



C RTPA BOARD

MEETING OF TUESDAY, FEBRUARY 19, 2019 AT 1:30 PM

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

MISSION STATEMENT

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

FINAL AGENDA

1. **CALL TO ORDER AND ROLL CALL**

2. **AGENDA MODIFICATIONS**

3. **CITIZEN COMMENT**

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

4. **CONSENT AGENDA**

- A. Minutes of the December 18 Meeting
- B. CRTPA Safety Measures Update

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. **CONSENT ITEMS PULLED FOR DISCUSSION**

6. **CRTPA ACTION**

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

A. Regional Mobility Plan Update Consultant Selection

The Regional Mobility Plan Consultant Selection Committee has reviewed and ranked proposals for the Board's consideration associated with the update of the agency's Regional Mobility Plan.

B. Executive Director Contract Update

As discussed at the December 18 CRTPA Board Meeting, this item updates the contract of the Executive Director to remove the car allowance as well as items related to parking.

C. Pensacola Street & Tharpe Street Traffic and Operations Analyses

The project consultant will provide an update on the corridor reports for Pensacola Street and Tharpe Street.

7. **FLORIDA DEPARTMENT OF TRANSPORTATION REPORT**

8. **EXECUTIVE DIRECTOR'S REPORT**

9. **CRTPA INFORMATION**

A. Future Meeting Dates

B. Committee Actions (Citizen's Multimodal Advisory Committee & Technical Advisory Committee)

10. **ITEMS FROM CRTPA BOARD MEMBERS**

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



February 19, 2019

AGENDA ITEM 1

CALL TO ORDER AND ROLL CALL



February 19, 2019

AGENDA ITEM 2

AGENDA MODIFICATIONS



February 19, 2019

AGENDA ITEM 3

CITIZEN COMMENT



February 19, 2019

AGENDA ITEM 4 A

MINUTES

TYPE OF ITEM: Consent

The minutes from the December 18, 2018 CRTPA meeting are provided as ***Attachment 1***.

RECOMMENDED ACTION

Option 1: Approve the minutes of the December 18, 2018 CRTPA meeting.

ATTACHMENT

Attachment 1: Minutes of the December 18, 2018 CRTPA meeting.



CRTPA BOARD

MEETING OF TUESDAY, DECEMBER 18, 2018 AT 1:30 PM

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

Meeting Minutes

Members Present:

Nick Maddox, Leon County, Chairman
Kristin Dozier, Leon County
Rick Minor, Leon County
Antony Viegbesie, Gadsden County
Stephen Walker, Jefferson County
Randy Merritt, Wakulla County
Curtis Richardson, City of Tallahassee
Dianne Williams-Cox, City of Tallahassee
Jeremy Matlow, City of Tallahassee
Daniel McMillan, City of Quincy

Staff Present and Others: Thornton Williams, CRTPA Attorney; Greg Slay, CRTPA, Greg Burke, CRTPA; Jack Kostrzewa, CRTPA; Yulonda Mitchell, CRTPA; Donna Green, FDOT; Starsky Harrell, FDOT; Bryant Paulk, FDOT; Chris Reitow, ARPC Executive Director; Joe Maleszewski, City of Tallahassee Auditor

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 1:30 pm. with a roll call.

2. AGENDA MODIFICATIONS

There were no modifications to the agenda.

3. CITIZEN COMMENT

There were no citizen comments

4. CONSENT AGENDA

A. Minutes of the September 18 Meeting

Board Action: Commissioner Richardson made a motion to approve the consent agenda as presented by staff. Commissioner Merritt seconded the motion. The motion was unanimously passed.

5. CONSENT ITEMS PULLED FOR DISCUSSION

There were no items pulled from consent for discussion.

6. ROLL CALL VOTE AGENDA ITEMS

A. Fiscal Year (FY) 2019 – FY 2023 Transportation Improvement Program (TIP) Amendment

The CRTPA FY 2019 – FY 2023 TIP is proposed to be amended to reflect the addition of the following projects:

- CR 375 Smith Creek Road (from NF-320 to South of Fire Dept (Project #4420602): Provide design funding in FY 2019 for the addition of 5' bike lanes, overlay roadway and re-stripe (Leon County).
- SR 63 (US 27) (from Faulk Drive to SR 61 Thomasville Road) (Project #444311 & #4443312): Provide design and construction funding in FY 2019 for new roadway lighting at all existing signalized intersections (Leon County).

Mr. Burke provided an overview of the amendments for the Fiscal Year (FY) 2019 – FY 2023 Transportation Improvement Program (TIP). Amendments: Provides design funding in FY 2019 for the addition of 5' bike lanes, overlay roadway and re-stripe (Leon County). CR 375 Smith Creek Road (from NF-320 to South of Fire Dept (Project #4420602). Amendment also provides design and construction funding in FY 2019 for new roadway lighting at all existing signalized intersections (Leon County). SR 63 (US 27) (from Faulk Drive to SR 61 Thomasville Road) (Project #444311 & #4443312)

Board Action: Commissioner Merritt made a motion to approve the amendments to the Fiscal Year (FY) 2019 – FY 2023 Transportation Improvement Program (TIP). Commissioner Richardson seconded the motion and a roll call vote was taken. The motion was unanimously passed.

7. CRTPA ACTION

A. FY 2017 CRTPA Financial Statements & FDOT Program Audit

Staff from Thomas, Howell and Ferguson and City of Tallahassee Financial Services will be on hand for questions related to the FY 2017 Financial Statements and FDOT OIG staff will be on hand for questions related to Program Audit.

Mr. Slay provided information on the FY 2017 CRTPA Financial Statements & FDOT Program Audit. He provided an overview of the audit and requesting approval of the financial statements. Mr. Slay noted there were two audits during the FY 2017 period. The first one was the FY2017 Annual Financial Audit, performed by Thomas, Howell and Ferguson, PA, which covered October 2016 – September 2017. This audit is required annually and includes single audit as required by federal grants. The second audit was performed by the FDOT Office of Inspector General (OIG), which covered July 2016 - December 2017. This is a one-time occurrence audit. Both audits identified issues with work beginning in 2017 to address many of the identified issues. Mr. Slay provided information on additional fees that were charged by Thomas, Howell and Ferguson, PA. Within the audit, it was determined that Mr. Slay's car allowance should be accounted for by separating the personal mileage vs. business mileage. Mr. Slay recommended rolling the car allowance be put into his base salary instead. The board agreed to review Mr. Slay's contract at the next meeting and make a final decision. Mr. Slay provided information and processes that CRTPA has implemented to meet the recommendations of the audits. Commissioner Minor addressed the deficiencies within the audit. He noted there should be some oversight to ensure there are corrective action so there will be better audit. Furthermore, he recommended a mid-year review on the management responses and requested an update in May or April to review the progress.

Board Action: Commissioner Richardson made a motion to review and discuss the Director's employee contract to comply with the recommendation of the audit. Commissioner Merritt seconded the motion. The motion was unanimously passed.

Board Action: Commissioner Merritt made a motion to accept the FY 2017 CRTPA Financial Statements and Audit with a progress report in six months. The motion was seconded by Commissioner Richardson. The motion was unanimously passed.

B. Fiscal Year (FY) 2020 – FY 2024 Tentative Work Program

The Florida Department of Transportation (FDOT), District 3 staff will present the FY 2020 – FY 2024 Tentative Work Program. Written comments on the FY 2020 – FY 2024 Tentative Work Program are due to the FDOT by December 20.

Mr. Bryant Paulk provided an overview of the Fiscal Year (FY) 2020 – FY 2024 Tentative Work Program. He provided information on the select newly funded projects in each county.

Commissioner Viegbesie discussed the Leon-Gadsden Bike Trail Connectivity and suggested consideration in the work program. He additionally discussed the need for sidewalks on Post Plant Road as well as the need for replacement or repair of the Attapugus Bridge on Attapugus Road. Mr. Slay noted most of these projects would be under the SCOP program and staff would evaluate these projects. Mr. Slay noted this fiscal year was a very lean funding year and noted other MPOs are facing deletion of projects. Here in our area we have only had a deferment of Capital Circle project and no deletions.

Board Action: Commissioner Dozier made a motion to approval of the Fiscal Year (FY) 2020 – FY 2024 Tentative Work Program. Commissioner Merritt seconded the motion. The motion was unanimously passed.

C. 2019 CRTPA Meeting Calendar

The 2019 CRTPA meeting calendar has been developed for Board approval.

Board Action: Commissioner Merritt made a motion to approve the CRTPA meeting calendar for 2019. Commissioner Richardson seconded the motion. The motion was unanimously passed.

D. Election of Chair/Vice Chair

Annually, CRTPA member elect a new Chair and Vice Chair to serve for the upcoming calendar year. Currently, Commissioner Nick Maddox and Commissioner Anthony O. Viegbesie hold the CRTPA Chair and Vice Chair positions, respectively.

Board Action: Commissioner Richardson nominated Commissioner Viegbesie for the Chairman of the CRTPA Board 2019. The motion was seconded by Merritt. The motion was unanimously passed.

Board Action: Commissioner Viegbesie nominated Commissioner Merritt for the Vice-Chairman of the CRTPA Board 2019. The motion was seconded by Dozier. The motion was unanimously passed.

E. Additional Fee Request from Thomas, Howell And Ferguson P.A.

This item seeks approval of supplemental funding associated with an invoice from Thomas, Howell and Ferguson stemming from increased risk due and out-of-scope services provided during the FY 2017 financial statement audit.

Mr. Slay noted this was tied to the Audit requesting “out of scope” work and additional services due to the OIG audit (\$44,370.00). Staff was recommending approval.

Commissioner Williams-Cox requested there be discussions on any additional or out of scope work be provided to the Board prior to work being performed. Commissioner Richardson stated this process was not acceptable and agreed with paying the current invoice for the additional cost. Commissioner Minor noted cost overruns can happen within an audit.

Board Action: Commissioner Dozier made a motion to approve the Additional Fee Request from Thomas, Howell And Ferguson P.A. with this amount being the capped amount and any issues unique to MPOs be addressed in during the development of the scope of work. The motion was seconded by Commissioner Viegbesie. The motion was passed with Commissioner McMillan voting in opposition to the motion.

8. FLORIDA DEPARTMENT OF TRANSPORTATION REPORT

Commissioner Merritt discussed maintenance of sidewalks US 319 to Wakulla County. Commissioner Walker discussed the wildflower policy that does not allow for mowing. He noted the policy change will be discussed within Jefferson County.

9. EXECUTIVE DIRECTOR'S REPORT

Mr. Slay provided an update on the Regional Mobility Plan Update

10. CRTPA INFORMATION

A. Future Meeting Dates

B. Committee Actions (Citizen's Multimodal Advisory Committee & Technical Advisory Committee)

11. ITEMS FROM CRTPA BOARD MEMBERS

Commissioner Maddox discussed MPOAC and requested Karl Mikyska, Executive Director provide an overview of the upcoming Legislative Session and other topics.

Commissioner Maddox also discussed the MPOAC Weekend Institute and recommended new members attend. Commissioner Viegbesie noted he has attended twice. He noted the institute was very informational and highly recommended the training.

Meeting was adjourned at 3:13pm.

Attest:

Yulonda Mitchell, Recording Secretary

Nick Maddox, Chairman



February 19, 2019

AGENDA ITEM 4B

CRTPA SAFETY TARGETS AND PERFORMANCE MEASURES

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

The purpose of this item is to review the “Safety” Performance Targets for the Capital Region Transportation Planning Area (CRTPA) for the following five (5) safety performance measures adopted by the Federal Highway Administration (FHWA) in 2017 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.

RECOMMENDATIONS BY CRTPA COMMITTEES

The CRTPA’s two (2) committees (Citizens Multimodal Advisory Committee and Technical Advisory Committee) both met on February 5, 2019 and voted unanimously with a quorum present to recommend approval of the CRTPA safety targets and performance measures.

RECOMMENDED ACTION

Option 1: Adopt the CRTPA staff recommended Safety Targets.

HISTORY AND ANALYSIS

Nationally, state-specific, and locally, transportation plans exist to enhance safety for all users of the transportation system. A coordinated effort to connect all of the safety plans has long been in effect in the transportation realm, but over the last two years, a system of Performance Management has led to a greater push for comprehensive and coordinated transportation and safety planning.

Performance Measures for Safety were developed by the FHWA, for which targets were established cooperatively between the FDOT and MPO's within the State of Florida (as well as nationally). The Performance Measures are outlined in **Table 1** Below.

Table 1: FHWA Adopted Safety Performance Measures

Performance Measure	Description
Number of fatalities	The total number of persons suffering fatal injuries in a motor vehicle crash during a calendar year.
Rate of fatalities per 100 Million Vehicle Miles Traveled (VMT)	The ratio of total number of fatalities to the number of vehicle miles traveled (VMT, in 100 Million VMT) in a calendar year.
Number of serious injuries	The total number of persons suffering at least one serious injury in a motor vehicle crash during a calendar year.
Rate of serious injuries per 100 Million VMT	The ratio of total number of serious injuries to the number of VMT (in 100 Million VMT) in a calendar year.
Number of non-motorized fatalities and non-motorized serious injuries	The combined total number of non-motorized fatalities and non-motorized serious injuries involving a motor vehicle during a calendar year.

In August of 2017, the FDOT adopted a target of “Zero” for the five (5) safety performance measures adopted by the Federal Highway Administration (FHWA) for all public roads. FDOT adopted the same target of, “Zero” again in 2018 (shown in **Table 2** below).

Table 2: 2017 & 2018 FDOT Adopted Safety Targets

FDOT Adopted Measures	Target
Number of fatalities	0
Rate of fatalities per 100 Million Vehicle Miles Traveled (VMT)	0
Number of serious injuries	0
Rate of serious injuries per 100 Million VMT	0
Number of non-motorized fatalities and non-motorized serious injuries	0

Upon adoption by the Florida Department of Transportation (FDOT) of a target of “Zero”, the CRTPA, along with all the other Metropolitan Planning Organizations in the State of Florida, were given 180 days to adopt their targets for the safety measures.

2018 CRTPA SAFETY TARGETS

Utilizing data provided to the CRTPA from FDOT and the FHWA, staff established an average result for each performance measure from the years 2012 through 2016. The averages were utilized as the 2018 target and performance measure for each Safety Measure and are shown in **Table 3** below. These Safety Performance Measures and Targets were adopted on February 20, 2018 .

Table 3: 2018 CRTPA Adopted Safety Targets and Interim Performance Measures

Draft Safety Performance Measures	Target and Performance Measure
Number of fatalities	56
Rate of fatalities per 100 Million Vehicle Miles Traveled (VMT)	1.279
Number of serious injuries	266
Rate of serious injuries per 100 Million VMT	7.313
Number of non-motorized fatalities and non-motorized serious injuries	44

RECENT ACTIONS

2019 CRTPA SAFETY TARGETS

Utilizing data provided to the CRTPA early this year from FDOT and the FHWA (provided in **Attachment 1**), staff established an average result for each performance measure from the years 2013 through 2017. The averages were utilized as the 2019 target and performance measure for each Safety Measure. The resulting recommended measures are shown below in **Table 4** and are slightly lower than those adopted in the previous year. A fluctuation up or down is expected as the 4-year average rolls forward due not only to a change in the newly appearing year, but also to the drop of the earliest year's raw data from the new average.

Table 4: 2019 CRTPA Interim Performance Measures

Draft Safety Performance Measures	Target and Performance Measure
Number of fatalities	54
Rate of fatalities per 100 Million Vehicle Miles Traveled (VMT)	1.203
Number of serious injuries	258
Rate of serious injuries per 100 Million VMT	5.842
Number of non-motorized fatalities and non-motorized serious injuries	43.8

NEXT STEPS

Upon adoption of the 2019 CRTPA Safety Performance Measures and Targets, CRTPA staff will forward the action to the FDOT and FHWA.

OPTIONS

- Option 1: Adopt the CRTPA staff recommended Safety Targets and Interim Performance Measures (Recommended)
- Option 2: CRTPA Board Discretion.

ATTACHMENTS

- Attachment 1: Data Sheet for Florida MPOs, including 2009-2017

MPO/TPO		Average Annual Fatalities ¹									Average Annual Serious Injuries ²									Average Annual Fatality Rates ³									Average Annual Serious Injury Rates ⁴									Average Annual Pedestrian and Bicyclist Fatalities and Serious Injuries ⁵													
		2009-13		2010-14		2011-15		2012-16		2013-17		2009-13		2010-14		2011-15		2012-16		2013-17		2009-13		2010-14		2011-15		2012-16		2013-17		2009-13		2010-14		2011-15		2012-16		2013-17		2009-13		2010-14		2011-15		2012-16		2013-17	
		Average	%Δ	Average	%Δ	Average	%Δ	Average	%Δ	Average	%Δ	Average	%Δ	Average	%Δ	Average	%Δ	Average	%Δ	Average	%Δ	Average	%Δ	Average	%Δ	Average	%Δ	Average	%Δ	Average	%Δ	Average	%Δ	Average	%Δ	Average	%Δ	Average	%Δ	Average	%Δ	Average	%Δ	Average	%Δ						
Space Coast TPO		Single County	63.8	66.2	3.8%	69.6	5.1%	74.8	7.5%	81.2	8.6%	587.0	607.4	3.5%	601.4	-1.0%	630.8	4.9%	616.2	-2.3%	1.052	1.100	4.6%	1.159	5.4%	1.218	5.1%	1.291	6.0%	9.666	10.097	4.5%	10.033	-0.6%	10.363	3.3%	9.897	-4.5%	79.8	82.2	3.0%	86.6	5.4%	90.2	4.2%	91.0	0.9%				
Charlotte County-Punta Gorda MPO		Single County	22.8	21.0	-7.9%	21.4	1.9%	22.4	4.7%	24.2	8.0%	164.2	149.2	-9.1%	134.6	-9.8%	126.8	-5.8%	113.0	-10.9%	1.048	0.964	-8.0%	0.969	0.5%	0.990	2.2%	1.041	5.2%	7.555	6.864	-9.1%	6.128	-10.7%	5.668	-7.5%	4.898	#####	24.2	23.0	-5.0%	21.4	-7.0%	20.4	-4.7%	20.6	1.0%				
Broward MPO		Single County	178.4	175.0	-1.9%	183.0	4.6%	198.6	8.5%	206.6	4.0%	2,080.6	2,003.8	-3.7%	1,888.6	-5.7%	1,776.6	-5.9%	1,633.8	-8.0%	1.099	1.074	-2.3%	1.109	3.3%	1.199	8.1%	1.228	2.4%	12.801	12.277	-4.1%	11.446	-6.8%	10.801	-5.6%	9.782	-9.4%	351.4	350.4	-0.3%	341.2	-2.6%	351.8	3.1%	333.0	-5.3%				
Okaloosa-Walton TPO		Multiple Counties, not countywide	See individual counties below									See individual counties below									See individual counties below									See individual counties below									See individual counties below												
Gainesville MTPO		Single County, not countywide	See individual county below									See individual county below									See individual county below									See individual county below									See individual county below												
Hernando/Citrus MPO		Multiple Counties	50.6	47.0	-7.1%	49.2	4.7%	49.6	0.8%	54.0	8.9%	448.4	428.8	-4.4%	445.0	3.8%	461.2	3.6%	482.4	4.6%	1.527	1.416	-7.3%	1.471	3.9%	1.458	-0.9%	1.541	5.7%	13.548	12.925	-4.6%	13.329	3.1%	13.560	1.7%	13.794	1.7%	34.4	36.2	5.2%	41.0	13.3%	43.0	4.9%	42.8	-0.5%				
Hillsborough County MPO		Single County	157.6	161.0	2.2%	168.4	4.6%	183.6	9.0%	187.2	2.0%	2,066.2	1,921.6	-7.0%	1,752.0	-8.8%	1,618.0	-7.6%	1,535.6	-5.1%	1.245	1.266	1.7%	1.309	3.4%	1.398	6.8%	1.391	-0.5%	16.296	15.106	-7.3%	13.650	-9.6%	12.430	-8.9%	11.509	-7.4%	254.8	249.6	-2.0%	246.0	-1.4%	242.6	-1.4%	236.4	-2.6%				
Indian River County MPO		Single County, not countywide	See individual county below									See individual county below									See individual county below									See individual county below									See individual county below												
North Florida MPO		Multiple Counties	168.4	172.8	2.6%	183.4	6.1%	201.0	9.6%	212.0	5.5%	1,261.0	1,299.2	3.0%	1,341.2	3.2%	1,371.2	2.2%	1,328.8	-3.1%	1.112	1.136	2.2%	1.188	4.6%	1.269	6.8%	1.301	2.5%	8.329	8.547	2.6%	8.716	2.0%	8.728	0.1%	8.226	-5.8%	174.2	181.8	4.4%	191.8	5.5%	196.0	2.2%	190.8	-2.7%				
Polk TPO		Single County	90.4	94.2	4.2%	99.8	5.9%	108.4	8.6%	113.6	4.8%	566.4	539.0	-4.8%	499.6	-7.3%	480.6	-3.8%	484.2	0.7%	1.520	1.541	1.4%	1.579	2.5%	1.645	4.2%	1.648	0.2%	9.503	8.840	-7.0%	7.959	-10.0%	7.389	-7.2%	7.085	-4.1%	63.0	65.2	3.5%	63.6	-2.5%	67.4	6.0%	70.4	4.5%				
Lee County MPO		Single County	75.2	75.6	0.5%	81.0	7.1%	87.2	7.7%	97.2	11.5%	456.6	458.0	0.3%	460.4	0.5%	498.6	8.3%	515.8	3.4%	1.164	1.140	-2.1%	1.187	4.1%	1.232	3.8%	1.331	8.0%	7.067	6.921	-2.1%	6.786	-2.0%	7.095	4.6%	7.076	-0.3%	76.8	80.0	4.2%	84.0	5.0%	91.0	8.3%	95.2	4.6%				
Martin MPO		Single County	26.2	23.6	-9.9%	24.2	2.5%	25.4	5.0%	25.2	-0.8%	124.6	116.4	-6.6%	107.0	-8.1%	102.6	-4.1%	102.6	0.0%	1.273	1.162	-8.7%	1.186	2.1%	1.246	5.1%	1.210	-2.9%	6.054	5.739	-5.2%	5.269	-8.2%	5.099	-3.2%	4.995	-2.0%	17.6	17.4	-1.1%	16.2	-6.9%	14.0	-13.6%	14.6	4.3%				
Miami-Dade Urbanized Area MPO		Single County	242.8	246.6	1.6%	265.0	7.5%	273.8	3.3%	284.8	4.0%	1,959.0	1,992.0	1.7%	1,992.4	0.0%	1,895.0	-4.9%	1,807.0	-4.6%	1.263	1.284	1.7%	1.378	7.3%	1.417	2.8%	1.452	2.5%	10.206	10.383	1.7%	10.387	0.0%	9.857	-5.1%	9.250	-6.2%	411.8	425.8	3.4%	446.0	4.7%	435.8	-2.3%	426.0	-2.2%				
Collier County MPO		Single County	37.2	37.2	0.0%	38.8	4.3%	38.0	-2.1%	36.0	-5.3%	184.0	174.0	-5.4%	175.2	0.7%	177.2	1.1%	186.0	5.0%	1.169	1.160	-0.8%	1.184	2.1%	1.125	-5.0%	1.032	-8.3%	5.790	5.445	-6.0%	5.388	-1.0%	5.252	-2.5%	5.258	0.1%	37.2	38.6	3.8%	37.6	-2.6%	40.0	6.4%	39.2	-2.0%				
Ocala/Marion County TPO		Single County	61.8	60.6	-1.9%	60.0	-1.0%	61.6	2.7%	66.4	7.8%	423.0	359.4	-15.0%	326.8	-9.1%	327.8	0.3%	321.4	-2.0%	1.538	1.507	-2.0%	1.475	-2.1%	1.478	0.2%	1.544	4.5%	10.501	8.952	-14.8%	8.069	-9.9%	7.894	-2.2%	7.511	-4.9%	41.8	39.0	-6.7%	38.0	-2.6%	41.2	8.4%	42.6	3.4%				
METROPLAN Orlando		Multiple Counties	208.8	210.6	0.9%	218.4	3.7%	225.8	3.4%	244.4	8.2%	1,539.6	1,893.0	23.0%	2,318.6	22.5%	2,639.2	13.8%	2,827.8	7.1%	1.049	1.049	0.0%	1.073	2.3%	1.088	1.4%	1.132	4.0%	7.748	9.401	21.3%	11.309	20.3%	12.624	11.6%	13.176	4.4%	261.2	300.0	14.9%	341.8	13.9%	375.6	9.9%	393.4	4.7%				
Bay County TPO		Single County	24.0	24.4	1.7%	27.2	11.5%	30.0	10.3%	29.2	-2.7%	257.4	250.4	-2.7%	255.2	1.9%	234.6	-8.1%	229.4	-2.2%	1.322	1.340	1.4%	1.476	10.1%	1.596	8.1%	1.520	-4.8%	14.172	13.761	-2.9%	13.897	1.0%	12.559	-9.6%	12.019	-4.3%	29.8	29.4	-1.3%	34.4	17.0%	37.6	9.3%	36.6	-2.7%				
Pasco County MPO		Single County	69.4	67.8	-2.3%	66.8	-1.5%	71.2	6.6%	77.6	9.0%	855.4	871.0	1.8%	933.0	7.1%	1,032.6	10.7%	1,145.2	10.9%	1.735	1.660	-4.3%	1.592	-4.1%	1.657	4.1%	1.729	4.3%	21.416	21.279	-0.6%	22.076	3.7%	23.905	8.3%	25.768	7.8%	105.6	109.6	3.8%	109.0	-0.5%	115.6	6.1%	121.4	5.0%				
Florida-Alabama TPO		Multiple Counties, not countywide	See individual counties below									See individual counties below									See individual counties below									See individual counties below									See individual counties below												
Pinellas County MPO		Single County	99.0	101.4	2.4%	102.8	1.4%	105.6	2.7%	109.4	3.6%	1,270.0	1,217.8	-4.1%	1,194.6	-1.9%	1,175.0	-1.6%	1,120.2	-4.7%	1.229	1.272	3.5%	1.296	1.9%	1.308	0.9%	1.330	1.7%	15.746	15.258	-3.1%	15.068	-1.2%	14.591	-3.2%	13.667	-6.3%	212.4	213.8	0.7%	217.2	1.6%	220.8	1.7%	215.0	-2.6%				
Sarasota/Manatee MPO		Multiple Counties	81.0	81.6	0.7%	87.4	7.1%	99.8	14.2%	101.4	1.6%	770.4	777.4	0.9%	906.6	16.6%	1,130.6	24.7%	1,279.2	13.1%	1.103	1.104	0.1%	1.160	5.1%	1.289	11.1%	1.279	-0.8%	10.487	10.492	0.0%	11.980	14.2%	14.496	21.0%	16.062	10.8%	127.8	134.2	5.0%	142.8	6.4%	160.0	12.0%	167.0	4.4%				
St Lucie TPO		Single County	30.0	29.8	-0.7%	31.0	4.0%	33.6	8.4%	36.4	8.3%	187.4	174.0	-7.2%	166.6	-4.3%	164.8	-1.1%	164.0	-0.5%	0.967	0.956	-1.1%	0.985	3.0%	1.064	8.0%	1.128	6.0%	6.027	5.562	-7.7%	5.276	-5.1%	5.230	-0.9%	5.095	-2.6%	26.6	28.4	6.8%	26.8	-5.6%	24.0	-10.4%	26.4	10.0%				
Capital Region TPA		Multiple Counties	55.4	53.0	-4.3%	51.4	-3.0%	55.2	7.4%	53.6	-2.9%	351.8	313.6	-10.9%	278.6	-11.2%	266.2	-4.5%	258.4	-2.9%	1.299	1.249	-3.8%	1.208	-3.3%	1.271	5.2%	1.203	-5.4%	8.203	7.360	-10.3%	6.539	-11.2%	6.147	-6.0%	5.842	-5.0%	41.8	41.4	-1.0%	42.4	2.4%	44.0	3.8%	43.8	-0.5%				
River to Sea TPO		Multiple Counties, not countywide	See individual counties below									See individual counties below									See individual counties below									See individual counties below									See individual counties below												
Palm Beach MPO		Single County	131.4	127.0	-3.3%	139.6	9.9%	152.8	9.5%	158.4	3.7%	1,047.0	1,040.2	-0.6%	1,027.2	-1.2%	1,055.2	2.7%	1,079.2	2.3%	1.067	1.022	-4.2%	1.099	7.5%	1.181	7.5%	1.192	0.9%	8.493	8.369	-1.5%	8.112	-3.1%	8.203	1.1%	8.152	-0.6%	190.0	193.4	1.8%	200.8	3.8%	203.0	1.1%	203.6	0.3%				
Lake-Sumter MPO		Multiple Counties	62.0	61.2	-1.3%	64.4	5.2%	66.4	3.1%	69.8	5.1%	369.4	348.8	-5.6%	340.6	-2.4%	364.6	7.0%	430.6	18.1%	1.436	1.385	-3.6%	1.410	1.8%	1.423	0.9%	1.429	0.4%	8.571	7.879	-8.1%	7.429	-5.7%	7.742	4.2%	8.658	11.8%	37.2	39.6	6.5%	38.8	-2.0%	40.8	5.2%	43.0	5.4%				
Heartland Regional TPO		Multiple Counties	57.6	55.8	-3.1%	57.4	2.9%	60.6	5.6%	66.8	10.2%	331.2	310.4	-6.3%	299.8	-3.4%	341.8	14.0%	390.0	14.1%	2.053	1.996	-2.8%	2.025	1.5%	2.099	3.7%	2.235	6.5%	11.785	11.089	-5.9%	10.577	-4.6%	11.744	11.0%	12.899	9.8%	32.4	35.0	8.0%	33.2	-5.1%	32.4	-2.4%	33.4	3.1%				



February 19, 2019

AGENDA ITEM 5

CONSENT ITEMS PULLED FOR DISCUSSION



February 19, 2019

AGENDA ITEM 6 A

CRTPA REGIONAL MOBILITY PLAN CONSULTANT SELECTION

TYPE OF ITEM: Discussion

STATEMENT OF ISSUE

This item seeks the CRTPA Board to select a consultant for the Regional Mobility Plan (RMP) 2045 Update.

RECOMMENDED ACTION

- Option 1: Approve the Consultant Selection Committee recommendation of Kimley-Horn and Associates to perform Regional Mobility Plan 2045 Update.
- Option 2: Provide the CRTPA Chairperson, Commissioner Anthony Viegbesie, the authority to sign the negotiated contract and CRTPA Executive Director, Greg Slay, the authority to negotiate and administer the executed contract.

HISTORY AND ANALYSIS

The CRTPA is required to update the long range transportation plan (LRTP), known as the Regional Mobility Plan (RMP), every five years. The currently adopted RMP was approved by the Board in November of 2015 with the RMP 2045 Update scheduled to be adopted in November of 2020.

The Request for Proposals (RFP) was released on December 14, 2018 with a due date of January 17, 2019. The CRTPA received two (2) responses to the RFP, including:

- FuturePlan Consulting
- Kimley-Horn and Associates

CRTPA staff convened a Consultant Selection Committee (CSC) that included members from The CRTPA Board, StarMetro, the Apalachee Regional Planning Council, and two members from CRTPA staff.

The CSC met on Friday, February 1, 2019 to discuss and shortlist the proposals. The scores were averaged and ranked as follows:

- | | | |
|-------------------------------|---|---------------------------------|
| 1. Kimley-Horn and Associates | - | 130.65 points out of 150 points |
| 2. FuturePlan Consulting | - | 125.75 points out of 150 points |

The proposal score was then zeroed out moving into the presentation/interview phase to put both consulting teams on the same score level.

On Friday, February 8, 2019 the CSC met again for the second part of the selection process which was a presentation/interview with each consulting team. The presentation/interview lasted 45 minutes with the scoring including points for the presentation, understanding of project requirements, and response to question during the interview phase. These scores were as follows:

- | | | |
|-------------------------------|---|---------------------------------|
| 1. Kimley-Horn and Associates | - | 188.25 points out of 200 points |
| 2. FuturePlan Consulting | - | 166.25 points out of 200 points |

Based on these scores, the CSC is recommending approval of Kimley-Horn and Associates for the Regional Mobility Plan 2045 Update.

NEXT STEPS

Upon approval by the CRTPA Board, staff will start the negotiating process and working on the contract to begin this project.

OPTIONS

- Option 1: Approve the Consultant Selection Committee recommendation of Kimley-Horn and Associates to perform Regional Mobility Plan 2045 Update. **(Recommended)**
- Option 2: Provide the CRTPA Chairperson, Commissioner Anthony Viegbesie, the authority to sign the contract, and the CRTPA Executive Director, Greg Slay, the authority to negotiate and administer the executed contract. **(Recommended)**
- Option 3: Provide other direction.



AGENDA ITEM 6 B

EXECUTIVE DIRECTOR CONTRACT AMENDMENTS

TYPE OF ITEM: Approval

STATEMENT OF ISSUE

The recent program audit conducted by the FDOT Office of Inspector General identified an issue related to the Executive Director's car allowance. The finding was as follows:

Issue 5c - Car Allowance

CRTPA received reimbursements for a car allowance via the Executive Director's payroll compensation. The car allowance was not supported by adequate documentation to confirm its allowability.

Title 2 CFR 200.431(f) states:

That portion of automobile costs furnished by the entity that relates to personal use by employees (including transportation to and from work) is unallowable as fringe benefit or indirect (F&A) costs regardless of whether the cost is reported as taxable income to the employees.

As reflected in the Executive Director's Employment Agreement, monthly car allowance of \$250 was included as part of the Executive Director's benefits package. However, supporting documentation for the car allowance (e.g. car mileage log) could not be provided by the agency to verify its allowability. Per the employment agreement, the Executive Director was not required to maintain documentation to segregate personal (unallowable) and business (allowable) portions of the car allowance.

We recommend the district require CRTPA to:

- *Implement board review of the Executive Director's car allowance to determine if any portion of the car allowance is utilized for personal use;¹*
- *Revise the Executive Director's Employment Agreement to include additional documentation requirements for car allowance², such as mileage log, to distinguish business and personal usage; and*

¹ Title 2 CFR 200.431(f) Compensation-fringe benefits, Automobiles

- *Alternatively, consider eliminating the car allowance portion from the Employment agreement to avoid its administrative burden.*

At the February 8 CRTPA Executive Committee Meeting, members voted to recommend approval of the Employment Agreement Amendment.

Attachment 1 provides an amendment to the Employment Agreement eliminating the car allowance. As discussed that the December 18, 2018 CRTPA meeting, the current amount of the car allowance (\$3,000 per year) will be added to the Executive Director’s base salary.

RECOMMENDED ACTION

Option 1: Approve the Employment Agreement Amendment

Option 2: As desired by the Committee

ATTACHMENT

Attachment 1: Proposed Employment Agreement Amendment

² Title 2 CFR 200.403 Factors affecting allowability of costs

Amendment to Employment Agreement

THIS Amendment to EMPLOYMENT AGREEMENT (Agreement), is made and entered into on this _____ day of _____, 2016, by and between the Capital Region Transportation Planning Agency (CRTPA), and David Gregory Slay (Slay), collectively known as the “parties”.

WITNESSETH:

WHEREAS, the CRTPA employed Slay as the Executive Director of the CRTPA on _____; **and**

WHEREAS, the CRTPA provided certain benefits with said employment, and to establish certain conditions of employment of Slay; **and**

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

WHEREAS, Slay accepted the position of the Executive Director and to provide said duties to the CRTPA; **and**

WHEREAS, the parties have agreed to modify the agreement with this amendment; **and**

WHEREAS, the parties agree that this amendment to the agreement shall supersede and replace the agreement in its entirety.

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

1. RECITALS.

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

2. EMPLOYMENT OF EXECUTIVE DIRECTOR

- a) The CRTPA agreed to employ Slay as the Executive Director of the CRTPA commencing on _____ 2016. The parties further agree that should

this agreed to start date need modification, that Slay and the Chair of the board, in writing may modify said start date and that this employment agreement shall otherwise be in full force and effect.

- b) Slay shall serve at the pleasure of the CRTPA Board (Board), as modified by the terms of this agreement.
- c) The Executive Director is a Senior Management position.

3. COMPENSATION AND BENEFITS

- a) ~~The agreed to starting annual salary is one hundred five thousand (\$105,000). One hundred eight thousand dollars (\$108,000.00).~~
- b) Upon employment, Slay shall be subject to a ninety (90) day probationary period. During this probationary period, the Board, in its sole discretion, may terminate Slay and Slay shall have no recourse against the Board due to said termination.
- e) After twelve (12) months of employment, the parties agree that Slay shall be given a performance review by the Board and the Board shall perform an annually evaluation each year, thereafter.
- d) Each year, the Board, in October, shall determine if a COLA is appropriate, dependent upon the availability of funds and approval by the CRTPA Board.
- e) Slay shall receive an annual benefits allowance called Flex Bucks to help pay for benefits.
- f) As a Senior Manager, Slay will receive a cash supplement of \$60 biweekly to offset the cost of optional fringe benefits such as life and health insurance.
- g) ~~Slay shall receive a two hundred and fifty dollar (\$250.00) monthly car allowance.~~
- h) The CRTPA shall provide a cellular telephone to Slay for use related to the duties and responsibilities associated with employment by the CRTPA.
- i) ~~The parties agree that Slay shall have a City Hall parking space at no charge to Slay.~~
- j) The CRTPA shall make available to Slay the choice of the City of Tallahassee or Leon County payment, benefits or pension plan. Slay shall make the decision in the normal course of business upon employment by the CRTPA.

4. HOUSING AND MOVING EXPENSES

- a) **Housing.** Upon execution of this agreement, the CRTPA will pay for one (1) trip to Tallahassee to search for a home as well as a round-trip transportation and meals (for 3 days) for Slay and one other person.
- b) **Moving Expenses.**
 - 1) Upon execution of this agreement, the CRTPA will pay for reasonable moving expenses of Slay's normal household goods to Tallahassee. The CRTPA requires three written binding bids. The low bid shall prevail

unless there is a compelling reason not to accept the low bid, in the sole discretion of the CRTPA.

- 2) If Slay is terminated for cause or leaves the position within one year of employment with the CRTPA, all moving expenses shall be reimbursed by Slay back to the CRTPA. If Slay is terminated without cause no reimbursement is required. The parties further agree that the CRTPA is authorized to withhold any final paychecks to Slay, to satisfy the provisions of this section.

5. DUTIES AND RESONSIBILITES OF THE EXECUTIVE DIRECTOR

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

6. TERM

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

7. TERMINATION OF THIS CONTRACT

The CRTPA may terminate this contract as set forth below:

A. WITHOUT CAUSE

- 1) The CRTPA, upon a majority vote of its Board members, may terminate this contract without cause at any time, for any or no reason. If the CRTPA terminates the employment of Slay pursuant to this section, the CRTPA agrees to provide Slay two (2) months' severance pay, which shall be paid, based on Slay's salary at the time of termination. If Slay is terminated without cause, the CRTPA shall owe Slay no additional compensation other than the regular compensation due him for all time worked through and including the date of termination and any accrued annual and sick leave, shall also be paid to Slay, to the extent, it is compliant with, and allowed by, existing personnel policies. The payment(s) shall occur in the same manner and means, as if Slay were employed by the CRTPA.
- 2) If the CRTPA exercises its right to terminate without cause, it shall provide written notice of such termination to the Slay. The termination shall be effective on the date of the notice.
- 3) The parties agree that the CRTPA has not waived any rights to terminate Slay without cause, and should the CRTPA exercise its right pursuant to this section, that no additional right or causes of action shall accrue.

B. WITH CAUSE

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

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

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

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

8. RESIGNATION.

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

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

9. EVALUATION OF PERFORMANCE

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

10. OUTSIDE EMPLOYMENT

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

11. GOVERNING LAWS.

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

12. VENUE.

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

13. REMAINING PROVISIONS.

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

14. TRUTH AND ACCURACY.

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

15. ORIGINAL COPIES.

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

16. ENTIRE AGREEMENT.

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

(REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK)

By: _____

Betsy Barfield
Chair, CRTPA

By: _____

David Gregory Slay

Witness:

(Print Name)

Witness:

(Print Name)

(Print Name)

(Print Name)



February 19, 2019

AGENDA ITEM 6 C

THARPE STREET & PENSACOLA STREET TRAFFIC AND OPERATIONS ANALYSES

TYPE OF ITEM: Discussion

STATEMENT OF ISSUE

The Final Traffic and Operations Analysis Reports for Pensacola Street and Tharpe Street have been submitted to the CRTPA for review. At this time, the project consultant, RS&H, would like to provide a summary presentation of the reports to the Capital Region Transportation Planning Agency (CRTPA) Board for consideration and approval. The Final Reports have been provided as part of this agenda item as ***Attachments 1*** and ***2***.

RECOMMENDATIONS BY CRTPA COMMITTEES

The CRTPA's two (2) committees (Citizens Multimodal Advisory Committee and Technical Advisory Committee) both met on February 5, 2019 and voted unanimously with a quorum present to recommend approval of the Tharpe Street and Pensacola Street Traffic and Operations Analyses Reports.

RECOMMENDED ACTION

Option 1: Approve the Final Tharpe Street and Pensacola Street Traffic and Operations Analyses Reports.

HISTORY AND ANALYSIS

In February of 2018, the CRTPA directed its general consultant, RS&H, to initiate corridor studies for Pensacola Street and Tharpe Street, both of which are within Leon County. These corridors were identified as needing additional capacity improvements (roadway widening) in the currently adopted 2040 Regional Mobility Plan (RMP). The corridor studies were initiated to identify existing and projected future conditions along the corridor limits for Pensacola Street (Appleyard Drive to Capital Circle SW) and Tharpe Street (Ocala Road to Capital Circle, NW) and to identify potential projects to improve mobility and efficiency without major capacity expansions.

RECENT ACTIONS

Initial findings of the Tharpe Street and Pensacola Street Traffic and operations Analyses were presented to the CRTPA Board at their Board Retreat in November of 2018. Since that time, the reports and recommendations therein have been finalized and were submitted to CRTPA staff for review and consideration in January of 2019. At this time, the consultant for the project is prepared to provide a summary presentation to the CRTPA Board of the findings for each corridor study, which are briefly outlined in the next few pages.

NEXT STEPS

Following adoption of the Final Reports, CRTPA staff will share the reports and findings with the Florida Department of Transportation (FDOT) as well as local agencies and departments as appropriate in order to pursue any potential project funding or further studies. The Final reports will be published on the CRTPA webpage as well.

I. THARPE STREET CORRIDOR REPORT SUMMARY

The Tharpe Street Corridor Report identified three distinct sections along the corridor by characteristic. These sections are identified as the ***Industrial Section***, the ***Residential Section***, and the ***Sheridan Road Section***. The limits and roadway characteristics of the three sections are outlined in Table 1 below.

Table 1. Tharpe Street Section Characteristics

Section	Number of Travel Lanes	Lane Width (Feet)	ROW Width (Feet)
Industrial (East of Capital Circle NW to Mission Road)	2	12	100
Residential (Mission Road to Ivan Drive)	2	12	66
Residential (Devra Drive to West of Ocala Road)	2	12	76
Sheridan (Ivan Drive to Devra Drive)	2	12	123

Physical Deficiencies

The Tharpe Street Corridor Report identified five (5) main physical issues along the corridor that warrant addressing. These issues are as follows:

1. **Transit Accessibility** - Bus stops are not compliant with Americans With Disabilities Act (ADA), shelters and sidewalks are missing, informational materials about the stops are missing.
2. **Spot Congestion** – Spot congestion occurs as a result of frequent bus stops (including school bussing), and trash collections especially during am peak hours, without the means for traffic to maneuver safely around the congestion/delays.
3. **Lack of Bicycle and Pedestrian Facilities** – 90% of the land parcels along the corridor of Tharpe Street have no bicycle lanes or sidewalks.
4. **Desire Lanes** – “Goat Paths” showing where existing foot traffic is occurring alongside the roadway.
5. **Flooding and Runoff** - Storm water runoff is causing erosion and flooding alongside the existing roadway, further complicating the pedestrian’s quest for safe travel.

Level of Service and Crash Data

The existing intersection analysis of Tharpe Street (summarized below in the table) reveals that the ***Mission Road intersection is currently operating at a LOS “E”, which is below the adopted LOS standard considered acceptable for the peak hour.*** Based on this analysis, Capacity Improvements would be warranted.

Table 2. Existing Intersection Operation Analysis.

Intersection	AM	PM
CCNW (SR 366)	D	D
Mission Rd.	D	E
San Luis Rd./Devra Dr.	B	B
N. Ocala Rd. / Fairlane Rd.	C	D

With regard to crash data, analyses from this report show that the corridor segment (Ocala Road to Capital Circle, SW) has a crash rate of 6.14 compared to the state average of .299.

Recommended Priority of Improvement Types for the Corridor

With Tharpe Street classified as an urban minor arterial, it was recommended that priority be placed on improving/installing the following roadway features:

1. Sidewalks
2. Medians
3. Access management
4. Multimodal intersection design
5. Bicycle lanes
6. Sharrows
7. Bus pullouts
8. Bus shelters
9. Landscaping

Overall Recommendations for the Tharpe Street Corridor by Characteristic Segments

The following recommendations are proposed for the segments of Tharpe Street identified below.

A. Industrial Section Recommendations

(East of Capital Circle NW to Mission Road)

- Install 5-foot-wide concrete sidewalk with a 4 foot wide utility strip on the north side;
- Add shared lane markings (Sharrows);
- Convert Blountstown Hwy and Tharpe Street to a “T” Intersection;
- Install a Linear Park on Blountstown Hwy; and
- Install an 8-foot-wide concrete sidewalk (curb and gutter) along the east side of Blountstown Hwy.

B. Residential Section Recommendations

(Mission Road to Ivan Drive & Devra Drive to West of Ocala Road)

- Add 8-foot-wide concrete sidewalk, culvert system, and curb & gutter along north side of Tharpe Street;
- Add 8-foot-wide pedestrian bridge over central drainage system;
- Widen 10 feet along the south side of Tharpe Street for addition of medians;
- Add two Jug handle U turns;
- Install turnout bay; and
- Re-stripe east side of Tharpe Street near Ocala Road to include bike lanes.

C. Sheridan Section Recommendations

(Ivan Drive to Devra Drive)

- Add 8-foot-wide concrete sidewalk, culvert system, and curb & gutter along north side of Tharpe Street.

II. PENSACOLA STREET CORRIDOR REPORT SUMMARY

Physical Deficiencies

The Pensacola Street Corridor Report identified four (4) main physical issues along the corridor that were identified and studied. These issues are as follows:

1. **Spot Congestion** – Spot congestion occurs as uniform dismissal from classes at Tallahassee Community College (TCC) spike traffic as students and faculty begin to exit the TCC parking lot.
2. **Lighting** – A review of the crash history along the Pensacola corridor was conducted in order to identify deficiencies with respect to existing lighting infrastructure. An analysis of data pulled from 2012-2016 revealed that **17** out of **160** crashes occurred during low visibility hours (dusk, dawn, and nighttime). These incidents comprised **9.4%** of total crashes. Additionally, referencing the associated long-form crash reports for these events, none cited low visibility as a primary cause. Therefore, no improvements to existing lighting infrastructure are recommended at this time.
3. **Bottleneck** - Recent road widening has developed the section of Pensacola Street from Capital Circle SW to Blountstown Hwy as a 6-lane section, but as Pensacola Street continues east, it condenses into a 2-lane section at the bridge, creating a bottleneck. Pensacola Street continues as this 2-lane roadway transitioning to a 4-lane roadway at TCC's access point. Increased east bound traffic volumes are likely to occur due to the increased capacity of the 6-lane section of Pensacola Street. The increases in traffic volumes could intensify congestion along Pensacola Street. For this reason, the existing bottleneck is a candidate for remediation.
4. **Lack of Bicycle and Pedestrian Facilities** – Currently, the 2-lane section between Blountstown Hwy and Progress Drive lacks bike and pedestrian facilities. For this reason, cyclists and pedestrians are given no choice but to travel along grassed areas to avoid interaction with motorists. However, grassed ditches are not always made available. The bridge located in this section poses a high-risk area for pedestrians as they are given no choice but to travel on the roadway with vehicular traffic.

Level of Service and Crash Data

The existing intersection analysis is summarized in **Table 2**, on the following page, which reveals that under current conditions, all major intersections appear to be operating at acceptable LOS values for peak hour operations. Based on this analysis, there appears to be no need for major capacity improvements along the Pensacola Street Corridor.

Table 2. Existing Intersection Operation Analysis.

Intersection	AM	PM
CCSW @ Blountstown Hwy	D	D
Progress Dr.	A	C
Nina Rd.	B	C
Appleyard Dr.	D	D

Review of the Annual Average Daily Traffic (AADT) from FDOT revealed that the highest volumes of traffic for the Pensacola Corridor under study appear to be east of Appleyard Drive and west of Blountstown Hwy.

Regarding crash data, analyses from this report show that TCC's current access point on Pensacola Street reported the highest segmental crash rate. Accordingly, the intersection of Appleyard Drive and Pensacola Street experience the highest intersection crash rate within the study area of 1.74 per million vehicle miles of travel (MVMT).

Overall Recommendations for the Pensacola Street Corridor

A. Bottleneck - Widening Alternative of Bridge

- Widen Bridge adding two lanes (12' in width) and two 5-foot sidewalks for a total of 34' in widening (According to FDOT's Transportation Cost Reports (2014), the cost of construction for bridge widening falls between \$85 and \$160 per square foot. To be conservative, the value of \$160 per square foot is applied. The bridge in question is approximately 285.1' in length (according to FDOT SLD). Using the bridge's length and the total widening width, approximately 9693.4 square feet would be added to the existing structure at a cost of \$1,550,944); and
- Widen Pensacola Street at the approach tapers to make the roadway compatible with the widened bridge deck. (According to FDOT's LRE models "Adding 2 Lanes to Existing 3 Lane Undivided Arterial (1 Lane Each Side) with Center Turn Lane and 4' Bike Lanes" (in an urban setting) is approx. \$4,732,174.28 per mile. The length of roadway in question is approximately 0.634 miles in length resulting in a cost estimate of \$3,000,198.50).

NOTE: The combined/total cost estimate of widening Pensacola St. to 4 lanes and the accompanying bridge is \$4,551,142.50. However, this cost does not incorporate closing down and/or altering the CSX lines to facilitate said widening.

B. Spot Congestion - Low Cost Alternative

- Add a “Private Drive, No U-Turn” sign is to entrance(s) of Disc Village, Grainger, and/or Pepsico.

C. Spot Congestion - Comprehensive Alternative

- Reconfigure access points to TCC from Pensacola.
 - Creating a dedicated two lane entrance for TCC -- restriped to create both a left turn and right through lane;
 - Add a two-lane dedicated exit -- southwest of the Social Science Wing of TCC; and
 - Add “Do Not Enter” signs at the heads of the one-way pair to alert drivers.
- Manage access and restrict illegal movements at the existing two-way access point at TCC near the intersection at Appleyard Dr.

OPTIONS

Option 1: Approve the Final Tharpe Street and Pensacola Street Traffic and Operations Analyses Reports. **(Recommended)**

Option 2: Provide other direction.

ATTACHMENTS

Attachment 1: Final Tharpe Street Traffic and Operations Analysis Report

Attachment 2: Final Pensacola Street Traffic and Operations Analysis Report

CRTPA
TRAFFIC AND OPERATIONS ANALYSIS
THARPE STREET

January 2019

PREPARED FOR:



PREPARED BY:



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Tharpe Street

BACKGROUND

The Capital Region Transportation Planning Agency (CRTPA) identified the need for additional capacity along Tharpe Street in the 2040 Regional Mobility Plan (RMP). The RMP proposes the widening of this corridor from Ocala Road to Capital Circle Northwest from two lanes to four lanes. The purpose of this study is to investigate existing conditions along Tharpe Street and identify potential projects to improve mobility and efficiency without major capacity expansions.

Existing conditions were established using the following data sources:

Table 1. List of Data Collection Sources

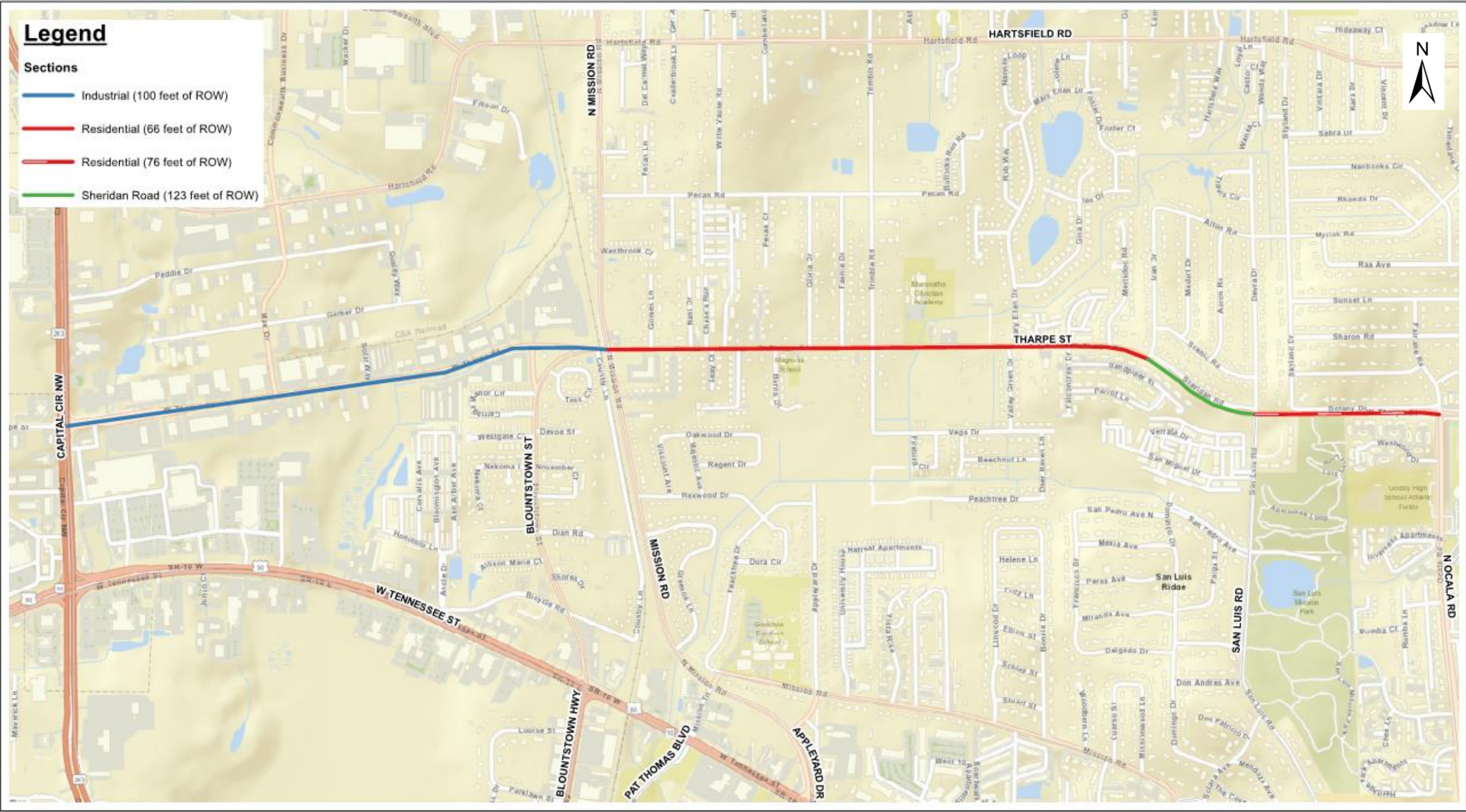
Data Source	Data Set	Dates of sources
Field Visit	Existing Issues	07-25-2018
City of Tallahassee	Operational Analysis	2017
StarMetro	Bus routes and schedules	2017
Congestion Management Plan Update (CMP)	Crash data	2012 – 2016
FDOT Transportation Data	Historical AADT (Annual Average Daily Traffic)	2012-2016
Tharpe Street Corridor Study by Kimley-Horn	Previous recommendations	2005

The corridor exhibits three distinct sections based on character and land use. These sections are identified as the Industrial Section, the Residential Section, and the Sheridan Road Section (see Figure 1). The Residential Section is divided into two sections: Mission Road to Ivan Drive and Devra Drive to west of Ocala Road. Number of lanes, travel lanes widths, and right-of-way (ROW) widths are shown in Table 2. The review of the existing conditions within the corridor resulted in the identification of five major issues and are discussed in the following sections.

Table 2. Tharpe Street Section Distinctions

Section	Number of Travel Lanes	Lane Width (Feet)	ROW Width (Feet)
Industrial (East of Capital Circle NW to Mission Road)	2	12	100
Residential (Mission Road to Ivan Drive)	2	12	66
Residential (Devra Drive to West of Ocala Road)	2	12	76
Sheridan (Ivan Drive to Devra Drive)	2	12	123

Figure 1. Project Overview



ISSUES

Issue #1 –Transit Accessibility

StarMetro serves as the public transit agency for the City of Tallahassee and Florida State University. Currently, bus stops along Tharpe Street are not compliant with the Americans with Disabilities Act (ADA) and offer limited information to passengers (see Figure 2). Current ADA compliance is only required when bus shelters and sidewalks already exist. StarMetro desires to make all public transit links adhere to current ADA standards and to provide schedule and route information, making the system more accessible and safer for all riders.

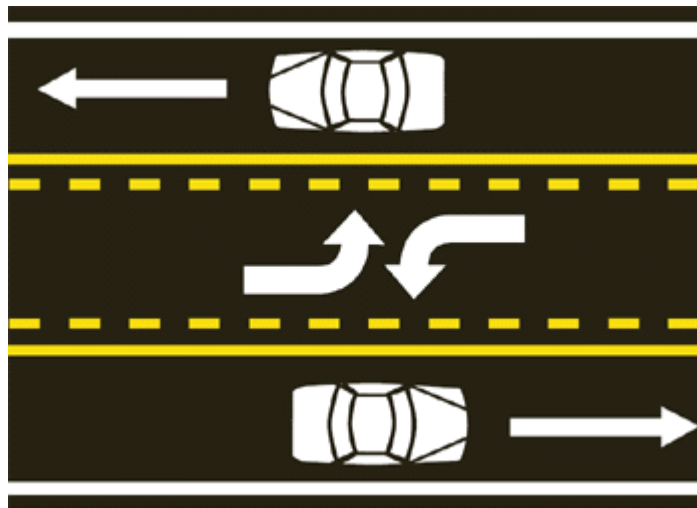
Figure 2. Typical Bus Stop Along Tharpe Street



Issue #2 – Spot Congestion

Spot congestion along Tharpe Street is primarily caused by routine traffic events such as bus pick up/drop off, trash collections, and left turn traffic. Some portions of the corridor have one through lane in each direction that is separated by a dual left turn lane (see Figure 3). Left turn traffic is especially common in the residential section of Tharpe Street where minor streets are clustered together. During routine bus stops, motorists often travel over painted medians due to the lack of maneuvering space provided by the current two-lane design as shown in Figure 4. With these left turn movements, spot congestion is especially prevalent in the residential section of Tharpe Street during peak AM/PM hours.

Figure 3. Existing Lane Design



Source: Florida Driver Handbook

Figure 4. Lack of Maneuvering Space Along Tharpe



Issue #3 – Lack of Bicycle/Pedestrian Facilities

Presently 90% of the land parcels along Tharpe Street have no access to sidewalks or bicycle facilities. For this reason, cyclists and pedestrians have no choice but to travel along grassed ditches to avoid interaction with motorists (see Figure 5). However, grassed ditches are not always made available. One area in particular, located 500 feet east of Trimble Road, poses a high-risk area for pedestrians as they are given no choice but to travel on the roadway with vehicular traffic (see Figure 6).

Figure 5. Pedestrian Travel Pattern



Figure 6. High Risk Area for Pedestrians



Issue #4 – Desire Lanes

Desire lanes are paths that result from on-going pedestrian foot traffic and can be found at multiple locations along Tharpe Street. This not only lacks pedestrian safety benefits but also uniformity throughout the corridor. Prevalence of desire lanes signify the need for sidewalks (see Figure 7).

Figure 7. Desire Lanes along Tharpe Street



Issue #5 – Flooding and Runoff

Evidence of roadside erosion can be observed throughout the corridor. Existing conditions show roadway drainage traveling to nearby roadside ditches that transports water runoff to the nearest outfall point (see Figure 8). Presently, no stormwater treatment is provided for the roadway other than the flow time in grassed ditches.

Figure 8. Slope Erosion Caused by Stormwater Runoff along Tharpe Street



ANALYSIS

Analysis Procedures

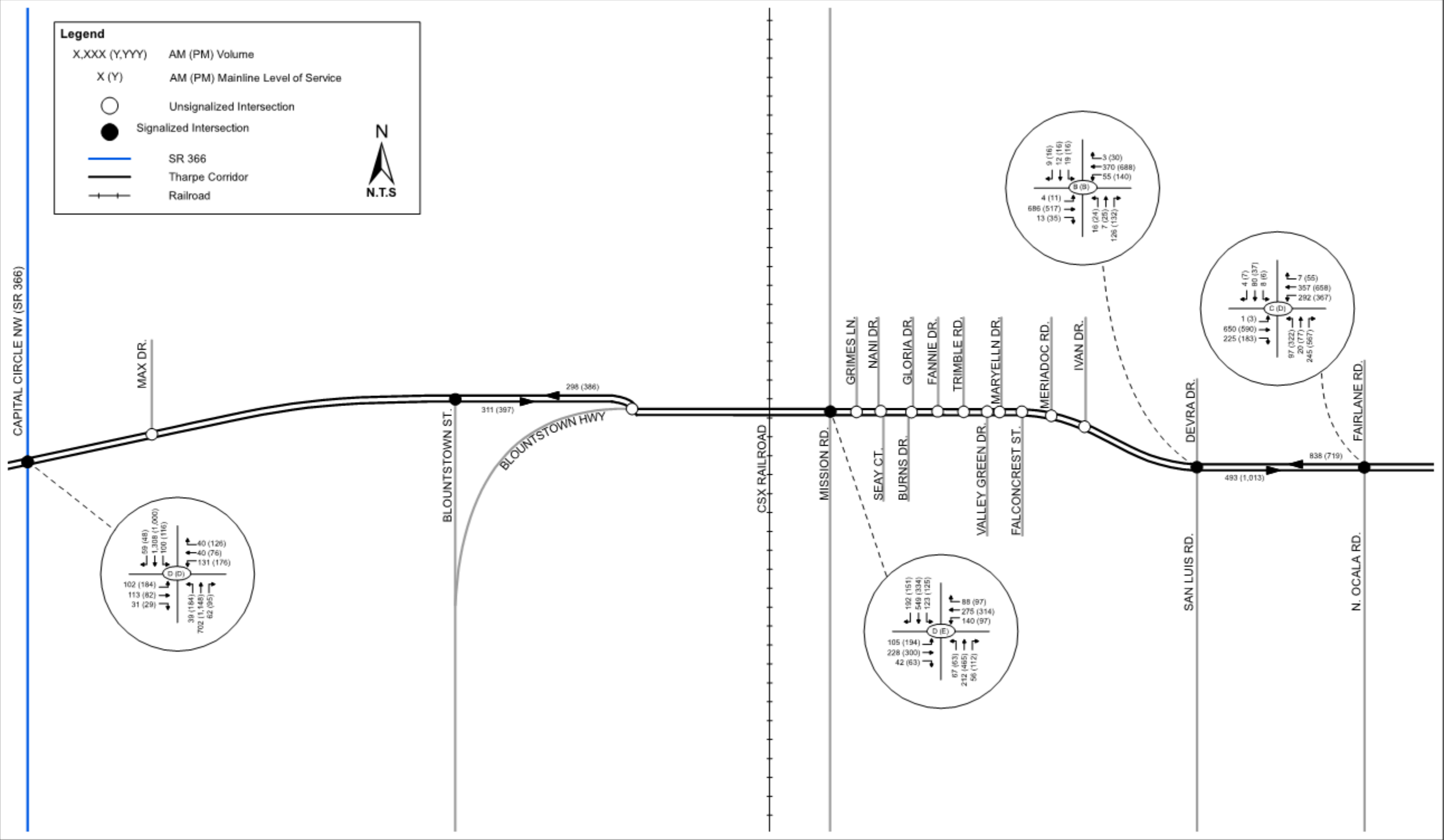
Analysis of traffic volumes is useful in understanding the general nature of traffic in an area, however, the volumes alone do not indicate the ability of the street network to carry additional traffic or the quality of service afforded by the street facilities. To fully understand the operations of the facility, Level of Service (LOS) is utilized to describe traffic performance. LOS can be measured at intersections and along key roadway segments. LOS categories are similar to report card ratings for traffic performance. LOS A, B and C indicate conditions where traffic moves without significant delays over periods of peak travel demand. LOS D and E are progressively worse operating conditions and LOS F conditions represent gridlock where demand exceeds the capacity of an intersection or roadway segment. Operational analysis for Tharpe Street was performed following the Highway Capacity Manual (HCM) 2000 methodologies using Synchro software. This was made available by The City of Tallahassee and reflects AM/PM traffic operations during October 2017.

Historical and county traffic sites provided the source of existing traffic for the Tharpe Street study area. Existing intersection analysis is summarized in Table 3 and shown in Figure 9. Under current conditions, the Mission Road intersection is not operating at an acceptable LOS for the peak hour. Mission Road operates at LOS E under existing traffic conditions, which does not meet established standards and identifies the need for capacity improvements.

Table 3. Existing Intersection Operation Analysis.

Intersection	AM	PM
CCNW (SR 366)	D	D
Mission Rd.	D	E
San Luis Rd./Devra Dr.	B	B
N. Ocala Rd. / Fairlane Rd.	C	D

Figure 9. Existing Peak Hour Volumes and Level of Service



Crash Rates

Crash rates are calculated values used in the comparison of crash experience of similar locations in the region. State agencies typically develop average crash rates for different types of intersections and roadway segment for statewide analyses. Incorporating crash rate with roadway information, such as traffic volume, aid in identifying roadway deficiencies.

Crash data was obtained from the recently updated Congestion Management Plan update. Sourced data encompassed the five-year period from 2012 to 2016. Crash data were then analyzed to determine types and locations of crashes that occurred along the corridor and at intersecting roadways. A total of 709 crashes were reported between 2012 to 2016. Of these, 333 were injury crashes, while only one reported fatality. Rear-end collisions were reported as the most common crash type in the residential section accounting for 50% total accidents. This number of rear-end collisions is likely due to driver response with the frequent spot congestion and left turning movements during AM/PM peak hours.

Currently Tharpe Street within the analysis segment has a crash rate of 6.14 per million vehicle miles of travel (MVMT). The state average for similar facilities consisting of undivided, two to three lanes with two-way traffic is 0.299.

Table 4. Tharpe Street (Ocala to Capital Circle) Crash Rate vs. State Average

	Tharpe Street	Florida's State Average
Crash Rate (MVMT)	6.14	0.299*

Source*: Florida's five-year average crash rate for 2-3 lane, 2-way, undivided roadway section.

RECOMMENDATIONS

The Street Design Priority Matrix, shown in Figure 10, is a tool used in the development of the Connections 2040 Regional Mobility Plan. This tool provides an understanding of the transportation facility elements and features and the connection to complete street components. The tool identifies priority features for different roadway classifications based on the overall character area. With Tarpe Street classified as an urban minor arterial, priority was placed on improving/installing the following roadway features:

1. Sidewalks
2. Medians
3. Access management
4. Multimodal intersection design
5. Bicycle lanes
6. Sharrows
7. Bus pullouts
8. Bus shelters
9. Landscaping

Figure 10. Street Design Priority Matrix

	Freeway	Principal Arterial			Minor Arterial			Collector			Local		
		Urban	Suburban	Rural	Urban	Suburban	Rural	Urban	Suburban	Rural	Urban	Suburban	Rural
Shared Vehicle Zone													
Multiple travel lanes	H	H	H	H	M	M	M	M	M	L	L	L	L
Width of travel lanes	H	H	H	M	H	H	M	H	H	M	L	L	L
Vehicle capacity at intersections	M	H	H	H	H	H	M	H	M	M	L	L	L
Design for large vehicles	H	H	M	M	H	M	M	M	L	L	L	L	L
Multimodal intersection design	H	H	H	M	H	H	M	H	H	M	M	M	L
Bicycle Zone													
Bicycle lanes	L	M	M	L	H	M	L	H	H	L	L	L	L
Wide lanes / paved shoulders	L	H	H	M	M	M	M	M	M	M	L	L	L
Sharrows	L	L	L	L	M	M	L	H	M	L	L	L	L
Parking/Transit Zone													
On-street parking	L	L	M	L	M	M	L	H	H	L	H	L	L
Bus pullouts	L	H	M	L	M	M	L	M	L	L	L	L	L
Green Zone													
Landscaping	H	H	H	M	H	H	L	H	H	L	H	M	L
Lighting	H	H	H	L	H	H	L	H	H	L	H	M	L
Street furniture	L	M	M	L	M	M	L	M	M	L	L	L	L
Bus shelters	L	H	H	L	H	H	L	H	H	L	L	L	L
Sidewalk Zone													
Wide sidewalks	L	H	M	L	H	M	L	M	M	L	L	L	L
Standard sidewalks	L	M	H	L	H	H	L	H	H	L	H	M	L
Multiuse Paths	L	L	M	M	M	M	L	L	M	L	L	L	L
Median Zone													
Narrow medians	L	H	M	L	H	M	L	H	M	L	L	L	L
Wide medians	H	L	M	H	L	M	H	L	M	L	L	L	L
Other Elements													
Access management	H	H	H	M	H	H	M	M	M	M	L	L	L
	H	High Priority			M	Medium Priority			L	Low Priority			

H High Priority M Medium Priority L Low Priority

Source: Connections 2040 Regional Mobility Plan

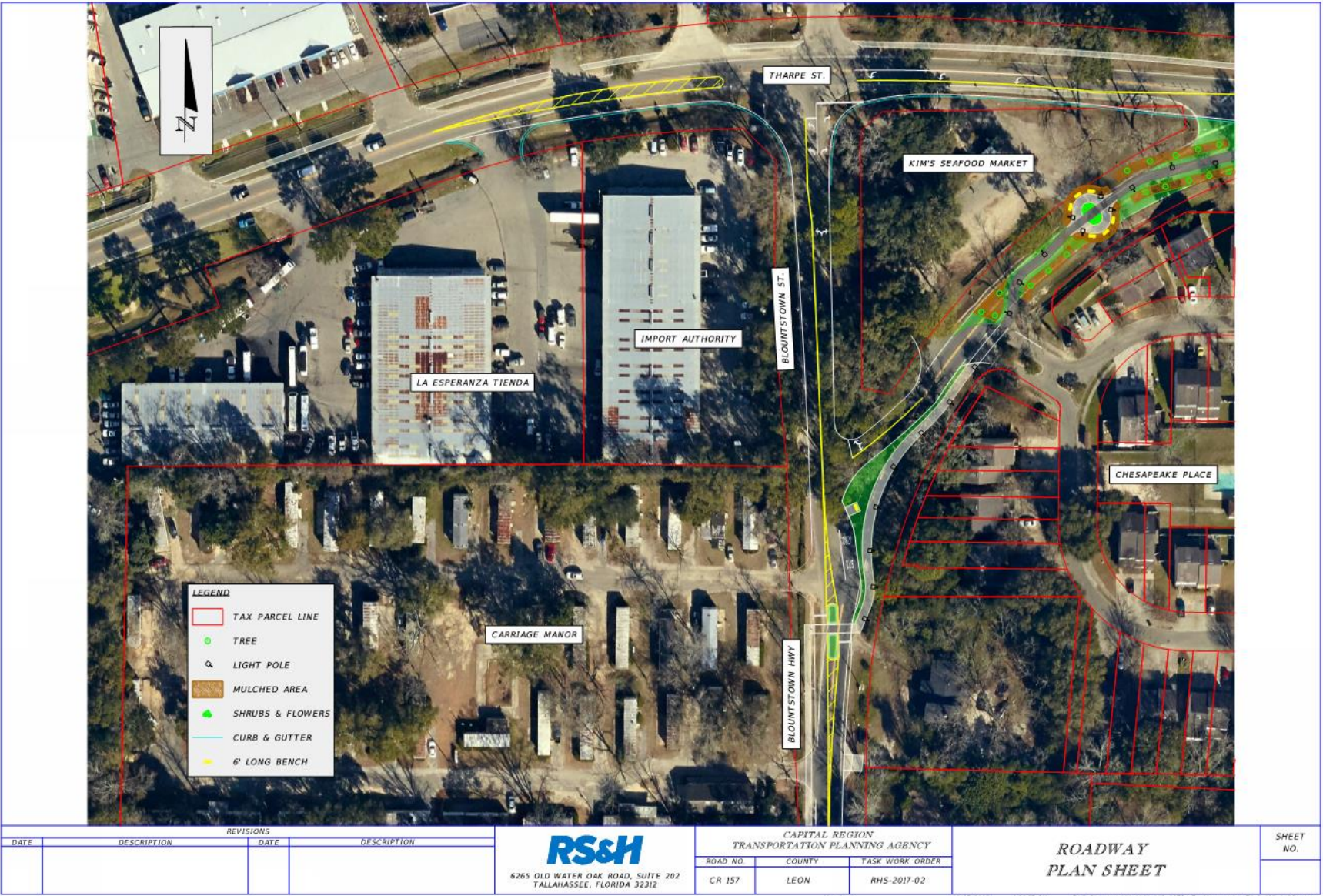
Industrial Section Recommendations

Proposed recommendations for the Industrial section of Tharpe Street:

- Install 5-foot wide concrete sidewalk with a 4-foot wide utility strip on the north side.
- Addition of shared lane markings (Sharrows).
- Conversion of Blountstown Hwy and Tharpe Street to a “T” intersection.
- Install 8-foot wide concrete sidewalk and curb and gutter along east side of Blountstown Hwy.

Figure 11 displays the recommended conversion of the Blountstown Highway and Tharpe Street intersection.

Figure 11. Blountstown Highway and Tharpe Street Intersection



Residential Section Recommendations

Proposed for the Residential section of Tharpe Street:

- Addition of 8-foot wide concrete sidewalk, culvert system, and curb and gutter along north side of Tharpe Street.
- Addition of 8-foot wide pedestrian bridge over central drainage system.
- Widen 10 feet along the south side of Tharpe Street for addition of medians from Mission Road to Trimble Road.
- Addition of two Jug handle U turns allowing U-turn for vehicles needing left turn access
- Install turnout bays.
- Re-striping east side of Tharpe Street near Ocala Road to include bike lane.

Figures 12 through 16 display the recommendations identified for this section.

Figure 12. Mission Road at Tharpe Street



Figure 13. Nani Drive to Burns Drive



Figure 14. Gloria Drive to Trimble Road

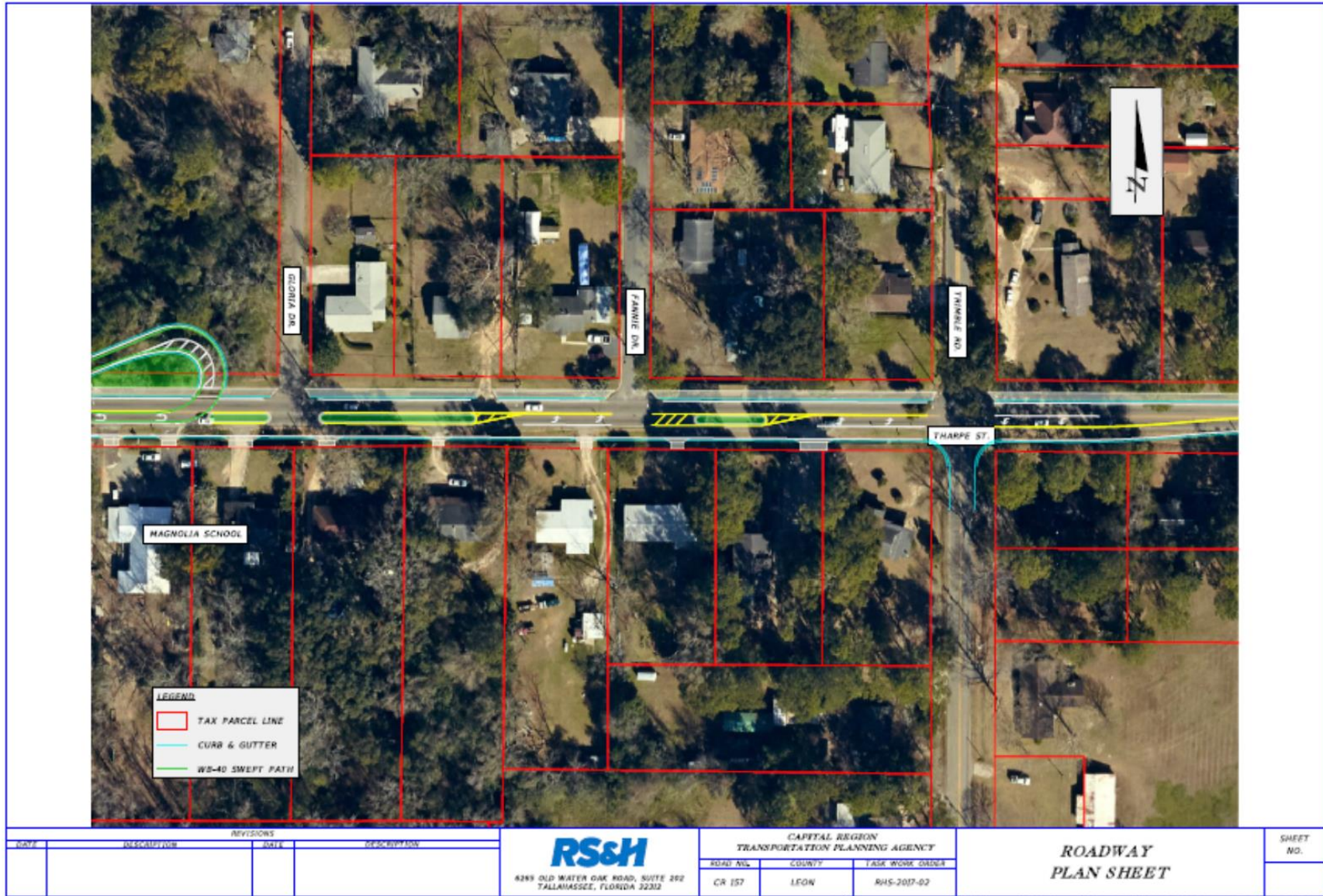


Figure 15. Pedestrian Bridge

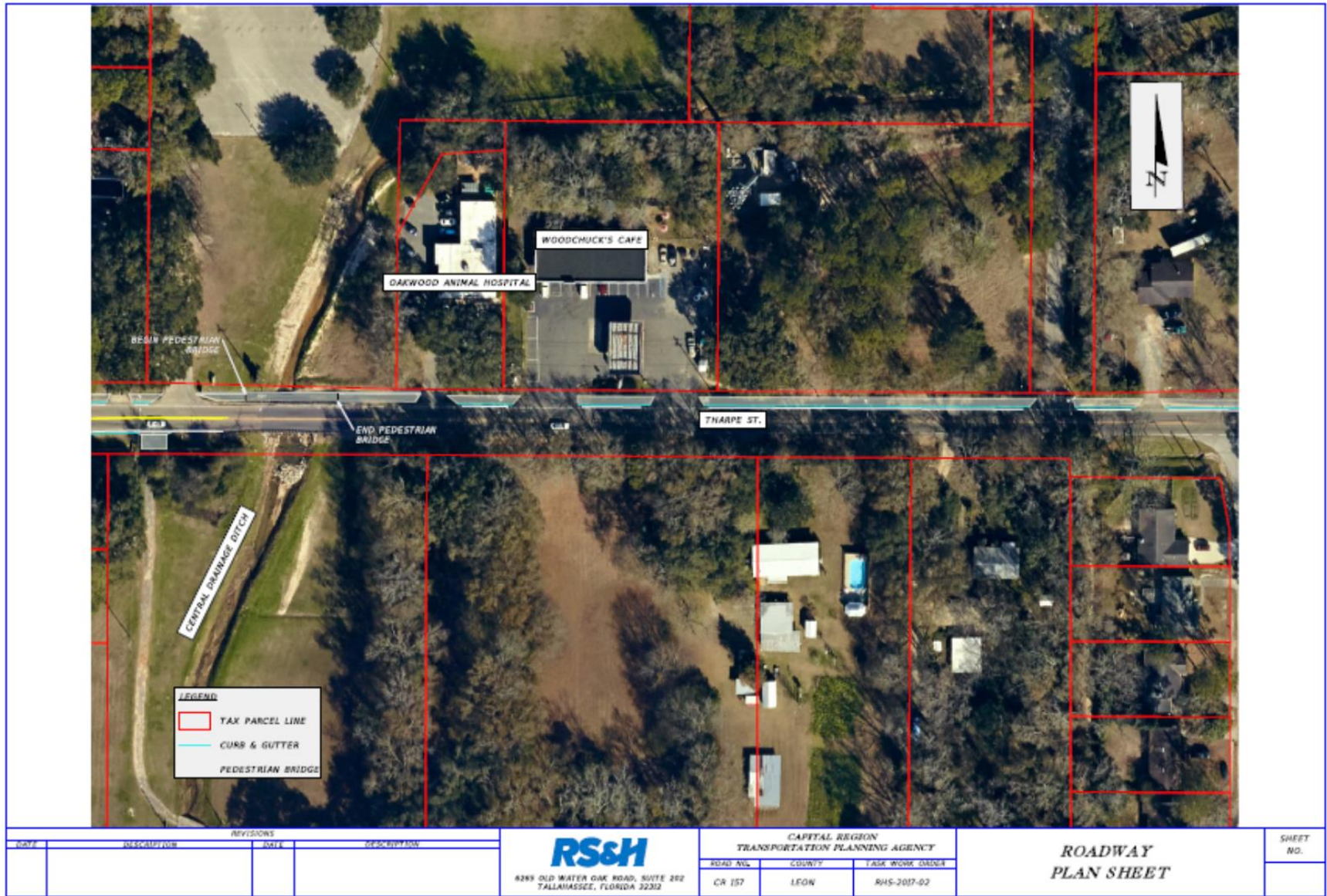


Figure 16. Valley Green Drive to Meriadoc Drive



Sheridan Section Recommendations

- Addition of 8-foot wide concrete sidewalk, culvert system, and curb and gutter along north side of Tharpe Street.

Figures 17 and 18 display the Ivan Drive and Devra Drive areas.

Figure 17. Ivan Drive



Figure 18. Devra Drive



Summary of Recommendations

Restricting allowed turning movements on the residential segments between Mission and Trimble Road may benefit traffic operations with the use of restrictive medians. By limiting the number of allowed turning movements, this segment would experience reduced crashes caused by crossover traffic from minor streets along the residential segment. Medians would eliminate spot congestion in the area by removing traffic events that block through movements. As a result, this would improve operational efficiency. Addressing the issue of congestion would have the added benefit of eliminating the need for additional lanes. Furthermore, medians provide a refuge for pedestrian crossing Tharpe Street allowing them to be more visible to drivers, hence improving pedestrian safety.

In addition to safety and operations benefits, medians would improve the appearance of Tharpe Street. With a more unified street design a better sense of community is to be expected. Further details including supporting data, project limits, pros and cons for proposed recommendations can be found in Table 5 and Table 6.

Table 5. Summary of Industrial Section Recommendations

Tharpe Street (CR 185)					
Section	Potential Improvement	Supporting Data	Pro	Con	Project Limits
Industrial	Addition of 5' concrete sidewalk with a 4' utility strip on the north	Addresses lack of Bicycle/Pedestrian facilities and runoff issue. Satisfies Street Design Priority Matrix	<ul style="list-style-type: none"> Connects sidewalk network. Improves pedestrian safety. Reduces friction associated with drivers navigating between opposing flow and pedestrians. Addresses pedestrian facility needs. Improved visibility for motorists. Encourages walking and biking 	<ul style="list-style-type: none"> Requires about 100' of gravity wall, and the extension of box culvert cross drains. 	East of Capital Circle NW to Mission Road
	Addition of shared lane markings (Sharrows)	Address lack of bicycle facilities and satisfies Street Design Priority Matrix	<ul style="list-style-type: none"> Facilitates advanced cyclists who prefer shared roadways in lieu of striped bike lanes and paths (represent about 20% of adult cyclists but account for nearly 80% of bicycle miles). Keep the road as narrow as possible 	<ul style="list-style-type: none"> May cause spot congestion from cyclists. 	East of Capital Circle NW to Mission Road
	Conversion of Blountstown Hwy and Tharpe Street to T intersection	Higher than average segmental crash rate (see Table 3)	<ul style="list-style-type: none"> Reduce conflict points that exist with current roadway geometry thus improving segmental crash rate in this area. 	<ul style="list-style-type: none"> Limits access to Kim Seafood Market and adjacent mobile home development. Requires removal of 600' of existing Blountstown Hwy roadway. Possible right of way impacts StarMetro bus routes will have to be redirected to Blountstown St. Encroaches on submitted (TAP) project --Blountstown Street Sidewalk Improvement. 	Blountstown Hwy at Tharpe St intersection
	Addition of 8' wide concrete sidewalk and curb and gutter along east side of Blountstown Hwy.	-Addresses lack of Bicycle/Pedestrian facilities and runoff issue. Street Design Priority Matrix	<ul style="list-style-type: none"> Connects sidewalk network. Improves pedestrian safety. Reduces friction associated with drivers navigating between opposing flow and pedestrians. Addresses unsightly travel walkways along corridor created by pedestrian traffic. Improved visibility for motorists. Encourages walking and biking. Control drainage and rainwater 	<ul style="list-style-type: none"> Drainage impact. Converting the open flow ditch to a closed flowing culvert system. 	Intersection of Blountstown Hwy and Blountstown Street

Table 6. Summary of Residential Section Recommendations					
Tharpe Street (CR 185)					
Section	Potential Improvement	Supporting Data	Pro	Con	Project Limits
Residential	Addition of 8' concrete sidewalk, culvert system, and curb & gutter along north side of Tharpe Street	Addresses lack of Bicycle/Pedestrian facilities and runoff issue.	<ul style="list-style-type: none"> • Connects sidewalk network. • Improves pedestrian safety. • Benefits pedestrian safety. • Addresses unsightly travel walkways along corridor created by pedestrian traffic. • Improved visibility for motorists. • Encourages walking and biking. • Control drainage and rainwater. 	<ul style="list-style-type: none"> • Drainage impact. Converting the open flow ditch to a closed flowing culvert system. 	Mission Road to Falconcrest Street
	Addition of 8' wide pedestrian bridge over central drainage system	Addresses lack of Bicycle/Pedestrian facilities	<ul style="list-style-type: none"> • Avoid extension of box culvert over central drainage ditch. • Pre-fabricated bridges are an affordable building option. • Can be quickly constructed. 	<ul style="list-style-type: none"> • Drainage impact. Converting the open flow ditch to a closed flowing culvert system. • Sign and utility pole might need to be relocated with the addition of pedestrian bridge. • Weaken as they get older. • Maintenance cost. 	Box culvert over central drainage ditch
	Widen 10' along the south side of Tharpe Street for addition of medians	Addresses lack of Bicycle/Pedestrian facilities and runoff issue.	<ul style="list-style-type: none"> • Benefits safety, and operational efficiency. • Landscaped medians prevent crossover and head on accidents, • Provide refuge for pedestrians. • Addition of turn lanes increases the capacity of the roadway. 	<ul style="list-style-type: none"> • Restricts single home owners from left turn access to their property. • Drainage impacts. Converting the open flow ditch to a closed flowing culvert system. • 12 Driveways will be impacted for residents living on this section of Tharpe Street 	Mission Road to Trimble Road
	Addition of two Jug handle U turns	Solution to accessibility issue with addition of proposed medians	Resolves accessibility issue for single homeowners unable to make left turns to their properties.	<ul style="list-style-type: none"> • Right of way acquisition is required. • Proposed recommendation encroaches three land parcels. 	At Mission Road and West of Gloria Drive
	Install turnout bays	Addresses spot congestion caused by truck traffic.	<ul style="list-style-type: none"> • Provide queue space for left turning vehicles allowing greater capacity. • Removes stopped vehicle from travel lane, reduces delay and increases vehicle capacity. • Reduced risk of rear-end crashes generally • Potential to consolidate and more clearly define StarMetro stops. • Locates riders awaiting pickup further from fast moving traffic. • Serves as safe pull off location for incapacitated vehicles. 	<ul style="list-style-type: none"> • Buses utilizing turnout may have trouble re-entering travel lane, potentially effecting StarMetro schedules. • Increased risk of sideswipe crashes. • Creates additional paving and may require right-of-way acquisition. 	West of Mission Road to West of Meriadoc Road
	Re-striping east side of Tharpe near Ocala Road to include bike lane	Evidence of desire lanes.	<ul style="list-style-type: none"> • Facilitates advanced cyclists who prefer shared roadways in lieu of striped bike lanes and paths (represent about 20% of adult cyclists but account for nearly 80% of bicycle miles). • Keep the road as narrow as possible 	<ul style="list-style-type: none"> • May cause increase congestion. 	Ocala Road to 800' West of Ocala Road

Summary of Recommendations					
Tharpe Street (CR 185)					
Section	Potential Improvement	Supporting Data	Pro	Con	Project Limits
Sheridan Road	Addition of 8' concrete sidewalk, culvert system, and curb & gutter along north side of Tharpe Street	Pedestrians and bicyclists travel through the grass alongside roadway.	<ul style="list-style-type: none">• Connects sidewalk network.• Improves pedestrian safety.• Reduces friction associated with drivers navigating between opposing flow and pedestrians.• Addresses unsightly travel walkways along corridor created by pedestrian traffic.• Improved visibility for motorists.• Encourages walking and biking.	<ul style="list-style-type: none">• Drainage impact. Converting the open flow ditch to a closed flowing culvert system.• Relocation of 9 COT Utility poles	Ivan Drive to Devra Drive

CRTPA
TRAFFIC AND OPERATIONS ANALYSIS
PENSACOLA STREET

January 2019

PREPARED FOR:



PREPARED BY:



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Pensacola Street

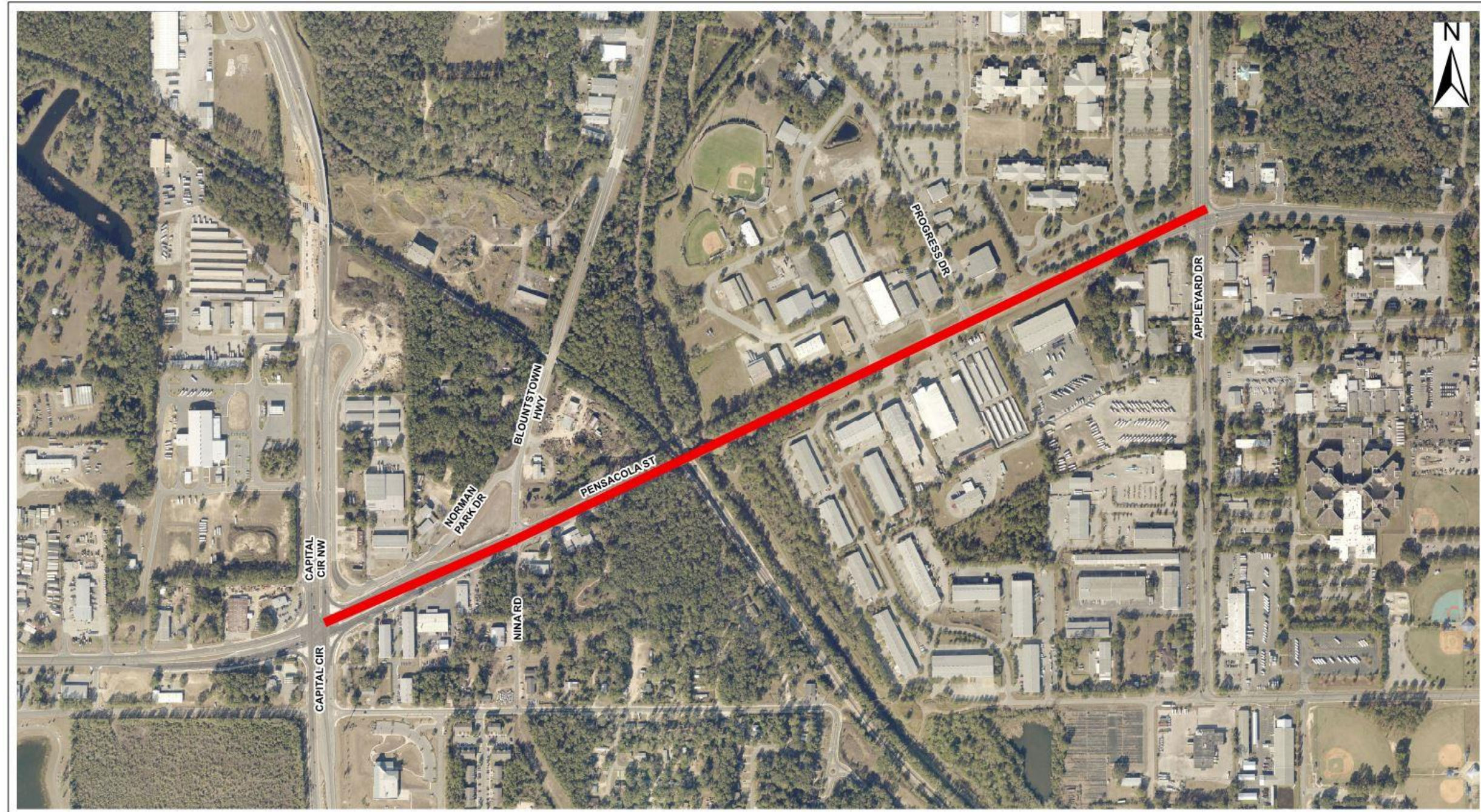
BACKGROUND

The Capital Region Transportation Planning Agency (CRTPA) identified the need for additional capacity for Pensacola Street in the 2040 Regional Mobility Plan (RMP). The RMP proposes the widening of this corridor. The purpose of this study is to investigate existing and future conditions along Pensacola Street (SR 366) and identify potential projects to improve mobility and efficiency without major capacity expansions. This study will identify potential improvements from Appleyard Drive to Capital Circle (see Figure 1). Existing conditions were established using the following data sources listed in Table 1 below:

Table 1. List of Data Collection Sources

Data Source	Data Set	Dates of sources
Field Visit	Existing Issues	07-25-2018
City of Tallahassee	Operational Analysis	2017
Congestion Management Plan Update (CMP)	Crash data	2012 – 2016
FDOT Transportation Data	Historical AADT (Annual Average Daily Traffic) report	2012 - 2016

Figure 1. Study Limits



ISSUES

Issue # 1 - Spot Congestion

Field observations report uniform dismissal from classes at Tallahassee Community College (TCC) as the primary cause of congestion along the corridor. The result is a short-term spike in traffic as students and faculty begin to exit the TCC parking lot. As congestion worsens internally, motorists tend to follow a “path of least resistance” strategy in order to exit the campus.

Figure 2 illustrates typical congestion conditions from high (red) to low (yellow). Field observations report drivers located in the southeast – Learning Commons - parking lot egress exit to the south onto Pensacola Street. Left turn movements are restricted at this location due to its proximity to the intersection at West Pensacola Street and Appleyard Drive. Despite left turn restrictions, motorists often make illegal left turns, crossing double yellow lane lines in U-turn maneuvers, utilizing private driveways to turn around. These traffic patterns exacerbate spot congestion during AM/PM peak hours.

Figure 2. Typical Congestion from TCC Campus



Issue # 2 - Bottleneck

When a road has limited physical capacity (i.e., bottlenecks), it contributes to recurring congestion according to the Federal Highway Administration (FHWA). Recent road widening has developed the section of Pensacola Street from Capital Circle SW to Blountstown Highway as a six-lane section. As Pensacola Street continues east, it narrows to a two-lane section at the bridge over the railroad, shown in Figure 3, consequently creating a bottleneck. Pensacola Street continues as a two-lane roadway transitioning into a four-lane roadway at TCC's access point.

Increased traffic volumes, an effect from the recent widening of Pensacola, will not only further exacerbate the bottleneck situation but also the spot congestion identified near the TCC campus.

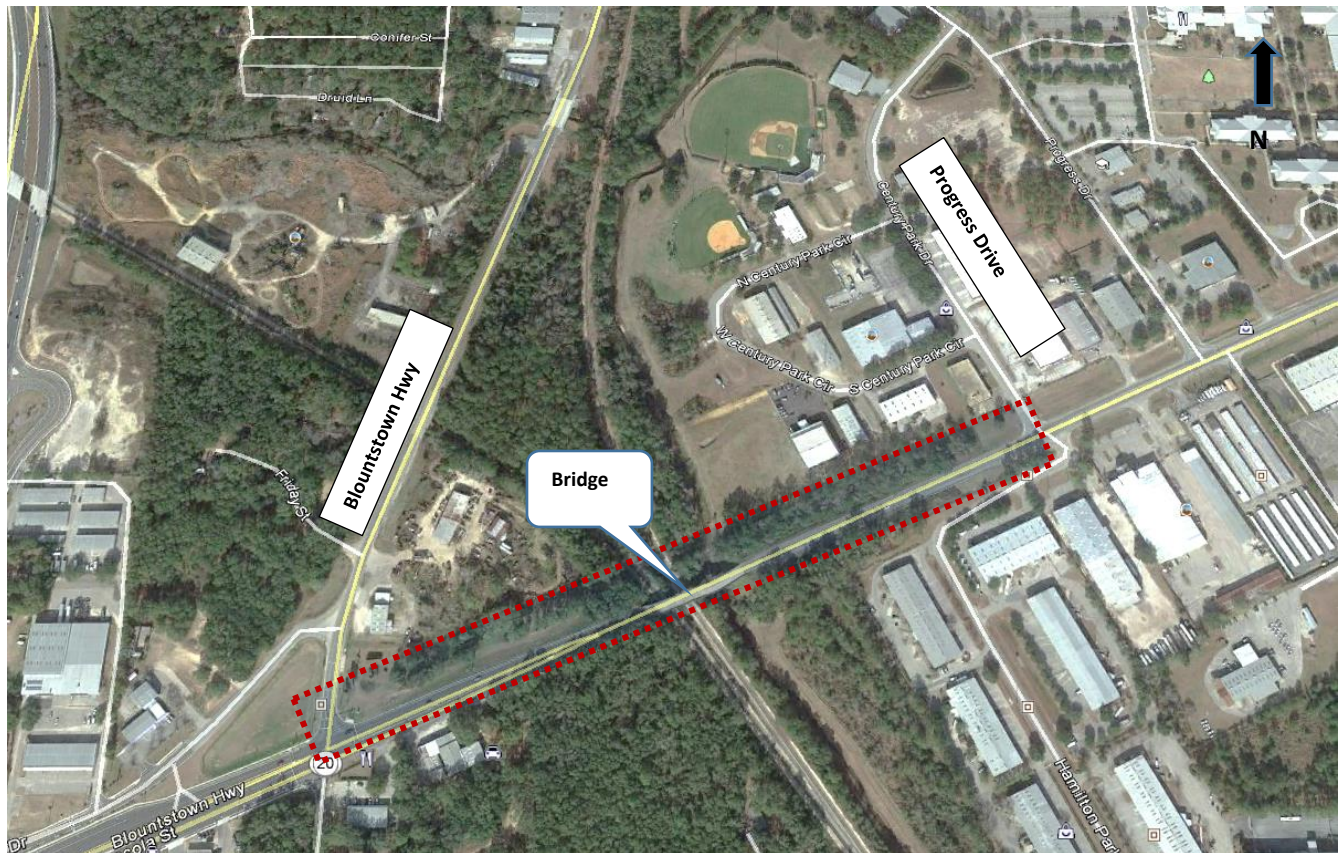
Figure 3. Bottleneck along Pensacola Street



Issue # 3 - Lack of Bicycle/Pedestrian Facilities

Currently, the two-lane section between Blountstown Highway and Progress Drive lacks bicycle and pedestrian facilities (see Figure 4). For this reason, bicyclists and pedestrians are given no choice but to travel along grassed areas to avoid interaction with motorists. However, grassed shoulders and/or ditches are not present throughout the corridor, particularly at the bridge. The lack of facilities and shoulder refuge in this area poses a high risk area for pedestrians as they are given no choice but to travel on the roadway with vehicular traffic.

Figure 4. Lack of Bicycle/Pedestrian Facilities Along Pensacola Street



ANALYSIS

Analysis Procedures

Analysis of traffic volumes is useful in understanding the general nature of traffic in an area, but by itself indicates neither the ability of the street network to carry additional traffic nor the quality of service afforded by the street facilities. To fully understand the operational capabilities of the roadway, the concept of level of service (LOS) has been applied to describe traffic performance. LOS can be measured at intersections, as well as on roadway segments.

LOS categories are similar to report card ratings for traffic performance. LOS A, B and C indicate conditions where traffic moves without significant delays over periods of peak travel demand. LOS D and E are progressively worse peak hour operating conditions and LOS F conditions represent gridlock where demand exceeds the capacity of an intersection or roadway segment. FDOT sets level of service D as the minimum acceptable level of service for peak hour operation and plans for level of service C or better for all other times of the day.

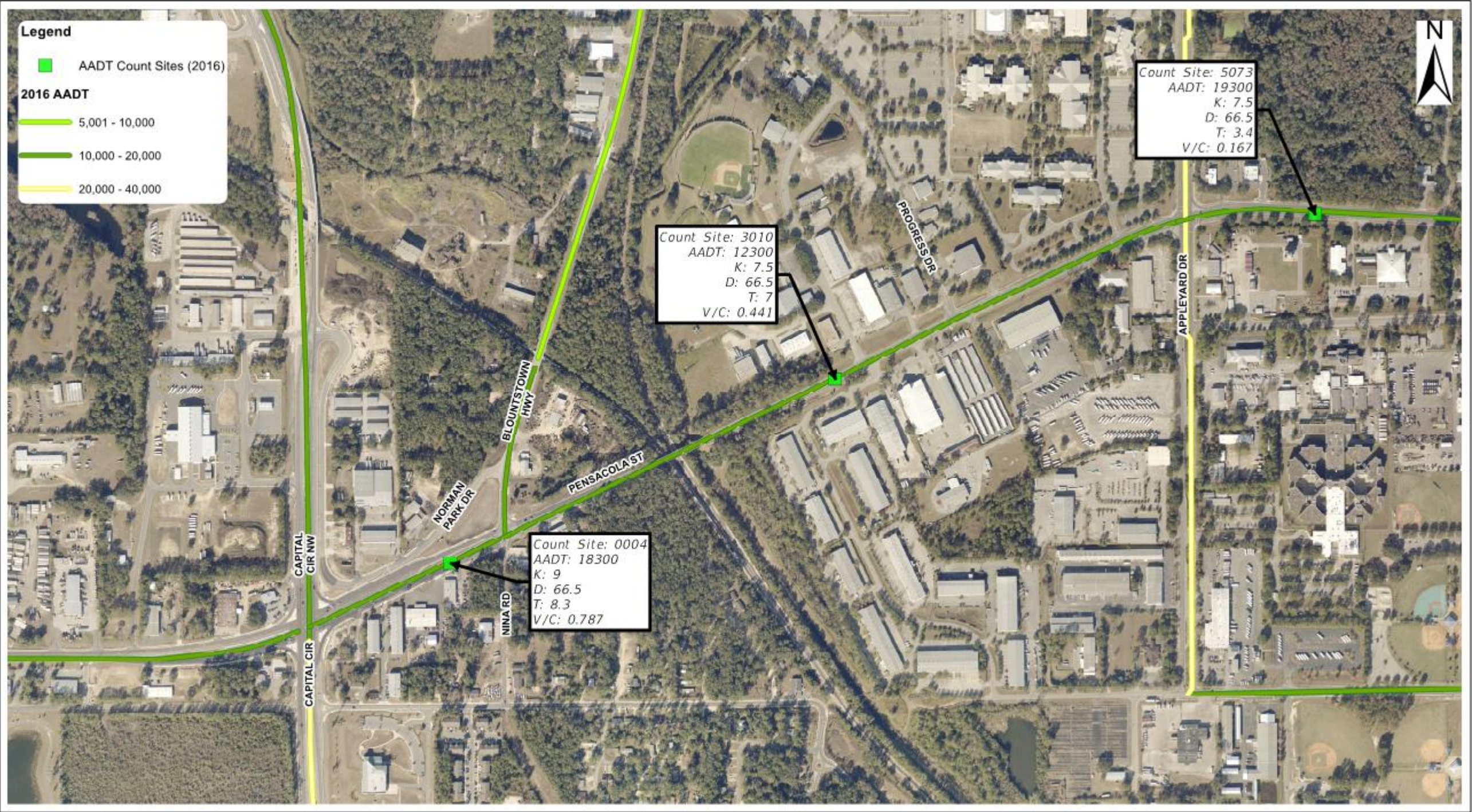
Historical traffic data and county traffic sites provided the source of existing traffic for the Pensacola Street study area. Figure 5 summarizes Annual Average Daily Traffic (AADT) from the Florida Department of Transportation traffic information. The highest traffic volumes within the study segment in 2016 are found between Blountstown Highway and Capital Circle SW, with an Average Annual Daily Traffic (AADT) of 18,300. The traffic information is displayed in Figure 5.

Operational analysis for Pensacola Street was performed following the Highway Capacity Manual (HCM) 2000 methodologies using Synchro software. This was made available by the City of Tallahassee and reflects AM/PM traffic operations during October 2017. Existing intersection analysis is summarized in Table 2. Under current conditions, all major intersections appear to be operating at acceptable LOS values for peak hour operations.

Table 2. Existing Intersection Operation Analysis.

Intersection	AM	PM
CCSW @ Blountstown Hwy	D	D
Progress Dr.	A	C
Nina Rd.	B	C
Appleyard Dr.	D	D

Figure 5. 2016 Traffic Volumes



Crash Rates

Crash rates are calculated values used to compare the crash experience of similar locations and normalize the crash data over the period of time to account for any large data anomalies. The Florida Department of Transportation develops average crash rates for intersections and for roadway segments and provide insight into identifying any safety deficiencies.

The crash data for this assessment was obtained from the recently updated Congestion Management Plan. The data period is five years from 2012 to 2016. The data was analyzed to determine the types and locations of crashes that occurred along the corridor and at intersections within the study segment.

TCC's current access point (see Figure 6) reported the highest segmental crash rate of 1.96 per million vehicle miles of travel (MVMT). The access point is also adjacent to the intersection of Appleyard Drive and Pensacola Street, an area that experiences the highest intersection crash rate within the study area at 1.74 MVMT. The state average for similar facilities consisting of undivided, two to three lanes with two-way traffic is 0.2999. Table 3 summarizes comparison results for Pensacola Street and Florida's state average.

Table 3. Pensacola Street Crash Rate vs. State Average

	Pensacola Street	Florida's State Average
Crash Rate (MVMT)	1.96	0.299*

Source *: Florida's five year average crash rate for 2-3 lane, 2 way, undivided roadway section.

The crash history along the Pensacola corridor was also assessed to identify deficiencies with respect to existing lighting infrastructure. The analysis of crash data revealed that 17 out of 160 crashes occurred during low visibility hours (dusk, dawn, and nighttime). These incidents comprised 9.4% of total crashes. Additionally, referencing the associated long-form crash reports for these events, none cited low visibility as a primary cause, therefore, no improvements to existing lighting infrastructure are recommended at this time.

Figure 6. Highest Reported Crash Rate Along Pensacola Street



Congestion Analysis Scan Results

The Federal Highway Administration maintains a database of travel information gathered from cellular and GPS units. This database, the National Performance Monitoring Research Data Set (NPMRDS) provides the information for use in network and corridor analyses. The data serves as one analysis tool and can provide insights into the operations of facilities, however, to comprehensively understand the operations of a facility, this data must be combined with other data sources, however it can provide some indication of existing issues.

According to the NPMRDS data, the westbound congestion analysis reports average travel speed between Appleyard Drive and Blountstown Hwy as 20 miles-per-hour (mph) between the AM/PM peak hours (see Figure 7). This is significantly lower than the current posted speed limit of 45 mph and similar results are reported for eastbound traffic. Figure 8 is the NPMRDS scan of the segment and graphically displays the generalized travel speed along Pensacola Street from east of Appleyard Drive to Capital Circle SW.

Figure 7. Generalized AM/PM Peak Hour Travel Speeds

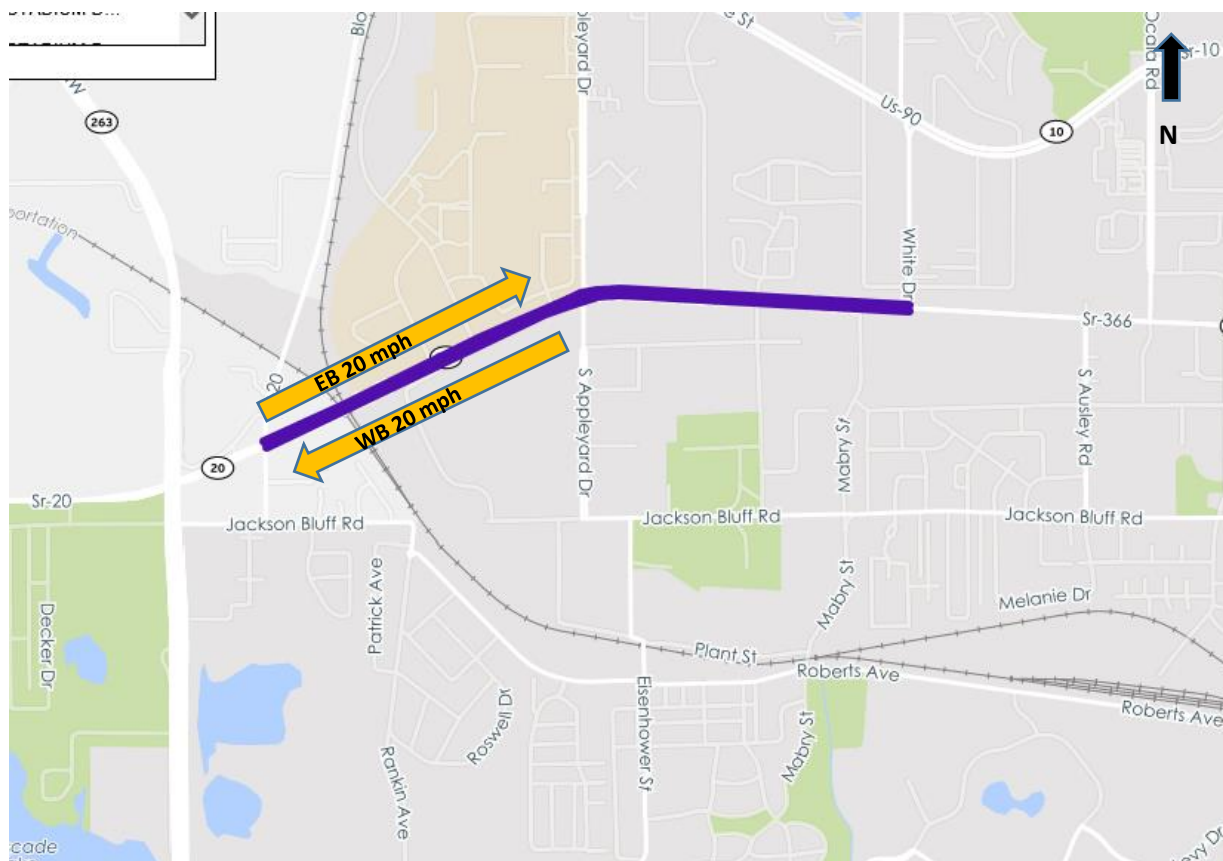
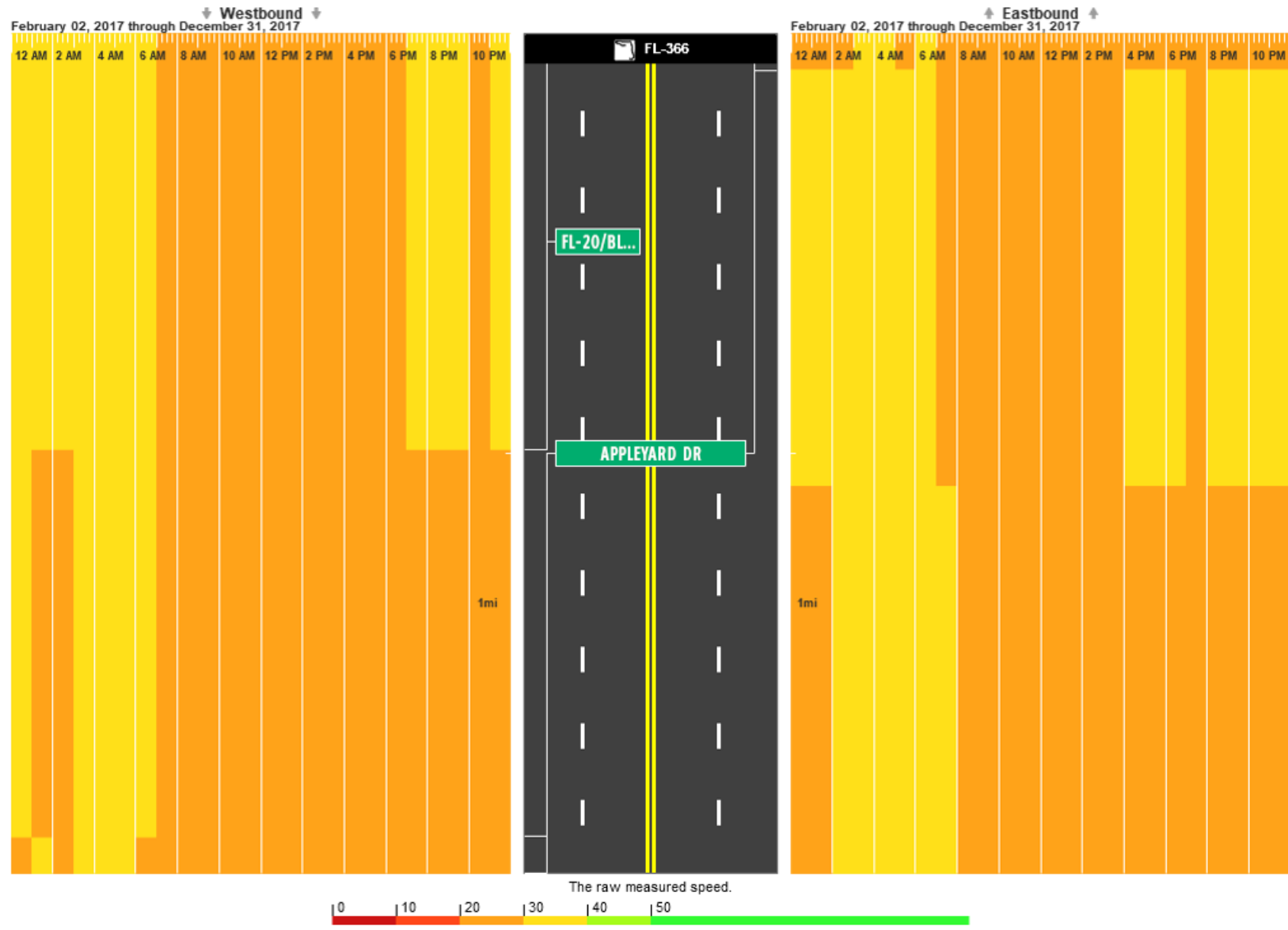


Figure 8. Pensacola Street NPMRDS Corridor Scan

Averaged by 1 hour for February 02, 2017 through December 31, 2017



RECOMMENDATIONS

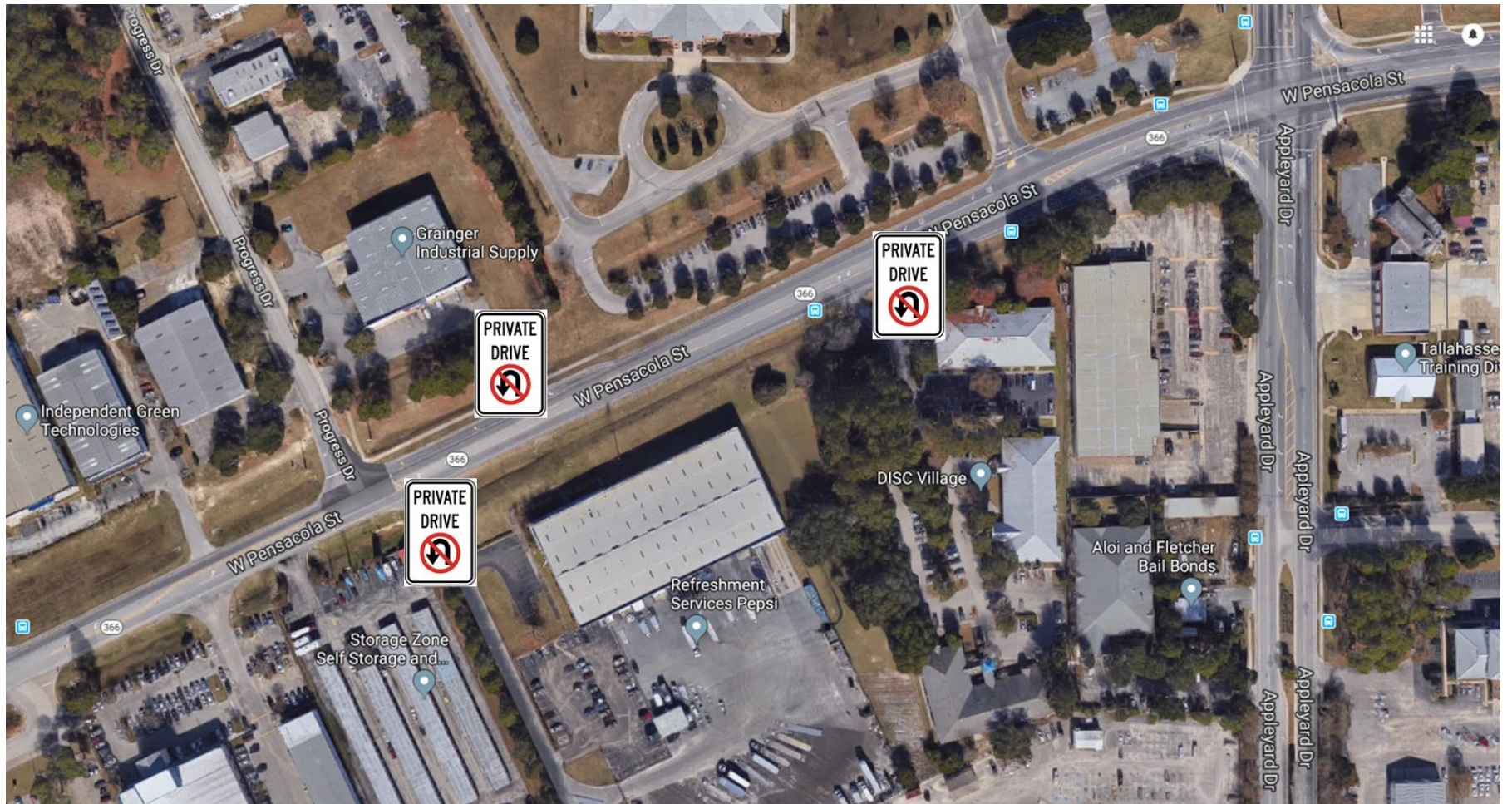
Bottleneck and Pedestrian/Bicycle Safety

In order to address the bottleneck existing at the bridge over the railroad, the bridge and the remaining two-lane section of Pensacola Street should be widened. This widening to four lanes should also incorporate bicycle and pedestrian facilities to address safety concerns for pedestrians and bicyclists on the current bridge. Coordination with CSX railroad will need to be undertaken to facilitate the widening.

Spot Congestion – “Quick Fix”

As a quick fix and low cost improvement to address one of the identified “work around” traffic movements resulting from the spot congestion at TCC, the addition of signage may deter a portion of motorists making the movement. With the consent of all parties, a “Private Drive, No U-Turn” sign is proposed to be placed at the entrances of Disc Village, Grainger, and Pepsico. Figure 9 displays the signage and locations.

Figure 9. Private Drive Signage and Locations



Spot Congestion - Comprehensive Alternative

A more comprehensive solution to the issues described regarding spot congestion involves reconfiguring the points of access to TCC from Pensacola. The first element of the proposed approach involves creating a dedicated two-lane entrance for TCC. The entrance will be restriped to create both a left turn and right through lane.

A second element involves the addition of a two-lane dedicated exit -- southwest of the Social Science Wing of TCC (see Figure 10). Locating this access further upstream from the Pensacola/Appleyard intersection allows motorists to safely make left turns eastward without affecting the queue and increasing the site distance of oncoming traffic. Minor striping changes, depicted below, will need to take place in order to guide motorists in a seamless fashion. Additionally, "Do Not Enter" signs will be warranted at the heads of the one-way pair to alert drivers who may be unaware of the scheme.

As described earlier, the highest incidence of crashes occurs at the existing two-way access point near the intersection at Appleyard Dr. Managing access and reducing illegal movements will contribute to improved safety conditions along the corridor.

Figure 10. Spot Congestion – Comprehensive Alternative



Summary of Recommendations

In order to address the issues identified in the analysis, the following recommendations have been identified.

- Widen the existing two-lane section of Pensacola and the bridge spanning the CSX railroad
- Include pedestrian and bicycle facilities in the widening project
- Addition of signage at three locations along Pensacola Street to address illegal and/or dangerous traffic movements by drivers attempting to avoid spot congestion issues
- Reconfigure the ingress/egress access from Pensacola Street to the TCC parking lots

February 19, 2019



AGENDA ITEM 7

FLORIDA DEPARTMENT OF TRANSPORTATION REPORT

TYPE OF ITEM: Information

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

February 19, 2019



AGENDA ITEM 8

EXECUTIVE DIRECTOR'S REPORT

TYPE OF ITEM: Information

A status report on the activities of the Capital Region Transportation Planning Agency (CRTPA) will be provided.



February 19, 2019

AGENDA ITEM 9 A

FUTURE MEETINGS

TYPE OF ITEM: Information

The Capital Region Transportation Planning Agency will meet on the following remaining dates, times and locations in 2019**:

Meeting Date	Meeting Type	Location
March 19	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:30 pm
April 16	Retreat/Workshop	TBA 9:00 AM-1:00 PM
May 21	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:30 pm
June 17*	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:30 pm
September 17	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:30 pm
October 14*	Retreat/Workshop	TBA 9:00 AM-1:00 PM
November 19	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:30 pm
December 17	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:30 pm

* Indicates Monday Meeting



AGENDA ITEM 9 B
COMMITTEE ACTIONS
(CITIZEN'S MULTIMODAL ADVISORY COMMITTEE & TECHNICAL ADVISORY COMMITTEE)

TYPE OF ITEM: Information

STATEMENT OF ISSUE

This item provides information to the Capital Region Transportation Planning Agency (CRTPA) on the activities of the Citizens Multimodal Advisory Committee (CMAC) and the Technical Advisory Committee (TAC).

TAC and CMAC: The CMAC and TAC each met on Tuesday, February 5, 2019, and took action on the following items:

- **2019 Committee Chair and Vice-Chair**
 - **TAC Action:** Recommended approval unanimously with a quorum to appoint Ryan Guffey as Chair, and Andrea Rosser as Vice-Chair.
 - **CMAC Action:** Recommended approval unanimously with a quorum to appoint Mary Kay Falconer as Chair, and Wanda Carter as Vice-Chair.
- **CRTPA Committee Calendar for 2019**
 - **TAC Action:** Recommended approval unanimously with a quorum.
 - **CMAC Action:** Recommended approval unanimously with a quorum.
- **CRTPA Safety Targets and Performance Measures Update**
 - **TAC Action:** Recommended approval unanimously with a quorum.
 - **CMAC Action:** Recommended approval unanimously with a quorum.
- **Pensacola Street and Tharpe Street Traffic and Operations Analyses**
 - **TAC Action:** Recommended acceptance unanimously with a quorum.
 - **CMAC Action:** Recommended acceptance unanimously with a quorum.



February 19, 2019

AGENDA ITEM 10

ITEMS FROM MEMBERS