



CRTPA BOARD

MEETING OF MONDAY, JUNE 17, 2024 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

Citizens wishing to provide input at the CRTPA meeting may:

- (1) Provide comments in person at the meeting. Speakers are requested to limit their comments to three (3) minutes; or
- (2) Submit written comments prior to the meeting at <http://crtpa.org/contact-us/> by providing comments in the "Email Us" portion of the page before 5:00 p.m. on **Friday, June 14** This will allow time for comments to be provided to CRTPA members in advance of the meeting. Comments submitted after this time (up to the time of the meeting) will be accepted and included in the official record of the meeting; or
- (3) Provide live comments during the meeting virtually by registering before 5:00 p.m. on **Friday, June 14** at <http://crtpa.org/contact-us/> and noting your desire to provide comments via video in the "Email Us" portion of the page along with the agenda item or issue your wish to discuss. You will be contacted by CRTPA staff and provided with a link to virtually access the meeting and provide your comment during the meeting. Speakers are requested to limit their comments to three (3) minutes.

The public is invited to view the meeting's live broadcast on <https://www.talgov.com/cotnews/wcot.aspx> or Comcast Channel 13 (WCOT-13).

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.

"Public Participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who require special accommodations under the Americans With Disabilities Act, or persons who require translation services (free of charge) should contact the CRTPA Title VI Coordinator, Suzanne Lex, four days in advance of the meeting at 850-891-8627 (Suzanne.Lex@crtpa.org) and for the hearing impaired, telephone 711 or 800-955-8771 (TDY)."

"La participación pública se solicita sin distinción de raza, color, nacionalidad, edad, sexo, religión, discapacidad o estado familiar. Las personas que requieran adaptaciones especiales en virtud de la Ley de Americanos con Discapacidades, o las personas que requieran servicios de traducción (sin cargo) deben comunicarse con Suzanne Lex, CRTPA Coordinadora del Título VI, al 850-891-8627 (Suzanne.lex@crtpa.org) y para las personas con discapacidad auditiva, teléfono 711 o 800-955-8771 (TDY) cuatro días antes de la reunión.

1. CALL TO ORDER AND ROLL CALL**2. AGENDA MODIFICATIONS****3. PUBLIC COMMENT ON ITEMS NOT APPEARING ON THE AGENDA**

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

4. CONSENT AGENDA

- A. Minutes of the May 21 CRTPA Meeting**
- B. CRTPA Attorney Contract Extension**

5. CONSENT ITEMS PULLED FOR DISCUSSION**6. ROLL CALL VOTE AGENDA ITEMS****A. Fiscal Year (FY) 2025– FY 2029 Transportation Improvement Program (TIP) Adoption**

The FY 2025 – FY 2029 TIP reflecting the projects that have received funding in the Florida Department of Transportation Work Program has been developed for Board adoption.

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

This item seeks Board adoption of an amendment to the FY 2024 – FY 2028 Transportation Improvement Program (TIP) to include the following projects:

- StarMetro Section 5339 Low or No Emission Grant: Provides FY 2023 FTA money in the amount of \$8,004,790 and the City of Tallahassee match in the amount of \$2.4 million to fund StarMetro's Rolling Stock Project. This funding replaces four 35' and four 40' diesel buses with battery electric buses of the same size. (Leon County)
- StarMetro Section 5339 Capital Items Project: Provides FY 2023 FTA funding in the amount of \$12,366,002 and the City of Tallahassee local funding match in the amount of \$1,511,546 for the design, construction, and installation of Phase One of the Charging Infrastructure at the Appleyard facility, along with funding for workforce development. (Leon County)
- SR 366/Pensacola Street from the Railroad Overpass to SR366/Stadium Drive: Provides \$14,483,177 in federal, state, and local funding in FY 2025 for the resurfacing of Pensacola Street. (Leon County)

7. 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. Fiscal Year (FY) 2026 – FY 2030 Project Priority Lists (PPLs)

The FY 2026 – 2030 Project Priority Lists has been developed for Board adoption. The following lists have been developed for Board approval:

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

B. CRTPA Public Involvement Plan Update

This item seeks approval of the CRTPA’s updated Public Involvement Plan.

8. FLORIDA DEPARTMENT OF TRANSPORTATION REPORT

A status report on FDOT activities will be provided.

9. EXECUTIVE DIRECTOR’S REPORT

A status report on CRTPA activities will be provided.

10. CRTPA INFORMATION

A. Future Meeting Dates (Next Board Meeting Monday, September 16, 2024)

B. CRTPA Committee Actions

11. 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.

June 17, 2024



AGENDA ITEM 4 A

MINUTES

TYPE OF ITEM: Consent

The minutes from the May 21, 2024, CRTPA Meeting are provided as ***Attachment 1***.

RECOMMENDED ACTION

Option 1: Approve the minutes of the April 16, 2024, CRTPA Meeting.

ATTACHMENT

Attachment 1: Minutes of the May 21, 2024, CRTPA Meeting



CRTPA BOARD

MEETING OF TUESDAY, MAY 21, 2024, AT 1:30 PM

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

Meeting Minutes

Members Present:

Commissioner Messersmith, Chair, Wakulla County
Commissioner Williams-Cox, Vice Chair, City of Tallahassee
Commissioner Hosford, Jefferson County
Commissioner Goldwire, Gadsden Municipalities
Commissioner Nesmith, Gadsden County
Commissioner Maddox, Leon County
Commissioner Minor, Leon County
Commissioner Matlow, City of Tallahassee
Commissioner Richardson, City of Tallahassee

Staff Present: Greg Slay, CRTPA; Jack Kostrzewa, CRTPA; Greg Burke, CRTPA; Suzanne Lex, CRTPA; Yulonda Mitchell, CRTPA; Bryant Paulk, FDOT

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 1:35 pm with a roll call and a quorum present.

2. AGENDA MODIFICATIONS

3. PUBLIC COMMENT ON ITEMS NOT APPEARING ON THE AGENDA

4. CONSENT AGENDA

- A. Minutes of the April 16, 2024, CRTPA Meeting**
- B. FDOT 2023 Joint Certification of the CRTPA**
- C. Unified Planning Work Program**

Board Action: Commissioner Minor made a motion to approve the consent agenda as presented. Commissioner Williams-Cox seconded the motion. The motion was unanimously passed.

5. **CONSENT ITEMS PULLED FOR DISCUSSION**

6. **ROLL CALL VOTE AGENDA ITEMS**

- None

7. **CRTPA ACTION**

A. CRTPA Take the Safe Route – Safe Access to School Study

This item provided an update on efforts associated with the CRTPA’s school safety study.

Mr. Burke stated the School Study was kicked-off at the January 2024, CRTPA Retreat and noted the study has moved forward since the retreat. He introduced the consultant, Lindsay Slutterback, Kimley Horn and Associates.

Ms. Slutterback provided background on the Take the Safe Route Study. She explained the study was aimed at ensuring students have a safe route to walk or bike to school and encourage a culture of walking and biking.

Ms. Slutterback explained the project was divided into two phases. She further explained the first phase included stake holder meetings, data collection, prioritization and identification of ten schools to further evaluate. Ms. Slutterback stated that during phase 2, student travel tallies and site visits will be conducted at the identified schools.

Ms. Slutterback discussed the analysis, prioritization and methodology used for the study. She stated the initial analysis that included geographic information system (GIS) based prioritization using school zone attendance, hazardous walking conditions, bike/ped crash data, socioeconomic and demographic data and other school related factors. Ms. Slutterback noted these were given value points to provide a score for each school with the highest score available of 20 points.

Next, she provided information on the preliminary schools identified and discussed that the next step involved conducting a desktop review. This review provided a further evaluation of the schools and used data related to residential density, existing bike/ped facilities, sidewalk connectivity, signage, and lighting. Ms. Slutterback discussed the final list of 12 schools within the region. She stated the next step (phase 2) included site visits to the final 12 schools for evaluation of existing conditions. She explained the purpose of the site visits was to identify needs for improvements to assist students with walking or biking to school. The visits evaluated the roadways, sidewalks, pavement markings and student movement patterns and initial observations identified safety concerns including the opportunity for

improved crosswalks. Ms. Slautterback noted the presence of school crossing guards was a major benefit and a good resource for information and feedback. Ultimately, she noted that the development of the final report will include the identification of potential improvements including small quick build projects and cost estimates for the improvements. She stated the final report will also include travel tallies and surveys.

Commissioner Richardson discussed the school zone at Nims and stated he observed a staff member of the school assisting students cross. He noted that vehicles still roll through the lighted cross walk instead of stopping for students to cross. Commissioner Richardson asked if the newer schools being built with safe routes in mind and noted most schools on the priority list were older schools. Ms. Slautterback explained the data used included crash data, socioeconomic data along with stakeholder feedback and locations and noted it was possible because the newer schools are being built with the facilities. Commissioner Nesmith discussed the new school in Gadsden County and asked if there was any coordination with Gadsden County Schools. Ms. Slautterback stated the crossing guard at Shanks Middle School (Quincy), provided information on the new school. Mr. Burke stated that the Gadsden County stakeholder committee for the project included Gadsden County Schools staff. Commissioner Richardson noted the City of Tallahassee Commission voted on an initiative to install cameras in the school zones in the city with the hopes of slowing down traffic and hopefully with the combined efforts the students will be kept safe.

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

B. Public Involvement Plan (PIP) Update

A discussion on the CRTPA's update to the PIP was provided.

Ms. Lex provided information on the Public Involvement Plan (PIP) Update. Ms. Lex stated as a part of this update, the ability to use a mobile device to review the information should be a big consideration because more citizens are accessing information from their mobile devices. She outlined the formal review schedule for the PIP update. She noted the comment period was open and there will be a 45-day comment period required by federal code. Ms. Lex stated comment period will close on June 17, 2024 when the PIP is presented to the Board for final approval. Ms. Lex provided an overview of the Federal code requirements and explained that Federal Code and Florida State Statute requires that MPOs conduct public involvement and have a Public Involvement Plan. Requirements include providing reasonable opportunities for all parties to participate and comment on MPO planning products. In the updated PIP public participation during regularly scheduled meetings provides a 7-day notice on all Committee Meetings and Board Meetings agenda items. She further explained another requirement relates to non-discrimination, and noted access to information, environmental justice and the requirement to review policies to identify inequities in the transportation planning process. Ms. Lex stated under Florida State Statutes, meetings have to be conducted according to the Sunshine Law which also requires meetings to be open to the public and to have records/minutes available to the public upon request. She explained when public meetings are held at the local schools, meetings are held after school hours and while children are not present as a part of the

Jessica Lunsford Act. Ms. Lex stated as a part of the major update, the plan has been revised to streamline the information on meetings, plans and programs on one page and noted the update includes information on Executive Committee and emergency meetings. Ms. Lex explained the goals to inform, involve, engage and collaborate. She noted the evaluation of engage strategies and techniques will be ongoing with an annual review and summary report. Ms. Lex explained the update to Title VI processes and forms will be presented separately for Board approval at the June 17, 2024, meeting and will become an appendix to the PIP. Employing visualization techniques is also an important component of the PIP and graphics will be incorporated in the final PIP. Ms. Lex noted the next steps after adoption, includes reformatting of document to include graphics by a consultant; any additional strategies and tools to incorporate innovative techniques and noticed as a minor update the PIP with another 45-day comment period.

Commissioner Williams-Cox asked what happens if the PIP was not adopted at the June Board meeting. Ms. Lex explained the document could be on the September agenda or an Executive Committee meeting could be scheduled to adopt the document.

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

8. FLORIDA DEPARTMENT OF TRANSPORTATION REPORT

A status report on FDOT activities was provided. Mr. Paulk provided information on changes to the Strategic Intermodal System (SIS) in the region as requested by the CRTPA. He outlined the additions and removals and noted that US 27 (I-10-Florida/Georgia state line) and Capital Circle, NE, and SE (Thomasville Road South/Southwest to the Airport) were added to the SIS and noted this corridor would now be the new Airport connector. Mr. Paulk stated that segment of Capital Circle from the Tallahassee International Airport north to I-10 has been removed from the SIS. Lastly, he discussed Crawfordville Road and noted that the Department would continue to seek opportunities for funding to move the corridor forward. Mr. Slay added the other addition that was requested be added to the SIS was Capital Circle NW (US 27 to I-10) and noted that although the Department didn't grant the request at this time Central Office would reconsider in the future. Mr. Slay noted the reasoning behind this request was the anticipation of the Amazon facility which currently remains inactive. He noted if that facility becomes active, CRTPA would request reconsideration of that corridor in the SIS. Mr. Slay noted that SIS facilities receive most of the funds from FDOT.

Commissioner Richardson asked for an update on Orange Avenue. Mr. Paulk stated that project was currently under the design phase and explained the plans are almost at 60% completion and that funding for right-of-way and construction is being sought. Mr. Slay noted the segment under the design phase for Orange Avenue was Monroe Street to Cypress Road.

Commissioner Williams-Cox ask if there was collaboration with Blueprint Intergovernmental Agency (BPIA) on the Airport gateway. Mr. Paulk noted that the FDOT was coordinating with BPIA.

9. EXECUTIVE DIRECTOR'S REPORT

A status report on CRTPA activities was provided. Mr. Slay stated the Safe Streets for All (SS4A) grant application was submitted for North Monroe Street and that the announcement (approving or denying) was anticipated in October of this year. Mr. Slay noted there would be a helmet fitter training on June 21, 2024, 10 am - 12 pm at the Frenchtown Renaissance Center, 435 N. Macomb Street.

10. CRTPA INFORMATION

A. Future Meeting Dates (Next Board Meeting: Monday, June 17, 2024)

B. CRTPA Committee Actions

11. ITEMS FROM CRTPA BOARD MEMBERS

Commissioner Messersmith thanked the CRTPA for the recent helmet fitter training in Wakulla County as well as providing assistance with the community event that was also held in Wakulla County.

Commissioner Minor thanked CRTPA and everyone involved in submitting the North Monroe Street SS4A grant application. Commissioner Minor noted that at the last BPIA workshop, the plan was adopted for Blueprint to provide the 20% match required for the grant and would be finalized when the budget gets adopted.

Commissioner Maddox asked about Crawfordville Road. He noted that at the last Leon County Board meeting, Commissioner Proctor stated this corridor should be an evacuation route. Mr. Slay noted the FDOT has funded about \$6 million in FY 26- FY 27 for ROW acquisition and the next step would be construction funding. He also noted that at the June 17, 2024, Board meeting the CRTPA is scheduled to adopt its annual priorities.

12. ADJOURNMENT

The meeting was adjourned at 2: 15 pm.

June 17, 2024



AGENDA ITEM 4B

CRTPA ATTORNEY CONTRACT

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

This item seeks a one-year extension of the CRTPA’s legal contract with the Williams Law Group, P.A.

BACKGROUND AND ANALYSIS

The agreement for legal services with the Williams Law Group, P.A. was executed in September of 2021 and most recently amended in September 2023. The initial contract with the Williams Law Group, P.A. was for a two-year term and includes an option to extend the agreement for one year. The contract extended in September 2023 making the current contract expiration date of September 2024.

Pursuant to Section 6 of the agreement, the contract may be amended from time to time and “the three years under this Agreement shall be for a two-year term with one, one year option to extend and further provided that funding approval by the CRTPA Board is obtained prior to renewal.”

The proposed extension would expire in September 2025.

OPTIONS

Option 1: Approve an extension to the legal services agreement with the Williams Law Group, P.A.
(Recommended)

Option 2: Provide other direction.

ATTACHMENT

Attachment 1: Legal Services Agreement with the Williams Law Group, P.A., (with the proposed contract extension included on last page)

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT for Professional Legal Services is entered into this 13th day of September, 2021, by and between the Capital Region Transportation Planning Agency, ("CRTPA") and the law firm of Williams Law Group, P.A. ("Law Firm") shall become effective on the date entered above.

WHEREAS, the CRTPA is a metropolitan planning organization designated pursuant to Section 339.175, Florida Statutes; and

WHEREAS, the CRTPA wishes to obtain the services of the Law Firm for the purpose of assisting the CRTPA in legal matters as referenced below in the Scope of Services; and

WHEREAS, the Law Firm wishes to render the legal services as required by the CRTPA as set forth in the Scope of Services;

NOW, THEREFORE, for valuable consideration and the mutual promises between the parties hereto, it is agreed as follows:

1. Scope of Services. The Law Firm shall perform the following services:

- (a) Routine CRTPA Meetings, Telephonic Consultation and Advice. The Primary or Secondary attorneys, as set forth herein, will provide routine telephonic legal consultation with CRTPA Board members, the CRTPA's Executive Director (hereinafter referred to as "the Director") and the CRTPA Staff. The Primary Attorney will attend all CRTPA Board meetings, including the Board's semi-annual retreat, and pre-briefings as requested by the CRTPA Board Chairman or the Director, except when unforeseen situations arise outside the control of the Primary Attorney, in which case a Secondary Attorney may attend.

Formal presentations at CRTPA Board meetings will be by either the Primary Attorney or a Secondary Attorney, at the discretion of the Primary Attorney, unless the Director requests otherwise. The Primary or Secondary Attorneys will provide advice on routine CRTPA issues.

(b) Follow up Activities. The Law Firm will perform follow up activities, as a result of matters addressed or considered during CRTPA meetings or the pre-briefing, at the request of the Director or the Board Chairman. Either the Primary Attorney, Secondary Attorneys, or other attorneys within the Law Firm may perform these follow up activities, unless the Director requests otherwise.

(c) Preparation of Presentations to CRTPA Board. The Law Firm will prepare presentations to the CRTPA Board at CRTPA meetings at the request of the Director or the Board Chairman. The Primary Attorney, Secondary Attorneys, or other attorneys within the Law Firm may prepare these presentations, at the discretion of the Primary Attorney, unless the Director requests otherwise.

(d) Legal Opinions. The Law Firm will provide legal opinions at the request of the Director, the Chairman or the Board. Legal opinions will be provided in a summarized written format suitable for either a presentation to the CRTPA, incorporating into the CRTPA Agenda or policy items. The Primary Attorney, Secondary Attorneys, or other attorneys within the Law Firm may perform research and writing, at the discretion of the Primary Attorney, unless the Director requests otherwise; however, presentations at CRTPA meetings will be in accordance with (c), above. The Law Firm will provide an opinion letter in response to the annual auditor's request for a description of all material pending and threatened litigation, claims and assessments against CRTPA and related matters. As the Law Firm's practice areas do not include Statement of Financial Accounting Standards No. 5, no opinion will be

provided by the Law Firm in relation to the disclosure requirements of Statement of Financial Accounting Standards No. 5.

- (e) CRTPA Policy Development. The Law Firm will participate in the development and revisions of CRTPA policy, procedures, bylaws and governing documents, at the request of the Director. The Primary Attorney, Secondary Attorneys or other attorneys within the Law Firm may attend meetings and perform research, writing, and related work, at the discretion of the Primary Attorney, unless the Director requests otherwise; however, presentations at CRTPA meetings will be in accordance with (c), above.
- (f) Litigation. The Law Firm will provide litigation support to the CRTPA at the request and with the authorization of the Board Chairman or the Director. Either the Primary Attorney, the Secondary Attorneys or other attorneys within the Law Firm may provide these services, at the discretion of the Primary Attorney.
- (g) CRTPA Contracts. The Law Firm will participate in the preparation of contracts, contract negotiations, settlements, changes and the initial evaluation of protests at the request of the Director in conjunction with the City or County procurement offices, as needed. The Primary Attorney, Secondary Attorneys or other attorneys within the Law Firm may attend meetings, perform evaluations and research and writing, at the discretion of the Primary Attorney, unless the Director requests otherwise; however, presentations at CRTPA meetings will be in accordance with (c), above.
- (h) Other Services. The Law Firm shall render such other legal professional services as may on occasion be specifically requested by the CRTPA and duly authorized in writing by the Director or the Board Chairman. The Director or his designee shall be the coordinator for all CRTPA requests for legal services from the Law Firm and shall be responsible for ensuring the Law Firm provides the

requested legal services in a timely and satisfactory manner. The Primary Attorney, Secondary Attorneys or other attorneys within the Law Firm may perform these services, at the discretion of the Primary Attorney, unless the Director requests otherwise; however, presentations at CRTPA meetings will be in accordance with (c), above.

2. Compensation.

(a) The Law Firm shall be compensated for professional fees with a monthly retainer as follows:

- 1) For the first year, in the amount of \$14,100.00, (billed at 1,175.00, per month), and a rate of \$300.00 per hour for 3.9 hours per month for services rendered to the CRTPA as listed in paragraphs 1 (a) above.
- 2) For the second year, in the amount of \$16,000.00 (billed at 1,333.33, per month) and a rate of \$315.00 per hour for 4.23 hours, per month for services rendered to the CRTPA as listed in paragraphs 1 (a) above.
- 3) For the third year, in the amount of \$17,100.00, per year (billed at \$1,425.00 per month), and a rate of \$325.00 per hour for 4.3 hours, per month for services rendered to the CRTPA as listed in paragraphs 1 (a) above.
- 4) The Law Firm will perform such services in excess of the monthly allocation hours upon conferring with and receiving written approval from the Executive Director to do so, and be compensated therefore at the hourly rate in paragraph 2(a) above. Should the Law Firm propose that additional compensation should be provided for such work, it will present its proposal and justification to the Director, who will have discretion to approve or disapprove such additional compensation based on CRTPA Board direction as provided for herein. All approvals for additional compensation will be made in writing.

- 5) The Law Firm shall be compensated at the billing rate per hour, as outlined herein, for services rendered to the CRTPA as listed in paragraphs l(b)-(h) above, and for all authorized services rendered as listed in paragraphs l(a) above, that exceed the budgeted allocated hours in any one month.
- 6) The Law Firm shall be compensated for all out of pocket expenses and other charges incurred in providing services under this Agreement.
- 7) On or before the 15th day of each consecutive month during the term of this agreement, the Law Firm shall prepare and submit an invoice for such fees, costs, and expense incurred in providing services during the preceding month. Invoices will include the name of the attorney performing the work, a description of the work performed, hours expended during the billing period, cumulative hours on the specific task, the amount currently billed, and any prior due balances. Invoices shall be submitted to the Director, via e-mail, as designated by the Director. Invoices shall also provide detail as to specific and cumulative time expended, disbursements made, payments made to any certified DBE firms and other expenses incurred as may be required by the Director. Semi-annually, the Law Firm shall provide written documentation, which identifies the progress made toward the CRTPA's DBE goal of 8.5% participation.

3. Maintenance of Professional Standards and Malpractice Insurance.

The Law Firm shall maintain familiarity with the Code of Professional Responsibility of the Florida Bar and shall ensure that its representation shall be in compliance with the standards of conduct set by those rules. In the event of any questions concerning any potential conflict of interest between the CRTPA and any other client represented by the Law Firm, the same shall be disclosed to the Director immediately upon the issue being raised. The Director will develop a recommendation as to the conflict to present to the CRTPA Board for its

consideration.

4. Insurance.

The Law Firm shall obtain and maintain malpractice insurance and shall provide documentation of same.

5. Primary and Secondary Attorneys Professional Services Responsibility.

The legal services under this Agreement shall be provided by Thornton Williams, Esquire, as Primary Attorney, and Harriet Williams, Esquire. as a Secondary Attorney under this Agreement, and other attorneys within the Law Firm, when necessary, as described in paragraph 1, above.

6. Term of Agreement.

This Agreement is for an term of three (3) years from the date first above stated, but may be amended from time to time, in writing, by mutual agreement of the parties. This Agreement may be unilaterally terminated for convenience by either party upon the providing of 30 days written notice to the other party. The three years under this Agreement shall be for a two year term with one, one year option to extend and further provided that funding approval by the CRTPA Board is obtained prior to renewal.

7. Assignment.

This Contract shall not be assigned or sublet as a whole or in part without the written consent of the CRTPA nor shall the Law Firm assign any monies due or to become due to him hereunder without the previous written consent of the CRTPA.

8. Indemnification.

The Law Firm agrees to indemnify and hold harmless the CRTPA from all claims, damages, liabilities, or suits of any nature whatsoever arising out of, because of, or due to the breach of this agreement by the Law Firm, its delegates, agents or employees, or due to any act or occurrence of omission or commission of the Law Firm, including but not limited to costs and a reasonable

attorney's fee.

9. Audits, Records and Records Retention.

The Law Firm agrees:

(a) To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the CRTPA under this contract.

(b) To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of three (3) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of three (3) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.

(c) Upon completion or termination of the contract and at the request of the CRTPA, the Law Firm will cooperate with the CRTPA to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph 1 above.

(d) To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the CRTPA.

(e) Persons duly authorized by the CRTPA and Federal auditors, pursuant to 45 CFR, Part 92.36(1)(10), shall have full access to and the right to examine any of provider's contract and related records and documents, regardless of the form in which kept, at all


reasonable times for as long as records are retained.

(f) To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

AGREED TO the date first above stated,



Jeremy Matlow, Chair
CAPITAL REGION
TRANSPORTATION PLANNING AGENCY



By: Thornton Williams
800 N. Calhoun Street
Suite 1B
Tallahassee, Florida 32303
(850) 224 -3999

RENEWAL OPTION

The Capital Region Transportation Planning Agency hereby elects to extend this Professional Services Agreement for the Agency's legal services pursuant to Section 6. of this Agreement with the Williams Law Group, P.A.

June 17, 2024

Quincee Messersmith, Chair CRTPA _____

Date: _____

Thornton Williams _____
Williams Law Group, P.A.

Date: _____

CRTPA RESOLUTION 2021-09-4B

A **RESOLUTION** of the Capital Region Transportation Planning Agency ("CRTPA") authorizing the execution of a contract between the CRTPA and the Williams Law Group, P.A.

WHEREAS, the CRTPA wishes to contract for legal service; and

WHEREAS, the CRTPA has completed negotiations the Williams Law Group, P.A. for legal services; and

WHEREAS, the CRTPA has found that the Williams Law Group, P.A. is the qualified to preform legal services for CRTPA,

NOW THEREFORE, BE IT RESOLVED BY THE CRTPA THAT:

1. The CRTPA has the authority to enter into a contract for legal services.
2. The CRTPA has an approved the scope of services and fees.
3. The CRTPA has funding within its annual budget for the legal services.
4. The CRTPA authorizes the Chair to execute and Executive Director to administer a contract with the Williams Law Group, P.A. for legal services.

DULY PASSED AND ADOPTED THIS 13th **DAY OF** September **2021**

Capital Region Transportation Planning Agency



By: Jeremy Matlow, Chair



June 17, 2024

AGENDA ITEM 6 A

**FISCAL YEAR 2025 – FISCAL YEAR 2029
TRANSPORTATION IMPROVEMENT PROGRAM (TIP)
ADOPTION**

TYPE OF ITEM: Presentation/Discussion/Roll Call

STATEMENT OF ISSUE

The CRTPA Fiscal Year (FY) 2025– FY 2029 Transportation Improvement Program (TIP) has been developed for Capital Region Transportation Planning Agency (CRTPA) Board adoption by Resolution No. 2024-06-6A **Attachment 1**. The FY 2025– FY 2029 TIP is **Attachment 2** and can be viewed on the [CRTPA's website](#).

CRTPA COMMITTEES ACTIONS

The CRTPA's Technical Advisory Committee and Citizen's Multimodal Advisory Committee met on June 4th and both committees voted to recommend the CRTPA adopt Resolution 2024-06-6A approving the CRTPA FY 2025 – FY 2029 Transportation Improvement Program with minor updates to the maps.

BACKGROUND

The purpose of the TIP is to inform the public and governmental agencies of transportation projects (planning through construction) that have received funding during the next five-year period (FY 2025– FY 2029) within our region (Gadsden, Jefferson, Leon, and Wakulla counties).

The CRTPA Transportation Improvement Program identifies regional transportation projects (roadway, bicycle and pedestrian, transportation systems management, transportation enhancement, public transportation, aviation, resurfacing and bridge projects) that have received funding in the Florida Department of Transportation's (FDOT) Draft Five-Year Work Program. The TIP is developed in accordance with 23 U.S.C. 134(h), 23 CFR 450 and Chapter 339.175(7), F.S., and is one of the annual requirements of the metropolitan transportation planning process for the CRTPA.

AGENCY REVIEW

FDOT reviewed the draft FY 2025 – FY 2029 TIP and found that it includes the required content and that the projects are consistent with the state Five-Year Work Program. Appendix I contains the checklist completed by District Three staff.

PUBLIC INVOLVEMENT

One virtual and two in-person public meetings were held to present the Draft FY 2025– FY 2029 TIP and the FY 2026 – FY 2030 Project Priority Lists (PPLs). These meetings provide the public an opportunity to learn about the CRTPA’s programs and plans. Comment was solicited for both the TIP and PPLs.

Under the current public involvement plan a meeting must be conducted in one rural county and one in a location with access to public transportation. A meeting was held in Wakulla County at the library in the late afternoon to early evening. The second in-person meeting was held late morning through lunchtime at the Renaissance Center. The final virtual meeting, also held at lunchtime, was conducted on Teams.

These meetings were noticed in the local papers for each county, including an ad in both the Gadsden County Times and the Havana Herald. An advertisement was placed in the local paper of circulation for each county, as well posting the notice on the CRTPA website. The notice was published in each county’s local newspaper, distributed to the CRTPA’s committees and the Board, the Community Traffic Safety Teams, local governments and the emailed to the CRTPA contact list of stakeholders and citizens. The CRTPA and Wakulla County staff promoted the event on their Facebook page and by email.

Wakulla County administration and planning staff attended, as well as members of the Planning Commission and Community Traffic Safety Team. A few Wakulla County citizens attended and expressed interest in knowing when the existing SR267 widening project would be completed, concerns about environmental impacts of future construction, and a strong interest in seeing the widening of Crawfordville Road in both Wakulla and Leon counties. Appendix G of the FY 2025– FY 2029 TIP includes the publication notices for the meetings, materials and meeting attendance.

NEXT STEPS

Subsequent to CRTPA Board adoption of the TIP, staff will transmit the document to state and federal review agencies.

RECOMMENDED ACTION

Option 1: Recommend the CRTPA Board adopt by Resolution No. 2024-06-6A the FY 2025– FY 2029 Transportation Improvement Program.

ATTACHMENTS

Attachment 1: Resolution No. 2024-06-6A

Attachment 2: [Link to Draft FY 2025 – FY 2029 Transportation Improvement Program](#)

CRTPA RESOLUTION 2024-06-6A

A RESOLUTION OF THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA) ENDORSING THE FY 2025 – FY 2029 TRANSPORTATION IMPROVEMENT PROGRAM

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

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

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

1. The Fiscal Year 2025 through Fiscal Year 2029 Transportation Improvement Program is hereby endorsed as an accurate representation of the region's transportation effort as developed through a continuing, cooperative, and comprehensive process that provided consideration to all transportation modes in accordance with the metropolitan planning provisions of U.S.C. 134;
2. The CRTPA authorizes the Chair to sign the State of Florida certification statement, which must be submitted annually with the TIP;
3. In order to expedite amendments to the TIP, the CRTPA authorizes the Executive Director to administratively approve airport project amendments which do not materially affect surface transportation traffic volumes or traffic distribution in the vicinity of the subject airport;
4. The CRTPA also authorizes the Executive Director to administratively approve project amendments to the TIP which do not meet any of the four (4) criteria which require a formal tip amendment listed in Chapter 4, Section 4.3 of the Florida Department of Transportation's Metropolitan Planning Organization Program Management Handbook; and
5. The CRTPA requires the Executive Director to inform the CRTPA of all TIP amendments approved under these authorizations quarterly.

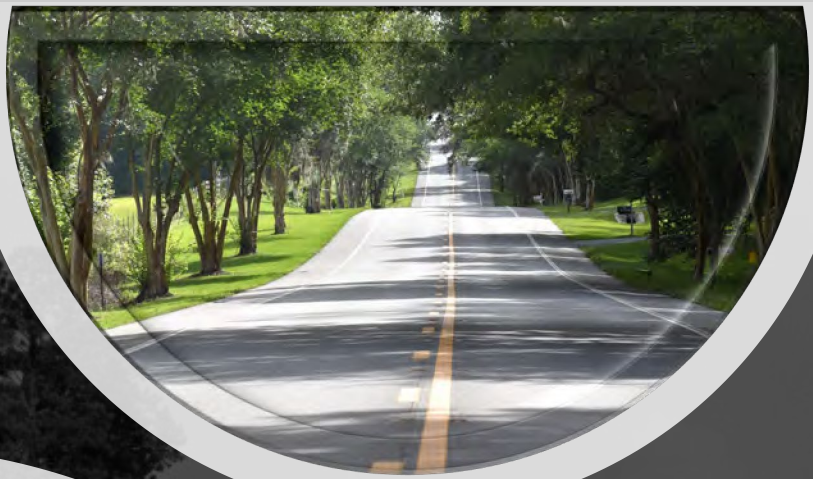
Passed and duly adopted by the Capital Region Transportation Planning Agency (CRTPA) on this 17th day of June 2024.

Capital Region Transportation Planning Agency

By: _____
Quincee Messersmith, Chairman

Attest:

Greg Slay, Executive Director



CAPITAL REGION
TRANSPORTATION PLANNING AGENCY
FISCAL YEAR 2025 – FISCAL YEAR 2029
TRANSPORTATION IMPROVEMENT PROGRAM

ADOPTED: JUNE 17, 2024

AMENDED: _____



300 South Adams Street
Tallahassee, FL 32301





AGENDA ITEM 6 B

**FISCAL YEAR (FY) 2024 – FY 2028
TRANSPORTATION IMPROVEMENT PROGRAM
AMENDMENT**

TYPE OF ITEM: Roll Call

STATEMENT OF ISSUE

The purpose of this item is to adopt Resolution No. 2024-06-6B (**Attachment 1**) amending the CRTPA FY 2024 - FY 2028 TIP to reflect the addition of the following resurfacing and transit projects and funding:

- StarMetro Section 5339 Low or No Emission Grant: Provides FY 2023 FTA money in the amount of \$8,004,790 and the City of Tallahassee match in the amount of \$2.4 million to fund StarMetro’s Rolling Stock Project. This funding replaces four 35’ and four 40’ diesel buses with battery electric buses of the same size. (Leon County) (**Attachment 2**)
- StarMetro Section 5339 Capital Items Project: Provides FY 2023 FTA funding in the amount of \$12,366,002 and the City of Tallahassee local funding match in the amount of \$1,511,546 for the design, construction, and installation of Phase One of the Charging Infrastructure at the Appleyard facility, along with funding for workforce development. (Leon County) (**Attachment 3**)
- SR 366/Pensacola Street from the Railroad Overpass to SR366/Stadium Drive: Provides \$14,483,177 in federal, state, and local funding in FY 2025 for the resurfacing of Pensacola Street. (Leon County) (**Attachment 4**)

C RTPA COMMITTEES ACTIONS

The CRTPA’s Technical Advisory Committee and Citizen’s Multimodal Advisory Committee met on June 4th and both committees voted to recommend the CRTPA adopt Resolution No. 2024-06-6B amending the CRTPA FY 2024 – FY 2028 Transportation improvement Program.

HISTORY AND ANALYSIS

Adopted annually, the CRTPA's Transportation Improvement Program reflects those projects in the region that have received state and federal funding in the Florida Department of Transportation (FDOT) Five-year Work Program. Subsequent to adoption, the TIP is occasionally amended to reflect project changes, such as the addition or deletion of a project. StarMetro requested two transit projects, and the associated federal and local funds, be amended into the FY 2024 – FY 2028 TIP for informational purposes.

StarMetro was awarded a Low or No Emission 5339 competitive grant, which provides funding to state and local governmental authorities for the purchase or lease of zero-emission and low-emission transit buses as well as acquisition, construction, and leasing of required facilities. The FTA 5339 grant also requires a portion of the award be spent on training and workforce development. These two projects are added to FY 2024 in the TIP.

The last amendment, requested by the FDOT, is for a resurfacing project on SR 366/Pensacola Street that is programmed in the FY 2025 - FY 2029 TIP. For the purpose of authorizing federal funds, the FHWA recognizes the CRTPA's FY 2024 – FY 2028 TIP through September 30th, consistent with the federal fiscal year. The CRTPA's FY 2025 – FY 2029 TIP, to be adopted at this meeting, includes this project: thus, the amendment ensures consistency between the two documents. Subsequent to Board approval, the executed resolution and TIP project page will be forwarded to the FDOT and the FY 2024– FY 2028 TIP will be updated to reflect the addition of these projects.

RECOMMENDED ACTION

Option 1: Recommend the Board adopt Resolution No. 2024-06-6B amending the FY 2024 - FY 2028 Transportation Improvement Program to reflect the addition of the following resurfacing and transit projects and funding as follows:

- StarMetro Section 5339 Low or No Emission Grant: Provides FY 2023 FTA money in the amount of \$8,004,790 and the City of Tallahassee match in the amount of \$2.4 million to fund StarMetro's Rolling Stock Project. This funding replaces four 35' and four 40' diesel buses with battery electric buses of the same size. (Leon County)
- StarMetro Section 5339 Capital Items Project: Provides FY 2023 FTA funding in the amount of \$12,366,002 and the City of Tallahassee local funding match in the amount of \$1,511,546 for the design, construction, and installation of Phase One of the Charging Infrastructure at the Appleyard facility, along with funding for workforce development. (Leon County)
- SR 366/Pensacola Street from the Railroad Overpass to SR366/Stadium Drive: Provides \$14,483,177 in federal, state, and local funding in FY 2025 for the resurfacing of Pensacola Street. (Leon County)

CRTPA RESOLUTION 2024-06-6B

A RESOLUTION OF THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA) AMENDING THE FY 2024 – FY 2028 TRANSPORTATION IMPROVEMENT PROGRAM

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

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

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

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

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

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

- StarMetro Section 5339 Low or No Emission Grant: Provides FY 2023 FTA money in the amount of \$8,004,790 and the City of Tallahassee match in the amount of \$2.4 million to fund StarMetro's Rolling Stock Project. This funding replaces four 35' and four 40' diesel buses with battery electric buses of the same size. (Leon County)
- StarMetro Section 5339 Capital Items Project: Provides FY 2023 FTA funding in the amount of \$12,366,002 and the City of Tallahassee local funding match in the amount of \$1,511,546 for the design, construction, and installation of Phase One of the Charging Infrastructure at the Appleyard facility, along with funding for workforce development. (Leon County)
- SR 366/Pensacola Street from the Railroad Overpass to SR366/Stadium Drive: Provides \$14,483,177 in federal, state, and local funding for the resurfacing of Pensacola Street. (Leon County)

Passed and duly adopted by the Capital Region Transportation Planning Agency (CRTPA) on this 17th day of June 2024.

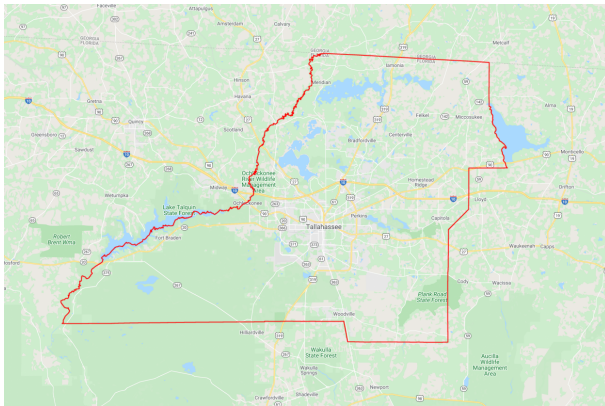
Capital Region Transportation Planning Agency

Attest:

By: _____
Quincee Messersmith, Chairman

Greg Slay, Executive Director

**StarMetro 5339 Battery Electric Buses
Non-SIS**



Project Description: Capital, Battery Electric Buses
Lead Agency: MANAGED BY STARMETRO - CITY OF TALLAHASSEE
County: LEON
Length: 00

Phase	Fund Code	PRIOR YEAR	2024	2025	2026	2027	2028	Total
CAP	FTA 5339		8,004,790	0	0	0	0	8,004,790
			8,004,790					8,004,790

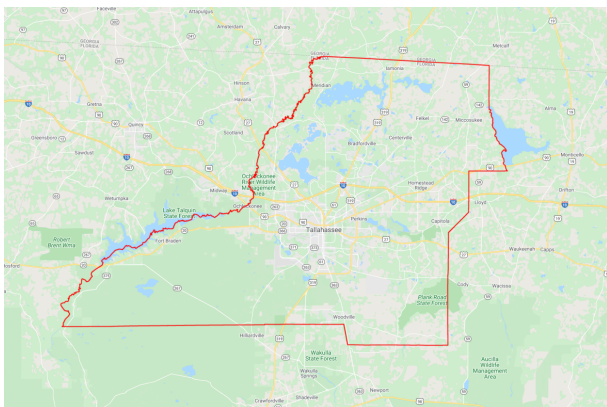
The City of Tallahassee has programmed **\$2.4 million dollars** as a match for this project.

This project was amended into the TIP at the June 17, 2024 meeting for informational purposes.

StarMetro Section 5339 Low or No Emission Grant: Provides FY 2023 FTA funds and the City of Tallahassee match to fund StarMetro’s Rolling Stock Project. This funding replaces four 35’ and four 40’ diesel buses with battery electric buses of the same size

Prior Year Cost: 0
Future Year Cost: 0
Total Project Cost: 10,404,790
LRTP: 2045 RMP Page 5-11 - Table 5-10

**StarMetro 5339 Capital Items Projects
Non-SIS**



Project Description: Phase One of the Appleyard Charging Infrastructure
Lead Agency: MANAGED BY STARMETRO - CITY OF TALLAHASSEE
County: LEON
Length: 00

Phase	Fund Code	PRIOR YEAR	2024	2025	2026	2027	2028	Total
PE/CST	FTA 5339		12,366,002	0	0	0	0	12,366,002
			12,366,002					12,366,002

The City of Tallahassee has programmed **\$1,511,546 million dollars** as a match for this project.

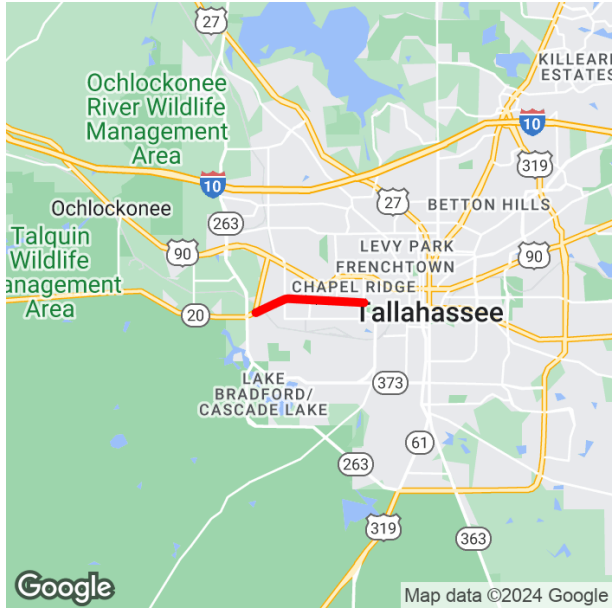
This project was amended into the TIP at the June 17, 2024 meeting for informational purposes.

StarMetro Section 5339 provides FY 2023 FTA funding in the amount of \$13,877,548 and the City of Tallahassee local funding match in the amount of \$1,511,546 for the design, construction, and installation of Phase One of the Charging Infrastructure at the Appleyard transit facility, along with funding for workforce development.

Prior Year Cost: 0
Future Year Cost: 0
Total Project Cost: 13,877,548
LRTP: 2045 RMP Page 5-11 - Table 5-10

0

**SR 366 PENSACOLA ST FROM RAILROAD OVERPASS TO SR 366 STADIUM DR
2194852 Non-SIS**



Project Description: RESURFACING

Lead Agency: FDOT

County: LEON

Length: 2.411

Phase Group: RAILROAD & UTILITIES, CONSTRUCTION

From: RAILROAD OVERPASS

To: SR 366 STADIUM DR

Phase	Fund Code	2024	2025	2026	2027	2028	Total
RRU	DDR	0	175,000	0	0	0	175,000
RRU	LF	0	5,000,000	0	0	0	5,000,000
CST	ACNR	0	7,444,734	0	0	0	7,444,734
CST	DDR	0	986,733	0	0	0	986,733
CST	DDR	0	778,037	0	0	0	778,037
CST	DIH	0	98,673	0	0	0	98,673
			14,483,177				14,483,177

Prior Year Cost: 1,144,093

Future Year Cost: 0

Total Project Cost: 15,627,270

LRTP: 2045 RMP CFP Table 5-4 P. 5-8

This TIP was amended at the June 17, 2024 Board Meeting to add the project and associated costs.



June 17, 2024

AGENDA ITEM 7 A

**FISCAL YEAR 2026 – FISCAL YEAR 2030
PROJECT PRIORITY LISTS**

TYPE OF ITEM: Action

STATEMENT OF ISSUE

Staff is seeking approval of the Fiscal Year 2026 – FY 2030 Project Priority Lists (PPL), as detailed in the following ***Attachments 1 through 7***.

- Attachment 1: Regional Mobility Plan Roadways Project Priority List
- Attachment 2: Bicycle and Pedestrian Project Priority List
- Attachment 3: Regional Trails Project Priority List
- Attachment 4: Intelligent Transportation Systems (ITS) Project Priority List
- Attachment 5: Tallahassee International Airport Project Priority List
- Attachment 6: StarMetro Project Priority List
- Attachment 7: Urban Attributable Allocations Project Priority List

CRTPA COMMITTEE ACTIONS

The Citizen’s Multimodal Advisory Committee (CMAC) and the Technical Advisory Committee (TAC) met on June 4, 2024, and recommended Board adoption of the FY 2026– FY 2030 Project Priority Lists with revisions, with the exception of the Urban Area Attributable PPL, which is included for Board action. At the meeting staff informed the committees the PPLs were in draft form and would be finalized for the Board meeting. Since the committees’ review, staff refined the project details associated with the Capital City Trails project, No. 3.

BACKGROUND

The CRTPA annually adopts project priority lists that identify the ranked order of projects for which the agency is seeking transportation funding. Projects lists are developed for all modes of transportation. The CRTPA develops these lists in coordination with our modal partners, StarMetro and the Tallahassee International Airport, and state and local governments.

BACKGROUND (CONT.)

Projects contained on the lists are established in the Connections 2045 Regional Mobility Plan; StarMetro’s Transit Development Plan; Tallahassee International Airport’s Aviation Master Plan; Regional Transportation Management Center’s Intelligent Transportation Master Plan; and safety and multi-modal plans adopted by local governments in the CRTPA Region. For Board consideration the Urban Attributable (SU) Project Priority List is included. SU funds are allocated to the CRTPA as Transportation Management Area (TMA) and are used for planning, operations, project development and implementation.

PROJECT PRIORITY CHANGES

- 1) Roadways PPL: Project Priority No.2, Capital Circle SW from Crawfordville Road to Springhill Road is fully funded and is removed from the list. The new No. 2 project is Crawfordville Road from East Ivan to Wakulla Aaron Road and subsequent projects all move up a ranking.
- 2) Bike-Ped PPL: Project Priority No. 3, Wakulla Springs Trail Extension, Wakulla Springs State Park to Springhill Road, replaces the previous priority, Old St. Augustine Road sidewalk project is fully funded for construction in FY 2025.
- 3) Regional Trails Project Priority PPL: This project list has been revamped. Trail Projects in Leon, Gadsden and Jefferson Counties are now presented as the Capital City Trail system, East, Central and West. Changes in the ranking are also proposed. Priority projects No. 1 and 2 are switched, making the SR 267 Trail No. 1 and the US 90 Trail No. 2. Priority project No. 3 is expanded to provide better detail related to the separate trail projects with the Blueprint Intergovernmental Agency and the CRTPA collaborating on developing this network.
- 4) Intelligent Transportation Systems PPL: There are no changes to the list.
- 5) Tallahassee International Airport PPL: The list is updated to reflect funded priorities and project funding.
- 6) StarMetro PPL: Project Priority Nos. 1, 2, and 3 are removed as these are fully funded. Phase II of the Electric Bus Charging infrastructure is added along with a new priority project for the expansion of the StarMetro administrative facility.
- 7) Urban Attributable Funds (SU) PPL: This list reflects the annual priority of funding for the CRTPA’s Unified Planning Work Program for operational expenses and project development.

The Transportation Systems Management and Safety (TSM&S) PPL is not proposed for adoption at this time. Staff will reevaluate the feasibility of moving the three remaining projects forward, as well as identifying any new projects that support the safety and operations of the system and that can be completed in the short-term.

PUBLIC INVOLVEMENT

One virtual and two in-person public meetings were held to present the Draft FY 2025– FY 2029 TIP and the FY 2026 – FY 2030 Project Priority Lists (PPLs). These meetings provide the public an opportunity to learn about the CRTPA’s programs and plans. Comment was solicited for both the TIP and PPLs.

Under the current public involvement plan a meeting must be conducted in one rural county and one in a location with access to public transportation. A meeting was held in Wakulla County at the library in the late afternoon to early evening. The second in-person meeting was held late morning through lunchtime at the Renaissance Center (Leon County). The final virtual meeting, also held at lunchtime, was conducted virtually on Teams.

These meetings were noticed in the local papers for each county, including an ad in both the Gadsden County Times and the Havana Herald. An advertisement was placed in the local paper of circulation for each county, as well posting the notice on the CRTPA website. The notice was published in each county’s local newspaper, distributed to the CRTPA’s committees and the Board, the Community Traffic Safety Teams, local governments and the emailed to the CRTPA contact list of stakeholders and citizens. The CRTPA and Wakulla County staff promoted the event on their Facebook page and by email.

At the Wakulla County meeting, Wakulla County administration and planning staff attended, as well as members of the Planning Commission and Community Traffic Safety Team. A few Wakulla County citizens attended and expressed interest in knowing when the existing SR 267 widening project would be completed, concerns about environmental impacts of future construction, and a strong interest in seeing the widening of Crawfordville Road in both Wakulla and Leon counties. Appendix G of the FY 2025– FY 2029 TIP includes the publication notices for the meetings, materials, and meeting attendance. In addition, a citizen commented in support of the number one bike-ped priority project, Thomasville Road Shares-Use Path. Please see Attachment 8 for comments received on the PPLs.

NEXT STEPS

Subsequent Board adoption of the CRTPA FY 2026 – FY 2030 PPLs, the lists are provided to the FDOT for consideration in the development of next year’s Five-Year Work Program. In the fall of 2024, the FDOT will present the Draft Tentative Work Program for FY 2026 – FY 2030. After the Draft Tentative Work Program is released CRTPA staff initiates development of the CRTPA’s FY 2026 – FY 2030 Transportation Improvement Program, incorporating the transportation projects in the CRTPA region that have received federal, state, and local funding.

RECOMMENDED ACTION

- Option 1: Approve the draft FY 2026– FY 2030 Project Priority Lists provided in ***Attachment Nos. 1 through 7.***
(Recommended)
- Option 2: Provide other direction.

ATTACHMENTS

- Attachment 1: FY 2026 – FY 2030 Regional Mobility Plan Roadways PPL
Attachment 2: FY 2026 – FY 2030 Bicycle and Pedestrian PPL
Attachment 3: FY 2026 – FY 2030 Regional Trails Project Priority List
Attachment 4: FY 2026 – FY 2030 Intelligent Transportation Systems (ITS) PPL
Attachment 5: FY 2026 – FY 2030 Tallahassee International Airport PPL
Attachment 6: FY 2026 – FY 2030 StarMetro PPL
Attachment 7: FY 2026 – FY 2030 Urban Attributable Allocations PPL
Attachment 8: Public Comments Received

Capital Region Transportation Planning Agency

Roadway and Capacity

Project Priority List: CRTPA Meeting 6.17.24

PRIORITY NO.	PROJECT	1PHASE & FUNDING PROGRAMMED						LENGTH	IMPROV.	NEXT PHASE	COST ESTIMATE	FUTURE PHASE	COST ESTIMATE	DESCRIPTION
		PHASE	FY 25	FY 26	FY 27	FY 28	FY 29							
1	Woodville Highway (SR 363)													
	Capital Circle SE to Gaile Ave	-	-	-	-	-	-	1.49	Capacity	ROW	\$6 M	CST/CEI	\$38 M	Divided 4 lane w/ bicycle lanes and sidewalks
	Gaile Ave to Paul Russell Rd	-	-	-	-	-	-	1.48		ROW	\$7 M	CST/CEI	\$18 M	
	WPN: 424009-4,-5									Cost to complete: \$69 M				
2	Crawfordville Road (US 319)													
	Wakulla Arran Rd to East Ivan Rd	PE	\$1.4 M	-	-	-	-	2.2	Capacity	ROW	\$38 M	CST/CEI	\$63.5 M	Divided 4 lane w/ bicycle lanes and sidewalks
	WPN: 450896-2										Cost to complete: \$101.5 M			
3	Orange Avenue (SR 371)													
	Cypress Lake St to Monroe St	-	-	-	-	-	-	1.7	Capacity	ROW	\$35 M	CST/CEI	\$69 M	Divided 4-lane w/ shared use path and sidewalks
	S Lake Bradford Rd to Cypress Lake	-	-	-	-	-	-	1.2		ROW	\$17 M	CST/CEI	\$25 M	
	CCSW to S Lake Bradford Rd	-	-	-	-	-	-	1.6	Reconstruct	PE/ROW	\$13 M	CST/CEI	\$26 M	Divided 2-lane w/ shared-use path and sidewalks
WPN: 437902-4, -3									Cost to complete: \$185 M					
4	Crawfordville Road (US 319)													
	LL Wallace Rd to S of SR61 Int.	ROW	-	-	\$0.5M	-	-	1.61	Capacity	ROW	\$2 M	CST/CEI	\$28 M	Divided 4 lane w/ bicycle lanes and sidewalks
	Wakulla Co Line to LL Wallace Rd	ROW	-	\$4M	\$1.5M	-	-	1.69		ROW	\$5 M	CST/CEI	\$50 M	
	WPN: 219881-4, -1		Design underway							Cost to complete: \$85 M				
5	Mahan Drive/Capital Circle NE Intersection													
	WPN: 441215-1	-	-	-	-	-	-	0.2	Capacity	PD&E	\$1.8 M	PE	-	Reconstruct to add capacity
6	Pensacola St (SR 366)													
	Capital Circle SW to Appleyard Dr	-	-	-	-	-	-	0.97	Capacity	PE	\$ 3.35 M	CST	\$36 M	Divided 4 lane w/ bicycle lanes and sidewalks
	WPN: 219820-2		PD&E underway								ROW Estimate to be provided			
7	Lake Bradford Road/Springhill Road ^{BPIA}													
	Springhill Rd-Capital Circle SW to Orange Ave	-	-	-	-	-	-	-	Corridor Improvement	ROW	-	CST	\$23.2 M	Divided 2-lane w/ BL, SW
	Lk Bradford Rd - Orange Ave to Gaines St	-	-	-	-	-	-	-		PE	\$4.75 M	CST	\$25 M	Median modifications
8	Crawfordville Road (US 319)													
	Lost Creek Bridge to Wakulla Arran Road	-	-	-	-	-	-	2.4	Capacity	PE	\$ 3.5 M	CST/CEI	TBD	Divided 4 lane w/ bicycle lanes and sidewalks
	WPN: 451896-1										ROW and CST/CEI Estimates to be provided.			



PRIORITY NO.	PROJECT	1PHASE & FUNDING PROGRAMMED						LENGTH	IMPROV.	NEXT PHASE	COST ESTIMATE	FUTURE PHASE	COST ESTIMATE	DESCRIPTION
		PHASE	FY 25	FY 26	FY 27	FY 28	FY 29							
9	Crawfordville Road (US 319)													
	<i>N of Alaska Way to Lost Creek Bridge</i>	-	-	-	-	-	-	3.4	Capacity	PE	-	ROW	-	Divided 4-lane w/ bicycle lanes
10	Tharpe Street ^{BPIA}		PE		ROW	ROW								
	<i>Capital Circle SW to Ocala Rd</i>		\$2 M	-	\$ 7M	\$ 1M	-	2.7	Capacity			CST	\$ 25 M	Intersection capacity w/ bicycle lanes and sidewalks
11	Thomasville Road													
	<i>Betton Rd to Seventh Ave</i>	-	-	-	-	-	-	0.8	Safety					Median and signal modifications
12	Bannerman Road ^{BPIA}													
	<i>Preservation Rd to Quail Commons Dr</i>			-	-	-	-	3.4	Capacity	CST	\$64 M			Divided 4-lane w/ shared-use path and sidewalks
13	Northeast Gateway/Welaunee Blvd Ext. ^{BPIA}													
	<i>I-10 to Roberts Rd</i>			-	-	-	-	2.7	New Road	CST	\$66 M			Divided 4-lane w/ shared-use path, sidewalks
14	I-10 Interchange ^{BPIA}								New Interchange					
	<i>at Welaunee Boulevard</i>		-	-	-	-	-	0.5		IJR				New Interchange

1Project Phases

- FS - Feasibility Study
- PD&E - Project Development & Environment Study
- PE - Preliminary Engineering
- ROW - Right-of-way Acquisition
- CST - Construction
- CEI - Construction Engineering/Inspection
- IJR - Interchange Justification Report

2Acronyms

- FDOT - Florida Department of Transportation
- BPIA - Blueprint Intergovernmental Agency
- WPN - FDOT Work Program Number
- RMP - CRTPA's 2045 Regional Mobility Plan



PRIORITY NO.	PROJECT	PHASE & FUNDING PROGRAMMED						LENGTH	COUNTY	NEXT PHASE	COST ESTIMATE	FUTURE PHASE	COST ESTIMATE	NOTES
		PHASE	FY 25	FY 26	FY 27	FY 28	FY 29							
1	Thomasville Road Multi-use Path													
	<i>Betton Road to Metropolitan Blvd.</i>	-	-	-	-	-	-	2.4	Leon	CST	\$12.1 M			
	<i>WPN: 448868</i>	<i>PE Complete</i>												
2	Monroe Street (US 27) Downtown Sidewalks													
	<i>Jefferson Street to Call Street</i>	-	-	-	-	-	-	0.3	Leon	CST	\$5 M		Reconstruct sidewalks	
		<i>PE at 90% completion</i>												
3	Wakulla Springs Trail Extension													
	<i>Wakulla Springs State Park to Springhill Road</i>	FS	\$200 K	-	-	-	-	6.3	Wakulla	PD&E				
4	Oak Ridge Road Trail ^{BPIA}													
	<i>Carwfordville Road to Woodville Highway</i>	-	-	-	-	-	-	-	Leon	FS				
5	Goose Pond Trail Extension													
	<i>Mahan Drive to Weems Road</i>	-	-	-	-	-	-	1.2	Leon	FS				
	<u>Previous Priority Projects</u>													
	<i>N. Monore Street Sidewalks</i>													
	<i>John Knox to Lakeshore Drive</i>	CST	\$4.6 M	-	-	-	-	0.9						
	<i>Old St. Augustine Road</i>													
	<i>Lafayette Street to Paul Russel Road</i>	CST	-	\$1.4 M	-	-	-	1						

^{BPIA} Blueprint Intergovernmental Agency project

Project

FS - Feasibility Study

PD&E - Project Development & Environment Study

PE - Preliminary Engineering

ROW - Right-of-way Acquisition

CST - Construction

CEI - Construction Engineering/Inspection



PRIORITY NO.	PROJECT	PHASE & FUNDING PROGRAMMED						LENGTH	COUNTY	NEXT PHASE	*COST ESTIMATE	FUTURE PHASE	COST ESTIMATE	DESCRIPTION
		PHASE	FY 25	FY 26	FY 27	FY 28	FY 29							
1	Wakulla Springs Trail													SUNTrail application for CST submitted Dec 2023
	Wakulla Springs State Park to the St Marks Trail	PE	\$700 K	-	-	-	-	4.8	Wakulla	CST	\$6.1 M			
	WPN: 410172-2													
2	Capital City Trail - East (US 90)													PD&E underway
	Pedrick Road to Lake Miccosukee	PE	-	-	-	\$11.5 M	-	9.7	Leon	CST				
	WPN: 451044-2													
	Lake Miccosukee to the Monticello Trail							10.5	Jefferson					
3	Capital City Trail - Central													SUNTrail application for PE & CST submitted Dec 2023
	Havana to Tallahassee													
	SR 12 to Ochlockonee River Bridge	-	-	-	-	-	-	5.6	Gadsden	PE	\$700 K	CST/CEI	\$6.2 M	
	Ochlockonee River Bridge to Orchard Pond Greenway East Trailhead	-	-	-	-	-	-	4.2	Leon	PD&E	\$1 M			
	Orchard Pond Greenway East Trailhead to Meridian Road ^{BPIA}	-	-	-	-	-	-	1.5	Leon	CST				
	Bannerman Road ^{BPIA}													
	Meridian Road to Thomasville Road	-	-	-	-	-	-	2.3	Leon	CST				
Bradfordville Road/Welaunee Greenway													FS to begin 2025	
Thomasville Road to Miccosukee Greenway	-	-	-	-	-	-	7.8	Leon	FS	\$100 K				
4	Capital City Trail - West (US 90)													SUNTrail application for FS submitted Dec 2023
	Chattahoochee to SR 12 at Quincy Bypass	-	-	-	-	-	-	22	Gadsden	FS	\$250 K			
5	Trout Pond Trail Extension													FS to begin late 2024
	SR 267 to Lake Henrietta	-	-	-	-	-	-		Wakulla/Leon	FS	\$200 K			



Fiscal Year 2026 - Fiscal Year 2030

RMP Regional Trails

Project Priority List: CRTPA Meeting 6.17.24

Capital Region Transportation Planning Agency

PRIORITY NO.	PROJECT	PHASE & FUNDING PROGRAMMED						LENGTH	COUNTY	NEXT PHASE	*COST ESTIMATE	FUTURE PHASE	COST ESTIMATE	DESCRIPTION
		PHASE	FY 25	FY 26	FY 27	FY 28	FY 29							
6	Apalachee Parkway (US 27)							0.6	Leon	PE				
	<i>Sutor Road to Conner Blvd</i>	-	-	-	-	-	-							
7	Monticello Path Extension							0.97	Jefferson	PE	-			
	<i>Martin Road to Jefferson County K-12 School</i>	-	-	-	-	-	-							
8	Nature Coast Trail							14	Wakulla/ Jefferson	PD&E	-			
	<i>Lighthouse Road to Taylor County Line</i>	-	-	-	-	-	-							
BPIA Blueprint Intergovernmental Agency project <table border="0" style="width: 100%; margin-left: 20px;"> <tr> <td style="width: 50%; vertical-align: top;"> <u>PROJECT PHASES</u> FS - Feasibility Study PD&E - Project Development & Environment Study PE - Preliminary Engineering ROW - Right-of-way Acquisition </td> <td style="width: 50%; vertical-align: top;"> <u>ACRONYMS</u> CST - Construction CEI - Construction Engineering/Inspection FDOT - Florida Department of Transportation BPIA - Blueprint Intergovernmental Agency WPN - FDOT Work Program Number RMP - CRTPA's 2045 Regional Mobility Plan SUN Trails - Shared-Use Non-Motorized Trail Program </td> </tr> </table>		<u>PROJECT PHASES</u> FS - Feasibility Study PD&E - Project Development & Environment Study PE - Preliminary Engineering ROW - Right-of-way Acquisition	<u>ACRONYMS</u> CST - Construction CEI - Construction Engineering/Inspection FDOT - Florida Department of Transportation BPIA - Blueprint Intergovernmental Agency WPN - FDOT Work Program Number RMP - CRTPA's 2045 Regional Mobility Plan SUN Trails - Shared-Use Non-Motorized Trail Program											
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PRIORITY NO.	PROJECT NAME & ROADWAY	PHASE & FUNDING PROGRAMMED						NEXT PROJECT PHASE	COST ESTIMATE TO FUND THE PHASE	NOTES
		PHASE	FY 25	FY 26	FY 27	FY 28	FY 29			
1	Annual Funding	OPS	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$500,000	OPS	500,000	Funding in the new 5th year for operations and maintenance of the current ITS system.
	<i>Various Locations</i>		² WPN 219785-2							
2	ATC Cabinet Upgrades							CAP	\$1.5M	Request funding annually beginning in FY26 for 5 years. ITS Master Plan Project #5
	<i>Various Locations</i>									
3	Adaptive Traffic Signal Control (US90)	-		-	-	-	-	CAP	\$1.43M	Request funding in FY26. ITS Master Plan Project #14
	<i>Capital Circle NW to Monroe St</i>									
4	Adaptive Traffic Signal Control (US 27)	-	-	-	-	-	-	CAP	\$1.12M	Request Funding in FY26. ITS Master Plan Project #16
	<i>Monroe St to Conner Blvd</i>									



PROJECT PHASES

(OPS) Operations
(CAP) Capital

ACRONYM

WPN - FL Department of Transportation Work Program Number

Capital Region Transportation Planning Agency (CRTPA)
 Tallahassee International Airport Project Priority List (PPL)
 Fiscal Years (FYs) 2026 - 2030

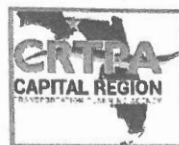
CRTPA Meeting: 6.17.24

Fiscal Year 2026							
Priority Ranking	FDOT WPN	Description	Local	FDOT	BIL-AIG	FAA	Total
1	448565-1 448580-1 448580-2	Terminal Modernization - Elevator & Air Handler Improvements	\$ 500,000	\$ 1,475,000	\$ 1,475,000		\$ 3,450,000
FY26 Total							\$ 3,450,000
Fiscal Year 2027							
Priority Ranking	FDOT WPN	Description	Local	FDOT	BIL-AIG	FAA	Total
1	450038-1	Air Carrier Apron Improvements		\$ 550,000	\$ 2,000,000		\$ 2,550,000
FY27 Total							\$ 2,550,000
Fiscal Year 2028							
Priority Ranking	FDOT WPN	Description	Local	FDOT	BIL-AIG	FAA	Total
1	416010-7	Airport Access and Roadway Realignment Phase II	\$ 200,000	\$ 2,000,000	\$ 1,800,000		\$ 4,000,000
FY28 Total							\$ 4,000,000
Fiscal Year 2029							
Priority Ranking	FDOT WPN	Description	Local	FDOT	BIL-AIG	FAA	Total
1	444974-2	International Passenger Processing Facility	\$ 2,092,536	\$ 2,092,536			\$ 4,185,072
FY29 Total							\$ 4,185,072
¹ Abbreviations & Acronyms BIL Bipartisan Infrastructure Law AIG Formula Infrastructure Allocations FAA Federal Aviation Authority WPN - Work Program Number FDOT Florida Department of Transportation							



PRIORITY NO.	PROJECT NAME and DESCRIPTION	COST
<i>Electric Bus Conversion and Supporting Charging Infrastructure</i>		
1	Acquire additional battery electric buses and construct Phase II of charging infrastructure to expand the depot charging at StarMetro Appleyard facility.	\$ 10,000,000
<i>Transit Scheduling & Communications Systems Upgrade</i>		
2	Transit scheduling hardware, software, technology and communication system upgrades	\$ 1,500,000
<i>Redevelopment of C.K. Steele Plaza - Planning & Design</i>		
3	Feasibility Study, planning, and design of C.K. Steele Plaza into a mixed-use, multistory intermodal facility with connections to intercity transportation such as the Gadsden Express, Monticello Express, Greyhound.	\$ 750,000
<i>StarMetro Appleyard Facility Upgrades - Assessment & Planning</i>		
4	Assessment, planning, and design for facility upgrades and expansion of StarMetro's Appleyard facility.	\$ 750,000
<p>Previous Priority No. 2 - Construction of multi-bay Sustainable Southside Transit Center - (Meridian Road and Orange Avenue) is funded in FY24 for construction. \$20,000,000</p> <p>Previous Priority No. 3 - Phase I of the Electric Bus Charging Infrastructure project is funded. \$20,370,792</p>		

PRIORITY NO.		¹ PROGRAMMED						COST ESTIMATE OF PHASE	PHASE AND FUNDING SOUGHT
		PHASE	FY 25	FY 26	FY 27	FY 28	FY 29		
SU FUNDING									
1	CRTPA UPWP	Oper/Plan	1.5M	-	-	-	-	\$ 2 M	FY 2026 Operational and Planning
<i>Urban Area SU Allocation - Annual Budget for operations and planning projects</i>									



CRTPA TIP and PPL Public Meeting - Wakulla Couty

DATE: Tuesday, June 4, 2024

Wakulla County Library - Large Conference Roomc - 4330 Crawfordville Hwy, Crawfordville, FL 32326

#	Print Name	Zip Code	E-Mail	How did you hear about this meeting
1	Alan Reese	32327	alanreese@yahoo.com	E mail
2	Brandon Geiger	32327	Bgeiger@mywakulla.com	
3	Clid Hansari	"	yo-gutit	CMTC, Facebook
4	Elizabeth Hughes	"	ehughes@mywakulla.com	Facebook
5	William Snowden	32327	editore@theneckline.com	
6	Somer Pell	32327	spell@mywakulla.com	email
7	Michelle Metcalf	32327	mmetcalfe@mywakulla.com	email
8	Jane Brand	32327	jeb@318@hotmail.com	
9	Jack Rudloe	32346	jrudloe@brinkley.net	EMAIL
10	Greg Burke		CRTPA	
11	ANDREW RIDDLE	32327	andrew.riddle35@gmail.com	Facebook
12	David Edwards	32358	dcedwards@mywakulla.com	
13	Cal Jamison	32327	caljamison@msn.com	FB
14	Melissa Corbett	32327	mcorbett@mywakulla.com	Email
15				

Schedule
3:19

Date: June 4, 2024

Name: Elizabeth Hughes

Email Address: elizabethhughes250@gmail.com

Comment:

Please, PLEASE, fund the Crawfordville Highway Widening project. It will increase my quality of life + sanity when traveling through Crawfordville for work + life.



[Faint, illegible handwritten notes or bleed-through from the reverse side of the page.]

From: [Lex, Suzanne](#)
To: rrobin314@gmail.com
Cc: [Burke, Greg](#); [Kostrzewa, Jack](#); [Mitchell, Yulonda](#); [Slay, Greg](#)
Subject: RE: Thomasville multi-use path
Date: Wednesday, June 12, 2024 7:56:00 AM

Hello Mr. Robinson

Good morning. Thank you for your comment on the Thomasville Road Shared-Use path project, which is the number one priority on the CRTPA's Fiscal Year 2026 - Fiscal Year 2030 Bike-Ped Project Priority List.

I have included your comment in the agenda material for the upcoming June 17, 2024, CRTPA Board meeting.

Please reach out to us if you have any additional questions or comments
Suzanne

Suzanne K. Lex, AICP
300 South Adams Street
Tallahassee, FL 32301
Desk (850) 891-8627
Suzanne.Lex@crtpa.org

CRTPA | Capital Region Transportation Planning Agency

-----Original Message-----

From: CRTPA Website <donotreply@crtpa.org>
Sent: Tuesday, June 11, 2024 2:18 PM
To: Burke, Greg <Greg.Burke@talgov.com>; Kostrzewa, Jack <John.Kostrzewa@talgov.com>; Mitchell, Yulonda <Yulonda.Mitchell@talgov.com>; Slay, Greg <Greg.Slay@talgov.com>; Lex, Suzanne <Suzanne.Lex@talgov.com>
Subject: Thomasville multi-use path

EXTERNAL EMAIL

Please report any suspicious attachments, links, or requests for sensitive information.

Name: Richard
Last: Robinson
Email: rrobin314@gmail.com
Subject: Thomasville multi-use path

Message: The sidewalk along the west side of Thomasville Rd between Waverly Rd and Piedmont Dr is in a state of disrepair. It is more comfortable and safer to bike/walk on the neighboring grass than to use this sidewalk. The bike lanes along Thomasville Rd are not an option for those uncomfortable with the protection 6 inches of white paint offer from cars traveling at 50mph.

A solution to these problems is offered by the Thomasville multi-use path. Please prioritize its funding and give a large swath of residences car-free access to Market Square and Midtown.

June 17, 2024



AGENDA ITEM 7 B

CRTPA PUBLIC INVOLVEMENT PLAN UPDATE

TYPE OF ITEM: Action

STATEMENT OF ISSUE

The CRTPA's Public Involvement Plan (PIP) (*Attachment 1*) is presented for approval.

CRTPA COMMITTEE ACTIONS

At the June 4, 2024 CRTPA's Technical Advisory Committee (TAC) and Citizen's Multimodal Advisory Committee (CMAC) discussed the draft PIP. One comment was provided by the Citizen's Multimodal Committee that the graphic on Page 7 does not accurately reflect that each committee directly provides recommendations to the Board. This is noted in the attachment and will be updated as part of the final formatting by the consultant.

BACKGROUND AND ANALYSIS

Public Involvement is at the center of the transportation planning process, as transportation networks affect the public in a variety of ways. The CRTPA's PIP essentially acts as a handbook that outlines the public participation methods, strategies for public engagement and outreach, and state and Federal regulations regarding public participation. As such, the PIP guides how the CRTPA conducts most of its public engagement activities and interacts with the public.

In an effort to provide quick access to key information the PIP layout was streamlined, providing the public with information on engagement opportunities during scheduled meetings and in the development of key planning documents and programs. The Goals, Objectives and Measures of Effectiveness are revised to establish four distinct objectives of the public involvement process; to inform, to engage, to involve and to collaborate with the public and stakeholders. Another key change is the updated PIP acknowledges that public engagement needs to be tailored to the particular project or program. This approach provides the opportunity to develop a meaningful public involvement process that is strategic and proactively seeks full representation from the impacted community.

PUBLIC COMMENT

The major update to the PIP was initiated on May 2, 2024, and closes with Board approval at the June 17, 2024, CRTPA Meeting. This timeframe meets the requirement to provide a 45-day public comment period. Staff received one comment related to the processes for assessing and avoiding the impacts of projects on the environment and habitat. Another citizen inquired about the CRTPA and the agency's purpose. In addition, Tallahassee Reports mentioned in an article on the May 2024 CRTPA Meeting that the update to the PIP was presented the Board. Attachment 2 includes the public comments received as well as the Tallahassee Reports news article.

NEXT STEPS

Following Board approval the PIP will be sent to a consultant for final formatting and to add supporting graphics. In addition, staff will update the strategies section to include more robust public involvement activities, the final Title VI process, and forms as well as the Civil Rights statement. This minor update will be noticed for a 45-day public comment period and then be presented to the Board for review and final approval in the Fall of 2024..

RECOMMENDED ACTION

Option 1: Approve the major update to the CRTPA Public Involvement Plan provided as
Attachment No. 1.

ATTACHMENTS

Attachment 1: CRTPA Public Involvement Plan, June 17, 2024

Attachment 2: Public Comment Material



Draft Public Involvement Plan

*Prepared by the Capital Region Transportation Planning Agency
300 South Adams Street
Tallahassee, FL 32301
(850) 891-8630
www.crtpa.org*

Comment and Formal Review Schedule

- May 02, 2024 - Public-comment period is initiated**
- May 07, 2024 - TAC/CMAC Meetings: Informational Item.**
- May 21, 2024 - CRTPA Board Meeting: Presented for review and comment.**
- June 04, 2024 - TAC/CMAC Meetings: Presented for review and comment.**
- June 17, 2024 - Board Meeting: Closes comment period at adoption.**

Scheduled date of adoption, June 17, 2024.

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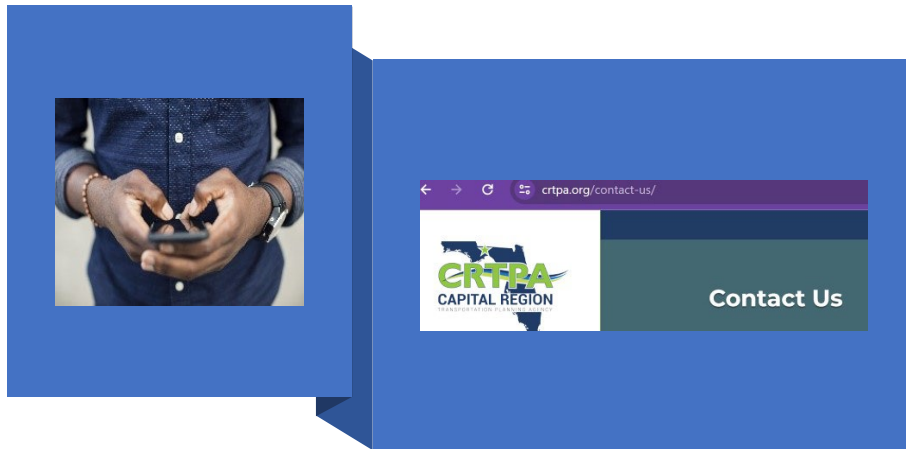
Appendix A Statutory Requirements A1

Appendix B Acronyms and Glossary B1

Final formatting with graphics will be completed once approved.

PART I - INTRODUCTION AND OVERVIEW

The CRTPA uses the input gathered from the public along with data to identify the issues, needs, and priorities for a better multimodal transportation system. Informed decisions on transportation improvements and strategies is crucial with limited funding. Collaboration and inclusive discussions results in planning and programming that considers all transportation modes, as well as construction and non-construction solutions. Outreach to different citizens and groups, including traditionally underserved communities, is essential to meet the needs of all users of the system.



Contact Information

For further information about the Capital Region Transportation Planning Agency (CRTPA) and the public involvement process, please contact:

Greg Slay, AICP, Executive Director;
or,
Suzanne K. Lex, AICP, Title VI/Non-Discrimination Coordinator
300 South Adams Street, Mail Box A-26,
Tallahassee City Hall, Tallahassee, FL 32301
Phone: (850) 891-8630
Web: www.crtpa.org

Acknowledgments

Prepared in cooperation with the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Florida Department of Transportation (FDOT), StarMetro and participating local governments.

General Guidelines

This Public Involvement Plan (PIP) provides guidelines for public participation in activities conducted by the Capital Region Transportation Planning Agency (CRTPA) and contains the policies, goals, objectives, and techniques used by the CRTPA for to encourage public participation. During the public involvement process, CRTPA will strive to:

1. Provide **timely information** about transportation issues and processes to citizens, affected public agencies, representatives of transportation agencies, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs, and projects (including but not limited to local jurisdiction concerns).
2. Provide **reasonable public access** to technical and policy information used in the development of the Long-Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP), and other appropriate transportation plans and projects, and conduct open public meetings where matters related to transportation plans/programs are considered.
3. Give **adequate public notice** of public involvement activities and allow time for public review and comment on key decision points, including, but not limited to, approval of the LRTP, the TIP, and other appropriate transportation plans and projects.
4. **Document applicable public input.** When significant written and/or oral comments are received on the draft transportation plan (including the financial plan) or the TIP as a result of the public participation process or for a PD&E the interagency consultation process required under the U.S. Environmental Protection Agency conformity regulations, a summary, analysis, and report on the disposition of comments will be made part of the final plan.
5. **Solicit the needs of those underserved** by existing transportation systems, including, but not limited to, people with low-income, people with Limited English Proficiency (LEP), people who are transit dependent, people of color, older adults, and people with disabilities. Current federal law requires that the CRTPA provide reasonable opportunities for affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the transportation planning process. [23 U.S.C. 104(d)1].
6. Provide a **public comment period of 45 calendar days prior to the adoption of the Public Involvement Plan** and/or any amendments. Notice of the 45-day comment period will be sent to local governments and distributed electronically and through social media, and the CRTPA website.
7. Provide a **public comment period of no less than 7 days** for any formal amendments, or updates, to the LRTP and TIP, and other appropriate transportation plans and projects.
8. **Coordinate the CRTPA's public involvement plan** with statewide, regional, and local public participation processes wherever possible to enhance public consideration of the issues, plans, and programs and to minimize redundancies and costs.

Title VI (Environmental Justice)

No person in the United States shall, on the ground of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity receiving Federal financial assistance (Title VI of Civil Rights Act of 1964, 42 U.S.C. § 2000d, and as amended, and the Civil Rights Restoration Act of 1987, P.L. 100.259). This includes funds received through the Florida Department of Transportation (FDOT) or other entities.

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. “Public Participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who require special accommodations under the Americans With Disabilities Act, or persons who require translation services (free of charge) should contact the CRTPA Title VI Coordinator, Suzanne Lex, three days in advance of the meeting at 850-891-8627 (Suzanne.Lex@crtpa.org”) and for the hearing impaired, telephone 711 or 800-955-8771 (TDY).”

The CRTPA’s planning process is conducted in accordance with Title VI of the Civil Rights Act of 1964 and related statutes. Any person or beneficiary who believes he/she has been discriminated against because of race, color, religion, sex, age, national origin, disability, or family status may file a complaint with the CRTPA Title VI coordinator at (850) 891-8627 or at Suzanne.lex@crtpa.org or by writing to the CRTPA, Tallahassee City Hall, 300 South Adams Street, Mailbox A-19, Tallahassee, FL 32301.

Limited English Proficiency (LEP)

“La participación pública se solicita sin distinción de raza, color, nacionalidad, edad, sexo, religión, discapacidad o estado familiar. Las personas que requieran adaptaciones especiales en virtud de la Ley de Americanos con Discapacidades, o las personas que requieran servicios de traducción (sin cargo) deben comunicarse con Suzanne Lex, CRTPA Coordinadora del Título VI, al 850-891-8627 (Suzanne.lex@crtpa.org) y para las personas con discapacidad auditiva, teléfono 711 o 800-955-8771 (TDY) cuatro días antes de la reunión.

Limited English Proficiency: The purpose of the LEP is to increase awareness and provide meaningful access to all CRTPA plans, programs, meetings, and events to individuals with limited to no ability to speak, read, or write English. The CRTPA is committed to increasing awareness to all individuals, including those that have been traditionally underserved, such as those with Limited English Proficiency (LEP). The CRTPA website can be translated into other languages so that greater access is available to citizens. For more information regarding the CRTPA’s LEP plan, please see the visit the CRTPA’s website [LEP Plan](#).

CRTPA - Organization and the 3C Planning Process

CRTPA – A Metropolitan Planning Organization

The Capital Region Transportation Planning Agency (CRTPA) is the Metropolitan Planning Organization (MPO) responsible for the regional multimodal transportation planning for Gadsden, Jefferson, Leon, and Wakulla Counties, and the municipalities within. The Federal Highway Act of 1962 established legislation that mandated that an urbanized area (UZA) with a population of 50,000 establish a MPO and subscribe to a continuing, cooperative and comprehensive ‘[3C Planning Process](#)’ in order to expend United States Department of Transportation (USDOT) funding. ,

The CRTPA’s Metropolitan Planning Area (MPA) *Figure 1* extends beyond the urbanized area to include the counties of Gadsden, Jefferson, and Wakulla, the Capital Region. This four-county planning areas is also designated as the Metropolitan Statistical Area, *Figure 1* by the [U.S. Census Bureau](#). A summary of federal and state regulations governing MPOs is provided in Appendix A.

CRTPA MPA – Metropolitan Planning Area

***Figure 1: CRTPA Metropolitan Planning Area
Tallahassee Metropolitan Statistical Area (Census)***



History of the CRTPA

1977 - The Tallahassee Urban Area Transportation Study Policy Committee was reorganized into the Tallahassee-Leon County (TLC) MPO.

Renamed to the CRTPA in 2004, the Metropolitan Planning Area (MPA) was expanded to include the urbanized portions of Gadsden and Wakulla Counties, along with expanded membership.

In 2008, the CRTPA planning boundaries and membership were again expanded to include all of Gadsden, Jefferson, Leon, and Wakulla Counties, as seen in Figure 1.

Purpose of Public Involvement

3 C Planning Process

Public Involvement is at the foundation of the 3C planning process (**Figure 2**) as transportation networks affect the public in a variety of ways. Therefore, the voice of the public is essential in ensuring that the transportation decisions made are efficient and effective in serving the community they impact. The CRTPA's Public Involvement Plan (documents the goals, objectives, and strategies that provides all users of the transportation system an opportunity to be involved in the transportation planning process. As the transportation network affects economic vitality, personal and freight mobility, and local/regional priorities, it is critical for the voices of everyone to be heard and considered.

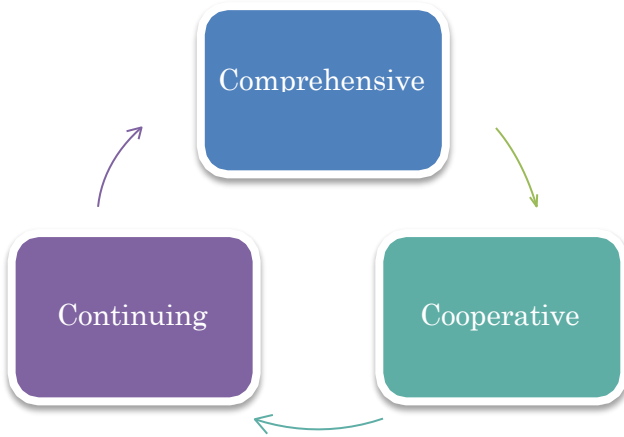


Figure 2

Proactive, continuous, and inclusive public involvement assists in:

- Providing the public the opportunity to engage in the transportation-decision making process.
- Enhancing the development and implementation of transportation programs and projects.
- Promoting a thorough exploration of community needs, communications on objectives and trade-offs.
- Advancing more complete solutions that considers public input and examines a range of alternatives.
- Obtaining funding and support for projects and programs in the CRTPA Region.
- Increasing customer satisfaction, public trust, and public acceptance.
- Developing a better final product, especially context-sensitive solutions.
- Ensuring effective use of limited financial resources.



Public Participation in the Planning Process

Meeting Schedules: Schedules are posted on the CRTPA website at the beginning of each calendar year. Any change to a scheduled committee or board meeting will be noticed a minimum of 7-days in advance, with exception if canceled due to emergency circumstances.

In-person meetings: The public is encouraged to attend all CRTPA Committee and Board meetings. Board meetings, except the Retreat, are broadcast live on WCOT. Written or verbal comments may be provided to staff.

<i>Opportunities for Public Comment</i>		<i>Scheduled Monthly</i>	<i>Time</i>	<i>Exception</i>
Governing Meetings	Board	<i>3rd Monday or Tuesday</i>	<i>1:30 pm</i>	<i>Jan, Jul, Aug</i>
	Executive Committee	<i>Minimum Annually</i>	<i>Posted</i>	<i>As Needed</i>
Committees	TAC	<i>1st Tuesday of the Month</i>	<i>9:00 am</i>	<i>Jan, Jul, Aug</i>
	CMAC	<i>1st Tuesday of the Month</i>	<i>11:30 am</i>	<i>Jan, Jul, Aug</i>
<i>Cancellation of a meeting is posted 7-days in advance of the scheduled date, unless due to an emergency event.</i>				

Virtual Participation: Comment may be provided virtually on agenda and non-agenda items at a Board meeting. The CRTPA requests virtual participation be scheduled a day in advance in an effort to ensure that public comment can be provided at the meeting.

**To provide comment virtually at a Board Meeting
register by 5:00 p.m. the day before the meeting.**

Florida Sunshine Law: The CRTPA Board and Committees are governed by Florida Sunshine Law and in accordance with the notification requirements of Florida Statute §.286.011. Per Sunshine Law, meeting minutes are taken at all CRTPA Board and Committee meetings. Minutes are distributed at the following board and committee meetings for review and approval. Upon approval, minutes are available to the public by request or may be accessed via the Internet. Meeting minutes are included in the agendas posted on the CRTPA and City of Tallahassee Board Docs websites.

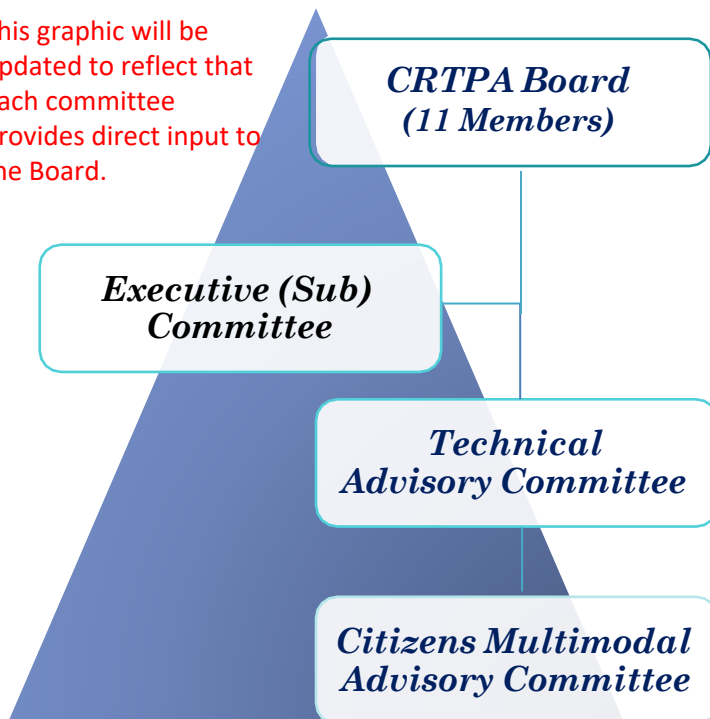
As part of the “3C” planning process and during every stage of the decision-making process consideration is given the principles of Environmental Justice and Title VI of the Civil Rights Act as relating to transportation systems and facilities.

Accessibility: All meetings are held in locations accessible to persons with disabilities and to citizens requiring transportation. Citizens that require special accommodation should contact the CRTPA three business days in advance of a meeting at (850) 891-8630 Contact Suzanne Lex, Title VI Coordinator by email, or by phone at 850.891.8627. The telephone number of the Florida Relay TDD Service is # 711. In addition, the CRTPA Board meetings are televised live on WCOT and posted to the City of Tallahassee’s You Tube Chanel.

PART II - CRTPA BOARD, COMMITTEES AND STAFF

The CRTPA Board and staff are supported by the Technical Advisory Committee and the Citizens Multimodal Advisory Committee. Member representation provides input from a variety of sources. The governance [Board] structure is composed of elected officials from the four-county region and a Leon County School Board as voting members. The CRTPA’s voting structure is a weighted vote and is established in the Interlocal Agreement. Representatives from StarMetro and the ARPC participate as non-voting members. Executive Committee members are the Chair, Vice-Chair, and immediate past Chair, with representation from Leon County, the City of Tallahassee (COT) and one rural local government.

This graphic will be updated to reflect that each committee provides direct input to the Board.



Leon County BOCC (3), City of Tallahassee (3), Jefferson, Gadsden, Wakulla Counties BOCCs & Gadsden Co. municipalities (1 each). Leon County School Board (1),

Executive Subcommittee members meet annually to review the budget and as needed.

Representatives from transportation providers (Transit, TMC, Airport, Commuter Services), local government planning and engineering departments, and regional/state agencies.

Citizen representing a range of geographic and socio-economic demographics, expertise, and community interests.

Both the CMAC and TAC offer input from their varying perspectives, whether that be in a professional sense (planners, engineers, etc.) or from a citizen perspective (local residents). These committees garner feedback, input, advice, and provide recommendations for staff to present to the CRTPA Board.

Current bylaws, membership and meeting calendars are available on the [CRTPA website.](#)

**Watch CRTPA Board Meetings live on WCOT.
Missed the Live Meeting – Catch the meeting on You Tube
See the CRTPA’s Meetings webpage for details.**

Citizens Multimodal Advisory Committee

The *Citizens Multimodal Advisory Committee (CMAC)* is comprised of individuals in the community and includes representatives of various agencies and transportation interests. Members of this committee must reside within the CRTPA Planning Area. The committee's purpose is to provide comment and guidance to the CRTPA Board on transportation planning and policy issues. The charge of the CMAC is to reflect a broad cross-section of residents within the CRTPA areas representing a wide variety of interests and special needs. Members must also be interested in the development of an integrated, safe, efficient, and cost-effective transportation network for all users. Special interests to be represented include child/youth advocates, minorities, off-road cyclists, pedestrians, persons with disabilities, road bicyclists, senior citizens, students, transit riders and the transportation disadvantaged.

Public Involvement and the CMAC

Meetings Held: First Tuesday of the month at 11:30 am.
Address: 300 South Adams Street, City Hall, Tallahassee

Meeting Calendar: Posted annually on the CRTPA website.
Meetings are not scheduled in January, July, and August.

(Consult website, meetings may be canceled, or the location may change.)

Meeting Notice: Agenda posted 7 days in advance of the meeting on CRTPA.org.

Meeting Participation: Written or verbal comments may be provided to staff in advance of the meeting. At the CMAC meeting comment is taken in-person or on agenda and non-agenda items.

Accommodations are available to the public upon request 3 business days before the meeting. Contact Suzanne Lex, Title VI Coordinator by email, or by phone at 850.891.8627.

Members: Application and approval by the CRTPA Board.

*Interested in serving on the
Citizen's Multimodal Advisory Committee?*

[Apply Online Here!](#)

Application Process: Candidate are interviewed by CRTPA staff and then recommended to the Board for membership. The Board votes on the approval of each candidate's appointment. Considerations for appointment are based on the geographic location, interviews, and overall background/experience of each candidate. The CRTPA strives to maintain a diversity of citizens in order to provide a well-rounded review of transportation issues.



Technical Advisory Committee

The ***Technical Advisory Committee (TAC)*** is the CRTPA's technical committee and is comprised of local and state planners and engineers with expertise in the area of transportation planning, engineering, or management. TAC members provide technical reviews of CRTPA plans, programs, and projects and makes recommendations as to their need, feasibility, technical accuracy and consistency with local, state, and regional plans, programs, and projects. The TAC assists the CRTPA in carrying out the CRTPA's planning function through recommendations on various transportation issues. Another integral role of the TAC is providing technical expertise on steering committees, project working groups and their contribution as members of the Community Traffic Safety Team.

Public Involvement and the TAC

Meetings Held: First Tuesday of the month at 9:00 am.
Address: 300 South Adams Street, City Hall, Tallahassee

Meeting Calendar: Posted annually on the CRTPA website.
 Meetings are not scheduled in July, August, and January.

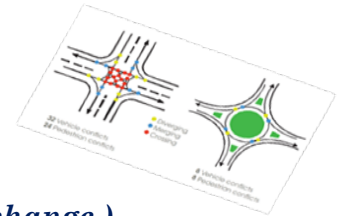
(Consult website, meetings may be canceled, or the location may change.)

Meeting Agenda: Posted 7 days in advance of the meeting on CRTPA.org.

Meeting Participation: Written or verbal comments may be provided to staff in advance of the meeting.

Accommodations are available to the public upon request 3 business days before the meeting. Contact Suzanne Lex, Title VI Coordinator by email, or by phone at 850.891.8627.

Members: Appointed consistent with the Bylaws, Florida Statutes and Federal Code.



Established in §339.175(6)(d), F.S., the membership of the TAC must include, whenever possible, planners; engineers; representatives of local aviation authorities, port authorities, and public transit authorities or representatives of aviation departments, seaport departments, and public transportation departments of municipal or county governments, as applicable; the school superintendent of each county within the jurisdiction of the MPO [CRTPA] or the superintendent's designee, and other appropriate representatives of affected local governments. The TAC membership is appointed by the local agencies providing their expertise.

CRTPA Board

The CRTPA Board is comprised of 11 voting members representing Gadsden, Jefferson, Leon and Wakulla counties and municipalities. A list of [members and their contact information](#) is available on the CRTPA website. The CRTPA Board is the final level of review and decision-making body in the Agency's organizational structure. Recommendations from CRTPA staff and the committees are reviewed, discussed and then either approved, accepted, or rejected through a weighted vote. Annually, in January the Board holds a Retreat. It provides a forum for strategic planning, policy development and CRTPA initiatives, as such, no public comment is taken.

Public Involvement and the CRTPA Board

Meetings Held: The First Monday or Tuesday of the month at 1:30 pm.
Address: 300 South Adams Street, City Hall, Tallahassee

Meeting Calendar: Posted annually on the CRTPA website. A Board Retreat is held in January. ***Check the Calendar for any updates. No meetings are scheduled in July and August.***

Meeting Agenda: Posted 7 days in advance of the meeting on [CRTPA.org](#) & [COT Board Docs](#).

Meeting Participation: Written or verbal comments may be provided to staff in advance of the meeting. At the meeting comment is taken in-person or virtually on agenda and non-agenda items. The CRTPA requests virtual participation be scheduled a day in advance in an effort to ensure that public comment can be provided at the meeting.

Virtual participation options are available to the public upon request. Contact the CRTPA no later than 5 pm the last business day before the scheduled meeting.

Accommodations available to the public upon request 3 business days before the meeting. Contact [Suzanne Lex](#), Title VI Coordinator by email, or by phone at 850.891.8627.

Members: Appointed by a member government or agency, consistent with the CRTPA's Bylaws & Interlocal Agreement. A quorum must be present for the CRTPA to take any action.

Annual Retreat: Held in January of each year on the third Tuesday at 9:00 or 10:00 am.

Address: ***Consult website for location***, listed on the calendar and on the meeting webpage.

Retreat Agenda: Posted 7 days in advance of the meeting on [CRTPA.org](#).

Meeting Participation: *None at the Retreat as no action items are presented.

Any Retreat agenda item that requires acceptance or adoption by the Board will be included as part of a future Board Meeting and noticed in accordance with the requirements set forth in this plan. This ensures the public has the opportunity to participate in the planning process.

CRTPA Executive Committee Meetings

The CRTPA Executive [Sub] Committee is established in the CRTPA Bylaws and meets at a minimum annually. Committee members are the Chair, Vice-Chair, and immediate past Chair.

Public Involvement and the CRTPA Executive Committee

Meetings Held: At minimum, annually in August or September, see website for date and time.

Address: 300 South Adams Street, City Hall, Tallahassee

Meeting Calendar: Posted on the CRTPA website.

Meeting Agenda: Posted 7 days in advance of the meeting on CRTPA.org.

Meeting Participation: Written or verbal comments to staff in advance of the meeting. Comment during the meeting from the public on agenda and non-agenda items. No virtual option.

Accommodations are available to the public upon request 3 business days before the meeting. Contact [Suzanne Lex](#), Title VI Coordinator by email, or by phone at 850.891.8627.

Members: Established in Bylaws

Executive Committee Emergency Meetings

At times there is a need to meet and take immediate action to ensure the continuity of the planning program. The CRTPA can elect to call a meeting of the Executive Committee for issues that are time-sensitive and require immediate action. In cases of emergency or other constrained circumstances, there is a minimum 24-hour minimum notification of the meeting. The meeting shall be advertised on the CRTPA webpage and noticed via CRTPA Social Media. An e-mail notification is sent to the all committee and board members.

CRTPA Staff

The CRTPA is staffed by an Executive Director, an Assistant Executive Director, Planning Manager, Programs Manager/Title VI Non-Discrimination Coordinator, and an Administrative Assistant. The staff works closely with the Florida Department of Transportation (FDOT), local governments, community partners and stakeholders. To contact the CRTPA staff, please visit <https://crtpa.org/contact-us/>

Items presented to the Executive Committee, whether a regularly scheduled Executive Committee meeting or one conducted under emergency circumstances, is included as part of the next regularly scheduled CRTPA meeting and noticed in accordance with the requirements set forth in this plan. This ensures that the public has an opportunity to participate and comment.

PART III - Public Involvement and the Planning Program

Planning Documents

The CRTPA is charged with preparing numerous other planning documents including, but not limited to, the documents listed below.

Public Involvement Plan (PIP) - The Public Involvement Plan (PIP) identifies strategies to provide complete information, timely public notice, and full access to key decisions before adoption of or amendment to the CRTPA's plans and programs.

Long-Range Transportation Plan (LRTP) - Establishes the investment priorities established in the 2044 Connections Regional Mobility Plan (RMP), which is the CRTPA's LRTP. The plan fulfills state and federal requirements for a coordinated transportation plan consistent with local and regional goals; and that demonstrates the transportation projects are financially cost feasible.

Priority Projects Lists (PPLs) - Approved annually, the PPLs identify projects, or project phases, that the CRTPA seeks funding for in the Florida Department of Transportation's (FDOT) Work Program. Lists are developed for all modes of transportation; and list the region's transportation projects in priority order.

Transportation Improvement Program (TIP) - Approved annually, the TIP sets the schedule for improvements to the region's transportation system over the next five years. The TIP identifies local, state and federally- funded transportation projects in the FDOT Work Program; and Assigns available funding to specific projects and covers all modes of transportation in **the Capital Region**.

Unified Planning Work Program (UPWP) - The UPWP is a biennial statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds.

Public Involvement Plan

A guide to how the CRTPA conducts engagement in the development of program documents and projects, the Public Involvement Plan (PIP) is central to the transportation planning process. The CRTPA's Public Involvement Plan (PIP) identifies strategies and processes to provide citizens and stakeholders with reasonable public notice, complete information, and full access to key decisions before adoption of or amendment to the CRTPA's plans and programs.

Another critical component in the public involvement process is collaboration with local communities, and regional and state partners. It is important that the public engagement process

consider the voices of leadership, stakeholders, special interest groups and the residents in the Capital Region.

At a minimum, the PIP will be evaluated and updated every three years. Updates will consider changing technologies, outreach strategies, and the success of the current plan's public engagement strategies and processes. An analysis of the effectiveness of the plan informs the staff and shapes recommendations for an update to the PIP. Necessary updates to comply with any new statutory requirement will be processed in a timely fashion in accordance with this plan.

Public Involvement and the PIP

PIP Development - 45-Day Public Comment Period

- An assessment of public engagement PIP is completed, and proposed revisions identified.
- The draft PIP is made available on CRTPA.org for a minimum 45 day-comment period.
- Notice PIP proposed for adoption at a regularly scheduled Board meeting.
- Distribute PIP to contacts list via email & social media along with notice of meeting dates.
- Comment may be provided throughout the comment period & at all public meetings.
- Draft PIP is presented to the TAC/CMAC & Board at the next regularly scheduled meetings.
- Reviews & comments will be solicited from FDOT, FHWA, & other partner agencies.

PIP Adoption & Amendments

- Comment period on the draft PIP closes after minimum of 45-days and as noticed.
- Public involvement activities & comments are recorded and included in the final document
- A post is made to the CRTPA's social media accounts with a link to the final draft PIP.
- Final draft PIP adopted and website is updated accordingly.
- Amendments follow the same process with the exception of updates to appendices.
- Updates to the appendix is to ensure supporting material is current.
- Will be posted on the website and the update to the appendices documented in the PIP.

For more information on the CRTPA's meetings, projects, latest news, and public outreach activities please visit our main webpage. To stay connected and provide public input on the CRTPA's plans and programs see the webpage CRTPA.org "Get Involved".

Long-Range Transportation Plan

The Cost Feasible Plan (CFP), in the Long-Range Transportation Plan (LRTP), is the cornerstone of the transportation planning process. The CRTPA's adopted LRTP is the [Regional Mobility Plan \(RMP\)](#). Updated every five years, the LRTP provides a 20-year blueprint for transportation improvements and the expenditure of federal, state, and local transportation funds for the four-county region. This plan provides a common vision for the community's future transportation needs and is developed considering population, employment, and economic growth. The LRTP presents projection of anticipated transportation funding and costs for all modes of transportation, as well as for the operation and maintenance of facilities. Because funds are limited, public input is essential to help identify the

priority projects and programs that will be included in the twenty-year plan for future implementation.

The public can provide input throughout the planning process and before the plan is fully drafted. Engagement with the public varies and could include workshops, surveys, outreach to local governments and information table at community events throughout the region, as well as through social media and digital platforms. Using virtual platforms and social media, citizens and community groups throughout the region are provided access to participate in the planning process. Comment may also be provided at scheduled TAC/CMAC meetings.

LRTP and Public Involvement

Initiate Project & Public Involvement Plan

- Develop project webpage to include a schedule with ongoing project updates & meeting notices.
- Information on the LRTP update is included at annual TIP & PPLs community meetings.
- Updates & relevant project information is distributed as the plan is developed.
- Comment may be provided throughout the development of the LRTP and at all public meetings.
- Board recommendations and public comments are considered in the final draft for adoption.

14-day Public Comment - CFP Draft

- Posted for 7 days before the TAC/CMAC meetings and 7 days before the Board meetings.
- Notice to adopt final draft CFP at the next regularly scheduled CMAC/TAC and Board Meetings.
- Electronic notice is sent to regional & local partners, stakeholders & transportation providers.
- Electronic notice to local government administrators & if applicable, public information liaison.
- Adoption Public Hearing proceeds final Board action on CFP at the regularly scheduled Meeting.
- If comment warrants significant changes the schedule will be adjusted for additional review.

LRTP Amendments and Modifications

- An **Amendment** is required to add, delete, or to make changes to a project scope or cost.
- An RMP amendment is noticed 7-days before a public hearing and the adoption by the Board.
- Notice to adopt amended CFP at the next regularly scheduled CMAC/TAC & Board Meetings.
- Public can comment in writing via email or through the CRTPA website or at meetings.
- The amendment demonstrates that the project can be completed based on expected funding.
- An **Administrative Modification** allows for minor changes to a project in the adopted LRTP.
- The change is presented to the Committee and Board as an informational item.

Project Priority Lists

Each year the CRTPA is required to develop a list of projects, prioritize the projects, and provide the list to FDOT District Three by August 1 of each year. The adopted Project Priority Lists, PPLs, are updated in consultation with modal partners, local governments and FDOT. Development of the PPLS and public engagement is conducted

concurrently with the development of TIP. All public involvement announcements and material include a discussion of the PPLs and request comment and input from the public and stakeholders. Projects are identified from adopted plans and documents prepared by the respective operator or modal provider.

Project Priority List Sources – Plans and Studies

Regional Mobility Plan (LRTP)
 Tallahassee International Airport Master Plan
 StarMetro Transit Development Plan
 DEP & SUN Trails Priority Maps
 ITS Master Plan
 Bike-Ped Studies
 Corridor, Safety and Operational Studies

Public Involvement and the PPLs

PPL Development and Public Involvement

- Draft PPLs are developed in consultation with local transportation providers and FDOT.
- Post draft PPLs along with the public engagement & meeting schedules on the CRTPA website.
- Distribute PPLs, notice local government administrators; if applicable, public information liaison.
- Send E-Blast to contacts list via email & social media distributing PPLs with notice of meetings.
- Two in-person and/or virtual public meetings providing the public an opportunity to comment.
- Comment may be provided throughout the development of the PPLs and at all public meetings.

PPL Adoption - 7 Day Public Comment Period

- The 7-The minimum comment period for draft PPLs is 7 days.
- Finalize draft PPLs; address all comments & include a record of all public engagement.
- Posted for 7 days before the TAC/CMAC meetings and 7 days before the Board meetings.
- Notice to adopt final PPLs at the next regularly scheduled CMAC/TAC and Board Meetings.
- Electronic notice to local government administrators; & if applicable, public information liaison.
- Board action at a regularly scheduled meeting in May or June.

PPL Amendments

- Comment period on Amendment begins with the posting of the TAC/CMAC meeting agendas.
- Distribute & notice the 7-day comment period in advance of the Board adoption.
- Finalize draft PPLs; include comments and address all comments.
- Electronic notice to local government administrator(s); & if applicable, public information liaison.

Transportation Improvement Program

The TIP contains all transportation projects programmed in the Capital Region for the upcoming five fiscal years. It is updated annually to add a new fifth-year and to incorporate those projects in the CFP and PPLs having the highest priority and an ability to be funded. Projects in the TIP are grouped by modal types or category and then by county within each modal type or category. The TIP provides the year the improvement is scheduled, the source and amount of funding, and the agency responsibility for implementation. Project phases are provided as well as some level of detail regarding the project or program.

From a policy perspective, the TIP reflects the priorities for scheduling improvements to the state highway system and federal Interstate highway system. It also includes freight, bridge, rail, and port improvements in addition to ITS strategies.

Each year, in May or June, the C RTPA updates its project priorities and includes them in the TIP document. The new priorities are used by FDOT for programming consideration in the upcoming new fifth year of FDOT's Work Program. Coordination with FDOT, StarMetro, local jurisdictions, and other partner agencies and transportation providers is ongoing throughout TIP development and after adoption

Public Involvement and the TIP

TIP Development and Public Involvement

- Draft TIP is developed in consultation with local transportation providers and FDOT.
- Post notice of TIP development, public engagement & meeting schedule on the C RTPA website.
- Electronic notice to local government administrators; & if applicable, public information liaison.
- Distribute draft via E-Blast & social media, also comment online using the Interactive TIP tool.
- Two in-person and/or virtual public meetings providing the public an opportunity to comment.
- Comment may be provided throughout the development of the TIP and at all public meetings.

TIP Adoption - 7 Day Public Comment Period

- The minimum comment period for draft TIP is 7 days.
- Posted for 7 days before the TAC/CMAC meetings and 7 days before the Board meetings.
- Finalize TIP; address all comments & include a record of public involvement for Board action.
- Electronic notice to local government administrators & if applicable, public information liaison.
- Noticed for Board action at a regularly scheduled meeting in May or June.

TIP Amendments and Modifications -

- Annually the TIP is updated to include the projects on Eastern Federal Lands.
- An **Amendment** is required to add, delete, or to make major changes to a project scope or costs.
- An **Administrative Modification** allows for minor changes to a project in the adopted TIP.
- The following page details the processes & opportunities for public comment on TIP changes.

TIP Modifications and Amendments

Annually, in May or June, the Five-Year Transportation Improvement Plan is adopted for the upcoming [State] Fiscal Year, July 1 through June 30. However, the Federal Fiscal Year Cycle runs from October 1 through September 30. To ensure that required federal authorization of

expenditures can occur during July, August, and September both the old TIP and the new TIP need to be consistent. This triggers the need for an Administrative or Roll-Forward TIP Amendment.

TIP Modifications - Minor Change to a Project in the TIP

- Minor change to project costs of less than 20 percent of total project cost & \$2 million.
- Minor change of additional funding source(s) or project initiation date for projects included.
- A TIP Modification is included in the agenda package at the next regular scheduled meetings.
- The modification(s) is provided as an information item to the TAC/CMAC and the Board.
- No formal comment period on a TIP Modification, 7-day notice as part of the meeting agenda.

TIP Amendments - Major Change

- Major change includes:
 - the addition of a new project or the deletion of an existing project;
 - a project cost increase of more than 20 percent & \$2 million;
 - design concept or scope change; project limits increase or decrease by a 1/2 mile & 20 percent.
- A TIP Amendment may be time-sensitive due to FDOT deadline of the 10th of each month.
- An amendment is processed immediately for Board action at next regularly scheduled meeting.
- There is minimum 24-hour public notice of the Amendment to add it to a Board Agenda.
- An Executive Committee meeting will be scheduled if necessary to meet deadlines.
- The Amendment is ratified at the next regularly scheduled TAC/CMAC & Board meeting.

Roll Forward TIP Amendments

- Project(s) is in any of the first four [Federally recognized] years of the old TIP.
- Project(s) was not authorized by June 30, but can still be authorized based on the old TIP.
- TIP Amendment request must be made between July and September 30.
- Project to be Approved After September 30 - Roll Forward Amendment
- Need to ensure such projects are in the new TIP.
- Accomplished by Roll Forward TIP Amendment which must occur before October 1.

Administrative TIP Amendments

- In the new TIP (effective July 1) new projects may be added in Year One.
- However, this TIP is not recognized by FHWA until October 1.
- The project requires federal authorization prior to October 1.
- Reflects minor changes to project, such as project phase costs, funding sources or limits.
- The amendment is presented at the next regularly scheduled CMAC, TAC & Board Meetings.

Unified Planning Work Program

The Unified Planning Work Program (UPWP) is produced on a biennial basis and serves as the CRTPA's work plan and budget for the two fiscal years. As such, it details the tasks and programs for which the CRTPA is responsible, associated expenditures and the funding sources. An initial draft UPWP is noticed for committee and board action. Concurrently it is transmitted for review to the Federal Transit Administration (FTA), the

Federal Highway Administration (FHWA), and to the FDOT. These agencies provide comments. The final draft UPWP, addressing all comments, is then presented at a regularly scheduled meeting for approval by the committees and the CRTPA Board. At the time of the final draft UPWP is approved, the accompanying two-year contract with the FDOT is executed by the Board, which may be amended from time to time.

Public Involvement and the UPWP

UPWP Development

- Draft UPWP is developed in consultation with FHWA, FDOT, & agency representatives.
- Post draft UPWP along with the scheduled date of adoption on the CRTPA website.
- Public engagement is initiated on draft UPWP at Feb or March TAC/CMAC & Board meetings.
- Comment may be provided throughout the UPWP development & at all public meetings.

UPWP Adoption - 7 Day Public Comment Period

- The minimum comment period for draft UPWP is 7 days.
- Posted for 7 days before the TAC/CMAC meetings and 7 days before the Board meetings.
- Finalize draft UPWP, address all comments & include all necessary forms.
- Board adoption of the two-year UPWP includes the accompanying FDOT-CRTPA contract.
- Noticed for Board action on the UPWP & contract at a regularly scheduled meeting in May.

UPWP Modifications and Amendments

- **UPWP Modification**
- Minor changes, modifications, informational item FDOT & FHWA/FTA.
 - A modification does not change the total contract budget, add or delete a project.
- **UPWP [Minor] Amendment pursuant to the CRTPA Bylaws §IV.D.1. Administration**
- Provides the Executive Director authority to approve a minor amendment, defined as:
 - a onetime extension to an existing project schedule by no more than six months.
 - a onetime amendment to an existing project scope and/or cost by no more than \$25,000.
- The amendment is subject to final approval by the Board, FDOT & FHWA.;
- **UPWP Amendment (List of Amendment Thresholds)**
- Follows the same 7-day comment period described for the final UPWP Adoption.
- Noticed for action at a regularly scheduled Board meeting; final approval by FDOT & FHWA.
- **UPWP Amendment Time-Sensitive**
- A UPWP amendment may be time-sensitive for an essential project or operations to continue.
- Amendment is processed immediately for Board action at next regularly scheduled meeting.
- There is a minimum 24-hour public notice of the Amendment to add it to a Board Agenda.
- An Executive Committee meeting will be scheduled if necessary to continue essential work.
- The Amendment is presented at the next regularly scheduled TAC/CMAC & Board meeting.
- The amendment is subject to final approval by FDOT & FHWA.

Federal Certification of the Transportation Planning Process

Every four-years, jointly, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) must certify the metropolitan transportation planning process in Transportation Management Areas (TMAs). A TMA is an urbanized area, as defined by the U.S. Census Bureau, with a population of over 200,000. Pursuant to 23 U.S.C. 134(k) and 49 U.S.C. 5303(k). [23 C.F.R. 450.336(b)(4)]

As part of the certification process, FHWA and FTA provide opportunities for public involvement within the metropolitan planning area under review. The agencies consider the public input received in the final certification action. This process can be used by the CRTPA to improve the overall delivery of future public outreach based on the input received during the

public engagement. Additional primary activities include a review of the CRTPA planning products and a scheduled certification meeting to discuss the CRTPA responses to FHWA and FTA certification questions. Lastly is the preparation of a Certification Review Report by FHWA and FTA that summarizes the review and offers findings. The reviews focus on compliance with Federal regulations, challenges, successes, and experiences of the cooperative relationship between the CRTPA, FDOT and StarMetro in conducting the metropolitan transportation planning process. A final Certification Report documents the results of the review process. The reports and final actions are the joint responsibility of the appropriate FHWA and FTA field offices.

Public Involvement and Federal Quadrennial Certification

Certification Process Initiated Every Four-Years

- The CRTPA Federal Certification process occurs, at minimum, every four years.
- Post the schedule of certification activities along with the public engagement meeting date.
- FHWA and FDOT provide certification questions for response by the CRTPA.
- Webpage is updated with CRTPA responses to the certification questions.
- Comment may be provided throughout the process & at all public meetings.

Certification Public Meeting

- Meeting date & time is noticed a minimum of 7-days before scheduled public engagement event.
- The meeting will be held virtually and in-person providing for maximum accessibility.
- Distribute notice to local government administrators; if applicable, public information liaison.
- Send E-Blast to contacts list via email & social media distributing meeting notice.
- A follow-up notice will be sent at minimum 7-days before the scheduled engagement.
- Public meeting presentations by the CRTPA and FHWA will be uploaded to the webpage.

Certification Report

- Webpage is updated with the draft (and if applicable) final Certification Report.
- Any follow-up action is documented and updated on the Certification project page.
- The final report is noticed as part of the regularly scheduled TAC/CMAC and Board Meetings.
- Meeting material is posted to the certification webpage.

Planning Studies and Reports

Meaningful public involvement is a process that proactively seeks full representation from the community, considers public comments and feedback, and incorporates that feedback into a project, program, or plan. The process not only considers community contributions, but also encourages early and continuous public involvement and brings diverse viewpoints and values into the transportation decision-making process. It enables the community and agencies to make better-informed decisions through collaborative efforts.

The CRTPA conducts project, corridor, safety and/or specific area studies. These may be carried out by staff and/or consultants, and the

scope, level of detail and products can vary greatly, as can the level of public involvement and engagement technique.

For such activities the public involvement is tailored to the project and is developed as project progresses. The CRTPA strives to identify affected parties and invite them to collaborate as stakeholders. The project website is updated regularly and at a minimum, the CRTPA will provide timely notification of all such plans or studies as they develop in draft form and to allow the public reasonable opportunity to review and comment on them.

Public Involvement and Planning Projects and Studies

Project or Study Initiated

- Webpage with the project overview and milestones is developed when project initiated.
- Updates & relevant project information is distributed as the plan or study is developed.
- A project kick-off and/or updates are noticed and presented at regularly scheduled meetings.
- Comment may be provided throughout the process & at all public meetings.
- All public comment is included as part of the project record.

Acceptance or Approval of Final Report

- Distribute notice to applicable, local government administrators; & public information liaison.
- Send E-Blast to contacts list via email & social media distributing meeting notice.
- Distribute notice to all parties that have provided their contact information for the project.
- The final report is noticed as part of the regularly scheduled TAC/CMAC & Board Meetings.
- Meeting material is posted to the project webpage.

Citizen participation throughout the process helps to shape a plan or study by:

- ❖ ***Identifying the issues or problem statement;***
 - ❖ ***Defining goals, objectives, and prioritization factors;***
 - ❖ ***Developing alternative solutions;***
 - ❖ ***Reaching a consensus on the preferred alternative; and***
 - ❖ ***Reviewing and commenting on draft plans and studies.***
-

PART III - Public Involvement Goals, Objectives, Strategies

Goal 1: Provide accurate and timely information to the public about the CRTPA transportation planning programs, processes, and projects.

Goal 2: Make available a wide range of opportunities for the public and stakeholders to be involved and to stay engaged throughout the planning process, and plan or project development.

Goal 3: Collaborate with transportation planning partners, providers, stakeholders, and the public to support a continuous, comprehensive, and coordinated exchange of information, ideas and resources.

Goal 4: Document and assess the success of the techniques and strategies throughout the process and evaluate the effectiveness of the Public Involvement Plan.

Strategies and Techniques: Public participation is an ongoing activity of the CRTPA, with several techniques occurring continuously. Public involvement is an integral part of both regular outreach and one-time activities such as corridor studies, and frequent activities such as the annual TIP process, or LRTP updates. The strategies implemented through the PIP revolve around the activities of the CRTPA's advisory committees and outreach efforts conducted by CRTPA staff. This section of the PIP describes these strategies as well as implementation during the process.

Evaluation: Throughout the year the CRTPA staff will evaluate the effectiveness of the public participation strategies and outreach. A summary document will be completed annually on the measures of effectiveness.

Annual documentation will include, at a minimum: Attendance at various meetings such as the CRTPA Board Meeting and project and plan specific meetings; Highlights of social media posts; Updates to contacts list and project distribution lists; Involvement in community events, CTSTs, and educational/informational meetings; Surveys taken and the results; and, Presentations made to public groups

Objective – To Inform

To inform and educate the public and stakeholders about the transportation planning process and the role of the CRTPA.

- ❖ To provide the community with a balanced and objective information.
- ❖ To assist the public with accessing information and understanding the planning process and documents.
- ❖ To present citizens with comprehensive information on transportation projects, issues, alternatives, opportunities and/or solutions.

Strategies and Techniques

Brochures,	Notifications	Documents
Fact Sheets	Press Releases	You Tube
Website/webpages	Newsletters	Mailings
Interactive webpages	Community Events	Postcards
Social Media	Reports	

- ❖ Increase awareness and understanding of the role of the CRTPA and transportation planning process, including sources of funding and impacts of regional planning decisions.
- ❖ Clearly define the purpose and objectives for public dialogue on transportation plans, programs, projects, policies, and partnerships.
- ❖ Post all relevant information online, including staff presentations.
- ❖ Make information accessible and understandable, and develop visual aids when appropriate to illustrate and enhance communications.
- ❖ Provide timely public notice of information resources and opportunities to comment on plans, policies and programs, and decisions involving within the CRTPA Planning Area.

Measures of Effectiveness

- ❖ Timely and comprehensive information provided, including responding to requests for information, presentations, and training.
- ❖ Website and project pages maintained and updated regularly.
- ❖ Educational materials made available about the planning process, initiatives, and projects.
- ❖ Information distributed via print, digital including a mobile-friendly format, radio, social media, and in-person as appropriate consistent with the requirements of this plan or as identified in the project scope.
- ❖ Affected parties are identified and informed of the proposed planning activity.
- ❖ Enable public information accessibility for languages other than English, as appropriate, or in other means to address disabilities.
- ❖ Maintain a reasonably current and up-to-date database of contacts to provide interested parties reasonable opportunities to comment on the planning process and products.
- ❖ Document distribution of educational materials and training as provided.
- ❖ Ongoing evaluation of written program materials to identify areas of improvement.

Objective – To Involve

To involve the public early in the planning process, providing accessible and inclusive opportunities for participation; and actively seek involvement of communities most affected by particular plans or projects.

- ❖ To provide opportunities for public input that is accessible and inclusive, identifying the most affected communities.
- ❖ To obtain feedback from the public, member governments, modal and transportation partners, and communities.
- ❖ To gather, understand and report public input, and as applicable further collaborate throughout the transportation planning process.

Strategies and Techniques

Plans and Project Webpages	CRTPA Website crtpa.org/contact-us/
Public/Project/Agency Meetings	<u>Targeted Outreach to Affected Areas</u>
Email/Social Media	Public Comment and/or Forms
Workshops/Special Events	Virtual Platforms and Meetings
Surveys/Polling	Interactive Digital & Mobile Formats
Distribute through Multiple Sources	Meeting & Communication Accommodations

- ❖ Provide people with a variety of ways to participate and provide input, including flexible, creative, and innovative approaches, visual aids, and interactive maps.
- ❖ Focus outreach to inform the affected public and other stakeholder groups with respect to the plans, programs, projects, and policies under development.
- ❖ Post all relevant information online, including staff presentations, so that people can be involved in the public process and provide input at their convenience.
- ❖ Ensure transparency and accessibility for open meetings, and provide language translation and accommodations upon request.
- ❖ Connect with organizations and community leaders who can help reach a more diverse audience to engage those individuals in the planning process.
- ❖ Strive to eliminate barriers to participation by hosting public meetings at accessible locations and/or virtual meetings, and convenient times.
- ❖ Recorded public input, as applicable to project, plan, or program, is documented and considered in the decision-making process.

Measures of Effectiveness

- ❖ Record of in-person meeting, subject, attendance, and dates/types of announcements.
- ❖ Record of virtual meeting, subject, participants, and dates/types of announcements.
- ❖ Written comments via meeting forms, website, email, mail, meetings.
- ❖ Written communications to the public, including CRTPA postcard mailings.
- ❖ Workshops and meetings that are ADA accessible.
- ❖ Accommodations provided, if requested.
- ❖ Public meetings in a metropolitan area has access to transit.
- ❖ Comments and responses recorded and reported for consideration in decision-making
- ❖ Outreach activities are focused and vary according to type of project or plan.

Objective – To Engage

To promote ongoing meaningful engagement opportunities for stakeholders, including community groups, local governments, underserved communities, and transportation agencies to participate in the planning process.

- ❖ To continuously work with citizens, organizations, and businesses in the planning process.
- ❖ To actively encourage ongoing participation in the CRTPA’s planning, safety & education initiatives.
- ❖ To engage the public through proactive outreach and strategic initiatives.

Strategies and Techniques

Focus Groups	Pop-Up Events
Workshops	Presentation to Organizations
Community Events	Training Sessions
Stakeholder Meetings	Educational Programs
Ongoing Project/Program Updates	Special Meetings

- ❖ Develop long-term, collaborative working relationships and learning opportunities with residents, community organizations, local governments, and advocacy groups.
- ❖ Allow for public comments at the beginning and end of all CRTPA public meetings.
- ❖ Offer periods for review and comment before adopting planning and process documents
- ❖ Actively build relationships with diverse community members.
- ❖ Engage the public through proactive continuous outreach and educational campaigns.
- ❖ Encourage participation to ensure that transportation plans reflect community needs.
- ❖ Share public input with the Board and Committees and facilitate information.
- ❖ Utilize technology in a strategic manner for ongoing outreach.
- ❖ Provide ongoing project and plan updates to interested citizens and affected parties.
- ❖ Host streamed and recorded public meetings on the CRTPA website.
- ❖ Consider (and when appropriate respond to) public priorities and concerns.

Measures of Effectiveness

- ❖ Website project page and material is updated at milestones and for public events.
- ❖ Interested parties are informed as new project material or plan updates are posted.
- ❖ Additional public involvement effort undertaken in response to prior engagements; typically associated with a specific project.
- ❖ Continuing coordination with local governments, and regional & state agencies.
- ❖ Documentation of ongoing public engagement activities and community priorities.
- ❖ Solicit feedback on the public involvement processes.

Objective – To Collaborate

Collaborate with transportation planning partners, providers, stakeholders, and the public to support a continuous, comprehensive, and coordinated exchange of information and ideas.

- ❖ To partner with the public, and community and technical representatives to ensure the development of projects and programs are coordinated and comprehensive.
- ❖ To develop long-term, collaborative working relationships and learning opportunities with residents, community organizations, municipalities, and advocacy groups;.
- ❖ To coordinate plans and projects with the public, identified stakeholders and property owners on issues and to develop context sensitive solutions.
- ❖ To identify opportunities to maximize efficiency and resources in transportation planning and implementation of projects.
- ❖ To actively promote communication, transparency, and accountability for informed decision-making.

Strategies and Techniques

Technical & Citizens Advisory Committees	FHWA
Transportation Providers	Environmental Groups
Project Working Groups	Homeowners Associations
Steering Committees	Business Associations
CTSTs	State & local agencies
FDOT	Professional Organizations

- ❖ Regularly scheduled/noticed Technical & Citizens Advisory Committee meetings.
- ❖ Meeting minutes reviewed and formally approved.
- ❖ Project Working Group reviews & recommendations, as applicable.
- ❖ Steering Committees reviews & recommendations, as applicable.
- ❖ Attend regularly scheduled CTST meetings.
- ❖ Ongoing coordination with FDOT and/or FHWA on planning program/projects.
- ❖ Consultation with transportation providers, state, and regional, environmental, and special interest groups, state & local agencies.
- ❖ Increase awareness of CRTPA among community organizations and seek creative ways to collaborate
- ❖ Targeted public engagement.
- ❖ Participate in training opportunities related to transportation, planning and public involvement. (Capacity Building)
- ❖ Continue to participate in programs offered by the American Planning Association, Association of Metropolitan Planning Organizations, and the Metropolitan Planning Organization Advisory Council.

Measures of Effectiveness

- ❖ Increased awareness of CRTPA among community organizations and stakeholder groups.
- ❖ Facilitated collaboration between local governments, transportation providers, stakeholders, and residents in the planning process.
- ❖ Steering committees and advisory or working groups established to provide technical expertise.
- ❖ Ongoing professional development in areas of transportation and public involvement.

Public Involvement Tools

Public Notice: A Public Notice is a form of advertisement for CRTPA meetings, events, workshops, plans, or plan updates.

CRTPA Website: See The website is continually updated and maintained by CRTPA staff. The CRTPA website is the primary location of the most up-to-date information regarding all CRTPA activities. The website may be accessed at: CRTPA.org.

Social Media: The CRTPA utilizes two different Facebook accounts to distribute information, promote meetings and events. recognizes the importance of reaching out to communities through social media. These platforms are used to communicate information to the public as well as providing a means for the public to communicate back with comments or questions. Additionally, the CRTPA coordinates with local agencies/municipalities to leverage their social media resources for all relevant projects and plan updates.

Legal Advertisements: The LRTP requires a Public Hearing as it contains federal and state funded major transportation improvements. FDOT defines a major transportation improvement in accordance with state law (Chapter 339.155, F.S.) as a project that increases capacity, builds new facilities, or provides new access to limited-access facilities.

Press Releases: General or official notifications are distributed to different media sources to inform the public of upcoming and ongoing transportation projects or other CRTPA related activities.

Email Communication: The CRTPA sends out e-blast notifications to partner agencies, stakeholders, and citizens that have requested to be notified about CRTPA meetings, activities, and document reviews. To be added to the CRTPA's email list, a request may be submitted through the [CRTPA Contact-Us link](#).

Community Meetings: Virtual and In-Person Community Meetings are held to solicit public opinion as related to a wide range of CRTPA sponsored activities. They are utilized in a variety of different planning activities from the development of individual projects all the way up to area-wide activities such as development of the LRTP. These meetings may be virtual or in-person, and can be designed broadly for an area wide attendance or specifically targeted towards individual groups such as civic organizations, homeowner's associations, special-interest groups, municipalities, and local-elected officials.

Project Update Meeting: An important strategy and type of community involvement meeting designed to keep the public informed on the progress of specific projects, plans, or studies. These meetings are outlined in the project public involvement plan. Additional meetings may be scheduled in response to ongoing public involvement.

Civic Groups: Civic Groups are specifically engaged in order to assemble diverse perspectives from groups that are organized around a common interest or in pursuit of a common cause. These groups can be composed of, but not limited to minorities, low-income citizens, the physically challenged, and/or the elderly.

Newsletters: Newsletters are used to inform the public about the activities of the CRTPA or provide status updates on current or upcoming projects. They can be general in nature by providing quarterly or yearly synopses of CRTPA activities or more project-specific by focusing on individual phases of ongoing projects, plans, or studies.

Maps: Printed maps are used in every type of CRTPA public involvement activity to provide a visible reference so participants are able to more effectively relate to the data that is being presented. Maps can be as small as a sheet of paper for inclusions in hand-outs or packets, or as large or larger than 'poster-size' to be openly displayed during meetings.

Surveys: Surveys are a standardized and structured method of soliciting input about specific topics, plans, or projects from the public. Surveys can also be used to collect technical or quantifiable data such as travel pattern information, number of miles driven to work, or average number of trips driven per day.

Comment Forms: Comment forms or comment cards are used to solicit open ended public input about specific topics or presentations at public workshops or meetings. They also allow the public to provide input anonymously.

Posted Mail: Traditional mailings are utilized to notify individuals and/or organizations about upcoming meetings, hearings, or the status of a specific project. Posted mail can be postcards, flyers, agendas, newsletters, or letters.

Sign-in Sheets and Contact Database: All CRTPA sponsored events utilize sign-in sheets to record citizen participation and interest in receiving communications. A contact database is maintained by CRTPA staff or contracted consultants. Contact databases are used to notify previous participants about developments in a specific project, and interested parties to receive information about significant upcoming events.

Social Media: The CRTPA instituted the use of social media via Facebook to disseminate information and updates about the construction of the Capital City to the Sea Trail. Social media serve as a tool for announcing CRTPA meetings, draft and final documents for public review, and staff/ committee or board announcements.

From: [Lex, Suzanne](#)
To: [John Outland](#)
Cc: [Rick Minor](#); [Brian Welch](#); [David O'Keefe](#); [Lisa Lazarus](#); [Robert Lambardo](#); [estu whitfield](#); [Burke, Greg](#); [Slay, Greg](#); [Kostrzewa, Jack](#)
Subject: CRTPA Public Involvement Plan - Comment Period
Date: Wednesday, May 15, 2024 12:56:00 PM

Good Afternoon John,

Thank you for your comments in reference to the environmental and sustainability issues associated with CRTPA projects. While these are critically important issues, the PIP is designed to outline how the public can participate throughout the metropolitan planning process, not specify particular areas we might cover. Determining how we address environment and sustainability issues is evaluated on a project-by-project basis. This allows us to tailor our work to the specific needs of the project as well as work with our various environmental planning partners to ensure we are gathering information that will assist all parties in project development. As you may recall, this was how we managed our work on the US 90 Trail Feasibility Study. That study helped provide some of the initial environmental information and led to the initiation of the Project Development and Environment (PD&E) Study currently underway.

For details associated with the development of a project study or plan please refer to the CRTPA's Unified Planning Work Program (UPWP). The UPWP outlines the task and the associated activities specific to the task.

We encourage the public to participate throughout the metropolitan planning process. Please reach out to me if you have any questions.

Lastly, my apologies for the delay in responding. A family matter required I be out-of-town and I am just catching up.

Regards,

Suzanne

Suzanne K. Lex, AICP
300 South Adams Street
Tallahassee, FL 32301
Desk (850) 891-8627
Suzanne.Lex@crtpa.org

[CRTPA | Capital Region Transportation Planning Agency](#)

From: John Outland <outlandjb@hotmail.com>
Sent: Monday, May 6, 2024 1:34 PM
To: Lex, Suzanne <Suzanne.Lex@talgov.com>
Cc: Rick Minor <MinorR@leoncountyfl.gov>; Brian Welch <WelchB@leoncountyfl.gov>; David

O'Keefe <OKeefeD@leoncountyfl.gov>; Lisa Lazarus <featherhead58@gmail.com>; Robert Lambardo <sayvit47@gmail.com>; estu whitfield <ewhit08@aol.com>

Subject: Re: CRTPA Public Involvement Plan - Comment Period

*****EXTERNAL EMAIL*****

Please report any suspicious attachments, links, or requests for sensitive information.

Ms. Lex,

Thank you for sharing the CRPTA Public Involvement Plan. No where in the 27-page document did I see any reference to the environmental or sustainability issues associated with CRPTA projects. These are important issues that need to be addressed in this document and not deferred to the permitting process. There are many documents and reports on these issues, for example <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC6025045/> and <https://transportgeography.org/contents/chapter4/transportation-and-environment/>

	<p>4.2 – Transportation and the Environment The Geography of Transport Systems</p>
	<p>Transportation systems, from infrastructures to vehicle operations, have environmental impacts ranging from noise, the emission of pollutants to climate change.</p>
	<p>transportgeography.org</p>

Kindest regards,

John Outland

From: Lex, Suzanne <Suzanne.Lex@talgov.com>

Sent: Monday, May 6, 2024 11:16 AM

To: Lex, Suzanne <Suzanne.Lex@talgov.com>

Subject: CRTPA Public Involvement Plan - Comment Period

Good Morning,

The CRTPA's draft Public Involvement Plan (PIP) is posted for review and comment. The draft notice (below), posted on May 2nd, was sent to the Board and Committees members, as well as parties that receive meeting notices. ***If this is a duplicate email, apologies and please disregard.***

Notice of the CRTPA Draft Public Involvement Plan 45-day Public Comment Period

Available for viewing now on the website at [CRTPA Draft Public Involvement Plan](#)

CRTPA wants everyone to contribute to the DRAFT 2024 Public Involvement Plan (PIP).

The PIP is the guide to involving the public in the transportation planning process, major documents, projects, and programs. The plan lays out the CRTPA's public participation goals, techniques and strategies and how the public can be involved. The CRTPA wants to hear your input on the updated PIP. If you have any comments or questions, please let us know by 9:00AM on Monday, June 17, 2024, for comments to be presented. Comments made after this time will be included in the final plan. Board. when the official 45-day comment period closes. Here are four ways for the public to comment on the PPP:

1. Email your comments to Suzanne.Lex@crtpa.org or through the [Contact Us form](#) on the CRTPA website
2. Mail your comments
 1. ATTN: PUBLIC COMMENT FOR CRTPA PIP
 2. 300 South Adams Street, Mailbox A-19, Tallahassee, FL 32308
3. Call Suzanne Lex at 850.891.8627
4. Comment at the following Meetings
 - May 07, 2024 - TAC/CMAC Meetings: Informational Item.
 - May 21, 2024 - CRTPA Board Meeting: Presented for review and comment.
 - June 04, 2024 - TAC/CMAC Meetings: Presented for review and comment.
 - June 17, 2024 - Board Meeting: Closes comment period. Presented for review, comment and approval.

Suzanne

Suzanne K. Lex, AICP

300 South Adams Street
Tallahassee, FL 32301
Desk (850) 891-8627
Suzanne.Lex@crtpa.org

[CRTPA | Capital Region Transportation Planning Agency](#)

Comment: Estus Whitfield

From: [Lex, Suzanne](#)
To: [Estus Whitfield](#); [outlandjb@hotmail.com](#)
Cc: [Rick Minor](#); [Brian Welch](#); [David O'Keefe](#); [Lisa Lazarus](#); [Robert Lambardo](#); [Burke, Greg](#); [Slay, Greg](#); [Kostrzewa, Jack](#)
Subject: Re: CRTPA Public Involvement Plan - Comment Period
Date: Friday, May 17, 2024 5:31:00 PM

Good Afternoon Mr. Whitfield,

The Capital Region Transportation Planning Agency (CRTPA) is the federally mandated metropolitan planning organization (MPO) responsible for coordinating transportation planning within Florida's Capital Region. The CRTPA Board is comprised of elected officials representing the local [governments](#) of Gadsden County and municipalities, Jefferson, Leon and Wakulla counties, the City of Tallahassee, and the Leon County School Board.

For more information on our agency and activities please visit our webpage, www.CRTPA.org. Please reach out to us if you have any questions or comments.

Kind Regards,
Suzanne

Suzanne K. Lex, AICP
300 South Adams Street
Tallahassee, FL 32301
Desk (850) 891-8627
Suzanne.Lex@crtpa.org

[CRTPA | Capital Region Transportation Planning Agency](#)

<https://crtpa.org/contact-us/>

From: Estus Whitfield <ewhit08@aol.com>
Sent: Wednesday, May 15, 2024 6:18 PM
To: Lex, Suzanne <Suzanne.Lex@talgov.com>; outlandjb@hotmail.com <outlandjb@hotmail.com>
Cc: Rick Minor <MinorR@leoncountyfl.gov>; Brian Welch <WelchB@leoncountyfl.gov>; David O'Keefe <OKeefeD@leoncountyfl.gov>; Lisa Lazarus <featherhead58@gmail.com>; Robert Lambardo <sayvit47@gmail.com>; Burke, Greg <Greg.Burke@talgov.com>; Slay, Greg <Greg.Slay@talgov.com>; Kostrzewa, Jack <John.Kostrzewa@talgov.com>
Subject: Re: CRTPA Public Involvement Plan - Comment Period

*****EXTERNAL EMAIL*****

Please report any suspicious attachments, links, or requests for sensitive information.

What does CRPTA stand for (spelled out) and who was/is involved in it?

On Wednesday, May 15, 2024 at 01:29:14 PM EDT, John Outland <outlandjb@hotmail.com> wrote:

Ms. Lex,

The environmental analysis should be completed first before any project planning is initiated. Relying on mitigation to offset impacts identified in the permitting process is disingenuous as mitigation never replaces what is lost.

Regards,

John

Get [Outlook for Android](#)

From: Lex, Suzanne <Suzanne.Lex@talgov.com>

Sent: Wednesday, May 15, 2024 12:56:35 PM

To: outlandjb@hotmail.com <outlandjb@hotmail.com>

Cc: Rick Minor <MinorR@leoncountyfl.gov>; Brian Welch <WelchB@leoncountyfl.gov>; David O'Keefe <OKeefeD@leoncountyfl.gov>; Lisa Lazarus <featherhead58@gmail.com>; Robert Lambardo <sayvit47@gmail.com>; estu whitfield <ewhit08@aol.com>; Burke, Greg <Greg.Burke@talgov.com>; Slay, Greg <Greg.Slay@talgov.com>; Kostrzewa, Jack <John.Kostrzewa@talgov.com>

Subject: CRTPA Public Involvement Plan - Comment Period

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[CRTPA | Capital Region Transportation Planning Agency](#)

From: John Outland <outlandjb@hotmail.com>

Sent: Monday, May 6, 2024 1:34 PM

To: Lex, Suzanne <Suzanne.Lex@talgov.com>

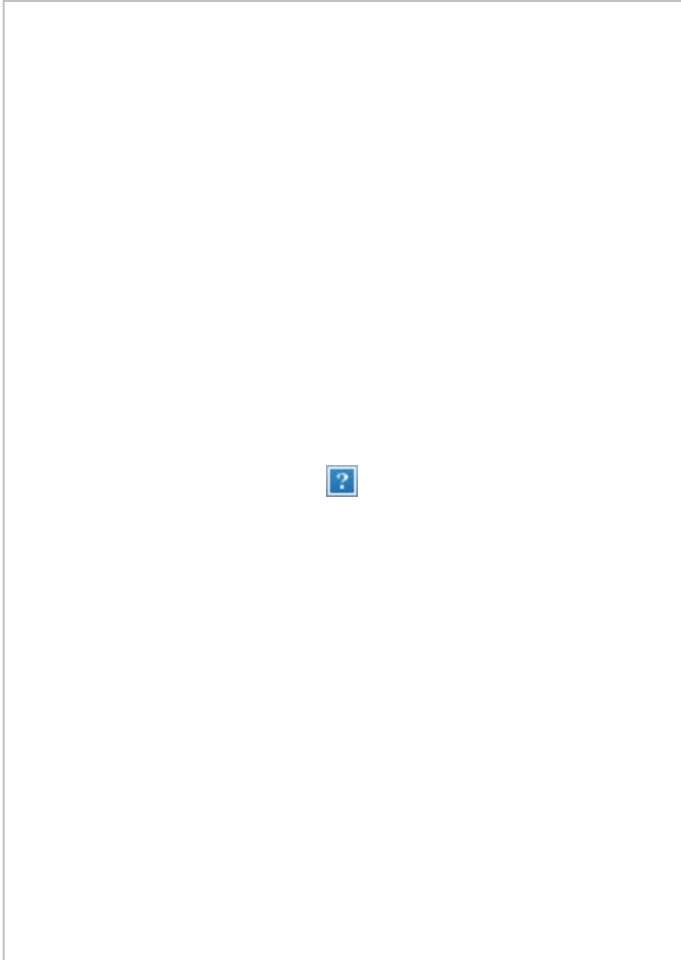
Cc: Rick Minor <MinorR@leoncountyfl.gov>; Brian Welch <WelchB@leoncountyfl.gov>; David O'Keefe <OKeefeD@leoncountyfl.gov>; Lisa Lazarus <featherhead58@gmail.com>; Robert Lambardo <sayvit47@gmail.com>; estu whitfield <ewhit08@aol.com>
Subject: Re: CRPTA Public Involvement Plan - Comment Period

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	<p><u>4.2 – Transportation and the Environment The Geography of Transport Systems</u></p>
--	---

Transportation systems, from infrastructures to vehicle operations, have environmental impacts ranging from noise, the emission of pollutants to climate change.

transportgeography.org

Kindest regards,

John Outland

From: Lex, Suzanne <Suzanne.Lex@talgov.com>
Sent: Monday, May 6, 2024 11:16 AM
To: Lex, Suzanne <Suzanne.Lex@talgov.com>
Subject: CRTPA Public Involvement Plan - Comment Period

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Suzanne

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Tallahassee, FL 32301
Desk (850) 891-8627
Suzanne.Lex@crtpa.org

[CRTPA | Capital Region Transportation Planning Agency](#)

**Capital Region Transportation Planning Agency
Board Meeting**

Date: May 21, 2024

Sign-in Sheet

Name	Address	Phone Number/Email
May Kay Falcon	2140 Armistead Rd.	850-566-5821

CRTPA Identifies “Take the Safe Route” Schools

By Staff on May 31, 2024 · 1 Comment



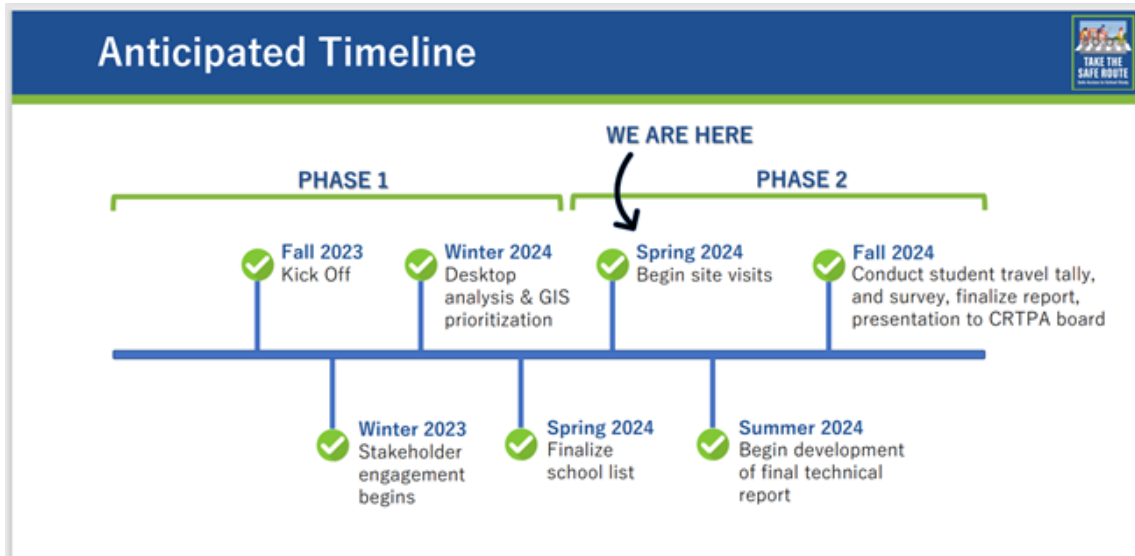
Like



On May 21st, the Capital Region Transportation Planning Agency (CRTPA) held their monthly meeting and discussed the “Safe Access to School Study” and their Public Involvement Plan.

The Board received a presentation from staff on Phase 2 of the CRTPA’s “Take the Safe Route – Safe Access to School Study”. This study was developed in two phases, the first being a comprehensive study of schools in the CRTPA Region (elementary, middle and high school) to identify those with the greatest need for capital improvements related to biking and walking facilities. Phase 1 identified 12 schools in the CRTPA region.

The Leon County schools identified include, Amos P. Godby High School, John G. Riley Elementary School, Raa Middle School, Ruediger Elementary School, Griffin Middle School, Leon High School, Nims Middle School, Rickards High School, Pineview Elementary School and Fairview Middle School.



The timeline for the implementation of the CRTPA “Take the Safe Route” program.

Staff explained that Phase 2 of the study (which was recently initiated) will involve an analysis for the recommended schools in Phase 1. This analysis includes on-site visits and an inventory of the existing facilities and infrastructure at the selected schools. The assessment will consider things such as sidewalk gaps, lighting and intersection improvements.

The Board was also given an update by staff on the CRTPA Public Involvement Plan (PIP) update. The CRTPA’s PIP contains the policies, goals, objectives, and techniques used by the CRTPA to encourage public participation. Staff noted a major update is that information regarding CRTPA’s meetings, plans, programs have been streamlined onto one page to make the information more accessible to the public.

Additionally, staff noted some of the desired outcomes of developing the PIP will be providing adequate public notice of public participation activities and time, providing timely notice and reasonable access to information, and holding public meetings at convenient and accessible locations and time.

CRTPA Identifies “Take the Safe Route” Schools added by Staff on May 31, 2024
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June 17, 2024



AGENDA ITEM 10A

FUTURE MEETINGS

TYPE OF ITEM: CRTPA Information

Meeting Date	Meeting Type	Location
September 16 (Monday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2nd Floor, 1:30 pm – 4:00 pm
October 15 (Tuesday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2nd Floor, 1:30 pm – 4:00 pm
November 25 (Monday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2nd Floor, 1:30 pm – 4:00 pm
December 17 (Tuesday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2nd Floor, 1:30 pm – 4:00 pm



AGENDA ITEM 10 B

**COMMITTEE ACTIONS
(CITIZEN'S MULTIMODAL ADVISORY COMMITTEE &
TECHNICAL ADVISORY COMMITTEE)**

TYPE OF ITEM: CRTPA Information

STATEMENT OF ISSUE

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

TAC and CMAC: The committees each met on June 4, 2024, and acted on the following:

- **Minutes of the May 7, 2024, Meetings**
 - **TAC Action:** Approved.
 - **CMAC Action:** Approved.

- **Fiscal Year (FY) 2025 – FY 2029 Transportation Improvement Program (TIP) Adoption**
 - **TAC Action:** Recommended Approval.
 - **CMAC Action:** Recommended Approval.

- **Fiscal Year (FY) 2024 – FY 2028 Transportation Improvement Program (TIP) Amendments**
 - **TAC Action:** Recommended Approval.
 - **CMAC Action:** Recommended Approval.

- **Fiscal Year (FY) 2026 – FY 2030 Project Priority Lists (PPLs)**
 - **TAC Action:** Recommended Approval.
 - **CMAC Action:** Recommended Approval.

- **Public Involvement Plan (PIP) Update**
 - **TAC Action:** Recommended Approval.
 - **CMAC Action:** Recommended Approval.