

COMMUNITY TRAFFIC SAFETY TEAM SAFE ROUTE TO SCHOOL APPLICATION

FOR THE

HAVANA MIDDLE SCHOOL SIDEWALK EXTENSION PROJECT



MAY 2014

*GADSDEN
COUNTY BOCC*

*CITY OF
CHATTAHOOCHEE*

*TOWN OF
GREENSBORO*

*CITY OF
GRETN*

*TOWN OF
HAVANA*

*CITY OF
QUINCY*

*CITY OF
MIDWAY*



**Florida's Safe Routes to School
Infrastructure Application
2012-2013 Call for Applications
For anticipated funds through FFY 2018
Note: fields will expand as needed**



www.srtsfl.org

FDOT FORM # 500-000-30

Section 1 – School, Applicant & Maintaining Agency Information

Notes: Signatures confirm the commitment of the Applicant and Maintaining Agency to follow the Guidelines of Florida's Safe Routes to School (SRTS) Program. The Maintaining Agency is generally responsible for entering into a Local Agency Program (LAP) agreement with the Florida Department of Transportation (FDOT) to design, construct, &/or maintain the project. FDOT Districts have the option to design and/or construct it, but the Maintaining Agency is always responsible for maintaining the project. Check with your District to see how they are handling these issues.

County: Gasden City: Havana
School Name: Havana Middle School Congressional District: 2
Type: Elementary: ☐ Middle: ☒ High: ☐

Check below which of the required agencies or organizations is the Applicant:

School Board/School: ☐ Private School: ☐ Maintaining Agency: ☒
Name of Applicant Agency/Organization: Town of Havana
Contact Person: Tracy Smith Title: Chief of Police
Mailing Address: 121 E. 7th Avenue
City: Havana State: Florida Zip: 32333
Daytime Phone: (850) 539-2801 E-mail: tsmith4848@bellsouth.net
Signature: *Tracy Smith* Date: 04-28-14

Signature of School Board or school representative mandatory when different from applicant:

Signature: *Andy Gay* Date: _____
Typed name: Andy Gay Title: GCSB Director of Transportation

Check below which of the required agencies is the Maintaining Agency:

City: ☒ County: ☐ Florida Department of Transportation: ☐ District: _____
Name of Maintaining Agency: Town of Havana DUNS Number: _____
Contact Person: Tracy Smith Title: Chief of Police
Mailing Address: 121 E. 7th Avenue
Daytime Phone: (850) 539-2801 E-mail: tsmith4848@bellsouth.net
City: Havana State: Florida Zip: 32333

Note: your signature below indicates your agency's willingness to enter into a LAP or other formal agreement with FDOT to complete the project if selected for funding.

Signature: *Tracy Smith* Date: 04-28-14

Metropolitan Planning Organization (MPO) Support: If the city or county is located within an MPO urban area boundary, the MPO representative must fill in the required information below, to indicate support for the proposed project:

Name of MPO: Capital Region Transportation Planning Agency (CRPTA)
Contact Person: Harry Reed Title: Executive Director
Mailing Address: 408 N. Adams st, 4th floor
City: Tallahassee State: Florida Zip: 32301
Daytime Phone: _____ E-mail: _____
Signature: _____ Date: _____

Designated Contact: Check below the primary contact (the one the District should coordinate with):

Applicant: ☒ Maintaining Agency: ☐ MPO: ☐

Section 2 – Eligibility and Feasibility Criteria

Notes: This section will help FDOT determine the eligibility and feasibility of the proposed project. Except for the questions in 2A-2C below answering "No" does not constitute elimination from project consideration. **You must fulfill requirements in 2A-2C below before applying!**

A1. Has a school-based SRTS Committee (including school representation) been formed? ☒ Yes ☐ No

A2. Has at least one meeting of this committee been held? Attach sign in sheet & minutes ☒ Yes ☐ No

A3. Public notification of SRTS meeting? ☐ Yes ☒ No

B1. Does the school agree to provide required data before and after the project is built, using the NCSRTS [Student In-Class Travel Tally](http://www.saferoutesinfo.org/resources/index.cfm) form at <http://www.saferoutesinfo.org/resources/index.cfm> following the schedule provided by the District? ☒ Yes ☐ No

B2. Have you attached the National Center's data summary for the Travel Tally to this application? ☐ Yes ☒ No

Note: Project planning cannot go forward until public right of way or permanent public access to the land for the proposed project is documented to the District.

C. Have you provided either survey/as-builts or right of way documentation that provides detail to show that adequate right of way exists for proposed improvement? ☐ Yes ☒ No

D. Is the Maintaining Agency Local Agency Program (LAP) Certified? (currently qualified & willing to enter into a State agreement requiring the agency to design, construct, and/or maintain the project, abiding by Federal, State, & local requirements?) ☐ Yes ☒ No

• If **No**:

- Are they willing to become LAP Certified? ☒ Yes ☐ No
- If the agency is not willing to become LAP Certified, explain how this project could be built without this certification:

E. Who do you propose to be responsible for each phase of the project?

Design: ☐ City ☒ County ☐ Other, Including FDOT (Explain below)

Construction: ☐ City ☒ County ☐ Other, Including FDOT (Explain below)

Maintenance: ☐ City ☒ County ☐ Other, Including FDOT (Explain below)

If you checked **Other, including FDOT** for any of the above, please explain the responsible party for each phase, including who you have been talking to about this:

F. Is the County/City willing to enter into an agreement with FDOT to do the following, if the District decides this is the best way to get the project completed:

- Install and/or maintain any traffic engineering equipment included in this project? ☒ Yes ☐ No

G. Public Support - Explain your public information or public involvement process below. You may attach up to six unique letters, on official letterhead, from groups indicated below. The letters should indicate why and how the authors can support the proposed project at the affected school.

- What neighborhood association or other neighborhood meetings have been held to inform neighbors directly affected by this proposed project and the reaction?
- What PTA/PTO/school meetings have been held to inform parents and school staff about this project and the reaction?
- Explain what other public meetings have been held, such as Metropolitan Planning Organizations, Regional Planning Councils, Citizens' Advisory Committees, Bicycle/Pedestrian Advisory Councils and Community Traffic Safety Teams and the reaction?
- Explain what articles or letters to the editor have been written for newspapers, etc. and the reaction.

Please indicate whether you have attached letters of support from Law Enforcement or other individuals or groups not previously mentioned: ☒ Yes ☐ No

H. If the proposed project has been identified as a priority in a Bicycle/Pedestrian or other Plan, or is a missing link in a pedestrian or bicycle system, please explain:

I. OTHER INFORMATION: Describe below other relevant information that you believe further supports funding

1. Opportunity to resolve a documented hazardous walking condition and eliminate the resultant school busing. Include a discussion of public support for the project if busing were eliminated:

2. Opportunity to eliminate current courtesy busing being done for a perceived hazardous condition. Include a discussion of public support for the project if busing were eliminated:

Section 3 – Background Information: Five E's

Notes: SRTS is designed to be a comprehensive program. Describe the efforts your school and community have made to address the identified problem through each E so far, and what is planned in the future for each. Each box must be filled in. For more information on the E's, see Florida's SRTS Guidelines and the SRTS Guide: <http://www.saferoutesinfo.org/guide/>

A1. Engineering Past:

See attached response sheet.

A2. Engineering Future:

See attached response sheet.

B. Education: If your school has taught or plans to teach the Florida Traffic and Bicycle Safety Education Program (FTBSEP; see: <http://www.dcp.ufl.edu/centers/trafficSafetyEd/>) or other education program, please provide details below.

B1. Past:

See attached response sheet.

B2. Future:

See attached response sheet.

C1. Encouragement Past:

See attached response sheet.

C2. Encouragement Future:

See attached response sheet.

D1. Enforcement Past:

See attached response sheet.

D2. Enforcement Future:

See attached response sheet.

E1. Evaluation Past:

See attached response sheet.

E2. Evaluation Future:

See attached response sheet.

Section 4 – Problem Identification

This section will help us understand your school's situation. If the proposed project includes more than one school, please give the requested information for each school. For a successful SRTS project, we would expect applicants to answer Yes to A, B or both.

A. Are many children already walking or bicycling to this school in less than ideal conditions? ☒ Yes ☐ No
If Yes:

- Explain more about the number of children affected:
- Explain more about the conditions/obstacles which prevent walking or bicycling to your school:

B. Are enough students living near the school to allow many children to walk or bike to school if conditions were improved? ☒ Yes ☐ No
If Yes:

- Explain more about the number of children living near the school and how this relates to the anticipated success of the proposed SRTS project:

C. Write a brief history of the neighborhood traffic issues as background for the proposed project:
See attached response sheet.

D. How do the demographics of the school population relate to the anticipated success of the proposed SRTS project? For instance, is there a population of students near the school from a culture which traditionally walks a lot?
See attached response sheet.

E. Provide the percent of free or reduced lunch program at the affected school:
See attached response sheet.

F. Have you included 5 years of crash data for the project location? ☒ Yes ☐ No
If no, then why?
See attached response sheet.

G. STUDENT TRAVEL DATA:**1. School data: based on the Student In-Class Travel Tally:**

- a. Number of students currently walking to school:
- b. Number of students currently biking to school: See attached response sheet.
- c. Total currently walking or biking to school (add a & b)
- d. Number of students in this school:
- e. Percent of children in school currently walking or biking to school: (c divided by d):

2. Route Data:

- a. Number of students from the affected schools living along the proposed route:
- b. Based on (mark all that apply): *Existing School Data: ☐ *Visual Observation Survey: ☐ *Estimates: ☒
- c. Number of children currently walking or biking along this route:
- d. Number of children who could walk or bike along the proposed route after improvements:

SECTION 5: Current Conditions

A. LOCATION *Notes: the entire proposed project must be within 2 miles of the school and in the attendance area for the affected schools. You must attach maps illustrating the area.*

Request #1 St. Name: Iron Bridge Road Maintaining Agency: ☐ City ☒ County ☐ State

From: 11th Ave To: CR 12 A

Project's closest point to school: ☒ 0 to ½ mile; ☐ ½ to 1 mile; ☐ 1 to 1 ½ miles; ☐ 1 ½ miles+

Request #2 St. Name: 11th Ave Maintaining Agency: ☐ City ☒ County ☐ State

From: Iron Bridge Road To: 4th st

Project's closest point to school: ☒ 0 to ½ mile; ☐ ½ to 1 mile; ☐ 1 to 1 ½ miles; ☐ 1 ½ miles+

See Attachment for additional project sites: ☐

Discuss the projects' proximity (within 2 miles) to other facilities which might also benefit from the project, such as other schools or colleges, parks, playgrounds, libraries, or other pedestrian destinations:

B. ROADWAY CHARACTERISTICS

Roadway Type: ☐ Urban (curb & gutter) ☒ Rural

Shoulder Type: ☒ Grass ☐ Paved ☐ Curb

Shoulder Grade: ☒ Flat ☐ Steep-Up ☐ Steep-Down

Drainage: ☒ Swale ☐ Concrete Ditch ☐ Curb/Gutter

Status of walking surface: ☒ No walking surface, paved or unpaved ☐ Unpaved surface
☐ Paved surface with gaps ☐ Continuous paved sidewalks

Describe the status of the current walking surface, or other existing facilities or signs and markings which affect this project (bike lanes, multi-use paths, school zone signs & markings, marked crosswalks, bike parking, etc):

Section 6 – Specific Infrastructure Improvements Requested

A. LOCATION *Notes: the entire proposed project must be within 2 miles of the school and in the attendance area for the affected schools.*

Request #1 St. Name: Iron Bridge Road Maintaining Agency: ☐ City ☒ County ☐ State

From: 11th Ave To: CR 12 A

Project's closest point to school: ☒ 0 to ½ mile; ☐ ½ to 1 mile; ☐ 1 to 1 ½ miles; ☐ 1 ½ miles+

Request #2 St. Name: 11th Ave Maintaining Agency: ☐ City ☒ County ☐ State

From: Iron Bridge Road To: 4th st

Project's closest point to school: ☐ 0 to ½ mile; ☐ ½ to 1 mile; ☐ 1 to 1 ½ miles; ☐ 1 ½ miles+

See Attachment for additional project sites: |

Discuss the projects' proximity (within 2 miles) to other facilities which might also benefit from the project, such as other schools or colleges, parks, playgrounds, libraries, or other pedestrian destinations: See attached response sheet.

B. SIDEWALK, BIKE LANE, PAVED SHOULDER, OR SHARED USE PATH REQUESTED

☐ Continuation of Existing Sidewalk

☒ New Sidewalk

☐ Continuation of Existing Bike Lane

☐ New Bike Lane (includes re-striping or reconstruction)

<input type="checkbox"/> Continuation of Paved Shoulder	<input type="checkbox"/> New Paved Shoulder
<input type="checkbox"/> Continuation of Shared Use Path	<input type="checkbox"/> New Shared Use Path

Describe below your requests in detail, including location, length, side of road, etc.

Request #1: Iron Bridge Road

Request #2: 11th Ave

See Attachment for additional project sites: ☐

C. OTHER REQUESTS (describe the location & project characteristics of other requests such as bike parking, traffic calming, or other improvements not listed above)

- Bike parking: include the current and potential numbers of students who could use the facilities:
- Traffic calming: describe the relevance of the request to school safety, traffic speed, whether a speed study has been done and your efforts to work with law enforcement and the community to solve the speeding problems:

Describe any other requests:

D. TRAFFIC CONTROLS Mark all that apply in regard to traffic control devices:

- ☒ We have all necessary traffic control devices (Stop here)
- | | |
|---|---|
| <input checked="" type="checkbox"/> We need pedestrian signals (features) | <input type="checkbox"/> We need other school-related signals |
| <input type="checkbox"/> We need traffic signs | <input type="checkbox"/> We need other school-related signs |
| <input checked="" type="checkbox"/> We need marked crosswalks | <input type="checkbox"/> We need other roadway markings |

Describe the existing and needed traffic controls:

See attached response sheet.

E. TRAFFIC DATA Notes: Posted Speed Limit is required. AADT stands for Average Annual Daily Traffic

St 1: Posted Speed Limit: Iron Bridge rd, 25 mph	Operating Speed: 43 mph	AADT: 456
St 2: Posted Speed Limit: 11th ave, 25mph	Operating Speed: 24 mph	AADT: 173

Section 7 - Cost Estimate

Notes: This is designed to give FDOT a reasonable estimate of the cost of project. Make this cost estimate as accurate as possible.

- This FDOT Transportation Costs website gives various resources, including FDOT District contacts in the Estimates Offices, who can help you with your cost estimate: <http://www.dot.state.fl.us/planning/policy/costs/default.shtm>.
- If your project is seriously considered for funding, a detailed cost estimate, which may be different from the one you submit. However, some Districts fund projects according to the Cost Estimate listed here, and the Applicant and/or Maintaining Agency are responsible for any difference in cost. Contact your District Safety Engineer if you have any questions.
- Infrastructure projects must follow appropriate design criteria. Projects on the State Highway System must follow the criteria in the Plans Preparation Manual (PPM) and FDOT design standards. Projects

Construction Cost	\$245,350
Maintenance of Traffic (MOT)	\$7,500
Mobilization	\$15,000
Subtotal	\$267,850
Contingency (15% of Subtotal)	\$40,177.50
Total Construction Cost	\$308,027.50
Professional Engineering Design (15% of Total)	\$46,204.13
Construction Engineering and Inspection (CEI) (15% of Total)	\$46,204.13
Grand Total	\$400,435.76

Section 7 B- Cost Estimate Narrative

1. Attach a **MANDATORY** breakdown of the construction costs & quantities by pay item.

Section 8 - Submission Checklist

Notes: This checklist includes required attachments. These will be counted toward total application score.

Color project maps and/or aerial photos clearly identifying:

- A. ☐ School location
 B. ☐ 2 mile radius around school
 C. ☐ School's attendance area
 D. ☐ Existing conditions
 E. ☐ Proposed improvements
 F. ☐ Adopted School Walking Map

- G. ☐ Travel Survey Tally
 H. ☐ Sign in sheets and minutes from all meetings
 I. ☐ Letters of support
 J. ☐ Map showing where students live
 K. ☐ Color digital photos of existing conditions
 L. ☐ Detailed Crash Data
 M. ☐ Traffic/Engineering report evaluating the problem
 N. ☐ Detailed Cost Estimate

For FDOT District Use Only

Notes: Please complete this information before sending to Central Office.

Funding type used: _____

FPID: _____

Does this project fill in a gap or provide a continuous route/path to school? ☐ Yes ☐ No

Once application is reviewed, please check the appropriate box. Both SRTS Coordinator and Liaison should review.

Reviewed by: Liaison ☐ SRTS Coordinator ☐ Other ☐ _____

**CONSTRUCTION COST OPINION
HMS SIDEWALK PROJECT**

ITEM	DESCRIPTION	QTY	ITEM	UNIT PRICE	EXTENSION
GENERAL COST					
1.01	MOBILIZATION	1	LS	\$15,000.00	\$15,000.00
1.02	BONDS AND INSURANCE	1	LS	\$7,500.00	\$7,500.00
1.03	CERTIFIED RECORD DRAWINGS	1	LS	\$5,000.00	\$5,000.00
1.04	CONSTRUCTION LAYOUT	1	LS	\$5,000.00	\$5,000.00
1.05	NPDES PERMIT	1	LS	\$1,500.00	\$1,500.00
1.06	MAINTENANCE OF TRAFFIC	1	LS	\$7,500.00	\$7,500.00
1.07	CLEARING AND GRUBBING	1	LS	\$12,500.00	\$12,500.00
1.08	MATERIALS TESTING	1	LS	\$1,500.00	\$1,500.00
CONSTRUCTION COST					
2.02	BORROW EXCAVATION, TRUCK MEASURE	750	CY	\$8.00	\$6,000.00
2.03	SEDIMENT BARRIER	3,500	LF	\$1.00	\$3,500.00
2.04	DRAINAGE IMPROVEMENTS	1	LS	\$45,000.00	\$45,000.00
2.08	CONCRETE SIDEWALK (4" THICK)	1,540	SY	\$40.00	\$61,600.00
2.09	CONCRETE (6" THICK)	660	SY	\$50.00	\$33,000.00
2.1	CONCRETE CURB & GUTTER, TYPE F	2,500	LF	\$15.00	\$37,500.00
2.12	PIPE HANDRAIL - GUIDERAIL, ALUMINUM	150	LF	\$50.00	\$7,500.00
2.13	UTILITY ADJUSTMENTS	1	LS	\$5,000.00	\$5,000.00
2.25	DETECTABLE WARNING SURFACE	4	EA	\$250.00	\$1,000.00
2.26	PERFORMANCE TURF, SOD	3,500	SY	\$2.50	\$8,750.00
2.27	SIGNAGE & STRIPING	1	LS	\$3,500.00	\$3,500.00
TOTAL					\$267,850.00

**HAVANA MIDDLE SCHOOL SIDEWALK
SITE PHOTOGRAPHS
IRON BRIDGE RD**



Looking south from intersection of
CR 12-A & Iron Bridge Rd



Looking south at existing ball fields



Looking south at intersection of
11th Ave & Iron Bridge Rd

**HAVANA MIDDLE SCHOOL SIDEWALK
SITE PHOTOGRAPHS
11th AVE**



Intersection of 11th Ave and Iron Bridge Rd

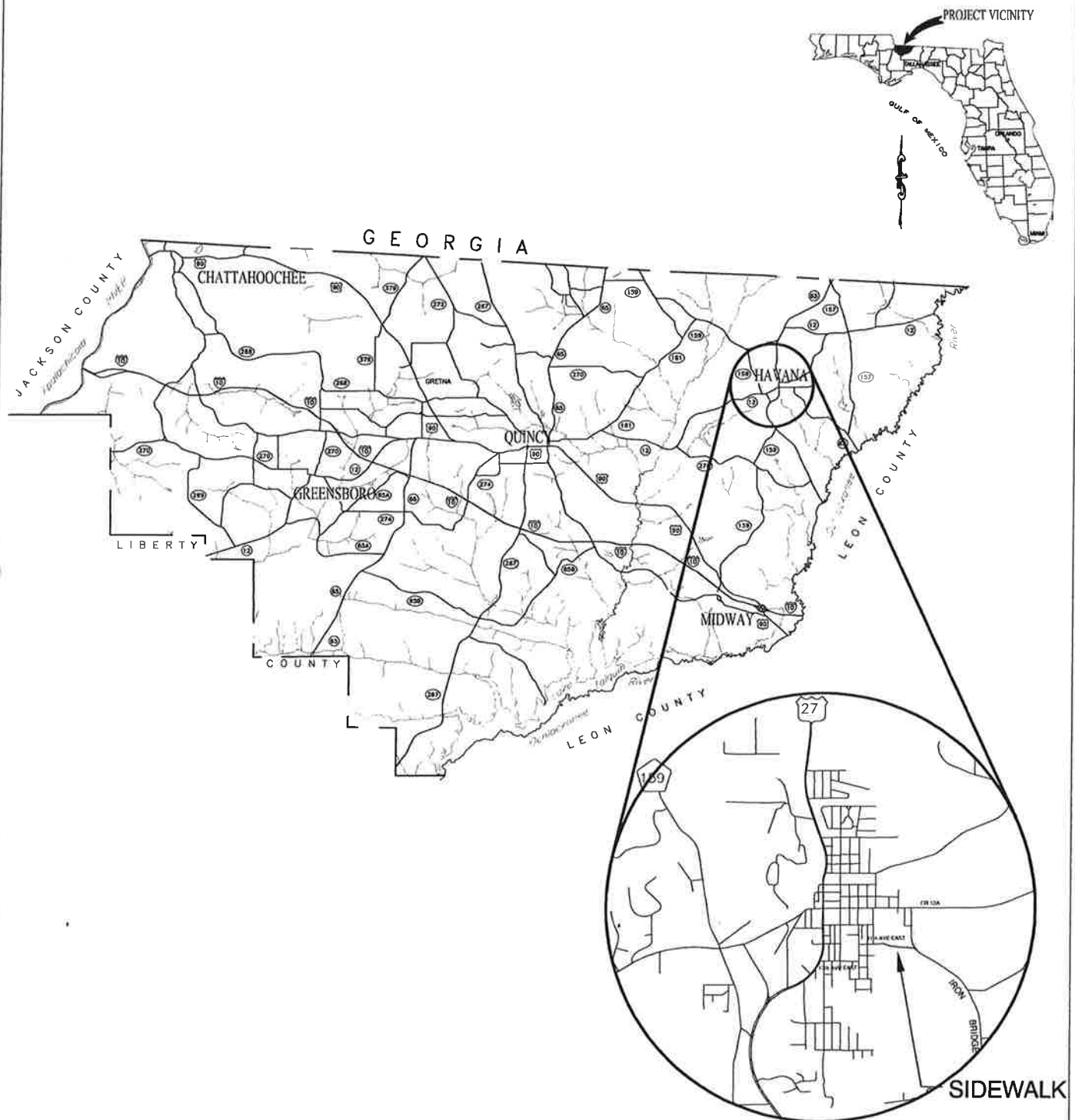


11th St looking west



11th St looking west

2013 CTST SIDEWALK LOCATION MAP GADSDEN COUNTY, FLORIDA



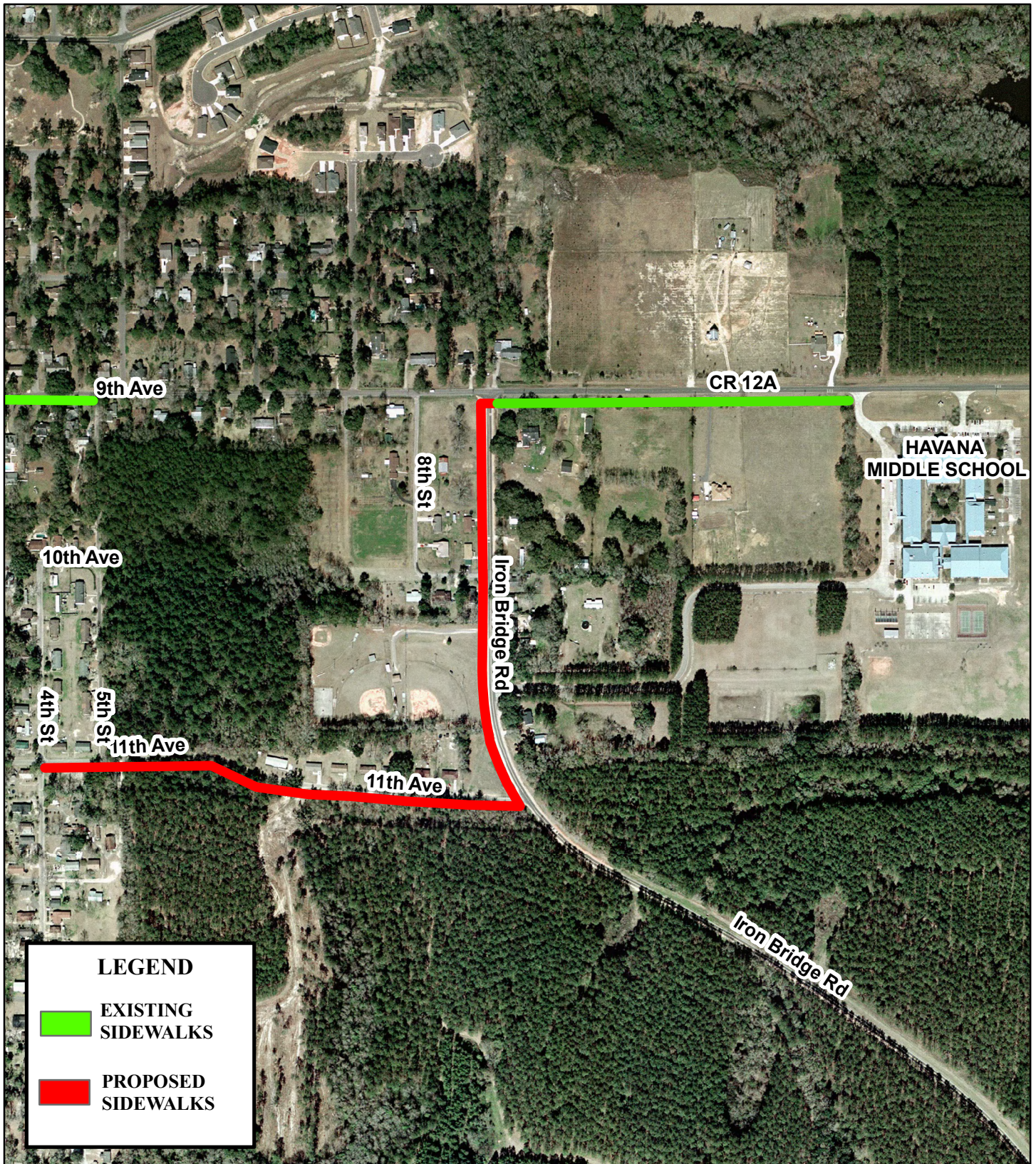
PREBLE-RISH INC
CONSULTING ENGINEERS AND SURVEYORS
CIVIL • SURVEYING • SITE PLANNING

324 MARINA DRIVE
PORT ST. JOE, FL 32456
(850) 227-7200



203 ABERDEEN PARKWAY
PANAMA CITY, FL 32405
(850) 522-0644

877 COUNTY ROAD 383
SANTA ROSA BEACH, FL 32459
(850) 267-0759

PROJECT #228.110
DECEMBER 2013



LEGEND

-  EXISTING SIDEWALKS
-  PROPOSED SIDEWALKS

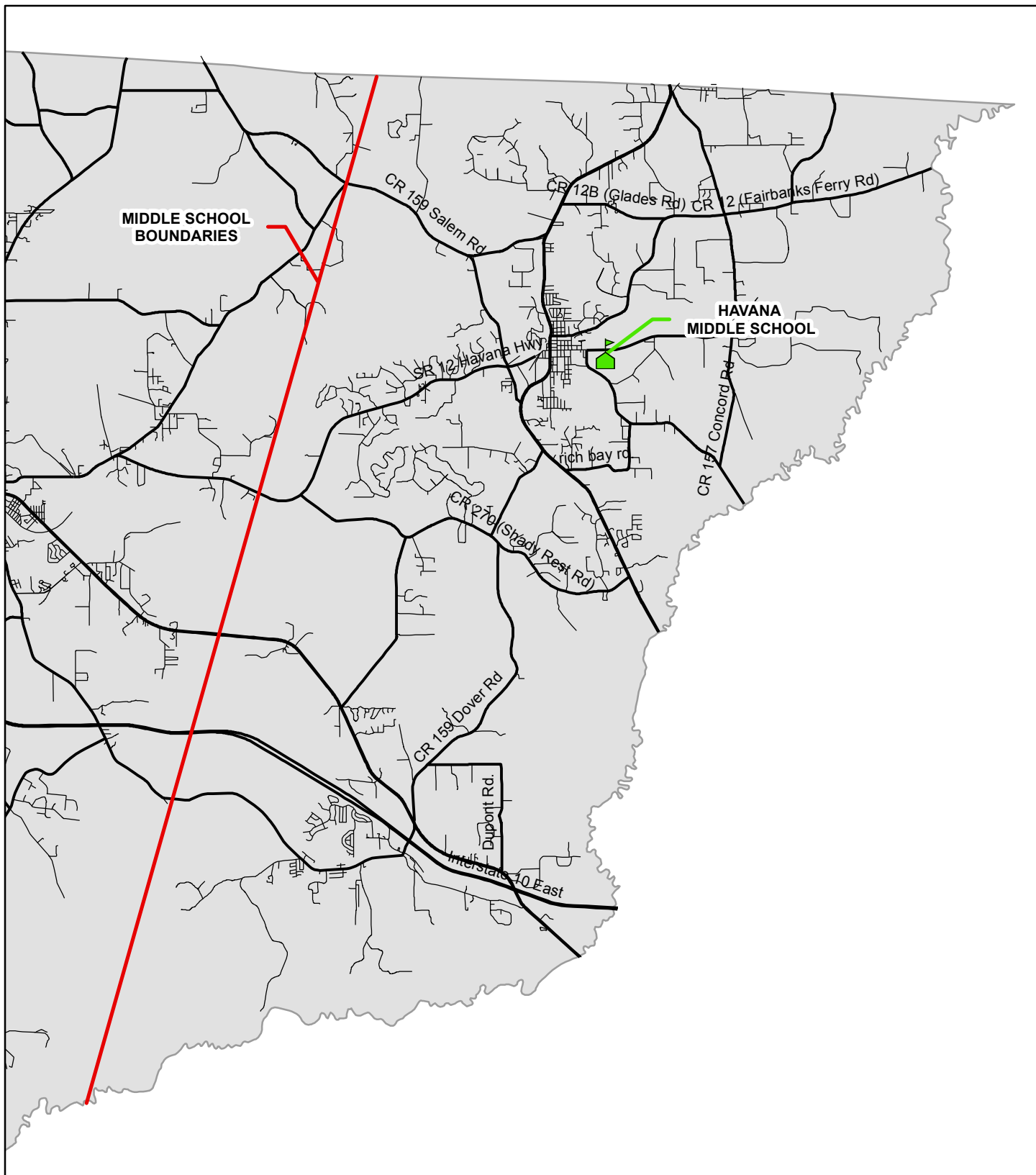


**HAVANA MIDDLE
SCHOOL SIDEWALKS**

0 250 500 FT



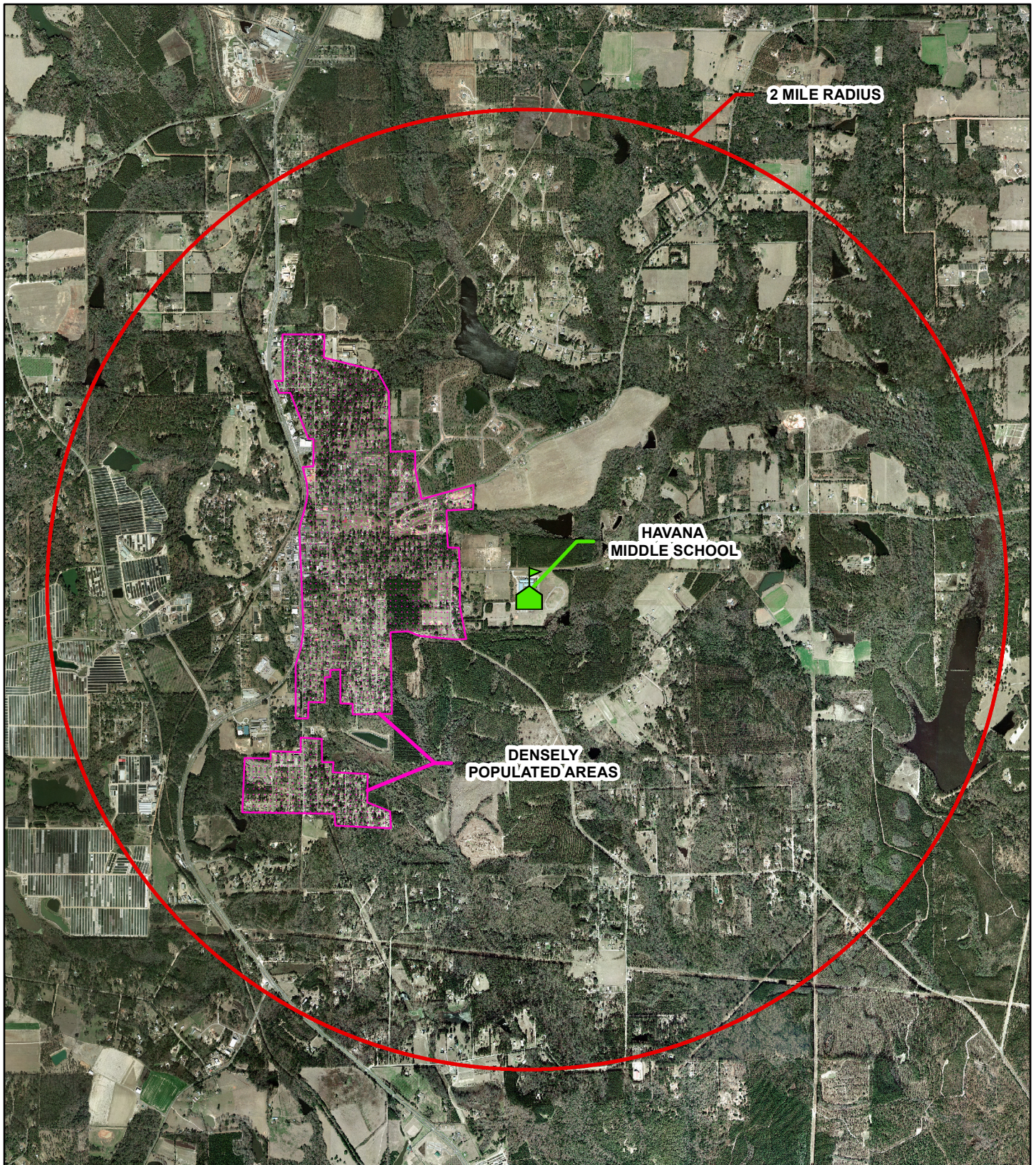
SAFE ROUTES TO SCHOOL



HAVANA MIDDLE SCHOOL SIDEWALKS

SAFE ROUTES TO SCHOOL





HAVANA MIDDLE SCHOOL SIDEWALKS

SAFE ROUTES TO SCHOOL



RESOLUTION NO. 2014-008

A RESOLUTION BY THE GADSDEN COUNTY BOARD OF COUNTY COMMISSIONERS, GADSDEN COUNTY, FLORIDA, TO SUPPORT CONSTRUCTION OF A SIDEWALK LINKING THE HAVANA MIDDLE SCHOOL AND THE RELOCATED HAVANA ELEMENTARY SCHOOL TO THE CITY OF HAVANA URBAN NEIGHBORHOODS TO THE WEST

WHEREAS, walking helps meet the goals of Chapter 339.175 Florida Statutes – the Capital Region Transportation Agency (CRTPA) (Metropolitan Planning Organization) to serve the mobility needs of people while minimizing transportation related fuel consumption and air pollution; and

WHEREAS, the Gadsden County Community Traffic Safety Team proposes a sidewalk linking the Havana Middle Schools and the new Havana Elementary School on Kemp Road (CR12a) to the City of Havana urban center to improve school safety, and,

WHEREAS, the Center for Disease Control (CDC) encourages people to walk for fitness, transportation and fun; and

WHEREAS, MAP-21, the Moving Ahead for Progress in the 21st Century Act (P.L. 112-141), was signed into law by President Obama on July 6, 2012, to address growing concerns about air quality, open space, and traffic congestion. The Transportation Alternative Program (TAP) strengthens the cultural, aesthetic, and environmental aspects of the Nation's intermodal transportation system, and


WHEREAS, pursuant to Objective 10.4 of the Gadsden County Comprehensive Plan, the County encourages schools to be located in areas where infrastructure exists with available capacity, including where existing pedestrian systems are in place to encourage bicycle and pedestrian modes of travel, and

WHEREAS, this support is consistent with the Gadsden County Comprehensive Plan, the CTST, the CRTPA, the FDOT, CDC and MAP-21 policies supporting alternative means of transportation.

NOW, THEREFORE, BE IT RESOLVED BY THE GADSDEN COUNTY BOARD OF COUNTY COMMISSIONERS THAT: they continue to support the construction of a sidewalk linking the Havana Middle School and Havana Elementary Schools, located on Kemp Road, to urban neighborhoods as submitted by the Community Traffic Safety Team in year 2014.

PASSED AND DULY ADOPTED BY THE GADSDEN COUNTY BOARD OF COUNTY COMMISSIONERS ON THIS 1st **DAY OF** April, 2014.

Attest:


Nicholas Thomas
Gadsden County Clerk of the Court




Eric Hinson, Chairperson
Gadsden County Board of County Commissioners

The School Board of Gadsden County



"Building A Brighter Future"

REGINALD C. JAMES
SUPERINTENDENT OF SCHOOLS

35 MARTIN LUTHER KING, JR. BLVD
QUINCY, FLORIDA 32351
TEL (850) 627-9851
FAX (850) 627-2780
<http://www.gcps.k12.fl.us>



April 17, 2014

To the Safe Routes to School Committee:

I am writing this letter to offer my support for the Havana Safe Routes to School program, to wit, the construction of sidewalks. Havana Elementary School has, as one of its goals, ongoing professional development to its students.

I seek opportunities to help students develop their minds and bodies thereby increasing their opportunity to become productive citizens within our society. The collaboration of teaching children about the broad range of transportation choices, instructing them in important lifelong bicycling and walking safety skills, and supporting a pedestrian safety program within the Havana community will be beneficial to the community and the residents. It will be my privilege to be a part of this initiative, using events and activities to promote walking and bicycling and to help spread its impact with the Gadsden County Education system.

Sincerely,



Reginald C. James
Superintendent of Schools

RCJ:RWS:mjb

AUDREY D. LEWIS
DISTRICT NO. 1
HAVANA, FL 32333

JUDGE B. HELMS, JR.
DISTRICT NO. 2
QUINCY, FL 32351

ISAAC SIMMONS, JR.
DISTRICT NO. 3
CHATTAHOOCHIE, FL 32324
GREENSBORO, FL 32330

CHARLIE D. FROST
DISTRICT NO. 4
GRETN, FL 32332
QUINCY, FL 32352

ROGER P. MILTON
DISTRICT NO. 5
QUINCY, FL 32353



Havana Elementary School

"PULLING TOGETHER FOR SUCCESS"

705 US 27 South • Havana, FL 32333 • TEL: 850-662-2670 • FAX: 850-539-2878

Willie A. Jackson, Principal, Ed. D.

Myra Grant, Assistant Principal

April 17, 2014

To the Safe Routes to School Committee:

I am writing this letter to offer my support for the Havana Safe Routes to School Program, to wit: the construction of sidewalks. The Havana Elementary School has as one of its goals to offer ongoing professional development to its students. I seek opportunities to help students develop their minds and bodies thereby increasing their opportunity to become productive citizens within our society. The collaboration of teaching children about the broad range of transportation choices, instructing them in importance of lifelong bicycling and walking safety skills, and supporting pedestrian safety programs within the Havana community will benefit the community and the residents therein. It will be my privilege to be a part of this initiative, using events and activities within the Gadsden County Education Systems.

Sincerely,

Willie A. Jackson, Ed. D.

Principal Havana Elementary School

Howard L. McKinnon, Town Manager
Shelia A. Evans, Town Clerk



P.O. Box 1068
Havana, Florida 32333-1068
Phone: 850/539-2820

April 15, 2014

Dear Safe Route to School Committee:

This letter is being written to advise you that the Town of Havana supports the Safe Route to Schools project. The Havana Town Council approved supporting this project at their regular council meeting on December 14, 2010.

This project will enable the children of our community that live near the schools, including those with disabilities, to walk or ride their bicycles. The Town of Havana believes that this project will reduce traffic, fuel consumption and air pollution in the vicinity of our schools. By implementing this project we believe that it will reduce the rate of obesity and encourage a healthy and active lifestyle for our children.

The Town of Havana looks forward to participating with our local schools and other organizations to assist in developing a program which will enable and encourage all the citizens in our community.

Respectfully Yours,


T. J. Davis
Mayor



121 East 7th Avenue • Havana, Florida, 32333
Phone 850-539-2801 • Fax 850-539-2810

T.J. Davis
Mayor

Howard McKinnon
Town Manager

R. Tracy Smith
Chief of Police

April 23, 2014

Safe Routes to School

The Havana Police Department would like to express its support for the Havana Middle/Elementary School sidewalk project. The project was started in 2010 by then Chief Glynn Beach of the Havana Police Department. When we first heard that the Havana Elementary School was closing, we immediately became concerned about our children traveling down our neighborhood streets and crossing a county road to get to school. The streets within the traveled area currently have no sidewalks leaving the children no option but to walk in the roadway. The shortest route has limited, or no lighting, as well as curvy roads with limited traffic control.

For the safety of our children I feel it is imperative that we do all that we can to provide a safe route to and from school. The Havana Police Department strongly supports this sidewalk project and any consideration would be appreciated.

R. Tracy Smith, Chief of Police
Havana Police Department
850-539-2800 (Office)
850-524-2223 (Cell)

MEETING NOTES

GADSDEN COUNTY CTST

4/9/14

In the absence of Brenda Sizemore, Justin Ford called the meeting to order at 10:05 AM.

The first item of business discussed was the Havana Middle School Sidewalk project along Iron Bridge Rd and 11th St.

- Mr. Ford discussed several items still needed for the application
 - Chief Smith will work on Letters of Support
 - Chief Smith will collect traffic and pedestrian data
 - Past educational and encouragement efforts were discussed.
 - H. Walker mentioned the upcoming Walk to School dates
 - Mr. Ford will work with FDOT to collect crash data
 - Andy Gay provided contact for student data

The next item discussed was FDOT's ongoing efforts on High Bridge Rd

- H. Walker provided update

Mr. Ford brought a request from the CRTPA representative, Doug Croley, to the group for potential sidewalk projects. The following sidewalks were discussed:

- Charlie Harris Loop
- Providence Rd – Carolina St to Sawdust Park
- Hutchinson Ferry Rd – Fire Station to St Johns School
- Strong Rd
- Hogan Lane
- Spooner Rd
- Shelfer St – King St to US 90

With no other items for discussion, the meeting was adjourned.

CTST Sign-In

Justin Ford	Preble-Rish, Inc
Tracy Smith	Havana PD
Matt Chester	Preble-Rish, Inc
Robert A. Bracher	FHP
Holly Walker	FEOT holly.walker@dot.state.fl.us
Andy White	FDOT
William Campbell	CPD
Ridgeway Stone	HPD
Robert Maxson	QPD
Andy Gray	School Board
Curtis Young	Public Works
Cherise Pouncey	Hannah Haden Co. School Bd. hannahd@gcpsmail.com

11th Ave CRASH REPORT

Crash Street	Crash Type	Vehicles	Non-Motorists	Fatalities	Injuries	Alcohol Related	Estimated Damages	Crash Severity	First Harmful Event	Contrib Circum Env1	School Bus Related	Motorcycles	Passengers	Bicyclists	Pedestrians	Fatalities Unrestrained	Incapacitating Injuries	Injuries Unrestrained	Vehicle Dmg Amt
11TH AVE E	Animal	1	0	0	0	N	\$500	Property Damage Only	Animal	Animal(s) in Roadway	N	0	0	0	0	0	0	0	\$500

IRON BRIDGE RD CRASH REPORT

Crash Street	Crash Type	Vehicles	Non-Motorists	Fatalities	Injuries	Alcohol Related	Estimated Damages	Crash Severity	First Harmful Event	Contrib Circum Env1	School Bus Related	Motorcycles	Passengers	Bicyclists	Pedestrians	Fatalities Unrestrained	Incapacitating Injuries	Injuries Unrestrained	Vehicle Dmg Amt
COUNTY ROAD 153	Rollover	1	0	0	1	Y	\$50	Injury	Overturn/Rollover		No	0	0	0	0	0	0	1	\$50
CR 12A / CR 153	Off Road	1	0	0	0	N	\$4,000	Property Damage Only	Tree (standing)		No	0	0	0	0	0	0	0	\$4,000
CR 153 IRON BRIDGE RD	Off Road	1	0	0	2	Y	\$3,000	Injury	Tree (standing)		No	0	1	0	0	0	2	0	\$3,000

Section 2 – Eligibility and Feasibility Criteria:

- C. No documentation has been provided, however, a visual inspection of the route has been completed and there appears to be sufficient right-of-way to accommodate the proposed pedestrian facilities.
- I. Currently the students that elect to walk or bike to school have no designated pedestrian facilities. This routinely results in students walking/biking in the street. This creates hazardous walking conditions for these students. Sidewalks will provide a safe facility for the students to walk/bike to school. Because of the short distance from the school to the densely populated neighborhood it is anticipated that the facilities will be welcomed and utilized.

Section 3 – Background Information: Five E's:

- A1. Crossing guards, patrol officers, and school officials have reported routes to schools that have particularly heavy pedestrian traffic to and from school.
- A2. The CTST and City engineering staff will develop a work plan addressing the areas that need sidewalk installed. This application is requesting funds for the top priority projects.
- B1. In the past, local officers have held “Bike Rodeos, Walk to school day, and Bike to school day.” Also students have been given safety trinkets relating to walking and biking to school.
- B2. Local officers have a “Bike Rodeo” planned for May 16th, “Bike to school Day” on May 7th, and a “Walk to school Day” on October 9th.
- C1. Each year the local officers conducts bicycle and traffic safety courses to the students. They continue to teach and encourage students to understand the rules of the road and the importance of practicing traffic safety.
- C2. In the future we plan to train teachers to teach bicycle and traffic safety to students. We would like to get the Parent Teacher Association involved to ensure parents and other adults to be aware of the importance of traffic safety and help support it. Local officers will continue to talk with students and cultivate creative ways to educate students the importance of safety when walking and biking to school.
- D1. CTST has worked with local law enforcement to control speeding around schools.

- D2.** Local officers will talk to students about the importance of safety when walking and biking to school.
- E1.** We have conducted a visual assessment of students walking to school to determine which routes are in need of sidewalks.
- E2.** Staff will continue visual assessment and will implement the SWTS tool kit and begin collecting information by conducting student in-class travel tally.

Section 4 – Problem Identification:

- A.** Currently all students that travels along this route identified in this application have to walk within the travel lanes of the roads. This is a particular hazard in the morning because of speeders traveling to work or school.

The primary obstacle preventing students from walking or biking to school is lack of a pedestrian/cyclist facility to safely accommodate the students.

- B.** The school is located near a densely populated neighborhood with limited existing sidewalks connected to the school. With the addition of the elementary school to the middle school site, student traffic is expected to increase.
- C.** Havana Police Department has conducted traffic studies on each of the proposed roads for the new sidewalks. Their study shows that 85% of the traffic exceeds the posted speed limit. With this data, along with the present pedestrian travel opportunities, we can conclude that the area is not safe to walk or bike.
- D.** There is a large residential neighborhood surrounding the schools which means more than average student traffic. More students would be able to walk or bike to school safely if this project is funded.
- E.** Currently the school district is under a special provision from the Department of Agriculture that each student eats free. So, the percent of students that eat free is 100%.
- G.** Student travel data:
 - 1. School data:**
 - A.** 60 walk to school
 - B.** 10 bike to school
 - C.** 70 total of walking or biking
 - D.** 698 total students.

2. Route data:

- A. Approximately 35% of students could utilize this route.
- B. Estimated
- C. 35 walking or biking
- D. 150 walking or biking

Section 5 – Problem Identification:

- A. The proposed project will also connect to an existing community park. It is likely that the children will utilize the proposed facilities to access the existing park also.
- B. No existing facilities (bike lanes, paths, signs, or markings) currently exist along the proposed routes. Therefore no effect is anticipated.

Section 6 – Problem Identification:

- A. The proposed project will also connect to an existing community park. It is likely that the children will utilize the proposed facilities to access the existing park also.
- D. No existing traffic controls currently exist. The proposed improvements will include crosswalk striping and signage. The use of a crossing guard will also be encouraged.