



300 S. ADAMS STREET TALLAHASSEE, FL 32301
www.crtpa.org

CRTPA BOARD

MEETING OF MONDAY, DECEMBER 5, 2016 AT 1:30 PM

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

MISSION STATEMENT

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

FINAL AGENDA

NOTE: A reception for the new FDOT District 3 Secretary will be held from 1:00 – 1:30 PM in the Florida Room, 2nd Floor, Tallahassee City Hall, prior to CRTPA Board Meeting.

- 1. AGENDA MODIFICATIONS**
- 2. CONSENT AGENDA**
 - A. FYs 2017 & 2018 Unified Planning Work Program Amendment**
- 3. CONSENT ITEMS PULLED FOR DISCUSSION**

If you have a disability requiring accommodations, please contact the Capital Region Transportation Planning Agency at (850) 891-8630. The telephone number of the Florida Relay TDD Service is # 711.

4. **ROLL CALL VOTE AGENDA ITEMS**

A. Connections 2040 Regional Mobility Plan (RMP) Modification

The Connections 2040 Regional Mobility Plan, the CRTPA's long range transportation plan, is proposed to be modified to reflect the following:

- Revise the Orange Avenue project to extend limits eastwards to South Monroe Street.
- Update the RMP funding table to reflect the Project Development and Environment Study timeline from Tier 2 to Tier 1.

Recommended Action: *Approve RMP modification by roll call vote*

B. Fiscal Year (FY) 2017 – FY 2021 Transportation Improvement Program (TIP) Amendment

The CRTPA FY 2017 – FY 2021 TIP is proposed to be amended to reflect the following:

- Coastal Trail West (US 98 from Surf Road to US 319) (Project #4399261): Add design funding in FY 2017.
- Coastal Trail East (US 98 from Woodville Highway to Lighthouse Road) (Project #4405501): Add design funding in FY 2017.

Recommended Action: *Approve amendment by roll call vote*

5. **CRTPA ACTION**

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. DRAFT Fiscal Year (FY) 2018 – FY 2022 Work Program

Regina Battles, Florida Department of Transportation (FDOT), District 3, will present the Draft FY 2018 – FY 2022 Work Program. CRTPA written comments on the Draft Work Program must be provided to the FDOT by January 23, 2017.

B. CRTPA ByLaw Revisions

As discussed at the October 17, 2016 CRTPA Retreat, staff is proposing updates to the CRTPA's bylaws including the agency's meeting schedule.

C. Executive Committee Discussion

This item seeks Board direction related to the establishment of a CRTPA Executive Committee that was discussed at the October 17, 2016 CRTPA Board Retreat.

D. 2017 CRTPA Meeting Calendar

The 2017 CRTPA meeting calendar has been developed for Board approval.

E. Election of CRTPA Chair and Vice-Chair

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

F. Election of MPOAC Representative and Alternate

Pursuant to CRTPA By-Laws, the CRTPA's Metropolitan Planning Organization Advisory Council (MPOAC) representative serves a 3-year term. In November 2013, Commissioner Delores Madison was elected to serve as the MPOAC Representative, with Commissioner Nick Maddox elected to serve out the remainder of her term in May 2015. Commissioner Barfield currently serves as the alternate.

G. Executive Director's Probationary Period

This item seeks Board direction related to the Executive Director's 90-day probationary period, contained within the employment agreement, which was up on October 16, 2017.

6. FLORIDA DEPARTMENT OF TRANSPORTATION REPORT

7. EXECUTIVE DIRECTOR'S REPORT

8. C RTPA INFORMATION

- A. Correspondence
- B. Future Meeting Dates (January 17, 2017 pursuant to approval of Item 5D)
- C. Committee Actions (Citizen's Multimodal Advisory Committee/ Technical Advisory Committee/Transportation Disadvantaged Coordinating Board)

9. C RTPA CITIZEN COMMENT

This portion of the agenda is provided to allow for citizen input on any C RTPA issue. Those interested in addressing the C RTPA 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.

10. ITEMS FROM C RTPA BOARD MEMBERS

This portion of the agenda is provided to allow members an opportunity to discuss and request action on items and issues relevant to the C RTPA, as appropriate.



December 5, 2016

AGENDA ITEM 1

AGENDA MODIFICATIONS



December 5, 2016

AGENDA ITEM 2 A

**FISCAL YEARS (FY's) 2017 & FY 2018 UNIFIED PLANNING WORK PROGRAM
AMENDMENT**

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

CRTPA staff is proposing an amendment to the FY's 2017 & 2018 Unified Planning Work Program (UPWP) to include projects discussed below.

CRTPA COMMITTEE ACTIONS

The CRTPA's two (2) committees (Citizens Multimodal Advisory Committee and Technical Advisory Committee) jointly met on November 22, 2016 and each recommended CRTPA approval of the UPWP amendment.

RECOMMENDED ACTION

Option 1: Approve the FY's 2017 & 2018 UPWP Amendment.

HISTORY AND ANALYSIS

The FY's 2017 and 2018 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, 2016 and ending June 30, 2018. Development of the UPWP is one of the requirements of the metropolitan transportation planning process for the CRTPA and the document was adopted at the May 16, 2016 CRTPA meeting.

CRTPA staff is proposing an amendment to the FY's 2017 & FY 2018 Unified Planning Work Program to include the projects discussed below:

Task 7.5 SYSTEMS PLANNING

➤ **Congestion Management Plan (CMP) Update – Cost: \$446,966**

The CMP Update will transition the existing CMP from a policy-based plan to a project-based plan. The CMP would include a review of the most heavily congested intersection as well as intersections with significant crash histories to determine potential improvements. The

resulting projects would then be prioritized as part of the annual Transportation Systems Management list.

- Tallahassee-Leon County Bicycle/Pedestrian Master Plan Update – **Cost: \$562,500**
The Bicycle/Pedestrian Master Plan would update the previous plan adopted in 2004, which was replaced by the Regional Mobility Plan as a unified document.

Task 9.1 SPECIAL PROJECTS

- Midtown Traffic Operations Review – **Cost: \$225,000**
This study will review operational characteristics of several roadways in the Midtown area including Thomasville Road, East 6th and 7th Avenues, and North Gadsden and Calhoun Street. The goal is to improve the overall traffic flow in the area by identifying potential changes to the street network and operations to better accommodate existing and future traffic.
- Wakulla Environmental Institute (WEI) Trail Feasibility Study – **Cost: \$62,500**
The WEI Trail Feasibility Study will review potential routes to connect the WEI facility on US 319 to the portion of the Coastal Trail scheduled for construction in 2018.
- SW Area Transportation Area/Orange Avenue Plan – **Cost: \$500,000 (CRTPA portion)**
Adding an additional \$150,000 to the previously allocated \$350,000. Blueprint is also contributing \$350,000 to the study. Total overall budget for the Plan is \$850,000

OPTIONS

Option 1: Approve the FY's 2017 & 2018 UPWP Amendment.
(RECOMMENDED)

Option 2: CRTPA Board Discretion.

ATTACHMENT

Attachment 1: Updated UPWP Tasks

Attachment 2: UPWP Revision Form and Amendment to the MPO Agreement

Task 7.1: Bicycle and Pedestrian Planning
<p>Purpose: Implement projects identified within the CRTPA's Regional Mobility Plan, Bicycle and Pedestrian Master Plans 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). Identify and participate in programs to promote coordination, awareness, safety, and opportunities for increased mobility for cyclists, pedestrians, and other non-automotive travelers within the region.</p>
<p>Previous Work Completed:</p> <p>Development and adoption of the Connections 2040 Regional Mobility Plan and associated priority Project Lists (FY 2018 – FY 2022 CRTPA Priority Project Lists for Bicycle and Pedestrian and Transportation Alternatives). Coordination with Bicycle Work Group in Leon County, Leon County Schools, Community Traffic Safety Team Members locally and with District 3 FDOT, and with other agencies to develop programs and outreach opportunities to promote safety and mobility options for all within the region. Coordination with Florida DEP and FDOT for the Capital to the Sea Trails programming through CRTPA and SunTrails. Support of regional trail systems from the Bicycle and Pedestrian Master Plans such as the Florida Arts Trail and Ochlocknee Bay Trail.</p>
Required Activities
<ul style="list-style-type: none"> • 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; work with other jurisdictions to identify and begin programs, policies, and projects that are applicable to implementation of the Regional Mobility Plan and other CRTPA efforts; 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; continue development of Citizen's Multimodal Advisory Committee. • <u>Comprehensive Programs (EDUCATION Activities):</u> 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. • <u>(ENGINEERING Activities):</u> 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. <u>(ENFORCEMENT Activities):</u> Coordinate with law enforcement agencies, universities, and CTST to identify priorities for enforcement related to pedestrians and bicyclists. <u>(ENCOURAGEMENT Activities):</u> Distribute maps and other information on bicycling and walking in the CRTPA area; assist with

<p>planning, promotion and implementation of events that encourage bicycling and walking, including Safety Fairs, Active Living/Healthy Living Fairs, and activities aimed at students; continue work on development and distribution of an updated bicycle map for the City/County/Region and to help local governments achieve Bicycle Friendly Community Status.</p>	
<p>FY 2017</p> <ul style="list-style-type: none"> • Development and adoption of the FY 2019 – FY 2023 CRTPA Priority Project Lists for Bicycle and Pedestrian projects. • Monthly participation in the Leon County Bike Work Group • Coordination with the CRTPA's CMAC to identify and program key bicycle and pedestrian projects and programs for the region. • Disseminate bicycle and pedestrian safety materials throughout the year at key events such as the Leon County Safety Fair, that target a wide range of the population of the CRTPA area. • Coordinate with the CTST's to promote responsible transportation behavior for all users of the network • Coordinate with technical and citizen's groups to identify roadway design improvements as opportunities arise to improve the system. 	<p>FY 2018</p> <ul style="list-style-type: none"> • Monthly participation in the Leon County Bike Work Group • Coordination with the CRTPA's CMAC to identify and program key bicycle and pedestrian projects and programs for the region. • Disseminate bicycle and pedestrian safety materials throughout the year at key events such as the Leon County Safety Fair, that target a wide range of the population of the CRTPA area. • Coordinate with the CTST's to promote responsible transportation behavior for all users of the network • Coordinate with technical and citizen's groups to identify roadway design improvements as opportunities arise to improve the system. • Development and adoption of the FY 2020 – FY 2024 CRTPA Priority Project Lists for Bicycle and Pedestrian projects. • Development of Tallahassee/Leon County Bicycle and Pedestrian Plan.

BICYCLE/PEDESTRAIN MASTER PLAN UPDATE

The current CRTPA Bicycle/Pedestrian Master Plan was last updated in 2004. The update will include a review of existing plans from local agencies as well as the SunTrails program being advanced by FDOT. In general, the activities anticipated to be undertaken include:

- Review of existing conditions and plans
- Identification of potential communities/neighborhood for connection improvement
- Identification of gaps in the current bicycle/pedestrian network and regional trails
- Potential linkages to parks and other public spaces
- Extensive public involvement with local agencies, user groups and the general public
- Review of existing and potential revenue sources

- *Short- and long term implementation plans*

The update is anticipated to be completed in June 2018.

End Product	Completion Date	Responsible Agency
Comprehensive Programs	ongoing	CRTPA
Public Education	ongoing	CRTPA
CMAC Coordination	ongoing	CRTPA
2019-2024 Priority Project Lists for Bicycles and Pedestrians	June	CRTPA
Community Traffic Safety Team Support and Coordination	ongoing	CRTPA
2020-2025 Priority Project Lists for Bicycles and Pedestrians	June	CRTPA
Tallahassee/Leon County Bicycle and Pedestrian Plan Update	July 1 2017 to June 30 2018	CRTPA/Consultant

Task 7.1 Estimated Budget Detail for FY 17									
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FHWA (OTHER)	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
Personnel Services									
	Staff Salaries	\$27,000							\$27,000
	Indirect Costs	4,460							4,460
	Fringe Costs	13,560							13,560
	Subtotal:	\$45,000	-		-	-		-	\$45,000
Consultant Services									
		-	\$562,500		-	-	-	-	-
	Subtotal:	-	\$562,500		-	-	-	-	\$562,500
Travel									
		-	-		-	-	-	-	-
	Subtotal:	-	-		-	-	-	-	-
Other Direct Expenses									
	Total:	\$45,000	\$562,000						\$607,500

	Task 7.1 Estimated Budget Detail for FY 18								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FHWA (OTHER)	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
	Personnel Services								
	Salary	\$27,000							\$27,000
	Indirect	4,460							4,460
	Fringe	13,560							13,560
	Subtotal:	\$45,000	-		-	-		-	\$45,000
	Consultant Services								
		-	-		-	-	-	-	-
	Subtotal:	-	-		-	-	-	-	-
	Travel								
		-	-		-	-	-	-	-
	Subtotal:	-	-		-	-	-	-	-
	Other Direct Expenses								
			-		-	-	-	-	
	Subtotal:		-		-	-	-	-	
	Total:	\$45,000							\$45,000

Task 7.5: Mobility Management	
<p>Purpose: Ensure optimization of the existing transportation system through agency participation, coordination and identification of system strategies and programs.</p>	
<p>Previous Work Completed</p> <p><u>Community Traffic Safety Teams (CTSTs):</u> Maintained regional CTST dialogue and served as chairperson for the Leon County CTST..</p> <p><u>Commuter Services of North Florida (CSNF):</u> Coordination with CSNF through ongoing discussions and participation in CTST and other outreach community events.</p> <p><u>Love To Ride:</u> Partnered with CSNF, City of Tallahassee and Leon County to initiate a data gathering program called, “Love To Ride” to identify the willingness and obstacles to cycling in Leon County.</p> <p><u>Congestion Management Plan:</u> Consider congestion management strategies to improve safety, health, and the efficiency of the existing transportation network for the CRTPA users. Utilized the Congestion Management Plan in the development of the Long Range Transportation Plan.</p>	
Required Activities	
<p><u>Mobility Management/TSM:</u> 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.</p> <p><u>Community Traffic Safety Teams (CTSTs):</u> Coordinate with 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.</p> <p><u>Commuter Services of North Florida (CSNF):</u> 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.</p> <p><u>Congestion Management Plan:</u> Consider congestion management strategies to improve safety, health, and the efficiency of the existing transportation network for the CRTPA users. Utilize the Congestion Management Plan in the development of the Long Range Transportation Plan and routinely as a guide for future improvements to the transportation system, referring to data on level of service, traffic counts (and pedestrian and bicycling counts as available), and crash rates.</p>	
<p>FY 2017</p> <ul style="list-style-type: none"> • Development of the TSM, Transportation Alternatives, and StarMetro Priority Project Lists (PPL’s). • Attend and coordinate CTST gatherings to promote safe alternatives to automotive transportation. • Update the Congestion Management Process Plan 	<p>FY 2018</p> <ul style="list-style-type: none"> • Development of the TSM, Transportation Alternatives, and StarMetro Priority Project Lists (PPL’s). • Attend and coordinate CTST gatherings to promote safe alternatives to automotive transportation. • Coordinate implementation of the Congestion Management Process Plan with CRTPA partners

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Congestion Management Plan (CMP) Update (Phase 1)

The current CMP was last updated in 2013. Primarily a policy document, the CMP determined the levels-of-service (LOS) for various roadways based on existing traffic counts and provided options to reduce overall delay through land development regulations and TDM strategies. The update will focus on specific projects to reduce delay at congested intersections and improve safety. This is expected to be a multi-phase project that will include the following elements:

- Identification of highly congested intersections and bottlenecks
- Identification of high-crash intersections and road segments
- Applicability of Intelligent Transportation System (ITS) deployments
- Identification of potential improvements and countermeasures
- Engineering review of potential improvements and countermeasures
- Potential prioritization criteria
- Existing and potential funding sources

Phase 1 expected to be completed by June 2018.

End Product	Completion Date	Responsible Agency
Safety Fair participation	April 2016, 2017	CRTPA as a partner
CTST participation	monthly	CRTPA as a partner
Congestion Management Process Plan Update	June 2018	CRTPA

	Task 7.5 Estimated Budget Detail for FY 17								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FHWA Congest Mgmt	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
A.	B. Personnel Services								
	Staff Salaries	\$5,465	-		\$5,717				
	Indirect Costs	1,115	-		1,161	\$1,300	\$1,301	-	
	Fringe Costs	3,390			3,527				
	Subtotal:	\$10,000	-		\$10,405	\$1,300	\$1,301	-	\$23,006
C.	D. Consultant Services								
		-	-	\$446,966	-	-	-	-	-
	Subtotal:	-	-	\$446,966	-	-	-	-	\$446,966
E.	F. Travel								
		-	-		-	-	-	-	-
	Subtotal:	-	-		-	-	-	-	-
G.	H. Other Direct Expenses								
			-		-	-	-	-	
	Subtotal:		-		-	-	-	-	
	Total:	\$10,000		\$446,966	\$10,405	\$1,300	\$1,301		\$469,972

	Task 7.5 Estimated Budget Detail for FY 18								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FHWA (Congest Mgmt)	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
I.	J. Personnel Services								
	Staff Salaries	\$5,465	-		\$5,717				
	Indirect Costs	1,115	-		1,161	\$1,300	\$1,301	-	
	Fringe Costs	3,390			3,527				
	Subtotal:	\$10,000	-		\$10,405	\$1,300	\$1,301	-	\$23,006
K.	L. Consultant Services								
		-	-		-	-	-	-	-
	Subtotal:	-	-		-	-	-	-	-
M.	N. Travel								
		-	-		-	-	-	-	-
	Subtotal:	-	-		-	-	-	-	-
O.	P. Other Direct Expenses								
			-		-	-	-	-	
	Subtotal:		-		-	-	-	-	
	Total:	\$10,000			\$10,405	\$1,300	\$1,301		\$23,006

Task 9.1 Corridor Analysis/Other Transportation Projects	
Purpose: Participate in corridor studies through coordinative and management efforts as may be required by the MPO process.	
Previous Work (examples, not complete list) <ul style="list-style-type: none"> • SR 12 (Gadsden County) Shoulder Widening • US 319 Trail Extension into Sopchoppy • Funding Cascades Trail Pedestrian Bridge • Funding Magnolia Drive Shared-Use Path • Crawfordville Road Project Development and Environment Study Update 	
Required Activities	
FY 2017 <ul style="list-style-type: none"> • 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 17 • Orange Avenue/Lake Bradford Road/Springhill Road Corridor Study 	FY 2018 <ul style="list-style-type: none"> • 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 18 • Orange Avenue/Lake Bradford Road/Springhill Road Corridor Study • Wakulla Environmental Institute Trail Plan development

Midtown Area Transportation Study

The Midtown Area Transportation Study will take a multi-modal approach to improving the transportation network in the area. The study will review of the operating characteristics of several roadways including Thomasville Road, Monroe Street, North Meridian Road, North Calhoun and Gadsden Streets and East 6th and 7th Avenues. Building on the recently completed Thomasville Road Safety Study, the Midtown Study will also identify opportunities to improve the bicycle and pedestrian network as well as potential transit improvements. The study is anticipated to include several additional aspects including:

- Development of alternative traffic flow patterns
- Identification of operations-level improvements
- Review of crash histories and potential countermeasures
- Development of short- and long-term improvements
- Review of potential ITS deployments

Wakulla Environmental Institute (WEI) Trail Feasibility Study

The WEI Trail will develop potential alignments to connect the WEI facility located on US 319 south of Crawfordville to the US 98 Coastal Trail. Anticipated tasks of the study include:

- Review of public rights-of-way near the WEI
- Review of parcel configuration and ownership
- Desktop review of potential environmental issues

End Product	Completion Date	Responsible Agency
Coordination with partner governments	ongoing	CRTPA
Orange Avenue/Lake Bradford Road/Springhill Road Corridor Study <ul style="list-style-type: none">• Development of the Scope-of-Services, Request for Proposal (RFP), and a preliminary list of stakeholders in the corridor.	September 30, 2016	
Orange Avenue/Lake Bradford Road/Springhill Road Corridor Study <ul style="list-style-type: none">• Continue and complete Efficient Transportation Decision Making Process,• Roadway corridor design alternatives, presentations to CRTPA Board, Blueprint IA, preliminary drainage analysis and pond siting, access management,• Multi-modal accommodations, preliminary cost estimates, preliminary physical and environmental analysis, class of action determination• initiate environmental reports, comparative analysis of corridor alternatives, and• comparative analysis and corridor evaluation matrix.	September 30, 2017	CRTPA
Orange Avenue/Lake Bradford Road/Springhill Road Corridor Study <ul style="list-style-type: none">• Release of RFP, Receive Proposals, Shortlisting of consultants, interviews, selection and negotiate contract.	December 31, 2017	CRTPA
Orange Avenue/Lake Bradford Road/Springhill Road Corridor Study <ul style="list-style-type: none">• Develop project schedule, project kick-off,	March 31, 2018	CRTPA

initiate Public Involvement Plan, begin stakeholder interviews, purpose and need statement, presentations to CRTPA Board, Blueprint IA, data collection including:		
Orange Avenue/Lake Bradford Road/Springhill Road Corridor Study <ul style="list-style-type: none"> Initiate Efficient Transportation Decision Making Process, Advance Notification, presentations to CRTPA Board, Blueprint IA, additional stakeholder interviews, and Typical Sections and Analysis. 	June 30, 2018	CRTPA
Orange Avenue/Lake Bradford Road/Springhill Road Corridor Study <ul style="list-style-type: none"> Continue and complete Efficient Transportation Decision Making Process, Roadway corridor design alternatives, presentations to CRTPA Board, Blueprint IA, preliminary drainage analysis and pond siting, access management, Multi-modal accommodations, preliminary cost estimates, preliminary physical and environmental analysis, class of action determination, initiate environmental reports, comparative analysis of corridor alternatives, and Comparative analysis and corridor evaluation matrix. 	September 30, 2018	CRTPA
Orange Avenue/Lake Bradford Road/Springhill Road Corridor Study <ul style="list-style-type: none"> Presentations to CRTPA Board, Blueprint IA, Finalize right-of-way estimates, and identify construction segments and costs. 	December 31, 2018	CRTPA
Wakulla Environmental Institute Trail Plan <ul style="list-style-type: none"> <u>Develop potential alignments for trail from WEI to US 98 Costal Trail</u> 	<u>June 2018</u>	CRTPA/Consultant
Thomasville Road Operations Plan	June 2018	CRTPA/Consultant

Task 9.1 Estimated Budget Detail for FY 17								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FHWA (SA)	FTA	Local Funds	Trans. Disad.	Total
Personnel Services								
	Staff Salaries	\$10,990	-	-	-		-	\$10,990
	Indirect Costs	2,230	-	-	-		-	2,230
	Fringe Costs	6,780						6,780
	Subtotal:	\$20,000	-	-	-		-	\$20,000
Consultant Services								
	Midtown Area Transportation Study	-	\$13,448	\$211,552	-	-	-	\$225,000
	WEI Trail Study		\$62,500					\$62,500
	SW Plan/Orange Ave		\$500,000					\$500,000
	Subtotal:	-	\$575,948	\$211,552	-	-	-	\$787,500
Travel								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
Other Direct Expenses								
			-	-	-	-	-	
	Subtotal:		-	-	-	-	-	
	Total:	\$20,000	\$575,948					\$807,500

Task 9.1 Estimated Budget Detail for FY 18									
Budget Detail	Budget Category Description	FHWA (PL)	FHWA (SU)	FHWA (OTHER)	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
	Personnel Services								
	Staff Salaries	\$10,990							\$10,990
	Indirect Costs	2,230	-		-	-		-	2,230
	Fringe Costs	6,780							6,780
	Subtotal:	\$20,000	-		-	-		-	\$20,000
	Consultant Services								
	Subtotal:	-			-	-	-	-	
	Travel								
		-	-		-	-	-	-	-
	Subtotal:	-	-		-	-	-	-	-
	Other Direct Expenses								
			-		-	-	-	-	
	Subtotal:				-	-	-	-	
	Total:	\$20,000							

FLORIDA DEPARTMENT OF TRANSPORTATION

Unified Planning Work Program (UPWP) Revision Form

MPO Requesting UPWP Revision:

Capital Regional TPA

UPWP Revision Occurring in:

FY 2016/17

UPWP Revision # 1

Type of UPWP Revision:

Amendment

[See here for explanation of Revisions](#)Reason for
UPWP Revision:

Task 7.1 - Adding \$562,500 for the development of a Tallahassee/Leon County Bicycle/Pedestrian Master Plan
 Task 7.5 - Adding \$447,000 for an update to the CRTPA Congestion Management Plan
 Task 9.1 - (1) Adding \$225,000 for the development of a Midtown Area Transportation Study
 (2) Adding an additional \$150,000 to the existing budgeted \$350,000 for the Orange Avenue Study
 (3) Adding \$62,500 for the Wakulla Environmental Institute (WEI) Trail Feasibility Study

UPWP Task Information

Fiscal Year 2016/17

Task(s) Information - List Up to 7 If there are more than 7 changes, please use an additional form.

	Task(s) Number & Name	Funding Source	Task Amounts	
			Prior to Revision	After Revision
(1)	7.1 Bicycle and Pedestrian	SU (STP Urban) Funds	\$ 45,000	\$ 607,500
(2)	7.5 Congestion Management	Other	\$ 23,006	\$ 469,972
(3)	9.1 Corridor Analysis	SU (STP Urban) Funds	\$ 20,000	\$ 807,500
(4)			\$	\$
(5)			\$	\$
(6)			\$	\$
(7)			\$	\$
Total <u>PL</u> Balance for Fiscal Year 2016/17			\$ 557,525	\$ 557,525
Total <u>UPWP</u> Balance for Fiscal Year 2016/17			\$ 1,676,475	\$ 3,473,475

Unified Planning Work Program (UPWP) Revision Form

Fiscal Year 2017/18

Task(s) Information - List Up to 7 If there are more than 7 changes, please use an additional form.

	Task(s) Number & Name	Funding Source	Task Amounts	
			Prior to Revision	After Revision
(1)			\$	\$
(2)			\$	\$
(3)			\$	\$
(4)			\$	\$
(5)			\$	\$
(6)			\$	\$
(7)			\$	\$
Total <u>PL</u> Balance for Fiscal Year 2017/18			\$	\$
Total <u>UPWP</u> Balance for Fiscal Year 2017/18			\$	\$

This Section is Only Applicable to Amendments

Amendment Due to: (Check all that apply)

- ☐ Change in FHWA Approved Budget
- ☐ Change in Scope of FHWA Funded Work Task(s)
- ☐ Addition or Deletion of Work Task(s)
- ☐ Change in FTA Grant Funding (5305(d))

Amendment Part of De-Obligation:

(mm/dd/yyyy)

Date UPWP Amendment Approved by MPO Board :

(mm/dd/yyyy)

Date MPO Submitted UPWP Amendment for FDOT Review:

(mm/dd/yyyy)

Date FDOT Submitted UPWP Amendment for FHWA/FTA Review:

Unified Planning Work Program (UPWP) Revision Form

Required Attachments to be Included with Form Submission:

- ☐ Revised UPWP Summary Budget Table(s) (Original & Proposed)
- ☐ Revised UPWP Task Sheet(s) (Original & Proposed)
- ☐ MPO Resolution and/or MPO Meeting Minutes Approving UPWP Amendment (Applicable only to Amendments)

Please Use this Field to Indicate Whether Additional Forms were Required for this UPWP Revision Submittal

Form Of **Response to Request: for FDOT, FHWA, and/or FTA use ONLY**

FDOT Action on Request:

FDOT sign Amendments ONLY

Signature Field

Date:

(mm/dd/yyyy)

FDOT
Comment:

FHWA Action on Request:

FHWA sign Amendments ONLY

Signature Field

Date:

(mm/dd/yyyy)

FHWA
Comment:

FTA Action on Request:

FTA sign Amendments for Transit projects ONLY

Signature Field

Date:

(mm/dd/yyyy)

FTA
Comment:

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**AMENDMENT TO THE
METROPOLITAN PLANNING ORGANIZATION AGREEMENT**

525-010-02
POLICY PLANNING
OGC – 5/16
Page 1 of 2

Financial Project No.: <u>439323-1-14-01</u> <u>439323-1-14-02</u> <u>439323-1-14-03</u> <u>439323-1-14-04</u> Contract No.: <u>GOD29__</u> CFDA Number & Title: <u>20.205__</u>	Fund: <u>PL; SU; CMAQ; SA</u> Function: <u>615</u> Federal Award Project No.: <u>0220(054)</u> MPO DUNS No.: <u>831025601</u>	FLAIR Approp.: <u>088854</u> FLAIR Obj.: <u>780000</u> Org. Code: <u>55032010330</u> Vendor No.: <u>F96000435042</u>
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THIS AMENDMENT TO THE METROPOLITAN PLANNING ORGANIZATION AGREEMENT (Amendment) is made and entered into on this _____ day of December 2016, by and between the STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION (Department), an agency of the State of Florida, whose address is Office of the District Secretary, 1074 Highway 90, Chipley FL and the Capital Region Transportation Planning Agency (MPO), whose address is 300 S. Adams Street, Tallahassee, FL 32301, and whose Data Universal Numbering System (DUNS) Number is: 831025601 (collectively the “parties”).

RECITALS

WHEREAS, the Department and the MPO on June 20, 2016 entered into a Metropolitan Planning Organization Agreement (Agreement), whereby the Department passed through Federal funds to the MPO to assist the MPO in performing transportation planning activities set forth in its Unified Planning Work Program (UPWP).

WHEREAS, the Parties have agreed to modify the Agreement on the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the mutual covenants in this Amendment, the Agreement is amended as follows:

1. Paragraph 4 of the Agreement is amended to reflect:

Project Cost: The total budgetary ceiling for the Project is \$2,912,016.00. The budget, including tasks, is summarized below and detailed in the UPWP, Exhibit “A”. The budget may be modified by mutual agreement as provided for in paragraph 7, Amendments.

The Department’s performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. No work shall begin before the Agreement is fully executed and a "Letter of Authorization" is issued by the Department. The total of all authorizations shall not exceed the annual budgetary ceiling established below and shall be completed within the term of this Agreement:

FINANCIAL PROJECT NO.	FISCAL YEAR	AMOUNT
<u>439323-1-14-01</u>	<u>2017</u>	<u>\$557,525.00</u>
<u>439323-1-14-01</u>	<u>2018</u>	<u>\$557,525.00</u>
<u>439323-1-14-02</u>	<u>2017</u>	<u>\$1,138,448.00</u>
<u>439323-1-14-03</u>	<u>2017</u>	<u>\$446,966.00</u>
<u>439323-1-14-04</u>	<u>2017</u>	<u>\$211,552.00</u>

2. Exhibit A (Scope of Work) of the Agreement is amended as follows: This amendment is more fully described in the attached UPWP Revision Form #1.

Except as modified, amended, or changed by this Amendment, all of the terms and conditions of the Agreement and any amendments thereto shall remain in full force and effect.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

AMENDMENT TO THE

METROPOLITAN PLANNING ORGANIZATION AGREEMENT

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement on the day, month and year set forth above.

MPO	Florida Department of Transportation
<hr/> Capital Region Transportation Agency	
<hr/> Signatory (Printed or Typed)	<hr/> Department of Transportation
<hr/> Signature	<hr/> Signature
<hr/> Title	<hr/> Title
<hr/> Legal Review MPO	<hr/> Legal Review Department of Transportation



December 5, 2016

AGENDA ITEM 3

CONSENT ITEMS PULLED FOR DISCUSSION



December 5, 2016

AGENDA ITEM 4A

2040 REGIONAL MOBILITY PLAN (RMP) MODIFICATION

TYPE OF ITEM: Roll Call Vote

STATEMENT OF ISSUE

Modification of the 2040 RMP to extend the limits of Orange Avenue (Project ID 1554) from South Adams Street to South Monroe Street and to move the funding of the Orange Avenue Project Development and Environmental (PD&E) Study from the Tier 2 (2021-2025) funding period to Tier 1 (2016-2020).

CRTPA COMMITTEE ACTIONS

The CRTPA's two (2) committees (Citizens Multimodal Advisory Committee and Technical Advisory Committee) jointly met on November 22, 2016 and each recommended CRTPA approval of the RMP Modification.

RECOMMENDED ACTION

Option 1: Approve the modification as presented.

HISTORY AND ANALYSIS

The 2040 RMP identified two expansion projects on Orange Avenue. The first was from Capital Circle Southwest to Springhill Road (Project ID 1142) and the second from Springhill Road to South Adams Street (Project ID 1554). The RMP also showed funding for the initial FDOT study for these sections in the Tier 2 funding period from 2021-2025. FDOT has since funded a PD&E Study in FY 2019 from Capital Circle Southwest to South Monroe Street.

In order to meet federal planning consistency requirements, the limits of the PD&E Study must match the limits shown in the 2040 RMP as well as the funding timeline. Staff is proposing modifying the 2040 RMP to extend the limits of Orange Avenue (Project ID 1554) to South Monroe Street and moving the funding from Tier 2 to Tier 1. This will provide the necessary planning consistency to move forward with the PD&E Study.

OPTIONS

Option 1: Approve the modification as presented.
(RECOMMENDED)

Option 2: CRTPA Board Discretion.

ATTACHMENT

Attachment 1: Revised RMP Table

ID Num	Project Name	From	To	Strategy	Government		CRTPA			
						Current Year Cost	OA	SIS	BP	YOE Cost
1026	Woodville Hwy	Capital Circle Southeast	Paul Russell Rd	Widen from 2 Lanes to 4 Lanes	Leon	\$ 1,200,000	x			\$ 9,117,900
1540	Crawfordville Rd	US 98	Lost Creek Bridge	Widen from 2 Lanes to 4 Lanes	Wakulla	\$ 2,828,000	x			\$ 14,794,944
308	Crawfordville Rd	Lost Creek Bridge	East Ivan Rd	Widen from 2 Lanes to 4 Lanes	Wakulla	\$ 3,798,000	x			\$ 17,602,152
1513	Capital Circle Southwest	Crawfordville Rd	Springhill Rd	Widen from 2 Lanes to 6 Lanes	Leon		x			\$ 16,516,600
1554	Orange Ave *	Springhill Rd	Adams St South Monroe Street	Widen from 2 Lanes to 4 Lanes	Leon	\$ 238,000	x			\$ 6,535,416
3	Wakulla Environmental Institute Connection	Coastal Hwy	Crawfordville Rd	New 2 Lane Road	Wakulla		x			\$ 8,039,716
1527	Woodville Hwy/Natural Bridge Rd Roundabout			Roundabout	Leon		x			\$ 828,900
4	Old Lloyd Rd/Gamble Rd Intersection			Roundabout	Jefferson		x			\$ 216,128
382	Capital Circle Southwest	Springhill Rd	Orange Ave	Widen from 2 Lanes to 6 Lanes	Leon	\$ 3,142,000		x		\$ 13,560,190
138	Mahan Dr and Capital Circle Northeast Flyover			Intersection Improvements	Leon			x		\$ 10,361,250
137	Welaunee Blvd/I-10 Interchange			New Interchange	Leon			x		\$ 10,361,250
383	Lake Bradford Rd/Springhill Rd	Capital Circle Southwest	Gaines St	Widen to 4 Lanes	Leon				x	\$ 18,147,691
181	Tharpe St	Capital Circle Northwest	Ocala Rd	Widen from 2 Lanes to 4 Lanes	Leon				x	\$ 11,436,978
75	Thomasville Rd, Meridian Rd, and 7th Ave Intersection			Intersection Improvements	Leon				x	\$ 4,973,400
179	Bannerman Rd	Tekesta Drive	Thomasville Rd	Widen from 2 Lanes to 4 Lanes	Leon				x	\$ 9,237,937
369	Welaunee Blvd Extension	Fleischmann Rd	South of I-10	New 4 Lane Road	Leon				x	\$ 16,380,906
1571	Welaunee Blvd Extension	South of I-10	Shamrock St	New 4 Lane Road	Leon				x	\$ 6,552,301
1365	West Side Student Corridor Gateway (Pensacola St)	Capital Circle Northwest	Appleyard Dr	Widen from 2 Lanes to 4 Lanes	Leon				x	\$ 5,446,180
397	Lake Bradford Rd to Madison St Connection	Lake Bradford Rd	Madison St near Railroad Ave	New 2 Lane Road	Leon					
407	DeSoto Park Dr Extension	Lafayette St	Apalachee Pkwy Frontage Rd	New 2 Lane Road	Leon					
1142	Orange Ave *	Capital Circle Southwest	Springhill Rd	Widen from 2 Lanes to 4 Lanes	Leon	\$ 549,500	x			

* **NOTE:** Project #'s 1554 & 1442 are a single project for purposes of the Project Development & Environment Study and have a total cost of \$787,500



December 5, 2016

AGENDA ITEM 4 B

**FISCAL YEAR 2017 – FISCAL YEAR 2021
TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENT**

TYPE OF ITEM: Roll Call

STATEMENT OF ISSUE

The purpose of this item is to amend the CRTPA Fiscal Year (FY) 2017 – FY 2021 Transportation Improvement Program (TIP) to reflect the following:

- Coastal Trail West (US 98 from Surf Road to US 319) (Project #4399261): Add design funding in FY 17 for this trail project.
- Coastal Trail East (US 98 from Woodville Highway to Lighthouse Road) (Project #4405501): Add design funding in FY 17 for this trail project.

CRTPA COMMITTEE ACTIONS

The CRTPA's two (2) committees (Citizens Multimodal Advisory Committee and Technical Advisory Committee) jointly met on November 22, 2016 and each recommended CRTPA approval of the TIP amendments.

RECOMMENDED ACTION

Option 1: Adopt a resolution amending the FY 2017 – FY 2021 Transportation Improvement Program to reflect:

- ADD PROJECT: Coastal Trail West (US 98 from Surf Road to US 319) (Project #4399261): Add design funding in FY 17.
- ADD PROJECT: Coastal Trail East (US 98 from Woodville Highway to Lighthouse Road) (Project #4405501): Add design funding in FY 17.

HISTORY AND ANALYSIS

The CRTPA's Transportation Improvement Program is adopted annually and identifies those projects in the region that have received state and federal funding. Frequently, the TIP needs to be formally amended to reflect project changes such as the addition or deletion of a project and changes to existing projects related to funding or project scope.

The CRTPA was recently contacted by the Florida Department of Transportation to amend the current TIP to reflect the addition of funding for the design of the Coastal Trail East and West multi-use trail projects. The two (2) projects are part of the CRTPA's Capital City to the Sea Trails project and are being funded through the Shared-Use Nonmotorized (SUN) Trail Program.

The following projects are proposed to be added to the FY 2017 – FY 2021 TIP:

Coastal Trail West (US 98 from Surf Road to US 319) (Project #4399261): Add design funding (\$820,000 in FY 17) for this trail project (9.23 miles in length).

Coastal Trail East (US 98 from Woodville Highway to Lighthouse Road) (Project #4405501): Add design funding (\$220,000 FY 17) for this trail project (2.733 miles in length).

Subsequent to Board approval, the FY 2017 – FY 2021 TIP will be updated to reflect the projects' additions.

OPTIONS

Option 1: Adopt a resolution amending the FY 2017 – FY 2021 Transportation Improvement Program to reflect:

- ADD PROJECT: Coastal Trail West (US 98 from Surf Road to US 319) (Project #4399261): Add design funding in FY 17.
- ADD PROJECT: Coastal Trail East (US 98 from Woodville Highway to Lighthouse Road) (Project #4405501): Add design funding in FY 17.
(RECOMMENDED)

Option 2: CRTPA Board Discretion.

ATTACHMENT

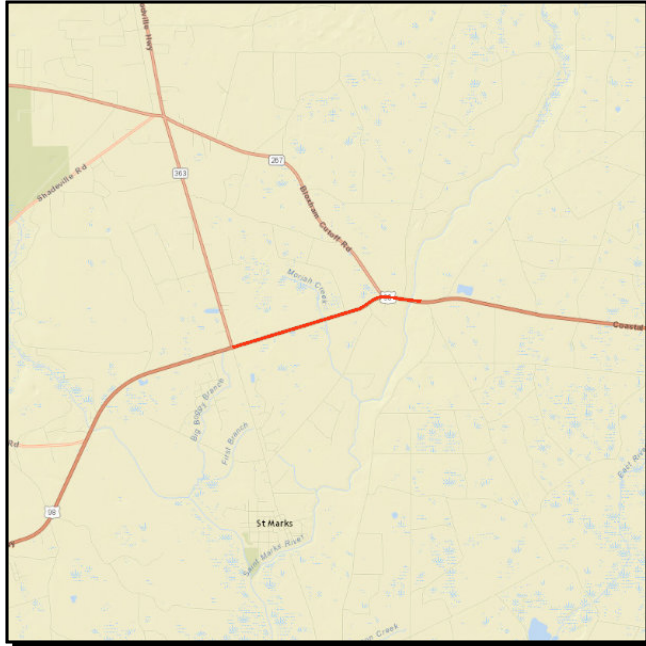
Attachment 1: TIP project pages

Attachment 2: Resolution 2016-12-4B

COASTAL TRAIL WEST: SR 30 (US 98) COASTAL HIGHWAY FROM CR 372 SURF ROAD TO SR 61 (US 319)**Project #:** 4399261**Work Summary:** BIKE PATH/ TRAIL**SIS?:** No**Lead Agency:** Managed by FDOT**Length:** 9.23**County:** Wakulla County**LRTP #:** 2040 RMP
Bike/Pedestrian CFP

Phase	Fund Source	2016/17	2017/18	2018/19	2019/20	2020/21	Total
PE	TLWR	800,000	0	0	0	0	800,000
PE	DIH	20,000	0	0	0	0	20,000
Total		820,000	0	0	0	0	820,000

Prior Cost < 2016/17: 0**Future Cost > 2020/21:** 0**Total Project Cost:** 820,000**Project Description:** This project was amended in to the TIP at the December 5, 2016 CRTPA meeting and provides funding for the design of the Coastal Trail West (10' multi-use path).

COASTAL TRAIL EAST: SR 30 (US 98) COASTAL HIGHWAY FROM W OF SR 363 WOODVILLE HWY TO LIGHTHOUSE RD**Project #:** 4405501**Work Summary:** BIKE PATH/ TRAIL**SIS?:** No**Lead Agency:** Managed by FDOT**Length:** 2.733**County:** Wakulla County**LRTP #:** 2040 RMP
Bike/Pedestrian CFP

Phase	Fund Source	2016/17	2017/18	2018/19	2019/20	2020/21	Total
PE	TLWR	220,000	0	0	0	0	220,000
PE	DIH	20,000	0	0	0	0	20,000
Total		240,000	0	0	0	0	240,000

Prior Cost < 2016/17: 0**Future Cost > 2020/21:** 0**Total Project Cost:** 240,000**Project Description:** This project was added to the TIP at the December 5, 2016 CRTPA meeting and provides funding for the design of the Coastal Trail East (10' multi-use path).

CRTPA RESOLUTION 2016-12-4B**A RESOLUTION OF THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA) AMENDING
THE FY 2017 – FY 2021 TRANSPORTATION IMPROVEMENT PROGRAM**

Whereas, the Capital Region Transportation Planning Agency (CRTPA) is the organization designated by the Governor of Florida on August 17, 2004 together with the State of Florida, for carrying out provisions of 23 U.S.C. 134 (h) and (i)(2), (3) and (4); CFR 450.324, 326, 328, 330, and 332; and FS 339.175 (5) and (7); and

Whereas, the Transportation Improvement Program (TIP) shall be endorsed annually by the CRTPA and submitted to the Governor of the State of Florida, to the Federal Transit Administration, and to the Federal Highway Administration, through the State of Florida;

Whereas, the TIP is periodically amended to maintain consistency with the Florida Department of Transportation Work Program and;

Whereas, authorization for federal funding of projects within an urbanized area cannot be obtained unless the projects are included in the CRTPA's TIP;

NOW, THEREFORE LET IT BE RESOLVED BY THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA) THAT:

The CRTPA amends the FY 17 – FY 21 Transportation Improvement Program to reflect:

- Coastal Trail West (US 98 from Surf Road to US 319) (Project #4399261): Add design funding in FY 17.
- Coastal Trail East (US 98 from Woodville Highway to Lighthouse Road) (Project #4405501): Add design funding in FY 17.

Passed and duly adopted by the Capital Region Transportation Planning Agency (CRTPA) on this 5th day of December 2016.

Capital Region Transportation Planning Agency

By:_____

Betsy Barfield, Chair

Attest:

Greg Slay, Executive Director



December 5, 2016

AGENDA ITEM 5 A

DRAFT FISCAL YEAR (FY) 2018 – FY 2022 WORK PROGRAM

TYPE OF ITEM: Action

STATEMENT OF ISSUE

The Draft FY 2018 – FY 2022 Work Program will be presented by the Florida Department of Transportation (FDOT) District 3. The Draft Work Program identifies transportation projects that have received state and federal funding within the next five (5) years. Those projects located within Gadsden, Jefferson, Leon and Wakulla counties will be discussed (included as ***Attachment 1*** (Gadsden County), ***Attachment 2*** (Jefferson County), ***Attachment 3*** (Leon County) and ***Attachment 4*** (Wakulla County)).

CRTPA COMMITTEE ACTIONS

The CRTPA's two (2) committees (Citizens Multimodal Advisory Committee and Technical Advisory Committee) met on November 22, 2016 and received a presentation on the Draft Work Program.

RECOMMENDED ACTION

No action is required; however, any comments that the CRTPA wishes to provide the FDOT must be provided by **January 23, 2017**.

HISTORY AND ANALYSIS

The Draft Work Program identifying transportation projects that have received state and federal funding over the next five (5) years has been developed by the FDOT.

Development of the Work Program occurs in coordination with the CRTPA. This coordination includes the CRTPA's annual adoption of priority project lists (PPLs) that provide the FDOT guidance on the agency's funding priorities. The CRTPA's FY 2018 – FY 2022 PPLs used in development of the Draft Work Program were adopted at the September 19, 2016 CRTPA meeting (with the exception of the Transportation Alternatives PPL, which was adopted on June 20, 2016). The PPLs reflect the CRTPA's adopted plans and programs, including agency's long range transportation plan ("Connections 2040 Regional Mobility Plan").

A public hearing, attended by CRTPA staff, to present the Draft FY 2018 – FY 2022 Work Program was held on November 21, 2016.

New or changed projects in the attachments are identified in yellow highlighting.

NEXT STEP

Once finalized by the FDOT, the Work Program will be provided to the Governor's Office and then to the Florida Legislature for final approval and adoption.

CRTPA staff will soon initiate development of the FY 2018 – FY 2022 Transportation Improvement Program which includes those projects within the CRTPA region (Gadsden, Jefferson, Leon and Wakulla counties) that have been identified for funding.

RECOMMENDED ACTION

No action is required; however, any comments that the CRTPA wishes to provide the FDOT must be provided by **January 23, 2017**.

ATTACHMENTS

- Attachment 1: Gadsden County – DRAFT FDOT FY 2018 – FY 2022 Work Program
- Attachment 2: Jefferson County – DRAFT FDOT FY 2018 – FY 2022 Work Program
- Attachment 3: Leon County – DRAFT FDOT FY 2018 – FY 2022 Work Program
- Attachment 4: Wakulla County – DRAFT FDOT FY 2018 – FY 2022 Work Program



FLORIDA DEPARTMENT OF TRANSPORTATION

Gadsden County Citizen's Plan

Tentative Work Program

Fiscal Years 2018-2022

The Florida Department of Transportation Complies with Various Non-Discrimination Laws and Regulations, including Title VI of the Civil Rights Act of 1964. Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status. Persons wishing to express concerns about Title VI may do so by contacting:

Florida Department of Transportation
District 3 Title VI Coordinator,
John Smith
1074 Highway 90 East
Chipley, Florida 32428-0607
(888) 638-0250 ext. 1520
john.smith@dot.state.fl.us

Florida Department of Transportation
State Title VI Coordinator
Jacqueline Paramore
605 Suwannee Street, MS 65
Tallahassee, FL 32399-0450
(850) 414-4753
jacqueline.paramore@dot.state.fl.us

FLORIDA DEPARTMENT OF TRANSPORTATION
5 - YEAR TRANSPORTATION PLAN (\$ IN THOUSANDS)
TENTATIVE FY 2018 - 2022 (11/09/2016 11.10.55)

GADSDEN COUNTY

Notes	Item No	Project Description	Work Description	Length	2018	2019	2020	2021	2022
Highways: Interstate									
ADD	2225392	I-10 REST AREA RAMP OVER SR 8 (I-10) BRIDGE NOS. 500075 & 500076	BRIDGE - PAINTING	.253		1,161 CST			
	4067423	SR 8 (I-10) OVER APALACHICOLA RIVER BRIDGE NOS. 500086 & 087	BRIDGE - PAINTING	1.159	4,811 CST				
	4366631	SR 8(I-10) FROM W OF CR 270A FLAT CK RD TO W OF SR 267 PAT THOMAS PKWY	RESURFACING	8.556	10,681 CST				
Highways: State Highways									
	4367411	GADSDEN CO MAINT & COMPENSATION OF TRAFFIC SIGNALS ON STATE ROADS	TRAFFIC SIGNALS	.000	78 OPS	78 OPS	80 OPS	82 OPS	87 OPS
	4382722	SR 10 (US 90) @ LANIER RD	INTERSECTION IMPROVEMENT	.001	32 PE				
						201 CST			
	4382721	SR 10 (US 90) @ RIVER BIRCH RD/WATER MANAGEMENT DR	INTERSECTION IMPROVEMENT	.001	38 PE				
						181 CST			
ADD	4362681	SR 267 PAT THOMAS PKWY S OF SR 8 (I-10) TO SR 10 (US 90) JEFFERSON ST	RESURFACING	3.929	750 RRU				
					3,912 CST				
	4377451	SR 63 (US 27) FROM CR 270 SHADY REST RD TO THE OCHLOCKONEE RIVER BR	RESURFACING	.847		1,266 CST			
Highways: Local Roads									
ADD	4406491	CR 153 IRON BRIDGE RD FROM OCHLOCKONEE RIVER TO CR 157	GUARDRAIL	.767		183 PE			
ADD							807 CST		
	4369921	CR 268 ADAMS ST FROM CR 274 MARTIN LUTHER KING JR BLVD TO CLARK ST	SIDEWALK	.576	49 PE				
						392 CST	94 CST		
	4381271	HAVANA MIDDLE SCHOOL SIDEWALK EXTENSION	SIDEWALK	.579	32 PE				
ADD	4403851	RALPH STRONG RD FROM CROSSROADS SCH ENTRANCE TO SR 10 (US 90)	SIDEWALK	.863		78 PE			
ADD								783 CST	
Highways: Off State Hwy Sys/Off Fed Sys									
	4383001	BELL RD FROM CR 157 CONCORD BAINBRIDGE RD TO CR 157A CAIRO CONCORD RD	WIDEN/RESURFACE EXIST LANES	1.963		873 CST			
ADD	4406381	COOKS LANDING ROAD FROM SR 267 PAT THOMAS PKWY TO WHIPPORWILL LANDING	RESURFACING	3.106	102 PE				
ADD							1,169 CST		
ADD	4406471	CR 159 DOVER/SCOTLAND RD FROM SR 10 (US 90) TO SR 63 (US 27)	GUARDRAIL	7.570		149 PE			
ADD							656 CST		
	4286241	CR 159 OVER ATTAPULGUS CREEK BRIDGE NO. 500033	BRIDGE REPLACEMENT	.241	4,225 CST				
ADD	4393741	CR 159 SALEM ROAD OVER SWAMP CREEK BRIDGE NO. 500032	BRIDGE REPLACEMENT	.038	711 PE				
ADD							55 ROW		
ADD									3,307 CST
	4383561	CR 161 POINT MILLIGAN ROAD FROM SR 12 TO CR 159 SALEM ROAD	RESURFACING	6.288			2,953 CST		
ADD	4366151	CR 268 HIGH BRIDGE FROM JOE ADAMS ROAD TO BRICKYARD ROAD	WIDEN/RESURFACE EXIST LANES	8.793	757 PE				

Notes	Item No	Project Description	Work Description	Length	2018	2019	2020	2021	2022
ADD							5,550 CST		
	4383591	CR 270 TOLAR WHITE RD FROM SR 12 SELMAN ST TO CR 270A FLAT CREEK RD	WIDEN/RESURFACE EXIST LANES	1.930		1,005 CST			
ADD	4406221	CR 65 ATTAPULGUS HWY FROM SR 12 EAST KING STREET TO GEORGIA STATE LINE	RESURFACING	8.226			305 PE		
ADD									3,507 CST
	4358021	CR 65A JUNIPER CR RD OVER JUNIPER CREEK BRIDGE NO. 504050	BRIDGE REPLACEMENT	.223	65 ROW				
							1,708 CST		
	4368441	CR 65B OLD FEDERAL RD FROM N OF SR 267 TO CR 268 HIGH BRIDGE RD	WIDEN/RESURFACE EXIST LANES	6.462	2,428 CST				
DELETE	4382981	FRANK JACKSON RD FROM CR 274 BEN BOSTICK RD TO CR 274 S ATLANTA ST	RESURFACING	.640	99 CST				
ADD	4403301	HICKORY STREET FROM CR 269A MAPLE STREET TO S MAIN STREET	RESURFACING	.360	143 CST				

Maintenance: Facilities

	4254927	MIDWAY OPERATIONS CENTER	FIXED CAPITAL OUTLAY	.000	3 MNT				
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Freight, Logistic And Passenger Operation: Aviation

	4256117	QUINCY MUNICIPAL AIRPORT CONSTRUCT AIRPORT MAINTENANCE BUILDING	AVIATION REVENUE/OPERATIONAL	.000			250 CAP		
	4203724	QUINCY MUNICIPAL AIRPORT CONSTRUCT PERIMETER TAXIWAY A-NORTH	AVIATION PRESERVATION PROJECT	.000					550 CAP
	4223053	QUINCY MUNICIPAL AIRPORT CONSTRUCT T-HANGER & TAXI	AVIATION REVENUE/OPERATIONAL	.000	400 CAP				
	4256118	QUINCY MUNICIPAL AIRPORT LAND ACQUISITION/HANGAR DEVELOPMENT	AVIATION REVENUE/OPERATIONAL	.000				900 CAP	
	4256116	QUINCY MUNICIPAL AIRPORT OVERLAY AND RE-MARK T-HANGER ACCESS TAXIWAYS	AVIATION PRESERVATION PROJECT	.000			350 CAP		
	4256114	QUINCY MUNICIPAL AIRPORT RESURF RUNWAY, DRAINAGE, RUNWAY LIGHTING	AVIATION PRESERVATION PROJECT	.000		700 CAP			

Freight, Logistic And Passenger Operation: Transit

	4203101	BIG BEND TRANSIT COMMUTER ASSISTANCE	COMMUTER TRANS. ASSISTANCE	.000	20 OPS		15 OPS	10 OPS	10 OPS
					20 OPS-LF		15 OPS-LF	10 OPS-LF	10 OPS-LF
	4203131	BIG BEND TRANSIT COMMUTER ASSISTANCE	COMMUTER TRANS. ASSISTANCE	.000		10 OPS	16 OPS	5 OPS	10 OPS
						10 OPS-LF	16 OPS-LF	5 OPS-LF	10 OPS-LF
	4222621	BIG BEND TRANSIT COMMUTER ROUTE	COMMUTER TRANS. ASSISTANCE	.000		16 OPS		10 OPS	9 OPS
						16 OPS-LF		10 OPS-LF	9 OPS-LF



FLORIDA DEPARTMENT OF TRANSPORTATION

Jefferson County Citizen's Plan

Tentative Work Program

Fiscal Years 2018-2022

The Florida Department of Transportation Complies with Various Non-Discrimination Laws and Regulations, including Title VI of the Civil Rights Act of 1964. Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status. Persons wishing to express concerns about Title VI may do so by contacting:

Florida Department of Transportation
District 3 Title VI Coordinator,
John Smith
1074 Highway 90 East
Chipley, Florida 32428-0607
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FLORIDA DEPARTMENT OF TRANSPORTATION
5 - YEAR TRANSPORTATION PLAN (\$ IN THOUSANDS)
TENTATIVE FY 2018 - 2022 (11/09/2016 11.13.29)

JEFFERSON COUNTY

Notes	Item No	Project Description	Work Description	Length	2018	2019	2020	2021	2022
Highways: State Highways									
	4367451	JEFFERSON CO MAINT & COMPENSATION OF TRAFFIC SIGNALS ON STATE ROADS	TRAFFIC SIGNALS	.000	6 OPS	6 OPS	7 OPS	7 OPS	7 OPS
ADD	4397291	SR 10 (US 90) MONTICELLO HWY FROM WILLOW ST TO MADISON COUNTY LINE	RESURFACING	9.911	1,430 PE				
ADD							7,895 CST		
	4235882	SR 20 (US 19/US 27) AUCILLA RIVER BRIDGE NO. 540069	BRIDGE-REPAIR/REHABILITATION	.099	1,720 CST				
	4377441	SR 57 (US 19) FROM SR 20 (US 27) TO N OF MARTIN/FAIRCHILD RDS	RESURFACING	8.811		10,321 CST			
Highways: Local Roads									
	4304761	CR 158 OLD LLOYD RD OVER BRANCH OF LLOYD CK BRIDGE NO. 540044	BRIDGE REPLACEMENT	.030	2,882 CST				
	4304771	CR 158 OVER LLOYD CREEK BRIDGE NO. 540045	BRIDGE REPLACEMENT	.026	2,635 CST				
ADD	4393661	CR 259 OVER SCL RAILROAD BRIDGE NO. 540027	BRIDGE REPLACEMENT	.028	691 PE				
ADD							85 ROW		
ADD									3,074 CST
	4368461	CR 259 WAUKEENAH HWY FROM N OF SR8 (US I-10) OVERPASS TO SR 57 (US 19)	WIDEN/RESURFACE EXIST LANES	4.364		1,193 CST			
	4383661	CR 259 WAUKEENAH HWY FROM SR 20 (US 27) W CAPPS HWY TO SR 8 (I-10)	WIDEN/RESURFACE EXIST LANES	5.072		1,875 CST			
Highways: Off State Hwy Sys/Off Fed Sys									
DEL/ADV	4382931	W LAKE RD FROM BEGINNING OF NEW PAVEMENT TO WARDS CREEK BRIDGE	RESURFACING	4.345	1,268 CST				
ADD	4406201	CR 259 LAKE ROAD FROM US 19 TO COCROFT ROAD	RESURFACING	6.148			220 PE		
ADD									1,975 CST
	4322891	CR 259 OVER WARD CREEK BRIDGE NO. 540043	BRIDGE REPLACEMENT	.025	3,431 CST				
	4357821	CURTIS MILL RD OVER BUGGS CREEK BRIDGE NO. 544077	BRIDGE REPLACEMENT	.006	23 ROW				
							635 CST		
	4366681	PINHOOK ROAD FROM SR 59 GAMBLE ROAD TO CR 259 WAUKEENAH HIGHWAY	RESURFACING	1.191	158 CST				
	4383021	RIVER RD FROM CR 257 S SALT RD TO SR 20 (US 19)/(US 27)	RESURFACING	.399		100 CST			
ADD	4408621	THOMPSON VALLEY ROAD FROM SR 57 (US 19) TO TURKEY SCRATCH ROAD	RESURFACING	2.946			1,124 CST		



FLORIDA DEPARTMENT OF TRANSPORTATION

Leon County Citizen's Plan

Tentative Work Program

Fiscal Years 2018-2022

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LEON COUNTY CHANGES SUMMARY

Notes	Item No	Project Description	Work Description	Length	2018	2019	2020	2021	2022
ADD	4098036	CRTPA BICYCLE/PEDESTRIAN PROJECTS	FUNDING ACTION	1.000				3,785 CST	
ADD	4395711	SR 10 (US 90) FROM SR 61 (US 27) MONROE ST TO CR 1568 BUCK LAKE RD	LIGHTING	4.206	166 PE				
ADD	4397271	SR 20 (US 27) APALACHEE PKWY FROM SR 261 (US 319) C.C. TO JEFFERSON CL	RESURFACING	9.252	1,430 PE				
							11,622 CST		
ADD	4397261	SR 20 B-TOWN HWY FROM SR 366 PENSACOLA ST TO SR 10 (US90) TENNESSEE ST	RESURFACING	1.339	470 PE				
ADD							1,937 CST		
ADD	4399631	SR 261 (US 319) C.C. SE FROM CR 259 TRAM RD TO SR 363 WOODVILLE HWY	ITS COMMUNICATION SYSTEM	2.192		251 CST			
	2197492	SR 263 (US 319) C.C. FROM SR 61 CRAWFORDVILLE TO CR 2203 SPRINGHILL RD	ADD LANES & RECONSTRUCT	2.341	8,436 ROW	4,650 ROW	3,012 ROW		
ADD									28,799 CST
ADD	2197224	SR 263 CAP CIR NW FROM SR 10 (US 90) TO SR 8 (I-10) W RAMP LANDSCAPING	LANDSCAPING	2.433	1,065 CST				
DEL/ADV	4374961	SR 61 S MONROE STREET CSX RR BRIDGE BRIDGE NO. 550009	BRIDGE - PAINTING	.004	47 PE				
DEL/ADV					60 RRU				
DEL/ADV					695 CST				
ADD	4395781	SR 363 S ADAMS ST FROM SR 363 PAUL RUSSELL RD TO FAMU WAY	LIGHTING	1.817		301 CST			
ADD	4395791	SR 366 W PENSACOLA S FROM APPELYARD DR TO CHAPEL DR	LIGHTING	1.622		498 CST			
ADD	4395801	SR 371 LAKE BRADFORD RD FROM LEVY AVE TO JACKSON BLUFF	LIGHTING	.751	176 CST				
ADD	4401401	SR 63 (US 27) FROM GADSDEN CO. LINE TO ALLEN RD LANDSCAPING	LANDSCAPING	7.851	855 CST				
ADD	4403831	SR 63 (US 27) MONROE STREET FROM CLARA KEE BLVD TO HARRIETT DRIVE	SIDEWALK	.412	130 PE				
ADD						594 CST			
ADD	4406551	CR 361 (OLD BAINBRIDGE RD) FROM SR 8 (I-10) TO SR 263 (CAPITAL CIRCLE)	SIGNING/PAVEMENT MARKINGS	4.279		75 PE			
ADD							330 CST		
ADD	4403791	TALLAHASSEE SAFE ROUTES TO SCHOOL - MULTIPLE LOCATIONS	SIDEWALK	.692	305 PE				
ADD						1,252 CST			

Miscellaneous Changes

	4379021	SR 373 ORANGE AVE FROM SR 263 CAPITAL CIRCLE TO SR 61 S. MONROE ST Change Only, changed from beginning at CR 2203 Springhill Rd to begin at C.C.	Description	PD&E/EMO STUDY	4.348				
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FLORIDA DEPARTMENT OF TRANSPORTATION
5 - YEAR TRANSPORTATION PLAN (\$ IN THOUSANDS)
TENTATIVE FY 2018 - 2022 (11/09/2016 11.14.01)

LEON COUNTY

Notes	Item No	Project Description	Work Description	Length	2018	2019	2020	2021	2022
Highways: Interstate									
	2225935	SR 8 (I-10) INTERCHANGE STUDIES AT SR 263 & SR 61 (US 319)	PRELIM ENG FOR FUTURE CAPACITY	7.850			1,269 PE		
Highways: State Highways									
ADD	4098036	CRTPA BICYCLE/PEDESTRIAN PROJECTS	FUNDING ACTION	1.000				3,785 CST	
	2197935	CRTPA RESERVE BOX FOR FUTURE PROJECTS USING URBAN FUNDS	FUNDING ACTION	.000			404 ROW		
							38 CST		
	4367461	LEON CO MAINT & COMPENSATION OF TRAFFIC SIGNALS ON STATE ROADS	TRAFFIC SIGNALS	.000	923 OPS	986 OPS	1,031 OPS	1,077 OPS	1,070 OPS
	4362571	SR 10 (US 90) FROM GADSDEN COUNTY LINE TO EAST OF FERNWOOD ROAD	RESURFACING	2.200	2,246 CST				
ADD	4395711	SR 10 (US 90) FROM SR 61 (US 27) MONROE ST TO CR 1568 BUCK LAKE RD	LIGHTING	4.206	166 PE				
	4374971	SR 20 (US 27) APALACHEE PARKWAY CSX RR BRIDGE NO. 550940	BRIDGE - PAINTING	.003	706 CST				
	4381481	SR 20 (US 27) APALACHEE PKWY @ SR/CR 265 MAGNOLIA DR INTERSECTION	INTERSECTION IMPROVEMENT	.081		330 CST			
ADD	4397271	SR 20 (US 27) APALACHEE PKWY FROM SR 261 (US 319) C.C. TO JEFFERSON CL	RESURFACING	9.252	1,430 PE				
ADD							11,622 CST		
ADD	4397261	SR 20 B-TOWN HWY FROM SR 366 PENSACOLA ST TO SR 10 (US90) TENNESSEE ST	RESURFACING	1.339	470 PE				
ADD							1,937 CST		
ADD	4399631	SR 261 (US 319) C.C. SE FROM CR 259 TRAM RD TO SR 363 WOODVILLE HWY	ITS COMMUNICATION SYSTEM	2.192		251 CST			
	2197492	SR 263 (US 319) C.C. FROM SR 61 CRAWFORDVILLE TO CR 2203 SPRINGHILL RD	ADD LANES & RECONSTRUCT	2.341	8,436 ROW	4,650 ROW	3,012 ROW		
ADD									28,799 CST
	4381411	SR 263 (US 319) CAPITAL CIRCLE @ STONELER RD INTERSECTION	ADD LEFT TURN LANE(S)	.159		32 ROW			
							342 CST		
ADD	2197224	SR 263 CAP CIR NW FROM SR 10 (US 90) TO SR 8 (I-10) W RAMP LANDSCAPING	LANDSCAPING	2.433	1,065 CST				
	4157829	SR 263 CAPITAL CIRCLE FROM CR 2203 SPRINGHILL RD TO SR 371 ORANGE AVE	ADD LANES & RECONSTRUCT	4.126				44,107 CST	
	4373651	SR 265 MAGNOLIA DR FROM SR 20 (US 27) APALACHEE PKWY TO 7TH AVE	RESURFACING	1.299		1,965 CST			
DEL/ADV	4374961	SR 61 S MONROE STREET CSX RR BRIDGE BRIDGE NO. 550009	BRIDGE - PAINTING	.004	47 PE				
DEL/ADV					50 RRU				
DEL/ADV					695 CST				
ADD	4395781	SR 363 S ADAMS ST FROM SR 363 PAUL RUSSELL RD TO FAMU WAY	LIGHTING	1.817		301 CST			
	4240095	SR 363 WOODVILLE HWY FROM GAILE AVENUE TO SR 363/PAUL RUSSELL RD	RIGHT OF WAY - FUTURE CAPACITY	.618		4,883 ROW	1,089 ROW		
	4240094	SR 363 WOODVILLE HWY FROM SR 263 (US 319) C.C. TO GAILE AVENUE	RIGHT OF WAY - FUTURE CAPACITY	1.499	3,799 ROW	840 ROW			
ADD	4395791	SR 366 W PENSACOLA S FROM APPLEBYARD DR TO CHAPEL DR	LIGHTING	1.622		498 CST			
ADD	4395801	SR 371 LAKE BRADFORD RD FROM LEVY AVE TO JACKSON BLUFF	LIGHTING	.751	176 CST				
	4379021	SR 373 ORANGE AVE FROM SR 263 CAPITAL CIRCLE TO SR 61 S. MONROE ST	PD&E/EMO STUDY	4.348		788 PDE			
	4367261	SR 61 WAKULLA SPRINGS RD @ CR 2204 OAK RIDGE ROAD INTERSECTION	ROUNDABOUT	.200	2,040 CST				
	4377511	SR 61 WAKULLA SPRINGS RD FROM WAKULLA CO LINE TO S OF SR 369 (US 319)	RESURFACING	2.789	1,466 CST				
ADD	4401401	SR 63 (US 27) FROM GADSDEN CO. LINE TO ALLEN RD LANDSCAPING	LANDSCAPING	7.851	855 CST				

Notes	Item No	Project Description	Work Description	Length	2018	2019	2020	2021	2022
	4325591	SR 63 (US 27) FROM JOHN KNOX ROAD TO SR 61 THOMASVILLE ROAD	RESURFACING	1.639	3,501 CST				
	4381401	SR 63 (US 27) MONROE ST @ TALPECO RD INTERSECTION	TRAFFIC SIGNALS	.180		58 ROW			
							790 CST		
ADD	4403831	SR 63 (US 27) MONROE STREET FROM CLARA KEE BLVD TO HARRIETT DRIVE	SIDEWALK	.412	130 PE				
ADD						594 CST			
Highways: Local Roads									
ADD	4406551	CR 361 (OLD BAINBRIDGE RD) FROM SR 8 (I-10) TO SR 263 (CAPITAL CIRCLE)	SIGNING/PAVEMENT MARKINGS	4.279		75 PE			
ADD							330 CST		
	4382701	CR 361 OLD BAINBRIDGE RD @ KNOTS LANE	SIGNING/PAVEMENT MARKINGS	.119	55 PE				
						132 CST			
	4366211	CR 361 OLD BAINBRIDGE RD FROM SR 63 (US 27) TO GADSDEN COUNTY LINE	PAVE SHOULDERS	3.737	50 PE				
						522 CST			
Highways: Off State Hwy Sys/Off Fed Sys									
	4369911	GLENVIEW DR FROM CR 155 N MERIDIAN RD TO SR 61 THOMASVILLE RD PHASE I	SIDEWALK	.440	37 PE				
								277 CST	
ADD	4403791	TALLAHASSEE SAFE ROUTES TO SCHOOL - MULTIPLE LOCATIONS	SIDEWALK	.692	305 PE				
ADD						1,252 CST			
Transportation Planning: Non-System Specific									
	4393232	CAPITAL REGION TPA (TALLAHASSEE) FY 2018/2019-2019/2020 UPWP	TRANSPORTATION PLANNING	.000		521 PLN	528 PLN		
	4393233	CAPITAL REGION TPA (TALLAHASSEE) FY 2020/2021-2021/2022 UPWP	TRANSPORTATION PLANNING	.000				528 PLN	528 PLN
	4393231	CRTPA FY 2016/2017-2017/2018 UPWP	TRANSPORTATION PLANNING	.000	514 PLN				
	4225442	CRTPA UPWP ACTIVITIES SUPPORT	PLANNING MODELS/DATA UPDATE	.000	871 PLN				
Maintenance: Interstate									
	4147161	TALLAHASSEE ITS REGIONAL TRANS MGT CNTR BLDG & ASSOCIATED SYSTEM	TRAFFIC MANAGEMENT CENTERS	.001		370 MNT	370 MNT	370 MNT	370 MNT
Freight, Logistic And Passenger Operation: Intermodal									
	4223018	TALLAHASSEE INTERNATIONAL AIRPORT AIR CARGO FACILITY EXPANSION	AVIATION REVENUE/OPERATIONAL	.000				1,108 CAP	
								1,108 CAP-LF	
Freight, Logistic And Passenger Operation: Aviation									
	2267927	TALLAHASSEE INTERNATIONAL AIRPORT RENOVATE/UPGRADE OPERATIONS CENTER	AVIATION REVENUE/OPERATIONAL	.000					200 CAP
									200 CAP-LF
	4223015	TALLAHASSEE INTERNATIONAL AIRPORT AIRFIELD PRESERVATION	AVIATION PRESERVATION PROJECT	.000	100 CAP			100 CAP	
					100 CAP-LF			100 CAP-LF	
	2267924	TALLAHASSEE INTERNATIONAL AIRPORT EMERGENCY POWER IMPROVEMENTS	AVIATION SAFETY PROJECT	.000					713 CAP
									38 CAP-LF
	4223019	TALLAHASSEE INTERNATIONAL AIRPORT HANGAR DEVELOPMENT AND MODERNIZATION	AVIATION REVENUE/OPERATIONAL	.000			1,000 CAP	1,760 CAP	

Notes	Item No	Project Description	Work Description	Length	2018	2019	2020	2021	2022
							1,000 CAP-LF	1,760 CAP-LF	
	2267925	TALLAHASSEE INTERNATIONAL AIRPORT INFORMATION TECHNOLOGY ANALYSIS	AVIATION PRESERVATION PROJECT	.000					75 CAP
									75 CAP-LF
	4203653	TALLAHASSEE INTERNATIONAL AIRPORT PERIMETER INTRUSION DETECTION SYSTEM	AVIATION SECURITY PROJECT	.000				200 CAP	
								200 CAP-LF	
	2267926	TALLAHASSEE INTERNATIONAL AIRPORT REHAB FACILITIES BUILDING	AVIATION REVENUE/OPERATIONAL	.000					225 CAP
									225 CAP-LF
	2267816	TALLAHASSEE INTERNATIONAL AIRPORT TERMINAL REHABILITATION IMPROVTS	AVIATION PRESERVATION PROJECT	.000	800 CAP	400 CAP	400 CAP		
					800 CAP-LF	400 CAP-LF	400 CAP-LF		
	4160104	TALLAHASSEE REGIONAL AIRPORT ACCESS & ROADWAY REALIGNMENT, SIS	AVIATION PRESERVATION PROJECT	.000		1,250 CAP			
						1,250 CAP-LF			
	4223017	TALLAHASSEE REGIONAL AIRPORT FENCE & GATE REHAB,UPDATES & IMPROVEMENTS	AVIATION SECURITY PROJECT	.000		100 CAP			
						100 CAP-LF			
	4160106	TALLAHASSEE REGIONAL AIRPORT HANGAR DEVELOPMENT III	AVIATION REVENUE/OPERATIONAL	.000			500 CAP		
							500 CAP-LF		
	2267923	TALLAHASSEE REGIONAL AIRPORT MARKETING AND PROMOTIONAL STUDY PHASE II	AVIATION PRESERVATION PROJECT	.000	50 CAP	100 CAP		100 CAP	
					50 CAP-LF	100 CAP-LF		100 CAP-LF	
	4203652	TALLAHASSEE REGIONAL AIRPORT PARKING AREA IMPROVEMENTS	AVIATION REVENUE/OPERATIONAL	.000	300 CAP				
					300 CAP-LF				
	4122103	TALLAHASSEE REGIONAL AIRPORT RUNWAY 18/36 RE-CONSTRUCTION	AVIATION PRESERVATION PROJECT	.000	1,000 CAP	2,000 CAP	2,250 CAP		
					1,000 CAP-LF	2,000 CAP-LF	2,250 CAP-LF		
	4223016	TALLAHASSEE REGIONAL AIRPORT TERMINAL PLB ACQ. & INSTALLATION PH I	AVIATION REVENUE/OPERATIONAL	.000		400 CAP	400 CAP		
						400 CAP-LF	400 CAP-LF		

Freight, Logistic And Passenger Operation: Transit									
	4203111	BIG BEND TRANSIT COMMUTER ASSISTANCE	COMMUTER TRANS. ASSISTANCE	.000	20 OPS		15 OPS	10 OPS	10 OPS
					20 OPS-LF		15 OPS-LF	10 OPS-LF	10 OPS-LF
	4222611	BIG BEND TRANSIT COMMUTER ROUTES	COMMUTER TRANS. ASSISTANCE	.000	6 OPS	20 OPS		10 OPS	9 OPS
					6 OPS-LF	20 OPS-LF		10 OPS-LF	9 OPS-LF
	4217162	CAPITAL REGION TPA PLANNING SECTION 5303 GRANT	MODAL SYSTEMS PLANNING	.000	117 PLN				
					13 PLN-LF				
	4222512	CITY OF TALLAHASSEE STARMETRO CAPITAL SECTION 5307	CAPITAL FOR FIXED ROUTE	.000	2,511 CAP	2,727 CAP	1,759 CAP	1,811 CAP	1,866 CAP
					628 CAP-LF	682 CAP-LF	440 CAP-LF	453 CAP-LF	466 CAP-LF
	4336851	CITY OF TALLAHASSEE STARMETRO CAPITAL-OPERATING 5310	CAPITAL FOR FIXED ROUTE	.000	160 CAP	172 CAP	109 CAP	112 CAP	116 CAP
					40 CAP-LF	43 CAP-LF	27 CAP-LF	28 CAP-LF	29 CAP-LF
	4222513	CITY OF TALLAHASSEE STARMETRO OP. FIXED ROUTE 5307	OPERATING FOR FIXED ROUTE	.000	1,077 OPS	854 OPS	1,763 OPS	1,815 OPS	1,870 OPS
					1,077 OPS-LF	854 OPS-LF	1,763 OPS-LF	1,815 OPS-LF	1,870 OPS-LF
	4252699	CITY OF TALLAHASSEE STARMETRO SECTION 5339 CAPITAL	CAPITAL FOR FIXED ROUTE	.000	385 CAP	389 CAP	383 CAP	394 CAP	406 CAP
					96 CAP-LF	97 CAP-LF	96 CAP-LF	99 CAP-LF	101 CAP-LF
	4213643	CITY OF TALLAHASSEE TRANSIT NON-URBANIZED AREA 5311	OPERATING/ADMIN. ASSISTANCE	.000	150 OPS				
					150 OPS-LF				

Notes	Item No	Project Description	Work Description	Length	2018	2019	2020	2021	2022
	4222501	CITY OF TALLAHASSEE TRANSIT OPERATING ASSISTANCE	OPERATING FOR FIXED ROUTE	.000	1,089 OPS	1,125 OPS	1,182 OPS	1,241 OPS	1,303 OPS
					1,089 OPS-LF	1,125 OPS-LF	1,182 OPS-LF	1,241 OPS-LF	1,303 OPS-LF
	4156072	FL STATE UNIVERSITY REGIONAL COMMUTER ASSISTANCE	COMMUTER TRANS. ASSISTANCE	.000	200 OPS	200 OPS	207 OPS	215 OPS	220 OPS

Miscellaneous: Non-System Specific

	4398231	FY16 LADDERS OF OPPORTUNITY INITIATIVE - OJT	TRAINING	.000	200 ADM				
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Miscellaneous Changes

	4379021	SR 373 ORANGE AVE FROM SR 263 CAPITAL CIRCLE TO SR 61 S. MONROE ST Change Only, changed from beginning at CR 2203 Springhill Rd to begin at C.C.	Description PD&E/EMO STUDY	4.348					
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FLORIDA DEPARTMENT OF TRANSPORTATION

Wakulla County Citizen's Plan

Tentative Work Program

Fiscal Years 2018-2022

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FLORIDA DEPARTMENT OF TRANSPORTATION
5 - YEAR TRANSPORTATION PLAN (\$ IN THOUSANDS)
TENTATIVE FY 2018 - 2022 (11/09/2016 11.16.33)

WAKULLA COUNTY

Notes	Item No	Project Description	Work Description	Length	2018	2019	2020	2021	2022
Highways: State Highways									
ADD	4399262	SR 30 (US 98) COASTAL HWY FROM CR 372 SURF RD TO S OF TOWER RD	BIKE PATH/TRAIL	1.734			4,540 CST		
	4301465	SR 30 (US 98) COASTAL HWY FROM HORTTOR GREENE ROAD TO DAVISVILLE WAY	BIKE PATH/TRAIL	3.888	1,579 RPY				
ADD	4399263	SR 30 (US 98) COASTAL HWY FROM S OF TOWER ROAD TO SR 61 (US 319)	BIKE PATH/TRAIL	7.509			1,060 ROW		
	4301463	SR 30 (US 98) COASTAL HWY FROM SR 61 (US 319) TO ST FRANCIS ST	BIKE PATH/TRAIL	1.321			964 RPY		
	4301464	SR 30 (US 98) COASTAL HWY FROM ST FRANCIS ST TO HORTTOR GREENE ROAD	BIKE PATH/TRAIL	3.386		1,073 RPY			
	4377481	SR 30 (US 98) COASTAL HWY FROM ST MARKS RIVER TO JEFFERSON CO LINE	RESURFACING	6.125		3,033 CST			
	4362612	SR 30 (US 98/US 319) BOYKIN ROAD TO SR 369 (US 319)	RESURFACING	7.325	3,738 CST				
ADD	4362611	SR 30/61 (US 98) COASTAL HWY FROM FRANKLIN COUNTY LINE TO BOYKIN ROAD	RESURFACING	7.226	5,367 CST				
DELETE	4370891	SR 30/SR 61 (US 98) COASTAL HWY FROM N OF MOUND ST TO S OF POST OFFICE	SIDEWALK	.402	180 PE				
DELETE						143 CST			
	2204957	SR 369 (US 319) FROM EAST IVAN ROAD TO NORTH OF SR 267	ADD LANES & RECONSTRUCT	3.879	2,139 ROW				
							32,615 CST		
ADD					497 ENV				
	2204958	SR 369 (US 319) FROM NORTH OF SR 267 TO LEON COUNTY LINE	ADD LANES & RECONSTRUCT	2.242	780 ROW				
					20,460 CST				
ADD	4397301	SR 375 SOPCHOPPY HWY FROM N OF BEASLEY RD TO SR 30 (US 98)	RESURFACING	7.762	838 PE				
ADD							4,261 CST		
ADD	2204954	SR 61 (US 319) FROM SR 30 (US 98) TO LOST CREEK BRIDGE	PRELIM ENG FOR FUTURE CAPACITY	4.034	935 PE				
	4367511	WAKULLA CO MAINT & COMPENSATION OF TRAFFIC SIGNALS ON STATE ROADS	TRAFFIC SIGNALS	.000	27 OPS	35 OPS	40 OPS	44 OPS	45 OPS
Highways: Local Roads									
	4340341	CR 375 OVER SMITH CREEK BRIDGE NO. 590020	BRIDGE REPLACEMENT	.017		2,007 CST			
	4368351	CR 375 SMITH CREEK ROAD FROM NORTH OF CR 22 TO NORTH OF SYFRETT CREEK	WIDEN/RESURFACE EXIST LANES	6.089	1,049 CST				
ADD	4406241	CR 375 SMITH CREEK ROAD FROM SYFRETT CREEK TO MACK LAKE ROAD	RESURFACING	3.648			123 PE		
ADD									1,412 CST
	4383581	CR 61 WAKULLA SPRINGS RD FROM SR 267 BLOXHAM CUTOFF TO LEON CO. LINE	RESURFACING	4.107		1,643 CST			
Highways: Off State Hwy Sys/Off Fed Sys									
	4383011	ANDREW J HARGRETT RD FROM SR 365 TO MYERS WOOD/DOSH LEVY	RESURFACING	.320		100 CST			
DEL/ADV	4332502	CR 365 SHADEVILLE HWY FROM CR 61 (US 319) RD TO SR 267 BLOXHAM CUTOFF	RESURFACING	2.895	1,035 CST				
ADD	4406391	CR 374 HARVEY MILL ROAD FROM MILL CREEK ROAD TO SR 369 (US 319)	FLEXIBLE PAVEMENT RECONSTRUCT.	1.966	72 PE				
ADD							823 CST		
ADD	4406591	EAST IVAN ROAD FROM WAKULLA ARRAN ROAD TO SR 369 (US 319)	WIDEN/RESURFACE EXIST LANES	2.243			967 CST		
	4358001	FH356 LAWHON MILL RD OVER UNSIGNED STREAM BRIDGE NO. 594005	BRIDGE REPLACEMENT	.006	42 ROW				
							650 CST		

Notes	Item No	Project Description	Work Description	Length	2018	2019	2020	2021	2022
ADD	4403331	RIVERSIDE DRIVE/OLD FORT ROAD FROM FIRE ESCAPE ROAD TO MARINA	RESURFACING	.620	179 CST				
Freight, Logistic And Passenger Operation: Transit									
	4213663	WAKULLA COUNTY SENIOR CITIZEN TRANSIT NON-URBANIZED AREA 5311	OPERATING/ADMIN. ASSISTANCE	.000	150 OPS				
					150 OPS-LF				



December 5, 2016

AGENDA ITEM 5B

CRTPA BYLAW REVISIONS

TYPE OF ITEM: Action

STATEMENT OF ISSUE

Amendments to the CRTPA Bylaws to change the monthly meeting date, responsibilities of the Executive Director and other administrative/editorial amendments.

HISTORY AND ANALYSIS

As discussed at the October Board retreat, staff has developed several amendments to the existing bylaws. The most significant amendment is changing the monthly meeting day from the third Monday of the month to the third Tuesday. A review of the monthly meeting calendar of each member government did not show any direct conflicts. Monthly meetings will be scheduled each month with the exception of July and August. In addition, there were modifications to the Executive Director's responsibilities to reflect current practice for invoices and grant applications as well a few administrative and editorial changes.

As required by Section G of the Bylaws, the final amendments will be posted 30 days prior to the next CRTPA meeting before final approval.

RECOMMENDED ACTION

Option 1: Adopt bylaw amendments as presented.
(Recommended)

Option 2: Provide other direction.

ATTACHMENT

Attachment 1: Proposed Bylaw Amendments

**CAPITAL REGION TRANSPORTATION PLANNING AGENCY
REVISED BYLAWS, POLICIES
AND PROCEDURES**

~~Adopted November 2006~~
~~Revised June 14, 2014~~
~~Revised January 12, 2015~~
Revised December 5, 2016

- I. Organization Name**
- II. Preamble**
- III. Purpose**
- IV. CRTPA Bylaws**
- V. CRTPA General Policies**
- VI. CRTPA Specific Policies**
- VII. CRTPA Long-Range Transportation Plan Amendment**
- VIII. Funding**
- IX. Notices**

I. Organization Name

The name for the Metropolitan Planning Organization is the Capital Region Transportation Planning Agency (CRTPA).

II. Preamble

The following sets forth the Bylaws, Policies and Procedures that shall serve to guide the proper functioning of the urban transportation planning process by the CRTPA. The intent is to provide policies and procedures for the CRTPA and its Standing Committees for fulfilling the requirements of the Interlocal Agreement that creates the CRTPA; the applicable provisions of federal law; and the applicable provisions of Chapter 339, Florida Statutes. Any interpretations of the Interlocal Agreement by these bylaws shall be the preferred interpretation for the CRTPA unless there is a direct and express conflict with the Interlocal Agreement. Furthermore, all provisions contained in these Bylaws shall be interpreted to be consistent with all applicable state and federal law.

III. Purpose

Pursuant to Section 339.175, Florida Statutes, the purpose of the CRTPA is:

A. To assist in the safe and efficient management, operation, and development of surface transportation systems embracing various modes of transportation in a manner that will maximize the mobility of people, freight and goods within and through the metropolitan area of this state, foster economic growth and development within and through urbanized areas of this

state and minimize, to the maximum extent feasible for transportation-related fuel consumption, air pollution, and greenhouse gas emissions through metropolitan transportation planning processes;

B. To develop transportation plans and programs, in cooperation with the state and public transit operators, which plans and programs provide for the development and integrated management and operation of transportation systems and facilities, including pedestrian walkways and bicycle transportation facilities that will function as multi-modal and an intermodal transportation system for the metropolitan area;

C. To implement and ensure a continuing, cooperative, and comprehensive transportation planning process that considers all modes of transportation based on the complexity of the transportation problems to be addresses and results in coordinated plans and programs consistent with the comprehensively planned development of this affected metropolitan area in cooperation with the Florida Department of Transportation (“Department”);

D. To develop plans and programs that identify transportation facilities that should function as an integrated metropolitan transportation system, giving emphasis to facilities that serve important national, state and regional transportation functions.

IV. CRTPA Bylaws

A. Membership and Board Membership

1. As designated by the Governor of the State of Florida, and as reflected in Article 4, Section 4.01(a) of the 2014, Interlocal Agreement, the CRTPA shall consist of voting representatives from Leon County, Gadsden County, Jefferson County, and Wakulla County; the City of Tallahassee, the City of Midway, the City of Quincy, the City of Chattahoochee, the City of Greensboro, the City of Gretna, and the Town of Havana; the Leon County School Board; and one non-voting representative from the Department of Transportation.

The weighted vote of the voting members is as follows:

Governmental Entity	Number of Members	Voting Points
Leon County School Board	1	1
Jefferson County *	1	4
Gadsden Cities **	1	5
Wakulla County ***	1	8
Gadsden County	1	8
Leon County ****	-	37
City of Tallahassee *****	-	37
Total		100

As provided in Section 4.01(a)(1) of the Interlocal Agreement, for Leon County and the City of Tallahassee, the number of voting points is determined by the number of voting members as agreed upon by the Leon County Board of County Commissioners and the City of Tallahassee respectively.

- * The County Representative will also represent the City of Monticello.
- ** The Cities of Chattahoochee, Greensboro, Gretna, Havana, Midway and Quincy will consolidate their membership and weighted vote into one membership.
- *** The County Representative will also represent the Cities of St. Marks and Sopchoppy.
- **** The number of voting members is determined by the Leon County.
- ***** The number of voting members is determined by the City of Tallahassee.

2. The City of Tallahassee and Leon County commissions may change the number of their members to serve as members of the CRTPA Board no more than once annually. Similarly, Cities consolidating their memberships and weighted vote, may reverse such consolidation no more than once annually. Should any membership adjustments be made pursuant to this section, the governmental entity shall notify the Executive Director of the CRTPA in writing of such change. The written notice shall specifically reference this section as the basis for the change.

3. Board members from participating governments which have one voting member may designate an alternative member of that government to vote in the absence of the appointed member. Such designation may be changed no more frequently than annually, unless the alternate leaves office. A participating governmental entity that selects an alternative member shall notify the CRTPA in writing of that selection. No Board Member may vote by proxy.

4. As provided by Section 6.04 of the Interlocal Agreement, the Board may delegate authority to one or more of its members to act on behalf of the Board and may delegate certain duties to the Executive Director.

a. Delegation to one or more Board Members shall be pursuant to a majority vote of the Board, which shall identify the member(s) to whom authority is delegated, specify the scope (and time period if appropriate) for the delegation, and whether action of the Board member(s) shall be subject to Board ratification or approval. Any such delegation shall be subject to the requirements of the Sunshine Law, when applicable. The scope and time period of the delegation shall be appropriate for the intended purpose, and shall be limited as necessary to comply with law. When practicable, the action of the Board members shall be subject to Board ratification or approval.

b. Delegation to the Executive Director shall be pursuant to a majority vote of the Board, which shall specify the scope, direction and purpose for the delegation and whether the action of the Executive Director shall be subject to ratification or approval of the Board, Board members or the Chairperson. Delegation to the Executive Director shall be subject to such limitations in scope, direction and

supervision by the Board as appropriate for the intended purpose and as necessary to comply with law.

B. Membership Term of Office

1. The membership and terms of elected officials as voting members of the CRTPA Board shall be as prescribed in Section 339.175(3) and (4), Florida Statutes, and Sections 4.01 and 4.02 of the Interlocal Agreement. Board members from participating governments which have one voting member may appoint a substitute member to serve as a member of the CRTPA Board no more frequently than once annually, unless the member leaves office.

2. a. The term of office of members of the CRTPA shall be four years. The membership of a member who is a public official automatically terminates upon said official leaving the elective or appointive office for any reason, or may be terminated by a majority vote of the total membership of the governmental entity represented by the member. A vacancy shall be filled by the original appointing entity. A member may be appointed for one or more additional four year terms. Where Counties and Cities have elected to consolidate their memberships and weighted vote, the term of the representative member or members shall be no less than one year from the date of designation by the consolidated entity represented by the member.

2. b. Any governmental entity performing any actions under this section shall notify the CRTPA in writing of such actions.

3. The CRTPA may also provide for other non-voting advisors as needed.

C. Officers and Duties

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

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

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

2. Officers shall be elected by a majority of the votes of members present at the organizational meeting. The Chairperson and Vice-Chairperson shall serve a term of one year. The representative and alternate to the Florida Metropolitan Planning Organization Advisory Council shall serve a term of three years.

3. The Chairperson shall preside at all meetings and shall sign official documents of the CRTPA. In the event of the Chairperson's absence, or at the Chairperson's direction, the Vice-Chairperson shall assume the powers and duties of the Chairperson. In the absence of both a Chairperson and Vice-Chairperson at a regular or special Board meeting, a temporary Chair shall be elected by majority vote at said meeting to serve as Chairman of the meeting, for this meeting alone. The Chairperson shall:

- a. Sign, on behalf of the MPO, resolutions, contracts, deeds, certifications, vouchers and all other instruments whether relating to real or personal property or otherwise;
- b. Appoint subcommittees as needed;
- c. Approve or revise the final agenda presented by the Executive Director;
- d. Accept agenda items from other MPO members, with advice of the Executive Director to ensure that the addition is submitted on a timeline that allows them to be fully staffed and distributed with the regular agenda materials;
- e. Draft the annual performance evaluation of the Executive Director, distribute it to MPO membership for comments, and develop the final evaluation for MPO approval;
- f. Have authority to approve CRTPA expenditures of greater than \$5,000, but no greater than \$25,000;
- g. Have authority to approve certain personnel actions, such as salary adjustments, disciplinary actions, and final approval of staff evaluations completed by the Executive Director;
- h. Perform such other duties as, from time to time, may be assigned by the Board.

4. If the chair is unable to serve the remainder of the chair's term, the vice-chair shall automatically become the chair and the CRTPA shall elect a new vice-chair. In the event of the permanent inability of the Chairperson or Vice-Chairperson of the CRTPA to serve, a new officer(s) will be elected from the membership at the next meeting.

D. Administration

The administration of the CRTPA shall be as set forth in Sections 6.01 through 6.05 of the Interlocal Agreement. The Chairperson shall serve as the principle administrative officer of the Board. The Executive Director shall serve as the principal administrator of the MPO's operations and staff and shall have responsibility for advising the Board regarding official MPO business and administration.

1. The Executive Director shall serve at the pleasure of the Board and shall report directly to the CRTPA Board for all matters regarding the administration and operation of the CRTPA and any additional personnel as deemed necessary. A subcommittee of the Chair, the Vice-Chair and immediate past Chair will conduct the annual performance evaluation of the Executive Director and deliver their findings to the Board for its review and approval. CRTPA staff will report directly to the Executive Director and serve at the pleasure of the director. The Executive Director shall have authority to:

- a. Approve expenditures for the normal operations of staff not to exceed \$5,000;
- b. Approve routine staff travel;
- c. Hire, fire, assign duties to, and evaluate CRTPA staff, subject to review and concurrence of the Chairperson; and
- d. Sign invoices, grant applications, and routine communications with local, state and federal agencies, except in those instances when the signature of the chair is required.

2. The Executive Director, or designee, is responsible for the CRTPA meeting minutes and all notices and agendas for future meetings. The Executive Director shall also perform such other and additional duties as are necessary to carry out the objectives and functions of the CRTPA and the directives from the CRTPA membership.

3. The CRTPA General Counsel shall be under a legal services contract, the term of which is not to exceed thirty-six (36) months and shall serve at the pleasure of the Board and shall perform such duties as are assigned by the Board, the Chairperson or the Executive Director.

E. Meetings

1. Regular meetings of the CRTPA shall be held as needed in the Tallahassee City Commission Chambers or other locations designated by the Chairperson. ~~Regular meetings will be held no less frequently than every two months, or six times a year.~~

2. Meetings will be held on the third ~~Monday~~ Tuesday of ~~any given~~ each month, with the exception of July and August and such other times as scheduled by the Chairperson. Meeting dates will be adjusted by the Chairperson to accommodate holidays or other conflicts.

3. Special meetings of the CRTPA may be called by the Chairperson, or in the absence of the chair, by the vice-chair. Special meetings may also be called on the initiative of four (4) or more voting members petitioning the chair.

4. There must be majority representation to constitute a quorum for the transaction of business. A quorum is defined as 51% of the voting interest of the CRTPA. An affirmative vote shall consist of a majority vote of the total quorum present. A quorum must be present for any matters to be voted on at any duly called CRTPA meeting.

5. Agenda materials for the CRTPA meetings shall be distributed to Board Members no later than seven days prior to the meeting, unless otherwise decided by the Chairperson. Supplemental materials shall be provided to the Board Members as soon as practicable.

6. Meetings will be open to the public. Citizen comments and suggestions are welcomed. Any group which requests in writing will be notified of CRTPA meetings. Members of the public are allowed to speak on any items not on the Agenda during the Public Comment period, with established time limits, and by providing a Speaker Card at the CRTPA meeting as set out in section F. Members of the public are allowed to comment on items on the agenda at the appropriate time following the same established rules for time limits and providing speaker cards.

7. The CRTPA may choose to hold workshops from time to time. A quorum shall not be necessary for conducting a workshop; however, all workshops shall be noticed in the same manner as regular meetings of the CRTPA.

8. The most current edition of Roberts Rules of Order Revised is the adopted rule of meeting procedure. The Chairperson (or the Vice Chairperson when serving as Chairperson) shall preside at all meetings.

9. The General Counsel or his designee shall serve as the “parliamentarian. The CRTPA General Counsel shall advise the Chairperson and the Board at the direction of the Chairperson.

10. CRTPA meetings will be recorded and minutes will be prepared.

11. Where a Super-Majority Vote is required by the Interlocal Agreement or CRTPA Bylaws, such Super-Majority Vote shall be defined as two-thirds of the vote of the Board members in attendance and no less than 67 ~~votes~~ points, regardless of the number of members in attendance.

12. The Executive Director shall serve as the clerk of the CRTPA.

13. As necessary, subcommittees and the chair of subcommittees shall be designated by the chair to investigate and report on specific subject areas of interest to the CRTPA. A subcommittee shall consist of at least three members.

F. Citizen Participation at Board Meetings

1. Citizen comments will be accepted during the meeting.

2. Citizens may speak on issues related to the approved agenda or any issue for which the CRTPA has the statutory authority to act upon.

3. ~~Citizens will complete a Request to Speak card.~~ In order to maintain an orderly flow of public comment, citizens will be asked to complete a Request to Speak card. If the citizen is unable to complete the card, s/he will be assisted by the CRTPA staff.

4. Citizens will be allowed to speak for three minutes.

5. Large groups of citizens wishing to speak are encouraged to designate a spokesperson to represent their views.

G. Bylaw Amendments

The CRTPA Bylaws may be amended by a majority vote of the CRTPA. Proposed amendments shall be considered at the annual organizational meeting or at any other CRTPA meeting with thirty (30) days' notice of the proposed amendment. The CRTPA Board may adopt resolutions as necessary to implement, supplement or clarify the CRTPA Bylaws, but shall not substantively alter the policies or procedures contained in the Bylaws except upon a Super-Majority Vote. No less often than annually, the Board shall consider amendments to the Bylaws to incorporate prior resolutions issued by the Board, as appropriate.

H. Creation of Committees

The following committees have been created by the CRTPA, are ratified herein and shall serve as standing committees, with membership subject to appointment by the CRTPA Board:

1. The Technical Advisory Committee (TAC), which shall function as provided in Section 339.175(6)(d) and (8)(b), Florida Statutes, and as otherwise directed by the CRTPA Board. The TAC serves at the pleasure of the Board.

- a. The TAC serves in an advisory capacity to the CRTPA on matters related to coordinating transportation planning and programming including, but not limited to, review of CRTPA related transportation studies, reports, plans and programs. The TAC shall assist the CRTPA by providing technical resources and recommendations as requested.
- b. The membership of the TAC must include, whenever possible, planners; engineers; representatives of local aviation authorities, port authorities, and public transit authorities or representatives of aviation departments, seaport departments, and public transit departments of municipal or county governments, as applicable; the school superintendent of each county within the jurisdiction of the CRTPA or the superintendent's designee; and other appropriate representatives of affected local governments.
- c. In addition to any other duties assigned to it by the CRTPA or by state or federal law, the TAC is responsible for considering safe access to schools in its review of transportation project priorities, long-range transportation plans, and transportation improvement programs, and shall advise the CRTPA on such matters.

- d. In addition, the TAC shall coordinate its actions with local school boards and other local programs and organizations within the metropolitan area which participate in school safety activities, such as locally established community traffic safety teams. Local school boards must provide the CRTPA with information concerning future school sites and in the coordination of transportation service.
- e. The TAC shall have additional advisory (non-voting) members as the CRTPA deems advisable.
- f. Each member of the TAC is expected to demonstrate interest in the technical advisory committee's activities through attendance at the regularly scheduled meetings except for reasons of an unavoidable nature. A majority of the TAC may recommend the removal of any member who fails to attend, or arrange for an alternate to attend, three or more meetings in a one-year period. Such recommendations shall be forwarded to the appointing agency or governmental unit through the CRTPA Executive Director.

2. The Citizens Advisory Committee (known as the Citizens Multimodal Advisory Committee)(CMAC), which shall function as provided in Section 339.175(6)(e)1. and (8)(b), Florida Statutes, and as otherwise directed by the CRTPA Board. The CMAC serves at the pleasure of the Board. The membership on the CMAC must reflect a broad cross-section of local residents with an interest in the development of an efficient, safe, and cost-effective multimodal transportation system. Minorities, the elderly, and the handicapped must be adequately represented as well as representatives and users of various transportation modes.

- a. The community at large shall be represented in the transportation planning process by the CMAC. The CMAC serves in an advisory capacity to the CRTPA for the purpose of assisting in the formulation of the CRTPA's goals and objectives, seeking reaction to planning proposals and providing comment with respect to the concerns of various segments of the population regarding their transportation needs.
- b. Notwithstanding the above provisions, the CRTPA may, with the approval of the department and the applicable federal governmental agency, adopt an alternative program or mechanism to ensure citizen involvement in the transportation planning process.

V. CRTPA General Policies

~~A. The CRTPA agenda will include sections for Action, Information, and Citizen Involvement. Agenda items for Board action will be divided into consent, discussion and action sections~~

A. B. The CRTPA agenda will be limited to required items only as determined by the Chairperson. Board Members are requested to coordinate with the Executive Director on

those items that they wish to have considered, so that they can be adequately staffed prior to being heard by the Board.

B.C. The Executive Director is directed to assist the Chairperson in scheduling important matters for Board consideration, where practicable, for at least one discussion meeting prior to scheduling the matter for Board action at a subsequent meeting. Notwithstanding the foregoing, unless otherwise provided by law, Board action shall not be delayed nor subject to challenge simply because it was acted upon at the same meeting at which it was first discussed by the Board. Workshops, retreats and delegated subcommittees of Board Members shall also be considered as methods of exchanging information and opinions on and focusing the analysis of important matters that may later come before the Board for action.

~~C.D. No other governmental organization shall preclude the scheduled convening or adjournment time of the CRTPA.~~

VI. CRTPA Specific Policies

A. Any policy that affects planning efforts and not administration nor procedural policies of the CRTPA shall be adopted solely by resolution and not become part of these bylaws. Examples of this are resolutions that promote bicycle and pedestrian transportation, preservation of right-of-way, and consideration of the needs of the Transportation Disadvantaged in plan development. All resolutions will be kept in a separate section of each member's agenda book for reference purposes.

B. A majority vote will be required by the CRTPA when amending, adding, or deleting projects from the Transportation Improvement Program, the Priority Project List, any Project Development and Environment Study, and any intersection improvement study requiring the approval of the CRTPA.

VII. Modifications to the Long Range Transportation Plan

~~A. A request to amend the Long Range Transportation Plan may be initiated by the CMAC, the TAC, the CRTPA, or another governmental agency. Members of the CRTPA will be notified of a request to amend the Long Range Transportation Plan.~~

AB. A request to amend the Long Range Transportation Plan will be reviewed by the TAC to determine the technical applicability of the proposal for plan inclusion or removal and the CMAC recommendation, CRTPA Staff recommendation, and the recommendation of the TAC will be forwarded to the CRTPA Board.

BC. If the CRTPA Board determines that the proposed amendment should be considered, the CRTPA Board may initiate the established plan amendment process in compliance and consistent with procedures established in Chapter 339 Florida Statutes and all applicable federal code.

CĐ. In addition to the required public notification and public hearing of the plan amendment(s), efforts to communicate the plan amendment to the traditionally underserved (populations protected by Title VI of the Civil Rights Act of 1964) will be made and documented.

VIII. Funding of the CRTPA

A. Each member government shall pay a proportional share of the operating costs of the CRTPA, over and above the amount annually provided by federal and state sources. Proportional costs are based on population. To the extent that funding allocated for MPO CRTPA operations is exceeded by expenses, the balance shall be funded by the members, with the exception of the Leon County School Board, in proportion to their weighted vote without consideration of the weighted vote of the Leon County School Board. The Leon County School Board shall provide in-kind services in lieu of direct funding for MPO CRTPA operations. Unless otherwise agreed by the parties hereto, any change in the weighted voting occurring during the MPO's CRTPA's fiscal year shall result in a proration of financial responsibility of the members.

B. The CRTPA staff will perform only those services required by applicable Federal Code and State Statute. If tasks are requested by the CRTPA that are not part of the statutory duty of the CRTPA staff, additional funding will be provided by the member governments.

C. An estimate of the amount will be made known in the annual Unified Planning Work Program, prior to July 1. Concurrent with the adoption of the Final Unified Planning Work Program the CRTPA will adopt its budget. The Unified Planning Work Program is the de facto budget of the CRTPA.

D. Payment of funds by participating governments will be made to the CRTPA no later than December 31.

IX. Notices.

All notices, demands and correspondence required or provided for under this Agreement shall be in writing and delivered in person or dispatched by certified mail, postage prepaid, return receipt requested. Notice required to be given shall be as follows, addressed to the current incumbent:

Mayor
City of Tallahassee
300 South Adams Street
Tallahassee, FL 32301

City Attorney
City of Tallahassee
300 South Adams Street
Tallahassee, FL 32301

Chairperson
Leon County Board of County Commissioners
301 S. Monroe Street, 5th Floor
Tallahassee, Florida 32301
County Attorney
Leon County
301 S. Monroe Street, Suite 202
Tallahassee, Florida 32301

Chairperson
Gadsden County Board of Commissioners
9-B East Jefferson Street
Post Office Box 1799
Quincy, Florida 32353-1799

Chairperson
Wakulla County Board of County Commissioners
3093 Crawfordville Highway
Post Office Box 1263
Crawfordville, FL 32326

Chairperson
Jefferson County Board of County Commissioners
1 Courthouse Circle
Monticello, FL 32344

Mayor
City of Quincy
404 W. Jefferson Street
Quincy, Florida 32351-2328

City Manager
City of Quincy
404 West Jefferson Street
Quincy, FL 32351-2328

Mayor
City of Midway
Post Office Box 438
Midway, FL 32343

City Manager
City of Midway
Post Office Box 438
Midway, FL 32343

Mayor
Town of Havana
P. O. Box 1068
Havana, FL 32333-1068

Town Manager
Town of Havana
P.O. Box 1068
Havana, FL 32333-1068

Mayor
City of Chattahoochee
P.O. Box 188
Chattahoochee, FL 32324

City Manager
City of Chattahoochee
P.O. Box 188
Chattahoochee, FL 32324

Mayor
Town of Greensboro
150 E 11th Street
Greensboro, FL 32330

Town Manager
Town of Greensboro
150 E 11th Street
Greensboro, FL 32330

Mayor
City of Gretna
Post Office Drawer 220
Gretna, Florida 32332

City Manager
City of Gretna
Post Office Drawer 220
Gretna, Florida 32332

Chairperson
Leon County School Board
2757 W. Pensacola Street
Tallahassee, Florida 32304

District III Secretary
Florida Department of Transportation
1074 Highway 90
Post Office Box 607
Chipley, Florida 32428

Executive Director
Capital Region Transportation
Planning Agency
300 S. Adams Street, Mail Stop A-19
Tallahassee, FL 32301

General Counsel
Capital Region Transportation Planning Agency
300 S. Adams Street, Mail Stop A-19
Tallahassee, FL 32301

A party may unilaterally change its address or addressee by giving notice in writing to the other parties as provided in this section. Thereafter, notices, demands and other pertinent correspondence shall be addressed and transmitted to the new address and addressee.



December 5, 2016

AGENDA ITEM 5C

CRTPA EXECUTIVE COMMITTEE REVIEW

TYPE OF ITEM: Action

STATEMENT OF ISSUE

Potential establishment of a CRTPA Executive Committee to perform various duties deemed appropriate by the Board.

HISTORY AND ANALYSIS

As discussed at the October Board retreat, staff has developed a list of potential duties that could be performed by an Executive Committee. The preference for membership as discussed at the retreat was the Board Chair, Vice-Chair and immediate past Chair. In developing the list, staff reviewed the duties and structures of several committees in Florida and throughout the country. The duties were varied by MPO and covered a number of areas. Potential duties for the Executive Committee include:

Evaluation of the Executive Director*

Agenda review

Development of legislative priorities

Establishment of personnel policies/procedures

Emergency approval of time sensitive items

Budget review

Development of staff work priorities

Review of legislative issues during session

Review/approval of contracts

**Current bylaws establish a subcommittee (Board Chair, Vice-Chair and immediate past Chair) to conduct evaluation.*

RECOMMENDED ACTION

Option 1: Direct CRTPA staff to revise the Bylaws as appropriate.



December 5, 2016

AGENDA ITEM 5D

2017 CRTPA MEETING CALENDAR

TYPE OF ITEM: Discussion

STATEMENT OF ISSUE

The CRTPA 2017 calendar has been developed for CRTPA approval.

RECOMMENDED ACTION

Option 1: Approve the 2017 CRTPA Meeting Calendar.

HISTORY AND ANALYSIS

The CRTPA 2017 calendar has been developed. The calendar includes dates for board meeting and a workshop and retreat. The following provides the meeting dates, type and location.

Meeting Date	Meeting Type	Location
January 17	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:00 pm
February 21	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:00 pm
March 21	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:00 pm
April 18	Retreat/Workshop	<i>TBA 9:00 AM-11:00 AM</i>
May 16	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:00 pm
June 20	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:00 pm
September 19	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:00 pm
October 17	Retreat/Workshop	<i>TBA 9:00 AM-11:00 AM</i>
November 21	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:00 pm
December 19	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:00 pm

OPTIONS

Option 1: Approve the 2017 CRTPA Meeting Calendar.
(RECOMMENDED)

Option 2: Provide other direction.



December 5, 2016

AGENDA ITEM 5 E

ELECTION OF CRTPA CHAIR AND VICE-CHAIR

TYPE OF ITEM: Action

STATEMENT OF ISSUE

The Capital Region Transportation Planning Agency (CRTPA) members annually elect a new Chair and Vice-Chair to serve for the upcoming calendar year. The current positions are held by Commissioner Barfield as Chair and Commissioner Richardson as Vice-Chair. Staff is seeking the approval of a new Chair and Vice-Chair to serve for calendar year 2017.

RECOMMENDED ACTION

Option 1: Elect a Chair and Vice-Chair.

HISTORY AND ANALYSIS

Section IV, CRTPA By-laws provides the following guidance with regard to the annual selection of the Chairperson and Vice-Chairperson of the CRTPA:

“C. Officers and Duties

1. The CRTPA Board shall hold an annual organizational meeting no later than the last Board meeting of the calendar year for the purpose of electing the following officers from its voting membership:
 - Chairperson
 - Vice-Chairperson
 - Representative to the Florida Metropolitan Planning Organization Advisory Council
 - Alternate representative to the Florida Metropolitan Planning Organization Advisory Council

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

The following provides a listing of the members who have served as the CRTPA's most recent Chair and Vice-Chair:

YEAR	CHAIR	VICE-CHAIR
2016	COMMISSIONER BARFIELD	COMMISSIONER RICHARDSON
2015	COMMISSIONER DOZIER	COMMISSIONER BARFIELD
2014	COMMISSIONER MERRITT	COMMISSIONER DOZIER
2013	COMMISSIONER MILLER	COMMISSIONER MERRITT

OPTIONS

Option 1: Elect a Chair and Vice-Chair
(RECOMMENDED)

Option 2: Provide other direction.



December 5, 2016

AGENDA ITEM 5 F

ELECTION OF MPOAC REPRESENTATIVE AND ALTERNATE

TYPE OF ITEM: Discussion

STATEMENT OF ISSUE

This item seeks the election of a CRTPA member to serve as representative on the Florida Metropolitan Planning Organization Advisory Council Governing Board as well as a representative to serve as the alternate.

RECOMMENDED ACTION

Option 1: Elect a MPOAC Representative and Alternate.

HISTORY AND ANALYSIS

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

At the November 18, 2013 CRTPA Board meeting, members approved a motion to have the MPOAC representative serve a 3 year term instead of a 1 year term. In November 2013, Commissioner Delores Madison was elected to serve as MPOAC Representative, with Commissioner Nick Maddox elected to serve out the remainder of her term in May 2015. Commissioner Barfield currently serves as the alternate.

OPTIONS

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

Option 2: Provide other direction.



December 5, 2016

AGENDA ITEM 5G

EXECUTIVE DIRECTOR'S PROBATIONARY PERIOD

TYPE OF ITEM: Action

STATEMENT OF ISSUE

The Executive Director's employment agreement contains a 90-day probationary period which was up on October 16, 2017. The Board is requested to provide direction as to the probationary status of the Executive Director. Removal from probation will make the Executive Director eligible for the 2% Cost of Living Adjustment (COLA) approved by the Board in September.

HISTORY AND ANALYSIS

Section 3(b) of the employment agreement reads as follows:

Upon employment, Slay shall be subject to a ninety (90) day probationary period. During this probationary period, the Board, in its sole discretion, may terminate Slay and Slay shall have no recourse against the Board due to said termination.

RECOMMENDED ACTION

CRTPA Board discretion.

ATTACHMENT

Attachment 1: Executive Director Employment Agreement

Employment Agreement

THIS EMPLOYMENT AGREEMENT, is made and entered into on this ____ day of _____, 2016, by and between the Capital Region Transportation Planning Agency (CRTPA), and David Gregory Slay (Slay).

WITNESSETH:

WHEREAS, the CRTPA desires to employ Slay as the Executive Director of the CRTPA; and

WHEREAS, it is the desire of the CRTPA to provide certain benefits, and to establish certain conditions of employment of Slay; and

WHEREAS, the parties agree that the duties and responsibilities of Slay as the Executive Director of the CRTPA, at a minimum, shall be those duties and responsibilities as provided for in section 339.175, Florida Statutes, the CRTPA Interlocal Agreement and the CRTPA By-laws; and

WHEREAS, Slay desires to accept the position of the Executive Director and to provide said duties to the CRTPA;

NOW, THEREFORE, the parties, intending to be legally bound, for good and valuable consideration, the sufficiency of which is hereby acknowledged, agree as follows:

1. RECITALS.

The above recitals are true and correct and form a material part of this Agreement.

2. EMPLOYMENT OF EXECUTIVE DIRECTOR

- a) The CRTPA agrees to employ Slay as the Executive Director of the CRTPA commencing on _____ 2016. The parties further agree that should this agreed to start date need modification, that Slay and the Chair of the board, in writing may modify said start date and that this employment agreement shall otherwise be in full force and effect.
- b) Slay shall serve at the pleasure of the CRTPA Board (Board), as modified by the terms of this agreement.
- c) The Executive Director is a Senior Management position.

3. COMPENSATION AND BENEFITS

- a) The agreed to starting annual salary is one hundred five thousand (\$105,000).
- b) Upon employment, Slay shall be subject to a ninety (90) day probationary period. During this probationary period, the Board, in its sole discretion, may terminate Slay and Slay shall have no recourse against the Board due to said termination.
- e) After twelve (12) months of employment, the parties agree that Slay shall be given a performance review by the Board and the Board shall perform an annually evaluation each year, thereafter.
- d) Each year, the Board, in October, shall determine if a COLA is appropriate, dependent upon the availability of funds and approval by the CRTPA Board.
- e) Slay shall receive an annual benefits allowance called Flex Bucks to help pay for benefits.
- f) As a Senior Manager, Slay will receive a cash supplement of \$60 biweekly to offset the cost of optional fringe benefits such as life and health insurance.
- g) Slay shall receive a two hundred and fifty dollar (\$250.00) monthly car allowance.
- h) The CRTPA shall provide a cellular telephone to Slay for use related to the duties and responsibilities associated with employment by the CRTPA.
- i) The parties agree that Slay shall have a City Hall parking space at no charge to Slay
- j) The CRTPA shall make available to Slay the choice of the City of Tallahassee or Leon County payment, benefits or pension plan. Slay shall make the decision in the normal course of business upon employment by the CRTPA.

4. HOUSING AND MOVING EXPENSES

- a) **Housing.** Upon execution of this agreement, the CRTPA will pay for one (1) trip to Tallahassee to search for a home as well as a round-trip transportation and meals (for 3 days) for Slay and one other person.
- b) **Moving Expenses.**
 - 1) Upon execution of this agreement, the CRTPA will pay for reasonable moving expenses of Slay's normal household goods to Tallahassee. The CRTPA requires three written binding bids. The low bid shall prevail unless there is a compelling reason not to accept the low bid, in the sole discretion of the CRTPA.
 - 2) If Slay is terminated for cause or leaves the position within one year of employment with the CRTPA, all moving expenses shall be reimbursed by Slay back to the CRTPA. If Slay is terminated without cause no reimbursement is required. The parties further agree that the CRTPA is

authorized to withhold any final paychecks to Slay, to satisfy the provisions of this section.

5. DUTIES AND RESONSIBILITES OF THE EXECUTIVE DIRECTOR

- a) Slay, as Executive Director shall be responsible only to the CRTPA Board. Slay shall report directly to the CRTPA Board for all matters regarding the administration and operation of the CRTPA and any additional personnel as deemed necessary. CRTPA staff will report directly to the Executive Director and serve at the pleasure of the Executive Director.
- b) The Executive Director shall have authority to:
 - 1) Approve expenditures for the normal operations of staff not to exceed \$5000;
 - 2) Approve routine staff travel;
 - 3) Hire, fire, assign duties to and evaluate CRTPA staff, subject to review and concurrence of the Chairperson;
 - 4) Sign routine communications with local, state and federal agencies, except in those instances when the signature of the chair is required.
 - 5) Any other duties and responsibilities provided for in section 339.175, Florida Statutes, as amended, the CRTPA Interlocal Agreement and By-Laws, as amended.
- c) The Executive Director, or designee, is responsible for the CRTPA meeting minutes and all notices and agendas for all meetings.
- d) The Executive Director shall also perform such other and additional duties as are necessary to carry out the objectives and functions of the CRTPA and the directives from the CRTPA membership.
- e) The Executive Director shall perform any and all duties as directed by the CRTPA board or the Chair of said Board.

6. TERM

This agreement, upon execution shall remain in effect unless and until terminated as provided herein.

7. TERMINATION OF THIS CONTRACT

The CRTPA may terminate this contract as set forth below:

A. WITHOUT CAUSE

- 1) The CRTPA, upon a majority vote of its Board members, may terminate this contract without cause at any time, for any or no reason. If the CRTPA terminates the employment of Slay pursuant to this section, the CRTPA agrees to provide Slay two (2) months' severance

pay, which shall be paid, based on Slay's salary at the time of termination. If Slay is terminated without cause, the CRTPA shall owe Slay no additional compensation other than the regular compensation due him for all time worked through and including the date of termination and any accrued annual and sick leave, shall also be paid to Slay, to the extent, it is compliant with, and allowed by, existing personnel policies. The payment(s) shall occur in the same manner and means, as if Slay were employed by the CRTPA.

- 2) If the CRTPA exercises its right to terminate without cause, it shall provide written notice of such termination to the Slay. The termination shall be effect on the date of the notice.
- 3) The parties agree that the CRTPA has not waived any rights to terminate Slay for no cause, and should the CRTPA exercise its right pursuant to this section, that no additional right or causes of action shall accrue.

B. WITH CAUSE

In the event the CRTPA decides to terminate this contract for cause, the CRTPA shall not owe Slay any compensation other than the regular compensation due him for all time worked through and including the date of termination, and any accrued annual and sick leave, to the extent, it is compliant with, and allowed by, existing personnel policies. The payment(s) shall occur in the same manner and means, as if Slay were employed by the CRTPA.

The CRTPA's determination of cause shall be final and conclusive. "Cause" is defined as:

- 1) Misfeasance or malfeasance in the performance of Slay's duties and responsibilities.
- 2) A plea agreement, a plea or *nolo contendere*, or a conviction of a felony or misdemeanor, whether or not adjudication is withheld, involving moral turpitude.
- 3) Unsatisfactory performance based on Annual Evaluation criteria where Slay failed to meet reasonable written performance goals and objectives agreed to by the CRTPA board, as a body, in a duly called meeting.

- 4) Abandonment, excessive absenteeism or tardiness and general dereliction of duties, including but not limited to alcohol or drug related activities and abuse in the workplace or in private life.
- 5) Misrepresentation of Credentials, certifications and general competency as provided through written instruments or communications relied upon by CRTPA in making the job selection.

8. RESIGNATION.

Slay agrees that should he decide to resign from his position as Executive Director, that he shall give the CRTPA not less than ninety (90) days written notice.

The parties agree that the Board may elect to accept Slay's written notice and allow for an immediate separation. If the Board elects to allow for an immediate separation, all payment(s) shall occur in the same manner and means, as if Slay were employed by the CRTPA, for those ninety (90) days.

9. EVALUATION OF PERFORMANCE

The CRTPA shall review and evaluate the performance of Slay annually or as otherwise provided herein, and shall provide the evaluation to Slay, in writing.

10. OUTSIDE EMPLOYMENT

Slay shall be a full time employee of the CRTPA. Slay shall not engage in any other outside employment without the express written permission of the CRTPA.

11. GOVERNING LAWS.

The laws of the State of Florida shall solely govern the validity of this Agreement and any of its terms and provisions, as well as the rights and duties of the Parties to this Agreement.

12. VENUE.

The venue for any action in connection with this Agreement shall be any court of competent jurisdiction in Leon County, Florida.

13. REMAINING PROVISIONS.

In the event this Agreement or a portion of this Agreement is found by a court of competent jurisdiction to be invalid or void, the remaining provisions shall continue to be effective.

14. TRUTH AND ACCURACY.

The truth and accuracy of each recital clause set forth above is acknowledged by the parties.

15. ORIGINAL COPIES.

Multiple copies of this Agreement may be fully executed by all parties, each of which shall be deemed to be an original.

16. ENTIRE AGREEMENT.

This Agreement incorporates and includes all prior and contemporaneous negotiations, correspondence, agreements, or understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements or understanding concerning the subject matter of this Agreement that are not contained herein. No deviation from the terms hereof shall be predicated upon any prior representation or agreements, whether oral or written. No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document executed by the parties hereto.

(REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK)

By: _____

Betsy Barfield
Chair, CRTPA

By: _____

David Gregory Slay

Witness:

(Print Name)

(Print Name)

Witness:

(Print Name)

(Print Name)



December 5, 2016

AGENDA ITEM 6

FLORIDA DEPARTMENT OF TRANSPORTATION REPORT

TYPE OF ITEM: Information

A status report on the activities of the Florida Department of Transportation will be discussed.



December 5, 2016

AGENDA ITEM 7

EXECUTIVE DIRECTOR'S REPORT

TYPE OF ITEM: Information

A status report on the activities of the Capital Region Transportation Planning Agency (CRTPA) and other items will be discussed.



December 5, 2016

AGENDA ITEM 8 A

CORRESPONDENCE

TYPE OF ITEM: Information

There has been no correspondence received by the CRTPA since its last meeting.



December 5, 2016

AGENDA ITEM 8 B

FUTURE MEETINGS

TYPE OF ITEM: Information

Pursuant to approval of agenda item 5D, the Capital Region Transportation Planning Agency will meet on the following dates, times and locations in 2017:

Meeting Date	Meeting Type	Location
January 17	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:00 pm
February 21	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:00 pm
March 21	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:00 pm
April 18	Retreat/Workshop	<i>TBA 9:00 AM-11:00 AM</i>
May 16	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:00 pm
June 20	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:00 pm
September 19	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:00 pm
October 17	Retreat/Workshop	<i>TBA 9:00 AM-11:00 AM</i>
November 21	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:00 pm
December 19	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:00 pm



December 5, 2016

AGENDA ITEM 8 C

COMMITTEE ACTIONS (CITIZEN'S MULTIMODAL ADVISORY COMMITTEE/TECHNICAL ADVISORY COMMITTEE/TRANSPORTATION DISADVANTAGED COORDINATING BOARD)

TYPE OF ITEM: Information

STATEMENT OF ISSUE

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

TAC and CMAC: The CMAC and TAC met jointly on Tuesday, November 22, 2016. The actions of the committees are provided below for CRTPA Board information and consideration.

TAC Actions

- Minutes of the September 13, 2016 TAC Meeting -- Approved.
- 2017 Committee Calendar -- approved the dates as proposed and confirmed the meeting time would continue to be 9:00 am – 11:-00 am.
- Connections 2040 Regional Mobility Plan (RMP) Modification – Approved.
- Fiscal Year (FY) 2017-2021 TIP Amendments -- approved
- FY 2017 & 2018 Unified Planning Work Program (UPWP) Amendment—Approved.

The committee also heard presentations on the following:

- Draft FY 2018 – 2022 FDOT Work Program – presented by FDOT
- Vision Zero – presented by Hans VanTol (CMAC Chair)
(*Vision Zero is a road traffic safety project local communities can undertake which aims to achieve zero fatalities or serious injuries in roadway traffic.*)

CMAC Actions

- Minutes of the September 13, 2016 CMAC Meeting – Approved with changes.

Discussion: Committee members discussed correcting the minutes to reflect that their motion to move the Florida Arts Trail to the bottom of the Priority Project List actually failed - the minutes reflected erroneously that the motion passed.

- 2017 Committee Calendar – Approved.
- Connections 2040 Regional Mobility Plan (RMP) Modification – Approved.
- Fiscal Year (FY) 2017-2021 TIP Amendments – Approved.
- FY 2017 & 2018 Unified Planning Work Program (UPWP) Amendment—Approved.

The committee also heard presentations on the following:

- Draft FY 2018 – 2022 FDOT Work Program – presented by FDOT
- Vision Zero – presented by Hans VanTol (CMAC Chair)
(*Vision Zero is a road traffic safety project local communities can undertake which aims to achieve zero fatalities or serious injuries in roadway traffic.*)

TDLCB: The actions of the Transportation Disadvantaged Local Coordinating Boards (TDLCB) in Gadsden, Jefferson, Leon and Wakulla counties are listed below.

Gadsden County

The Gadsden County TDLCB met on November 17, 2016. The Hon. Eric Hinson, Gadsden County Commission, was appointed to chair of the TDLCB. At that meeting the membership received a report from the Community Transportation Coordinator (CTC) as well as a review of the Annual Operating Report, which was signed by the chair. They also received a report from the American Cancer Society regarding transportation options eligible for cancer patients. They approved minutes of the September meeting. The next meeting is on February 15, 2017.

Jefferson County

The Jefferson County TDLCB met on November 17, 2016. At that meeting the membership received a report from the Community Transportation Coordinator as well as a review of the Annual Operating Report, which was signed by the chair. They also received a report from the American Cancer Society regarding transportation options eligible for cancer patients. The CTC – Big Bend Transit - reported that the Jefferson Express bus was in the process of being built and that the route should be up and running within the year. They approved minutes of the September meeting. The next meeting is on February 15, 2017.

Leon County

The Leon County LCB met on October 12, 2016. The meeting was preceded by the Annual Public Hearing. The CTC – Star Metro – reviewed the quarterly and annual operating statistics with the

members. At the meeting they approved the update to the Transportation Disadvantaged Service Plan. Their next meeting is on January 18, 2017.

Wakulla County

The Wakulla County TDLCB met on October 12, 2016 for its regular meeting preceded by the Annual Public Hearing. Members of the public attended and commented on how important the transportation services were to members of their families and the community. The CTC presented the Annual Operating Report and quarterly statistics to the board. A new 5 year Transportation Disadvantaged Service Plan (TDSP) was approved by the TDLCB. The next meeting is January 18, 2017.



December 5, 2016

AGENDA ITEM 9

CITIZEN COMMENT



December 5, 2016

AGENDA ITEM 10

ITEMS FROM MEMBERS