



## **CITIZENS MULTIMODAL ADVISORY COMMITTEE (CMAC)**

**MEETING OF TUESDAY, FEBRUARY 6, 2024  
(11:30 AM - 1:30 PM)**

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

### **AGENDA**

Citizens wishing to provide input at the CMAC meeting may:

- (1) Provide comments **in person** at the meeting. Speakers are requested to limit their comments to three (3) minutes; or
- (2) Submit **written comments** prior to the meeting at <http://crtpa.org/contact-us/> by providing comments in the "Email Us" portion of the page before 5:00 p.m. on Monday, February 6 to allow time for comments to be provided to committee members in advance of the meeting. Comments submitted after this time (up to the time of the meeting) will be accepted and included in the official record of the meeting.

#### **1. AGENDA MODIFICATIONS**

#### **2. PUBLIC COMMENT ON ITEMS NOT APPEARING ON THE AGENDA**

This portion of the agenda is provided to allow for public input on general CRTPA issues that are not included on the meeting's agenda. Those interested in addressing the Committee are requested to limit their comments to three (3) minutes.

#### **3. CONSENT AGENDA**

- A. Minutes of the June 6 & November 7, 2023 CMAC Meeting**
- B. CRTPA Transportation Improvement Program (TIP) Amendment**

#### **4. 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.*

5. **PRESENTATION/DISCUSSION/ACTION**

**A. CRTPA Safety Targets**

This item seeks adoption of the 2024 CRTPA Safety Performance Targets for safety performance measures that the CRTPA is required to annually address.

RECOMMENDED ACTION: Recommend the CRTPA adopt the draft 2024 CRTPA Safety Targets and a long-term safety goal of zero fatalities and serious injuries for the CRTPA region to be achieved by the year 2040.

**B. Telecommute Study**

This item seeks adoption of the CRTPA Telecommute Study that evaluated the impacts of Covid 19 stay-at-home orders on congestion in the CRTPA Region, assessed telecommuting trends, challenges, and opportunities, and evaluated the potential impacts to the transportation network based upon three different scenarios.

RECOMMENDED ACTION: Recommend the CRTPA adopt the Telecommute Study.

6. **INFORMATION**

**A. Future Meeting Dates**

**B. CRTPA January 16 Retreat**

7. **ITEMS FROM COMMITTEE MEMBERS OR STAFF**

8. **ADJOURNMENT**



February 6, 2024

## COMMITTEE AGENDA ITEM 3A

### MINUTES

TYPE OF ITEM: Consent

The minutes from the June 6 and November 7, 2023, CMAC meeting are provided as ***Attachments 1 & 2.***

### **RECOMMENDED ACTION**

Option 1: Approve the minutes of the June 6 and November 7, 2023, CMAC meeting.

### **ATTACHMENT**

Attachment 1: June 6, 2023, CMAC Minutes

Attachment 2: November 7, 2023, CMAC Minutes



## **CITIZENS MULTIMODAL ADVISORY COMMITTEE (CMAC)**

MEETING OF TUESDAY, JUNE 6, 2023  
(11:30 AM – 1:30 PM)

TALLHASSEE ROOM (2<sup>nd</sup>, Floor), CITY HALL  
300 S. ADAMS STREET  
TALLAHASSEE, FL 32301

### **Meeting Minutes**

Members Present: Chad Hanson, Chairman; John Dunn; Hans van Tol; Christi Hale; Amie Longstreet; Mary Kay Falconer; Roger Holdener; Marcus Thompkins (Virtual)

Staff Present: Greg Slay, Executive Director, CRTPA; Jack Kostrzewa, CRTPA; Greg Burke, CRTPA; Suzanne Lex, CRTPA; Yulonda Mitchell, CRTPA

The meeting was called to order at 11:35 AM with an introduction of Committee Members and a quorum present.

1. **AGENDA MODIFICATIONS**
2. **PUBLIC COMMENT ON ITEMS NOT APPEARING ON THE AGENDA**
3. **CONSENT AGENDA**
  - A. Minutes of the April 4, 2023, CMAC Meeting
  - B. CRTPA TIP Amendment Approval

Committee Action: Ms. Falconer made a motion to approve the consent agenda as presented. Mr. Dunn seconded the motion. The motion was unanimously passed.

4. **CONSENT ITEMS PULLED FOR DISCUSSION**

## 5. **PRESENTATION/DISCUSSION/ACTION**

### **A. Safe Streets and Roads for All (SS4A) Action Plan**

The CRTPA's Safe Streets and Roads for All (SS4A) Action Plan has been developed. The Plan identifies a comprehensive set of projects and strategies to improve safety on the CRTPA region's roadways.

RECOMMENDED ACTION: Recommend the CRTPA adopt the Safe Streets and Roads for All (SS4A) Action Plan.

Mr. Kostrzewa introduced the project and stated the Safe Streets and Roads for All was a federal government grant process program that was announced approximately a year ago. He stated the program consisted of two grant processes, 1. Action Plan and 2. Implementation Plan of Projects (subsequent to Action Plan completion). Mr. Kostrzewa noted the CRTPA opted to use current funding to develop the Safety Action Plan and that the plan was initiated about nine months ago. He explained the plan utilized a data driven process that included using data from the Congestion Management Plan to develop a High Injury Network. Mr. Kostrzewa explained there were other requirements of the program including equity and safety that must be addressed. He noted that CRTPA staff requested local governments provide projects for consideration to apply for the grant program noting that safety and equity were major parts of the grant process. Mr. Kostrzewa stated that if a project does not meet those two requirements the project would not be recommended to move forward to apply for grant funds. Lastly, he noted this was the 2<sup>nd</sup> year of the five-year SS4A Program and that he then introduced Ms. Lindsay Slautterback, Kimley Horn and Associates (KHA).

Ms. Slautterback, KHA, stated efforts were initiated on the project in September and the deadline was moved to this July 2023. She explained the point of the plan was to reduce the number of fatalities and serious injuries on the roadways. Ms. Slautterback noted that first requirement of SS4A program was to complete a Safety Action Plan and provided a brief overview of the steps for plan development.

Ms. Slautterback discussed the safety analysis included within the plan and noted the analysis of the four county region's crash data from 2017-2022 which resulted in development of a high injury network. Ms. Slautterback stated the analysis identified segments and hot-spot intersections where majority of crashes were occurring based on volume. She also noted there was a second plan component, equity consideration that includes historically disadvantaged communities and that this component was a focus of the grant. Ms. Slautterback discussed the third component of the plan was public involvement. She stated a different approach was taken to get more feedback and that this included attending various public events and distributing information and receiving input from citizens through online mapping tool and survey tool. In addition to the public events, meetings with the Community Traffic Safety Teams for each of the four counties were held.

Ms. Slautterback stated based on public input there were five things that citizens identified as important concerns: bicycle and pedestrian facilities, public transportation, unsafe conditions for multimodal users, more law enforcement to address speeding, and distracted driving. She stated the

data collected from the surveys was used to develop a prioritization criteria system, which was a requirement. Ms. Slautterback stated most projects and priorities provided for this year's program were from City of Tallahassee, Leon County, and the universities. She noted due to timelines, other projects within Jefferson, Wakulla, and Gadsden counties would be considered as a part of next year's SS4A process. Ms. Slautterback stated the next step was Board presentation and that subsequently, CRTPA staff would work with the local agencies on gathering applications for submittal.

Mr. Van Tol asked for information on the deadlines. Mr. Kostrzewa stated the deadline was originally September for the previous year, but the deadline was moved to July 2023. He stated the plan can be used by other counties to apply for grants. He noted the projects must meet safety and equity within a high injury network. He noted the plan is flexible to be changed as the requirements may change. Mr. Slay noted Wakulla and Jefferson have not been LAP certified. Ms. Lex noted the rural counties should be aware the grant is a reimbursement grant; therefore, the municipality must have the money up front and be reimbursed. Mr. Hanson asked about events in Wakulla to provide information on SS4A program. Ms. Slautterback stated due to timing, there were no events that were available in Wakulla County. Mr. Hanson stated he would be able to assist with getting events schedules in the future. Mr. Thompkins asked what types of improvements the funds can be used to address. Mr. Kostrzewa stated most applications are for infrastructure improvements to address a specific corridor or provide bike and pedestrian safety.

**Committee Action: Ms. Falconer made a motion to recommend approval. Ms. Longstreet seconded the motion. The motion was passed unanimously.**

#### **B. Fiscal Year (FY) 2024– FY 2028 Transportation Improvement Program (TIP)**

The FY 2024 – FY 2028 TIP reflecting the projects that have received funding in the Florida Department of Transportation Work Program has been developed.

**RECOMMENDED ACTION:** Recommend the CRTPA Board adopt the FY 2024 – FY 2028 Transportation Improvement Program.

Ms. Lex provided information on the Fiscal Year (FY) 2024– FY 2028 Transportation Improvement Program (TIP) including the public involvement activities for the TIP. She stated comments may be received up until June 18, 2023, before the Board Meeting. Ms. Lex explained that the projects included in the TIP are developed using a variety of sources including the Regional Mobility Plan, through coordination with the CRTPA's transportation partners (including the Tallahassee International Airport and StarMetro), local governments Bicycle and Pedestrian Plans, comprehensive plans, and the Transportation Alternatives program. After projects are identified, the projects are placed on the Project Priority Lists and sent to FDOT to request funding. Ms. Lex stated the next steps would be to present the TIP to the Board on June 19, 2023, followed by submittal to the FDOT.

**Committee Action: Mr. Van Tol made a motion to recommend approval. Mr. Holdener seconded the motion. The motion passed with Mr. Thompkins voting in opposition.**

**C. Fiscal Year (FY) 2025 – FY 2029 Project Priority Lists (PPLs)**

The FY 2025 – 2029 Project Priority Lists have been developed:

1. Regional Mobility Plan (RMP) Roadways Project Priority List
2. Regional Mobility Plan (RMP) Bicycle and Pedestrian Project Priority List
3. Regional Trails Project Priority List
4. Transportation Systems Management (TSM) and Safety Project Priority List
5. Intelligent Transportation Systems (ITS) Project Priority List
6. Tallahassee International Airport Project Priority List
7. StarMetro Project Priority List

**RECOMMENDED ACTION:** Recommend the CRTPA adopt the FY 2025 – FY 2029 Project Priority Lists.

Ms. Lex provided information on the Fiscal Year (FY) 2025 – FY 2029 Project Priority Lists (PPLs) and stated that PPLs will be provided to FDOT for development of upcoming Work Program. She noted staff will meet with FDOT staff in July to begin coordination for funding of the priorities. She stated the projects are prioritized using adopted criteria developed by CRTPA or the local governments. Ms. Lex explained FDOT has worked on funding the #2 project, on the Regional Mobility Plan Roadway PPL, for a few years and asked if the CRTPA was good with overstepping the #1 project and funding the #2 project. She stated the CRTPA was willing to accept the funds to fund the #2 project instead, the Capital Circle from Springhill to Orange Avenue. Ms. Lex stated the last segment of Capital Circle from Crawfordville Road to Springhill Road is the last piece to be funded and note the cost to complete was 65 million.

**Committee Action:** Mr. Van Tol made a motion to recommend approval of the Fiscal Year (FY) 2025 – FY 2029 Project Priority Lists (PPLs). Ms. Falconer seconded the motion. The motion unanimously passed.

**D. Strategic Intermodal System (SIS) Discussion**

A discussion related to the SIS designated roadways in the CRTPA region will be provided.

**RECOMMENDED ACTION:** Action required.

Mr. Slay provided background information on the Strategic Intermodal System. He explained staff would be presenting information to the board on the recommended changes to the SIS designated roadways. Mr. Slay explained the FDOT revises the SIS every five years. He noted the current SIS facilities in the CRTPA Region were I-10; Capital Circle NW/SW (SR 263) from the Tallahassee International Airport to I-10; Thomasville Road (US 319) from I-10 to the state line. Mr. Slay provided an overview of the recommended additions to the SIS for the CRTPA Region and stated the justification for each roadway. 1) Crawfordville Road - US 98 to Capital Circle SW, this portion of Crawfordville Road meets the SIS designation criteria of a corridor connecting an urban area with a Rural Area of Opportunity (Wakulla County) and has a AADT of at least 6,000 (ranged from 13,000 to 22,000

depending on location in 2022); 2) Capital Circle SW - Springhill Road to Crawfordville Highway, this section of Capital Circle SW would provide access to the Tallahassee International Airport (TLH) from areas south of Leon County and provide a continuous connection with the SIS; 3) Capital Circle SW/SE - Crawfordville Highway to I-10, this would provide continuous connection on the SIS to eastern Tallahassee and I-10 East; 4) US 27 - I-10 to Georgia State Line, meets the criteria related to NHS designated facilities that connect to an urbanized area outside the state not already served by a SIS facility; 5) Capital Circle NW - I-10 to US 27, this segment of Capital Circle NW serves as a hub connection from US 27 to the Tallahassee International Airport as well as I-10. Mr. Slay noted truck volumes along this segment are nearly 10% of overall AADT. Mr. Slay stated the proposed additions would be submitted to FDOT-District and then to FDOT-Central Office for final consideration, after the review and approval by the Board.

**Committee Action: Mr. Van Tol made a motion to recommend approval of the Strategic Intermodal System (SIS), modifying the list to excludes 27 North and the connector on Capital Circle. Mr. Dunn seconded the motion. The motion was passed with opposition.**

**E. Thomasville Road Multi-Use Path Design Update**

An update of the Thomasville Road Multi-Use Path Design will be provided by CRTPA staff.

RECOMMENDED ACTION: No action required.

Mr. Kostrzewa provided an update of the Thomasville Road Multi-Use Path Design but noted there currently no funding for the project. He stated the anticipated completion date for the design of the project was in December 2023, but again noted no construction funds were available. He noted there was a scheduled public meeting on June 27, 2023, with a virtual component and additional information was available on the project website on the CRTPA webpage.

**Committee Action: Informational item, therefore, no action was taken.**

**6. INFORMATION**

**A. Future Meeting Dates**

**7. ITEMS FROM COMMITTEE MEMBERS OR STAFF**

Ms. Lex stated she was currently working to schedule a helmet fitter training in Wakulla County and would provide additional information, when available.

**8. ADJOURNMENT**

The meeting was adjourned at 1:05 PM





## **CITIZENS MULTIMODAL ADVISORY COMMITTEE (CMAC)**

MEETING OF TUESDAY, NOVEMBER 7, 2023  
(11:30 AM – 1:30 PM)

TALLAHASSEE ROOM (2ND FLOOR), CITY HALL  
300 S. ADAMS STREET  
TALLAHASSEE, FL 32301

### **Meeting Minutes**

Members Present: Chad Hanson, Chair; Marcus Thompkins, Vice- Chairman; Mary Kay Falconer; Hans van Tol; Roger Holdener; John Dunn; Amie Longstreet; Christie Hale

Staff Present: Greg Slay, Executive Director, CRTPA; Jack Kostrzewa, CRTPA; Greg Burke, CRTPA; Suzanne Lex, CRTPA; Yulonda Mitchell, CRTPA

1. **AGENDA MODIFICATIONS**

2. **PUBLIC COMMENT ON ITEMS NOT APPEARING ON THE AGENDA**

3. **CONSENT AGENDA**

- A. Minutes of the September 5, 2023, CMAC Meeting
- B. Unified Planning Work Program (UPWP) Amendment
- C. Fiscal Year (FY) 2024 – FY 2028 Transportation Improvement Program (TIP) Amendment
- D. Regional Trails Project Priority List Amendment
- E. CMAC 2024 Calendar

Mr. Hanson noted, there wasn't a quorum at the previous meeting and the June 6, minutes were not approved, yet. Mr. Burke stated this was an oversight and the June minutes would be on the agenda for the next meeting for approval.

**Committee Action:** Mr. van Tol made a motion to approve the consent agenda except for item 3B, Unified Planning Work Program (UPWP) Amendment and 3D, Regional Trails Project Priority List Amendment which were pulled for discussion. Mr. Thompkins seconded the motion and the motion was unanimously passed.

#### 4. CONSENT ITEMS PULLED FOR DISCUSSION

##### 3B. Unified Planning Work Program (UPWP) Amendment

Ms. Lex introduced the Unified Planning Work Program (UPWP) Amendment. She stated the first amendment was for the Tallahassee to Havana Trail to include a public involvement component. Ms. Lex stated the Tallahassee to Havana Trail Study was approved at the end of last year by the Board. She stated as the cycle for SUN Trails applications opens, CRTPA wanted to be sure there was additional public involvement for the project. Ms. Lex noted this would be one meeting in the Havana community to receive input from the public on the study.

Ms. Lex stated the second project was the Implementation Technical Studies as a part of the Safe Streets for All Safety Action Plan. She noted one study to be implemented was North Monroe Street. Ms. Lex noted there would be an application for the Safety Enhancement Grants to implement safety enhancements on North Monroe Street.

**Committee Action: Mr. van Tol made a motion to recommend approval of the Unified Planning Work Program (UPWP) Amendment. Mr. Thompkins seconded the motion. The motion was unanimously passed.**

##### 3D. Regional Trails Project Priority List (PPL) Amendment

Ms. Lex introduced the Regional Trails PPL Amendment. She stated the amendment support the SUN Trails applications that will be submitted for additional funding. The Tallahassee to Havana Trail limits would be extended from west SR 12 to Orchard Pond Trailhead as the beginning point. Ms. Lex explained the second part of the amendment would add the US 90 Trail to the Regional Trails PPL in support of an additional application that will be submitted for SUN Trails program.

**Committee Action: Mr. van Tol made a motion to recommend approval of the Regional Trails Project Priority List (PPL) Amendment. Ms. Falconer seconded the motion. The motion was unanimously passed.**

#### 5. PRESENTATION/DISCUSSION/ACTION

##### A. CRTPA Transportation Alternatives (TA) Program

This item provides a discussion related to a proposed update to the evaluation criteria for use in the review of TA applications as well an update to guidance related to the maximum amount of funding that may be requested per TA project application.

RECOMMENDED ACTION: Recommend the CRTPA Board approve an update related to the TA evaluation criteria as well as the amount of funding that may be requested for each application.

Mr. Burke introduced the CRTPA Transportation Alternatives (TA) Program and stated that back on November 1, the CRTPA initiated a call for applications to be submitted for the TA Program. He discussed the recent federal changes to the program related to the 2021 the Bipartisan Infrastructure Law (BIL). Mr. Burke stated the changes included an increase in funding annually for the TA program exclusively dedicated to the CRTPA Region and that, as a result, the evaluation criteria needed to be reviewed. He stated that in October the TA subcommittee met and discussed the criteria including the new requirement regarding equity. Other minor changes proposed for the TA evaluation criteria include removal of the "Project Constructability" criterion as the Subcommittee noted that if a project was not constructable it would be ineligible for TA funding consideration.

Mr. Burke also discussed funding noting that the BIL included an increase to the TA program. He stated this funding increase almost doubled the anticipated TA funds for the CRTPA region to approximately \$660,000 annually over the next five years. Mr. Burke stated the next steps would include the criteria to be presented to the board for approval at the November 21 Board meeting for approval; a virtual public meeting in November/December; applications are due January 19, 2024; in February, the TA subcommittee will review and rank the applications, lastly the Draft FY 2026-2030 TA Project Priority List will be developed for CRTPA Board adoption.

**Committee Action: Mr. Thompkins made a motion to recommend approval the CRTPA Transportation Alternatives evaluation criteria for the TA applications. Mr. van Tol seconded the motion. The motion was unanimously passed.**

**B. Election of Year 2024 Chair and Vice Chair**

Annually, the CMAC elects a new Chair and Vice Chair to serve for the subsequent year. Current leaders may be re-elected, and the current Chair and Vice Chair are Mr. Chad Hanson and Mr. Marcus Thompkins, respectively.

RECOMMENDED ACTION: Elect a Chair and Vice Chair to serve in 2024.

**Committee Action: Chair-Mr. Hanson volunteered to continue serving as the Chair. There were no objections. Mr. van Tol made a motion to accept Mr. Hanson continuing to serve as the chair. Mr. Holdener seconded the motion. The motion was unanimously passed.**

**Committee Action: Vice-Chair-Mr. Thompkins stated he was open to continue serving as the Vice-Chair but would also be open to someone else serving. Mr. van Tol made a motion to accept Mr. Thompkins continuing to serve as the Vice-Chair. Mr. Holdener seconded the motion. The motion was unanimously passed.**

**C. Sun Trails & Wildlife Corridors Discussion**

Dale Allen with the Florida Greenways and Trails Foundation (FGTF) will provide a discussion related to Florida's Sun Trails program and wildlife corridors, as requested by the CMAC Chair.

Mr. Dale Allen provided information on the Florida Greenways and Trails Foundation. He discussed the Florida Sun Trails program. Mr. Allen stated he has been involved with trail work since the 1980s. He provided information on the history of the Rails to Trails Conservatory. He discussed regional trails and other trails opportunities throughout the state. He discussed the recent legislative changes within the state of Florida related to the Sun Trails network.

Committee Action: This item was informational; therefore, no action was taken on this item.

**6. INFORMATION****A. Tentative Work Program (Fiscal Year (FY) 2025 - FY 2029)**

The Florida Department of Transportation tentative work program is scheduled to be presented at the November 21 CRTPA meeting.

Ms. Lex briefly discussed the Tentative work program. She stated FDOT has relied on the designated urban allocation funds. Stating FDOT has allocated funds for a number of projects Leon County on Crawfordville Road for right of way acquisition, which increases the cost of the project significantly. She stated the estimated to complete the design and construction of the project was approximately 60 million dollars.

Ms. Lex also discussed the North Monroe Street sidewalks. Ms. Lex stated the project was under design from Lakeshore Drive to John Knox Road (west side) project was fully funded. Right of way acquisition and construction funding was funded in FY 26.

**B. Future Meetings****7. ITEMS FROM COMMITTEE MEMBERS OR STAFF****8. ADJOURNMENT**

The meeting was adjourned at 12:45pm.



February 6, 2024

**COMMITTEE AGENDA ITEM 3 B**  
**FISCAL YEAR (FY) 2024 - FY 2028**  
**TRANSPORTATION IMPROVEMENT PROGRAM**  
**AMENDMENTS**

**TYPE OF ITEM: CONSENT**

**STATEMENT OF ISSUE**

The purpose of this item is to ratify an amendment to the CRTPA Fiscal Year (FY) 2024 – FY 2028 Transportation Improvement Program adopted by the Executive Committee at the January 4, 2024 meeting. Resolution No. 2024-01-3A (**Attachment 1**) approved a TIP Amendment to add two projects as follows:

- SR 61 (US 27)/Monroe Street at Park Avenue (Project No. 454170-1): Provide funding \$388,330 in FY 24 for the replacement of the mast arm [Design Phase] at the intersection. (Leon County) (**Attachment 2**)
- SR 61 (US 319)/Thomasville Road from Timberwolf Crossing to the Georgia State Line (Project No. 452940-1): Provide \$1,516,273 in funding in FY 24 for the Design Phase for the resurfacing.(Leon County) (**Attachment 3**)

**HISTORY AND ANALYSIS**

Adopted annually, the CRTPA's TIP reflects those projects in the region that have received state and federal funding in the Florida Department of Transportation (FDOT) Work Program. After adoption, changes can necessitate an amendment. The FDOT requested the CRTPA amend the FY 2024 - FY 2028 TIP to add two projects and associated funding in FY 2024.

In order for the projects to be amended into the State Transportation Improvement Program and subsequently authorized by the Federal Highway Administration (FHWA), the projects must be reflected in the CRTPA's current FY 2024- FY 2028 TIP. The TIP Amendment was time sensitive as FDOT was seeking immediate authorization from Federal Highway Administration (FHWA) for this project.

The amendments were transmitted to the FDOT for processing and further approval. The FY 2024– FY 2028 TIP was updated to reflect the addition of the projects. At the February meeting the agenda item will be provided to the Board for ratification.

### **RECOMMENDED ACTION**

Option 1: Recommend the Board ratify the Executive Committee Resolution No. 2024-01-4A amending the FY 2024 – FY 2028 Transportation Improvement Program to reflect the addition of projects and funding as follows:

- SR 61 (US 27)/Monroe Street at Park Avenue (Project No. 454170-1): Provide funding \$388,330 in FY 24 for the replacement of the mast arm [Design Phase] at the intersection. (Leon County) (***Attachment 2***)
- SR 61 (US 319)/Thomasville Rd. from Timberwolf Crossing to the Georgia State Line (Project No. 452940-1): Provide \$1,516,273 in funding in FY 24 for the Design Phase for the resurfacing project. (Leon County) (***Attachment 3***)

### **ATTACHMENTS**

Attachment 1: CRTPA Executive Committee Adopted Resolution No. 2024-01-4A

Attachment 2: Amended CRTPA FYs 2024-2028 TIP Project Page, Project No. 454170-1

Attachment 3: Amended CRTPA FYs 2024-2028 TIP Project Page, Project No. 452940-1

## CRTPA RESOLUTION 2024-01-4A

**A RESOLUTION OF THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA) EXECUTIVE COMMITTEE ENDORSING  
THE AMENDMENTS TO THE FY 2024 – FY 2028 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**, The Executive Committee is authorized to approve time-sensitive documents pursuant to Section IV. CRTPA Bylaws, Subsection D.4.c., Duties of the Executive Committee;

**Whereas**, authorization for federal funding of projects within an urbanized area cannot be obtained unless the projects are included in the CRTPA's TIP, and authorization of the federal funding for Projects Nos. 454170-1 and 452940-1 is time sensitive.

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

The CRTPA amends the FY 2024 – FY 2028 Transportation Improvement Programs to reflect:

- Project No. 454170-1 - SR 61 (US 27)/Monroe St. at Park Avenue: Provide funding \$388,330 in FY 24 for the replacement of the mast arm [Design Phase] at the intersection. (Leon County)
- Project No. 452940-1 - SR 61 (US 319)/Thomasville Rd. from Timberwolf Crossing to the Georgia State Line: Provide \$1,516,273 in funding in FY 24 for the Design Phase for the resurfacing project. (Leon County)

Passed and duly adopted by the Capital Region Transportation Planning Agency Executive Committee on this 4<sup>th</sup> day of January 2024.

**Capital Region Transportation Planning Agency**

By: \_\_\_\_\_

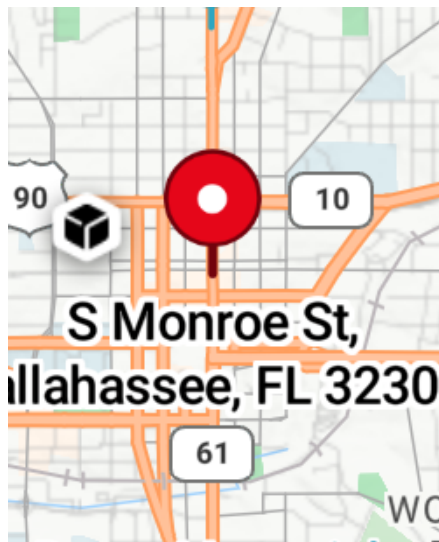
Quincee Messersmith, Chair

**Attest**



Greg Slay, Executive Director



**MONROE STREET AT PARK AVENUE INTERSECTION IMPROVEMENT****4541701 Non-SIS****Project Description:** TRAFFIC SIGNALS**Lead Agency:** CITY OF TALLAHASSEE**County:** LEON**Length:** 0.001**Phase Group:** Design**From:** MONROE STREET**At:** PARK AVENUE

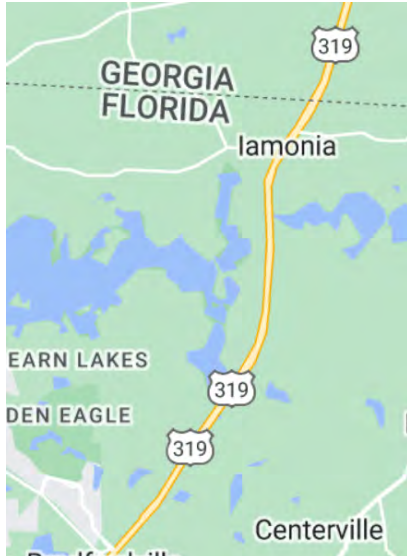
Phase	Fund Code	2024	2025	2026	2027	2028	Total
PE	ACBR	368,330	0	0	0	0	368,330
PE	DIH	20,000	0	0	0	0	673,222
		<b>388,330</b>					<b>388,330</b>

*The TIP was amended at the January 4, 2024 Executive Committee Meeting to add the project design phase and associated project costs.*

**Prior Year Cost: 0****Future Year Cost: 0****Total Project Cost: 388,330****LRTP: 2045 RMP Page 5-8 - Table 5-4**



**SR 61/THOMASVILLE ROAD FROM TIMBERWOLF CROSSING TO GEORGIA STATE LINE**  
**4529401 Non-SIS**



**Project Description:** RESURFACING

**Lead Agency:** MANAGED BY FDOT

**County:** LEON

**Length:** 8.531

**Phase Group:** PRELIMINARY ENGINEERING

**From:** TIMBERWOLF CROSSING

**To:** GEORGIA STATE LINE

Phase	Fund Code	2024	2025	2026	2027	2028	Total
PE	DIH	170,000	0	0	0	0	170,000
PE	SA	1,346,273	0	0	0	0	1,346,273
		<b>1,516,273</b>					<b>1,516,273</b>

*The TIP was amended at the January 4, 2024 Executive Committee Meeting to add the project design phase and associated project costs.*

**Prior Year Cost: 0**

**Future Year Cost: 0**

**Total Project Cost: 1,516,273**

**LRTP: 2045 RMP Page 5-8 - Table 5-4**

February 6, 2024



## COMMITTEE AGENDA ITEM 5 A

### CRTPA ANNUAL SAFETY TARGETS ADOPTION

TYPE OF ITEM: Presentation/Discussion/Action

#### STATEMENT OF ISSUE

As required by the Federal Highway Administration (FHWA), this item seeks adoption by resolution of the CRTPA's 2024 Safety Performance Targets for the following five (5) safety performance measures for public roads in the CRTPA region:

<b>Number of Fatalities</b>	<b>Rate of Fatalities</b> per 100 million vehicle miles traveled (VMT)
<b>Number of Serious Injuries</b>	<b>Rate of Serious Injuries</b> per 100 million vehicle miles traveled (VMT)
<b>Number of Non-Motorized Fatalities and Serious Injuries</b>	

Relatedly, the item maintains a recommendation to continue the CRTPA's adoption of a long-term safety goal of zero fatalities and serious injuries for the CRTPA region, consistent with the Florida Department of Transportation (FDOT) Vision Zero initiative, to eliminate all road traffic fatalities and serious injuries by the year 2040.

#### RECOMMENDED ACTION

- Option 1: Recommend the CRTPA adopt by resolution the 2024 CRTPA Safety Targets and a long-term safety goal of zero fatalities and serious injuries for the CRTPA region to be achieved by the year 2040.

## **LATEST INFORMATION**

For 2023\*, total fatalities (55) and total serious injuries (151) *were down* in the CRTPA region compared to the previous year (2022), 63 and 225, respectively. However, for pedestrians, fatalities *increased* in 2023 (18) versus year 2022 (11). Bicyclist fatalities also *increased* (4) in 2023 compared to 2022 (2). Serious injuries increased for bicyclists and decreased for pedestrians in 2023 versus 2022.

\*Information obtained through [Signal Four Analytics](#). For 2023, the data reflects (January 1 to November 28), the most recently available at the time of agenda development.

## **BACKGROUND**

Metropolitan Planning Organizations (MPOs), such as the CRTPA, are required by the federal government to annually adopt safety targets for the following five (5) safety performance measures for all public roads:

1. Number of fatalities;
2. Rate of fatalities per 100 Million Vehicle Miles Traveled (VMT);
3. Number of serious injuries;
4. Rate of serious injuries per 100 Million VMT; and
5. Number of non-motorized fatalities and non-motorized serious injuries.

With regards to the annual adoption of safety targets, the CRTPA (like other MPOs within the State of Florida) has the option to:

- (1) support the measures developed by the FDOT (Note: FDOT has adopted a target of “Zero” for each of the five (5) safety performance measures supportive of the agency’s “Vision Zero” goal of achieving zero fatalities and serious injuries Statewide); or,
- (2) develop and adopt the agency’s own safety targets.

## **CRTPA SAFETY TARGETS HISTORY**

The CRTPA first adopted safety targets on January 16, 2018. Since that time, the CRTPA’s has chosen to develop and adopt the agency’s own safety targets as initial guidance from the FHWA encouraged MPOs to not set aspirational goals in the development of safety targets.

Historically, the targets developed by the CRTPA were developed using data provided by FDOT that is based upon a rolling average for each performance measure for the most recent five-years of available data (for example, the data used in 2020 target development was for the years 2014 – 2018). The five-year FDOT data averages were what the CRTPA adopted annually as its safety targets.

This methodology remained the same until 2021 when the CRTPA adopted targets that reflected the lower target for each of the five measures between the previous year’s (2020) adopted targets and the proposed 2021 targets.

More recently (and how the CRTPA currently develops its annual safety targets), on February 21, 2022, the CRTPA changed the way it develops its safety targets by adopting targets for 2022 using the previous year's adopted targets as a baseline with the addition of **reduction factor**. Specifically, a reduction factor of five percent (5%) was used and was to be applied annually to the CRTPA's targets.

### RECOMMENDATION

The safety targets for this year's adoption have been developed consistent with the CRTPA Board direction to *annually apply a 5% reduction factor* to each of the agency's safety targets.

Relatedly, staff is again recommending maintaining the CRTPA's adoption of a long-term safety goal of zero fatalities and serious injuries for the CRTPA region, consistent with the FDOT's long term goal of Vision Zero, as the CRTPA works towards reducing serious injuries and fatalities on the region's roadways with achievement of this goal by the year 2040.

### 2024 Proposed Safety Targets

The targets proposed for adoption for 2024 are as follows:

2024 PROPOSED Safety Performance Measures	
Number of fatalities (1)	49
Rate of fatalities per 100 Million Vehicle Miles Traveled (VMT) (2)	1.091
Number of serious injuries (3)	216
Rate of serious injuries per 100 Million VMT (4)	4.726
Number of non-motorized fatalities and non-motorized serious injuries (5)	36

**Source:** FDOT office of Transportation Data and Analytics

**(1)** The average number of fatalities per year is the sum of the annual total fatalities for each year in the range divided by 5.

**(2)** The average fatality rate is an average of the yearly rate figures for the years in the range, to three decimal places.

**(3)** The average number of serious injuries per year is the sum of the annual total serious injuries for each year in the range divided by 5.

**(4)** The average serious injury rate is an average of the yearly rate figures for the years in the range, to three decimal places. Each yearly rate is calculated by dividing the total number of serious injuries for the year by the total traffic volume for the year.

**(5)** The average number of combined fatalities and serious injuries for bicyclists and pedestrians is per year is the sum of the annual total bicyclist and pedestrian fatalities and total bicyclist and pedestrian serious injuries for each year in the range divided by 5

### Adopted Targets Analysis

The annual development of safety targets provides the CRTPA an opportunity to assess the region's progress towards meeting its adopted safety targets using the data provided annual by the FDOT.

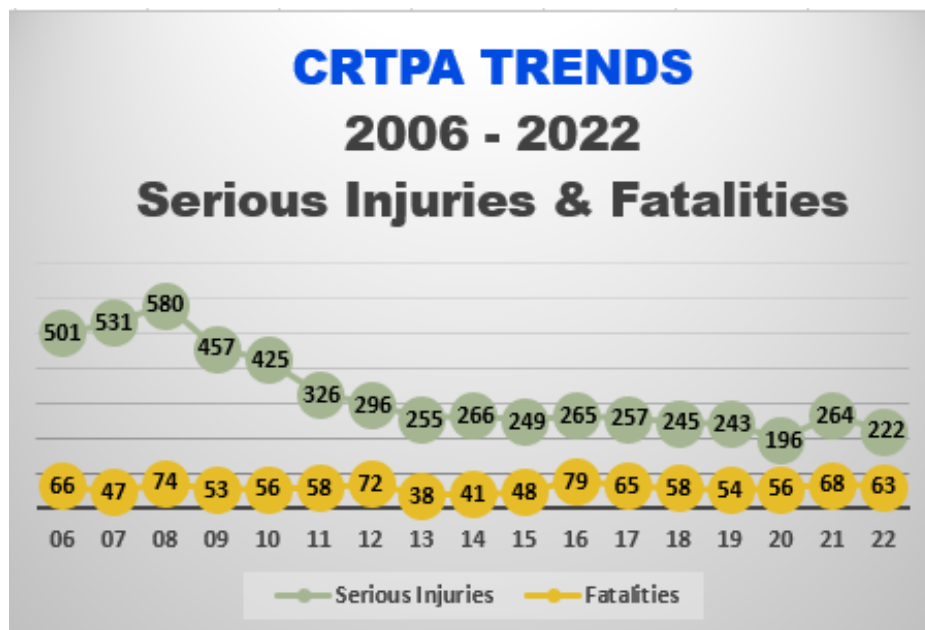
**Attachment 1** summarizes the agency's achievement of its adopted safety targets since the CRTPA began adopting such measures in 2018 including that for the most recently available data for year 2022.

Most recent FDOT data identify that for 2022, the CRTPA has met two (2) of its five (5) adopted 2022 safety targets. Specifically, the CRTPA met its target related to the number and rate of serious injuries.

### CRTPA Safety Trends

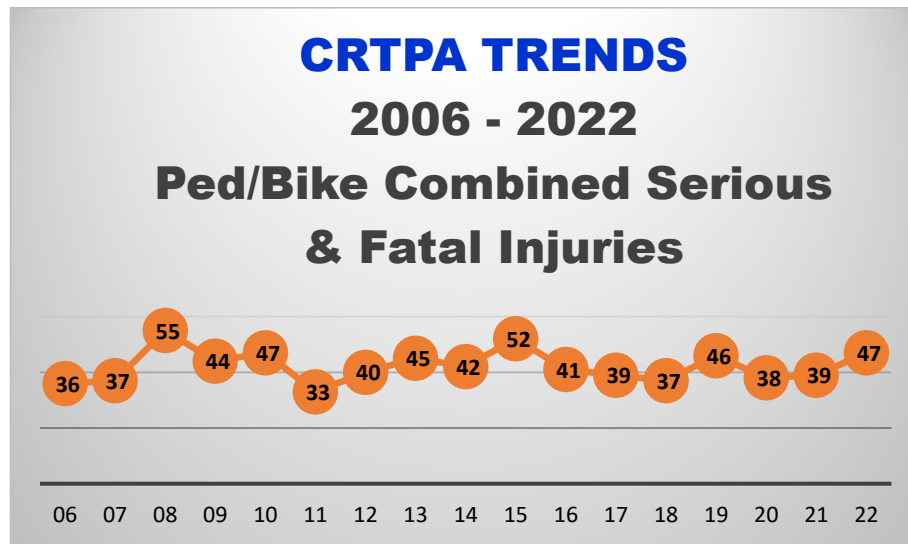
Utilizing the annual data provided by FDOT provides a historic context of the CRTPA region's safety trends from 2006 to 2022. The following provides an analysis for Serious Injuries & Fatalities, and Bicycle/Pedestrian Combined Serious Injuries & Fatalities.

#### Serious Injuries & Fatalities



As may be seen in the above chart, **serious injuries** in the CRTPA region had been generally declining from a high of 580 in 2008 to a low of 196 in 2020. Most recent data show a decrease in 2022 of such injuries from the previous year (2021), 222 versus 264, respectively. **Fatalities** also decreased in 2022 (63) from the previous year (68 in year 2021).

Bicycle/Pedestrian Combined Serious Injuries & Fatalities



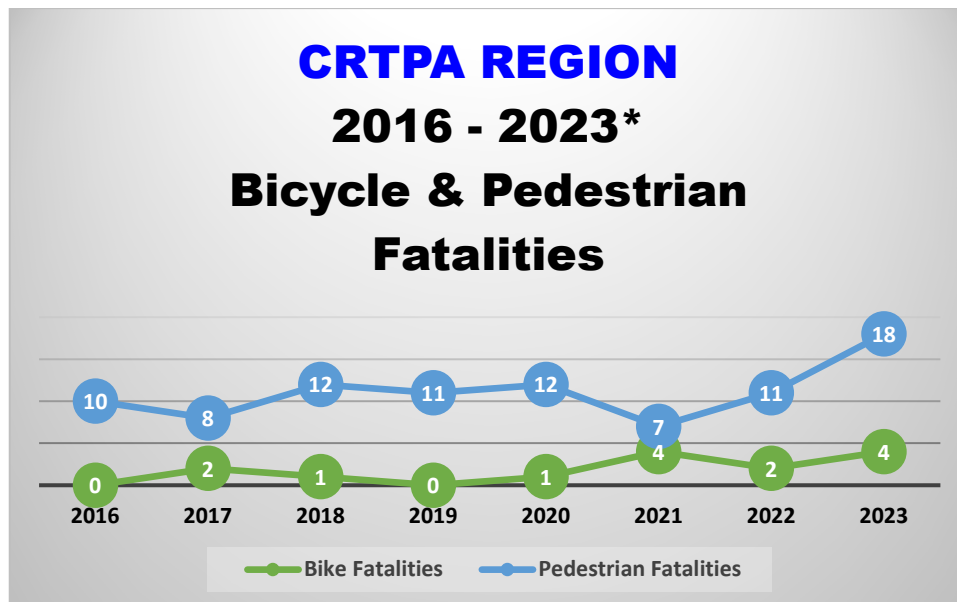
The above chart reflects that from 2006 to 2022 **pedestrian and bicycle combined serious & fatal injuries** reached a high of 55 in 2008. The most recent two (2) years of reported FDOT data reflect a 21 percent increase in 2022 (47) as compared with 2021 (39).

## MOST RECENT (2023) DATA USING SIGNAL FOUR ANALYTICS

### Bicycle & Pedestrian Fatalities 2016 - 2023

As identified above, one of the five (5) required safety targets is related exclusively to bicycles and pedestrians (“*Number of non-motorized fatalities and non-motorized serious injuries*”). This target combines both bicycle and pedestrian data as well as fatality and serious injury data.

Use of Signal Four Analytics data\*, allows the CRTPA to break out this information by mode and incident and update this information to the year 2023 (as is shown as follows).



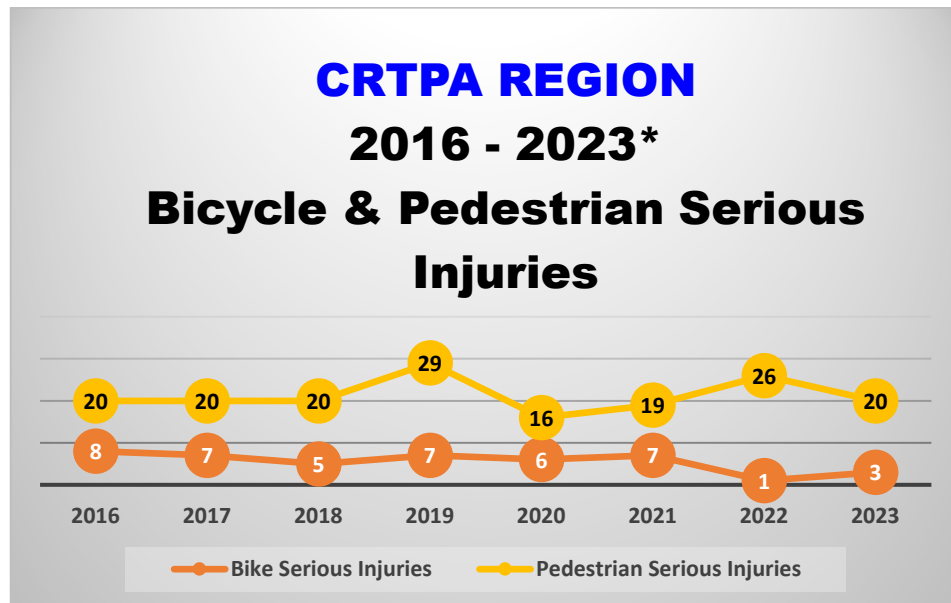
As identified in the above chart, **bicycle fatalities** in 2023 (4) increased from the previous year 2022 (2). **Pedestrian fatalities** (18) in 2023 also increased from the previous year 2022 (11).

Consistent with [nationwide data](#) revealing that in 2021, three out of four of the 7,300 pedestrians killed in the United States lost their lives between sunset and sunrise, most recent data identify a similar trend within the CRTPA region for 2023. Of the 18 pedestrians who lost their lives, 12 pedestrian deaths (67%) occurred during nighttime hours.

**\*Note:** Signal Four Analytics data used to identify recent bicycle & pedestrian fatalities (and serious injuries, below). Most recent Signal Four 2023 data is not yet finalized.

### Bicycle & Pedestrian Serious Injuries 2016 - 2023

Similar to the above analysis, staff has updated bicycle & pedestrian *serious injury* data to 2023 using the Signal 4 Analytics database.



As shown above, for 2023, **pedestrian serious injuries** decreased (20) from the previous year 2022 (26\*). **Bicycle serious injuries** increased in 2023 (3) from 2022 (1).

**\*Note:** Signal Four Analytics data used to identify recent bicycle & pedestrian serious injuries. Most recent Signal Four 2023 data not yet finalized.



## ENHANCING SAFETY THROUGHOUT THE CRTPA REGION

Safety is integrated throughout the CRTPA planning process including in the development of plans and programs, the identification and implementation of projects, and safety program coordination with the CRTPA's partner agencies.

- To provide a focus on these efforts, in 2023 the CRTPA created a safety page ([“Focus on Safety”](#)) directly addressing safety in the transportation planning process, as shown below.

### Focus on Safety

**THE LATEST:** The CRTPA is scheduled to adopt its annual safety targets at the February 19, 2024 CRTA Meeting.

The goal of safety in the transportation planning process is to reduce fatalities and serious injuries on all public roads. Advancing safety requires a collaborative and integrated approach. Such an approach brings together partners to leverage resources for a common goal: increasing safety on our roadways.

As the transportation planning agency for the CRTPA region (Gadsden, Jefferson, Leon & Wakulla counties), safety in the transportation planning process is our top priority. Unfortunately, recent federal data identifies that [pedestrians deaths in the United States increased 77 percent from 2010 to 2021](#).

Relatedly, the most recent data for the CRTPA region, like the United States, also identifies an increase in fatalities for some of the most [vulnerable users](#): pedestrians and bicyclists. Although data varies from year to year, *pedestrians and bicyclist fatalities* in the CRTPA region increased between 2022 and 2023\*, as shown on the right (\*note: 2023 data from [Signal Four Analytics](#) not yet finalized).






In terms of all roadway users (including pedestrians and bicyclists), statewide every day 8 people are killed and 49 people are seriously injured [on Florida's roadways](#). Data from the Florida Department of Transportation (FDOT) reflect that within the CRTPA region both *serious injuries and fatalities* slightly decreased between 2021 and 2022, as shown below.




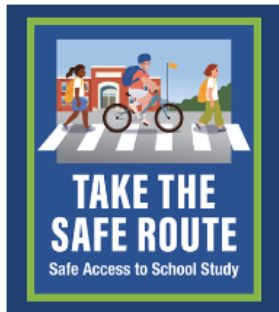



The issue of transportation safety is a broad one touching many factors, including some outside of the direct purview of the CRTPA. These include vehicle design, roadway design, traffic enforcement, and road user behavior (including vehicle drivers, pedestrians and cyclists). As a result, a collaborative approach is required to address the issue of transportation safety in the CRTPA region.

**So what is the CRTPA doing to help ensure our roadways are safe?** A number of efforts are underway ranging from seeking to better balance the region's roadways for all modes to education efforts focusing attention on safety's importance. The below identifies some of the initiatives in which the agency is involved, including cooperative efforts:

- Contained within the CRTPA’s safety page is a table identifying many of safety efforts in which the agency is involved. The following pages provide a screenshot of this information as it appears on the CRTPA’s website:

INITIATIVE		DETAILS	MORE INFORMATION
N. Monroe Street Safety Implementation Plan		A study to identify & prioritize safety improvements for vulnerable users along the corridor has been initiated.	<a href="#">Learn More</a>
Key Sidewalks Funded for Construction		The CRTPA has recently received construction funding for several urban sidewalks in the region.	<a href="#">Learn More</a>
Helmet Fitting Events		On October 1, 2023, the CRTPA and its partners participated in a helmet fitting event as part of a continuing effort to increase cycling safety in the CRTPA region.	<a href="#">Learn More</a>
Safe Streets and Roads for All (SS4A) Plan		Adopted in June 2023, the SS4A plan identifies a comprehensive set of projects & strategies to improve safety on the CRTPA region’s roadways.	<a href="#">Learn More</a>
Annual Safety Targets Adoption		The CRTPA annually adopts safety targets related to fatalities and serious injuries in the region.	<a href="#">Learn More</a>

INITIATIVE		DETAILS	MORE INFORMATION
Community Traffic Safety Teams (CTSTs)		Each of the CRTPA's 4 counties (Gadsden, Jefferson, Leon & Wakulla) have a CTST that meets regularly to discuss traffic safety issues.	<a href="#">Learn More</a>
Regional Multiuse Trails		The CRTPA actively pursues the expansion of the region's multiuse trail system providing safe transportation options for the capital region.	<a href="#">Learn More</a>
Congestion Management Plan		An update to the CRTPA's CMP is currently underway which will identify the region's roadways with identified safety concerns.	CMP scheduled for adoption in early 2024
School Transportation Safety Study		The CRTPA has initiated a study to improve walking & biking safety for the region's students.	<a href="#">Learn More</a>
Transportation Alternatives Program		The CRTPA region receives federal TA funds to enhance mobility & safety for all roadway users. Numerous projects in the CRTPA region have been funded (and continue to be funded) with these funds.	<a href="#">Learn More</a>

## HIGHLIGHTS

Some highlights of recent efforts associated with safety in the CRTPA region include:

### Upcoming Key Sidewalk Projects Funded for Construction

- **N. Monroe Street** (Lakeshore Drive to John Knox Road (.896 miles)) (Leon County). This project is funded (\$5.2 million) in fiscal year 2025 to construct sidewalks along the west side of N. Monroe.
- **Paul Russell Road** (Monday Road to Apalachee Parkway (1.2 miles)) (Leon County). This project is funded for construction (\$2.9 million) in fiscal year 2025.
- **Old St. Augustine Road** (Lafayette Street to Paul Russell Road (.95 miles)) (Leon County). Construction is funded (\$1.4 million) in fiscal year 2026.

### CRTPA Community Events Conducted

- **Helmet Fitting Events** – CRTPA staff and partners conducted several helmet fitting events in the region over the last few months. These events included helmet giveaways as well as a coordinated helmet training event to train helmet fitters in Wakulla County for future events.

### Safety Studies Initiated & Adopted

- **Safe Streets and Roads for All (SS4A) Plan** – The SS4A plan identified a comprehensive set of projects & strategies to improve safety on the CRTPA region’s roadways from which further studies and funding initiatives have begun (adopted June 2023).
- **North Monroe Street Safety Implementation Plan** – This study came out of the SS4A Plan and is identifying needed safety improvements on the corridor (Tharpe Street to Capital Circle, Northwest). The study was kicked off at the January 2024 CRTPA Retreat and includes development of an implementation plan focused on securing funding for execution of identified improvements through development of a SS4A Implementation grant.
- **CRTPA School Safety Study (“Take the Safe Route – Safe Access to School Study”)** – this study, also discussed at the January 2024 CRTPA Retreat, is focusing on identifying walking and biking improvements to targeted to schools identified as having the greatest need in the region.

### High Visibility Enforcement (HVE)

- **Leon County High Visibility Enforcement Initiative**– [Current initiative](#) (8/31/2023 - 5/10/2024) by the Tallahassee Police Department along identified high crash location corridors (West Pensacola Street, Orange Avenue, Apalachee Parkway, West Tennessee Street and North Monroe Street). High Visibility Enforcement is a FDOT program designed to increase awareness of, and compliance with, traffic laws and regulations that protect the safety of pedestrians and bicyclists on Florida’s roads. Within the CRTPA region, Leon County is amongst the top 25 counties with the highest representation of crashes resulting in pedestrian and bicyclist serious and fatal injuries. The Leon County initiative is occurring through a contract between State of Florida and City of Tallahassee.

Regional Trail Expansion

- **Regional Trail Network Studies & SUN Trail Funding Opportunities** – Expanding the CRTPA regional trail network through development of trail project studies and pursuit of SUN Trail funding opportunities. Recent efforts include the Wakulla Springs Trail, the Tallahassee to Havana Trail, and the US 90 West Trail (Gadsden County).

**ATTACHMENT**

Attachment 1: Summary of Historical CRTPA Safety Measures

**CRTPA ADOPTED SAFETY PERFORMANCE TARGETS & REPORTED DATA  
2018 to 2024**

SAFETY PERFORMANCE MEASURE	Adopted Target 2018	Reported 2018 <sup>1</sup>	Adopted Target 2019	Reported 2019 <sup>1</sup>	Adopted Target 2020	Reported 2020 <sup>1</sup>	Adopted Target 2021	Reported 2021 <sup>1</sup>
Number of fatalities	56	<b>58</b>	54	54	58	56	58	<b>68</b>
Rate of fatalities per 100 Million Vehicle Miles Traveled (VMT)	1.279	1.245	1.203	1.166	1.273	<b>1.339</b>	1.273	<b>1.559</b>
Number of serious injuries	266	245	258	243	256	196	252	<b>264</b>
Rate of serious injuries per 100 Million VMT	7.313	5.259	5.842	5.249	5.684	4.865	5.513	<b>6.054</b>
Number of non-motorized fatalities and non-motorized serious injuries	44	37	43.8	<b>46</b>	42.2	38	42.2	39

SAFETY PERFORMANCE MEASURE	ADOPTED Target 2022	Reported 2022	ADOPTED Target 2023	Reported 2023 <sup>2</sup>	PROPOSED Target 2024	Reported 2024 <sup>2</sup>
Number of fatalities	55	<b>63</b>	52	Not Reported	49	Not Reported
Rate of fatalities per 100 Million Vehicle Miles Traveled (VMT)	1.209	<b>1.39</b>	1.148		1.091	
Number of serious injuries	239	222	227		216	
Rate of serious injuries per 100 Million VMT	5.237	4.91	4.975		4.726	
Number of non-motorized fatalities and non-motorized serious injuries	40	<b>47</b>	38		36	

1 - Based upon reported annual data (source: Annual Safety Data for FHWA Performance Measures by MPO provided by the Florida Department of Transportation)

2 - Data not yet available ("FDOT Annual Safety Data for FHWA Performance Measures by MPO")



February 6, 2024

## COMMITTEE AGENDA ITEM 5 B

### TELECOMMUTE STUDY

TYPE OF ITEM: Presentation/Discussion/Action

#### **STATEMENT OF ISSUE**

The Telecommute Study was initiated in July of 2023. This study evaluated the impacts of Covid 19 stay-at-home orders on congestion in the CRTPA Region, assessed telecommuting trends, challenges, and opportunities, and evaluated the potential impacts to the transportation network based upon three different scenarios. The Project Manager will present an overview of the Study, including technical and policy findings, and answer any questions from the CRTPA Committees.

#### **HISTORY AND ANALYSIS**

The Telecommute Study explores how teleworking can impact transportation demand and reduce peak-hour traffic congestion in the four-county region. The interest in telecommuting came about unexpectedly when, in 2020, the advent of the COVID-19 pandemic created a significant increase in telecommuting. Pandemic stay-at-home orders dramatically reduced travel and congestion in the region, even in peak hours.

In the subsequent years, as communities have regained a sense of normalcy, area traffic has also rebounded to pre-COVID levels. Although working from home is no longer a public health necessity, telecommuting is now a more acceptable and implemented practice. Scenario planning demonstrates that implementing telecommuting programs can affect area traffic and is an effective Transportation Demand Management strategy.

Building upon lessons learned about pandemic travel behavior, as well as input from regional employers, the study illustrates that telecommuting:

- Creates more flexible work opportunities that attract top talent to the region.
- Reduces peak-hour congestion throughout the region.
- Supports the region's economic resilience by making employers more adaptive.

In addition, the report presents:

- Relevant Transportation Demand Management and telecommuting research.
- Findings from a review of current, pre-pandemic, and pandemic commute patterns.
- Key input received through stakeholder interviews.
- Resources for employers for developing a telecommuting program.

### **RECOMMENDED ACTION**

Option 1: Recommend the Board approve the Telecommute Study Technical Report.

### **ATTACHMENTS**

Attachment 1: Telecommute Study Technical Draft Report



## Capital Region Transportation Planning Agency Telecommute Study

### Executive Summary

The Capital Region Transportation Planning Agency (CRTPA) Telecommute Study explores how telecommuting can impact transportation demand and reduce peak-hour traffic congestion in the four-county Capital Region. The interest in telecommuting came about unexpectedly when, in 2020, the advent of the coronavirus disease 2019 (COVID-19) pandemic suddenly necessitated telework and dramatically reduced travel in the region. Pandemic stay-at-home orders made traffic in the Capital Region nearly non-existent, even at peak hours.

In the subsequent years, as communities have regained a sense of normalcy, area traffic has also rebounded to pre-pandemic levels. Although working from home is no longer a public health necessity, telecommuting is now a more acceptable and implemented practice. The CRTPA is interested in using the lessons from life during the COVID-19 pandemic – namely, that implementing telecommuting programs can affect area traffic and is an effective Transportation Demand Management (TDM) strategy. Building upon lessons learned about pandemic travel behavior, as well as input from regional employers, the study demonstrates that telecommuting:

- Creates more flexible work opportunities that attract top talent to the region.
- Reduces peak-hour congestion throughout the region.
- Supports the region's economic resilience by making employers more adaptive.

This report provides the following:

- Relevant TDM and telecommuting research.
- Findings from a review of current, pre-pandemic, and pandemic commute patterns.
- Key input received through stakeholder interviews.
- Resources for employers in the Capital Region for developing a telecommuting program.

Key outcomes presented in the report include:

- Telecommuting is an effective TDM strategy to reduce traffic congestion.
- In the post-pandemic workplace telecommuting is a more established practice.
- Telecommuting workplace programs and policies facilitate establishing and managing a telework program.
- Guidance for employers on managing remote workers is a key component to supporting partners in implementation of telecommuting programs.
- Developing evaluation framework will allow employers to monitor progress of their telecommute programs and inform future decision making.

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*Thank you to the members of the Project Working Group for your participation and contributions to the Telecommute Study. Staff from the following agencies assisted with the development of this document.*

- ❖ Apalachee Regional Planning Council RideOn
  - ❖ City of Tallahassee-Leon County Office of Economic Vitality
  - ❖ City of Tallahassee-Leon County Planning Department
  - ❖ City of Tallahassee StarMetro Transit
  - ❖ Leon County Department of Development Services
  - ❖ Florida State University Transportation and Parking Services
  - ❖ Florida Agricultural and Mechanical University Office of Parking & Transportation
  - ❖ Florida Department of Transportation
-

## How Do you Solve a Problem Like Peak-Hour Congestion?

Nobody likes sitting in traffic. To ensure roadway users can get to where they need to go efficiently, transportation authorities have turned to implementing Transportation Demand Management (TDM) programs in their jurisdictions. An effective TDM program can:



Alleviate traffic congestion.



Reduce transportation-related environmental impacts.



Stimulate economic activity and growth.

Historically, TDM program strategies have primarily focused on reducing reliance on single-occupancy vehicles in favor of alternative modes of transportation, such as public transit, walking, cycling, ridesharing. The advent of the COVID-19 pandemic, however, demonstrated that telecommuting is also an effective tool that advances the goals of a TDM program. Through this study the CRTPA examined how telecommuting impacted congestion during the pandemic and investigated the feasibility of telecommuting programs as an effective strategy to address congestion and reduce demand across its four-county transportation system.

## What Creates Traffic in CRTPA Region?

Historically, trips to school, work, errands, or recreation generate vehicle volumes across the region.

Traveling for employment is an especially heavy contributor to peak-hour congestion. While workers can live in very rural areas of a region, jobs tend to cluster in the urban city centers. The primary job industries in the Capital Region, including government, education, and healthcare, are heavily concentrated in the City of Tallahassee and surrounding Leon County.

An analysis weighed information from the American Community Survey (ACS), travel speeds from HERE Technologies, volumes from Florida Traffic Online, and Longitudinal-Employer Household Dynamics (LEHD) data to understand the prevalence of physical commuting in the region, as well as how these commutes contribute to congested roadways.

*In Leon County<sup>1</sup>:*

*53 percent of employees live and work within the County.*

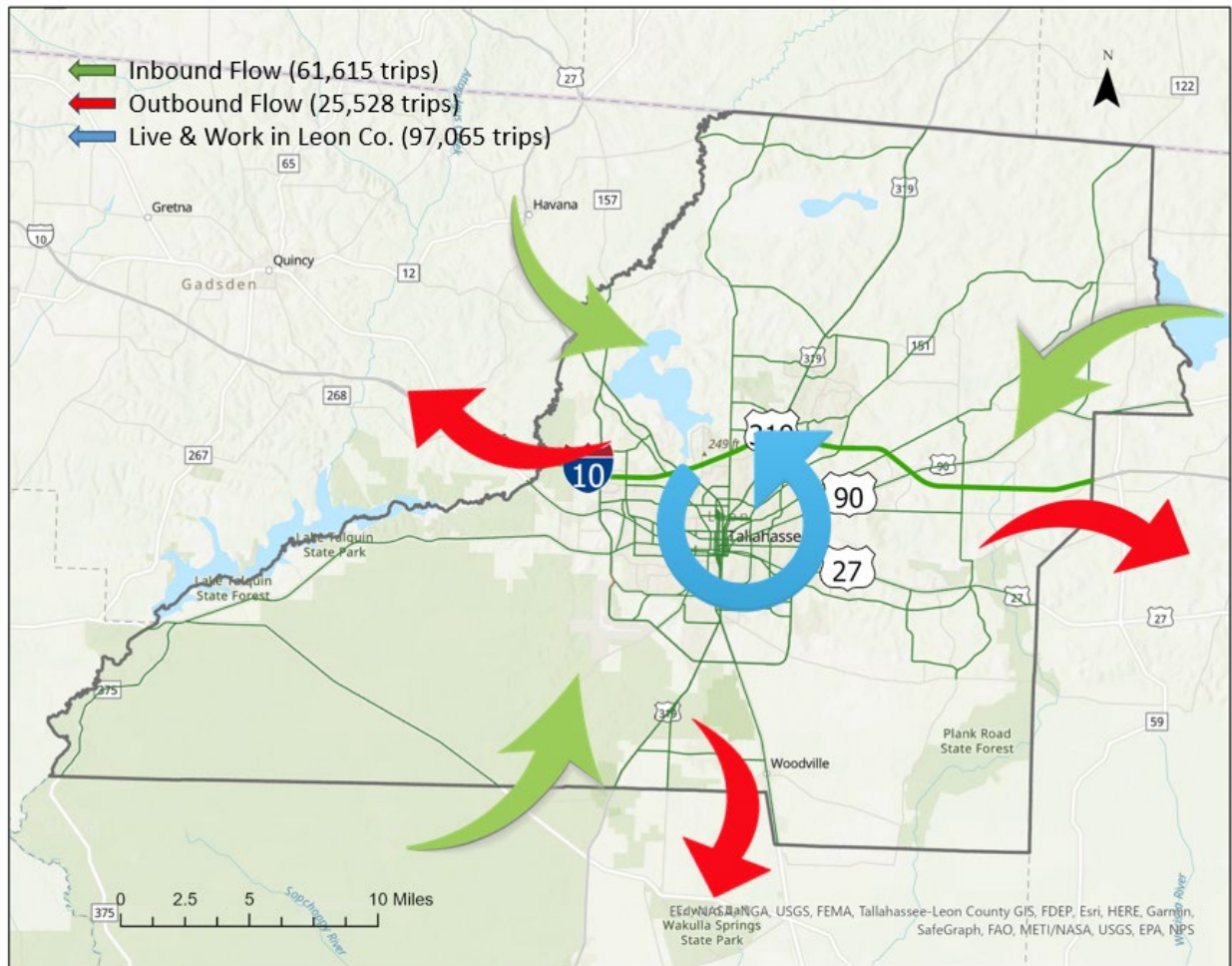
*47 percent of employees commute to or from surrounding Counties.*

Meanwhile, for all three rural counties in the CRTPA's Planning Area—Jefferson, Wakulla, and Gadsden—more of their residents commute to Leon County for work than commute within their counties for employment, leading to longer travel distances and more congestion (Figure 2).<sup>2</sup>

<sup>1</sup> 2019 LEHD Origin-Destination Employment Statistics, Longitudinal Employer-Household Dynamics, U.S. Census Bureau.

<sup>2</sup> LEHD, 2019.

Figure 1 Commuter Trips To, From, and Within Leon County



Map of Tulsa County, Oklahoma, showing population distribution and migration patterns. The map includes major highways (Interstates 10, 24, 40, 44, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100) and local roads. Population data is shown in blue circles with arrows indicating migration flow. The data is as of 2010.

Location	Population (2010)	Migration Flow (2010)
Tulsa	97,065	8,009 (In), 2,624 (Out)
Broken Arrow	5,455	3,318 (In), 1,314 (Out)
Midwest City	2,953	7,116 (In), 359 (Out)
Lawton	984	None

## Literature Review: How Does Telecommuting Change a Community?

Telecommuting (also known as “remote work” or “telework”) sees employers and employees performing work tasks from a location other than a traditional office space. Teleworkers may work a mixed or hybrid schedule (working sometimes remotely and sometimes in an office), utilize a remote work hub, or primarily work from home.

Physical trips decreased in 2020 and 2021, when the COVID-19 pandemic sent nonessential workers online. The effect on congestion in the C RTPA region was most acute during the morning and evening peak hours— the prime commuting period.

Although the body of research on these questions is still developing, a review of the existing literature helps us to understand the benefits, challenges, and paradigm shifts that come with embracing telecommuting.

**Key Term:** A “remote work hub” refers to a co-working space where employees from many different companies can congregate to do work.

Remote work hubs provide employees with the infrastructure and equipment of an office without requiring them to live near the office space of their company. They also provide socialization and reduce unwanted commute times.

### Telecommuting Benefits...

#### *Our workplaces by...*

1. **Improving employee retention:** Hiring and training new employees is expensive, and turnover carries a downside to team morale, client relationships, and team capacity. Strong retention maximizes the likelihood of keeping high performers and innovators, including senior staff who may have otherwise retired early.

*Nearly half (46 percent) reported that allowing telecommuting reduced attrition.<sup>3</sup>*

*Fourteen percent of Americans have changed jobs to shorten their commute.<sup>4</sup>*

2. **Improving access to jobs:** Remote work may improve access to certain jobs or industries for rural workers who would otherwise contend with long commutes.
3. **Improving employee morale and work-life balance:** Telework increases flexibility and employees’ quality of life. One study found that removing a commute saved workers an average of 72 minutes a day; workers invested at least part of this time back into their jobs.<sup>5</sup>

*Thirty-six percent of people in one survey reported they would choose remote work over a pay raise.<sup>6</sup>*

4. **Improving employee health and reducing employee absences:** Remote workers report reduced stress and illness, and more time to exercise. Flexible hours benefit employees and employers by

<sup>3</sup> “Pros and Cons,” Global Workplace Analytics White Paper, <https://globalworkplaceanalytics.com/pros-cons>.

<sup>4</sup> “Pros and Cons,” <https://globalworkplaceanalytics.com/pros-cons>.

<sup>5</sup> Cevat Giray Aksoy et al., “Time Savings When Working from Home,” Becker Friedman Institute, University of Chicago, November 2023, [https://bfi.uchicago.edu/wp-content/uploads/2023/01/BFI\\_WP\\_2023-03.pdf](https://bfi.uchicago.edu/wp-content/uploads/2023/01/BFI_WP_2023-03.pdf).

<sup>6</sup> “Pros and Cons,” <https://globalworkplaceanalytics.com/pros-cons>.



allowing workers to schedule appointments or run errands during the day without losing productive hours. Teleworkers return to work faster following medical absences.<sup>7</sup>

5. **Reducing overhead:** Businesses that have a larger contingent of fully remote or hybrid workers report reduced real-estate costs. Employers can estimate their cost savings using the Global Workplace Analytics Telework Workplace Savings Calculator.<sup>8</sup>

*Global Workplace Analytics reports average annual real estate savings of \$10,000 per full-time teleworking employee.<sup>9</sup>*

6. **Expanding the talent pool:** Remote work improves an employer's ability to recruit caregivers, people with mobility challenges, and other talented staff for whom going into an office regularly would be a barrier.

*One study reported that 37 percent of employees would change jobs for the opportunity to work remotely at least one day a week.<sup>10</sup>*

#### *Our economy by...*

7. **Improving regional resilience:** Where feasible, telework enables employers and employees to continue working should an event interrupt onsite operations, such as a natural disaster.
8. **Increasing productivity time:** Collectively, physical commutes cost drivers in the Capital Region hundreds of thousands of productive hours.

*The average commuter in Tallahassee loses 23 hours a year to work-related travel.<sup>11</sup>*

#### *Our roadways by...*

9. **Reducing congestion:** Every one percent reduction in vehicles yields a three-fold decrease in congestion.<sup>12</sup>
10. **Lowering stress on transportation infrastructure:** Lessening demand on transportation infrastructure will improve its lifespan.

#### *Our environment by...*

11. **Enhancing air quality and yielding other climate benefits:** The Sacramento Metropolitan Air Quality Management District determined that pandemic related shelter-in-place restrictions led to a 28 percent reduction in particulate matter pollution. In response the agency committed to promoting telework – and teleconferences for public meetings where [California's] Brown Act requirements are still met – for its air quality and climate benefits.<sup>13</sup>

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<sup>7</sup> "Pros and Cons," <https://globalworkplaceanalytics.com/pros-cons>.

<sup>8</sup> The U.S. Office of Personnel Management praised the GWA Calculator in a [2016 report](#) to Congress on Federal Telework. Users must create a free account to access the "lite" version of the tool. A more comprehensive version of the tool is available for a fee.

<sup>9</sup> "Pros and Cons," <https://globalworkplaceanalytics.com/pros-cons>.

<sup>10</sup> Barrero et al., "[The Evolution of Work From Home](#)," *Journal of Economic Perspectives*, Vol 37, No. 4 (2023), 23-50, <https://globalworkplaceanalytics.com/telecommuting-statistics>.

<sup>11</sup> City Ranking List, INRIX 2022 Global Traffic Scorecard, INRIX Institute, <https://inrix.com/scorecard/#city-ranking-list>.

<sup>12</sup> "Pros and Cons," <https://globalworkplaceanalytics.com/pros-cons>.

<sup>13</sup> <https://www.airquality.org/Communications/Documents/AQ-Benefits-Teleworking-Packet-02-28-23.pdf>

## Telecommuting Strains...

### Our workplaces by...

1. **Limiting opportunities for socialization:** Work from home can be isolating, particularly for people who thrive on interpersonal interaction. Employee loneliness could result in reduced productivity, health, and retention.
2. **Dispersing data security and IT needs:** Telework naturally invites more technological vulnerabilities into company networks, as staff need to remotely access servers. Software learning curves (for programs like Zoom, WebEx, and Microsoft Teams) may result in increased demand on IT resources.
3. **Limiting employer oversight:** Some managers report that oversight is more challenging when employees are remote.
4. **Siloing collaborators and team members:** Work from home may hamper spontaneous or effective collaboration.
5. **Increasing distractions during the workday:** Lack of an appropriate and comfortable telework office space may expose the teleworker to outside demands (such as children or chores), reducing productivity.

## Telecommuting Changes...

1. **What “productivity” means:** Perception of worker productivity changes depending on the survey referenced and likely by job type, industry, and the personality and homelife of the employee.<sup>14</sup> A study by the Miami Dade Transportation Planning Organization (TPO) identified lower productivity as a top reported challenge in 2020<sup>15</sup>. Whereas employees in a San Diego Association of Governments (SANDAG) study reported positive impacts to productivity in both 2021 and 2023. It is notable that the 2020 survey was at the height of COVID-19 pandemic with many variables likely impacting productivity (such as school closures and fresh acclimation to work from home).

**How do commutes play into “productivity”?** Research in the *Journal of Economic Perspectives* suggests that commutes are the key to understanding the difference between employer and employee perceptions of productivity. Employees tend to consider their commute as time dedicated to work; an employee whose commute is half an hour in each direction and who spends eight hours in the office considers nine hours of their total day dedicated to work. However, a manager only sees that the employee has accomplished their regular workload in their standard amount of time (eight hours). An employee that works from home doesn’t lose the hour of their day to a commute, meaning that their understanding of their workday (eight hours) aligns with their employer’s.<sup>16</sup>

2. **What trips occur:** Telework might alleviate peak-hour congestion, but research suggests that its ultimate relationship to vehicle miles traveled (VMT) may be more complex. Teleworkers may live further from their offices, so if they ever do commute, they travel longer distances. Remote workers also been found to take more unlinked, discretionary trips during the day, instead of compiling all errands into their physical commute home from work.<sup>17;18</sup>

<sup>14</sup> One study of employees at a travel agency in China who were randomly assigned the ability to work from home found that the teleworkers were 13 percent more productive than the control group of office workers.

Nicholas Bloom et al., “Does Working from Home Work? Evidence from a Chinese Experiment,” *The Quarterly Journal of Economics*, Volume 130, Issue 1 (2015), 165–218, <https://doi.org/10.1093/qje/qju032>.

<sup>15</sup> <https://www.miamidadetpo.org/library/studies/mdtpo-telecommute-study-final-report-2021-01.pdf>

<sup>16</sup> Barrero et al.



## How Has Telecommuting Changed Capital Region?

According to ACS data, the number of people teleworking in Leon County increased from 5.5 percent in 2019 to 19.3 percent in 2021. Previous year-over-year increases were minimal, from 3.5 percent of the population working from home in 2017 to 5.3 percent in 2018.

Figure 3 shows the rate of remote work by occupation in Leon County as estimated by ACS data.<sup>17</sup> The top four occupation groupings (administrative support, management, sales, and education) all have around 25 percent of employees working at least one day a week from home. Management, the occupation with the second-highest number of employees in Leon County, has approximately 44 percent of its employees

Figure 4 shows the rate of telework by county and by year pulled from Replica<sup>18</sup>. Data for 2020 was

Figure 3. Leon County Remote Work by Industry (2022 Estimates)

Occupation Grouping	Leon County, Florida Employment Estimates 2022	Percentage of Jobs by Occupation Group and Work from Home Status (2021)	Home	Mixed	On-Site
Management	16,675	Management	33.21	10.89	55.9
Business and financial operations	10,998	Business and Financial Operations	45.8	14.27	39.93
Computer and mathematical	7,237	Computer and Mathematical	60.17	9.76	30.07
Architecture and engineering	1,373	Architecture and Engineering	32.25	12.93	54.82
Life, physical, and social science	2,399	Life, Physical, and Social Science	26.48	16.23	57.28
Community and social service	2,776	Community and Social Service	25.45	18.82	55.73
Legal	4,713	Legal	42.33	15.38	42.29
Educational instruction, and library	13,086	Educational Instruction, and Library	17.23	6.3	76.47
Arts, design, entertainment, sports, and media	3,445	Arts, Design, Entertainment, Sports, and Media	42.39	8.38	49.22
Healthcare practitioners and technical	11,181	Healthcare Practitioners and Technical	9.83	4.06	86.11
Healthcare support	3,462	Healthcare Support	15.91	N	82.93
Protective Service	2,985	Protective Service	7.36	N	88.66
Food preparation and serving related	9,237	Food Preparation and Serving Related	2.84	N	96.91
Building and grounds cleaning and maintenance	2,580	Building and Grounds Cleaning and Maintenance	6	N	92.64
Personal care and service	3,541	Personal Care and Service	14.62	N	82.44
Sales and related	16,250	Sales and Related	20.23	4.22	75.55
Office and administrative support	22,491	Office and Administrative Support	22.46	4.42	73.12
Farming, fishing, and forestry	683	Farming, Fishing, and Forestry	N	N	88.11
Construction and extraction	3,327	Construction and Extraction	5.13	N	93.46
Installation, maintenance, and repair	4,051	Installation, Maintenance, and Repair	7.23	N	91.63
Production	3,244	Production	7.23	N	92.03
Transportation	3,294	Transportation	6.22	N	92.72
Material moving	4,991	Material Moving	3.55	N	96.25
<b>Total</b>	<b>154,019</b>				

Data Source: ACS B24060: Occupation by Class of Worker for the Civilian Employed Population 16 Years and Over

Data Source: Census/Employment/Industry and Occupation

unavailable due to the volatility of the year, however we can assume that the rate of telework was significantly higher in 2020 (likely more than double compared to 2021). This chart then shows a relative stabilization of telework rates since peak-pandemic, and that even with significantly higher rates of remote work adoption than pre-pandemic congestion has returned.

<sup>17</sup> At the time of this analysis, the relevant 2022 ACS dataset was predicted data. This study uses 2021 finalized ACS numbers to better reflect existing conditions.

<sup>18</sup> [Replica](#) is a software that incorporates anonymized data from a variety of sources like the US Census Bureau, mobile location data, land use, economic activity, and others to create a simulation of an area to model how people get around, where they are going, and when they travel.

Figure 4. Percentage of Employees Working from Home (Replica)

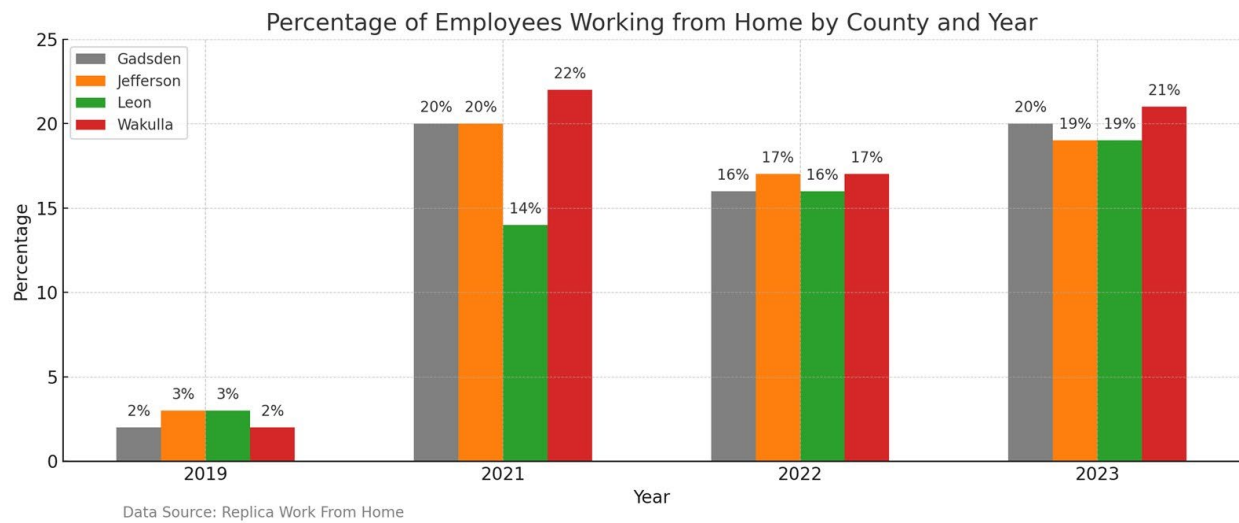


Figure 5 breaks down the 44,000 jobs in the CRTPA area that potentially allow for telecommuting either fully or in a hybrid manner. The possible metrics that CRTPA can use to track telework readiness, adoption, and costs/benefits include:

- Average commute times.
- Number of teleworkers in region and average value of commute-time savings.
- Number of employers by size which have a telework policy.
- Amount of office vacancies.

Figure 5. Available Regional Remote Jobs by Industry

Occupation Grouping	Full Remote Jobs	Hybrid Jobs
Management	5,538	1,816
Business and financial operations	5,037	1,569
Computer and mathematical	4,355	706
Architecture and engineering	443	178
Life, physical, and social science	635	389
Community and social service	706	522
Legal	1,995	725
Educational instruction, and library	2,255	824
Arts, design, entertainment, sports, and media	1,460	289
Healthcare practitioners and technical	1,099	454
Healthcare support	551	0
Protective Service	220	0
Food preparation and serving related	262	0
Building and grounds cleaning and maintenance	155	0
Personal care and service	518	0
Sales and related	3,287	686
Office and administrative support	5,051	994
Farming, fishing, and forestry	0	0
Construction and extraction	171	0
Installation, maintenance, and repair	293	0
Production	235	0
Transportation	205	0
Material moving	177	0
<b>Total</b>	<b>34,647</b>	<b>9,153</b>

Source: *Employees by Occupation Grouping (ACS B24060: Occupation by Class of Worker for the Civilian Employed Population 16 Years and Over) x Percent of Employees by Occupation Working from Home (Census/Employment/Industry and Occupation)*

Building upon this report, the CRTPA could consider implementing a regularly distributed survey within the region to track sentiments and availability of remote work by employers and employees. The SANDAG study cited earlier is one example of how this might be implemented.

#### How Has Congestion Changed Since the COVID-19 Pandemic?

Major commuter corridors in Leon County experienced significant reduction in volumes and delay in both peak and off-peak hours in 2020, when COVID-19 pandemic telecommute practices were at their height. The acute phase of the pandemic is over; as such, traffic has steadily crept back to pre-pandemic conditions. Today in the region most major employers have resumed normal operations and consequently peak-hour congestion has also returned, nearing the highest levels the region has witnessed. The 2022

volumes on I-10, Blountstown Highway, Meridian Road, and Apalachee Parkway are within 7% of 2019 counts, according to data pulled from Florida Traffic Online.

While the COVID-19 pandemic is no longer a public health emergency, the lessons it taught us about work and telecommuting are likely to stay with us. Although not all peak-hour trips are commute related, we know now that strategically reducing transportation demand by commuters can have a significant impact on congestion in the four-county region.

Additionally, although remote work is not at the peak it was during the pandemic, many employers are more willing to expand telework options to employees than they were before the pandemic. A 2020 statewide survey of employees and employers found that the percentage of teleworking employees jumped from 31 percent to 60 percent at the height of the pandemic. After the pandemic, the number dropped to 47 percent.<sup>19</sup>

The CRTPA, as well as its stakeholders and local employers, can play a productive role in improving regional travel and in reducing congestion. Support for telecommuting, though diminished, has remained strong since the pandemic first made it a necessity. As such, the opportunity exists to capitalize on telecommuting's remaining momentum by studying its benefits and understanding what employers in the region find effective and challenging about implementing remote work policies.

#### Key Takeaways:



The CRTPA can **encourage buy-in** to a telework program by communicating the benefits of telework to employers and direct them to available resources, such as RideOn or as provided in this study.



There are approximately **40,000 employees working fully remote or hybrid schedules** in the region.



**Successful telecommuting programs require structure and resources**, including equipment, childcare, and channels for dialogue between employer and employee.



Centering telework in a TDM program can incentivize employers to prioritize **sustainability, active transportation, and modal choice** in their projects.

To learn more about the benefits of telecommuting and existing local, state, and federal TDM policies see Appendix A: Literature Review. (Being finalized)

*"Employees who utilize telecommuting often demand less compensation, leading to cost savings for employers." – Miami-Dade TPO Telecommute Study (2021)*

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<sup>19</sup> "Miami-Dade TPO Telecommute Study Final Report," Miami-Dade Transportation Planning Organization, January 2021, <https://www.miamidadetpo.org/library/studies/mdtpo-telecommute-study-final-report-2021-01.pdf>.

## Case Study—San Diego Region and Telework Sentiments 2021 & 2023

The San Diego Association of Governments surveyed businesses and employees in the San Diego region in 2021<sup>20</sup> and 2023<sup>21</sup> to understand the changing trends in remote work policies, practices, and sentiment. While each region's experience with telework is unique and nuanced, the SANDAG findings may provide insights into how telework could affect the CRTPA region.

### Noteworthy Findings

- **Telecommuting has remained beyond the worst of the pandemic:**
  - The percentage of employees who report being able to work remotely is higher than pre-pandemic, but lower than in 2021.
- **Hybrid or mixed telework schedules are most prevalent:**
  - Roughly one in 10 employees say they are fully remote.
  - In 2023, 37 percent of businesses allowed their hybrid employees the flexibility to choose their remote days.
  - Meanwhile, in 2023, only 15 percent of businesses did not allow their hybrid employees the flexibility to choose their remote days.
- **When it comes to offering remote work, employer size matters:**
  - Smaller businesses (one to four employees) are less likely to offer remote work. When they do offer it, however, they offer it to a larger share of their employees.
  - In 2023, 30 percent of smaller businesses reported offering telecommute opportunities to more employees.<sup>22</sup>
  - Some larger businesses (50 employees or more) are moving towards bringing employees into the office. Of the larger employers, 61 percent reported making telework available to fewer employees since 2021.
- **Businesses are acclimating to telecommuting:**
  - Nearly half (46 percent) of businesses reported feeling better about remote work now than they did during the pandemic.
  - Roughly the same percent (47 percent) reported reducing their square footage or terminating leases as a result of telecommuting.
  - While businesses reported a variety of perspectives on the benefits of telework, they concurred that the practice improved employee morale, business overhead, and the ability to retain good employees. This sentiment grew from 2021 to 2023. In fact, 24 percent of employers reported that inflexible or stringent remote work policies have *negatively* impacted their ability to hire and retain qualified employees.<sup>23</sup>

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<sup>20</sup> "Remote Work Policies and Practices: Surveys of Businesses and Employees in the San Diego Region," SANDAG, April 2021, <https://www.sandag.org/-/media/SANDAG/Documents/PDF/data-and-research/applied-research-and-performance-monitoring/surveys/remote-work-policies-and-practices-survey-2021-04-16.pdf>.

<sup>21</sup> "Remote Work Policies and Practices: Tracking Surveys of Businesses and Employees in the San Diego Region," SANDAG, June 2023, <https://www.sandag.org/-/media/SANDAG/Documents/PDF/data-and-research/applied-research-and-performance-monitoring/surveys/remote-work-tracking-survey-2023-11-06.pdf>.

<sup>22</sup> "Remote Work in the San Diego Region. Transportation Committee Presentation," SANDAG, December 1, 2023, [Microsoft PowerPoint - Item 6 – Telework 2023.pptx \(legistarweb-production.s3.amazonaws.com\)](https://www.sandag.org/-/media/SANDAG/Documents/PDF/data-and-research/applied-research-and-performance-monitoring/surveys/infobits-remote-work-2023-11-06.pdf)

<sup>23</sup> "Infobit: Remote Work in the San Diego Region Post-Pandemic," SANDAG, November 2023, <https://www.sandag.org/-/media/SANDAG/Documents/PDF/data-and-research/applied-research-and-performance-monitoring/surveys/infobits-remote-work-2023-11-06.pdf>

### *SANDAG Study Noteworthy Findings (Cont.)*

**Challenges remain:** Employers continue to view remote work as negatively impacting teamwork, productivity, communication, and the ability to identify and manage poor performers.

### *Local and Regional Voices on Telecommuting and Travel Demand Management*

Data offers crucial insights into the way telecommuting can shape communities, but it doesn't tell the whole story. To get an on-the-ground understanding of how increased telework would affect the region, the CRTPA conducted interviews with stakeholders who have relevant experience with telecommuting. The stakeholders include:

#### Partner Agencies

- Tallahassee-Leon County Office of Economic Vitality (OEV)
- Apalachee Regional Planning Council (ARPC) Second (RideOn) FDOT D3 program.
- Central Florida Commuter Services

#### Employers

- Florida A&M University
- Florida State University

The perspectives from these partner agencies and local employers offer insight to the opportunities and challenges unique to implementing a telecommuting programs in the Capital Region. This section summarizes key takeaways from those stakeholder interviews.

#### *Partner Agency Interview Key Highlights*

- One of the Leon County's biggest private employers, Danfoss TurboCor, requires everyone to work in person. (OEV)
- Unemployment in Leon County is at an all-time low (2.5 percent), putting employees and job seekers in a position of leverage and allowing them to negotiate telecommuting as part of a compensation package. (OEV)
- Commercial office space and mixed-use vacancy rates have declined post-pandemic. (OEV)
- OEV is attempting to attract professional services, healthcare, transportation, manufacturing, and IT to Tallahassee. With a few exceptions, most of these industries allow for telecommuting. (OEV)
- There is a balance between obligating employees to report in an office and giving them volunteer opportunities to report. (ARPC)
- A significant number of Central Florida businesses have a hybrid policy, allowing employees to work from home some days of the week, but the current push is to get staff back in the office. (Central Florida Commuter Services)
- Employer engagement on TDM strategies like vanpooling and ridesharing were identified as primary approaches in lessening the number of commuters. Engagement includes discussing workplace needs to develop a telecommuting policy that meets unique employer context. (Central Florida Commuter Services)
- Lake Nona was identified as a community intentionally equipped to allow people to work from home because of its significant investment in broadband. (Central Florida Commuter Services)
- Several stakeholders requested or suggested development of a toolkit that could be provided to employers to assist with managing remote workers.

## Employer Interview Key Highlights

### *Florida A&M University (FAMU)*

- FAMU is evaluating peer strategies to inform the development of its own approach to telecommuting.
- Many FAMU departments allow staggered work schedules.
- FAMU is considering providing teleworkers with internet and equipment for an in-house office setup.

### *Florida State University (FSU)*

- People working for the university, outside of teaching and hands-on positions, are afforded opportunities to work from home.
- FSU allows employees to opt in to hybrid work schedules, with positions allocating three in-office work days and two telework days per week. This approach started as a pilot during the pandemic and is now evolving into policy.
- Prior to memorializing this approach to work scheduling, FSU researched what other universities are doing elsewhere to assess effectiveness.
- In order to facilitate work-life balance, FSU also offers staggered work schedules or four-tens (working 10-hour days four days a week).
- FSU offers fully remote positions when recruiting competitive positions or for positions that struggle to retain employees.
- FSU provides equipment (such as a computer and monitors) and an internet allowance for people hired into fully remote positions. These resources are not provided to employees who opt in to telework, as the university provides equipment for these workers on campus.

### Case Study—Four Developments in Florida Telecommuting

**Florida Department of Transportation:** The "reThink Your Commute" and "RideOn" programs encourage businesses and employees to collaboratively explore new ways of arriving to and being at work. The programs offer a range of TDM services and resources which support commuters and employers in adopting smart transportation solutions, including a telework consulting showcase.

**Miami-Dade TPO Telecommute Study:** In 2021, the Miami-Dade TPO Telecommute Study found that 30 percent of employees in Miami-Dade County already work flexible schedules, including telecommuting. The study summarizes the thoughts of employers, students, and employees who were asked about their attitudes toward telework pre-pandemic, during the pandemic, and anticipated attitude post-pandemic. The survey also identifies the top benefits and challenges to remote work as perceived by community stakeholders. Benefits included better work-life balance and higher work productivity. Challenges included difficulty supervising and socializing.

**Florida Employee Handbook Policy 2023 Update:** The updated 2023 State of Florida Employee Handbook Policy states that an employee's choice of workplace does not undermine the employer's control over matters such as contracts, termination, and related issues.

**Florida State Employee Telework Program:** State employees can telework under Florida Statutes Title X Chapter 110, Section 171. The regulations require that every agency implementing a telework program must assess all existing positions and identify those positions that the agency considers suitable for telework. Agencies must establish criteria for assessing performance of remote workers. The policies protect the equal rights of teleworkers as compared to non-teleworking employees, such as eligibility for advancement and compensation for overtime and travel reimbursement.

Read more in Appendix A: Literature Review (Being finalized)



## Looking Ahead: Modeling Region's Future in Telecommuting

Models can help us visualize how different hypothetical real-world scenarios could impact travel conditions. Although they can yield insight into future conditions, models are neither perfect nor precise, and their findings should be considered as only one datapoint of many when making decisions.

### Modeled Scenarios:

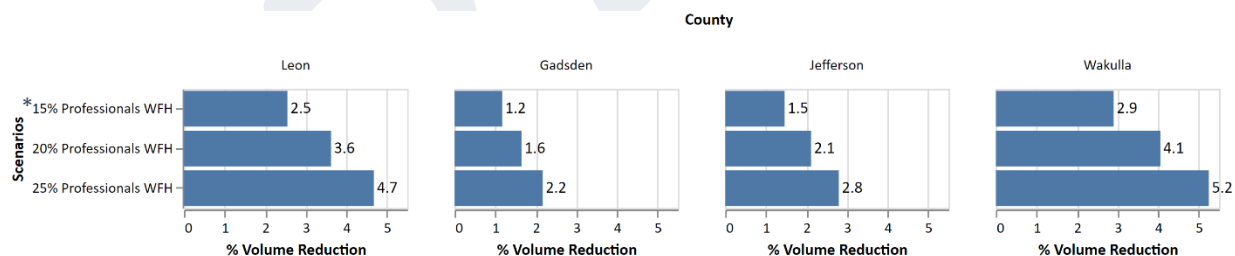
It is helpful to model different scenarios to determine a range of potential outcomes. In this case, three assumed telecommuting saturation rates were chosen to represent low, medium, and high rates of telework in the future.

- Low (15 percent of total regional workforce)<sup>24</sup>: Based on the telework rate for Leon County in 2022.
- Medium (20 percent of total regional workforce): Assumes partial implementation of policy incentives and support structures enabling/encouraging a slight increase of telework adoption.
- High (25 percent of total regional workforce): Assumes policy incentives and telecommuting technology advancing to support increased telework adoption.

### How Do Different Telework Adoption Rates Affect Traffic Volumes Overall in 2045 By County?

The Northwest Florida Regional Planning Model developed by FDOT District 3 uses a roadway network that includes all improvements planned to be completed by 2045. When considering traffic on all types of roadway facilities in each county, Wakulla County is projected to have the greatest reduction in vehicle volumes for each scenario, and Gadsden County the least.

Figure 6. Volume Reduction

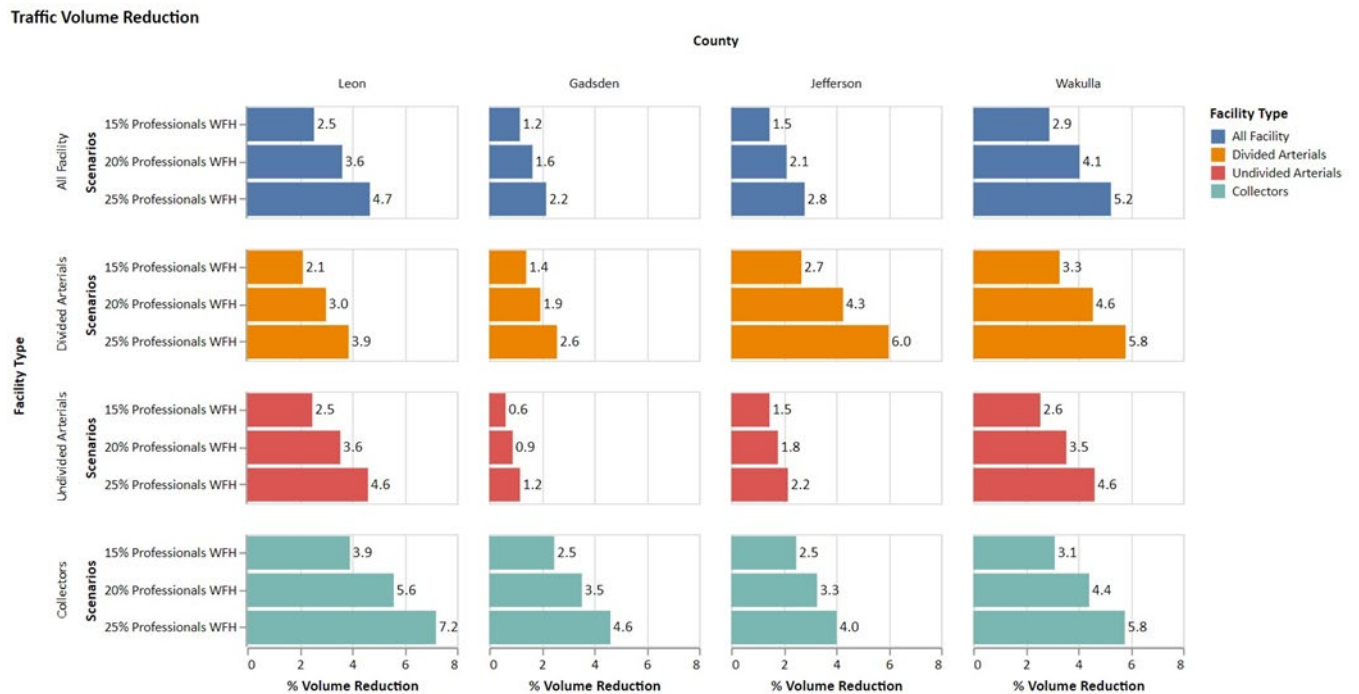


(\*A professional position is a job suitable for telework.)

Different types of trips are taken on different roadway types. Minor arterials and collectors are intended to serve more localized traffic, while major arterials and divided highways have higher speeds, serve more vehicles, and are more appropriate for longer trips. Collectors are estimated to experience the largest percent decrease of traffic volumes in Leon County, whereas divided arterials are estimated to experience the largest percent decrease in Wakulla County. Overall volume reductions by scenario are shown by the blue bars in Figure 6.

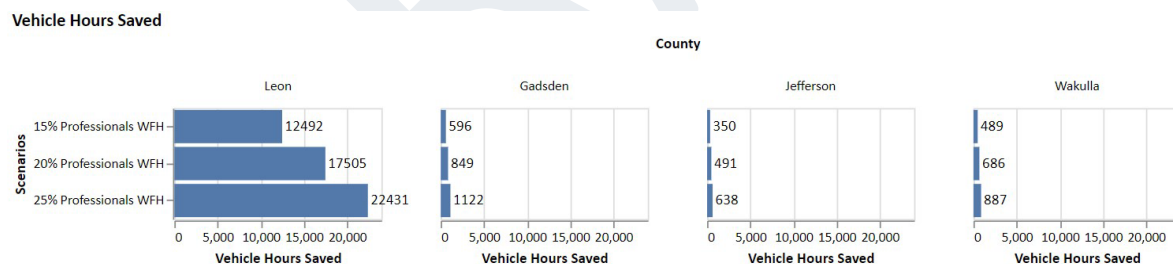
<sup>24</sup> As reported by Replica. Differences in the final modeled telework rate and the telework rate in the Replica figures for Leon County are due to rounding.

Figure 1. Volume Reduction by Facility Type



While fewer vehicles on the road can be equated with less congestion, one of the telling model outputs is the number of vehicle hours saved. Leon County, because it's the CRTPA county with the most vehicles on its roads, is projected to save the largest number of vehicle hours in the 25 percent adoption scenario—roughly two and a half years' worth.

Figure 7. Vehicle Hours Saved by County and Scenario



## Recommendations

Traffic congestion has economic costs, delays commuters, impacts air quality, and causes mental stress. Jurisdictions and employers can use TDM strategies to combat these community ills, whether through encouraging alternate travel modes, different travel patterns, or reducing single-occupancy vehicle use.

The pandemic demonstrated that telecommuting is another viable, scalable TDM strategy that productively reduces commuter-related congestion in the region. Although the pandemic built a rapid telework scaffolding for employers, if an employer chooses to implement a comprehensive, cohesive telecommuting program to support the region long term (as opposed to as a stopgap during an emergency), the following recommendations should provide a baseline roadmap for implementation.

1

#### First Thing's First: Set Your Goals

**Successful remote work is inherently dependent upon context.** The availability of broadband, the makeup of major employers in the region, and the availability of a separate workspace at home away from distractions are just a few of the many factors which influence the feasibility of at-scale telework adoption in community. Where some regions may use telework to reduce climate impacts, others may use the strategy to bring jobs to rural workers or improve economic competitiveness.

The CRTPA has documented that telework reduces peak-hour congestion. The purpose of the report is not only to assess teleworking impacts on the transportation network, but also to provide employers with relevant material on developing, guiding, and refining a telework program. Clear goals and objectives with milestones are critical to assessing the effectiveness of any effort.

2

#### Next: Add Some Definition to Your Vision

To develop and implement a telecommuting program successfully, **know your stakeholders.** Who are the target industries? What are their resource and communication needs? What are their limitations? Are there any underrepresented stakeholders who can contribute a valuable perspective? Consider establishing an advisory committee with clearly defined roles and responsibilities; this committee will give the program visibility and legitimacy as well as a space for stakeholders to provide key perspectives.

3

#### Then: Craft Your Toolkit

The literature review, case studies, and stakeholder interviews reveal the challenges facing the adoption of telework. **Preparing employers and stakeholders with “toolkit essentials” can help simplify the integration of telework into their workflows.**

#### *Toolkit for Teleworker Success*

- **Equipment:** A one-time equipment fund and/or internet stipend provides equitable access to needed supplies. Employers may consider supplying employees with equipment (such as a laptop, webcam, headset, microphone, and/or monitor) or providing a list of IT-approved remote work gear.
- **Scheduling:** Alternative scheduling comes in many forms, from staggered start times and four-tens, to hybrid telework with at least one weekday in-office, to fully remote. Employees that have the option to telework and to choose their remote days may have higher job satisfaction and/or be willing to accept reduced salary and benefits compensation. Opting in allows employees to optimize the effectiveness of telecommuting by choosing a schedule that works for their unique needs.
- **Training and support:** Telework comes with a learning curve thanks to its unique IT and task-reporting procedures, reliance on software and equipment, risk of isolation and siloing, and home distractions. Companies should make sure to proactively provide training and easy tech support to remote workers.
- **Open communication and socialization:** Communication is key! Prepare workplace infrastructure that allows for easy dialogue between employees and aim to understand what resources employees need to succeed in a telework position. Co-working spaces, which are often nearer to the employee than their physical office, can reduce isolation.

- **Adopt telework policies:** These will guide how telework will be implemented by the organization. The policy can include a rubric to screen employees for potential success as a teleworker. Telework policies can address the purpose of the operation, provide definitions, identify positions eligible for telework, address equipment and security needs, and establish requirements and procedures for teleworker.
- **Sample employee agreements:** Especially for hybrid, fully remote, and staggered schedules. Agreements should include performance measures and regular (quarterly or annual) renewal clauses.
- **Sample workplace arrangements:** Especially for hot desking (a hybrid workplace system where employees have the ability to use available desks at different times) and remote work hub arrangements. Include a breakdown of the benefits, costs, and limitations of each arrangement.
- **Data security:** As telework moves work online and into the cloud, companies grow more at risk to cybersecurity vulnerabilities. Data security is routinely identified as an obstacle for employers considering telework. Firms should complete an assessment of their network vulnerabilities and ability to deploy telework capability at scale. Employees should receive regular data security training and cybersecurity competency assessments.
- **Guidance for managing remote workers:** A primary apprehension of employers considering telework is their inability to monitor an employee's productivity while teleworking. Providing guidance on this question can set expectations for routine check-in meetings to review and discuss specific work assignments, due dates, and productivity. Expectations for employee responsiveness and communication protocols can also be a part of the guidance.
- **Broadband access:** Access to quality internet service is crucial to successful telework. When implementing a telecommute program it is essential to assess broadband coverage and level of service for viability of remote work. Encouraging employees to remote work in work hubs can combat coverage gaps.

Figure 8. Example Telework Feasibility Assessment for Rutgers Employees (Appendix B) (Being finalized)



## Feasibility Assessment Telecommuting Policy

This document is used to help the supervisor determine the feasibility of a particular position and/or employee to be engaged in a telecommuting agreement. The document will also assess the employee's and supervisor's work styles and determine if the styles would support a telecommuting arrangement.

Name of Telecommuter: \_\_\_\_\_

Position Title: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Department/Unit: \_\_\_\_\_

### Job Assignments and Duties

The position must be classified as "NL" (not subject to overtime) Managerial, Professional, Supervisory or Confidential position.

List the key duties and percentage of time allocated to each duty.

1. \_\_\_\_\_ % \_\_\_\_\_
2. \_\_\_\_\_ % \_\_\_\_\_
3. \_\_\_\_\_ % \_\_\_\_\_
4. \_\_\_\_\_ % \_\_\_\_\_
5. \_\_\_\_\_ % \_\_\_\_\_

### Employee Assessment

This section will help you determine if the position's key duties lend themselves to telecommuting.

- Do key duties require ongoing access to equipment, materials, and files that can only be accessed on Rutgers property? ☐ Yes ☐ No
- Do key duties require extensive face-to-face contact with supervisors, other employees, clients, or the public on Rutgers property? ☐ Yes ☐ No
- Do key duties require extensive time in meetings or performing work on Rutgers property?

4

### Set an Evaluation Framework

**Set performance criteria that match the program goals and objectives.** Monitoring outcomes against milestones ensures that CRTPA can track trends and provide a measuring stick for accountability.

Note that it may be valuable to consider the potential for unintended consequences and how to proactively spot them. For example, some studies have shown that telework is associated with decreased peak-hour congestion *but* that it increases discretionary midday trips, which creates an overall increase in vehicle miles traveled. In addition, current land uses and future planning should consider the implications of a future where nearly one in four people works from home. Developing smaller office spaces and increasing mixed land use can prevent localities from becoming the "ghost towns" that business districts have become in the age of popularized telework.

5

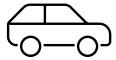
### Finally: Shout it From the Rooftops!

It's not always enough to be a repository of resources. Proactively educating employers on the benefits of telework and making resources available that fit their needs will increase the likelihood of adoption in the region. Understand local employer needs and what additional resources may need to be developed to address their concerns or overcome their limitations.

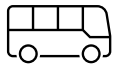
## Supporting Policies

Although an effective tool to address peak-hour congestion, a telework program is not the only TDM measure. A comprehensive TDM program is multifaceted and multipronged, employing complementary measures to encourage alternative modes such as carpooling, vanpooling, and transit. Educational campaigns are a great way to supplement efforts to mode shift, and proactively making alternative modes more accessible to residents can help incentivize their use.

In addition to teleworking, stakeholders, employers, and employees may choose to transform regional commute behavior by:



**Carpooling:** Coordinated employee programs which help match staff with viable carpool and vanpool partners. Creating preferred / priority parking spaces nearest the office in the parking lot for carpool and vanpools incentivizes ridesharing.



**Riding (and subsidizing) transit:** Subsidized transit passes may make transit more accessible, and commuter express buses may make transit faster, but neither of these features alone can encourage ridership if transit is infrequent or unreliable. Transit priority infrastructure, such as bus-only lanes, queue jumps, and bus bulb-outs, are roadway treatments that help reduce transit delay and increase reliability. Transit priority measures can be folded into any project which reconfigures or repaves a roadway. Improving the viability of transit increases the efficiency of a corridor.



**Supporting complementary development:** Incorporating clearly crafted, achievable TDM into the development process can help proactively create more livable communities in Tallahassee and the surrounding area by ensuring future development will balance active forms of transportation. If implemented, the TDM program should have monitoring and reporting requirements to track implementation and to gauge the success of the program.



February 6, 2024

## COMMITTEE AGENDA ITEM 6A

### FUTURE MEETING DATES

TYPE OF ITEM: Information

Committee Dates	TAC Time	Location	CMAC Time	Location
March 5	9 AM – 11 AM	Commission Chambers	11:30 AM-1:30 PM	Tallahassee Room
April 2	9 AM – 11 AM	Commission Chambers	11:30 AM-1:30 PM	Tallahassee Room
May 7	9 AM – 11 AM	Commission Chambers	11:30 AM-1:30 PM	Tallahassee Room
June 4	9 AM – 11 AM	Commission Chambers	11:30 AM-1:30 PM	Tallahassee Room
September 3	9 AM – 11 AM	Commission Chambers	11:30 AM-1:30 PM	Tallahassee Room
October 1	9 AM – 11 AM	Commission Chambers	11:30 AM-1:30 PM	Tallahassee Room
November 5	9 AM – 11 AM	Commission Chambers	11:30 AM-1:30 PM	Tallahassee Room
December 3	9 AM – 11 AM	Commission Chambers	11:30 AM-1:30 PM	Tallahassee Room