: FHWA PL: \$10,000

TASK SCHEDULE

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

TASK PURPOSE

Identify and participate in special transportation planning studies and projects.

PREVIOUS WORK (FY 2013/2014)

Quincy By-Pass Project: Provided technical assistance and coordination with the Florida Department of Transportation for a State Road 12 Bypass in Gadsden County. The road is currently under construction. When completed it will connect State Road 12 with US 90, alleviating the need for large trucks to navigate through the narrow streets and historic neighborhoods of Quincy.

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

Sustainability Calculator – late in 2012 a scope was written and contract signed with a general consultant to work on this very important element of the Regional Master Plan. The project was completed during this period

METHODOLOGY (FY 2015)

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

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

METHODOLOGY (FY 2016)

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

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

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

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

OTHER INFORMATION

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

IV.

UPWP AGENCY PARTICIPATION AND PROPOSED FUNDING SOURCES FOR FISCAL YEARS 2015/2016

Table 1.1 FY 2015 Proposed Agency Participation

Table 1.2 FY 2016 Proposed Agency Participation

Table 2.1 FY 2015 Proposed Funding

Table 2.2 FY 2016 Proposed Funding

(tables provided in separate file)

Table 1.1 Proposed Agency Participation FY 2015

TASK NUMBER/TITLE	CAPITAL REGION TRANSPORTATION PLANNING AGENCY COST	STARMETRO COST	CITY TRAFFIC ENGINEERING COST	CITY OF TALLAHASSEE AVIATION COST	LEON COUNTY PUBLIC WORKS COST	TOTAL PROGRAM COST
1 ADMINISTRATION						
1.1 Transportation Planning Mgmt.	\$159,500					\$159,500
1.2 CRTPA Certification	\$5,000					\$5,000
1.3 Capital Outlay	\$10,000					\$10,000
1.4 Funding Administration	\$20,000					\$20,000
1.7 Professional Services	\$72,000					\$72,000
2. DATA COLLECTION AND DISTRIBUTION						
2.1 Data Collection and Distribution	\$10,000		\$171,000		\$45,000	\$226,000
3. UNIFIED PLANNING WORK PROGRAM (UPWP)						
3.1 UPWP Development	\$49,250					\$49,250
4. TRANSPORTATION IMPROVEMENT PROGRAM (TIP)						
4.1 TIP Development	\$90,000					\$90,000
5. LONG RANGE TRANSPORTATION PLAN (LRTP)						
5.1 LRTP Development	\$567,500				\$145,719	\$713,219
6. PUBLIC INVOLVEMENT						
6.1 Public Involvement	\$70,000					\$70,000
7. SYSTEMS PLANNING						
7.1 Bicycle and Pedestrian Planning	\$255,000					\$255,000
7.2 Transit Planning		\$130,000				\$130,000
7.3 Aviation Planning				\$170,000		\$170,000
7.4 Transportation Disadvantaged	\$88,500					\$88,500
7.5 Mobility Management	\$22,608					\$22,608
8. CRTPA COORDINATION						
8.1 CRTPA Coordination	\$147,500					\$147,500
9. OTHER PLANNING PROJECTS						
9.1 Corridor Analysis	\$20,000					\$20,000
9.2 Special Transportation Planning	\$10,000					\$10,000
TOTALS	\$1,596,858	\$130,000	\$171,000	\$170,000	\$190,719	\$2,258,577

Table 1.2 Proposed Agency Participation FY 2016

TASK NUMBER/TITLE	CAPITAL REGION TRANSPORTATION PLANNING AGENCY COST	STARMETRO COST	CITY TRAFFIC ENGINEERING COST	CITY OF TALLAHASSEE AVIATION COST	LEON COUNTY PUBLIC WORKS COST	TOTAL PROGRAM COST
1 ADMINISTRATION						
1.1 Transportation Planning Mgmt.	\$135,000					\$135,000
1.2 CRTPA Certification	\$5,000					\$5,000
1.3 Capital Outlay	\$10,000					\$10,000
1.4 Funding Administration	\$20,000					\$20,000
1.7 Professional Services	\$72,000					\$72,000
2. DATA COLLECTION AND DISTRIBUTION						
2.1 Data Collection and Distribution	\$10,000		\$171,000		\$45,000	\$226,000
3. UNIFIED PLANNING WORK PROGRAM (UPWP)						
3.1 UPWP Development	\$49,250					\$49,250
4. TRANSPORTATION IMPROVEMENT PROGRAM (TIP)						
4.1 TIP Development	\$90,000					\$90,000
5. LONG RANGE TRANSPORTATION PLAN (LRTP)						
5.1 LRTP Development	\$1,040,408					\$1,040,408
6. PUBLIC INVOLVEMENT						
6.1 Public Involvement	\$70,000					\$70,000
7. SYSTEMS PLANNING						
7.1 Bicycle and Pedestrian Planning	\$45,000				\$210,000	\$255,000
7.2 Transit Planning		\$530,000				\$530,000
7.3 Aviation Planning				\$170,000		\$170,000
7.4 Transportation Disadvantaged	\$88,500					\$88,500
7.5 Mobility Management	\$22,608					\$22,608
8. CRTPA COORDINATION						
8.1 CRTPA Coordination	\$147,500					\$147,500
9. OTHER PLANNING PROJECTS						
9.1 Corridor Analysis	\$20,000					\$20,000
9.2 Special Transportation Planning	\$10,000					\$10,000
TOTALS	\$1,835,266	\$530,000	\$171,000	\$170,000	\$255,000	\$2,961,266

TABLE 2.1: FY 2015 Proposed Funding Capital Region Transportation Study

TASK NUMBER/ PROJECT TITLE	AGENCY	FHWA SEC. 112 (PL) (2)	FTA SEC. 5303 80%	LOCAL MATCH 10%	STATE MATCH FDOT 10%	TOTAL FTA SEC 5303	FTA SEC. 5307	LOCAL MATCH (COT)	TOTAL FTA SEC. 5307	TD TRUST FUND 100%	LOCAL OR OTHER 100%	TOTAL FEDERAL (FHWA, FTA)	TOTAL STATE	TOTAL LOCAL	GRAND TOTAL
1. ADMINISTRATION															
1.1 Transportation Planning Management	CRTPA	\$122,000	\$30,000	\$3,750	\$3,750	\$ 37,500									\$159,500
1.2 CRTPA Certification	CRTPA	\$5,000													\$5,000
1.3 Capital Outlay	CRTPA	\$10,000													\$10,000
1.4 Funding Administration	CRTPA	\$20,000													\$20,000
1.5 FDOT Assistance for PL funds (1)	FDOT												\$ 145,719		\$145,719
1.6 FDOT Match for 530 funds	FDOT														\$0
1.7 Professional Services	CRTPA	\$72,000													\$72,000
TOTAL Administration		\$229,000	\$30,000	\$3,750	\$3,750	\$37,500						\$259,000	\$145,719	\$3,750	\$412,219
2. DATA COLLECTION AND DISTRIBUTION															
2.1 Data Collection and Distribution	CRTPA	\$10,000										\$10,000			\$10,000
	COT-TE										\$171,000			\$171,000	\$171,000
	LC-PW										\$45,000			\$45,000	\$45,000
TOTAL Data Collection and Distribution		\$10,000									\$216,000	\$10,000		\$216,000	\$226,000
3. UNIFIED PLANNING WORK PROGRAM (UPWP)															
3.1 UPWP Development	CRTPA	\$18,000	\$25,000	\$3,125	\$3,125	\$31,250						\$43,000	\$3,125	\$3,125	\$49,250
4. TRANSPORTATION IMPROVEMENT PROGRAM (TIP)															
4.1 TIP Development	CRTPA	\$40,000	\$40,000	\$5,000	\$5,000	\$50,000						\$80,000	\$5,000	\$5,000	\$90,000
5. YEAR 2030 LONG RANGE TRANSPORTATION PLAN (LRTP)															
5.1 LRTP Development	CRTPA	\$30,000	\$30,000	\$3,750	\$3,750	\$37,500						\$60,000	\$3,750	\$3,750	\$67,500
see also Task 1.5	FDOT											\$500,000			\$500,000
6. PUBLIC INVOLVEMENT															
6.1 Public Involvement	CRTPA	\$45,000	\$20,000	\$2,500	\$2,500	\$25,000						\$65,000	\$2,500	\$2,500	\$70,000
7. SYSTEMS PLANNING															
7.1 Bicycle / Pedestrian Planning	CRTPA	\$45,000										\$ 210,000			\$255,000
7.2 Transit Planning	COT-SM						\$130,000		\$130,000						\$130,000
7.3 Aviation Planning	COT-AD										\$170,000				\$170,000
7.4 Transportation Disadvantaged	CRTPA		\$2,000	\$250	\$250	\$2,500				\$86,000					\$88,500
7.5 Mobility Management	CRTPA	\$10,000	\$9,286	\$1,161	\$1,161	\$11,608									\$22,608
TOTAL Systems Planning		\$55,000	\$11,286	\$1,411	\$1,411	\$14,108	\$130,000	\$0	\$130,000	\$86,000	\$170,000	\$196,286	\$87,411	\$171,411	\$666,108
8. CRTPA COORDINATION															
8.1 CRTPA Coordination	CRTPA	\$110,000	\$30,000	\$3,750	\$3,750	\$37,500						\$140,000	\$3,750	\$3,750	\$147,500
9. OTHER PLANNING PROJECTS															
9.1 Corridor Analysis	CRTPA	\$20,000													\$20,000
9.2 Special Transportation Projects	CRTPA	\$10,000													\$10,000
TOTAL Other Planning Projects		\$30,000										\$30,000			\$30,000
GRAND TOTAL		\$567,000	\$186,286	\$23,286	\$23,286	\$232,858	\$130,000	\$0	\$130,000	\$86,000	\$386,000	\$1,383,286	\$396,974	\$409,286	\$2,258,577

Key to abbreviations: CRTPA = Capital Region Transportation Planning Agency FHWA = Federal Highway Administration TD = Commission for the Transportation Disadvantaged
 (1) HP funds COT-TE = City of Tallahassee Traffic Engineering FTA = Federal Transit Administration LC-PW = Leon County Public Works
 (2) FDOT soft match included COT-AD = City of Tallahassee Aviation Department COT-SM = City of Tallahassee StarMetro

TABLE 2.2: FY 2016 Proposed Funding Capital Region Transportation Study

TASK NUMBER/ PROJECT TITLE	AGENCY	FHWA SEC. 112 (PL) (2)	FTA SEC. 5303 80%	LOCAL MATCH 10%	STATE MATCH FOOT 10%	TOTAL FTA SEC 5303	FTA SEC. 5307	LOCAL MATCH (COT)	TOTAL FTA SEC. 5307	TD TRUST FUND 100%	LOCAL OR OTHER 100%	TOTAL FEDERAL (FHWA, FTA)	TOTAL STATE	TOTAL LOCAL	GRAND TOTAL
1. ADMINISTRATION															
1.1 Transportation Planning Management	CRTPA	\$110,000	\$20,000	\$2,500	\$2,500										\$135,000
1.2 CRTPA Certification	CRTPA	\$5,000													\$5,000
1.3 Capital Outlay	CRTPA	\$10,000													\$10,000
1.4 Funding Administration	CRTPA	\$20,000													\$20,000
1.5 FDOT Assistance for PL funds (1)	FDOT												\$ 145,719		\$0
1.6 FDOT Match for 530 funds	FDOT														\$0
1.7 Professional Services	CRTPA	\$72,000													\$72,000
TOTAL Administration		\$217,000	\$20,000	\$2,500	\$2,500	\$25,000						\$237,000	\$145,719	\$2,500	\$242,000
2. DATA COLLECTION AND DISTRIBUTION															
2.1 Data Collection and Distribution	CRTPA COT-TE LC-PW	\$10,000												\$171,000	\$10,000
											\$45,000				\$171,000
															\$45,000
TOTAL Data Collection and Distribution		\$10,000									\$45,000	\$10,000		\$171,000	\$226,000
3. UNIFIED PLANNING WORK PROGRAM (UPWP)															
3.1 UPWP Development	CRTPA	\$18,000	\$25,000	\$3,125	\$3,125	\$31,250						\$43,000	\$3,125	\$3,125	\$49,250
4. TRANSPORTATION IMPROVEMENT PROGRAM (TIP)															
4.1 TIP Development	CRTPA	\$40,000	\$40,000	\$5,000	\$5,000	\$50,000						\$80,000	\$5,000	\$5,000	\$90,000
5. YEAR 2030 LONG RANGE TRANSPORTATION PLAN (LRTP)															
5.1 LRTP Development	CRTPA	\$30,000	\$30,000	\$3,750	\$3,750	\$37,500						\$60,000	\$3,750	\$3,750	\$67,500
see also Task 1.5	FDOT											\$972,908			\$972,908
6. PUBLIC INVOLVEMENT															
6.1 Public Involvement	CRTPA	\$45,000	\$20,000	\$2,500	\$2,500	\$25,000						\$65,000	\$2,500	\$2,500	\$70,000
7. SYSTEMS PLANNING															
7.1 Bicycle / Pedestrian Planning	CRTPA	\$45,000										\$ 210,000.00			\$255,000
7.2 Transit Planning	COT-SM						\$530,000								\$530,000
7.3 Aviation Planning	COT-AD										\$170,000				\$170,000
7.4 Transportation Disadvantaged	CRTPA		\$2,000	\$250	\$250	\$2,500				\$86,000					\$88,500
7.5 Mobility Management	CRTPA	\$10,000	\$9,286	\$1,161	\$1,161	\$11,608						\$ 22,608			\$22,608
TOTAL Systems Planning		\$55,000	\$11,286	\$1,411	\$1,411	\$14,108	\$530,000	\$0	\$530,000	\$86,000	\$170,000	\$ 232,608.00	\$87,411	\$171,411	\$1,066,108
8. CRTPA COORDINATION															
8.1 CRTPA Coordination	CRTPA	\$110,000	\$30,000	\$3,750	\$3,750	\$37,500						\$140,000	\$3,750	\$3,750	\$147,500
9. OTHER PLANNING PROJECTS															
9.1 Corridor Analysis	CRTPA	\$20,000													\$20,000
9.2 Special Transportation Projects	CRTPA	\$10,000													\$10,000
TOTAL Other Planning Projects		\$30,000										\$30,000			\$30,000
GRAND TOTAL		\$555,000	\$176,286	\$22,036	\$22,036	\$220,358	\$530,000	\$0	\$530,000	\$86,000	\$215,000	\$897,608	\$251,255	\$363,036	\$2,961,266

Key to abbreviations

(1) HP funds

(2) FDOT soft match included

CRTPA = Capital Region Transportation Planning Agency

COT-TE = City of Tallahassee Traffic Engineering

COT-AD = City of Tallahassee Aviation Department

FHWA = Federal Highway Administration

FTA = Federal Transit Administration

COT-SM = City of Tallahassee StarMetro

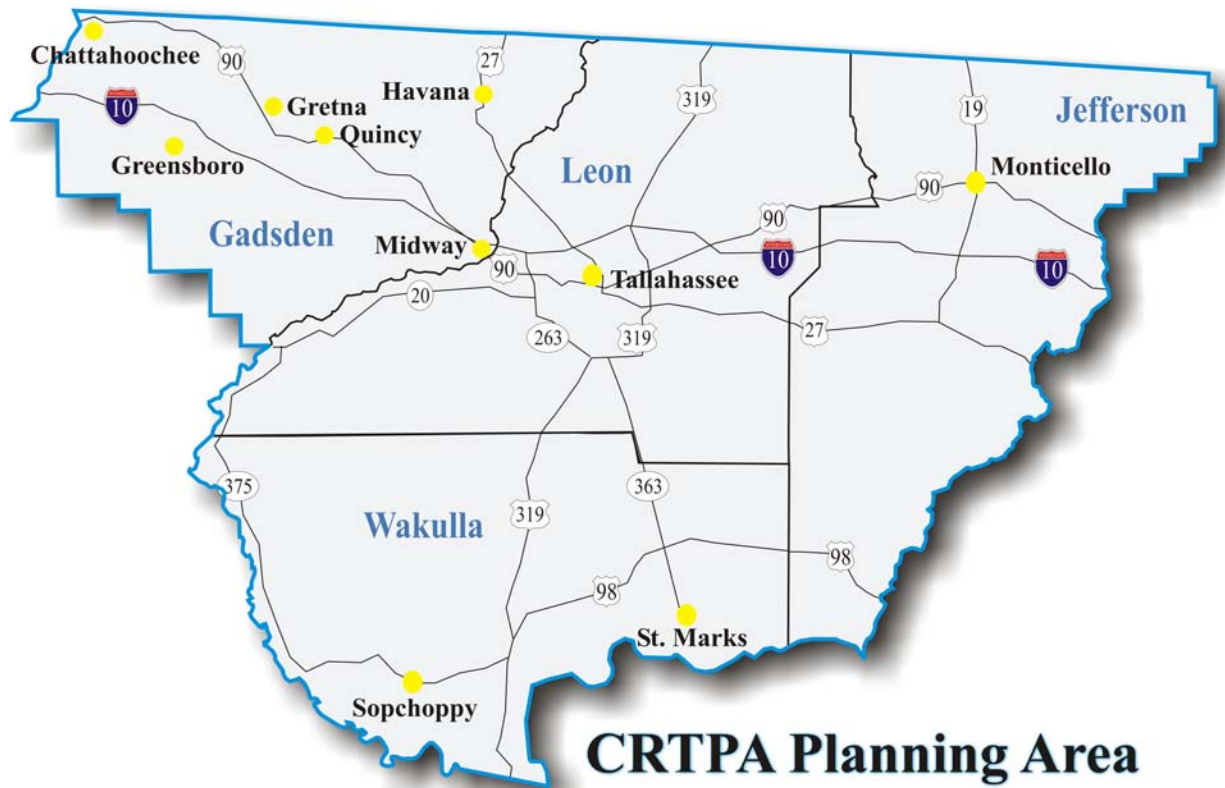
TD = Commission for the Transportation Disadvantaged

LC-PW = Leon County Public Works

APPENDIX

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

Provided at Final Draft





April 14, 2014

AGENDA ITEM 3

CONSENT ITEMS PULLED FOR DISCUSSION



April 14, 2014

AGENDA ITEM 4 A

WOODVILLE HIGHWAY JOINT PARTICIPATION AGREEMENT (JPA) AMENDMENT AND CONSULTANT CONTRACT

REQUESTED BY: CRTPA Staff

TYPE OF ITEM: Action

STATEMENT OF ISSUE

The Federal Highway Administration has expressed some concerns regarding the Woodville Highway Project Development and Environment (PD&E) Study relating to the section of the road from Gaile Avenue to Paul Russell Road that has been called “the loop”. In order to address these issues the consultant and CRTPA staff has agreed to an approach that will satisfy the questions raised and move the project through to the design phase. This will require the approval of an amendment to the Joint Participation Agreement (JPA) with the Florida Department of Transportation as well as to the consultant contract with Kimley-Horn and Associates, Inc.

RECOMMENDED ACTION

- Option 1: Authorize the Chair to execute and Executive Director to administer the amended Joint Participation Agreement (JPA) with the Florida Department of Transportation for the Woodville Highway Project Development and Environment (PD&E) Study.
- Option 2: Authorize the Chair to execute and Executive Director to administer the amended Scope-of-Services for the Woodville Highway Project Development and Environment (PD&E) Study.

PREVIOUS AGENDA ITEMS

- March 15, 2010 – Agenda Item 5D - Woodville Highway Corridor Study and Project Development and Environment (PD&E) Study Kick Off
- March 21, 2011 – Agenda Item 4B – Woodville Highway North (Capital Circle, Southeast to Gaile Avenue Corridor Study and Project Development and Environment Study (PD&E)
- May 16, 2011 – Agenda Item 4B - Woodville Highway North (Capital Circle, Southeast to Paul Russell Road) Corridor Study
- March 26, 2012 – Agenda Item 4A - Woodville Highway Corridor Master Plan and Project Development and Environment (PD&E) Study Update
- May 21, 2012 – Agenda Item 5A – Woodville Highway Project Development and Environment Study Preferred Alternative

HISTORY AND ANALYSIS

The Woodville Highway Corridor Study and Project Development and Environment (PD&E) Study began in March of 2010. The concept behind the project was to develop a Corridor Plan that would transition into a Project Development and Environment (PD&E) Study and ultimately design, right-of-way and construction phases.

The last time the project was brought to the CRTPA Board was in May 2012 for approval of the “Preferred Alternative” which included a four-lane section from Capital Circle, Southeast to Gaile Avenue, known as Segment 1. The Preferred Alternative for the section from Gaile Avenue to Paul Russell Road, known as Segment 2, included a one-way “loop” that incorporated an extension of Tram Road to Crawfordville Road. The Board unanimously approved both Segment 1 and Segment 2.

Since that time the consultant for the project submitted the documentation for the project to the Florida Department of Transportation (FDOT) and the Federal Highway Administration (FHWA). The reviews by both organizations included additional questions about Segment 2 and its interaction with Woodville Highway and Crawfordville Road related to the movement of pedestrians.

To ensure that these concerns are addressed, CRTPA Staff requested that the consultant develop a Scope-of-Services (Scope) to provide the additional information that was requested. The Scope is shown as ***Attachment 1***.

In addition to amending the Scope with the consultant, the Joint Project Agreement (JPA) with the FDOT must also be amended to include this additional work effort.

NEXT STEPS

After approval of the Scope and JPA, CRTPA staff will coordinate with the consultant, FDOT and FHWA to ensure that the project is completed on time and one budget.

OPTIONS

- Option 1: Authorize the Chair to execute and Executive Director to administer the amended Joint Participation Agreement (JPA) with the Florida Department of Transportation for the Woodville Highway Project Development and Environment (PD&E) Study (***Attachment 2***). (RECOMMENDED).
- Option 2: Authorize the Chair to execute and Executive Director to administer the amended Scope-of-Services for the Woodville Highway Project Development and Environment (PD&E) Study (***Attachment 3***). (RECOMMENDED).
- Option 3: Provide other direction.

ATTACHMENT

- Attachment 1: Woodville Highway Amended Scope
- Attachment 2: Woodville Highway Amended JPA Resolution
- Attachment 3: Woodville Highway KHA Contract Amendment Resolution

Exhibit A to Amendment Number 2,
dated _____.

Consultant shall perform the following Additional Services:

Based on discussions with the Federal Highway Administration on November 14, 2013, additional analysis and documentation will be required in order to obtain their approval of the Type 2 Categorical Exclusion. The additional effort will include:

KHA will work with Atkins staff on:

- The estimation of future p.m. peak hour pedestrian flows, apply growth factors used for vehicles to the pedestrian counts, and distribute accordingly,
- Code pedestrian signals into Synchro, evaluate the impact of pedestrians on vehicle flow, and report those findings.
- Identify the threshold at which pedestrian flow (i.e. pedestrian signal calls per hour) would begin to significantly affect vehicle flow,
- Revise the project's traffic report and associated tables to report findings from the pedestrian evaluations.

KHA will:

- Revise concept drawings to depict the new traffic controls for pedestrians at the intersections with the Loop that are currently unsignalized.
- Update the opinions of probable construction costs and incorporate into the project documentation.
- Further address in the documentation the weave/merge concerns voiced by FHWA staff.
- Update and revise traffic safety analyses to address existing pedestrian and bicycle safety questions within the area of the Loop.
- Provide the appropriate information to Atkins for revisions to the Type 2/Categorical Exclusion.
- Revise the PER document with the findings of the additional analyses.
- Attend two (2) meetings with the review agencies.

For the Additional Services set forth above, Client shall pay Consultant the following additional compensation:

\$38,000.00



CRTPA RESOLUTION 2014-04-4A-1

A RESOLUTION of the Capital Region Transportation Planning Agency hereby referred to as the CRTPA, authorizing the execution of a Joint Participation Agreement (JPA) Amendment between the CRTPA and Florida Department of Transportation, hereby referred to as the FDOT for additional services for the completion of the Woodville Highway PD&E Study.

WHEREAS, the CRTPA wishes to complete a Woodville Highway PD&E Study; and

WHEREAS, the FDOT has agreed to fund the additional services for the completion of the Woodville Highway PD&E Study; and

WHEREAS, approval of funding necessary to complete the project requires an agreement between the FDOT and CRTPA to undertake the project,

NOW THEREFORE, BE IT RESOLVED BY THE CRTPA THAT:

1. The CRTPA has the authority to enter into a Joint Participation Agreement Amendment.
2. The CRTPA will have the Joint Participation Agreement Amendment reviewed by its legal counsel for form and content prior to execution.
3. The CRTPA authorizes the Chair to execute and the Executive Director to administer the Joint Participation Agreement Amendment to complete the Woodville Highway PD&E Study.

DULY PASSED AND ADOPTED THIS 14th DAY OF APRIL 2014.

Capital Region Transportation Planning Agency

By: _____
Randy Merritt, Chair

Attest: _____
Harry D. Reed III,
Executive Director



CRTPA RESOLUTION 2014-04-4A-2

A RESOLUTION of the Capital Region Transportation Planning Agency hereby referred to as the CRTPA, authorizing the execution of an amendment to the Consultant Contract between the CRTPA and Kimley-Horn and Associates, hereby referred to as the Consultant, for additional funds for the completion Woodville Highway Corridor PD&E Study.

WHEREAS, the CRTPA wishes to complete the Woodville Highway Corridor PD&E Study; and

WHEREAS, the FDOT has agreed to provide additional funds for the completion of the Woodville Highway Corridor PD&E Study,

WHEREAS, approval of funding necessary to complete the project requires an amendment to the Consultant Contract,

NOW THEREFORE, BE IT RESOLVED BY THE CRTPA THAT:

1. The CRTPA has the authority to amend the Woodville Highway Corridor PD&E Study contract.
2. The CRTPA will have the Consultant Contract reviewed by its legal counsel for form and content prior to execution.
3. The CRTPA authorizes the Chair to execute and the Executive Director to administer the Consultant Contract to complete the Woodville Highway Corridor PD&E Study.

DULY PASSED AND ADOPTED THIS 14th DAY OF APRIL 2014.

Capital Region Transportation Planning Agency

By: _____
Randy Merritt, Chair

Attest: _____
Harry D. Reed III,
Executive Director



April 14, 2014

AGENDA ITEM 4 B

CRTPA BICYCLE AND PEDESTRIAN FACILITIES POLICY

REQUESTED BY: CRTPA Staff

TYPE OF ITEM: Action

STATEMENT OF ISSUE

Adopt a policy which will ensure the consideration of bicycle and pedestrian facilities by the CRTPA as part of any transportation corridor improvement such as resurfacing and roadway construction projects.

RECOMMENDED ACTION

Option 1: Adopt a policy that the provision for bicycle and pedestrian facilities be included as part of any transportation corridor improvement and that staff ensure the application of this policy to all projects under its purview.

BACKGROUND

Bicycle and pedestrian facilities have become a major component of the transportation network included in the region's Regional Mobility Plan (RMP). Seventy-five percent of the projects identified in the RMP Cost Feasible Plan were for bicycle and pedestrian facilities. While CRTPA staff has been committed to ensuring that bicycle and pedestrian facilities are considered at every opportunity, policy direction from the CRTPA Board has not been formalized.

Recent policy initiatives by the Florida Department of Transportation (FDOT) have elevated the consideration of bicycle and pedestrian facilities on the state transportation network. FDOT has established the FDOT Bicycle/Pedestrian Focused Initiative to include the Secretary's Pedestrian Safety Initiative and Florida Bicycle and Pedestrian Partnership Council (BPPC). The BPPC has recommended that FDOT and its partners pursue opportunities to contribute to full implementation of bicycle and pedestrian connections in all transportation policy and project planning. These opportunities include continuing to ensure that all new transportation corridors, and to the extent possible new and improved facilities within existing corridors, include provision for bicycle and pedestrian facilities and working with metropolitan planning organizations (MPOs) and other regional entities to promote the development of bicycle and pedestrian plans.

The policy recommendation presented at this time is in support of the FDOT's Bicycle/Pedestrian Focused Initiative.

OPTIONS

Option 1: Adopt a policy that the provision for bicycle and pedestrian facilities be included as part of any transportation corridor improvement and that staff ensure the application of this policy to all projects under its purview.
(RECOMMENDED)

Option 2: Provide other direction.

ATTACHMENT

Attachment 1: Bicycle and Pedestrian Facilities Policy Resolution



CRTPA RESOLUTION 2014-04-4B

A RESOLUTION of the Capital Region Transportation Planning Agency hereby referred to as the “CRTPA” to establish a policy to ensure the consideration of bus stop pads, bicycle and pedestrian facilities as part of any transportation corridor improvement such as resurfacing and roadway construction projects.

WHEREAS, Florida Department of Transportation (FDOT) has established the FDOT Bicycle/Pedestrian Focused Initiative to include the Secretary’s Pedestrian Safety Initiative; and

WHEREAS, Florida Department of Transportation (FDOT) has established Florida Bicycle and Pedestrian Partnership Council (BPPC); and

WHEREAS, the BPPC has recommended FDOT and its partners should pursue opportunities to contribute to full implementation of bicycle and pedestrian connections in all transportation policy and project planning; and

WHEREAS, these opportunities include continuing to ensure that all new transportation corridors, and to the extent possible new and improved facilities within existing corridors, include provision for bicycle and pedestrian facilities and working with metropolitan planning organizations (MPOs) and other regional entities to promote the development of bicycle and pedestrian plans; and

THEREFORE, BE IT RESOLVED BY THE CRTPA THAT:

It is the CRTPA’s policy that the provision for bicycle and pedestrian facilities as well as bus stop pads be included as part of any transportation corridor improvement and that staff ensure the application of this policy to all projects under its purview.

DULY PASSED AND ADOPTED THIS 14th DAY OF APRIL 2014

Capital Region Transportation Planning Agency

By: _____
Randy Merritt, Chair

Attest: _____
Harry D. Reed III,
Executive Director



April 14, 2014

AGENDA ITEM 4 C

CAPITAL CITY TO THE SEA TRAILS MASTER PLAN

REQUESTED BY: CRTPA Staff

TYPE OF ITEM: Action

STATEMENT OF ISSUE

The Capital City to the Sea Trails Master Plan began in March of 2013. In the past year the consultant and CRTPA staff has worked towards the development of the Master Plan including project assessment and ultimately project ranking to provide direction to the CRTPA on a staging for the initiation of Project Development and Environment (PD&E) studies. The consultant will be presenting the Final Capital City to the Sea Trails Master Plan for CRTPA Approval as well as the last video produced for the project.

CRTPA COMMITTEE RECOMMENDATION

Technical Advisory Committee (TAC)

The TAC at their February 25, 2014 meeting recommended approval of the Capital City to the Sea Trails Master Plan.

Citizens Multimodal Advisory Committee (CMAC)

The CMAC at their February 25, 2014 meeting recommended approval of the Capital City to the Sea Trails Master Plan.

RECOMMENDED ACTION

Option 1: Adopt the Capital City to the Sea Trails Master Plan and proceed with a Project Development and Environment Study (PD&E) for the US 98 Corridor.

PREVIOUS AGENDA ITEMS

November 16, 2009 – Agenda Item 4E – Capital City to the Sea Loop

June 18, 2012 – Agenda Item 2D – Capital City to the Sea Trail Local Agency Program (LAP) Agreement Authorization

January 28, 2013 – Agenda Item 6A - Capital City to the Sea Trail Consultant Selection

March 25, 2013 – Agenda Item 2G - Capital City to the Sea Trail Scope and Contract

May 20, 2013 – Agenda Item 4B – Capital City to the Sea Trails Kick-off

September 16, 2013 – Agenda Item 5E – Project Evaluation Criteria and Agency Coordination

November 18, 2014 – Agenda Item 5D – Project Assessment Approval

January 13, 2014 – Agenda Item 5B – Capital City to the Sea Contract Modification

HISTORY AND ANALYSIS

The Capital City to the Sea Trails Master Plan kicked off in March of 2013. In the past year the consultant and CRTPA has made numerous field visits, held public workshops, talked to stakeholders, and presented materials to the CRTPA to ensure that this project had plenty of input from citizens, and trail professionals.

The Capital City to the Sea Trails Master Plan is only the first step in the development of this major trail system. The Capital City to the Sea Trails Master Plan can be found at:

<http://www.crtpa.org/files/84061493.pdf>

Additionally, the Appendices for the Capital City to the Sea Trails Master Plan can be found at:

<http://www.crtpa.org/files/84061536.pdf>

This document will be used as the foundation for the development of Project Development and Environment (PD&E) Studies that will follow. The consultant and CRTPA staff is working on efforts to move the first priority, the US 98 corridor trail into PD&E phase.

NEXT STEPS

After approval of the Capital City to the Sea Trails Master Plan, CRTPA staff will be working with the consultant to move into Phase 2 of the project which is the Project Development and Environment (PD&E) study for the US 98 corridor, shown as ***Attachment 1***.

OPTIONS

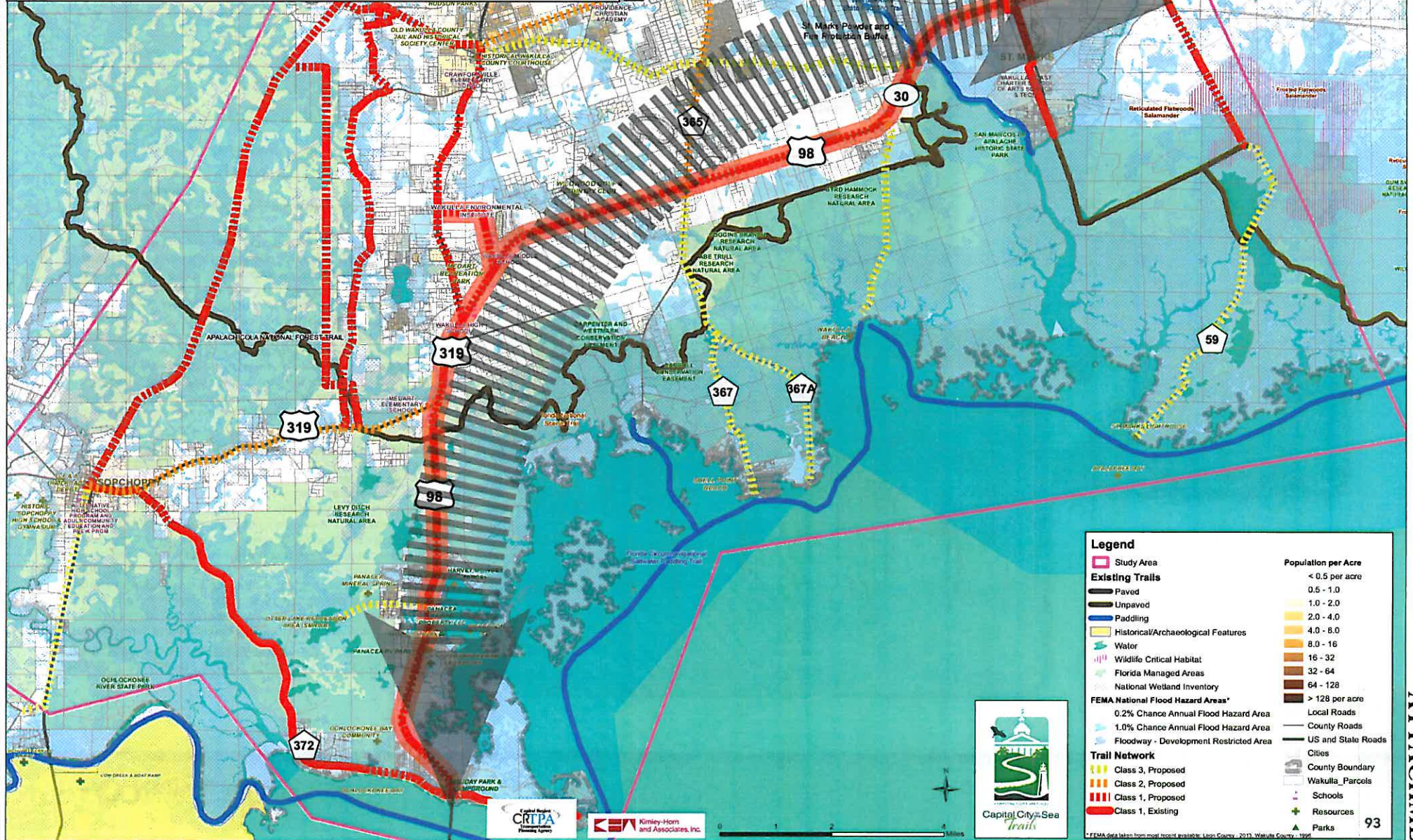
Option 1: Adopt the Capital City to the Sea Trails Master Plan and proceed with a Project Development and Environment Study (PD&E) for the US 98 Corridor.
(RECOMMENDED).

Option 2: Provide other direction.

ATTACHMENTS

Attachment 1: US 98 Corridor Trail

FIGURE 50: U.S. 98 FROM C.R. 59 TO OCHLOCKONEE BAY TRAIL (SURF ROAD) WITH TCC WEI CONNECTOR TRAIL



RECOMMENDATIONS

PROJECT 1: U.S. 98 FROM C.R. 59 TO OCHLOCKONEE BAY TRAIL (SURF ROAD) WITH TCC WEI CONNECTOR TRAIL

This Class 1 Trail segment ranked highest among all corridors based on several factors. C.R. 59 (the eastern terminus for this segment) is the entrance into the St. Marks National Wildlife Refuge, a popular destination for residents and visitors to the region. The St. Marks National Wildlife Refuge has picnic areas, kayak launches, the St. Marks Historic Light House, unpaved trails, and much more that makes this one of top attractions in the study area. The existing St. Marks Trail connects to this proposed segment of CC2ST so trail users would be able to travel from the City of Tallahassee to the coast. Ochlockonee Bay Trail (OBT) (the western terminus for this segment) follows along Surf Road. Some segments of OBBT have been constructed; the remainder of OBBT is anticipated to be completed by 2019. The coastal communities of Panacea and the City of St. Marks are located along this segment, and, once OBBT is complete, the City of Sopchoppy will also be accessible via this connection.

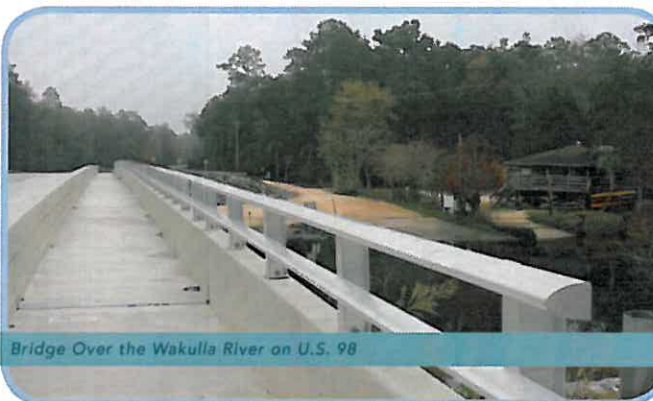
Another reason this segment was the highest ranked project is its accessibility to schools. Entrances into Medart Elementary School, Wakulla Middle School, and Wakulla High School are located along U.S. 98. This segment will allow students and faculty to access the schools along this segment of the network. Other resources located along this segment are Woolley Park, Newport Park, and Medart Recreation Park, and Wildwood Golf and Country Club. This segment also parallels part of the Florida National Scenic Trail and crosses over the Wakulla River State Paddling Trail. While this corridor is separate from the Florida National Scenic Trail, some amenities such as trailheads and parking could benefit both trails. Included in this segment is the connector trail into the TCC WEI, potentially a top attraction in Wakulla County in coming years. The total length of this segment is approximately 27 miles.

Potential alternatives for this segment that may be evaluated during the PD&E process include:

- Shared-use path along U.S. 98
- Designated bicycle lanes along U.S. 98
- No build alternative



St. Marks National Wildlife Refuge



Bridge Over the Wakulla River on U.S. 98



Signage in St. Marks



April 14, 2014

AGENDA ITEM 4 D

CAPITAL CITY TO THE SEA TRAILS PROJECT DEVELOPMENT AND ENVIRONMENT (PD&E) STUDY LOCAL AGENCY PROGRAM SUPPLEMENTAL AGREEMENT

REQUESTED BY: CRTPA Staff

TYPE OF ITEM: Action

STATEMENT OF ISSUE

CRTPA staff is seeking approval of a Local Agency Program Supplemental Agreement, shown as ***Attachment 1***, to fully fund the US 98 Corridor Trail from the Capital City to the Sea Trails project, and to allow the Chair to execute and Executive Director to administer the Capital City to the Sea Trails US 98 Corridor Project Development and Environment Study (PD&E) as approved in Agenda Item 4C.

RECOMMENDED ACTION

- Option 1: Authorize the Chair to execute and Executive Director to administer the Local Agency Program Supplemental Agreement for the PD&E Study for the Capital City to the Sea Trails US 98 Corridor Trail.
- Option 2: Authorize the Chair to execute and Executive Director to administer the Amendment to the Consultant Contract for the Capital City to the Sea Trails US 98 Corridor Trail PD&E Study.

PREVIOUS AGENDA ITEMS

November 16, 2009 – Agenda Item 4E - Capital City to the Sea Loop
June 18, 2012 – Agenda Item 2D - Capital City to the Sea Trail Local Agency Program (LAP) Agreement Authorization
January 28, 2013 – Agenda Item 6A - Capital City to the Sea Trail Consultant Selection
March 25, 2013 – Agenda Item 2G - Capital City to the Sea Trail Scope and Contract
May 20, 2013 – Agenda Item 4B - Capital City to the Sea Trails Kick-off
September 16, 2013 – Agenda Item 5E - Project Evaluation Criteria and Agency Coordination
November 18, 2014 – Agenda Item 5D - Project Assessment Approval
January 13, 2014 – Agenda Item 5B - Capital City to the Sea Contract Modification
March 10, 2014 - Agenda Item 4C - Capital City to the Sea Trails Master Plan

HISTORY AND ANALYSIS

The second phase of the Capital City to the Sea Trails project is completing the environmental documentation, known as the Project Development and Environment (PD&E) phase, for the top

priorities. The original Local Agency Program (LAP) agreement estimated the cost of the Master Plan and PD&E for both Leon County and Wakulla County at \$1,100,000 combined. The cost of the Master Plan contract is \$694,516.00, leaving \$405,484.00 for the PD&E Study. Therefore, CRTPA sought additional funds to completely fund the first Capital City to the Sea Trails PD&E Study for the US 98 Corridor Trail, which will cost \$500,000 (Shown as **Attachment 2**). This left a shortfall in funding for the project of approximately \$150,000.

At the request of CRTPA staff, the Florida Department of Transportation (FDOT) was able to fulfill the request for additional funds of \$150,000. In order to add these funds to the project the FDOT has provided a Local Agency Program (LAP) Supplemental Agreement, shown as **Attachment 1**.

NEXT STEPS

After approval of the LAP Supplemental Agreement CRTPA and execution of the PD&E Study, staff and the consultant will begin work on the US 98 Corridor PD&E Study.

OPTIONS

- Option 1: Amend the Consultant Contract to include the Local Agency Program Supplemental Agreement Funds (\$150,000). (RECOMMENDED).
- Option 2: Authorize the Chair to execute and Executive Director to administer the Project Development and Environment Study for the Capital City to the Sea Trails US 98 Corridor Trail. (RECOMMENDED).
- Option 3: Provide other direction.

ATTACHMENT

- Attachment 1: Local Agency Program Supplemental Agreement
- Attachment 2: PD&E Budget
- Attachment 3: LAP Resolution
- Attachment 3: PD&E Resolution.

SUPPLEMENTAL NO. 1 DUNS NO.	STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION LOCAL AGENCY PROGRAM SUPPLEMENTAL AGREEMENT	FPN 430146-1-28-01 CONTRACT NO. AQ057
-----------------------------------	---	--

The Florida Department of Transportation _____ desires to supplement the original Agreement entered into and executed on June 28, 2012 as identified above. All provisions in the original Agreement and supplements, if any, remain in effect except as expressly modified by this supplement.

The changes to the Agreement and supplements, if any, are described as follows:

PROJECT DESCRIPTION

Name Capital City to Sea Multi-Use Trail Study Length _____

Termini Leon County South to Wakulla County

Description of Work:

This project is for the development of a feasibility study and a PD&E Study for pedestrian/bicycle facilities that will connect to the St. Marks Trail and to the GFA Trail into Wakulla County. Phase I of the project will be for the feasibility study and Phase II will be for the PD&E Study.

Reason for Supplement and supporting engineering and/or cost analysis:

Funds added to the LAP Agreement to cover additional costs related to completing the PD&E Study.

ADJUSTED EXHIBIT B SCHEDULE OF FUNDING

Page 2 of 3

SUPPLEMENTAL NO. 1 DUNS NO.	STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION LOCAL AGENCY PROGRAM SUPPLEMENTAL AGREEMENT	FPN 430146-1-28-01 CONTRACT NO. AQO57
-----------------------------------	---	--

TYPE OF WORK By Fiscal Year	FUNDING				
	(1) PREVIOUS TOTAL PROJECT FUNDS	(2) ADDITIONAL PROJECT FUNDS	(3) CURRENT TOTAL PROJECT FUNDS	(4) TOTAL AGENCY FUNDS	(5) TOTAL STATE & FEDERAL FUNDS
Planning					
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
Total Planning Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Project Development & Environment (PD&E)					
FY: 2012	\$550,000.00	\$0.00	\$550,000.00	\$0.00	\$550,000.00
FY: 2013	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FY: 2014	\$0.00	\$150,000.00	\$150,000.00	\$0.00	\$150,000.00
FY: 2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FY: 2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FY: 2017	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total PD&E Cost	\$550,000.00	\$150,000.00	\$700,000.00	\$0.00	\$700,000.00
Design					
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
Total Design Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Right-of-Way					
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
Total Right-of-Way Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction					
FY: 2012	_____	_____	_____	_____	_____
FY: 2013	_____	_____	_____	_____	_____
FY: 2014	_____	_____	_____	_____	_____
FY: 2015	_____	_____	_____	_____	_____
FY: 2016	_____	_____	_____	_____	_____
FY: 2017	_____	_____	_____	_____	_____
Total Construction Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Engineering and Inspection (CEI)					
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
Total CEI Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Construction & CEI Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL COST OF THE PROJECT	\$550,000.00	\$150,000.00	\$700,000.00	\$0.00	\$700,000.00

ATTACHMENT 1

525-010-32
PRODUCTION SUPPORT
09/11

Page 3 of 3

SUPPLEMENTAL NO. 1 DUNS NO.	STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION LOCAL AGENCY PROGRAM SUPPLEMENTAL AGREEMENT	FPN 430146-1-28-01 CONTRACT NO. AQO57
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IN WITNESS WHEREOF, the parties have caused these presents to be executed the day and year first above written.

AGENCY Capital Region Planning Agency

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

By: _____
Name:
Title:

By: _____
Name: Jason D. Peters, P.E.
Title: Director of Transportation Development

Attest: _____
Name:
Title:

Attest: _____
Name:
Title:

Date: _____

Date: _____

Legal Review:

EXHIBIT B
Project Budget
Capital City to the Sea Trails Master Plan and PD&E

Phase I - Master Plan		
Task		Budget
Task 1	Data Collection, Document Review & Potential Connections	\$32,099
Task 2	Needs and Benefits	\$46,230
Task 3	Public and Stakeholder Involvement	\$303,010
Task 4	Alternatives Analysis	\$150,473
Task 5	Alternatives Evaluation	\$36,418
Task 6	Estimated Costs and Financial Feasibility	\$36,958
Task 7	Promotional Video Production	\$33,249
Task 8	Master Plan Documentation	\$56,079
Sub-Total		\$694,516
Phase II - PD&E		
Task		Budget
Task 1	Data Collection and Documentation	\$44,015
Task 2	Alternatives Development and Analysis	\$121,492
Task 3	Public Involvement & Agency Coordination	\$132,439
Task 4	Preferred Alternative	\$103,521
Task 5	PD&E Documentation	\$98,533
Sub-Total		\$500,000
Phase III - Marketing Plan		
Task		Budget
Task 1	Marketing Plan	\$48,270
Sub-Total		\$48,270
Total		\$1,242,786



CRTPA Resolution 2014-04-4D-1

A RESOLUTION of the Capital Region Transportation Planning Agency, hereby referred to as the CRTPA, authorizing the execution of a Local Agency Program Supplemental Agreement between the CRTPA and Florida Department of Transportation, hereby referred to as the FDOT for additional funds for the Capital City to the Sea Trails US 98 Corridor Trail PD&E Study.

WHEREAS, the CRTPA wishes to develop a Capital City to the Sea Trails US 98 Corridor Trail PD&E Study; and

WHEREAS, the FDOT has agreed to provide additional fund for the completion of the Capital City to the Sea Trails US 98 Corridor Trail PD&E Study,

NOW THEREFORE, BE IT RESOLVED BY THE CRTPA THAT:

1. The CRTPA has the authority to enter into a Local Agency Program Supplemental Agreement.
2. The CRTPA will have the Local Agency Program Supplemental Agreement reviewed by its legal counsel for form and content prior to execution.
3. The CRTPA authorizes the Chair to execute and the Executive Director to administer the Local Agency Program Supplemental Agreement to complete the Capital City to the Sea Trails US 98 Corridor Trail PD&E Study.

DULY PASSED AND ADOPTED THIS 14th DAY OF APRIL 2014.

Capital Region Transportation Planning Agency

By: _____
Randy Merritt, Chair

Attest: _____
Harry D. Reed III,
Executive Director



CRTPA Resolution 2014-04-4D-2

A RESOLUTION of the Capital Region Transportation Planning Agency, hereby referred to as the CRTPA, authorizing the execution of an amendment to the Consultant Contract between the CRTPA and Kimley-Horn and Associates, hereby referred to as the Consultant, for additional funds for the Capital City to the Sea Trails US 98 Corridor Trail Project Development and Environment (PD&E) Study.

WHEREAS, the CRTPA wishes to develop a Capital City to the Sea Trails US 98 Corridor Trail PD&E Study; and

WHEREAS, the FDOT has agreed to provide additional fund for the completion of the Capital City to the Sea Trails US 98 Corridor Trail PD&E Study,

WHEREAS, approval of funding necessary to complete the project requires an amendment to the Consultant Contract,

NOW THEREFORE, BE IT RESOLVED BY THE CRTPA THAT:

1. The CRTPA has the authority to enter into a PD&E Study for the US 98 Corridor Trail.
2. The CRTPA will have the Consultant Contract reviewed by its legal counsel for form and content prior to execution.
3. The CRTPA authorizes the Chair to execute and the Executive Director to administer the Consultant Contract to complete the Capital City to the Sea Trails US 98 Corridor Trail PD&E Study.

DULY PASSED AND ADOPTED THIS 14th DAY OF APRIL 2014.

Capital Region Transportation Planning Agency

By: _____
Randy Merritt, Chair

Attest: _____
Harry D. Reed III,
Executive Director

April 14, 2014



AGENDA ITEM 5

EXECUTIVE DIRECTOR'S REPORT

REQUESTED BY: Staff

TYPE OF ITEM: Information

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

- Take Aways from the New Partners for Smart Growth Conference, February 13-15, 2014, Denver, CO (**See Attachment 1**)
- MPOAC Meeting – January 23, 2014, Orlando, FL
 - Items of note from the meeting were:
 - MPOAC Summary of State Legislation – includes changing MPO governing board membership size from 19-25 (**See Attachment 2**)
 - MPO Federal Planning (PL) Funds being reduced due to creation of new MPO areas in the state. Allocation of PL funds will be subject of a MPOAC Policy and Technical Subcommittee meeting in April.
 - MPOAC Weekend Institute training reminder. Weekends are March 28-30, 2014 in Orlando and May 30-June 1, 2014 in Tampa. Any CRTPA Board member that is interested in attending can contact Yulonda Mitchell at 891-6817.
 - CRTPA Executive Director was elected as Vice Chair of the MPOAC Staff Directors' Advisory Committee
 - A complete copy of the MPOAC Agenda can be found at the web link below
<http://www.mpoac.org/meetings/012314.shtml>
- Bike Month Activities – May 2014 (**See Attachment 3**)

Take Aways from the New Partners for Smart Growth Conference
February 13-15, 2014
Denver, CO

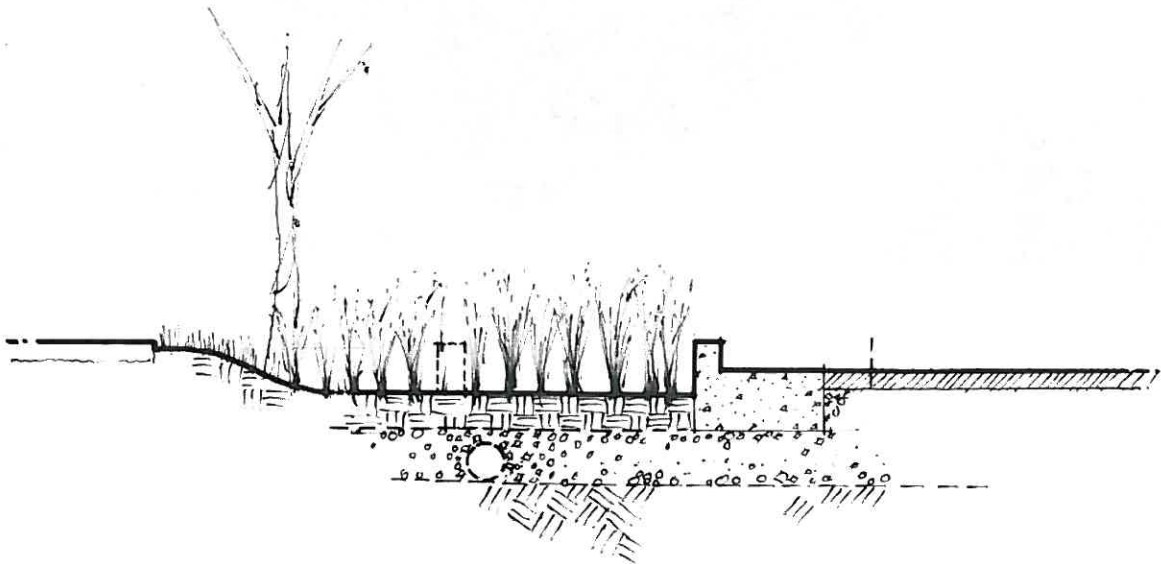
I attended this conference to present the Sustainable Communities Calculator and how it functions. In addition to my presentation, there were several other presentations on region fiscal impact models. The CRTPA calculator has less in depth analytics and appears to be the easiest for the public to utilize.

While at the conference, I attended a number of other sessions and came away with several ideas and thoughts that may have application in our region.

1. Use of Green Infrastructure – One session discussed how to utilize rain gardens in ditches and develop sidewalks next to them (see attached pictures). In addition, there was a discussion on development of low stress bikeways.
2. Planning for Natural Disasters – Session presenters discussed how implementing smart-growth approaches have made their communities and residents more resilient in minimizing, preparing for and surviving the impacts of natural disasters – and reducing their effects on local economies, jobs and quality of life.
3. Plan Ahead for Redevelopment
 - Design parking garages to convert to condos or apartments.
 - Use space between buildings as public spaces.
 - Streets are public domain not just for autos
 - Redirect development to existing infill
 - Plan for people
4. School Siting – Session discuss siting and layout of a school to promote walkability. Accepted maximum walking distances were discussed.
 - Elementary School – ½ mile
 - Middle School – 1 mile
 - High School – 1 ½ mile
5. Health is a Byproduct of Smart Growth - Healthier food and more physical exercise – and building communities for people, not cars – are among the best long-term prescriptions to ensure good health. By creating more walkable communities, good transportation networks and better access to healthy food, we can also generate new business, job opportunities and a healthier quality of life.
6. Remaking Streets for Better Outcomes - Communities large and small across the country are achieving impressive safety, mobility, equity, and livability outcomes by redesigning their streets to better serve the people who use them. This session highlighted high impact strategies that can be implemented quickly and affordably, from lane restriping and conversions of street right-of-way to plaza space, to curb bump-outs and street amenities like landscaping and public art that can be rolled out within a few weeks or months. Seattle has a guidebook for right-sizing streets which I will attempt to get a copy.
7. EPA National Awards for Smart Growth Achievement – Cascades Park should be submitted for this award in 2014. It is as good as any project I saw that got this award for 2013.

Rain Garden Swales and Sidewalks







MPOAC Summary of State Legislation

Attachment 2

2014 Bills (21)

January 23, 2014

Num	Title	Sponsor	
HB 0003 (S: 0136)	Relating to Freight Logistics Zones Freight Logistics Zones: Defines "freight logistics zone"; authorizes county or two or more contiguous counties to designate geographic area(s) within its jurisdiction as freight logistics zone; requires adoption of strategic plan which must include certain information; provides that certain projects within freight logistics zones may be eligible for priority in state funding & certain incentive programs; provides evaluation criteria for freight logistics zones. Effective Date: July 1, 2014 08/19/13 HOUSE Filed 10/07/13 HOUSE Referred to Transportation & Highway Safety Subcommittee; Transportation & Economic Development Appropriations Subcommittee; Economic Affairs Committee 10/07/13 HOUSE Now in Transportation & Highway Safety Subcommittee 12/20/13 HOUSE On Committee agenda - Transportation & Highway Safety Subcommittee, 01/09/14, 9:00 am, 404 H 01/09/14 HOUSE Favorable with CS by Transportation & Highway Safety Subcommittee; 13 Yeas, 0 Nays 01/13/14 HOUSE Committee Substitute Text (C1) Filed 01/16/14 HOUSE Now in Transportation & Economic Development Appropriations Subcommittee	Ray	01/16/14
HB 0005 (C: 0352)	Relating to Traffic Safety Traffic Safety: Creates Minor Traffic Safety Act; prohibits use of electronic communications devices by drivers younger than 18 years of age; provides for voluntary contributions to AAA Foundation for Traffic Safety on driver license applications. Effective Date: January 1, 2015 08/19/13 HOUSE Filed 10/07/13 HOUSE Referred to Transportation & Highway Safety Subcommittee; Transportation & Economic Development Appropriations Subcommittee; Economic Affairs Committee 10/07/13 HOUSE Now in Transportation & Highway Safety Subcommittee	Slosberg	10/07/13
HB 0013	Relating to Rental Car Surcharges Rental Car Surcharges: Authorizes counties to impose an additional surcharge on lease or rental of motor vehicles; requires referendum approval. Effective Date: July 1, 2014 08/22/13 HOUSE Filed 10/07/13 HOUSE Referred to Transportation & Highway Safety Subcommittee; Finance & Tax Subcommittee; Economic Affairs Committee 10/07/13 HOUSE Now in Transportation & Highway Safety Subcommittee	Stewart	10/07/13
HB 0061 (I: 0156)	Relating to Motor Vehicle License Taxes Motor Vehicle License Taxes: Reduces service charge imposed on application for original or duplicate license plate, or transfer of specified registration stickers or certificates; reduces fee collected for motor vehicle registration; reduces surcharges imposed on license tax. Effective Date: September 1, 2014 09/18/13 HOUSE Filed 10/07/13 HOUSE Referred to Finance & Tax Subcommittee; Transportation & Highway Safety Subcommittee; Appropriations Committee 10/07/13 HOUSE Now in Finance & Tax Subcommittee 01/06/14 Bill to be Discussed During the Office of EDR's Revenue Estimating Impact Conference, 01/10/14, 10:00 am, 117 K (No Votes Will Be Taken)	Hill	01/06/14
SB 0102 (S: 0055 0183)	Relating to Drivers Leaving the Scene of a Crash Drivers Leaving the Scene of a Crash; Creating the "Aaron Cohen Life Protection Act"; requiring the driver of a vehicle involved in a crash that results in serious bodily injury to a person to immediately stop the vehicle and remain at the scene of the crash; providing that a person commits a felony of the second degree if he or she fails to stop the vehicle and remain at the scene of the crash; requiring the court to revoke for at least 3 years the driver license of a person convicted of leaving the scene of a crash involving injury, serious bodily injury, or death, etc. Effective Date: 7/1/2014 08/19/13 SENATE Filed 09/11/13 SENATE Referred to Transportation; Criminal Justice; Appropriations Subcommittee on Transportation, Tourism, and Economic Development; Appropriations 12/19/13 SENATE On Committee agenda - Transportation, 01/09/14, 9:00 am, 37 S 01/09/14 SENATE Favorable with CS by Transportation; 10 Yeas, 0 Nays 01/13/14 SENATE Committee Substitute Text (C1) Filed 01/13/14 SENATE Now in Criminal Justice	Diaz de la Portilla	01/13/14
SB 0136 (S: 0003)	Relating to Freight Logistics Zones Freight Logistics Zones; Defining the term "freight logistics zone"; authorizing a county, or two or more contiguous counties, to designate a geographic area or areas within its jurisdiction as a freight logistics zone; requiring the adoption of a strategic plan that must include certain information; providing that certain projects within freight logistics zones may be eligible for priority in state funding and certain incentive programs; providing evaluation criteria for freight logistics zones, etc. Effective Date: 7/1/2014 08/28/13 SENATE Filed 09/11/13 SENATE Referred to Transportation; Community Affairs; Appropriations Subcommittee on Transportation, Tourism, and Economic Development; Appropriations 10/28/13 SENATE On Committee agenda - Transportation, 11/07/13, 9:00 am, 37 S 11/07/13 SENATE Favorable with CS by Transportation; 8 Yeas, 0 Nays 11/08/13 SENATE Committee Substitute Text (C1) Filed 11/14/13 SENATE Reference to Community Affairs removed; Reference to Commerce and Tourism added; Remaining references: Commerce and Tourism; Appropriations Subcommittee on Transportation, Tourism, and Economic Development; Appropriations 11/14/13 SENATE Now in Commerce and Tourism	Ring	11/14/13
SB 0144	Relating to Traffic Infraction Detectors	Brandes	09/25/13

(S: 4009)	<p>Traffic Infraction Detectors; Repealing provisions relating to the installation and use of traffic infraction detectors to enforce specified provisions when a driver fails to stop at a traffic signal; amending provisions relating to distribution of proceeds, enforcement by traffic infraction enforcement officers using such detectors, procedures for disposition of citations, compliance, registration and renewal of license plates, and penalties, etc. Effective Date: Upon becoming a law.</p> <p>09/04/13 SENATE Filed</p> <p>09/25/13 SENATE Referred to Transportation; Appropriations Subcommittee on Transportation, Tourism, and Economic Development; Appropriations</p>		
SB 0156	Relating to Motor Vehicle License Taxes	Negron	01/09/14
(I: 0061)	<p>Motor Vehicle License Taxes; Reducing the service charge imposed on an application for an original or duplicate license plate, or transfer of specified registration stickers or certificates; reducing a fee collected for a motor vehicle registration; reducing surcharges imposed on a license tax; reenacting and amending provisions relating to special vehicle license plates for the Governor and federal and state legislators, etc. Effective Date: 9/1/2014</p> <p>09/12/13 SENATE Filed</p> <p>09/25/13 SENATE Referred to Transportation; Appropriations Subcommittee on Transportation, Tourism, and Economic Development; Appropriations</p> <p>09/30/13 SENATE On Committee agenda - Transportation, 10/09/13, 4:00 pm, 37 S</p> <p>10/09/13 SENATE Favorable by Transportation; 9 Yeas, 0 Nays</p> <p>10/10/13 SENATE Now in Appropriations Subcommittee on Transportation, Tourism, and Economic Development</p> <p>12/19/13 SENATE On Committee agenda - Appropriations Subcommittee on Transportation, Tourism, and Economic Development, 01/09/14, 1:00 pm, 110 S</p> <p>01/06/14 Bill to be Discussed During the Office of EDR's Revenue Estimating Impact Conference, 01/10/14, 10:00 am, 117 K (No Votes Will Be Taken)</p> <p>01/09/14 SENATE Favorable by Appropriations Subcommittee on Transportation, Tourism, and Economic Development; 11 Yeas, 0 Nays</p> <p>01/09/14 SENATE Now in Appropriations</p>		
HB 0183	Relating to Drivers Leaving the Scene of a Crash	Nelson	11/22/13
(S: 0102) (I: 0055)	<p>Drivers Leaving the Scene of a Crash: Designates act as "Aaron Cohen Life Protection Act"; requires driver of vehicle involved in crash that results in serious bodily injury to a person to immediately stop vehicle & remain at scene of crash; provides penalties. Effective Date: July 1, 2014</p> <p>10/16/13 HOUSE Filed</p> <p>11/22/13 HOUSE Referred to Transportation & Highway Safety Subcommittee; Criminal Justice Subcommittee; Justice Appropriations Subcommittee; Economic Affairs Committee</p> <p>11/22/13 HOUSE Now in Transportation & Highway Safety Subcommittee</p>		
SB 0230	Relating to Orlando-Orange County Expressway Authority	Simmons	01/13/14
(S: 0311)	<p>Orlando-Orange County Expressway Authority; Renaming the Orlando-Orange County Expressway System as the "Central Florida Expressway System"; providing for the transfer of governance and control, legal rights and powers, responsibilities, terms, and obligations to the authority; extending, to 99 years from 40 years, the term of a lease-purchase agreement; limiting the authority's authority to enter into a lease-purchase agreement; removing the authority and criteria for an authority to waive payment and performance bonds for certain public works projects that are awarded pursuant to an economic development program, etc. Effective Date: 7/1/2015</p> <p>10/02/13 SENATE Filed</p> <p>10/10/13 SENATE Referred to Transportation; Community Affairs; Appropriations</p> <p>12/19/13 SENATE On Committee agenda - Transportation, 01/09/14, 9:00 am, 37 S</p> <p>01/09/14 SENATE Favorable with CS by Transportation; 10 Yeas, 0 Nays</p> <p>01/13/14 SENATE Committee Substitute Text (C1) Filed</p> <p>01/13/14 SENATE Now in Community Affairs</p>		
HB 0311	Relating to Orlando-Orange County Expressway Authority	Nelson	12/13/13
(S: 0230)	<p>Orlando-Orange County Expressway Authority: Creates Central Florida Expressway Authority; provides for that authority to assume governance & control of Orlando-Orange County Expressway Authority System; revises membership of Wekiva River Basin Commission; provides criteria for transfer of Osceola County Expressway System to Central Florida Expressway Authority. Effective Date: July 1, 2015</p> <p>11/14/13 HOUSE Filed</p> <p>12/13/13 HOUSE Referred to Transportation & Highway Safety Subcommittee; Local & Federal Affairs Committee; Transportation & Economic Development Appropriations Subcommittee; Economic Affairs Committee</p> <p>12/13/13 HOUSE Now in Transportation & Highway Safety Subcommittee</p>		
SB 0322	Relating to Use of Wireless Communications Devices while Driving	Sachs	11/07/13
(S: 0539)	<p>Use of Wireless Communications Devices while Driving; Removing provisions that limit law enforcement of the Florida Ban on Texting While Driving Law to a secondary action, etc. Effective Date: 10/1/2014</p> <p>10/25/13 SENATE Filed</p> <p>11/07/13 SENATE Referred to Transportation; Communications, Energy, and Public Utilities; Judiciary</p>		
HB 0353	Relating to Expressway Authorities	Núñez	12/16/13
	<p>Expressway Authorities: Revises provisions for toll rate adjustments to limit applicability to specified authorities; revises membership provisions for certain authorities; revises authority of certain authorities to impose tolls & incur debt; requires periodic audits of certain authorities; revises authority of certain authorities to issue bonds. Effective Date: upon becoming a law</p> <p>11/27/13 HOUSE Filed</p> <p>12/16/13 HOUSE Referred to Transportation & Highway Safety Subcommittee; Transportation & Economic Development Appropriations Subcommittee; Economic Affairs Committee</p> <p>12/16/13 HOUSE Now in Transportation & Highway Safety Subcommittee</p>		

SB 0392	Relating to State Speed Zones	Brandes	01/16/14
	State Speed Zones; Raising the maximum allowable speed limit on certain highways; increasing the maximum allowable speed limit on roadways under the jurisdiction of the Department of Transportation, etc. Effective Date: 7/1/2014 11/12/13 SENATE Filed 12/09/13 SENATE Referred to Transportation; Community Affairs; Appropriations 01/06/14 SENATE On Committee agenda - Transportation, 01/16/14, 9:00 am, 37 S 01/16/14 SENATE Favorable by Transportation; 6 Yeas, 1 Nay 01/16/14 SENATE Now in Community Affairs		
SB 0454	Relating to Child Safety Devices In Motor Vehicles	Altman	12/11/13
(C: 0225 0518)	Child Safety Devices in Motor Vehicles; Providing child restraint requirements for children age 7 years or younger who are less than a specified height; redefining the term "motor vehicle" to exclude certain vehicles from such requirements; requiring a law enforcement officer to issue a warning and give educational literature to an operator of a motor vehicle during the grace period under certain circumstances, etc. Effective Date: Except as otherwise expressly provided in this act, this act shall take effect July 1, 2014 12/02/13 SENATE Filed 12/11/13 SENATE Referred to Transportation; Children, Families, and Elder Affairs; Judiciary; Appropriations		
SB 0484	Relating to Rental Car Sales and Use Tax Surcharges	Braynon	12/18/13
(S: 0343)	Rental Car Sales and Use Tax Surcharges; Providing that the surcharge for car-sharing services shall be imposed on an hourly basis rather than a daily basis; defining the term "car-sharing service", etc. Effective Date: 7/1/2014 12/09/13 SENATE Filed 12/18/13 SENATE Referred to Commerce and Tourism; Appropriations Subcommittee on Finance and Tax; Appropriations		
HB 0553	Relating to Traffic Control Devices	McBurney	01/16/14
(L: 0555)	Traffic Control Devices: Provides conditions for use of automated traffic law enforcement system; preempts to state regulation of use of automated traffic law enforcement systems to record vehicle speeds; provides for consideration of certain defenses to notice of or citation for violation; provides for liability when motor vehicle involved in violation is leased vehicle; requires statistical analysis to assess safety impact of such system. Effective Date: July 1, 2014 01/09/14 HOUSE Filed 01/16/14 HOUSE Referred to Transportation & Highway Safety Subcommittee; Transportation & Economic Development Appropriations Subcommittee; Economic Affairs Committee 01/16/14 HOUSE Now in Transportation & Highway Safety Subcommittee		
HB 4009	Relating to Traffic Infraction Detectors	Artiles	11/05/13
(S: 0144)	Traffic Infraction Detectors: Repeals provisions relating to installation & use of traffic infraction detectors to enforce specified provisions when driver fails to stop at traffic signal. Effective Date: upon becoming a law 10/11/13 HOUSE Filed 11/05/13 HOUSE Referred to Economic Affairs Committee; Appropriations Committee 11/05/13 HOUSE Now in Economic Affairs Committee		
HB 7005	Relating to Department of Transportation	Transportation & Highway Safety Subcommittee	01/13/14
	Department of Transportation: Revises provisions relating to Mid-Bay Bridge Authority, traffic infraction detectors, acquisition & disposition of property, lease of property, transportation facilities that are interoperable with department's systems, mitigation of project environmental impact, & Pinellas Bayway & repeals provisions for Florida Statewide Passenger Rail Commission. Effective Date: July 1, 2014 01/13/14 HOUSE Filed (Formerly PCB THSS1)		
SB 7012	Relating to Department of Transportation	Transportation	01/16/14
	Department of Transportation; Repealing provisions relating to load limits for certain towed vehicles; authorizing the department to fund strategic airport investments; prohibiting the department from entering into a lease-purchase agreement with certain transportation authorities; revising the uses of fees generated from Alligator Alley tolls to include the cost of design and construction of a fire station that may be used by certain local governments and certain related operating costs; requiring the Department of Transportation to include funding for environmental mitigation for projects in its work program, etc. Effective Date: 7/1/2014 01/06/14 SENATE Filed 01/06/14 SENATE On Committee agenda - Transportation, 01/16/14, 9:00 am, 37 S 01/16/14 SENATE Submitted as Committee Bill by Transportation; 7 Yeas, 0 Nays		
THSS1	Relating to Department of Transportation	Transportation & Highway Safety Subcommittee	01/13/14
	PCB THSS 14-01 -- Department of Transportation. Effective Date: July 1, 2014 12/20/13 HOUSE Filed 12/20/13 HOUSE On Committee agenda - Transportation & Highway Safety Subcommittee, 01/09/14, 9:00 am, 404 H 01/09/14 HOUSE Submitted as Committee Bill with 2 Amendments by Transportation & Highway Safety Subcommittee; 10 Yeas, 3 Nays 01/13/14 HOUSE Committee Bill Filed as HB 7005		



Summary of Amendments to Section 339.175, F.S.
Metropolitan Planning Organizations

1. Increases the MPO governing board membership cap from 19 to 25 members and maintains the current bottom limit at 5 members. Increasing the membership cap provides MPOs more flexibility when they revise their membership apportionment plans based on updated census data and new or expanded urbanized area boundaries. It may also create additional membership opportunities for municipalities, counties or agencies that operate or administer a major mode of transportation and could potentially benefit MPOs that want to consolidate.
2. Clarifies and simplifies the current one-third county commission membership requirement for multi-county MPOs and single-county MPOs. Provides that multi-county MPOs meet the one-third county commission membership requirement by any combination of different numbers of county commissioners from any of the counties. Provides that single-county MPOs may be exempt from the one-third county commission membership requirement only when all members of the county commission serve on the MPO.
3. Allows general purpose local governments serving on an MPO to include one member who represents a group of general purpose local governments created through an entity created by an MPO. This would allow an entity created by an MPO that's composed of local government officials, such as an MPO created committee consisting of local governments who are not on the MPO, to serve on an MPO.
4. Changes "shall" to "may" on providing governing board voting membership to authorities or other agencies that perform transportation functions which are not under the jurisdiction of general purpose local government. This change provides the MPOs discretion in determining which authorities or other agencies should serve on an MPO Governing Board.
5. Provides that each MPO is to review the composition of its membership after each decennial census and, as necessary, reapportions its membership with the Governor. This change clarifies current law to provide that the MPO initiates the review and reapportionment of its governing board membership.
6. Provides that the Metropolitan Planning Organization Advisory Council may adopt its bylaws by action of its governing board or pursuant to the Administrative Procedure Act, ss. 120.536(1) and 120.54.

May is National Bike Month

National Bike Month offers an excellent opportunity to enjoy the outdoors and to highlight and encourage the many benefits of cycling in your community. Below is a list of events that are being planned in the Capital Region this May. The list of events is growing every day as organizations call in and report them, so please visit the Commuter Services of North Florida website frequently to stay up to date. Links to the website <http://www.commuterservices.org/> will be provided on the CRTPA webpage as well.

T.C.S. Helmet Safety Event:

This free event is being held at Tom Brown Park on Sunday, April 27, 2014 from 1 – 5 pm.

The event is organized by the Simpkins family in memory and honor of Tyler C. Simpkins, who succumbed to a brain injury he sustained while not wearing a helmet during a longboarding accident in 2013. Approximately 1000 helmets (a mixture of bicycle and skateboarding helmets) will be expertly fitted and given free of charge to attendees of the event (while supplies last). The education and outreach event will be attended and supported by a number of safety organizations including, but not limited to the TMH Neuroscience unit and TMH Trauma Unit, and will be supported through various other organizations in the way of helmet fitting services from organizations such as Commuter Services of North Florida (CSNF), Florida Department of Transportation (FDOT), Tallahassee Police Department (TPD), Leon County Community Traffic Safety Team (CTST), and the Capital Region Transportation Planning Agency (CRTPA).

Cycling Savvy Course:

This free 2-day training event is being held on Friday and Saturday, May 2nd and 3rd, 2014.

The event is being sponsored by Commuter Services of North Florida with support from CRTPA staff. The course involves a Friday evening classroom learning event followed by an “on-the-ground cycling in traffic” group event on Saturday. This course teaches people how to ride safely in traffic. Interested persons should register through the link provided on the Commuter Services of North Florida webpage, which includes details regarding class location and times. <http://www.commuterservices.org>.

Bike to School Day:

Wednesday, May 7, 2014 is Bike To School Day. Leon County Schools (Elementary) have announced that they will promote the event at their schools and have asked for support from FDOT, the CTST, and CRTPA staff. A challenge is being launched between schools to determine which school can show the most participation on Bike To School Day, with a media event planned following the event to recognize the winner.

Bike to Work Day:

The City of Tallahassee is organizing a group ride on Friday, May 9, 2014 in honor of their Bike To Work Day. The ride route will be announced on the City of Tallahassee webpage and provided on the CSNF webpage as well <http://www.commuterservices.org>.

Bike Festival and Expo.

A Bike, Health, and Safety Expo will be held on Saturday, May 10, 2014 at Cascades Park in Tallahassee. The exact time and location will be announced on the City of Tallahassee's webpage as well as the Bike Month web link on the CSNF webpage. <http://www.commuterservices.org>.

The Festival and Expo will include vendors and representatives of various bicycle, transportation, and/or safety agencies. Bicycle rodeos for elementary-aged children will be available free of charge on site and potentially organized rides from Cascades Park to area locations. Additionally, media will be in attendance to capture the presentation of a perpetual trophy to the elementary school with the most participants in Bike To School Day.

Other Activities

CSNF is developing a ***Bike Bingo Card*** to encourage cycling. The Bingo Card will have spaces for things they did in Bike To Work Weeks (2 weeks prior to the Festival)...such as "I used Bike on Bus" and "I rode my bike to work on Friday, May 9th" and "I rode my bike to such and such a vendor" (participating vendors). Participants who successfully achieve "BINGO" will be entered for a chance to win one of various donated prizes for participating vendors. CSNF is soliciting vendors to provide prizes from area businesses related to cycling as well as others who wish to support cycling and the Festival. The Bike Bingo Card can be accessed by visiting the CSNF webpage at <http://www.commuterservices.org>.



April 14, 2014

AGENDA ITEM 6

ITEMS FROM MEMBERS

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



April 14, 2014

AGENDA ITEM 7
CITIZEN COMMENT

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



April 14, 2014

AGENDA ITEM 8 A

CORRESPONDENCE

REQUESTED BY: CRTPA Staff

TYPE OF ITEM: Information

The Capital Region Transportation Planning Agency has received the following correspondence since our last meeting:

From: James T. Barfield, P.E. District Secretary, Florida Department of Transportation, Office of Work Program to Harry Reed, Executive Director, CRTPA. Re: Changes made to the Tentative Fiscal Year 2015-2019 Work Program (February 14, 2014).



Florida Department of Transportation

RICK SCOTT
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

ANANTH PRASAD, P.E.
SECRETARY

February 14, 2014

Mr. Harry Reed, Executive Director
Capital Region Transportation Planning Agency
300 S. Adams Street, A-19
Tallahassee, Florida 32301

Re: Changes made to the Tentative Fiscal 2015-2019 Work Program

Dear Mr. Reed:

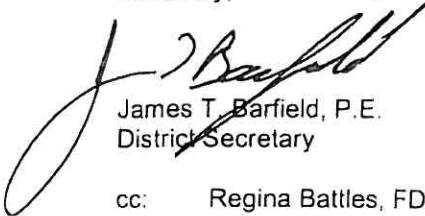
On December 3, 2013, the Department held a public hearing covering all sixteen counties in District Three and presented the Tentative Work Program for fiscal years 2015 through 2019. Following the public hearing, the Department completed the Tentative Work Program.

Since that time, additional changes to the work program have occurred including those related to the most recent Revenue Estimating Conferences. The list below shows the project changes that have occurred in Gadsden, Jefferson, Leon, and Wakulla Counties:

COUNTY	FM	SEG	DESCRIPTION	ACTION
Jefferson	403931	2	SR 57 (US 19) FROM CR 259 WAUKEENAH HWY TO C&G IN MONTICELLO	ADD
Jefferson	424608	2	SR 59 GAMBLE ROAD FROM CR 158 OLD LLOYD RD TO MAIN STREET	ADD
Leon	432137	1	SR 373 ORANGE AVENUE OVER ST. MARKS TRAIL BRIDGE NO. 550052	ADD

Should you have any questions, please contact Regina Battles, P.E., Program Manager, toll free at 1-888-638-0250 extension 1270 or via e-mail at regina.battles@dot.state.fl.us.

Sincerely,



James T. Barfield, P.E.
District Secretary

cc: Regina Battles, FDOT
Bryant Paulk, FDOT

AGENDA ITEM 8 B

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

REQUESTED BY: CRTPA Staff

TYPE OF ITEM: Information

STATEMENT OF ISSUE

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

CRTPA SUBCOMMITTEE ACTIONS

TAC and CMAC: The TAC and the CMAC met on Tuesday, February 25, 2014, and took action on the following items:

- **Minutes of the January 7, 2014 Committee Meetings** – Both committees approved their respective minutes.
- **Capital City To The Sea Trails Master Plan** – Both committees approved the Final Master Plan for the project.
- **Woodville Highway Contract and Joint Participation Agreement (JPA) Amendment** – Both committees recommended approval of the Woodville Highway Contract and JPA Amendment.
- **Draft Fiscal Year (FY) 2015-FY 2016 Unified Planning Work Program** – Both committees recommended approval of the Draft FY 2015-2016 UPWP.
- **CRTPA Resurfacing Policy** – Both committees recommended approval of the resurfacing policy with an edit to the language to add bus stop pads to the list of facilities/roadway amenities (bicycle and pedestrian facilities) to be considered as part of resurfacing and roadway construction projects under the purview of the CRTPA.

In addition, the TAC and CMAC heard presentations on and discussed the following projects:

- **Interstate 10 Group 22-01 Project Development and Environment (PD&E) Reevaluation and Interchange Studies Kickoff**
- **Year 2040 Regional Mobility Plan “Connections 2040” Kickoff**
- **Land Development Code Considerations for Roadway Amenities** – Representatives of the CMAC addressed the TAC on the topic of mobility needs for the differently-abled.

TDCB: The actions of the Transportation Disadvantaged Coordinating Boards in Gadsden, Jefferson, Leon and Wakulla Counties since the last CRTPA Board Meeting (January 13, 2014) are listed below.

Leon County Transportation Disadvantaged Coordinating Board (TDCB): The TDCB met on January 15, 2014. Issues and actions discussed at the meeting were the changes expected to the Coordinated Transportation System when Medicaid Managed Care went into effect on October 1, 2014. Star Metro gave its quarterly report detailing the number of trips made, types of trips, and other pertinent issues. Star Metro also discussed the Flex Route for the Lake Jackson area. The TDCB took action on annual updates of its Bylaws and Grievance Process. The CRTPA staff reported on the findings of the performance evaluation of Star Metro, which was found to be in compliance with all state mandated areas of evaluation.

The Wakulla County Local Coordinating Board (WCLB): The WCLB met on February 11 at the Senior Center in Crawfordville. At that meeting the CRTPA staff reviewed the adopted Local Standards of the Transportation Disadvantaged Service Plan with them and the possible impacts on those standards with the upcoming implementation of Medicaid Managed Care. CRTPA staff also discussed the April 4-6 “Stand Down” for homeless US Military Veterans and the need to locate those homeless veterans through social service agencies, congregate meal sites, churches, and other sources and provide transportation to the event. The Community Transportation Coordinator also reported on the number of trips, the types of trips made and other pertinent issues.

The Jefferson County Local Coordinating Board (JLCB): The JLCB met on February 13th at the County Annex in Monticello. At that meeting the CRTPA staff reviewed the adopted Local Standards of the Transportation Disadvantaged Service Plan with them and the possible impacts on those standards with the upcoming implementation of Medicaid Managed Care. . The Community Transportation Coordinator – Big Bend Transit – provided updated details on the impact of Medicaid Managed Care and reviewed documents that the clients would be receiving. CRTPA staff also discussed the April 4-6 “Stand Down” for homeless US Military Veterans and the need to locate those homeless veterans through social service agencies, congregate meal sites, churches, and other sources and provide transportation to the event. The CRTPA staff reported that upon their request Big Bend Transit had offered free transportation to the event. The

Community Transportation Coordinator also reported on the number of trips, the types of trips made and other pertinent issues. Subcommittees of the JLCB discussed Veteran's Transportation Issues, and need for a full time Veteran's Officer for Jefferson County. CRTPA staff reviewed the published Annual Operating Report for Jefferson County noting that there had been no accidents or injuries in almost 4 years.

The Gadsden County Local Coordinating Board (GLCB): The GLCB met on February 13th at the Public Library Main Branch in Quincy. At that meeting the CRTPA staff reviewed the adopted Local Standards of the Transportation Disadvantaged Service Plan with them and the possible impacts on those standards with the upcoming implementation of Medicaid Managed Care. . The Community Transportation Coordinator – Big Bend Transit – provided updated details on the impact of Medicaid Managed Care and reviewed documents that the clients would be receiving. CRTPA staff also discussed the April 4-6 "Stand Down" for homeless US Military Veterans and the need to locate those homeless veterans through social service agencies, congregate meal sites, churches, and other sources and provide transportation to the event. The Veteran's Service Officer was present and participating in the effort to locate these homeless veterans. The CRTPA staff reported that upon their request Big Bend Transit had offered free transportation to the event. The Community Transportation Coordinator also reported on the number of trips, the types of trips made and other pertinent issues. An additional report on the Gadsden Express and its overcrowded conditions was discussed. The CTC notified the GLCB of the actions being taken to alleviate the crowding. CRTPA staff reviewed the published Annual Operating Report for Gadsden County.

AGENDA ITEM 8 C

FUTURE MEETINGS AND AGENDA ITEMS

REQUESTED BY: CRTPA Staff

TYPE OF ITEM: Information

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

- **May 19** Draft TIP, Final UPWP
- **June 16** Final TIP
- **September 15** Priority Project Lists Adoption
- **October 20** (*CRTPA Retreat* 9 a.m. - 1 p.m.)
- **November 17** Draft Work Program, Election of Chair/Vice Chair

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



April 14, 2014

AGENDA ITEM 8 D

EXPENSE REPORTS

REQUESTED BY: CRTPA Staff

TYPE OF ITEM: Information

The following Expense Report for November 2013, December 2013, and January 2014 are attached.

CITY OF TALLAHASSEE, FLORIDA
Expenses by Department
460000
CRTPA

CRTPA
November 30, 2013

Report Date: 2013-11-30
Fiscal Year: 2014
Run Date: 15-Jan-14
Run Time: 1:33 PM

Account	Account Description	Expended This Month	Amended Budget	Budget Allotment to Date	Year to Date Expended	Pre-Encumbered	Encumbered	Unencumbered & Unexpended
Personnel Services								
511000	Salaries	19,350	410,670	68,445	38,701	--	--	371,969
511300	Salary Enhancements	--	10,104	1,684	--	--	--	10,104
511500	Temporary Wages	--	3,000	500	--	--	--	3,000
512400	Other Salary Items	--	3,000	500	--	--	--	3,000
515000	Pension- Current	2,939	42,225	7,038	5,879	--	--	36,346
515100	Pension- MAP	1,382	17,416	2,903	2,763	--	--	14,653
515500	Social Secunty	--	11,220	1,870	--	--	--	11,220
515600	Mandatory Medicare	269	5,950	992	539	--	--	5,411
516000	Health Benefits	2,075	47,338	7,890	4,150	--	--	43,188
516001	Health Benefits-Retirees	861	10,328	1,721	1,721	--	--	8,607
516100	Flex Benefits	629	17,268	2,878	1,257	--	--	16,011
Total Personnel Services		27,505	578,519	96,420	55,010	--	--	523,509
Operating Expenses								
521010	Advertising	--	4,500	750	--	--	--	4,500
521030	Reproduction	18	12,000	2,000	54	--	--	11,946
521100	Equipment Repairs	--	225	38	--	--	--	225
521160	Legal Services	--	45,000	7,500	5,658	--	920	38,423
521180	Unclassified Contractual Svcs	413	25,500	4,250	578	--	47,156	(22,234)
521190	Computer Software	--	20,000	3,333	--	--	--	20,000
522080	Telephone	44	1,000	167	44	--	--	956
523020	Food	205	1,200	200	205	--	--	995
523050	Postage	--	750	125	--	--	--	750
523060	Office Supplies	210	4,500	750	210	--	--	4,290
523080	Unclassified Supplies	--	4,500	750	--	--	--	4,500
524010	Travel & Training	1,072	13,000	2,167	1,478	--	--	11,522
524020	Journals & Books	--	600	100	--	--	--	600
524030	Memberships	--	2,500	417	--	--	500	2,000
524050	Rent Expense- Building & Offic	--	12,626	2,104	--	--	--	12,626
Total Operating Expenses		1,960	147,901	24,650	8,227	--	48,575	91,098
Allocated Accounts								
560010	Human Resource Expense	475	5,808	968	950	--	--	4,858
560020	Accounting Expense	1,128	13,624	2,271	2,256	--	--	11,368
560030	Purchasing Expense	306	3,668	611	612	--	--	3,056
560040	Information Systems Expense	2,034	24,348	4,058	4,067	--	--	20,281
560070	Revenue Collection	116	1,401	234	231	--	--	1,170
Total Allocated Accounts		4,059	48,849	8,142	8,118	--	--	40,731
Total Expenses		33,524	775,269	129,212	71,355	--	48,575	655,339
<i>Percentage of Budget</i>				<i>16.67%</i>	<i>9.20%</i>			

CITY OF TALLAHASSEE, FLORIDA
Expenses by Department
460000
CRTPA

CRTPA
December 31, 2013

Report Date: 2013-12-31
Fiscal Year: 2014
Run Date: 23-Jan-14
Run Time: 3:43 PM

Account	Account Description	Expended This Month	Amended Budget	Budget Allotment to Date	Year to Date Expended	Pre-Encumbered	Encumbered	Unencumbered & Unexpended
Personnel Services								
511000	Salaries	19,350	410,670	102,668	58,051	--	--	352,619
511300	Salary Enhancements	--	10,104	2,526	--	--	--	10,104
511500	Temporary Wages	--	3,000	750	--	--	--	3,000
512400	Other Salary Items	--	3,000	750	--	--	--	3,000
515000	Pension- Current	2,939	42,225	10,556	8,818	--	--	33,407
515100	Pension- MAP	1,382	17,416	4,354	4,145	--	--	13,271
515500	Social Security	--	11,220	2,805	--	--	--	11,220
515600	Mandatory Medicare	269	5,950	1,488	808	--	--	5,142
516000	Health Benefits	2,075	47,338	11,835	6,225	--	--	41,113
516001	Health Benefits-Retirees	861	10,328	2,582	2,582	--	--	7,746
516100	Flex Benefits	629	17,268	4,317	1,886	--	--	15,382
Total Personnel Services		27,505	578,519	144,630	82,515	--	--	496,004
Operating Expenses								
521010	Advertising	160	4,500	1,125	160	--	--	4,340
521030	Reproduction	--	12,000	3,000	54	--	--	11,946
521100	Equipment Repairs	--	225	56	--	--	--	225
521160	Legal Services	(5,658)	45,000	11,250	--	--	6,578	38,423
521180	Unclassified Contractual Svcs	4,362	25,500	6,375	4,941	--	68,467	(47,907)
521190	Computer Software	--	20,000	5,000	--	--	--	20,000
522080	Telephone	--	1,000	250	44	--	--	956
523020	Food	--	1,200	300	205	--	--	995
523050	Postage	--	750	188	--	--	--	750
523060	Office Supplies	330	4,500	1,125	540	--	--	3,960
523080	Unclassified Supplies	--	4,500	1,125	--	--	--	4,500
524010	Travel & Training	(13)	13,000	3,250	1,466	--	--	11,534
524020	Journals & Books	--	600	150	--	--	--	600
524030	Memberships	500	2,500	625	500	--	--	2,000
524050	Rent Expense- Building & Offic	--	12,626	3,157	12,626	--	--	--
Total Operating Expenses		(318)	147,901	36,975	20,536	--	75,044	52,321
Allocated Accounts								
560010	Human Resource Expense	475	5,808	1,452	1,426	--	--	4,382
560020	Accounting Expense	1,128	13,624	3,406	3,385	--	--	10,239
560030	Purchasing Expense	306	3,668	917	919	--	--	2,749
560040	Information Systems Expense	2,034	24,348	6,087	6,101	--	--	18,247
560070	Revenue Collection	116	1,401	350	347	--	--	1,054
Total Allocated Accounts		4,059	48,849	12,212	12,177	--	--	36,672
Total Expenses		31,246	775,269	193,817	115,227	--	75,044	584,997
<i>Percentage of Budget</i>				<i>25.00%</i>	<i>14.86%</i>			

CITY OF TALLAHASSEE, FLORIDA
Expenses by Department
460000
CRTPA

CRTPA
January 31, 2014

Report Date: 2014-01-31
Fiscal Year: 2014
Run Date: 10-Feb-14
Run Time: 2:17 PM

Account	Account Description	Expended This Month	Amended Budget	Budget Allotment to Date	Year to Date Expended	Pre-Encumbered	Encumbered	Unencumbered & Unexpended
Personnel Services								
511000	Salaries	65,066	410,670	136,890	123,117	--	--	287,553
511300	Salary Enhancements	--	10,104	3,368	--	--	--	10,104
511500	Temporary Wages	--	3,000	1,000	--	--	--	3,000
512400	Other Salary Items	--	3,000	1,000	--	--	--	3,000
515000	Pension- Current	4,409	42,225	14,075	13,227	--	--	28,998
515100	Pension- MAP	2,072	17,416	5,805	6,217	--	--	11,199
515500	Social Security	--	11,220	3,740	--	--	--	11,220
515600	Mandatory Medicare	413	5,950	1,983	1,221	--	--	4,729
516000	Health Benefits	3,296	47,338	15,779	9,521	--	--	37,817
516001	Health Benefits-Retirees	861	10,328	3,443	3,443	--	--	6,885
516100	Flex Benefits	943	17,268	5,756	2,829	--	--	14,439
Total Personnel Services		77,060	578,519	192,640	159,575	--	--	418,944
Operating Expenses								
521010	Advertising	--	4,500	1,500	160	--	--	4,340
521030	Reproduction	1,266	12,000	4,000	1,320	--	--	10,680
521100	Equipment Repairs	--	225	75	--	--	--	225
521160	Legal Services	--	45,000	15,000	--	--	6,578	38,423
521180	Unclassified Contractual Svcs	1,997	25,500	8,500	6,938	--	66,882	(48,320)
521190	Computer Software	--	20,000	6,667	--	--	--	20,000
522080	Telephone	--	1,000	333	44	--	--	956
523020	Food	--	1,200	400	205	--	--	995
523050	Postage	--	750	250	--	--	--	750
523060	Office Supplies	54	4,500	1,500	594	--	--	3,906
523080	Unclassified Supplies	--	4,500	1,500	--	--	--	4,500
524010	Travel & Training	1,330	13,000	4,333	2,795	--	--	10,205
524020	Journals & Books	--	600	200	--	--	--	600
524030	Memberships	--	2,500	833	500	--	--	2,000
524050	Rent Expense- Building & Offic	--	12,626	4,209	12,626	--	--	--
Total Operating Expenses		4,647	147,901	49,300	25,182	--	73,460	49,259
Allocated Accounts								
560010	Human Resource Expense	475	5,808	1,936	1,901	--	--	3,907
560020	Accounting Expense	1,128	13,624	4,541	4,513	--	--	9,111
560030	Purchasing Expense	306	3,668	1,223	1,225	--	--	2,443
560040	Information Systems Expense	2,034	24,348	8,116	8,135	--	--	16,213
560070	Revenue Collection	116	1,401	467	463	--	--	938
Total Allocated Accounts		4,059	48,849	16,283	16,236	--	--	32,613
Total Expenses		85,766	775,269	258,423	200,993	--	73,460	500,816
Percentage of Budget				33.33%	25.93%			

CRTPA Policy Board Meeting/Retreat

Connections 2040 RMP Agenda

April 14, 2014 | Tallahassee Regional Airport

Objective

Introduce the project team and provide an overview of the planning process, roles, and responsibilities. Conduct regional goal-setting exercise and identify challenges and opportunities for the plan development.

Agenda

1. Project Team Introductions
 - *Attachment A – Communication Protocol*
2. Project Background
 - MAP-21 Requirements
 - Process Flow Chart
 - *Attachment B – Process Flow Chart and Attachment C – Planning Term Glossary*
 - Work Plan
 - *Attachment D – Project Work Plan*
3. Goal Setting Discussion
 - *Attachment E – 2035 Regional Mobility Plan Goals*
4. Public Involvement Approach
 - *Attachment F – Public Participation Plan*
5. County Transportation Strategies
 - Philosophy
 - Major Input Opportunities
 - Deliverables

Project Contacts

Allison Fluitt (Project Manager)
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Jon Sewell (Secondary Contact)
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Phone: (850) 553-3515

Communication Protocol

The Regional Mobility Plan 2040 (RMP 2040) requires efficient communication between CRTPA, the consulting team, public agencies, stakeholders, and the community. The Communication Protocol identifies project contacts and outlines the general strategies that will be employed throughout the project to maintain smooth coordination and enhance communication among the various parties involved in the creation and execution of the plan.

Project Contacts

The following individuals will have a leadership role in management and production of the RMP 2040.

Project Leadership

Kimley-Horn and Associates, Inc. (Lead Consultant)

Allison Fluitt (Project Manager)

Allison.Fluitt@kimley-horn.com | 919.653.2947

Stephen Stansbery (Secondary Contact)

Stephen.Stansbery@kimley-horn.com | 704.319.5690

Richard Barr (Project Director)

Richard.Barr@kimley-horn.com | 850.553.3510

CRTPA

Jack Kostrzewa

(Project Manager)

john.kostrzewa@talgov.com

850.891.6809

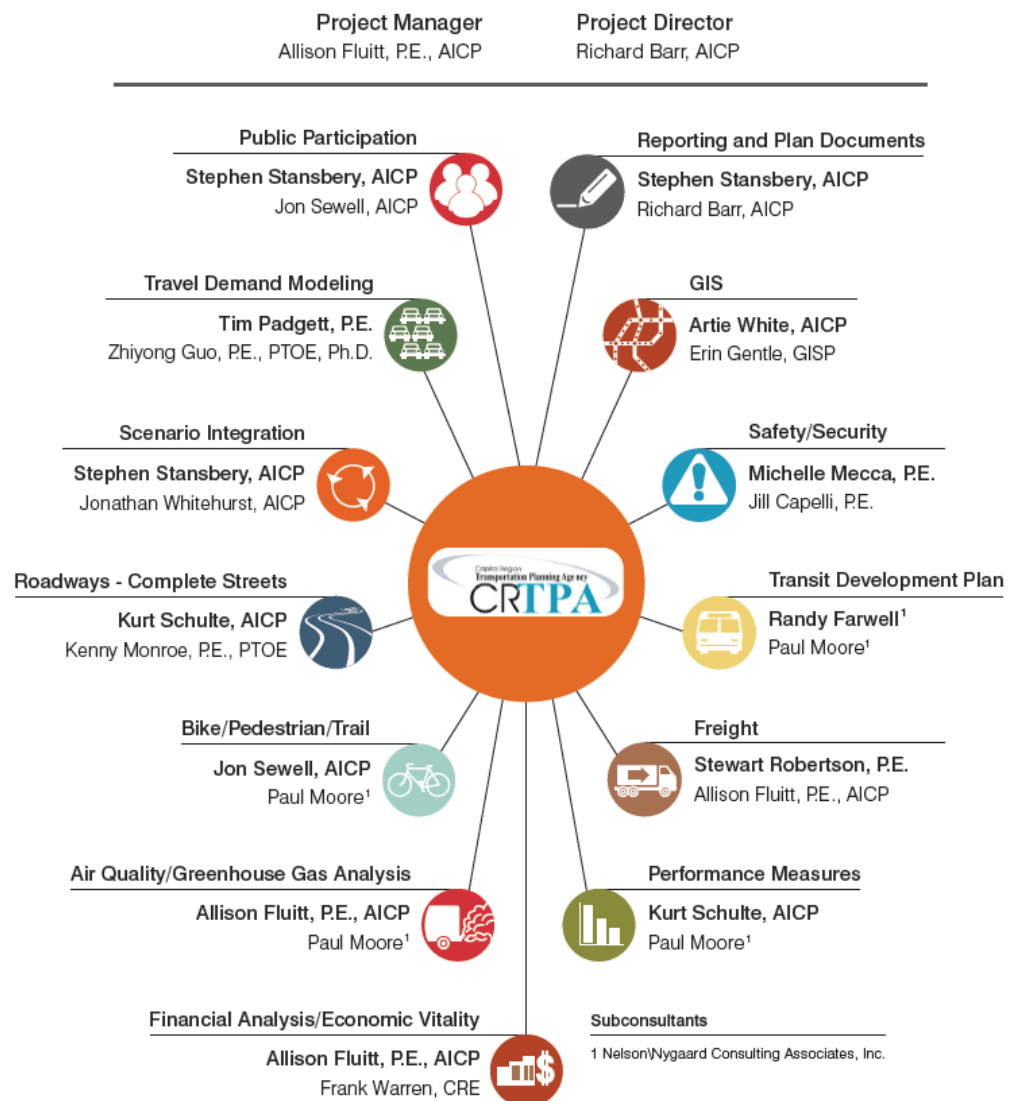
Harry Reed

(Executive Director)

harry.reed@talgov.com

850.891.6800

The majority of the project tasks will be performed in the Raleigh, Tallahassee, and Charlotte offices of Kimley-Horn and Associates. Project support will be provided by Nelson\Nygaard. The consultant leadership team will be supported by an experienced group of task leaders as shown in the organization chart to the right.



Internal Correspondence

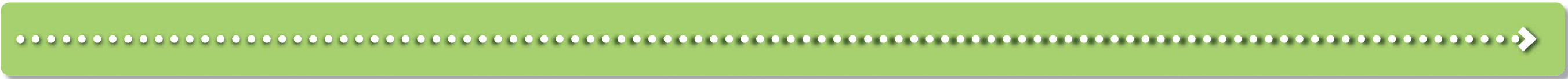
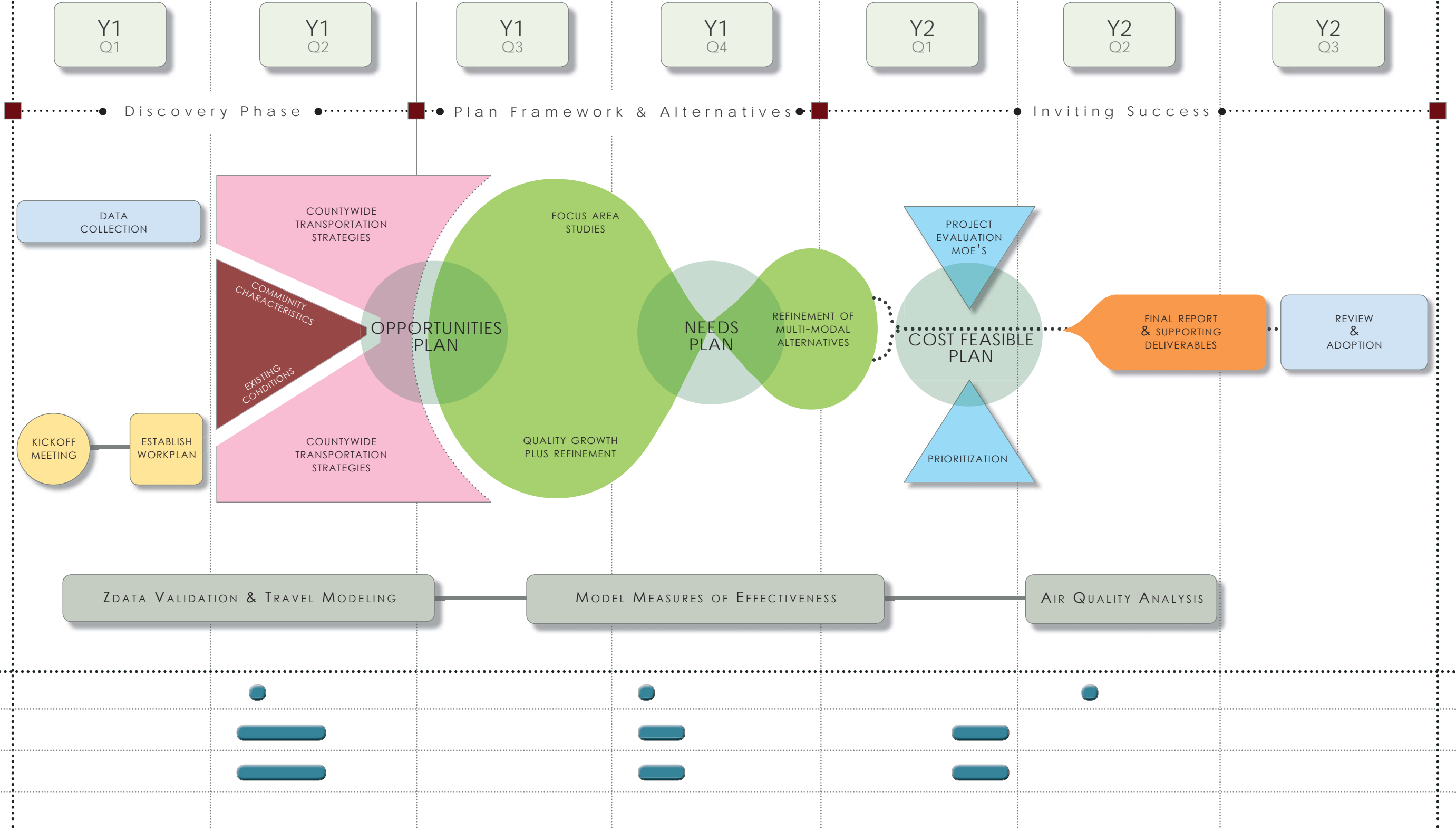
The success of this plan will depend on good communication between the Consultant and CRTPA. The following channels are envisioned for communicating project intent, status, and recommendations throughout the life of the project:

- **Email**—To make email correspondence easier to organize, internal emails typically will have a standard subject line prefix (e.g. “RMP 2040”) followed details on the content of the email. Additional team members will be CC’d when necessary to ensure consistent communication.
- **Progress Reports**—Kimley-Horn will prepare a progress report each month that details recent activities, upcoming milestones, and current issues to be resolved.
- **CRTPA Board Meetings / Board Retreats**—A total of three meetings/retreats with the CRTPA Board will ensure targeted communication at key milestones in the planning process.
- **Website**—While geared toward an external audience, the project website will include information critical to internal correspondence such as details on the process and schedule. The website also will serve as a clearinghouse for outreach methods and summaries, project data, and deliverables.

External Communication

- **Branding**—To ensure the planning process is recognizable, has a positive image, and expresses the themes supported by stakeholders, a branding program will be initiated. The branding will be simple, thematic, iconic and aesthetically appealing. The brand will include a project moniker, color scheme, and set of design templates (headers/footers, mapping title blocks, fonts, etc.). The brand will be finalized early in the process and applied to all materials generated by the project team.
- **Visibility of Outreach**—The planning process, development of recommendations, and prioritization of projects must occur in a transparent and engaging way. The visibility of outreach will be an important consideration and be manifested through a variety of active and passive activities outlined in the Public Participation Plan. These activities include:
 - Public workshops/work sessions
 - Stakeholder and small group interviews
 - Transit stakeholder interviews
 - Newsletters / Email blasts
 - Project website
 - Social media
 - Questionnaires/surveys (general questionnaire, phone survey, Digital Dotmocracy, GIS-Based Public Participation Tool)
 - Public/community events
- **Coordinated Committees**—To ensure broad representation and participation, a series of meetings will be held with groups identified by CRTPA. These groups include the CMAC (up to 8 meetings), TAC (up to 8 meetings), Stakeholders Committee (up to 4 meetings), and Disadvantaged Coordinating Board (up to 4 meetings).
- **Deliverables**—The summary of final plans requirements will be communicated in a series of deliverables. The deliverables will be vetted by CRTPA staff and distributed to the public via the project website. Deliverables will include:
 - **Technical Documentation**—A series of technical appendices or a technical memoranda that include relevant model documentation and other required supporting information for certification
 - **Summary Report**—A document that conveys the results (rather than how the results were derived) through a concise document that focuses on graphics, maps, and tables
 - **Executive Summary**—A brochure or poster that memorializes the outcomes of the process and serves as a quick reference to the plan.
 - **Project Inventory**—A compilation of the project sheets (i.e. “project at a glance”) created to summarize projects in the first 10 years of the Cost Feasible Plan

process flow chart



Planning Term Glossary

Connections 2040 RMP Goals

What goes into these? A combination of the MAP-21 Planning Factors, MAP-21 National Performance Goals, and Regional Areas of Interest.

How detailed will they be? Goals will consist of a brief phrase and 1-2 supporting sentences.

How will they be used? The prioritization criteria will be drawn directly from the RMP Goals.

County-Specific Guiding Principles

What goes into these? A representation of the goals and objectives from each county's Comprehensive Plan and other relevant concepts identified by each county, with consideration for the RMP Goals.

How detailed will they be? Guiding Principles will be generalized statements that don't require adoption.

How will they be used? Guiding Principles will be used for two major functions:

- Serve as a framework through which project recommendations are developed; and
- Influence the identification of policy and program strategies that promote a countywide vision.

Opportunities Plan

What goes into this? The Opportunities Plan will primarily be a compilation of the project recommendations established by each county. If needed, additional projects may be added to help promote consistent connections between the counties.

How detailed will this be? The Opportunities Plan represents the overall unconstrained vision for the region. Opportunities (projects) within each county will be quilted together to create a composite Opportunities Plan for the region. The Opportunities Plan is intended to be a compilation of real, specific projects as opposed to a policy approach (i.e. sidewalks should be located on both sides of all streets).

How will they be used? Regionally, the Opportunities Plan will provide a set of projects from which the Needs and Cost Feasible Plans will be developed. At a county level, the Opportunities Plan may serve as the transportation vision for future Comprehensive Plan updates.

Needs Plan

What goes into this? The Needs Plan will be composed of projects that address deficiencies identified through analysis. The Needs Plan will respond to existing and projected future deficiencies.

How detailed will this be? Projects within the Needs Plan will be specific enough to respond to identified deficiencies and only include the number and type of projects necessary to mitigate these needs.

How will they be used? Needs Plan projects will be evaluated based on the RMP's prioritization process. Based on the outcome of this prioritization exercise, this list will be further constrained to ultimately arrive at the Cost Feasible Plan.

Cost Feasible Plan

What goes into this? The Cost Feasible Plan represents the list of projects that can reasonably be expected to receive funding within the 2040 plan horizon. The list of projects will be determined through the prioritization process of the Needs Plan.

How detailed will this be? The Cost Feasible Plan projects will be described in the minimum degree of detail necessary to determine probable implementation costs.

How will they be used? The Cost Feasible Plan is the federally-required portion of the planning process. Project sheets will be developed for the first 10 years of the Cost Feasible Plan to help add clarity and detail to the project elements.

Prioritization Process and Measures of Effectiveness

The Prioritization Process is intended to evaluate projects included in the Needs Plan. Measures of Effectiveness (MOEs) are criteria that will be used to evaluate these recommendations. MOEs will be identified and weighted using input from the Connections 2040 RMP Goals as well as MAP-21 Performance Measures.

How detailed will this be? MOEs used in the prioritization exercise will be specifically defined using a quantitative process. A summary of the methodology used to define each MOE will be included as part of the planning process.

How will they be used? The Prioritization Process identifies project groupings that can be used as a starting point from which to develop the Cost Feasible Plan.

County Transportation Strategies (CTS)

The County Transportation Strategies are a series of documents tailored to each of the 4 counties in the CRTPA region. Major elements within each County Transportation Strategy will include:

- County-Specific Guiding Principles
- County-Specific Opportunities Plan
- Identified Needs Plan and Cost Feasible Plan projects from the Connections 2040 RMP
- Project sheets by county for the first 10 years of the Cost Feasible Plan
- Strategies for policy or program enhancements within each county

How will they be used? Counties are encouraged to use the CTS in ways that they determine to be appropriate. However, the CTS will be structured to integrate with local comprehensive plans and position local communities for enhanced partnership opportunities.

Attachment D

C RTPA 2040 Regional Mobility Plan
Project Work Plan[illegible]

Attachment D

CRTPA 2040 Regional Mobility Plan
Project Work Plan

		January 2014	February 2014	March 2014	April 2014	May 2014	June 2014	July 2014	August 2014	September 2014	October 2014	November 2014	December 2014	January 2015	February 2015	March 2015	April 2015	May 2015	June 2015	July 2015	August 2015	September 2015
Task 17	Air Quality Analysis																					
	Criteria Pollutant Assessment																					
	Greenhouse Gas Assessment																					
Task 18	Public Engagement (Outreach Activites-See Below)																					
	PPP Development																					
	Outreach Summary Notebook (Title VI)																					
Task 19	RMP Documentation																					
	RMP Documentation																					
Task 20	Contingency																					
	Contingency																					
Outreach Activities																						
	Committee Meetings (CMAC and TAC)																					
	Board Retreats (April and October)																					
	Board Meetings																					
	County Work Sessions																					
	Public Workshops (3 rounds / 4 locations)																					
	Project Questionnaires / Interactive Map																					
	Phone Survey																					
	Community Events (5)																					
	Stakeholder Interviews																					
	Newsletters / E-Blast																					
	Social Media / Website																					
Review																						
	CRTPA Staff Review																					
	CRTPA Board Review																					
	Public Review																					
	State and Federal Review																					

Regional Mobility Plan Goals and Objectives

ACCESS

Provide residents and visitors with access to a multi-modal transportation system and to goods and services throughout the region.

CONNECTIVITY

Enhance local and regional connectivity to effectively and safely move people and goods using multiple modes of transportation.

COORDINATION

To promote efficient and thorough implementation of the regional mobility plan by ensuring broad buy-in and stakeholder support for the regional mobility planning process, the plan itself, and its constituent projects.

ECONOMIC DEVELOPMENT

Create and maintain a transportation infrastructure that provides energy- and time-efficient intermodal movement of goods, services, and labor to and within urban areas in the region.

FINANCIAL FEASIBILITY

To ensure that the funding for desired regional mobility projects is met and that necessary revenues are made available timely for the successful implementation of priority projects that promote sustainability, more efficient use of resources, and regional connectivity.

LAND USE

Coordinate transportation and land use systems to foster vibrant communities with compact urban forms throughout the region.

MULTIMODALISM

There are many forms of transportation in the region, some untapped and to be utilized in the future. The Regional Mobility Plan must create and maintain opportunities to facilitate the movement of and connections among people, jobs, goods and services.

NATURAL RESOURCE PROTECTION/CONSERVATION

A transportation system that provides access and mobility, supports compact growth and protects the region's natural environment.

PUBLIC PARTICIPATION

The Regional Mobility Plan must have a strong Public Involvement Plan to ensure that all citizens of the regional have the opportunity to provide input in the transportation planning process.

SAFETY & PUBLIC HEALTH

Improve public health by increasing choice, safety, and access of transportation facilities for all segments of the population.

SECURITY

Promote and implement transportation system improvements for all modes maximizing security of the transportation system.

Contents

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Project Overview

The Connections 2040 Regional Mobility Plan (RMP) will fulfill federal requirements and serve as the CRTPA region’s transportation vision. The 2040 RMP will characterize current and future transportation needs, outline the capital region’s long-range transportation vision, document multi-modal transportation strategies to address needs through the year 2040, and identify long-term opportunities beyond the current ability to fund projects. The coordinated planning process will yield a Needs Plan and an Opportunities Plan.

- The Needs Plan will identify projects that are required to satisfy an existing or projected future deficiency within the 2040 planning horizon.
- The Opportunities Plan will house ideas that come up in the planning process but are not part of the immediate Needs Plan. The Opportunities Plan also will be a forum to document larger-scale projects that may have been identified in other long-term visioning efforts. These projects will not be considered when financially constraining the RMP.

Notably, federal funding cannot be allocated to transportation projects unless they are included as part of the RMP Cost Feasible Plan (i.e. the financially constrained portion of the Needs Plan). The projects on this list must be fiscally constrained, meaning the MPO cannot plan to spend more money than it expects to receive. The RMP requires a coordinated community engagement strategy, which is outlined in the Public Participation Plan that follows.

Public Involvement Plan

Overview of Outreach

For the outcomes of the RMP to be defensible and implementable, the community engagement process should generate information equal in value to technical data. A coordinated public involvement strategy allows for the free exchange of ideas about the future transportation needs of the region. This exchange of ideas enables a thorough analysis of competing transportation needs against the benefits and burdens on the population associated with the funding of specific projects as compared to others. The public involvement strategy encourages participation throughout the process so that the RMP 2040 will be reflective and respectful of the needs and values of the region. In doing so, the programming of transportation dollars in future years, as prescribed in the 2040 Cost Feasible Plan, will satisfy the best interests of the region's population. The opportunities and methods to achieve broad-scale representation require a variety of techniques, including traditional and non-traditional methods. The activities should challenge participants not only to identify possibilities but also to contemplate the tradeoffs between competing interests. The outreach process for the Connections 2040 RMP includes:

- CRTPA Board Meetings / Board Retreats
- Public workshops/work sessions (3 rounds)
- Stakeholder and small group interviews
- Newsletters / Email blasts
- Project website and social media
- Questionnaires/surveys
- Coordinated committee meetings (CMAC, TAC, Stakeholders Committee, Disadvantaged Coordinating Board)
- Public/community events

Objectives

According to the Public Involvement Process Plan (PIPP), the fundamental goal of public involvement is “to create the cooperative and collaborative transportation planning process that gives citizens a voice in shaping the area's future.” The RMP planning process unites multiple interests in the pursuit of a common vision and the financially-constrained plan of action to achieve it. The understanding of existing issues and active communication with key stakeholders will make results achievable. The inclusive process pursues the following objectives:

- Distribute timely information regarding the purpose, process, findings, and recommendations of the RMP.
- Identify and engage stakeholders most affected by and interested in the RMP.
- Provide a strategic way to shape the philosophy, goals, objectives, understanding of existing conditions, and recommendations for the RMP.
- Gather input regarding project priorities and action items.
- Fulfill the requirements of MAP-21.

The Public Participation Plan developed for the Connections 2040 RMP conforms to and advances the concepts set forth in the PIPP.

Key Stakeholders

A continuous and inclusive process is necessary to bring local staff, residents, business owners, public agencies, and other stakeholders to the table with local staff and elected officials. The underlying principle for understanding local dynamics will be collaborative planning and consensus building through a process that recognizes the intimate knowledge of these groups and the current and expected issues facing the MPO. Key interests that should be targeted or invited to participate in outreach activities include:

- | | | |
|---------------------|------------------------------|---------------------------------------|
| • Municipal staff | • Community leaders | • Economic development agencies |
| • County staff | • State and Federal agencies | • Major employers |
| • MPO staff | • Transit agencies | • Bicycle and pedestrian advocates |
| • FDOT | • Transit users | • Minority and low income communities |
| • FHWA | • Freight operators | |
| • Elected officials | • Public service officials | |

Special consideration has been given to reaching a balanced cross-section of the community. A variety of interviews, online exercises, community forums, and community-based events are planned to target specific stakeholders and/or the community at large.

Elements of Outreach

Opportunities and methods to achieve broad-scale representation will require a diverse menu of techniques, including traditional and non-traditional methods. Table 1 describes the objective for each event. Table 2 summarizes consultant and MPO responsibilities.

Table 1 – Outreach Summary

Event	Target Audience	Objective/Description	Locations	Tentative Date(s)
CRTPA Board Retreats (3)	CRTPA Board	Convene at major milestones for focused discussions to ensure the plan remains on track for adoption.	TBD	2014: Apr, Oct 2015: Apr
CRTPA Board Meetings (11)	CRTPA Board	Meet regularly during the planning process to track progress and serve as a sounding board. (NOTE: Updates of the <i>Connections 2040 RMP</i> will be provided to this board as needed during the process.)	Tallahassee City Hall	2014: Jan, Mar, May, June, Sept, Nov 2015: Jan, Mar, May, June, Sept
CMAC and TAC Meetings (up to 8)	CMAC TAC	Provide project oversight, contribute technical input to study products, and connect project efforts with the wider community.	TBD	2014: Mar, May, June, Sept, Nov 2015: Jan, Mar, May, June, Sept
Committee Meetings (up to 4)	Stakeholders Committee Disadvantaged Coordinating Board	Provide project oversight, contribute technical input to study products, and connect project efforts with the wider community.	TBD	TBD

Event	Target Audience	Objective/Description	Locations	Tentative Date(s)
Project Website	Community at large	Provide educational information, project mapping and graphics, information about upcoming outreach events, and links to the online questionnaire and Digital Dotmocracy.	Online	Feb 2014 (launch)
Social Media	Community at large	Provide additional opportunities to educate the public and engage in conversations about issues.	Online	Feb 2014 (launch)
General Questionnaire	Community at large	Provide passive way for community to identify existing issues and future preferences.	Online Hard copy	Feb 2014 (begin distribution)
Phone Survey	Statistically-valid sampling of population	Gather feedback that will contribute to the identification of guiding principles.	Phone	Feb 2014 (initiate)
GIS Interactive Tool	Community at large	Understand community preferences, opinions, and issues both thematically and location-specific via an interactive online environment.	Online	Feb 2014 (initiate)
Stakeholder Interviews (up to 20)	Invited stakeholders	Gain insight into issues, needs, ideas, and priorities through one-on-one and small group discussions with stakeholder groups.	TBD	Mar 2014 (initiate)
Public Work Sessions (series of 3)	Community at large	Facilitate interactive exercises to educate and gather input for planning process.	Gadsden Jefferson Leon Wakulla	2014: Mar, Oct 2015: Mar
Digital Dotmocracy	Community at large	Interactive web survey allowing participants to give feedback on transportation strategies.	Online	Sept 2014 (launch)
Newsletters/ E-Blast (up to 3)	Community at large	Educate the community on the purpose, process, milestones, or project activities.	Electronic Distribution	2014: Mar, Sept 2015: Feb
Community Events (up to 5)	Community at large and targeted groups	Leverage local community events and special activities to educate the public and gather input.	TBD	TBD

Table 2 – Outreach Responsibilities

Event	Consultant Responsibilities	MPO Responsibilities
CRTPA and Committee Meetings/ Retreats	<ul style="list-style-type: none"> • Prepare RMP-specific portions of meeting agendas • Facilitate RMP-specific portions of meetings 	<ul style="list-style-type: none"> • Secure locations • Identify and notify attendees • Distribute meeting agendas
Project Website	<ul style="list-style-type: none"> • Develop materials for inclusion on the website • Host and administer website • Update content (5 updates) coinciding with major outreach activities and milestones 	<ul style="list-style-type: none"> • Review beta version and offer feedback • Provide original content as needed to publicize outreach events • Distribute website link
Social Media	<ul style="list-style-type: none"> • Create Facebook account • Update periodically with project highlights and upcoming events 	<ul style="list-style-type: none"> • Assist with building the network of users
General Questionnaire	<ul style="list-style-type: none"> • Develop and administer questionnaire • Summarize results 	<ul style="list-style-type: none"> • Review draft questionnaire and provide feedback • Assist in distributing
Phone Survey	<ul style="list-style-type: none"> • Develop and administer survey • Summarize results 	<ul style="list-style-type: none"> • Review draft survey and provide feedback
GIS Interactive Tool	<ul style="list-style-type: none"> • Develop draft tool • Revise based on feedback from MPO • Identify e-databases and methods for distribution • Summarize results 	<ul style="list-style-type: none"> • Assist with relevant content • Provide GIS base data • Review beta version and offer feedback • Assist with identifying methods to distribute link
Stakeholder Interviews	<ul style="list-style-type: none"> • Schedule interviews • Conduct interviews • Summarize results 	<ul style="list-style-type: none"> • Secure locations • Help identify stakeholders • Assist with scheduling and identify location of interviews
Public Work Sessions	<ul style="list-style-type: none"> • Develop approach and materials • Facilitate work sessions • Summarize results 	<ul style="list-style-type: none"> • Secure a location for the events • Assist with invitations • Lead advertising efforts • Participate in the events
Digital Dotmocracy	<ul style="list-style-type: none"> • Develop online web survey • Summarize results 	<ul style="list-style-type: none"> • Review beta version and provide feedback • Distribute link
Newsletters/ E-Blasts	<ul style="list-style-type: none"> • Develop content and incorporate comments 	<ul style="list-style-type: none"> • Generate listserv • Review content • Distribute newsletter
Community Events	<ul style="list-style-type: none"> • Develop approach and materials • Facilitate events • Summarize results 	<ul style="list-style-type: none"> • Identify events • Assist with logistics • Participate in the events