



CRTPA BOARD

MEETING OF MONDAY, MARCH 18, 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, March 15**. 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, March 15** 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 you 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 February 19 CRTPA Meeting
- B. Unified Planning Work Program (UPWP) Amendment
- C. Draft Fiscal Year (FY) 2025 – FY 2026 Unified Planning Work Program (UPWP)

5. **CONSENT ITEMS PULLED FOR DISCUSSION**

6. **ROLL CALL VOTE AGENDA ITEMS**

A. **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 project:

- SR 20 (Deer Tree Drive to east of Smitt's Way) (Project No. 454441-1): Provide \$29,710 in funding in FY 24 for lighting improvement (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. **CRTPA Year 2050 Long Range Transportation Plan (LRTP) Consultant Selection**

This item seeks CRTPA Board selection of a consultant for the Year 2050 Long Range Transportation Plan.

B. CRTPA Regional Freight Study

This item seeks approval of the CRTPA Regional Freight Study that has been developed.

C. Congestion Management Plan (CMP)

Development of the CRTPA's CMP evaluating congestion and safety in the CRTPA has been completed for Board approval.

D. Town of Havana Resolution of Support

This item seeks approval of a resolution to the Florida Department of Transportation related to the CRTPA's support of the Town of Havana's desire to reduce the lanes of US 27 through downtown Havana. The item was initially considered at the November 21, 2023, CRTPA meeting with members requesting the item be brought back after further discussion with the Town.

This item introduces the draft two-year Unified Planning Work Program for Board consideration.

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. C RTPA INFORMATION

A. Future Meeting Dates (Next Board Meeting April 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.

12. ADJOURNMENT

March 18, 2024



AGENDA ITEM 4 A

MINUTES

TYPE OF ITEM: Consent

The minutes from the February 19, 2024, CRTPA Meeting are provided as ***Attachment 1***.

RECOMMENDED ACTION

Option 1: Approve the minutes of the February 19, 2024, CRTPA Meeting.

ATTACHMENT

Attachment 1: Minutes of the February 19, 2024, CRTPA Meeting



CRTPA BOARD

MEETING OF MONDAY, FEBRUARY 19, 2024, AT 1:30 PM

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

Meeting Minutes

Members Present:

Commissioner Quincee Messersmith, CRTPA Chair, Wakulla County
Commissioner Dianne Williams-Cox, CRTPA Vice-Chair City of Tallahassee
Commissioner Laurie Cox, Leon County Schools Representative
Commissioner Kimblin NeSmith, Gadsden County
Commissioner Austin Hosford, Jefferson County
Commissioner David O'Keefe, Leon County
Commissioner Rick Minor, Leon County
Commissioner Curtis Richardson, City of Tallahassee
Commissioner Jeremy Matlow, City of Tallahassee

Staff Present: Greg Slay, CRTPA; Greg Burke, CRTPA; Suzanne Lex, CRTPA; Yulonda Mitchell, CRTPA; Bryant Paulk, FDOT; Chris Rietow, ARPC; Andrea Rosser, StarMetro

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 1:30 p.m. 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 November 21 CRTPA Meeting
- B. Citizens Multimodal Advisory Committee (CMAC) Appointment
- C. Executive Director's Quarterly Timesheets Approval

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

5. CONSENT ITEMS PULLED FOR DISCUSSION**6. ROLL CALL VOTE AGENDA ITEMS****A. Fiscal Year (FY) 2024 – FY 2028 Transportation Improvement Program (TIP) Amendment**

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

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

Ms. Lex provided information on the amendment to the FY 2024– FY 2028 Transportation Improvement Program. She stated one project was a resurfacing project along Thomasville Road and the other project provides funding to replace to mast arms on Monroe Street at Park Avenue. Ms. Lex noted the cost shown in the agenda item was for the design phase of the mast arm replacement project and that FDOT provided a Construction, Engineering, and Inspection (CEI) cost estimate of 1.6 million dollars. She stated CRTPA staff would follow up and work to get the project entered the next work program.

Commissioner Minor asked a question regarding the cost of replacement of the mast arms, stating the estimate seemed excessive. Ms. Lex stated a portion of the cost (\$20,000) would be for the FDOT to manage the project. Mr. Paulk stated the cost estimate was in line with standard costs and noted that this was mostly due to the site requiring extensive utility analysis and possible relocation of the utilities.

Board Action: Commissioner Minor made a motion to approve the ratification of an amendment to the FY 2024– FY 2028 Transportation Improvement Program (TIP). Commissioner Richardson seconded the motion. A roll call vote was conducted. The motion was unanimously passed.

7. CRTPA ACTION**A. CRTPA Safety Targets**

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

Mr. Burke introduced the CRTPA Safety Targets and noted that the CRTPA was a required to adopt Safety Targets for performance measures annually relating to the number of fatalities and serious injuries. He provided the proposed safety targets for 2024 and noted the numbers were developed using the CRTPA's 2023 safety targets with a 5% reduction and that is consistent with the direction

from the Board in 2021. Mr. Burke noted that the proposed safety targets would continue the Board's recommendation to continue the CRTPA's adoption of a long-term safety goal of zero fatalities and serious injuries for the CRTPA region, consistent with the Florida Department of Transportation (FDOT) Vision Zero initiative, to eliminate all road traffic fatalities and serious injuries by the year 2040. He stated that the adoption of the safety targets provides an opportunity to assess how the region was performing and what was being done to address safety in the region. Mr. Burke stated that in 2022, which is the most recent year of available FDOT data, the region met its adopted targets related to reducing the number and rate of serious injuries but for the remaining targets, those were not met. He noted in general serious injuries have decreased as well as fatalities in the CRTPA region; however, with regards to the number of bike and pedestrian serious injuries and fatalities the numbers have increased as compared to 2021. Mr. Burke next provided updated information available from Signal Four Analytics and noted that in 2023 pedestrian fatalities increased from the previous year and bicycle fatalities in 2023 increased from the previous year. He stated that pedestrian serious injuries decreased in 2023 from the previous year; however, bicycle serious injuries increased in 2023 from the previous year. Mr. Burke next discussed the efforts the CRTPA and its partners were working on to address safety in the region including funding sidewalk projects, improving school access via a sidewalk construction project at Fairview Middle School (Tram/Zillah), community events with helmet fittings, helmet fitter trainings, safety studies in the region, high visibility enforcement (HVE), and regional trail expansion. He also noted that a "CRTPA Safety Page" was developed in 2023 that provides a snapshot of safety efforts in the CRTPA region. Mr. Burke outlined the 2024 proposed targets and noted the proposed targets reflect a 5% reduction from the previous year's adopted targets, which is consistent with Board direction. He also noted that the proposed targets would adopt a long-term safety goal of zero fatalities and serious injuries for the CRTPA region with an achievement of the goal by the year 2040 and that this target is consistent with the FDOT's long-term goal of Target Zero.

Commissioner Williams-Cox mentioned the lights for bikes program, where police officers provide lights for citizens on bicycles and without lighting. Commissioner O'Keefe stated he would be interested in seeing additional unconventional ideas to be implemented when the measures are reviewed next year.

Board Action: Commissioner Williams-Cox made a motion to approve the CRTPA Safety Targets. Commissioner Richardson seconded the motion. The motion was unanimously passed.

B. Telecommute Study

The CRTPA Telecommute Study evaluating the impacts of Covid 19 stay-at-home orders on congestion in the CRTPA Region, assessing telecommuting trends, and evaluating the potential impacts to the transportation network has been developed and is proposed for Board adoption.

Mr. Scorsone introduced the study. He stated the telecommute study scope of work would establish a project working group for technical input; provide a snapshot of telecommuting in the region; determine the impact of telecommuting on the transportation network and identify resources related to telecommuting and telework programs.

Transportation Demand Management (TDM)

Mr. Scorsone stated TDM was a set of strategies and options aimed at reducing congestion and providing mobility choices that influence how people travel. TDM encourages people to move away from single-occupancy vehicles and explore alternative ways to get around. He stated TDM was also about planning smarter communities that support multi-modal options. Mr. Scorsone discussed the benefits of TDM noting that they include expanding mobility choices, maximizing efficiency of the system, and promoting wellbeing and public health. Additional benefits include a reduction in congestion and lower vehicle emissions. TDM also delivers economic benefits and user cost savings. He stated telecommuting could include many strategies including working remotely, hybrid schedules, flex schedules and remote work hubs.

Lessons Learned

Mr. Scorsone discussed the lessons learned while conducting the study of the region. The lessons were developed through feedback from agencies that have implemented telecommuting options for employees; employers that offer the option to telecommute; and a literature review. He discussed the commute patterns for the C RTPA region and noted most people in the region are entering Leon County for work. Mr. Scorsone discussed the benefits of telecommuting and that they included travel time savings for commuting employees, lower peak hour traffic congestion, savings for employees due to reduce real estate/office space, increase recruitment and retention were all benefits to having a telecommuting option for employers. Mr. Scorsone stated employers would need to identify goals and objectives, quantify potential fiscal impacts on the employer and evaluate a frame works and metrics to determine the effectiveness of the effort by the company.

Commissioner O'Keefe stated this was study was forward thinking and asked about expanding the number of jobs that could allow telecommuting. He asked for clarification on if there were 44,000 jobs with the potential to allow for telecommuting. Mr. Scorsone stated there were currently about 40,000 people in the region that telecommute based on the data and another 44,000 types of jobs that could allow for telecommuting. Mr. Scorsone stated the potential to allow work from home jobs could be increased significantly based on the data.

Board Action: Commissioner O'Keefe made a motion to approve the Telecommute Study and establish an Advisory Committee with clearly defined roles and responsibilities that includes stakeholders and give the program visibility. Commissioner Richardson seconded the motion. The motion was unanimously passed.

8. FLORIDA DEPARTMENT OF TRANSPORTATION REPORT

Mr. Paulk provided information on the US 90 Resurfacing Improvements. He stated the project limits were US 90 (E. Tennessee Street) from US 27 (Monroe Street) to State Road (SR) 265 (Magnolia Drive) in Leon County. He stated the public can participate by visiting nwflroads.com/calendar on Wednesday March 20, 2024. Mr. Paulk noted there would be maps, drawings and other project available for review and public comment at the nwflroads.com website. He noted no additional right-of-way was required for this project and bids for construction were scheduled to occur in spring 2025.

9. EXECUTIVE DIRECTOR'S REPORT

A status report on CRTPA activities will be provided. Mr. Slay provided a brief update on the North Monroe Study. He stated the project was moving forward to gather data on where pedestrians are crossing North Monroe Street and that more information would be provided to the Board in the future. Mr. Slay introduced Mr. Mark Reichert with the Florida Metropolitan Planning Advisory Committee. Mr. Reichert briefly provided information on the 2024 Legislative bills relating to MPOs.

Mr. Slay noted the North Monroe Study would begin to move forward. The Consultant will place cameras along the corridor to study the pedestrian activity along the corridor. Mr. Slay noted the Agenda Item 10 D Correspondence, a letter from Commissioner Hosford regarding a resolution a related to memorializing decisions with regards to the Duke Rail Trail and Sun Trail multi-use trails within Jefferson County.

10. CRTPA INFORMATION

- A. Future Meeting Dates (Next Board Meeting March 18, 2024)**
- B. CRTPA Committee Actions**
- C. Utilization Report**
- D. Correspondence**

11. ITEMS FROM CRTPA BOARD MEMBERS

Commissioner Richardson asked for an update on the Orange Avenue Sidewalks. Mr. Slay stated the project was still in the design phase and the needed right-of-way funds were not yet funded. Commissioner NeSmith provided an update on a recent meeting with the Town of Havana to discuss the Town's desire to reduce lanes on US 27 through downtown. He noted that the conversation was delayed due issues the Town was addressing related to Fire Services. As a result, he stated that he planned to meet with the Town Manager next week to discuss the original issue of US 27 lane reduction.

12. ADJOURNMENT

The meeting was adjourned at 3:00 PM.

March 18, 2024



AGENDA ITEM 4 B

CRTPA FISCAL YEAR (FY) 2023 – FY 2024 UNIFIED PLANNING WORK PROGRAM AMENDMENT

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

The purpose of this item is to amend the CRTPA FY 2023 – FY 2024 Unified Planning Work Program (UPWP). The first amendment updates Subtask 5.7.1, Public Engagement for the Tallahassee to Havana Feasibility Study (**Attachment 1**). The second amendment proposed amends the CRTPA's FY 2023 – FY 2024 UPWP and the associated Consolidated Planning Grant Agreement (CPGA) to deobligate \$1,685,000 of federal fund. (**Attachment 2**).

HISTORY AND ANALYSIS

The UPWP is a federally required document that describes the work activities, schedule and budget planned for the CRTPA operations, staffing, and consultant projects. The UPWP is produced the biannually and is amended as necessary to reflect changes in funding and/or work tasks.

Revised Subtask 5.7.1: This task, the public engagement component for the Tallahassee to Havana Multi-Use Trail Feasibility Study, was approved at the November 2023 meeting. However, the project was delayed. This amendment updates the work schedule and associated deliverables. Funding for the project, \$11,500, is reallocated from Subtask 7.0, Consultant Support Work.

The second amendment proposed amends the CRTPA's Unified Planning Work Program and Consolidated Planning Grant Agreement (CPGA) to deobligate \$1,675,000 of federal funds from the contract. This money will in turn be available in FY 2025, and is reflected in the first year's budget of the new FY 2025 - FY2026 Unified Planning Work Program.

CPGA/UPWP Deobligation	
Fund Type	Amount
SU	\$ 925,000
PL	\$ 300,000
CM	<u>\$ 450,000</u>
	\$ 1,675,000

RECOMMENDED ACTION

Option 1: Approve the amendment to the FY 2023 – FY 2024 UPWP to revise Subtask 5.7.1, Public Engagement for the Tallahassee to Havana Feasibility Study; and the amendment to the FY 2023 – FY 2024 UPWP and associated CPGA Contract No. G2784 to deobligate \$1,685,000 of federal funds.

Option 2: Provide other direction.

ATTACHMENTS:

Attachment 1: Subtask 5.7.1, Public Engagement for the Tallahassee to Havana Feasibility Study

Attachment 2: Summary Table of Deobligation Funding

5.7.1 Public Involvement Tallahassee to Havana Multi-Use Trail

Responsible Agency: CRTPA (Consultant support will be used to complete this task.)

Purpose: Complete supplemental public engagement activity in support of Tallahassee to Havana Multi-Use Trail.

Required Activity	End Products	Completion Date
Coordination meetings with staff. Prepare meeting materials.	Power Point Presentation, Information Boards (location map, environmental, typical section, property owners), Project handouts, and web site support information.	Project Begins April 2024
Identify property owners and homeowners in subdivisions adjacent to the project corridor.	List of property owners adjacent to the corridor and homeowners in adjacent subdivisions.	April 2024
Meeting(s) Notice	Postcards mailed to identified property owners, meeting(s) notice advertised on CRTPA website and social media. Gadsden County Public Information Officer notice to the Gadsden County community.	April - May 2024
Meeting(s)	Conduct Public Meeting(s)	April -May 2024
Finalize Meeting(s) and Reporting	Summary report of public involvement activities and comments. Draft and final project report with updated project limits and results from public involvement.	May 2024
Presentation to CRTPA Committees and Board	Meeting Material and Presentation	June 2024

FY24 ADOPTED	Current Budget Available	DEOBLIGATE	Current Budget Available	DEOBLIGATE	New Balance
Task 1	PL & CM		SU		
Personnel (Sal. & Benefits)	\$101,957.10	\$ 25,000	\$ 37,494.72	\$ -	\$ 37,494.72
Consultant					\$ -
1.7 WCOT	\$ 17,231.25	\$ 15,000	\$ -		\$ -
1.12 Audit	\$ -		\$ 36,000.00		\$ 36,000.00
1.16 Legal	\$ -		\$ 18,811.00	\$ -	\$ 18,811.00
Travel	\$ 6,363.93	\$ 1,300	\$ 18,000.00		\$ 18,000.00
Direct Expenses					\$ -
Operational	\$ 31,355.62	\$ 30,000	\$ 58,690.00		\$ 58,690.00
Computer Software	\$ 1,076.37		\$ 5,000.00		\$ 5,000.00
Staff Services	\$ 52,445.97	\$ 8,000	\$ -		\$ -
Indirect Expenses					\$ -
Office Supplies	\$ 9,625.35	\$ 7,000			\$ -
Computer Equipment	\$ 0.07		\$ 4,000.00		\$ 4,000.00
Totals	\$ 220,055.66	\$ 86,300	\$ 177,995.72	\$ -	\$ 177,995.72
Task 2					
Personnel (Sal. & Benefits)	\$ -		\$ 18,492.76		\$ 18,492.76
Direct Expenses					\$ -
2.7 TMS Data Software	\$ 7,697.33	\$ 7,697.33	\$ 541.67		\$ 541.67
Totals	\$ 7,697.33	\$ 7,697.33	\$ 19,034.43	\$ -	\$ 19,034.43
Task 3					
Personnel (Sal. & Benefits)	\$ -		\$ 37,969.33		\$ 37,969.33
Consultant					\$ -
3.0 Consultant Support	\$ -		\$ 30,000.00		\$ 30,000.00
3.5 2045 RMP Update CM FUNDS	\$ 450,000.00	\$ 450,000.00	\$ 300,000.00	\$ 225,000.00	\$ 75,000.00
Totals	\$ 450,000.00	\$ 450,000	\$ 367,969.33	\$ 225,000.00	\$ 142,969.33
Task 4					
Personnel (Sal. & Benefits)	\$ 50,425.89	\$ 30,000	\$ -		\$ -
Consultant					\$ -
3.0 Consultant Support	\$ -		\$ 34,500.00		\$ 34,500.00
4.4 TIP Software	\$ -		\$ 14,155.00		\$ 14,155.00
Totals	\$ 50,425.89	\$ 30,000	\$ 48,655.00	\$ -	\$ 48,655.00
Task 5					
Personnel (Sal. & Benefits)	\$ 90,008.70	\$ 35,988	\$ -		\$ -
Consultant					\$ -
5.0 Consultant Support	\$ -		\$ 10,166.00		\$ 10,166.00
5.7 Tall-Hav Trail FS	\$ 1,014.75	\$ 1,015	\$ 2,178.25		\$ 2,178.25
5.7.1 Tall-Hav Trail FS Pub			\$ 11,500.00		\$ 11,500.00
5.8 SR267 Blox-Cut Trail FS			\$ 743.24		\$ 743.24
5.8.1 SR267 FS Public Involve.			\$ 0.67		\$ 0.67
5.20 CMP Update			\$ 3,174.89		\$ 3,174.89
5.22 CMP Implement. Studies	\$ 19,959.31	\$ 19,000	\$ 250,000.00	\$ 225,000.00	\$ 25,000.00
	\$ -				\$ -
Totals	\$ 110,982.76	\$ 56,003	\$ 277,763.05	\$ 225,000.00	\$ 52,763.05
Task 6					
Personnel (Sal. & Benefits)	\$ 71,379.63	\$ 60,000	\$ -		\$ -
6.0 Consultant Support	\$ -		\$ 30,000.00		\$ 30,000.00
Totals	\$ 71,379.63	\$ 60,000	\$ 30,000.00	\$ -	\$ 30,000.00
Task 7					
Personnel (Sal. & Benefits)	\$ 107,966.10	\$ 50,000	\$ -		\$ -
Consultant					\$ -
7.0 Consultant Support	\$ -		\$ 24,000.00		\$ 24,000.00
7.1 Telecommute Study	\$ -		\$ 40,500.00		\$ 40,500.00
7.2 Regional Freight Study	\$ -		\$ 92,500.00		\$ 92,500.00
7.3* Other Mob. Studies TBD	\$ -		\$ 349,250.00	\$ 100,000.00	\$ 249,250.00
7.4 SS4A Safety ActionPlan	\$ -		\$ 29,365.00		\$ 29,365.00
7.5 SS4A Corridor SAP	\$ -				\$ -
7.5.1 Safety N Monroe St			\$ 208,523.00		\$ 208,523.00
7.6 Safe Access to Schools Plan	\$ -		\$ 500,000.00	\$ 275,000.00	\$ 225,000.00
7.7 Thomasville Rd. Safety St.	\$ -		\$ 100,000.00	\$ 100,000.00	\$ -
Totals	\$ 107,966.10	\$ 50,000	\$ 1,344,138.00	\$ 475,000.00	\$ 869,138.00
ADOPTED					
GRAND TOTAL BUDGET	\$ 1,018,507.37	\$ 740,000	\$ 2,265,555.53	\$ 925,000.00	\$ 1,340,555.53

March 18, 2024



AGENDA ITEM 4 C

DRAFT UNIFIED PLANNING WORK PROGRAM (UPWP) FISCAL YEAR 2024/25 – FISCAL YEAR 2025/26

TYPE OF ITEM: CONSENT

STATEMENT OF ISSUE

The CRTPA's Fiscal Year (FY) 2024/25 – FY 2025/2026 Draft Unified Planning Work Program, provided as **Attachment 1**, has been developed for transmittal to state and federal review agencies. (Florida Department of Transportation (FDOT), Federal Highway Administration (FHWA) and Federal Transit Administration (FTA).

BACKGROUND

The UPWP is developed every two years and serves as the CRTPA's work activities and budget. The UPWP is divided into seven tasks covering items from daily administration of the CRTPA to identifying the specific planning projects to be undertaken. The initial draft is designed to focus on the tasks and upcoming studies, while the final draft will refine the tasks, task schedules and project and operating budget information. Additionally, The CRTPA - FDOT contract, required budget forms, and federal and state documents will accompany the completed UPWP. The draft budget is included; however, we are still working to finalize the overall funding available for the two-year period.

Upon approval by the Board, the draft UPWP is submitted to FDOT, FHWA and FTA for review. The final UPWP will reflect any comments made by the agencies, committees, or the public, as well as the total budget and required documents. The CRTPA Consolidated Planning Grant Agreement with FDOT will accompany the final UPWP document. In June the final version will be presented to the TAC and CMAC Committees and to the Board for approval.

Recommendation

Approve the transmittal of the CRTPA Draft FY 2024/25 – FY 2025/2026 UPWP to state and federal review agencies (Florida Department of Transportation, Federal Highway Administration and Federal Transit Administration) for review and comment.

ATTACHMENT

Attachment 1: Draft FY 2024/25 – FY 2025/2026 UPWP



UNIFIED PLANNING WORK PROGRAM

Effective Date: July 1, 2024—June 30, 2026

Adopted June 17, 2024
Amended

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

*Federal Aid ID Nos. **To Be Added**
FDOT Financial Project Numbers:
439323-5-14-01 (PL), -02 (SU), -03 (CM)*

*Code of Federal Domestic Assistance Numbers
20.205 - Highway Planning and Construction*

**This report was financed in part by the Federal Highway Administration,
Federal Transit Administration, Florida Department of Transportation
and participating local governments.**

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.

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Page Numbers will be updated in the final UPWP.

APPENDIX I.

Forms

Debarment and Suspension Certification
Certification of Restrictions of Lobbying
Title VI Nondiscrimination Policy Statement
Disadvantaged Business Enterprise Utilization
MPO Joint Certification Statement

FY 2024/25 Estimated Expense Operating Budget Detail
Salary, Fringe, Administrative, Facility and Office

CRTPA Resolution No. 2022-10-7D Adopted Travel Policy

Agency Comments

Resolution 2024-06-7A

A RESOLUTION APPROVING THE FISCAL YEAR (FY) 2024/2025 - FY 2025/2026 UNIFIED PLANNING WORK PROGRAM FOR THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA); AUTHORIZING THE CHAIRMAN TO EXECUTE ALL REQUIRED FORMS AND ASSURANCES; AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE ALL SUBSEQUENT GRANT APPLICATIONS, AND INVOICES.

Whereas, the CRTPA is the designated and constituted body responsible for the urban transportation planning and programming process; and

Whereas, the CRTPA is the authorized recipient of the United States Department of Transportation's planning funds; and

Whereas, the CRTPA prepared and submitted a FY 2024/2025 and FY 2025/2026 Unified Planning Work Program; and

Whereas, comments from reviewing agencies have been received and addressed; and

Whereas, minor adjustments were made along with textual clarifications requested by the reviewing agencies; and

Whereas, a final Unified Planning Work Program reflecting agency comments has been prepared.

NOW THEREFORE BE IT RESOLVED that the CRTPA:

1. Adopts the Final Unified Planning Work Program for FY 2024/25 and FY 2025/26; and
2. Authorizes the Chairman to execute all required forms and assurances; and
3. Authorizes the CRTPA Executive Director to file and execute all related grant applications and invoices for the Unified Planning Work Program and the Consolidated Planning Grant Agreement.

DONE, ORDERED, AND ADOPTED THIS 17th DAY OF JUNE 2024 by the
CAPITAL REGION TRANSPORTATION PLANNING AGENCY

Quincee Messersmith, Chair

ATTEST: _____
Greg Slay, Executive Director

FDOT COST ANALYSIS CERTIFICATION

Capital Region Transportation Planning Agency (CRTPA)

Unified Planning Work Program – FY 2024/25– 2025/26

I hereby certify that the cost for each line-item budget category has been evaluated and determined to be allowable, reasonable, and necessary as required by Section 216.3475, F.S. Documentation is on file evidencing the methodology used and the conclusions reached.

Initial Adoption 6/17/2024

Bryant Paulk, AICP
Urban Planning Manager, District 3

Upon Adoption this page will be updated with the completed form.

GLOSSARY OF ABBREVIATIONS

ADA	-	Americans with Disabilities Act of 1990
ARPC	-	Apalachee Regional Planning Council
ATMS	-	Automated Traffic Management System
CMAC	-	Citizen's Multimodal Advisory Committee
CFR	-	Code of Federal Regulations
CMP	-	Congestion Management Process
CPGA	-	Consolidated Planning Grant Agreement
CTC	-	Community Transportation Coordinator
CTD	-	Commission for the Transportation Disadvantaged
CTST	-	Community Traffic Safety Team
COOP	-	Continuity of Operation Plan
DBE	-	Disadvantaged Business Enterprise
DOPA	-	Designated Official Planning Agency
DRI	-	Development of Regional Impact
ETDM	-	Efficient Transportation Decision Making
FAST Act	-	Fixing America's Surface Transportation Act
FDOT	-	Florida Department of Transportation
FHWA	-	Federal Highway Administration
FSUTMS	-	Florida Standard Urban Transportation Modeling Structure
FTA	-	Federal Transit Administration
GIS	-	Geographic Information System
GMIS	-	Grant Management Information System (FTA funds)
ITS	-	Intelligent Transportation System
JPA	-	Joint Participation Agreement

GLOSSARY OF ABBREVIATIONS

LOS	-	Level of Service
LEP	-	Limited English Proficiency
L RTP	-	Long Range Transportation Plan
MAP-21	-	Moving Ahead for Progress in the 21 st Century Act
MPA	-	Metropolitan Planning Area
MPO/TPO	-	Metropolitan/Transportation Planning Organization
MPOAC	-	Metropolitan Planning Organization Advisory Council
RMP	-	Regional Mobility Plan
ROW	-	Right of Way
PD&E	-	Project Development and Environmental Study
PEA	-	Planning Emphasis Area
PIP	-	Public Involvement Plan
RMP	-	Regional Mobility Plan
RPC	-	Regional Planning Council
SIS	-	Strategic Intermodal System
STIP	-	State Transportation Improvement Program
TAC	-	Technical Advisory Committee
TATMS	-	Tallahassee Advanced Transportation Management System
TAZ	-	Traffic Analysis Zone
TDLCB	-	Transportation Disadvantaged Local Coordinating Board
TDP	-	Transit Development Plan
TIP	-	Transportation Improvement Program
TRIP	-	Transportation Regional Incentive Program
UPWP	-	Unified Planning Work Program
UA	-	Urbanized Area (as designated by the 2010 Census)
USC	-	United States Code of Federal Regulation

CRTPA METROPOLITAN PLANNING AREA

The Capital Region Metropolitan Planning Area (MPA) includes Gadsden, Jefferson, Leon, and Wakulla Counties, which is also consistent with Tallahassee Metropolitan Statistical Area (MSA). The CRTPA is responsible for transportation policy development, planning, and programming for the counties and municipalities in the Capital Region.



Figure 1

INTRODUCTION

The Code of Federal Regulations (CFR) defines a UPWP as “a statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area.” The Unified Planning Work Program (UPWP) has been prepared to outline the tasks to be performed with funds under Title 23 Sections 134 (Metropolitan Transportation Planning), 135 (Statewide Transportation Planning) and Title 49 (Public Transportation) by the Capital Region Transportation Planning Agency (CRTPA) for the period July 1, 2024 through June 30, 2026. This document serves to define planning tasks and activities for the public as well as public officials and agencies that contribute manpower and allocate funds to the transportation planning process.

PRIMARY PLANNING TASKS

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Figure 2

The UPWP contains seven primary tasks or elements that provide the framework for the work program. Within each element, the subtasks further define planning activities, including products, projects, and plans. Furthermore, any UPWP planning task funded in partnership with another agency or local government is identified as a “Joint Planning Task.” Joint Planning Tasks are established through an Agreement or Memorandum of Understanding between the parties. At this time the CRTPA is not proposing any tasks that will be funded by a Joint Planning Agreement.

DEVELOPMENT OF THIS UPWP

Development of this UPWP officially began on February 13, 2024, as a part of the CRTPA’s Joint Certification meeting. CRTPA staff and the Florida Department of Transportation met to discuss the Certification Report responses and to go over the overall process. Consistent with previous years, the UPWP was developed through reviewing and updating tasks contained within the preceding document in coordination with CRTPA staff and outside agencies responsible for the tasks within the document. Development of the UPWP also included a review of the CRTPA’s top critical priorities identified at past Annual Retreats and then outlining tasks to address these priorities. The UPWP is framed considering the Federal Planning Factors and the State Planning Emphasis Areas, which are further detailed in Section I. Lastly, staff reviewed the requirements related to development of UPWPs as contained within the [FDOT MPO Program Management Handbook](#).

Transportation planning in the CRTPA Planning Area is guided by the Connections 2045 Regional Mobility Plan (RMP), also referred to as a Long-Range Transportation Plan. The Connections 2045 RMP, constructed with input from government officials, citizen's advisory boards, technical experts, and the public, was adopted at the November 2020 CRTPA meeting. Selected projects from the RMP 2045 Cost Feasible Plan are identified in the Project Priority Lists (PPLs) and implemented in the Transportation Improvement Program (TIP), both adopted annually. The Congestion Management Plan and the Public Involvement Plan are reviewed, at a minimum, every four years. Updates to the CMP and PIP are completed in advance of developing the Long-Range Transportation Plan. Short and long-range planning tasks in the UPWP detail the activities, as well as local and regional coordination associated with the development of the CRTPA planning documents. Although the CRTPA Metropolitan Planning Area is in air quality attainment status, staff in conjunction with the Florida Department of Transportation continues to monitor the CRTPA's air quality status as well as air quality issues.

PUBLIC INVOLVEMENT

Public involvement during the development of the UPWP is accomplished through online platforms and in-person activities. A draft and final version is presented at the regularly scheduled meetings of the Technical Advisory Committee (TAC) and Citizens Multimodal Advisory Committee (CMAC), and to the CRTPA Board. Public comment and input from transportation providers and stakeholders on the Draft UPWP is considered when finalizing the document for Board approval. At the same time the draft is posted, an E-Blast is sent notifying of a minimum 30-day public comment period.

In addition to presenting the draft UPWP to the Committees and Board, a notice is posted CRTPA website (www.crtpa.org) 15-days prior to approval by the CRTPA, consistent with the Public Involvement Plan (PIP).

During the development of the UPWP the CRTPA coordinates with FDOT and FHWA to ensure all planning activities are eligible consistent with 2CFR200 and State law. The draft UPWP was distributed to the CRTPA Board and Committees and the public for comment (March 2024) and approved by the CRTPA at its June 17, 2024, meeting. Additionally, a Public Meeting was advertised in a local newspaper for each of the four counties. Public Meetings were coordinated with the local governments and an announcement made via the E-Blast contact list. The UPWP reflects compliance with the comprehensive Title VI of the Civil Rights Act of 1964 and Environmental Justice (Executive Order 12898) procedures.

CONSOLIDATED PLANNING GRANT

FHWA and FTA provide funding support through the FDOT in the form of PL, SU, SA and CM funds. Funding provided by the member governments of the CRTPA is budgeted for any ineligible expenses as identified in Federal Code, 2CFR200, and state law and guidelines. Allowable costs are outlined in the Department of Financial Services' [Reference Guide for State Expenditures \(PDF\)](#). The FDOT and the Capital Region Transportation Planning Agency participate in the Consolidated Planning Grant (CPG). The CPG enables FDOT, in cooperation with the MPO, FHWA, and FTA, to annually consolidate Florida's FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is administered by the FHWA Florida Division. These funds are annually apportioned to FDOT as the direct recipient and allocated to the CRTPA by FDOT utilizing formulas approved by the MPO, FDOT, FHWA and FTA in accordance with 23 CFR 420.109 and 49, U.S.C. Chapter 53. The FDOT is fulfilling the CPG's required 18.07% non-federal share (match) using Transportation Development Credits (Credits) as permitted by 23 CFR 120(i) and FTA C 8100.1D. The Credits are in essence a "soft match" provision allowing the Federal share to be increased up to 100%.

SUMMARY

The tasks outlined in the UPWP are required by either Federal or State law and are ongoing. At the Federal level, these tasks include the development of a fiscally constrained LRTP and Transportation Improvement Program (TIP), implementation of the Congestion Management Process (CMP), setting performance targets in coordination with state and local partners for national performance measures, and engaging the public and stakeholders to establish a shared vision and goals for the community.

Planning activities programmed within the UPWP satisfy the level of effort requirements anticipated by the CRTPA to meet local priorities, as well as the requirements of Federal Highway Administration, Federal Transit Administration and the FDOT. After adoption, the UPWP is reviewed throughout the year to ensure consistency between staff work efforts and tasks identified within the document, as well as monitoring work progress and assessing the need for possible amendment.

UPWP includes a description of the planning work and resulting products; who will perform the work; time frames for completing the work; cost of the work; and sources of funding.

FEDERAL PLANNING FACTORS

In December 2015, the [Fixing America's Surface Transportation Act](#) (FAST Act) was signed into law. The FAST Act serves as the primary surface transportation legislation as amended. As part of the review of projects and plans the FAST Act requires consideration of the following ten Planning Factors.

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility of people and for freight;
5. Protect and enhance the environment, promote energy conservation, improve quality of life, promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the existing transportation system;
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation; and,
10. Enhance travel and tourism.

Integral to a continuous, cooperative, and comprehensive metropolitan transportation planning process is the consideration and implementation of projects, strategies, and services that will address the federal planning factors. Additionally, these factors are considered in the development of required documents, as well as the studies and plans initiated by the CRTPA.

Table I, on page **49 (UPDATE PAGE No. IN FINAL)** illustrates the CRTPA's consideration of the ten planning factors in the transportation planning process.

FLORIDA PLANNING EMPHASIS AREAS

In coordination with the development of the UPWP, the FDOT Office of Policy Planning develops Planning Emphasis Areas (PEAs) for consideration in the transportation planning process. Safety, Equity, Resilience and emerging Mobility are the PEAs to be considered in developing and implementing the CRTPA's planning programs.

SAFETY

Safety has been a federal and state planning priority over numerous iterations of transportation legislation and policy. The FAST ACT required MPOs to adopt Safety Performance Measures, and to annually report on and monitor progress against their adopted safety targets. Planning activities included in the UPWP support the identification of safety needs and improvements. The CRTPA planning documents, stand-alone [area or corridor] safety studies and safety considerations within modal planning elements support the goal of a safer transportation system for all users. In addition, the CRTPA consults the [Florida Strategic Highway Safety Plan](#) (SHSP), which provides a framework for eliminating fatalities and serious injuries on all public roads. Additionally, data analyses and community involvement better inform the identification and prioritization of safety projects in the planning process.

EQUITY

Equity is defined as the consistent and systematic fair, just, and impartial treatment of all individuals. This includes people who belong to underserved communities that have been denied such treatment, as well as persons with disabilities, rural communities, and persons otherwise adversely affected by persistent poverty or inequity. Transportation equity supports and enhances access to jobs, health care, education, and other important resources. Providing equal access to opportunity addresses the systemic barriers that may exist because of a person's race, ethnicity, creed, gender, age, physical ability, income, or other factors.

Identifying and selecting projects that promote equity and access to opportunity is essential for addressing the mobility and accessibility needs of historically disadvantaged populations. Executive Order 14008, Tackling the Climate Crisis at Home and Abroad, created the "Justice40 Initiative" that aims to deliver 40 percent of the overall benefits of relevant federal investments to disadvantaged communities. This initiative supports Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, outlines federal policy and defines equity as the consistent and systematic fair, just, and impartial treatment of individuals. data-driven project prioritization considers the impacts of transportation projects on a community, as well as the benefit to enhance opportunities for a community.

FLORIDA PLANNING EMPHASIS AREAS (Cont.)

RESILIENCE

The FAST Act introduced the requirement that states and metropolitan planning organizations consider and implement improving the resiliency and reliability of the transportation system. Resilience is defined as the ability to adapt to changing conditions and prepare for, withstand, and recover from disruptions. Disruptions are events and conditions that are often characterized as shocks (unexpected disruptions) and stressors (causes a state of strain or tension). These changing conditions can encompass a wide variety of environmental, technological, economic, or social impacts, whether the impact is immediate, such as a natural disaster, or prolonged such as the COVID-19 Pandemic. These events and trends can result in unanticipated transportation system disruptions and increasing constraints on infrastructure, impeding access to reliable mobility.

Resilience within the planning processes is a consideration within every planning document prepared by the CRTPA. Additionally, the CRTPA coordinates with agency partners responsible for natural disaster risk reduction and supports local resilience and planning initiatives. In development of the TIP and projects the CRTPA consults **FDOT 23 CFR Part 667**, reasonable alternatives to roads, highways, and bridges that have required repair and reconstruction activities on two or more occasions due to emergency events. Increased costs associated with reducing vulnerability of the existing transportation infrastructure is another factor that is evaluated. Proactive resiliency planning will help the CRTPA develop planning documents that are ultimately more realistic and cost-effective.

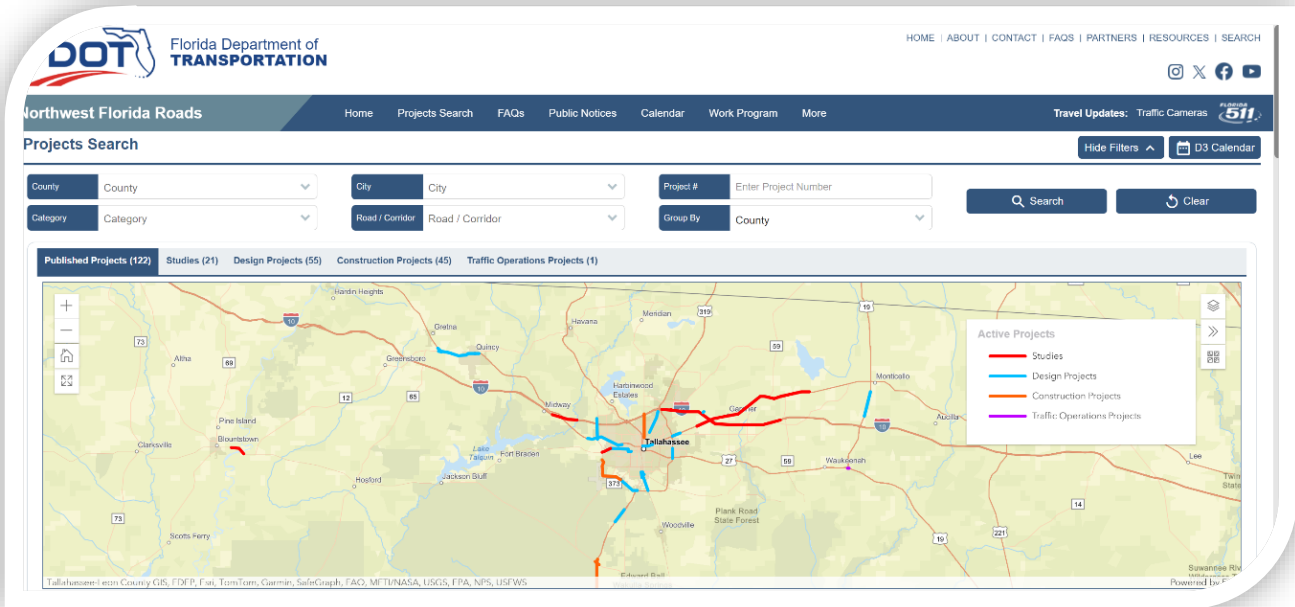
EMERGING MOBILITY

Advances in communication and automation technology result in new mobility options, ranging from automated and connected transport, electric vehicles, ridesharing, and micro-mobility. These changes may be disruptive and transformational, with impacts to safety, vehicle ownership, travel capacity, vehicle miles traveled, land-use, transportation design, future investment demands, supply chain logistics, economy, and the workforce.

The UPWP recognizes the important influence of emerging mobility on the multi-modal transportation system and includes related planning studies, collaboration efforts, research, or other activities. Adopting and supporting innovative technologies and business practices supports all seven goals of the Florida Transportation Plan and the federal planning factors found in the FAST Act.

FDOT DISTRICT THREE PLANNING ACTIVITIES

State assistance is provided primarily through the District Three Office and the FDOT District Three Liaison. The District supports the CRTPA planning activities with data collection, modeling, feasibility and corridor studies, and project development. Systems Planning and Reviews



<https://www.nwflroads.com/search>

The following lists the FDOT District Three Planning Activities:

- GIS application Development and System Maintenance
- Interchange Reviews
- Travel Demand Model Development (FSUTMS)
- Efficient Transportation Decision Making (ETDM)
- Community Impact Assessment
- Statistics
- Federal Functional Classification
- Traffic Counts Program
- Modal Development Technical Support
- State Highway System Corridor Studies
- State Highway System Complete Streets Classification
- Growth Management Development Impact Reviews
- Safety and Access Management Studies

ORGANIZATION AND MANAGEMENT OF THE CRTPA

The CRTPA is the public agency, responsible for developing policies and procedures to guide the transportation planning process for the MPA. The CRTPA strives to ensure that the recommendations are in keeping with the goals and standards of the federal and state government, as well as its member governments.

CRTPA RESPONSIBILITIES

The CRTPA's annual responsibilities are to perform the tasks of preparing transportation plans and programs as delegated by the federal and state laws. These duties include insuring adequate representation in the transportation process and assessing the compatibility of state, county, and municipal projects in the transportation multi-modal network. Consideration is given to all modes of transportation with respect to the needs of the elderly and handicapped as outlined in the Americans with Disabilities Act. The plans and programs developed by the CRTPA implement the requirements of the MPO transportation planning process.

CRTPA BOARD

The CRTPA Board is the transportation policy-making body comprised of representatives from local government and transportation agencies with authority and responsibility in urbanized areas. Local government representatives are appointed by the Gadsden, Leon, Jefferson and Wakulla County Commissions, the City of Tallahassee Commission, and the Leon County School Board. In addition, the six municipalities of Gadsden County (the Cities of Chattahoochee, Gretna, Midway and Quincy and the Towns of Havana and Greensboro) are represented by one elected official selected by the municipalities, and then appointed by the respective Board or Council.

In September 2021 the CRTPA Board approved updates to the Bylaws, Policies and Procedures. The adopted [Bylaws, Policies and Procedures](#) serve to guide the proper functioning of the urban transportation planning process and contain information related to the structure, duties and funding of the CRTPA.

CRTPA EXECUTIVE COMMITTEE

Established in the CRTPA's Bylaws, the Executive Committee is comprised of the Chair, Vice-Chair, and immediate Past-Chair. The Executive Committee meets at a minimum annually to review the CRTPA's operating budget and to complete an annual evaluation of the Executive Director. Additional duties set forth in the Bylaws includes the establishment of CRTPA personnel policies and procedures; review of contracts and emergency approval of time-sensitive items.

ORGANIZATION AND MANAGEMENT OF THE CRTPA (Cont.)

CRTPA COMMITTEES

Two advisory committees, the Citizens Multimodal Advisory Committee (CMAC) and the Technical Advisory Committee (TAC), provide input as part of the public involvement process. The CMAC is composed of members of the public who represent the general welfare of the community. The TAC, composed of engineers, planners, and other related transportation professionals, reviews plans, programs, and projects and provides recommendations to the CRTPA based on technical expertise.

The CMAC and TAC meet approximately two weeks prior to regularly scheduled CRTPA meetings to ensure that their recommendations are incorporated into the CRTPA agenda items and provided to CRTPA members in a timely manner. Available for review on the CRTPA website, the adopted [Bylaws](#) govern the activities of the advisory committees. In addition, the Transportation Disadvantaged Local Coordinating Board (TDLCB) identifies the local needs of the transportation disadvantaged population and investigates alternatives to meet those needs. The TDLCB is staffed through the Apalachee Regional Planning Council (ARPC).

CRTPA STAFF

The CRTPA staff is responsible for collecting and disseminating all information from the transportation planning process to the public. The work effort required to support the 3-C planning process is administered by the CRTPA staff in cooperation with local governments, the FDOT, FTA and FHWA. Other agencies are consulted in various phases of the planning process including the Department of Environmental Protection, the Federal Aviation Administration, Federal Rail Administration, and the Water Management District Offices. Public input is provided through public meetings; public hearings; online surveys and interactive documents; and community meetings, consistent with the adopted Public Involvement Plan (Slated for adoption June 17, 2024). Staff maintains the and implements CRTPA Policies and Procedures, which are reviewed and updated annually, and the Continuity of Operations Plan.

ORGANIZATION AND MANAGEMENT OF THE CRTPA (Cont.)

CRTPA AGREEMENTS

Agreements with state and local governments, and local and regional agencies promote the continuing, cooperative, and comprehensive (“3-C”) planning process.

Amended Interlocal Agreement for the Formation & Operation of the CRTPA

The agreement between the CRTPA, the FDOT; Leon, Wakulla, Gadsden and Jefferson Counties; the Cities of Chattahoochee, Gretna, Midway, Quincy and Tallahassee; the Towns of Havana and Greensboro; and the Leon County School Board was adopted and executed on March 13, 2014. This Agreement reaffirms the membership of the CRTPA Board and its responsibilities.

Intergovernmental Coordination and Review and Public Transportation Coordination Joint Project Agreement (ICAR)

Updated in 2020, the ICAR establishes that the parties will cooperatively coordinate their efforts related to the transportation planning process and assure that highway facilities, mass transit, air transportation and other facilities will be properly located and developed in relation to the overall plan of community development. Parties to the ICAR are the FDOT, the CRTPA, the ARPC, the City of Tallahassee StarMetro, and the City of Tallahassee Regional Airport,

The Consolidated Planning Grant (CPG) Agreement

The purpose of this agreement is to pass financial assistance to the CRTPA through the Florida Department of Transportation (FDOT) in the form of Federal Highway Administration (FHWA) funds for the completion of transportation related planning activities set forth in the CRTPA’s Unified Planning Work Program (UPWP).

Staff Services Agreement

Approved by the CRTPA Board and the City of Tallahassee Commission in 2021, the day-to-day operations of the CRTPA are accomplished through the Staff Services Agreement with the City of Tallahassee. The agreement outlines the administrative/professional support services and financial responsibilities of each party. All costs for the COT services and staff fringe benefits are established as a direct rate in the budget and is evaluated annually in budget development.

PLANNING ACTIVITIES - DOCUMENTS/PERFORMANCE MEASURES

Tasks outlined in the UPWP include the development of required planning documents in accordance with Federal and State law. At the Federal level, these tasks include the development of a fiscally constrained LRTP, an annual updated TIP with a new fifth year and the implementation of the Congestion Management Process. Additionally, the UPWP includes the work associated with setting performance targets, in coordination with state and local partners for national performance measures. and engaging the public and stakeholders to establish a shared vision and goals for the community.

CONNECTIONS 2045 REGIONAL MOBILITY (RMP) [LONG RANGE PLAN]

The [Connections 2045 RMP](#) is a long-range vision, strategy, and capital improvement program that guides the investment of public funds in transportation facilities. The plan is updated every five years and may be amended because of changes in available funding and/or findings from planning studies. Adopted in November 2020, the Connections 2045 RMP identifies roadway, transit, bicycle, and pedestrian projects within the CRTPA Planning Area. Multi-modal projects in the plan are identified in coordination with the CRTPA's transportation planning partners and other member jurisdictions. The adopted Connections 2045 RMP meets the Federal Highway Administration (FHWA) guidelines and requirements.

Additional information on the development of the 2050 Long-Range Transportation Plan is provided in the following UPWP Section, Upcoming Priorities of Planning Activities. Task Three, Long Range Planning, further details the activities and schedule for development of the Plan.

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

The development of the [TIP](#) is coordinated with the FDOT, FHWA, FTA and member governments. Adopted annually, with a new fifth year, the TIP is a comprehensive list of federal and state projects and local projects of regional significance. The Florida Department of Transportation's Work Program is used to produce the CRTPA's five-year TIP, which is then reflected in the State Transportation Improvement Plan (STIP). Funded transportation projects in the TIP include transit, roadways, bridges, aviation, seaport, rail and commuter rail, bicycle facilities, multi-modal improvements, and enhancement projects like landscaping and greenways. In addition, grant funding for transportation studies and projects is approved by the Board and reflected in the TIP for informational purposes and to facilitate tracking these grant awards project by FDOT. Another example of the 3-C process.

PLANNING ACTIVITIES - DOCUMENTS/PERFORMANCE MEASURES (Cont.)

CONGESTION MANAGEMENT PLAN PROCESS AND PLAN (CMP)

Adopted at the March 19, 2024 Meeting, the CMP identifies tools and strategies aimed at reducing peak hour vehicle miles of travel and congestion, while improving connectivity between employment centers and areas with concentrations of transportation disadvantaged populations. A Technical Task Force of stakeholders, transportation providers, and agency and organization representatives from the four-counties provided input. The updated [CRTPA CMP](#) was developed through a coordinated and collaborative process focused on achieving regional transportation goals and objectives. Additionally, the update refines the evaluation criteria for assessing projects to ensure that investment decisions are made with a clear focus on desired outcomes. The CMP builds upon the identified strategies to reduce congestion/delay levels, as well as consider related safety improvements. Selected projects in the adopted CMP will advance the goals developed as part of the 2050 LRTP.

PUBLIC INVOLVEMENT PLAN (PIP)

Slated for adoption in June of 2024, the PIP provides for early and continuing public engagement in the development of various CRTPA plans and programs. The CRTPA is responsible for actively involving all affected and interested parties in an open, cooperative and collaborative process that provides meaningful participation opportunities to influence transportation decisions. It illustrates strategies and techniques to inform and engage the public, and further integrate virtual and interactive opportunities in transportation planning issues.. The update will examine ways of maximizing participation, social equity and effectiveness, all key components to successful public engagement.

TRANSPORTATION PERFORMANCE MANAGEMENT (TPM) - PERFORMANCE MEASURES

The FAST Act requires the CRTPA to adopt [Performance Measures and Targets](#). Performance measures are adopted for highway safety, bridge and pavement, system performance and freight management, transit asset management, and transit safety. Targets, developed cooperatively with our transportation planning partners, are based on the best available data and objective information. Performance Measures are important to the CRTPA's planning program because they allow us to set goals and measure the progress towards those goals over time. Annually the CRTPA reports on the progress towards achieving the Performance Measures and may adjust the goal in response to the updated data. At the February 19, 2024 the Board adopted the 2024 Performance Measures and Targets, including support for the FDOT Vision Zero goal.

STATUS OF LOCAL AND REGIONAL PLANNING ACTIVITIES

Tasks discussed in the Local and Regional Planning Activities were identified through various approved plans and studies. In the development and implementation of these priorities public engagement and stakeholders input is essential to establishing a shared vision and goals for the community.

TALLAHASSEE-HAVANA TRAIL MULTI USE TRAIL FEASIBILITY STUDY

Approved by the CRTPA at its November 21, 2022 meeting, the [Tallahassee to Havana Trail Feasibility Study](#) evaluated the potential to construct a 10 to 12-foot multi-use trail between the Orchard Pond Parkway in Leon County and Salem Road at SR 12 in Gadsden County. The study evaluated current conditions including existing traffic conditions, available right of way, environmental features, historical resources, connectivity to regional and state trail systems and special locations of note along the corridor, along with public engagement. Subsequently, two SUN Trails applications were submitted to FDOT in December 2024. One requesting funding for design and construction of the Gadsden County segment; the other seeks Project Development & Environment (PD&E) and design funding for the Leon County section.

SR 267 (BLOXHAM CUTOFF ROAD) TRAIL FEASIBILITY STUDY

Approved at the September 19, 2023 Board meeting, the [SR 267 \(Bloxham Cutoff Road\) Trail Feasibility Study](#) assessed the ability to construct a shared-use path along SR 267, also known as Bloxham Cutoff, between the Edward Ball Wakulla Springs State Park and the St. Marks Trail. The study evaluated current conditions including existing traffic conditions, available right of way, environmental features, historical resources, connectivity to regional and state trail systems and special locations of note along the corridor, along with public engagement. In FY 2024 the FDOT has programed the design phase. A SUN Trail applications was submitted to FDOT in December 2024 which requested funding for construction, the design is programmed in FY 2024.

US 90 MULTI-USE TRAIL FEASIBILITY STUDY

The [US 90 Feasibility Study](#) was finalized and approved by the Board May 19, 2022. The study analyzed the viability of a trail from Pedrick Road in Tallahassee (Leon County) east to the Monticello Bike Trail in Jefferson County, connecting Tallahassee to Monticello on US 90. In FY 2024 the FDOT has programed and the PD&E phase in FY 24 and the design phase of the Leon County segment.

STATUS OF LOCAL AND REGIONAL PLANNING ACTIVITIES (Cont.)

REGIONAL TELECOMMUTING STUDY, A LOOK BACK AND A LOOK FORWARD

The Regional Telecommuting Study was finalized and approved by the Board February 19, 2024. There are two main components of the Study, the Technical Report and the supporting material contained in four appendices. The Technical Report presents relevant traffic and teleworker data, key takeaways from stakeholder interviews and the literature review, and recommendations, including best practices. Four appendices present the comprehensive body of information in support of the Technical Report. Appendix A contains a Review of the Literature. Appendix B presents the data and analysis. In addition, providing insight into the impact digital commuting has on roadway congestion, future roadway conditions are modeled assuming various rates of telecommuting. Appendix C presents a synopsis of the interviews with local transportation and economic agencies and employers. Lastly, Appendix D offers resources on developing and implementing a telework program.

REGIONAL FREIGHT STUDY

At the March 18, 2024 meeting the Board approved the Regional Freight study. Developed with input from a stakeholder committee, the study assessed existing and future conditions, the types of goods coming to and through the region, where they come from, and how freight moves. All modes of the freight transportation systems were evaluated, with an emphasis on trucks, rail, and air cargo. The study identified freight deficiencies and opportunities in the transportation system. Recommendations in the final report present a framework to proactively address freight and goods movement mobility needs and challenges in our region.

TAKE THE SAFE ROUTE TO SCHOOL STUDY

This update, which will continue into FY 2025, assesses the progress in implementing the Safe Routes to School (SRTS) program. The study will identify primary factors contributing to the program's effectiveness and, address opportunities for the communities and school boards to further implement the Safe Routes to School programs and projects. Following the comprehensive review, including an evaluation of existing conditions, a desktop analysis and review of planned improvements, the study will identify schools in the Capital Region with the greatest need for improvements. The next component of the will focus on identifying needed improvements and educational resources that support targeted schools to ensure students have safe routes to walk and bike to school.

STATUS OF LOCAL AND REGIONAL PLANNING ACTIVITIES (Cont.)

TRANSPORTATION DATA MANAGEMENT (PERFORMANCE MEASURES AND SAFETY)

Data analytics is an important tool in transportation planning. The CRTPA has employed the Urban SDK software using a GIS platform to collect, verify, analyze, safety and speeding data. The CRTPA's dashboard and mapping information is being refined for the public. Analytics support safety and performance measure reporting as well as corridor planning and Title VI effectiveness among other CRTPA efforts.

SAFE STREETS AND ROADS FOR ALL SAFETY ACTION PLAN

Development of the Action Plan included data collection, a safety analysis, and engagement and collaboration with stakeholders and the public. Current policies, plans, guidelines, and/or standards were reviewed. The analysis considered equity and inclusiveness to ensure a representative process. In addition, the SS4A Safety Action Plan identified a comprehensive set of projects and strategies, shaped by data, and noteworthy practices, as well as stakeholder input and equity considerations, that best address the safety problems described. Developed to meet the federal standards for the Safe Streets for All grant program, the adopted SS4S Plan allows the local government of the Capital Region to apply for implementation grant funds. This project was approved by the Board at the June 2023 Board meeting.

SAFE STREETS FOR ALL SAFETY IMPLEMENTATION PLAN N. MONROE STREET

This task supports the development of supplemental planning activities in support of SS4A Action Plan. The study examined crash clusters locations identified on the High Injury Network. Additional data collection and analysis was conducted to document existing conditions and the contributing factors to the high rate of serious injury and fatalities. The study will identify challenges and opportunities for improvement, including recommendations for construction, operational and educational responses. This item will be presented for approval at the June 17, 2024 meeting.

PRIORITIES FOR FY 2024/25 & FY 2025/26

US 90 WEST FEASIBILITY STUDY (FS)

This project proposes development of a feasibility study along US 90 in the western half of Gadsden County and is a segment of the US 90 Trail Corridor. Components of the FS will evaluate the opportunity to construct a paved multi use trail through a review of existing conditions including roadway characteristics, available right of way, crash data, land use, environmental conditions, grade and elevation, historical resources, and connectivity to regional and state trail systems. The US 90 West corridor is included on the CRTPA's FY 2025 - FY 2029 Regional Trails Project Priority List and is identified on the Florida Greenways and Trails Regional Map. The CRTPA has submitted a grant application for supplemental funding to complete the study.

CONGESTION MANAGEMENT PLAN IMPLEMENTATION: TECHNICAL STUDIES

Following the comprehensive development of the CMP, the technical reports will focus on identifying needed improvements that support targeted corridors and intersections. The technical studies will identify short-term improvements/strategies and long-term improvements to reduce or mitigate recurring and non-recurring congestion. This effort supports the continued implementation of the Congestion Management Process Plan to provide effective management of existing and future transportation facilities and to evaluate potential strategies for managing congestion.

SAFE STREETS FOR ALL SAFETY ACTION PLAN: SUPPLEMENTAL STUDIES

Complete supplemental planning activities in support of SS4A Action Plan. The study will examine crash clusters locations identified on the High Injury Network. Additional data collection and analysis will be conducted to document existing conditions and the contributing factors to the high rate of serious injury and fatalities. The study will identify challenges and opportunities for improvement, including recommendations for construction, operational and educational responses.

THOMASVILLE ROAD SAFETY AND ACCESS STUDY

A preliminary analysis conducted by FDOT evaluated the crash data for the Thomasville Road segment from 7th Avenue to Betton Road. This study will analyze updated traffic and crash data to determine effective crash countermeasures and the impact of such measures on the accessibility of land uses adjacent to the corridor. Additional measures to improve safety and access along the corridor for all modes will also be considered.

PRIORITIES FOR FY 2024/25 & FY 2025/26 (Cont.)

US 90 TENNESSEE STREET – CORRIDOR STUDY

This project proposes development of a feasibility study on the West Tennessee corridor from N. Monroe St to Aeonon Church Road. This corridor is identified in the Safe Streets for All (SS4A) Safety Action Plan as part of the High Injury Network (HIN). One these HIN corridors the focus is ultimately eliminate traffic-related fatalities and severe injuries. Work will be completed by a consultant and supported by staff and a technical committee. Activities include review of existing conditions, including general roadway characteristics, existing land use and transportation system, planned and programmed projects, and existing plans and studies. Additional work includes an update to the data from the HIN, and further analysis, identification of issues along the corridor and community engagement. The study will identify short term solutions, include recommend community-based enforcement strategies, and highlight potential long-term solutions..

CONGESTION MANAGEMENT PLAN IMPLEMENTATION: TECHNICAL STUDIES

Following the comprehensive development of the CMP, supplemental technical studies will focus on identifying needed improvements that support targeted corridors and intersections. The technical studies will identify short-term improvements/strategies and long-term improvements to reduce or mitigate recurring and non-recurring congestion . This effort supports the continued implementation of the Congestion Management Process Plan to provide effective management of existing and future transportation facilities and to evaluate potential strategies for managing congestion.

SAFE STREETS FOR ALL SAFETY ACTION PLAN: SUPPLEMENTAL STUDIES

Complete supplemental planning activities in support of SS4A Action Plan. The study will examine crash clusters locations identified on the High Injury Network. Additional data collection and analysis will be conducted to document existing conditions and the contributing factors to the high rate of serious injury and fatalities. The study will identify challenges and opportunities for improvement, including recommendations for construction, operational and educational responses.

PRIORITIES FOR FY 2024/25 & FY 2025/26 (Cont.)

FHWA/FTA QUADRENNIAL CERTIFICATION - METROPOLITAN PLANNING PROCESS

The CRTPA's Metropolitan Planning Program Quadrennial Certification by FHWA and FTA will begin in late 2024 and continue into the following year. Work includes preparation of the certification information and a public meeting allowing for input on the CRTPA's certification.

ROBERTS RD TO MICCOSUKEE GREENWAY TRAIL CONNECTION FEASIBILITY STUDY

The study, currently underway, evaluates the feasibility of connecting Roberts Rd to the Greenway. The Feasibility Study will review right-of-way availability, identifying potential trail alignments, document natural conditions and physical constraints, and assess any potential fatal flaws.

TALLAHASSEE-HAVANA TRAIL MULTI USE TRAIL PD&E

In coordination with the FDOT, the study will be conducted in accordance with the requirements of the National Environmental Policy Act. Work will include data collection and analysis including social, economic, and environmental conditions. Analysis of effects of the proposed improvement on environmental, engineering and socioeconomic conditions, safety needs and public input will be considered. Ongoing public engagement will be conducted and documented. The final report will include the development and analysis of alternatives, considering need for additional right-of-way for stormwater and environmental mitigation.

WORK PROGRAM

The specific elements of the Unified Planning Work Program are organized into the following tasks:

- 1.0 Administration: identifies the necessary functions for proper management of the transportation planning process on a continuing basis.
- 2.0 Data Collection: includes the collection and analysis of socioeconomic, land use, and other transportation related data on a continuing basis in order to document changes within the transportation study area.
- 3.0 Long Range Planning: includes work related to the development and maintenance of Connections 2045 Regional Mobility Plan (Long-Range Transportation Plan) as well as the Efficient Transportation Decision Making Process (ETDM) and items related to the Census 2020.
- 4.0 Short Range Planning: Includes development of the Annual Transportation Improvement Program and Priority Project process, reviews of impacts to the transportation system from new development and Annual Enhancement Project process.
- 5.0 Multimodal Planning: Includes planning activities to improve overall mobility through transit, ITS, bicycle/pedestrian and performance measures.
- 6.0 Public Involvement: Describes the activities used to encourage public participation in the transportation planning process.
- 7.0 Special Projects: Identifies any short-term projects or studies undertaken by the CRTPA.

WORK PROGRAM (Cont.)

Each task provides an overview and schedule of the activities to be completed, who will complete the work, the funding sources and the costs associated with those activities. Costs are provided for the following categories.

Personnel: Salaries and fringe benefits for CRTPA staff. Fringe includes retirement, FICA, health insurance, worker's compensation and executive benefits.

Travel: Costs for travel to meetings, training and project events.

Direct Expenses: Office: Supplies, Telecom/IT services, copier, postage, equipment, etc.

Administrative: Professional Services per Staff Services Agreement: Facilities (office space), Accounting, Procurement and Human Resources.

Professional: Training, legal, audit, etc.

Consultant: Costs for consultant services.

Any activity that does not include a schedule or completion date (i.e., Fall 2023) is considered an "Ongoing Activity". Any task budget item shown as "TBD or Other" will require a UPWP amendment to add a scope of work.

Section 120 of Title 23, United States Code, permits FDOT to use toll revenue expenditures as a credit toward the non-federal matching share of all programs authorized by Title 23. This credit, referred to as a soft match, is listed as state funds in the Planning Funds in Tables V and VII, and includes the total soft match provided.

Note: Fiscal Year 2025 reflects available [unexpended/unauthorized] funds from FY 2024 in the budget. These SU (Urban Attributable) funds

UPWP TASK 1.0 –ADMINISTRATION

The Program Administration task includes the administrative activities necessary to carry out the transportation planning process for the CRTPA planning area.

OBJECTIVE

To guide and effectively manage the tasks identified in the Unified Planning Work Program (UPWP) and maintain an effective and efficient continuing, cooperative, and comprehensive transportation planning process.

PREVIOUS WORK

- FY23 – FY24 UPWP (July 2020, July 2021)
- Provided staff support to CRTPA, Executive and TAC/CMAC Committees
- Completed Annual Single Audit (June 2023 and 2024)
- Attended MPOAC meetings (2023, 2024)
- Coordination with COT on budget, development (2023, 2024)
- Procured necessary equipment, supplies, software and support (2023, 2024)
- Refined invoice processes with COT Grants Department (2022, 2023)
- Completed Annual Single Audit (June 2022, 2023)
- Updated CRTPA Fiscal Policies and Procedures. (Sep 2022)
- Completed FDOT Joint Certification (Feb 2023, 2024)
- Quarterly DBE Reporting (2023, 2024)
- Supported grant program requirements (2023, 2024)
- Maintained the Continuity of Operations Plan (COOP) (2023, 2024)
- Maintained an updated Title VI Program (2023, 2024)

Provided training and professional development to elected officials and staff in the following areas:

- *Florida APA Annual Conference (Sept 2022, Sep 2023)*
- *COT Diversity Awareness Training (Nov 2022)*
- *FL Metropolitan Partnership (Aug 22, /April, July, Nov, Jan 23)*
- *Safety Peer Exchange (Aug 2022)*
- *Gap Workflow Processing (Jan 2024)*
- *MPOAC Institute (2023, 2024)*
- *COT Anti-Harassment (Nov 2022)*
- *FDOT DBE Program and GAP System (July 2022)*
- *FHWA/FDOT Census Update Webinars (2022, 2023)*
- *1000 Friends of Florida Webinars (2023,2024)*

ANTICIPATED ACTIVITIES

STAFF SUPPORT

- 1.1 Provide staff support and administration to the CRTPA and its committees by developing meeting schedules, providing technical assistance, providing minutes and other tasks as directed. Support includes travel and associated facility and office expenses (i.e. office supplies, telecom/IT expenses, utilities, etc.). (Ongoing)
- 1.2 Administrative support for travel, purchasing, invoice development, payroll processing and overall office administration. (Ongoing)
- 1.3 Grant administration (PL, SU, CM and other funds that may be utilized) through the monitoring/maintenance of the FY 2024/25-FY 2025/26 UPWP:
 - Prepare and submit invoices on a quarterly basis
 - Complete quarterly desk audits
 - Ensure compliance with federal and state grant requirements (Ongoing)
- 1.4 Continue participation in the Metropolitan Planning Organization Advisory Council (MPOAC). (Ongoing)
- 1.5 Maintain and update, as necessary, all CRTPA agreements, Policies and Procedures. (Ongoing)
- 1.6 Purchase computers and other office equipment/furnishings as needed. *Note: See 1.12 regarding Atypical expenses.* (Ongoing)
- 1.7 Coordinate with WCOT to provide live-stream and post-meeting access for CRTPA meetings. (Monthly)
- 1.8 Other administrative activities consistent with the UPWP as directed by the CRTPA Board or its subcommittees. (Ongoing)
- 1.9 Maintaining and updating the CRTPA's Continuity of Operations Plan (COOP). (Ongoing)
- 1.10 Coordination with MPOAC on legislative updates (Winter 2025, 2026)

UNIFIED PLANNING WORK PROGRAM

- 1.11 Modify/Amend the FY 2024/25- FY 2025/26 UPWP as necessary. (Ongoing)
- 1.12 Continue to improve linkage between UPWP and City of Tallahassee financial systems. (Ongoing)
- 1.13 Amend the UPWP to include any atypical expenditures of a single item purchase greater than \$5,000, an office supply over \$1,000 and travel outside the US in accordance with 2CFR200.
- 1.14 Develop FY 2024/25- FY 2025/26 UPWP (March-June 2025,2026)
 - Review status of current planning projects.
 - Coordinate with planning partners to determine new planning projects to be included in UPWP.
 - Review upcoming planning requirements to address in new UPWP.
 - Identify potential planning projects.
 - Develop operating budget.
 - Develop and execute required funding agreements for PL and as applicable for SU, CMAQ.
 - Update year 2 of budget to include FY2024 remaining funds.

CERTIFICATION

- 1.15 FDOT Annual Certification (Feb 2026)
 - Compile responses to FDOT certification questions.
 - Meet with FDOT staff to review responses and prepare final certification documentation.
 - Present for Board approval.
- 1.16 FHWA Quadrennial Certification (Winter 2024 – Fall 2025)
 - Coordinate with FHWA on certification questions and responses.
 - Coordinate with FHWA staff on responses and a certification review process.
 - Notice and hold a public meeting in coordination with FHWA, FTA and FDOT to provide the public with an opportunity to comment on the certification.
 - Meet with FHWA on the Final Report and follow-up on any action items.
 - Present for Board approval.

AUDIT/LEGAL PROFESSIONAL SERVICES

- 1.17 Employ a qualified auditor to perform the Annual CRTPA audit in accordance with federal requirements and state requirements of Chapter 215.97, Florida Statutes (Florida Single Audit Act). (March-June 2025, 2026) [Professional Services Contract]
- 1.18 The Auditor will perform an audit of federal funds expended that meets the audit and reporting requirements for Federal Awards.
- 1.19 Assist the City in development of the Comprehensive Annual Financial Report (CAFR) as it relates to CRTPA grants. (Annually)
- 1.20 Receive copy of all audit reports relating to revenues and expenditures. (Annually)
- 1.21 Submit Single Audit to FDOT.
- 1.22 Retain legal counsel for the CRTPA to provide routine legal consultation to the CRTPA Board and Executive Director, including the review of agreements.
- 1.23 Legal counsel attendance at all CRTPA Board meetings, including the Board's Annual Retreat.

TRAINING

- 1.24 Continue to provide training opportunities to CRTPA Board and staff members in various policy, technical and administrative areas. (Ongoing)
 - *Title VI*
 - *GIS, Payroll and Accounting*
 - [*FDOT Transplex*](#)
 - *FDOT Workshops*
 - *FHWA Webinars and Training Modules*
 - *Grants.gov training on funding opportunities and programs*
 - *Public Engagement and Equity*
 - [*Florida APA Annual Conference and Webinars*](#)
 - *MPOAC Institute (2025, 2026)*
 - *Association of Metropolitan Planning Organizations Conference*
 - *Florida Metropolitan Planning Partnership*
 - *Safety and Performance Measures*

END PRODUCT

Effective and efficient management of the local 3-C planning process including active participation by public agencies and citizens. (Ongoing)

Updates and Final FY 2024/25 – FY 2025/26 UPWP. (May 2025, 2026)

FDOT Joint Certification of the Metropolitan Planning Process. (May 2025, 2026)

Quadrennial FHWA – FTA Joint Certification (Fall 2025)

Timely submittal of invoices to FDOT for PL SU, and CM funds. (Quarterly)

DBE tracking and reports submitted to FDOT. (Quarterly)

Additional training in mission critical areas. (Public Involvement, Data Collection, Social Equity). (Ongoing)

Annual audit. (June 2025, 2026)

RESPONSIBLE AGENCIES

CRTPA

FHWA and FDOT – Certification Report

ESTIMATED TASK BUDGET & FUNDING SOURCES TASK 1.0 - FISCAL YEAR 2025

Task 1 Administration							
2025							
Funding Source	FHWA				Local		FY 2025 Total
Contract Number							
Source Level	PL	SU	CMAQ	Total	Local	Total	
MPO Budget Reference							
Lookup Name	2025 FHWA (PL)	2025 FHWA (SU)	2025 FHWA (CMAQ)	2025 FHWA (Total)	2025 Local (Local)	2025 Local (Total)	
Personnel (salary and benefits)	\$ 296,186	\$ 74,046	\$ -	\$ 370,232	\$ -	\$ -	\$ 370,232
Consultant	\$ 79,000	\$ -	\$ -	\$ 79,000	\$ -	\$ -	\$ 79,000
Travel	\$ 18,500	\$ -	\$ -	\$ 18,500	\$ -	\$ -	\$ 18,500
Direct Expenses	\$ 139,000	\$ -	\$ -	\$ 139,000	\$ 7,500	\$ 7,500	\$ 146,500
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ 3,000	\$ -	\$ -	\$ 3,000	\$ -	\$ -	\$ 3,000
Equipment	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000
2025 Totals	\$ 540,686	\$ 74,046	\$ -	\$ 614,732	\$ 7,500	\$ 7,500	\$ 622,232

Consultant	
1.7 WCOT	\$ 8,000
1.16 Legal	\$ 50,000
1.12 Audit	\$ 21,000
	\$ 79,000
Direct Expenses	
Operational Expenses	\$ 35,000
Computer Software	\$ 15,000
Staff Services	\$ 89,000
	\$ 139,000
*Food	\$ 4,000
*Professional Memberships	\$ 3,500
* Charged to Local	\$ 7,500

ESTIMATED TASK BUDGET & FUNDING SOURCES TASK 1.0 - FISCAL YEAR 2026

2026							
Funding Source	FHWA				Local		FY 2026 Total
Contract Number							
Source	PL	SU	CMAQ	Total	Local Governements	Total	
MPO Budget Reference							
Lookup Name	2026 FHWA (PL)	2026 FHWA (SU)	26 FHWA (CMAQ)	2026 FHWA (Total)	Local (Local Governements)	2026 Local (Total)	
Personnel (salary and benefits)	\$ 266,841	\$ -	\$ -	\$ 266,841	\$ -	\$ -	\$ 266,841
Consultant	\$ 64,000	\$ -	\$ -	\$ 64,000	\$ -	\$ -	\$ 64,000
Travel	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000
Direct Expenses	\$ 132,986	\$ -	\$ -	\$ 132,986	\$ 7,500	\$ 7,500	\$ 145,236
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ 2,509	\$ -	\$ -	\$ 2,509	\$ -	\$ -	\$ 2,509
2026 Totals	\$ 476,336	\$ -	\$ -	\$ 476,336	\$ 7,500	\$ 7,500	\$ 483,836

Consultant	
WCOT	\$ 8,000
Legal	\$ 35,000
Audit	\$ 21,000
	\$ 139,000
Direct Expenses	
Operational Expenses	\$ 3,4761
Computer Software	\$ 15,000
Staff Services	\$ 83,225
	\$ 132,986
*Food	\$ 4,000
*Professional Memberships	\$ 3,500
* Charged to Local	\$ 7,500

UWP TASK 2.0 – DATA COLLECTION/SAFETY/PERFORMANCE MEASURES

The Data Collection task outlines efforts to monitor the area's transportation characteristics and factors affecting travel including socioeconomic data, community and land use data, transportation system data, and data related to natural, physical and human environmental concerns and issues.

OBJECTIVE

To monitor changes in traffic characteristics within the CRTPA planning boundary. To compare existing conditions with projections to anticipate planning needs and activities. Provide data to appropriate agencies to improve overall safety of the transportation system.

PREVIOUS WORK

- Coordination with the City of Tallahassee and FDOT District 3 Traffic Operations relative to Intelligent Transportation Systems (ITS) funding and deployments.
- Continuous review, collection, and analysis of crash data for the Capital Region.
- Coordination with TLC GIS on mapping data.
- Extensive analysis of safety data related to serious and fatal injuries including contributing factors, cluster locations, and trends.
- Adoption of Safe Streets for All Safety Action Plan including identification of High Injury Network. (June 2023)
- Development of SS4A Safety Implementation Plan for N. Monroe Street Corridor. (June 2024)
- Grant application developed and submitted to USDOT for funding N. Monroe Street Corridor Safety Improvements.
- Adopted updated Congestion Management Plan. (March 2024)
- Coordination with District 3 Design and Safety Office to identify potential safety improvements associated with candidate resurfacing projects. (2023, 2024)
- Adopted Highway Transportation Performance Measures (Feb 2022, 2023)
- Adopted Transportation Performance Measures for Bridge and Pavement; System Performance and Freight Movement (May 2023)
- Adopted FTA Transit Asset Management performance targets. (May 2023)
- Participation on Gadsden, Jefferson, Leon, and Wakulla Counties' Community Traffic Safety Teams (CTST).
- Helmet Fitter Training Events, Leon and Wakulla Counties (March and Nov 2023)
- Increased agency participation in the Leon County CTST meetings. (2023, 2024)
- Safety survey at Tallahassee Winter Festival and Havana Winter Fest. (Dec 2022)

ANTICIPATED ACTIVITIES

DATA COLLECTION

- 2.1 Coordinate collection and dissemination of GIS data with Tallahassee-Leon County GIS (TLCGIS). (Ongoing)
- 2.2 Monitor Congestion Management System for implementation.(CMS) (Ongoing)
- 2.3 Work with TATMS staff on travel-time and utilization reports. (Ongoing)
- 2.4 Monitor and review traffic operation needs through collection and analysis of peak hour traffic data. (Ongoing)
- 2.5 Employ software using a GIS platform to collect, verify, analyze, report and map information. Analytics will support safety and performance measure reporting. (Ongoing)
- 2.6 Integrate data into CRTPA Planning Programs and Plans. Utilize data to inform project evaluation and decision-making. (Ongoing)
- 2.7 Employ Urban SDK Transportation Management GIS based software to track and report on safety statistics, speed data, and crash locations.
- 2.8 Develop in consultation with Urban SDK a dashboard for reporting to the public with interactive features.

SAFETY/PERFORMANCE MEASURES

- 2.9 Analyze crash trends and statistics to identify high-hazard locations and prioritize potential improvements. (Ongoing)
- 2.10 Develop Annual monitoring and reporting for Safety Performance Measures. (Feb 2025, 2026)
- 2.11 Identify corridors or locations for further analysis in consultation and coordination with FDOT District 3 Safety Department.

COMMUNITY TRAFFIC SAFETY TEAMS (CTST) AND DISTRICT 3 COORDINATION

- 2.12 Continue participation on the Community Traffic Safety Teams (CTST) within the CRTPA planning area coordination with local governments, and community stakeholders. (Quarterly or as Scheduled)
- 2.13 Push-button project and safety coordination meetings with the FDOT Safety Office. (Ongoing)
- 2.14 Review the FDOT candidate resurfacing projects' list and provide comments on safety enhancements. (Annually)
- 2.15 Coordinate with local governments on Safe Routes to School applications. (Ongoing)
- 2.16 Coordinated Helmet Fitting Training with the FL Traffic & Bicycle Safety Education Program in Leon and Wakulla Counties. (March 2023, 2024)

END PRODUCT

Coordination of data needs with local partners. (Ongoing)
Development of travel time reports to monitor system performance. (Ongoing)
Continued coordination with CTST partners in the CRTPA planning area. (Ongoing)
Coordination with FDOT District Office on safety initiatives and projects. (Ongoing)
Safety Improvements including Nims Middle School and SR20 W of Capital Circle SW.
Updated MAP-21/FAST ACT FHWA and FTA Performance Measures. (Feb 2025, 2026)
Annual reporting on FHWA and FTA Safety Performance Measures. (Feb 2026, 2026)
Transportation reports and visualizations of analytics. (Ongoing)

RESPONSIBLE AGENCY

CRTPA

CTSTs - CRTPA and Local Government

FDOT - Safety Implementation Projects

ESTIMATED TASK BUDGET & FUNDING SOURCES TASK 2.0 - FISCAL YEARS 2025 & 2026

Task 2 Data Collection & Performance Measures					
2025					
Funding Source	FHWA				FY 2025 Total
Contract Number					
Source Level	PL	SU	CMAQ	Total	
MPO Budget Reference					
Lookup Name	2025 FHWA (PL)	2025 FHWA (SU)	2025 FHWA (CMAQ)	2025 FHWA (Total)	
Personnel (salary and benefits)	\$ 56,910	\$ 14,227	\$ -	\$ 71,137	\$ 71,137
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ 75,000	\$ -	\$ -	\$ 75,000	\$ 75,000
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
2025 Totals	\$ 131,910	\$ 14,227	\$ -	\$ 146,137	\$ 146,137
2026					
Funding Source	FHWA				FY 2026 Total
Contract Number					
Source	PL	SU	CMAQ	Total	
MPO Budget Reference					
Lookup Name	2026 FHWA (PL)	2026 FHWA (SU)	2026 FHWA (CMAQ)	2026 FHWA (Total)	
Personnel (salary and benefits)	\$ 49,463	\$ -	\$ -	\$ 49,463	\$ 49,463
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	0	0	0	0	0
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
2026 Totals	\$ 49,463	\$ -	\$ -	\$ 49,463	\$ 49,463

UPWP TASK 3.0 – LONG-RANGE PLANNING

The Long-Range Planning task includes the activities related to the development of a Long-Range Transportation Plan (LRTP) along with the long-term implementation of various transportation projects. Currently, the CRTPA's adopted LRTP is Connections 2045 Regional Mobility Plan (RMP). The Task also includes coordination efforts with our regional partners to address transportation on a regional level.

OBJECTIVES

- Maintain and update the Connections 2045 Regional Mobility Plan.
- Develop and adopt 2050 Long Range Transportation Plan
- Evaluate alternative transportation modes and systems.
- Improve traffic operations using ITS technologies.
- Coordinate planning efforts with regional partners.

PREVIOUS WORK

2045 REGIONAL MOBILITY PLAN

Maintain Connections 2045 RMP, Cost Feasible Plan (CFP). (Ongoing)

REGIONAL TRAILS

Continue coordination with Wakulla County on the development of the Coastal Trail.

Coordinated with Blueprint Intergovernmental Agency (IA), Jefferson, Leon and Gadsden Counties on potential trail projects.

Continued working with various agency partners (FDEP, FDOT) to continue development of various trail projects.

ON-GOING ACTIVITIES

Continued participation in the development of various transportation projects.

REGIONAL COORDINATION

Coordination with Regional Transportation Planning organizations.

Participate in MPOAC Advisory Committees.

PLANNING SUPPORT WORK

Data collection and planning activities consistent with listed tasks. (Consultant)

2020 CENSUS

Reviewed and analyzed the 2020 Census and Urban Area boundaries, after its release by the US Census Bureau.

Conducted Post-Census Planning Activity and incorporate 2020 Census data into the MPO's essential planning documents. (Summer 2024)

- Reviewed and evaluated the 2020 Census of Population Urban Area boundaries;
- Coordinated with federal, state, and local government representatives regarding status of CRTPA's apportionment plan;
- Reviewed, evaluated, and refined (smooth) the MPO's Urban Area boundary.
- Reviewed the MPO's Planning Area boundary map.
- Updated the federal functional classification of roadways in the MPO's planning area.

ANTICIPATED ACTIVITIES

PLANNING SUPPORT WORK

- 3.0 Data collection and planning activities consistent with listed tasks. (Consultant)

2020 CENSUS

- 3.1 Incorporate Census data into planning documents and studies.

REGIONAL MOBILITY PLAN (RMP)

- 3.2 Maintain and update Connections 2045 Regional Mobility Plan.
- 3.3 Develop and adopt updated Long Range Transportation Plan. (Consultant)

Subtask 3.3: Regional Mobility Plan Update (Long-Range Transportation Plan) - Budget \$450,000

Responsible Agency: CRTPA (Consultant support) and FDOT (Model and Revenue Projections)

Purpose: Complete an update to the Regional Mobility Plan (RMP) in cooperation with the State and public transportation operators, using a performance-driven, outcome-based approach.

Required Activity	End Products	Completion Date
Develop: Schedule; Overview of plan and planning processes and requirements; Public Involvement	Chapter 1 - Introduction Project schedule; Plan requirements and framework; Public workshop/outreach/adoption schedule.	Summer 2024
Compile: Regional demographic, economic and transportation elements. Review plans, policies, regulations related growth.	Chapter 2 - State of the Region Report Data and Maps Depicting the Region/Network Characteristics	Fall, Winter 2025
Evaluate: Future growth; coordinate with FDOT on travel demand model; Complete assessment of multi-modal needs	Chapter 3 - Multi-modal Needs Report Calibrated Regional Travel Demand Model. An assessment of Growth Scenarios.	Winter 2025
Identify: screening and evaluation criteria. Evaluate and prioritize roadway projects.	Chapter 4 - Project Evaluation & Prioritization Report Relevant screening and evaluation criteria to align with MAP-21 performance-based planning and programming requirements; Completed assessment of roadway projects	Spring 2025
Evaluate: revenue projections by agency and fund groups by mode. Draft Cost Feasible Plan	Chapter 5 - Cost Feasible Plan Development Cost feasible plan that demonstrates financial constraint, by a series of five-year funding tiers.	Summer 2025
Identify: ongoing coordination and plan implementation; Identify future trends; Develop conclusion	Chapter 6 Continued Coordination Overview of agency coordination and collaboration; Discussion of emerging trends; Conclusion statement	Fall 2025
Adopt Plan and Compile Final Report for transmittal.	Adopted RMP and final Appendices. Transmittal to review agencies	Nov. 2025
Draft Final Report and Appendices	Appendices to include Adoption documentation; Cost feasible plan; System performance report; Project prioritization; Technology; Public involvement material.	Feb. 2026

REGIONAL AND LOCAL COORDINATION

- 3.4 Continue participation in Florida Metropolitan Partnership coordination meetings.
- 3.5 Participation at ARPC meetings and coordination on various land use and transportation issues.
- 3.6 Improve overall coordination on transportation and land use issues with local governments, state agencies, local universities, and other groups.

AIR CONFORMITY

- 3.7 Improve overall Monitor Environmental Protection Agency (EPA) development of Air Conformity standards. Monitor local ozone tracking stations located at Tallahassee Community College.

Leon County Air Quality Data available at

http://www.dep.state.fl.us/air/air_quality/county/Leon.html

TRAILS

- 3.8 Continue work with local partners and state agencies to implement regional trails identified in the Regional Trails Project Priority List.
- 3.9 Continue development of the Capital City to the Sea Trails and other regional trails.
 - Bloxham Cutoff Trail Feasibility Study
 - Tallahassee-Havana Trail Feasibility Study
 - US 90 East and West Regional Connections
- 3.10 Continue work with local partners to implement trails identified in the Bicycle/Pedestrian Project Priority List and develop projects to expand localized trail networks.

END PRODUCT

Amended Connections 2045 RMP (As Needed)
Updated and adopted Long Range Transportation Plan (November 2025)
Analysis of FHWA and FTA Performance Measures Data (January 2023, 2024)
Participation in training related to Fast Act Performance Measures (Ongoing)
Regionally Coordinated Transportation Planning Process (Ongoing)
Multi-Use Trail Feasibility Studies (See Task 5 for Trail Project Information)

RESPONSIBLE AGENCY

CRTPA

ESTIMATED TASK BUDGET & FUNDING SOURCES TASK 3.0 - FISCAL YEARS 2025 & 2026

Task 3 Long-Range Transportation Planning					
2025					
Funding Source	FHWA				FY 2025 Total
Contract Number					
Source Level	PL	SU	CMAQ	Total	
MPO Budget Reference					
Lookup Name	2025 FHWA (PL)	2025 FHWA (SU)	25 FHWA (CMAQ)	FHWA (Total)	
Personnel (salary and benefits)					
Salaries and Fringe	\$ 119,422	\$ 29,856		-	\$ 149,278
				-	\$ -
Personnel (salary and benefits)	\$ 119,422	\$ 29,856	\$ -	\$ 149,278	\$ 149,278
Consultant					
L RTP Update			\$ 450,000	-	\$ 450,000
				-	\$ -
Consultant Subtotal	\$ -	\$ -	\$ 450,000	\$ 450,000	\$ 450,000
Total	\$ 119,422	\$ 29,856	\$ 450,000	\$ 599,278	\$ 599,278
2026					
Funding Source	FHWA				FY 2026 Total
Contract Number					
Source	PL	SU	CMAQ	Total	
MPO Budget Reference					
Lookup Name	2026 FHWA (PL)	2026 FHWA (SU)	26 FHWA (CMAQ)	FHWA (Total)	
Personnel (salary and benefits)					
Salaries and Fringe	\$ 127,096			-	\$ 127,096
				-	\$ -
Personnel (salary and benefits)	\$ 127,096	\$ -	\$ -	\$ 127,096	\$ 127,096
Consultant					
				-	\$ -
				-	\$ -
Consultant Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 127,096	\$ -	\$ -	\$ 127,096	\$ 127,096

Consultant FY 25	
L RTP	\$ 450,000

UPWP TASK 4.0 – SHORT- RANGE PLANNING

The Short-Range Planning task includes the activities related to the actual implementation of various transportation projects identified as part of the 2045 RMP and other CRTPA plans. Primary activities of the task include the Annual Project Priority process that serves as the basis for developing the Transportation Improvement Program (TIP), as well as the development and maintenance of the TIP. Other activities include the development of legislative priorities and working with local governments to determine the impact of significant new development on the transportation system.

OBJECTIVES

To identify and address short term transportation needs.
Review development activity to monitor its effect on the local transportation system.

PREVIOUS WORK

Completion of Annual Priority Project process.
Published Annual listing of Obligated Federal Projects.
Continued work on [Interactive TIP System](#).
Developed Annual TIP and amend as necessary for Planning Consistency.
Worked with local governments on various planning issues.
Adopted Annual legislative priorities.
Assisted local governments in developing applications for submittal to FDOT.

ANTICIPATED ACTIVITIES

PLANNING SUPPORT WORK

- 4.0 Data collection and planning activities consistent with listed tasks.
(Consultant)
- 4.1 Administrative support for planning activities and public engagement associated with listed tasks.

PROJECT PRIORITY LISTS

- 4.2 Develop Annual Project Priority Lists (PPLs). (June 2025, 2026)
PPLs are developed for:
- 2045 RMP Projects
 - Major Capacity Projects
 - Transportation System and Safety Management Operations-level projects
 - Intersections
 - Pedestrian Improvements
 - Transportation Alternatives
 - Regional Trails
 - Bicycle and Pedestrian
 - Transportation Regional Incentive Program (TRIP)
 - Intelligent Transportation Systems
 - StarMetro
 - Tallahassee International Airport
- 4.3 Conduct public outreach for the PPLs consistent with the requirements of the latest Public Involvement Plan. (Spring 2025, 2026) [Current PPLs](#) can be viewed here.
- 4.4 Board adoption of PPLs.

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

- 4.5 Develop and adopt the Annual TIP. (June 2025, 2026)
- 4.6 Coordinate the development of the TIP with FDOT D3 as well as local governments and agencies. (Spring 2025, 2026)
- 4.7 Conduct public involvement for the adoption of the TIP consistent with the requirements of the latest Public Involvement Plan. (Spring 2025, 2026)
- 4.8 Review local government comprehensive plans for consistency with CRTPA TIP and LRTP as necessary. (Spring 2025, 2026)
- 4.9 Publish Annual listing of federally funded obligated projects. (December 2024, 2025)
- 4.10 Continue refinement of Interactive TIP system. (Ongoing)
- 4.11 Modify/Amend TIP as necessary. (Ongoing)
- 4.12 Continue coordination with FDOT in the development and adoption of the Five-Year Work Program.

MONITOR TRANSPORTATION SYSTEM IMPACTS

- 4.13 Monitor and review project, major developments and other site-specific impacts as necessary. (Ongoing)
- 4.14 Conduct site impact analysis for new development projects as requested by local governments. (Ongoing)
- 4.15 Advise local governments and boards on decisions which may impact corridors identified for improvement or identified as physically or policy constrained. (Ongoing)
- 4.16 Coordinate CRTPA actions with local government comprehensive plan development efforts to encourage alternative modes of transportation. (Ongoing)
- 4.17 Assist local governments as necessary in the development of transportation projects and potential funding mechanisms. (Ongoing)

FAST ACT TRANSPORTATION ALTERNATIVES (TA) PROGRAM

- 4.18 Assist local governments in the CRTPA's 2025 - 2026 FAST Act TA application process. (Jan 2024)
- 4.19 Conduct an evaluation meeting with TAC/CMAC representatives and local government representative. (Jan 2026)
- 4.20 Monitor progress of programmed TA projects and assist in their implementation when necessary. (Ongoing)

LEGISLATIVE ACTIVITIES

- 4.21 Monitor legislative activities on both the federal and state level to determine impact on transportation issues. (Annually 2025, 2026)

END PRODUCT

Annual Priority Project Lists. (June 2025, 2026)
Annual Transportation Improvement Plan. (June 2025, 2026)
Amendments to the Transportation Improvement Plan (TIP). (Ongoing)

RESPONSIBLE AGENCY

CRTPA

ESTIMATED TASK BUDGET & FUNDING SOURCES TASK 4.0 - FISCAL YEARS 2025 & 2026

Task 4 Short-Range Transportation Planning					
2025					
Funding Source	FHWA				FY 2025 Total
Contract Number					
Source Level	PL	SU	CMAQ	Total	
MPO Budget Reference					
Lookup Name	2025 FHWA (PL)	2025 FHWA (SU)	2025 FHWA (CMAQ)	2025 FHWA (Total)	
Personnel (salary and benefits)	\$ 37,513	\$ 9,378	\$ -	\$ 46,892	\$ 46,892
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ 13,000	\$ -	\$ 13,000	\$ 13,000
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
2025 Totals	\$ 37,513	\$ 22,378	\$ -	\$ 59,892	\$ 59,892
2026					
Funding Source	FHWA				FY 2026 Total
Contract Number					
Source	PL	SU	CMAQ	Total	
MPO Budget Reference					
Lookup Name	2026 FHWA (PL)	2026 FHWA (SU)	2026 FHWA (CMAQ)	2026 FHWA (Total)	
Personnel (salary and benefits)	\$ 33,511	\$ -	\$ -	\$ 33,511	\$ 33,511
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ 13,353	\$ -	\$ -	\$ 13,353	\$ 13,353
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
2026 Totals	\$ 46,864	\$ -	\$ -	\$ 46,864	\$ 46,864

Direct Expense FY 25	
TIP Software	\$ 13,000

UPWP TASK 5.0 – MOBILITY PLANNING

The Multimodal Planning task reflects the planning activities related to the various transportation modes including highways, transit, bicycle/pedestrian, and aviation.

OBJECTIVE

To guide and to ensure the efficient and effective provision of multimodal transportation system.

PREVIOUS WORK

BICYCLE/PEDESTRIAN PLANNING

Coordination with Bicycle Work Group in Leon County, Leon County Schools and Emergency Management, Community Traffic Safety Teams and FDOT District 3 on outreach opportunities to promote safety and mobility options.

Coordination with Blueprint IA, the local governments on pedestrian and bicycle safety improvements and implementation of transportation plans.

Coordination with Florida DEP and FDOT regarding Regional Trails programmed and proposed through the CRTPA and/or SUNTrail.

Coordinated Helmet Fitting Training with the FL Traffic & Bicycle Safety Education Program.

Tallahassee to Havana Multi-Use Trail Public Involvement and Feasibility Study Orchard Pond Rd. to SR12 at Salem Road in Havana (Leon & Gadsden Counties)

SR267 Multi-Use Trail Public Involvement and Feasibility Study (Wakulla County)

US 90 East Multi-Use Trail Public Involvement and Feasibility Study Orchard Pond Rd. to SR12 at Salem Road in Havana

SUN Trails Applications for SR267, Tallahassee to Havana (2) and US90 West

Developed FY 2023 & 2024 Priority Project Lists for Bicycle and Pedestrian and Transportation Alternatives projects.

Continue participation in the Bicycle Work Group.

Disseminate bicycle and pedestrian safety materials Winter Fest Events.

Helmet Fitters Training.

TRANSIT – STARMETRO

Coordinate update to the Annual Transit PPL with StarMetro.
Partnered with StarMetro in implementation of the Transit Development Plan.
Work with StarMetro in the development of Transit performance measures.
Adopted StarMetro’s Transit Asset Management Plan. (June 2021)

AVIATION

Worked with TIA to update the Aviation PPL.
Ongoing coordination on roadway improvements.

CONGESTION MANAGEMENT PLAN

Updated Congestion Management Plan, Adopted March 2024.

INTELLIGENT TRANSPORTATION SYSTEMS

Worked with local TATMS and FDOT on ITS-related improvements and priorities.
Coordinated with FDOT and TATMS for test Bike-Ped Counter Camera Counters.

ANTICIPATED ACTIVITIES

PLANNING SUPPORT WORK

- 5.0 Data collection and planning activities consistent with listed tasks.
(Consultant)

TRANSIT (STARMETRO)

- 5.1 Assist StarMetro as necessary to improve transit service. (Ongoing)
- 5.2 Coordinate with StarMetro on the development of the annual Project Priority List for transit. (Spring 2025, 2026)
- 5.3 Continue coordination on implementation of Transit Development Plan. (Ongoing)
- 5.4 Adopt FAST Act FTA Performance Measures/Targets as required. (2023, 2024)

AVIATION

- 5.5 Assist Tallahassee International Airport (TIA), as necessary, in the update of their Airport Master Plan. (Ongoing)
- 5.6 Coordinate with TIA on transportation projects that have a direct impact on airport operations. (Ongoing)
- 5.7 Assist TIA, as necessary, with the development of the Joint Aviation Capital Improvement Program (JAICP). (Ongoing)
- 5.8 Coordinate with TIA on the development of the Annual Project Priority List for aviation. (Spring 2025, 2026)

CONGESTION MANAGEMENT PLAN/PERFORMANCE MEASURES

- 5.9 Monitor Congestion Management Plan Implementation
- 5.10 Congestion Management Plan Implementation Technical Studies (As identified)
- 5.11 Establish, collect, and review data for the various performance measures to determine progress on adopted targets. (Ongoing)
- 5.12 Develop and implement recommendations from the Telecommute Study.

INTELLIGENT TRANSPORTATION SYSTEMS (ITS)

- 5.13 Continue work with Tallahassee Advanced Traffic Management System (TATMS) to identify ITS deployments. (Ongoing)
- 5.14 Review potential ITS applications/deployments for StarMetro. (Ongoing)

ADDITIONAL PLANNING TASKS

- 5.25 Additional planning work or studies may be identified and programmed in the UPWP as an amendment.

- 5.15 Develop of the FY 2025 & 2026 Priority Project Lists (June 25, 26)
- 5.16 Continue participation in the Bicycle Work Group. (Ongoing)
- 5.17 Coordination with the CMAC to identify and program key bicycle and pedestrian projects and programs for the region. (Ongoing)
- 5.18 Disseminate bicycle and pedestrian safety materials throughout the year at key events, such as the Leon County Safety Fair, that target a wide range of the population of the CRTPA area. (As Scheduled)
- 5.19 Coordinate with the CTST's to promote responsible transportation behavior for all users of the network. (Quarterly 2025, 2026)
- 5.20 Coordinate with technical and citizen's groups to identify roadway design improvements as opportunities arise to improve the system. (Ongoing)
- 5.21 Implement Tallahassee/Leon County Bicycle/Pedestrian Master Plan. (Ongoing)
- 5.22 Tallahassee to Havana PD&E [Consultant] - Leon County
Tables with Task Detail and Budget Follows P.
- 5.23 Roberts Rd to Miccosukee Greenway Trail Connection [Consultant]
Tables with Task Detail and Budget Follows P, (Spring 2026)
- 5.24 US90 US 90 West Multi-Use Trail [Consultant]
Tables with Task Detail and Budget Follows P, (Spring 2026)

END PRODUCT

Effective and efficient coordinated multi-modal transportation system. (Ongoing)
Tallahassee-Havana Trail PD&E (Summer 2026)
US 90 West Multi-Use Trail Feasibility Study (Summer 2026)
Roberts Road Multi-Use Trail Feasibility Study (Summer 2026)
Congestion Management Plan Implementation: Technical Studies (Ongoing)
Trail Feasibility Studies and Mobility Studies

RESPONSIBLE AGENCY

C RTP

Subtask 5.12: Congestion Management Plan Implementation: Technical Studies (Schedule updated as projects are identified.)

Responsible Agency: C RTPA (Consultant support will be used to complete this task.)

Purpose: Implement project recommendations identified in the Congestion Management Process (CMP). Conduct further data collection and technical analysis of congested facilities identified in the CMP to include traffic volumes, travel times, transit and park and ride usage, truck volumes, demographic information, environmental justice/transportation justice concerns, activity center locations, historic and projected trends, employment, and crash data (as applicable). Identify short-term improvements/strategies and long-term improvements to reduce or mitigate recurring and non-recurring congestion.

Required Activity	End Products	Schedule/ Completion Date
Collect traffic data on congested corridors and intersections to include existing/future conditions; crash data and multi-modal facilities. As applicable additional demographic, zoning, land use and Complete Street Classification will be considered.	Data Collection	
Complete analysis of corridor and/or intersection conditions and develop profiles reports based on roadway characteristics and functional type.	Data Analysis and Corridor/ Intersection Profile Reports	
Evaluate identified congestion management strategies and short-term and long-term improvements. Identify system management (ITS) and operational/capacity improvements to reduce or mitigate conditions.	Corridor and Intersection Technical Project Reports	
Implement short-term strategies. Incorporate short and long-term projects/improvements into applicable planning documents [Priority Project Lists, Transportation Improvement Plan and Regional Mobility Plan (RMP)].	Implementation of Strategies/Priority Project(s) RMP Short & Long-Term Projects	

5.22 Tallahassee to Havana Multi-Use Trail Multi-Use Trail PD&E Budget \$200,000

Responsible Agency: CRTPA (Consultant support will be used to complete this task.)

Purpose: Complete PD&E in Leon County segment from Eastern Trailhead at Orchard Pond to Leon/Gadsden County Line.

Required Activity	End Product	Schedule Completion Date
Conducted requirements of the National Environmental Policy Act.	PD&E Accepted by FDOT	Spring 2026
Data collection and analysis including social, economic and environmental	Analysis of effects of the proposed improvement on environmental, engineering and socioeconomic conditions, safety needs and public input.	
Conceptual Design	Development and analysis of alternatives, considers need for additional right-of-way for stormwater and environmental mitigation.	
Ongoing Public Engagement	Documentation of public comments and responses as appropriate.	
Finalize Draft Project Documents	Draft project documents	
Finalize PD&E and Submit to FDOT	Approved Document	

5.23 Roberts Road to Miccosukee Greenway Trail Connection Feasibility Study Budget \$100,000

Responsible Agency: CRTPA (Consultant support will be used to complete this task.)

Purpose: Complete Feasibility Study for connection from Roberts Road to Miccosukee Greenway in Leon County.

Required Activity	End Products	Completion Date
Conducted Multi-Use Trail Feasibility Study	Completed Feasibility Study	Spring 2026
Data collection and analysis including social, economic and environmental	Analysis of effects of the proposed improvement on environmental, engineering and socioeconomic conditions, safety needs and public input.	
Identification of safety and conflict points.	Development and analysis of alternatives, considers need for additional right-of-way for stormwater and environmental mitigation.	
Ongoing Public Engagement	Documentation of public comments and responses as appropriate.	
Finalize Draft Project Documents	Development and analysis of alternatives, considers need for additional right-of-way for stormwater and environmental mitigation	
Finalize Feasibility Study	Approved Document	Spring 2026

5.24 US 90 West Multi-Use Trail Feasibility Study Budget \$200,000

Responsible Agency: CRTPA (Consultant support will be used to complete this task.)

Purpose: Complete Feasibility Study for connection from Quincy to Chattahoochee in Gadsden County.

Required Activity	End Products	Completion Date
Conducted Multi-Use Trail Feasibility Study	Completed Feasibility Study	Spring 2026
Data collection and analysis including social, economic and environmental	Analysis of effects of the proposed improvement on environmental, engineering and socioeconomic conditions, safety needs and public input.	
Identification of safety and conflict points.	Development and analysis of alternatives, considers need for additional right-of-way for stormwater and environmental mitigation.	
Ongoing Public Engagement	Documentation of public comments and responses as appropriate.	
Finalize Draft Project Documents	Development and analysis of alternatives, considers need for additional right-of-way for stormwater and environmental mitigation	
Finalize Feasibility Study	Approved Document	Spring 2026

ESTIMATED TASK BUDGET & FUNDING SOURCES TASK 5.0 - FISCAL YEAR 2025

Task 5 Mobility Planning					
2025					
Funding Source	FHWA				FY 2025 Total
Contract Number					
Source Level	PL	SU	CMAQ	Total	
MPO Budget Reference					
Lookup Name	2025 FHWA (PL)	2025 FHWA (SU)	25 FHWA (CMAQ)	2025 FHWA (Total)	
Personnel (salary and benefits)	\$ 62,710	\$ 15,677	\$ -	\$ 78,387	\$ 78,387
Consultant	\$ 55,000	\$ 700,000	\$ -	\$ 755,000	\$ 755,000
Travel	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
2025 Totals	\$ 117,710	\$ 715,677	\$ -	\$ 833,387	\$ 833,387

Tallahassee to Havana Trail		\$ 200,000
<i>Leon County Segment PD&E</i>		
US90 West Multi-Use Trail FS		\$ 200,000
Quincy to Chattahoochee		
Roberts Road to Miccosukee Greenway		\$ 100,000
Connections Multi-Use Trail FS		
*TBD Other Mobility Studies	\$ 55,000	\$ 200,000
*Requires a UPWP Amendment		
Consultant Subtotal	\$ 55,000	\$ 700,000

ESTIMATED TASK BUDGET & FUNDING SOURCES TASK 5.0 - FISCAL YEAR 2026

2026					
Funding Source	FHWA				FY 2026 Total
Contract Number					
Source	PL	SU	CMAQ	Total	
MPO Budget Reference					
Lookup Name	2026 FHWA (PL)	2026 FHWA (SU)	2026 FHWA (CMAQ)	2026 FHWA (Total)	
Personnel (salary and benefits)	\$ 45,730	\$ -	\$ -	\$ 45,730	\$ 45,730
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
2026 Totals	\$ 45,730	\$ -	\$ -	\$ 45,730	\$ 45,730

UPWP TASK 6.0 – PUBLIC INVOLVEMENT

The Public Involvement task identifies the activities that encourage and facilitate public participation in the transportation planning process. Public engagement activities are carried out in accordance with the adopted Public Involvement Plan and Limited English Proficiency Plan. Activities to engage and inform include, virtual and in-person public meetings; interactive project and program material; written notice via postcard, web and social media platforms. Presentations to engage various civic groups, project stakeholders and local agencies is ongoing.

OBJECTIVE

To ensure adequate opportunity for public input on the transportation planning process as well as specific projects.

PREVIOUS WORK

CRTPA

Updated CRTPA website and evaluated for ADA compliance. – www.crtpa.org.

Conducted public outreach seeking comments on the CRTPA's plans and programs including the TIP, UPWP, Project Priorities, and SS4A Safety Plan.

Updated Public Involvement Plan

Strategic public engagement for the SR267, Tallahassee to Havana, US90 studies.

SS4A Survey and safety information booths at Tallahassee Winter Festival and Havana Winter Fest.

Improvements to CRTPA website project pages to improve access to information related to CRTPA activities and projects.

Increased efforts to seek input from the region's traditionally underserved population through targeted locations in public events.

ONGOING ACTIVITIES

CRTPA PLANNING SUPPORT WORK

- 6.0 Data collection and planning activities consistent with listed tasks. (Consultant)
- 6.1 Develop and disseminate public information, as necessary, to inform the public of transportation planning activities. Conduct presentations on transportation related topics to civic and governmental agencies as requested. (Ongoing)
- 6.2 Continue to conduct public outreach related to the CRTPA's plans and programs (including TIP, RMP, UPWP and Project Priority Lists) within the CRTPA region. (Ongoing)
- 6.3 Provide a clearinghouse for transportation related activities for all levels of government and public involved in improving the local transportation system. (Ongoing)
- 6.4 Provide CRTPA information and public involvement items at public events including community festivals and institutions of education. (Ongoing)
- 6.5 Complete regular updates to the CRTPA webpage - www.ctpa.org. (Ongoing)
- 6.6 Continue to monitor and track all public information requests. (Ongoing)
- 6.7 Continue efforts related to increasing input from the region's traditionally underserved population. (Ongoing)
- 6.8 Continue televising CRTPA meetings live on WCOT and provide post-meeting access to the video via the CRTPA website and YouTube Channel. (Monthly)
- 6.9 Periodically review and update Public Involvement Plan (PIP) to comply with the FAST Act, Title VI and other applicable requirements. (Ongoing)

- 6.10 Monitor Public Involvement Process Plan for measures of effectiveness. (Ongoing)
- 6.11 Update (as necessary) the Limited English Proficiency Plan for the CRTPA planning area. (Summer 2024)
- 6.12 Conduct safety programs at public schools, as requested, in Gadsden, Leon, Jefferson, and Wakulla counties. (Ongoing)
- 6.13 Continue to coordinate with FDOT on the Annual Work Program Hearing. (Fall 2025, 2026)
- 6.14 Initiate public education campaign in coordination with the local colleges. (Ongoing)

END PRODUCT

Effective program to provide the public information regarding the transportation planning process and specific projects. (Ongoing)

Minor Updates to Public Involvement Process Plan. (Fall 2024)

Updates of CRTPA website. (Ongoing)

RESPONSIBLE AGENCY

CRTPA

ESTIMATED TASK BUDGET & FUNDING SOURCES TASK 6.0 - FISCAL YEARS 2025 & 2026

Task 6 Public Involvement					
2025					
Funding Source	FHWA				FY 2025 Total
Contract Number					
Source Level	PL	SU	CMAQ	Total	
MPO Budget Reference					
Lookup Name	2025 FHWA (PL)	2025 FHWA (SU)	2025 FHWA (CMAQ)	FHWA (Total)	
Personnel (salary and benefits)					
Salaries and Fringe	\$ 20,750	\$ 5,187		-	\$ 25,937
				-	\$ -
Personnel (salary and benefits)	\$ 20,750	\$ 5,187	\$ -	\$ 25,937	\$ 25,937
Consultant					
				-	\$ -
				-	\$ -
Consultant Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses					
Public Involvement Consultant	\$ 29,995			-	\$ 29,995
Graphic Support PI Materials				-	\$ -
Direct Expenses Subtotal	\$ 29,995	\$ -	\$ -	\$ 29,995	\$ 29,995
Total	\$ 50,745	\$ 5,187	\$ -	\$ 55,932	\$ 55,932
2026					
Funding Source	FHWA				FY 2026 Total
Contract Number					
Source	PL	SU	CMAQ	Total	
MPO Budget Reference					
Lookup Name	2026 FHWA (PL)	2026 FHWA (SU)	2026 FHWA (CMAQ)	FHWA (Total)	
Personnel (salary and benefits)					
Salaries and Fringe	\$ 5,187			-	\$ 5,187
				-	\$ -
Personnel (salary and benefits)	\$ 5,187	\$ -	\$ -	\$ 5,187	\$ 5,187
Consultant					
				-	\$ -
				-	\$ -
Consultant Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses					
				-	\$ -
				-	\$ -
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 5,187	\$ -	\$ -	\$ 5,187	\$ 5,187

UPWP TASK 7.0 – SPECIAL PROJECTS

The Special Projects task identifies the activities that are non-recurring studies dealing with various transportation issues.

OBJECTIVE

Conduct identified studies and surveys to improve the overall transportation system.

PREVIOUS WORK

CRTPA

Telecommuting Study

Freight Study

Safe Streets and Roads for All Safety Action Plan

SS4A High Injury Network Safety Analysis: North Monroe Street

Safe Access to School Report Update (Ongoing to Winter 2025)

Corridor and Operational Studies as Identified (Ongoing)

ANTICIPATED ACTIVITIES

7.1 SUPPLEMENTAL STUDY TO SAFE STREETS FOR ALL SAFETY ACTION PLAN

Tables with Task Detail and Budget Follows (As Identified) [Consultant]

7.2 TAKE THE SAFE ROUTE – SAFE ACCESS TO SCHOOL STUDY

Tables with Task Detail and Budget Follows (As Identified) [Consultant]

7.3: THOMASVILLE ROAD SAFETY AND ACCESS STUDY \$100,000

Tables with Task Detail and Budget Follows (As Identified) [Consultant]

Subtask 7.5: Supplemental Study to Safe Streets for All Safety Action Plan

Responsible Agency: CRTPA (Consultant support will be used to complete this task.)

Purpose: Complete supplemental planning activities in support of SS4A Action Plan through additional data collection and analysis of corridors and intersection identified on the High Injury Network. The study will drill down to understand the existing conditions and the contributing factors, evaluate crash cluster locations, and identify challenges and opportunities for improvement, including recommendations for construction, operational and educational responses.

Required Activity	End Products	Completion Date
Engage SS4A Task Force and stakeholders. Compile additional/supplemental data (crash and speed data, field review, environmental justice, community surveys and site geometry).	SS4A Task Force and of stakeholders list. Meeting schedules, materials, and summaries. Data collected by location.	Begin June 2023
Analyze and summarize data collected. Identify any supplemental information to be collected.	Analysis of data collected by location and supplemental data if identified.	October 2023
Solicit input from the public and stakeholders to create transportation compatibility with community context.	Documentation and summary of public involvement and stakeholder meetings.	April 2024
Draft and Final Report to include short, medium, and long-term recommendations for project implementation.	Draft and Final Report that connects to, and enhances, an Action Plan Study	May 2024

Subtask 7.6: Take the Safe Route – Safe Access to School Study (Ongoing from prior UPWP)

Responsible Agency: CRTPA (Consultant support will be used to complete this task.)

Purpose: This project will update and refine the 2014 SR2S Study to investigate the safety and effectiveness of the Safe Routes to School (SRTS) program and the primary factors contributing to a program's effectiveness; and, to address opportunities for the communities and school boards in the Capital Region to further implement Safe Routes to School programs and projects. A separate portion of the study involves a focused effort identifying needed improvements that support targeted schools in order to implement projects and strategies to increase the number of children walking and biking.

Required Activity	End Products	Schedule/ Completion Date
Coordinate with school districts; collect student data; develop student/parent surveys and distribute; inventory constructed/programmed facilities listed in 2014 study.	Survey and coordination materials; Completed surveys and facilities inventory.	June 2023
Evaluate and analyze data collected and complete summary of current conditions and findings.	Documentation of data and analysis. Summary of conditions and findings.	Summer 2024
Identify schools with the greatest need for facility and/or operational improvements.	List of schools and assessment of modal facilities and safety issues.	Summer 2024
Identify facility, complete analysis and identify countermeasure(s) applicable to each school. Identified facility demonstrate the greatest need.	Updated list of recommended improvements and strategies to increase multi-modal safety and access to targeted schools.	Fall 202
Draft and final summary report.	Refined list of focused project recommendations including potential programs/events to promote safety and provide opportunities for bike-ped travel.	Winter 2025
Identify program activities that provide opportunities to increase the number of children walking and biking to school.	List of programs and events to promote safety and provide opportunities for bike-ped travel.	Winter 2025

Subtask 7.7: Thomasville Road Safety and Access Study \$100,000

Responsible Agency: CRTPA (Consultant support will be used to complete this task.)

Purpose: Collect traffic and crash data for the Thomasville Road segment from 7th Avenue to Betton Road for all modes. Analyze crash data to determine effective crash countermeasures and determine impact of countermeasures on the accessibility of land uses adjacent to the corridor. Determine additional measures to improve safety and access along the corridor for all modes.

Required Activity	End Products	Completion Date
Review previous efforts focused on the corridor including safety studies other plans and summarize. Inventory any planned and/or programmed multimodal transportation projects that may impact the corridor's operations and mobility.	Summaries of previous plans/studies and an inventory of multimodal transportation projects.	Begin Sept. 2023
Identify data sources and collect data to establish the baseline conditions and the development of the future conditions.	Data Documentation and Catalogue.	November 2023
Review and analyze the data on existing traffic, access, safety and infrastructure conditions and land use to develop technical reports.	Comprehensive Technical Reports on Existing Conditions and Future Conditions.	January 2024
Final Report assessing safety issues and corridor deficiencies and identify strategies and projects to address congestion, increase safety, enhance multi-modal facilities, and improve traffic operations.	Summary Final Report with findings and recommendations.	April 2024

RESPONSIBLE AGENCY

CRTPA

END PRODUCT

SS4A High Injury Network Safety Analysis (As Identified will be Updated)
Safe Access to School Report (Winter 2025)
Thomasville Rd Access Study (Spring 2026)
Corridor and Operational Studies as Identified (Ongoing)

ESTIMATED TASK BUDGET AND FUNDING SOURCES TASK 7.0 - FISCAL YEAR 2025

Task 7 Special Projects					
2025					
Funding Source	FHWA				FY 2025 Total
Contract Number					
Source Level	PL	SU	CMAQ	Total	
MPO Budget Reference					
Lookup Name	2025 FHWA (PL)	2025 FHWA (SU)	2025 (CMAQ)	2025 FHWA (Total)	
Personnel (salary and benefits)	\$ 62,291	\$ 15,573	\$ -	\$ 77,864	\$ 77,864
Consultant	\$ 27,200	\$ 322,304	\$ -	\$ 349,504	\$ 349,504
Travel	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
2025 Totals	\$ 89,491	\$ 337,877	\$ -	\$ 427,368	\$ 427,368

Safe School Access	\$ 12,200	\$ 50,000
Regional Freight Study	\$ 15,000	
Thomasville Rd Access Study		\$ 100,000
SS4A Implementation Studies		\$ 172,304
*TBD Other Mobility Studies		
*Requires a UPWP Amendment		
Consultant Subtotal	\$ 27,200	\$ 322,304

ESTIMATED TASK BUDGET AND FUNDING SOURCES TASK 7.0 - FISCAL YEAR 2026

2026					
Funding Source	FHWA				FY 2026 Total
Contract Number					
Source	PL	SU	CMAQ	Total	
MPO Budget Reference					
Lookup Name	2026 FHWA (PL)	2026 FHWA (SU)	2026 FHWA (CMAQ)	2026 FHWA (Total)	
Personnel (salary and benefits)	\$ 44,802	\$ -	\$ -	\$ 44,802	\$ 44,802
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
2026 Totals	\$ 44,802	\$ -	\$ -	\$ 44,802	\$ 44,802

Table I
FAST ACT PLANNING FACTORS

UPWP Tasks							
FAST ACT Planning Factors	Admin	Data Collection	LRP	SRP	Mobility Planning	Public Involvement	Special Projects
Support Economic Vitality	X		X	X	X	X	X
Increase Safety	X	X	X	X	X	X	X
Increase Security		X	X	X	X	X	X
Increase Accessibility	X	X	X	X	X	X	X
Protect Environment		X	X	X	X	X	
Enhance Connectivity		X	X	X	X	X	X
Promote Efficient Operation		X	X	X	X	X	X
Emphasize System Preservation		X	X	X	X	X	X
Improve Resiliency/Reliability	X	X	X	X	X	X	X
Enhance Travel and Tourism	X	X	X	X	X	X	X

Table II
STATE PLANNING EMPHASIS AREAS

UPWP Tasks							
FAST ACT Planning Factors	Admin	Data Collection	LRP	SRP	Mobility Planning	Public Involvement	Special Projects
Safety	X	X	X	X	X	X	X
Equity	X	X	X	X	X	X	X
Resilience		X	X	X	X	X	X
Emerging Mobility		X	X	X	X	X	X

Table III: Schedule of Selected Projects FY 2025/FY2026

TABLE IV

FY 2024/25 and FY 25/26 Funding Sources by Agency

Contract	Funding Source	Source Level			FY 2025 Funding Source			FY 2026 Funding Source		
			2025	2026	Soft Match	Federal	Local	Soft Match	Federal	Local
	FHWA	CMAQ	\$ 450,000	\$ -	\$ 81,315	\$ 450,000.00	\$ -	\$ -	\$ -	\$ -
		PL	\$ 1,087,477	\$ 795,479	\$ 196,507	\$ 1,087,477.38	\$ -	\$ 143,743	\$ 795,479	\$ -
		SU	\$ 1,199,250	\$ -	\$ 216,704	\$ 1,199,249.60	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		FHWA TOTAL	\$ 2,736,727	\$ 795,479	\$ 494,527	\$ 2,736,727	\$ -	\$ 143,743	\$ 795,479	\$ -
	Local	Local	\$ 7,500	\$ 7,500	\$ -	\$ -	\$ 7,500.00	\$ -	\$ -	\$ 7,500.00
		Local Governements	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Local TOTAL	\$ 7,500	\$ 7,500	\$ -	\$ -	\$ 7,500	\$ -	\$ -	\$ 7,500

TABLE V
Funding by Agency FY 2024/25 and 2025/26

<i>Funding Source</i>		<i>FHWA</i>		<i>Local</i>	
<i>Contract</i>					
<i>Fiscal Year</i>					
<i>Total Budget</i>					
<i>Total Budget</i>		25	26	25	26
Task 1 Administration					
	Personnel (salary and benefits)	\$ 370,232	\$ 266,841	\$ -	\$ -
	Consultant	\$ 79,000	\$ 64,000	\$ -	\$ -
	Travel	\$ 18,500	\$ 10,000	\$ -	\$ -
	Direct Expenses	\$ 139,000	\$ 132,986	\$ 7,500	\$ 7,500
	Indirect Expenses	\$ -	\$ -	\$ -	\$ -
	Supplies	\$ 3,000	\$ -	\$ -	\$ -
	Equipment	\$ 5,000	\$ 2,509	\$ -	\$ -
Sub Total		\$ 614,732	\$ 476,336	\$ 7,500	\$ 7,500
Task 2 Data Collection & Performance Measures					
	Personnel (salary and benefits)	\$ 71,137	\$ 49,463	\$ -	\$ -
	Consultant	\$ -	\$ -	\$ -	\$ -
	Direct Expenses	\$ 75,000	\$ -	\$ -	\$ -
Sub Total		\$ 146,137	\$ 49,463	\$ -	\$ -
Task 3 Long-Range Transportation Planning					
	Personnel (salary and benefits)	\$ 149,278	\$ 127,096	\$ -	\$ -
	Consultant	\$ 450,000	\$ -	\$ -	\$ -
	Direct Expenses	\$ -	\$ -	\$ -	\$ -
Sub Total		\$ 599,278	\$ 127,096	\$ -	\$ -
Task 4 Short-Range Transportation Planning					
	Personnel (salary and benefits)	\$ 46,892	\$ 33,511	\$ -	\$ -
	Consultant	\$ -	\$ 13,353	\$ -	\$ -
	Direct Expenses	\$ 13,000	\$ -	\$ -	\$ -
Sub Total		\$ 59,892	\$ 46,864	\$ -	\$ -
Task 5 Mobility Planning					
	Personnel (salary and benefits)	\$ 78,387	\$ 45,730	\$ -	\$ -
	Consultant	\$ 755,000	\$ -	\$ -	\$ -
	Direct Expenses	\$ -	\$ -	\$ -	\$ -
Sub Total		\$ 833,387	\$ 45,730	\$ -	\$ -
Task 6 Public Involvement					
	Personnel (salary and benefits)	\$ 25,937	\$ 5,187	\$ -	\$ -
	Consultant	\$ 29,995	\$ -	\$ -	\$ -
	Direct Expenses	\$ -	\$ -	\$ -	\$ -
Sub Total		\$ 55,932	\$ 5,187	\$ -	\$ -
Task 7 Special Projects					
	Personnel (salary and benefits)	\$ 77,864	\$ 44,802	\$ -	\$ -
	Consultant	\$ 349,504	\$ -	\$ -	\$ -
	Direct Expenses	\$ -	\$ -	\$ -	\$ -
Sub Total		\$ 427,368	\$ 44,802	\$ -	\$ -
TOTAL PROGRAMMED		\$ 2,736,727	\$ 795,479	\$ 7,500	\$ 7,500

APPENDIX I

FY 2025 Budget Estimate Executive Committee Agenda	FY25 Estimated
All Accounts	
Total Operating Expenditures	
Personnel Services	\$ 819,728
511000 - Salaries	\$ 547,398
511300 - Salary Enhancements	\$ 27,369.9
512400 - Other Salary Items	\$ 1,638.0
515000 - Pension- Current	\$107,728.0
515100 - Pension- MAP	\$ 32,416.9
515600 - Mandatory Medicare	\$ 8,334.1
516000 - Health Benefits	\$ 83,581.2
516100 - Flex Benefits	\$ 11,261.3
Operating Expenditures	\$ 273,580
521010 - Advertising	\$ 5,000
521030 - Reproduction	\$ 500
521040 - ¹ Unclassified Professional Fees	\$ 29,000
521100 - Equipment Repairs	\$ 830
521160 - ² Legal Services	\$ 55,000
521180 - Unclassified Contractual Svcs	
521190 - ³ Computer Software	\$ 90,000
522080 - Telephone	\$ 1,900
523020 - Food	\$ 1,500
523050 - Postage	\$ 250
523060 - ⁴ Office Supplies	\$ 3,000
523080 - Unclassified Supplies	\$ 1,000
524010 - Travel & Training	\$ 18,500
524020 - Journals & Books	\$ 600
524030 - Memberships	\$ 3,500
524050 - Rent Expense- Building & Office	\$ 36,000
541040 - Insurance	\$ 22,000
550040 - ⁴ Computer Equipment	\$ 5,000
Internal Service Funds	\$ 85,753
560010 - Human Resource Expense	\$ 7,500
560020 - Accounting Expense	\$ 19,000
560030 - Purchasing Expense	\$ 4,200
560040 - Information Systems Expense	\$ 33,000
560070 - Revenue Collection	\$ 1,200
560082 - Facilities and Environmental	\$ 15,000
560090 - Vehicle Garage Expense	
611300 - Facility	\$ 5,853



AGENDA ITEM 6 A

**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. 2024-03-6A (***Attachment 1***) amending the CRTPA FY 2024 - FY 2028 TIP to reflect the addition of the following project and funding:

- SR 20 (Deer Tree Drive to east of Smitt's Way) (Project No. 454441-1): Provide \$29,710 in funding in FY 24 for lighting improvements. (Leon County) (***Attachment 2***)

CRTPA COMMITTEE MEETINGS

The Florida Department of Transportation (FDOT) requested this amendment after the March 2024 Committee Meetings. At the next regularly scheduled Technical Advisory Committee and Citizens Multi-Modal Advisory Committee meetings the TIP Amendment will be presented for ratification.

HISTORY AND ANALYSIS

Adopted annually, the CRTPA's TIP reflects those projects in the region that have received state and federal funding in the 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. The FDOT District Three requested Project No. 454441-1, and the associated federal funding, be amended into the CRTPA's TIP. This is a new project with federal funding so it is required to be in the CRTPA's TIP and the state's STIP for the purpose of authorization by the Federal Highway Administration.

Subsequent to Board approval, the executed Resolution and TIP project page will be forwarded to the Department of Transportation and the FY 2024– FY 2028 TIP will be updated to reflect the addition of the project.

RECOMMENDED ACTION

Option 1: Adopt Resolution No. 2024-03-6A (Attachment 1) amending the CRTPA FY 2024 - FY 2028 TIP to reflect the addition of the following project and funding as follows:

- SR 20 (Deer Tree Drive to east of Smitt's Way) (Project No. 454441-1):
Provide \$29,710 in funding in FY 24 for lighting improvements. (Leon
County)

Option 2: Provide other direction.

ATTACHMENTS

Attachment 1: Resolution No. 2024-03-6A

Attachment 2: CRTPA FY 2024 – FY 2028 TIP Page FPID No. 454441-1

CRTPA RESOLUTION 2024-03-6A

**A RESOLUTION OF THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA) BOARD ENDORSING THE
AMENDMENT TO THE FY 2024 – 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 the following project and finding:

- SR 20 (Deer Tree Drive to east of Smitt's Way) (Project No. 454441-1): Provide \$29,710 in funding in FY 24 for lighting improvements. (Leon County)

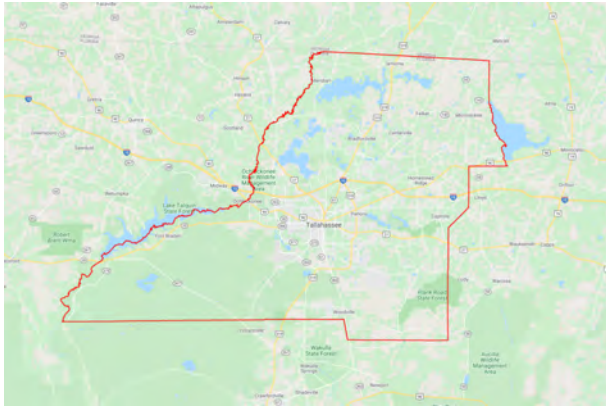
Passed and duly adopted by the Capital Region Transportation Planning Agency Board on this 18th day of March 2024.

Capital Region Transportation Planning Agency

Attest:

By: _____
Quincee Messersmith Chair

By: _____
Greg Slay, Executive Director

SR 20 BLOUNTSTOWN HIGHWAY LIGHTING 4544411**Project Description:** LIGHTING IMPROVEMENTS**Lead Agency:** MANAGED BY CITY OF TALLAHASSEE**County:** LEON**Length:** 0.353 MI**Phase Group:****From:** DEER TREE DRIVE**To:** EAST OF SMITT'S WAY

Phase	Fund Code	2024	2025	2026	2027	2028	Total
CST	ACSS	29,710	0	0	0	0	29,710
		29,710					29,710

This project was approved and amended into the TIP at the March 18, 2024 Board Meeting.

Prior Year Cost: 0**Future Year Cost: 0****Total Project Cost: 29,710****LRTP: 2045 RMP Page 5-8 - Table 5-4**



March 18, 2024

AGENDA ITEM 7A

CRTPA YEAR 2050 LONG RANGE TRANSPORTATION PLAN (LRTP) CONSULTANT SELECTION

TYPE OF ITEM: Action

STATEMENT OF ISSUE

This item seeks the CRTPA Board to select a consultant for the Year 2050 Long Range Transportation Plan (LRTP).

HISTORY AND ANALYSIS

The CRTPA is required to update the Long Range Transportation Plan (LRTP), known as the Regional Mobility Plan (RMP), every five years. The currently adopted LRTP was approved by the Board in November of 2020 with the Year 2050 LRTP scheduled to be adopted in November of 2025.

The Request for Proposals (RFP) was released on January 19, 2024 with a due date of February 16, 2024. The CRTPA received the following four (4) responses to the RFP:

- Kimley-Horn and Associates
- Kittelson & Associates
- Michael Baker International, Inc.
- RS&H

An initial review of the proposals found the Michael Baker International Inc., was deemed non-responsive to continue through the review and presentation process.

CRTPA staff convened a Selection Committee that included Commissioner David O'Keefe (CRTPA Board), Kwentin Eastberg (Apalachee Regional Planning Council), and Jack Kostrzewa (CRTPA staff).

The Selection Committee met on Tuesday, February 27, 2024, to discuss and shortlist the proposals. A motion was made to move all three proposals to the presentation phase that was agreed upon by the Selection Committee members.

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

On Tuesday, March 12, 2024, the Selection Committee met again for the second part of the selection process which was a presentation/interview with each consulting team. The Selection Committee assigned points for the presentation, understanding of project requirements, innovative project approach, and response to questions during the interview phase. The scores for each consulting team are as follows:

- | | |
|-------------------------------|--------------------------|
| 1. Kittelson & Associates | 133.33 out of 150 points |
| 2. Kimley-Horn and Associates | 131.67 out of 150 points |
| 3. RS&H | 107.50 out of 150 points |

Based on these scores, the Selection Committee recommends approval of Kittelson & Associates for the Year 2050 LRTP.

NEXT STEPS

Upon approval by the CRTPA Board, staff will start the negotiating process to initiate the project.

RECOMMENDED ACTION

- Action 1: Approve the Consultant Selection Committee recommendation of Kittelson & Associates to perform the Year 2050 Long Range Transportation Plan.
- Action 2: Provide the CRTPA Chairperson, Commissioner Quincee Messersmith, the authority to sign the negotiated contract and CRTPA Executive Director, Greg Slay, the authority to negotiate and administer the executed contract.
- Action 3: Provide other direction.



AGENDA ITEM 7B

REGIONAL FREIGHT STUDY

STATEMENT OF ISSUE

The Project Team for the Regional Freight Study developed the Existing Conditions Report, Future Conditions Report, and a Needs and Recommendations Report. These three items constitute the efforts over the last year on the project. The presentation for the Regional Freight Study will focus on the Needs and Recommendations Report, however, the background information (Existing Conditions and Future Conditions) is outlined on the following pages.

CRTPA COMMITTEE ACTIONS

Technical Advisory Committee (TAC)

The CRTPA Technical Advisory Committee, at their March 5, 2024 meeting, voted unanimously to recommend the CRTPA approval of the Regional Freight Study.

Citizens Multimodal Advisory Committee (CMAC)

The CRTPA's Citizen's Multimodal Advisory, at their March 5, 2024 meeting, voted unanimously to recommend the CRTPA approval of the Regional Freight Study.

RECOMMENDED ACTION

Option 1: Recommend the approval of the CRTPA Regional Freight Study.
(RECOMMENDED)

Option 2: CRTPA Board Discretion.

BACKGROUND

The CRTPA Regional Freight Study was kicked-off at the January 2023 Board Retreat. Since that time the project team has been collecting data for the Existing Conditions Report, holding stakeholder meetings (individual and Freight Committee), and developing actions that will enhance the future of the regional freight system.

Existing Conditions Report

The following pages briefly describe the components of the Existing Conditions Report.

Relevant Study Overview

The freight study development started with building a foundation for assessing CRTPA freight mobility framework using stakeholder outreach and peer literature reviews. This collaborative approach provides the CRTPA Board members with a bottom-up assessment of demand/impact profile from an all-user perspective; and it empowers collective visioning for strategy development and needs resourcing. Through the outreach and review, general guidance and best practices were captured for CRTPA freight mobility assessment.

The documents that were reviewed for this effort included:

- Statewide Freight Mobility and Trade Plan (2020)
- Statewide Truck Parking Study (2020)
- Florida Rail System Plan (2022)
- Connections 2045 Regional Mobility Plan (2020)
- Tallahassee International Airport Master Plan Update (2019)

Existing Conditions

The transportation system is essential for efficient movement of people and goods in, out, and within CRTPA (the region); and it accounts for all modes in terms of infrastructure and related users, programs, and stakeholders. Identifying the transportation system's framework and characteristics is imperative for understanding the benefits, needs, and issues experienced by the region. This section identifies the exiting conditions for the region's transportation freight systems elements; it describes the characteristics and locations of each element while evaluating the benefits, needs, or issues experienced by the region.

Major topics covered in this section include:

- National Freight and Freight Related System Designations (PDF pages 14 – 25)
- Statewide Freight and Freight Related System Designations (PDF pages 26 – 32)
- Transportation Assets (PDF pages 33 – 77)

Stakeholder Coordination

The project team held a series of meetings with stakeholders to discuss freight infrastructure and freight movements in the Tallahassee area. The stakeholder involvement consisted of a series of targeted individual meetings and the formation of a Freight Stakeholder Committee.

Stakeholder involved in this process included:

- Freight Stakeholder Committee (PDF page 78)
- Individual Stakeholders (PDF pages 79 – 80)

Future Conditions Report

Building upon the existing conditions, the Future Conditions Report (and [Data Appendix](#)) for the freight system includes the following components.

Socioeconomic Trends

Socioeconomic factors are key indicators for characterizing growth impacts within an area. These factors account for shared cultures and norms that shape the area's social decision, activities, and policies. This section includes an analysis of:

Future Regional Populations (PDF pages 6 – 9)

Freight Labor Supply (PDF page 10)

Freight Employment (PDF pages 10 – 13)

Freight Employment Earnings (PDF pages 13 – 15)

Business Environment

Business environments directly influence freight mobility by both generating demand for goods for customers and product development, and by employing workers who generate demand for goods. Increasing in the number of establishments means an increase in demand for goods by both the industry and the general consumer. This section analyzes the changes (increases) in CRTPA's business establishments and the impacts and compares the changes with the State as a point of reference. The following areas are presented in this section.

Business Establishments (PDF pages 15 – 18)

Business Establishments by Freight Industry (PDF pages 19 – 21)

Tourism

Tourism directly influences freight mobility by both generating more vehicle traffic from attracting traveling visitors; and by generating more freight traffic from the traveling visitors demanding more goods. Therefore, increases in the number of visitors represent an increased impact on freight mobility. This section analyzes CRTPA's tourism and the expected impacts on freight mobility.

Tourism (PDF pages 22 – 23)

Network Performance

Network performance indicators help to define the network's ability to support efficient freight mobility within an area. The following assessment takes a strategic approach for defining network performance by measuring connectivity and reliability of the multimodal network. Along with safety, connectivity, and reliability are freight mobility indicators important to industry operators. This assessment defines CRTPA's highway and rail multimodal network performance through analyzing connectivity and reliability. The topics presented in this section include:

Highway Mobility (PDF pages 23 - 31)

Rail Mobility (PDF pages 32 – 48)

Freight Intensive Areas

Each of the four member counties maintain a comprehensive plan that outlines the projected growth patterns and desires of the community. As part of the comprehensive plan development, the future land use element is created to outline where growth is anticipated and desired within the community. Future Land Use Maps (FLUMs) are generated with descriptions highlighting the appropriate development within the areas and what should be considered. These FLUMs are used to identify the freight related land uses and can be found, in detail on PDF pages 41 – 43.

Additionally, there are identified freight intensive areas identified by the Florida Department of Transportation (FDOT) and are described in detail on PDF pages 43 – 48.

Lastly, this section includes details regarding the Connections 2045 Regional Mobility Plan (RMP) and associated projects that are anticipated to impact future freight movement within the CRTPA region. This information can be found on PDF pages 49 – 51.

Regional Trucks Trade and Commodity Flows

The road network within the region supports freight movements for a variety of commodities and enables connections to other regions across the national freight network. The FHWA Freight Analysis Framework (FAF5) was used to analyze the existing and projected movement of goods on roadway corridors throughout the region. Overall, data from FAF5 indicates that the region will see a substantial increase in freight movement between 2022 and 2050. Areas presented in this section include:

Florida Shipping Trends (PDF pages 52 – 53)

Florida Trading Partners (PDF Page 53 - 54)

Key Corridors – All Commodities (PDF pages 54 – 59)

Key Corridors – By Commodity (PDF Pages 60 – 61)

Regional Air Trade

Tallahassee Regional Airport (TLH) has anticipated future growth with a goal of heightening the airport as a transportation hub that will increase economic growth with increasing demand for air cargo service. Further discussion regarding TLH can be found on PDF pages 61 – 63).

Port Trade

The road network within the region supports freight movements for a variety of commodities and enables connections to other regions across the national freight network. The FHWA Freight Analysis Framework (FAF5) was used to analyze the existing and projected movement of goods on roadway corridors throughout the region. Since data is provided at the network link scale and not aggregated by corridor, the maximum values for each corridor were utilized in this analysis. Overall, data from FAF5 indicates that the region will see a substantial increase in freight movement between 2022 and 2050.

Conclusion

The future and existing conditions assessments define the freight mobility framework for the region. Over the planning horizon, it is anticipated that business development will continue to increase in the

region; however, the number of freight related businesses within the area has been declining. Regional comprehensive planning efforts highlight a limited emphasis on the development of industrial and freight related businesses which may limit this growth. These limitations provide communities with the tools to guide this development into desired areas while maintaining the character of the overall region. It is anticipated that future freight related growth will largely be clustered adjacent to major corridors (especially Interstate 10).

The movement of cargo through the region is expected to increase along the major freight corridors and major freight modes in the area. The presence of Interstate 10, other major roadways, rail lines, and TLH will continue to move cargo through the region and beyond. The TLH infrastructure and policy improvements are anticipated to improve cargo modal options while having a significant and positive economic impact on the region. Likewise, the rail providers in the region have identified improvements to the corridors and are pursuing business partnerships across the state.

Needs and Recommendations Report

There are two documents associated with the final component of the CRTPA Regional Freight Study, including the Draft Needs and Recommendations Report and the associated [Draft Needs and Recommendations Appendix](#). The results from this study are divided into several chapters relating to:

- Findings
- Performance Management
- Needs
- Recommendations

These chapters are arranged as a top down approach to illustrate the process used in the freight study from the development of the existing and future conditions reports to the final recommendations.

Findings (PDF pages 4 - 10)

This chapter summarizes the existing and future conditions of the freight network, the infrastructure in place and the potential issues related to growth of the region and the freight system. Both the Existing Conditions and Future Conditions assessments include references back to their respective report. Overall, the existing system is performing well, however, as the CRTPA develops plans such as the Long Range Transportation Plan (LRTP) freight consideration must be incorporated in the efforts to ensure future conditions aren't impeded.

Performance Management (PDF pages 11 - 13)

To assist in future assessment and conditions for evaluation of freight needs, the Performance Management chapter provides measurements to utilize for consideration. These measures could be incorporated to determine if infrastructure improvement(s) have a positive or negative affect on the freight system. Again, some of these measurements could be used in the LRTP process or individual roadway studies.

Needs (PDF pages 14 and 15)

The “Needs” for the freight system are divided into three categories, including, Land Use and Policy, System Capacity and Efficiency, and System Safety. This assessment produced quite a few project needs. This information can be found in the Draft Needs and Recommendations Appendix, under the “Needs Category” heading with the vast majority of the projects fall under the System Capacity and Efficiency area. Page 10 of the appendix includes a map with the location of the projects, for reference.

Recommendations

Finally, the report provides recommendations (short-term, mid-term, and long term) for:

- Infrastructure (Roadway, Rail, Air)
- Policy (Roadway, Air, Sea and Multi-modal)
- Technology (Roadway, Rail, Air)

All efforts outlined above require continued coordination between local, regional, and state efforts whether it is the expansion of the Tallahassee International Airport, technological upgrades through Intelligent Transportation Systems (ITS), or physical infrastructure improvements to the transportation system. All impacts to the freight system require consideration to move the Capital region forward.

NEXT STEPS

Upon approval by the CRTPA Board the Needs and Recommendations will be integrated into the Long Range Transportation Plan (LRTP) process. The Year 2050 LRTP is anticipated to be initiated in June 2024.

March 18, 2024



AGENDA ITEM 7 C

CRTPA CONGESTION MANAGEMENT PLAN (CMP)

TYPE OF ITEM: Action

STATEMENT OF ISSUE

The CRTPA's [Congestion Management Plan \(CMP\)](#), last adopted in 2018, has recently been developed for Board approval. The CMP provides a process for managing congestion through an analysis of up-to-date information on transportation system performance. The update provides a focus on the identification of projects on critical corridors to address identified congestion and safety issues.

CRTPA COMMITTEE ACTIONS

The CRTPA's Technical Advisory Committee and Citizen's Multimodal Advisory Committee met on March 5 and both committees voted to recommend the CRTPA approve the CMP.

RECOMMENDED ACTION

Option 1: Approve the CRTPA Congestion Management Plan

LATEST INFORMATION

At the [January 16, 2024, CRTPA Retreat](#), an update and detailed presentation on the Draft CMP was provided.

BACKGROUND

As a Transportation Management Area (defined as an urbanized area with a population over 200,000), the CRTPA is required to develop a Congestion Management Process. Pursuant to the [Federal Highway Administration](#):

"A congestion management process is a systematic and regionally accepted approach for managing congestion that provides accurate, up-to-date information on transportation system performance and assesses alternative strategies for congestion management that meet State and local needs. A CMP is required in metropolitan areas with population exceeding 200,000, known as Transportation Management Areas (TMAs). Federal requirements state that in all TMAs, the CMP shall be developed and implemented as an integrated part of the metropolitan

transportation planning process; however, Federal regulations are not prescriptive regarding the methods and approaches that must be used to implement a CMP.”

Furthermore, the FHWA’s “[Congestion Management Process: A Guidebook, 2011](#)” notes that such a process includes:

- Development of congestion management objectives
- Establishment of measures of multimodal transportation system performance
- Collection of data and system performance monitoring to define the extent and duration of congestion and determine the causes of congestion
- Identification of congestion management strategies
- Implementation activities, including identification of an implementation schedule and possible funding sources for each strategy
- Evaluation of the effectiveness of implemented strategies

The CRTPA’s current CMP was adopted in 2018 and although federal requirements do not mandate a schedule for updating the document, the CRTPA initiated the update to the CMP in 2022. The update was led by Halff and Associates, one of the CRTPA’s general planning consultants, along with Kittelson & Associates serving as a sub-consultant.

The update to the CRTPA’s CMP focused on evaluating and addressing both congestion and safety in the CRTPA region along with the identification of potential strategies designed to improve both recurring and non-recurring congestion and safety on critical corridors, as discussed below.

With regards to congestion, analyses of recurring and non-recurring congestion were conducted. Recurring congestion occurs during peak travel periods commonly known as the “rush hour”. Non-recurring congestion occurs due to construction, inclement weather, accidents, and special events. Resultant from the analyses was the identification of roadways within the CRTPA region that are not meeting level-of-service standards as well as roadways having the worst travel time reliability.

In addition, the CMP analyzed safety issues within the CRTPA region. Resultant from this analysis is the identification of intersection and segments throughout the region that have identified safety issues. The analysis the identification of potential countermeasures to address identified safety concerns.

Ultimately, the CMP has identified potential issues from which further study is warranted related to addressing both congestion and safety within the CRTPA region.

The following provides a summary related to the development and findings of the CMP.

CMP DEVELOPMENT AND FINDINGS

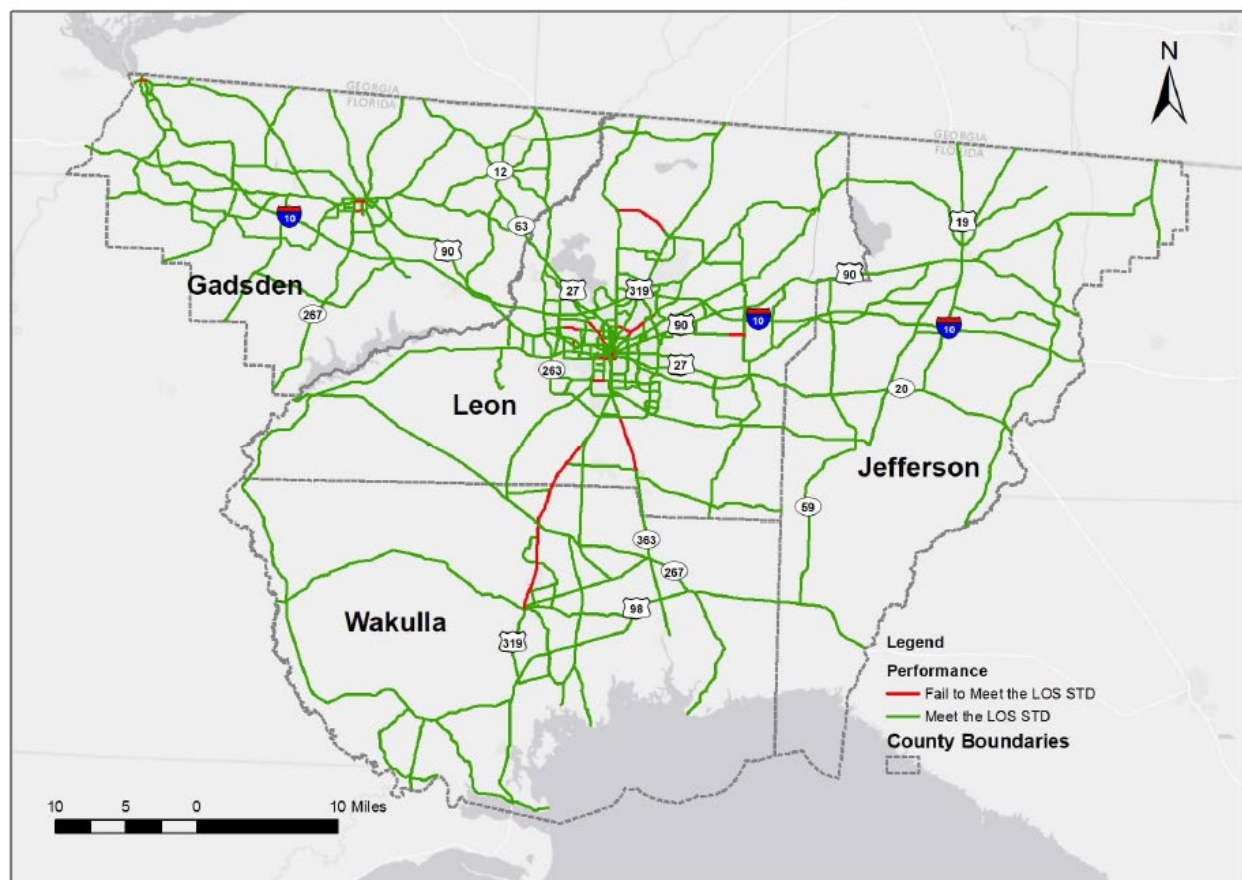
As noted above, the CMP update is focusing on an analysis of congestion and safety issues in order to identify potential improvements on the CRTPA region's roadways. The following provides a discussion related to each focus of the CMP (congestion and safety).

CONGESTION/ Congested segments in the CRTPA region were identified and analyzed using the following methods: Level of Service (LOS) analysis and Planning Time Index (PTI).

LOS ANALYSIS – Using Florida's Generalized Service Volume Tables, an assessment was conducted resulting in the identification of roadway segments within the CRTPA region that are failing. As may be expected, the region's most congested roadways are located in the urban areas of the capital region. The following provides a snapshot of the locations identified as congested segments in the CRTPA region, including an urban inset. Note: specific segments identified on the maps below are included in table format in the CMP document.

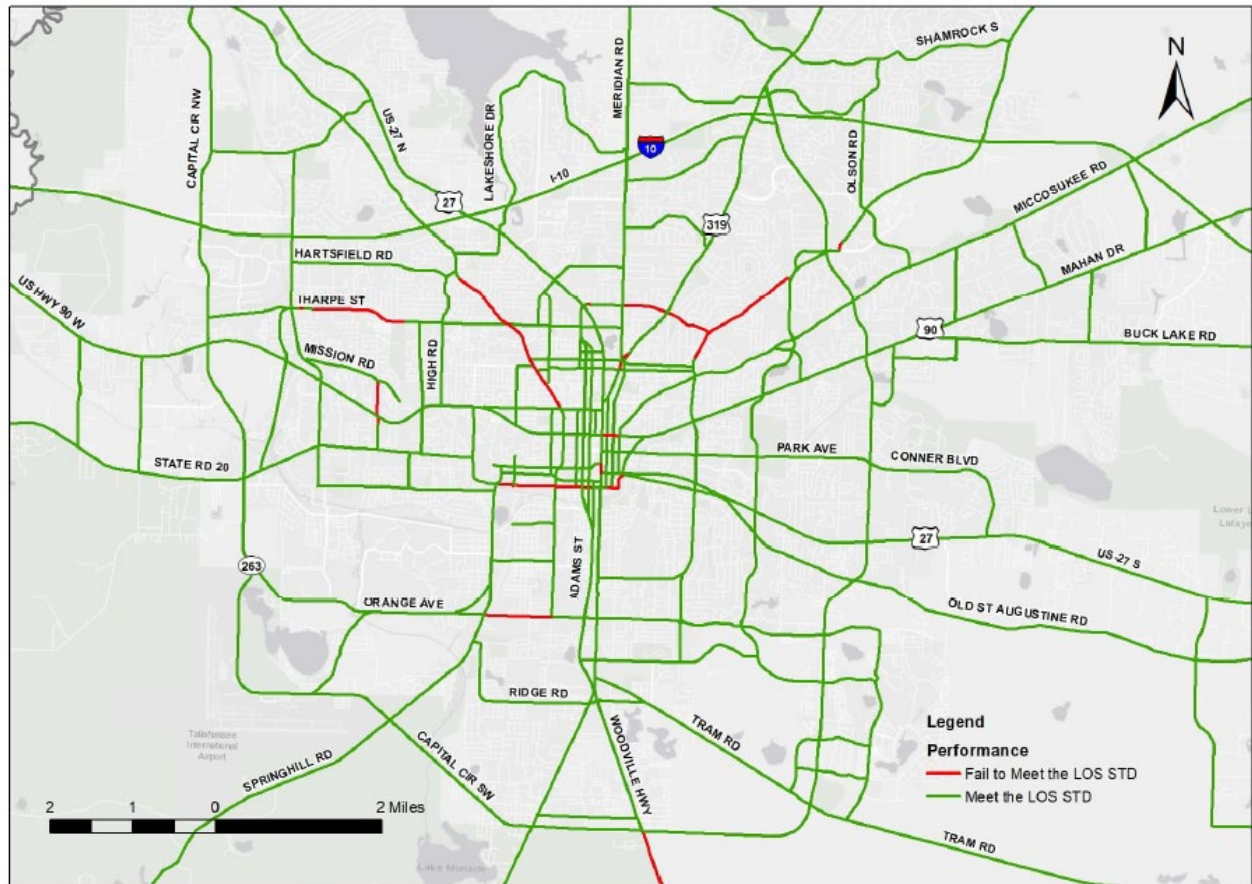
CRTPA Region/LOS Analysis

Figure 9: LOS Performance 2020 Generalized Service Volume Tables (CRTPA Area)



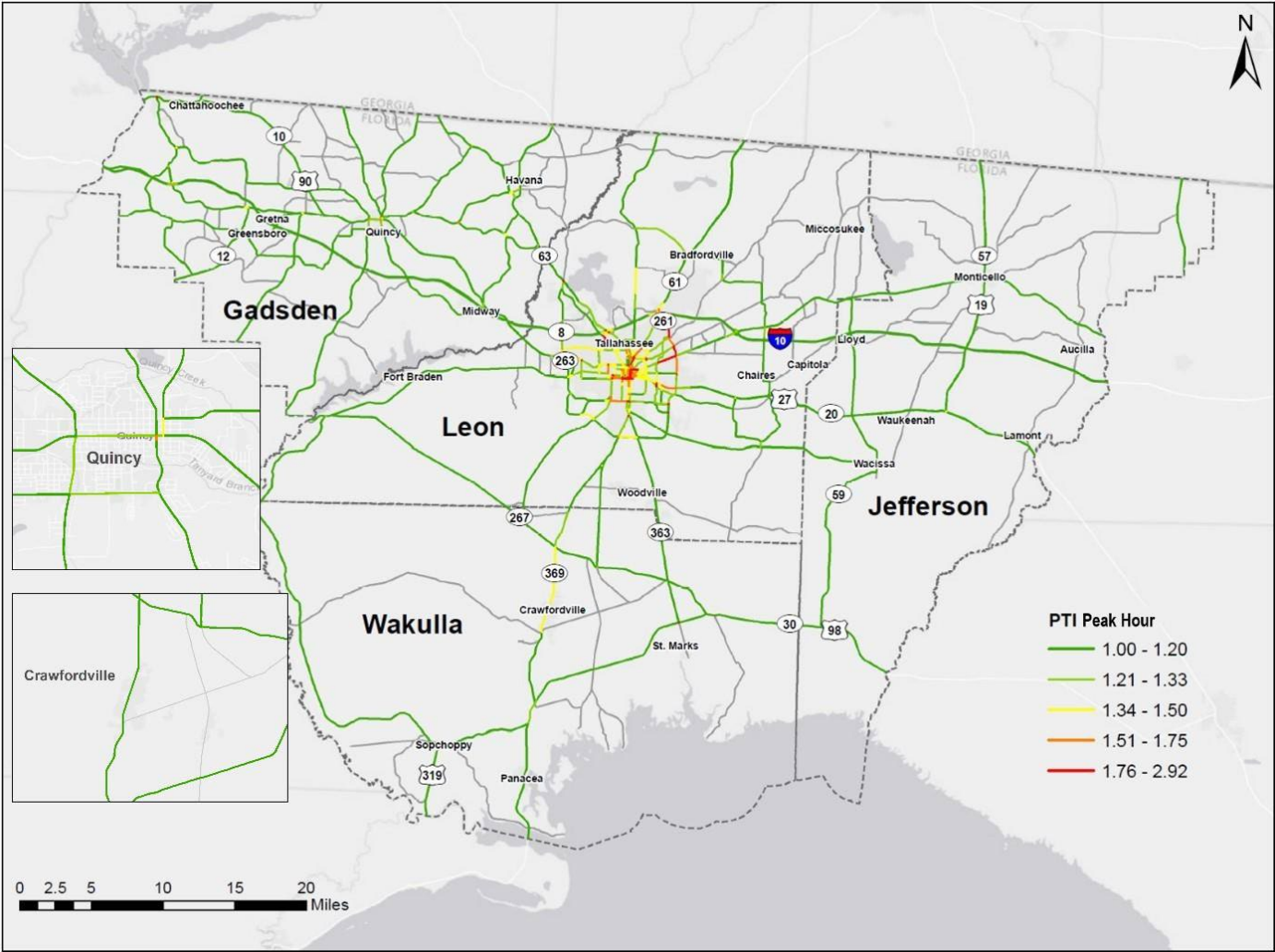
Urban Inset/LOS Analysis

Figure 10: LOS Performance 2020 Generalized Service Volume Tables (Urban Inset)

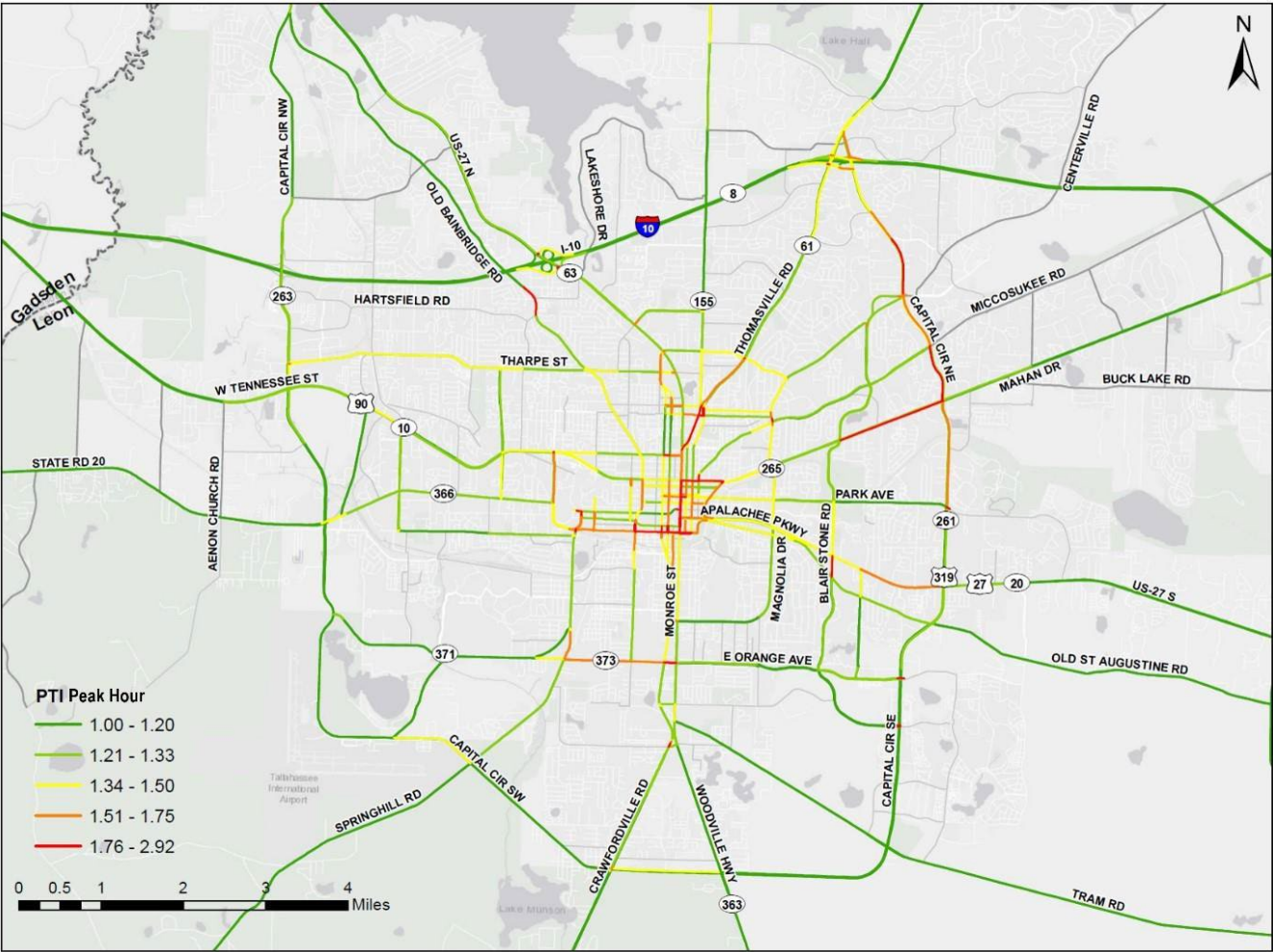


Planning Time Index – [Planning time index](#) represents the total travel time that should be planned when an adequate buffer time is included (the buffer index represents the extra buffer time that most travelers add to their average travel time when planning trips to ensure on-time arrival). PTI analysis was measured for both peak (afternoon) hour and daily. The following maps reflect PTI for peak hour in the region.

CRTPA Region/Peak Hour PTI



Urban Inset/Peak Hour PTI



The top 20 locations in the CRTPA Region with the highest Peak Hour PTI are listed below:

Table 6: Peak Hour PTI (Top 20 Locations)

Rank	County	Location	PTI	Speed (MPH)	5th Percentile Speed (MPH)
1	Leon	Northbound S Monroe St between E Madison St and E Gaines Street	2.92	8.7	3.0
2	Leon	Northbound Varsity Dr E intersecting with W Pensacola Street	2.74	5.5	2.0
3	Leon	Southbound Appleyard Dr intersecting with W Tennessee Street	2.51	14.2	5.7
4	Leon	Westbound Miccosukee Rd intersecting with Capital Circle NE	2.25	12.5	5.5
5	Leon	Southbound Railroad Ave between W Madison St and W Gaines Street	2.24	5.1	2.3
6	Leon	Northbound S Monroe St between Jefferson St and Apalachee Pkwy	2.22	9.5	4.3
7	Leon	Eastbound W Gaines St between S Monroe St and S Duval Street	2.22	8.1	3.7
8	Leon	Eastbound Betton Rd intersecting with Thomasville Road	2.18	13.0	6.0
9	Leon	Westbound Orange Ave E intersecting with Capital Circle SE	2.17	13.9	6.4
10	Leon	Northbound S Monroe St between W Tennessee St and E Jefferson Street	2.12	9.1	4.3
11	Leon	Southbound N Franklin Blvd intersecting with E Tennessee Street	2.12	12.3	5.8
12	Leon	Off-ramp from WB I-10 (SR 8) intersecting with N Monroe Street	2.12	4.1	1.9
13	Leon	Off-ramp from EB I-10 (SR 8) intersecting with N Monroe Street	2.10	6.2	2.9
14	Leon	Southbound N Meridian St between E Virginia St and E Tennessee Street	2.09	6.3	3.0
15	Leon	Westbound E Tennessee St between N Franklin Blvd and S Monroe Street	2.08	9.7	4.7
16	Leon	Northbound S Duval St between W Madison St and W Gaines Street	2.06	13.2	6.4
17	Leon	Northbound S Monroe St between E Madison St and Apalachee Pkwy	2.00	10.0	5.0
18	Leon	Northbound S Bronough St between W Gaines St and W Madison Street	2.00	8.1	4.1
19	Leon	Eastbound E 6th Ave between N Gadsden St and Thomasville Road	1.99	9.6	4.8
20	Leon	Eastbound Gaines St intersecting with S Monroe Street	1.96	12.9	6.6

SAFETY/ An evaluation of the safety of the CRTPA region’s roads provided an important focus of the CMP’s update. This effort included an analysis focused on emphasis areas related to bicycles, pedestrians, intersections and lane departures. Fatal and serious crashes were analyzed to locate *segment* hot spots and *intersection* hot spots in the region. The following tables provide the hot spot segments (top 10) and intersections (top 10) with the highest crash rates in the region.

Roadway Segments/Top 10 Hot Spot Locations:

Rank	Location	County	AADT	Miles	Fatal Crashes	Serious Injury Crashes	Crash Rate (per 100 million VMT)
1	Railroad Avenue between West Gaines Street and Robert and Trudie Perkins Way	Leon	6,300	0.45	0	3	57.59
2	St Augustine St between S Woodward Ave and South Copeland Street	Leon	7,400	0.44	0	3	50.66
3	Hardaway Hwy between Lincoln Dr (CR 269A) and Cochran Road	Gadsden	550	6.31	2	1	47.40
4	Duval St between W Pensacola St and W Park Avenue	Leon	8,500	0.41	0	3	47.18
5	W Pensacola St between Appleyard Drive and Mabry Street	Leon	18,800	0.59	2	5	34.40
6	Smith Creek Rd between Stoutamire Landing Rd and the County Boundary between Leon/Wakulla County	Leon	600	8.29	1	2	33.04
7	Old Lloyd Rd between US 90 and Rabon Road	Jefferson	1,200	4.51	0	3	30.39
8	Drifton-Aucilla between S Jefferson and Salt Road	Jefferson	700	8.14	0	3	28.84
9	Providence Road (CR 274) between Selman Street and Hosford Highway	Gadsden	1,500	4.25	1	2	25.80
10	Old Plank Road between Tram Road and Natural Bridge Road	Leon	1,400	6.38	2	2	24.53

Intersections/Top 10 Hot Spot Locations:

Rank	Location	County	Fatal Crashes	Serious Injury Crashes	Entering Traffic Volume
1	US 98 and Woodville Hwy	Wakulla	2	1	4,875
2	Apalachee Pkwy and WW Kelly Road	Leon	1	2	12,500
3	Orange Avenue and S. Adams Street	Leon	4	3	42,400
4	W Tennessee St and Stadium Drive	Leon	0	7	45,800
5	W Tennessee St and Geddie Road	Leon	0	3	21,900
6	North Monroe Street and Fred George Road	Leon	2	2	29,350
7	Capital Circle Southeast and Woodville Hwy.	Leon	0	4	32,350
8	North Monroe Street and John Knox Road	Leon	0	4	46,150
9	Old Bainbridge Road and W. Tharpe Street	Leon	0	3	37,750
10	North Monroe Street and Lakeshore Drive	Leon	0	3	43,000

Once identified, further analysis was conducted on the top identified hot spot segments and intersections. Specifically, a multi-step crash causation analysis occurred that identified potential countermeasures to reducing crashes at the above identified locations. Details of these analyses are included in the CMP.

Next Steps

Subsequent to adoption of the CMP, information related to congestion and safety issues will be reviewed including to facilitate the studying of identified needed improvements.

RECOMMENDED ACTION

Option 1: Approve the CRTPA Congestion Management Plan
(Recommended)

Option 2: Provide other direction.

ATTACHMENT

Attachment 1: [Link to Draft CMP](#)

March 18, 2024



AGENDA ITEM 7 D

TOWN OF HAVANA RESOLUTION OF SUPPORT

TYPE OF ITEM: Action

STATEMENT OF ISSUE

This item seeks approval of CRTPA Resolution #2024-3-7D (**Attachment 1**) to the Florida Department of Transportation (FDOT) supporting to the Town of Havana's desire to reduce the lanes of US 27 through downtown Havana. **NOTE:** The item was originally considered at the November 2023 CRTPA meeting with members voting to delay action.

RECOMMENDED ACTION

Option 1: Adopt CRTPA Resolution #2024-3-7D supporting the Town of Havana's efforts to reduce the lanes of US 27 through downtown Havana.

LATEST INFORMATION

This item was first presented to the CRTPA Board at the November 21, 2023, meeting. During discussion of the item, members voted delay action until additional information was received from the Town of Havana. During the discussion, Commissioner NeSmith offered to discuss the item with the Town to gain more clarity on the Town's desire.

At the February 19 CRTPA meeting, Commissioner NeSmith updated the Board on the item and noted that he was scheduled to speak with the Town of Havana the following week and would bring back information updated related to the conversation. Subsequent to the February CRTPA meeting, Commissioner NeSmith notified Greg Slay, CRTPA Executive Director, that he had spoken with Kendrah Wilkerson, Town Manager. As a result of the conversation, Commissioner NeSmith stated that Gadsden County does not have any issues with the Town's desire to reduce lanes on US 27 through downtown Havana.

HISTORY AND ANALYSIS

In [February 2020](#), the CRTPA approved a study ("The Town of Havana Main Street Assessment") that evaluated the feasibility of reducing the lanes of US 27 through downtown Havana (between 9th and 5th avenues) in order to improve the walkability of Main Street and minimize impacts of the roadway within the downtown area.

The assessment identified four alternatives including a recommended alternative (Alternative 4) which proposed three lanes (two northbound and one southbound) in order to maintain northbound capacity for evacuation purposes. The study identified that reducing the lanes on this portion of US 27 through downtown Havana from four lanes to two lanes would not adversely affect traffic flow.

In late 2023, the CRTPA was contacted by a consultant representative for the Town of Havana that is identifying downtown planning efforts through a study funded by the State of Florida. Included in these efforts is a recommendation to reduce lanes on US 27 through downtown Havana, as desired by the Town. Specifically, the Town is seeking to reduce the total number of lanes from four to three (resulting in a single north and south bound lane that is divided by a shared left turn lane). More information related to the Town's desire to reduce lanes on US 27 is contained in a memorandum received on November 13, 2023 (see **Attachment 2**).

To that end, the CRTPA was requested to support the Town's request for lane reduction on US 27 in downtown and has developed a resolution for provision to the FDOT that supports the Town of Havana's efforts.

OPTIONS

Option 1: Adopt CRTPA Resolution #2024-3-7D supporting the Town of Havana's efforts to reduce the lanes of US 27 through downtown Havana.
(RECOMMENDED)

Option 2: Provide other direction.

ATTACHMENTS

Attachment 1 - CRTPA Resolution #2024-3-7D
Attachment 2 – Havana Memorandum

CRTPA RESOLUTION 2024-3-7D**A RESOLUTION OF THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA)
SUPPORTING THE TOWN OF HAVANA'S EFFORTS TO
REDUCE TO THE NUMBER OF LANES ON US 27**

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 purpose of the Capital Region Transportation Planning Agency is to "Create an integrated regional multimodal transportation network that provides the most options for moving people and goods economically, effectively and safely while protecting the environment, promoting economic development and maintaining a high quality of life with sustainable development patterns"; and

Whereas, the CRTPA adopted in February 2020 the Town of Havana Main Street Assessment that identified that reducing lanes on US 27 through downtown Havana from four lanes to two lanes does not adversely affect traffic flow.

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

The CRTPA supports efforts by the Town of Havana to reduce the total number of lanes on US 27 from 6th Avenue to 9th Avenue from four to three. These improvements would consist of a single south bound lane, a single north bound lane divided by a shared left turn lane.

Passed and duly adopted by the Capital Region Transportation Planning Agency on this 18th day of March 2024.

Capital Region Transportation Planning Agency**Attest:****By:** _____

Quincee Messersmith, Chair

By: _____

Greg Slay, Executive Director



MEMORANDUM

DATE: November 13, 2023

TO: Greg Slay, Executive Director, CRTPA

CC: Kendrah Wilkerson, Town Manager, Havana
Greg Burke, CRTPA
Suzanne Lex, CRTPA

FROM: Justin Ford, P.E.

SUBJECT: US 27 Lane Reductions – Town of Havana, Gadsden County, FL

BACKGROUND

In 2022, the Town of Havana received funding from the Florida Dept. of Economic Opportunity (now FloridaCommerce) to complete the planning efforts for improvements to their downtown area. As the economic center of the community, improvements to this area were deemed critical to ensure the commercial viability of the area into the future. Through this funding, the Town was able to procure Dewberry Engineers to complete a study of the area, meet with stake holders and develop a Feasibility study of the desired improvements. The outcome of the feasibility study resulted in three primary areas of focus, the pedestrian safety/experience along US 27, hardscape improvements within the designated downtown area, and utility and drainage upgrades to the area.

As part of Dewberry's due diligence, a coordination call was held with representatives from the CRTPA to discuss options for improvements along US 27 in Havana, from 6th Ave to 9th Ave. During that call Dewberry was made aware of a study completed by RS&H in the fall of 2019 that evaluated lane reductions within the area of concern. The recommendations outcome of the study was to reduce the total lanes from four to three, a single south bound lane and two north bound lanes. This would allow for greater separation between pedestrians and passing motor vehicles. The CRTPA subsequently voted in February of 2020 to support the project.

Based on this information, Dewberry carried this recommendation forward in the draft feasibility report that was presented to the Town Council on August 29, 2023. During that meeting, several members of the Council noted concerns about left turning movements, and subsequent delays for the southbound traffic. It was requested the Dewberry consider the option of single southbound and northbound lanes, divided by a shared left turn lane.

Following that meeting Dewberry prepared a conceptual layout of the proposed adjustments for consideration by FDOT and the CRTPA. Preliminary discussions were also held with Colby Cleveland from FDOT, District 3 as well as a follow-up conversation with CRTPA staff (Greg Slay, Greg Burke, and Suzanne Lex). Through those conversations it appears that there may some willingness by FDOT to allow the desired lane reductions.

ANALYSIS

The proposed improvements come with a series of challenges that must be overcome in order to realize the desired outcome, which is the reduction of the roadway from four existing lanes to three lanes, single north and south bound lanes divided by a shared left turn lane. First, FDOT has clearly indicated that no funding has been allocated for this project, and that if the project were to move forward in the near future, the Town of Havana would be required to support the project financially. The Town understands that challenge and will proactively seek funding sources for these improvements, along with the other improvements identified by the Feasibility Study.

March 18, 2024



AGENDA ITEM 10 A

FUTURE MEETINGS

TYPE OF ITEM: CRTPA Information

Meeting Date	Meeting Type	Location
April 16 (Tuesday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2nd Floor, 1:30 pm – 4:00 pm
May 21 (Tuesday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2nd Floor, 1:30 pm – 4:00 pm
June 17 (Monday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2nd Floor, 1:30 pm – 4:00 pm
September 17 (Tuesday)	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

March 18, 2024



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 March 5, 2024, and took action on the following:

- **Minutes of the February 6 Committee Meetings**
 - **TAC Action:** Approved.
 - **CMAC Action:** Approved.
- **United Planning Work Program (UPWP) Amendment**
 - **TAC Action:** Recommended approval.
 - **CMAC Action:** Recommended approval.
- **CRTPA Regional Freight Study**
 - **TAC Action:** Recommended approval.
 - **CMAC Action:** Recommended approval.
- **Congestion Management Plan**
 - **TAC Action:** Recommended approval.
 - **CMAC Action:** Recommended approval.