

March 5, 2024



COMMITTEE AGENDA ITEM 3B

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

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

The Unified Planning Work Program (UPWP), a federally required document, describes the work and project activities, schedule, and budget for the CRTPA operations and planning activities. The purpose of this item is to amend the CRTPA FY 2023 – FY 2024 Unified Planning Work Program (UPWP) to add Subtask, 5.7.1, Tallahassee to Havana Multi-Use Trail Public Involvement, the budget of \$11,500., and the updated schedule.

BACKGROUND AND ANALYSIS

The CRTPA's UPWP is developed with a two-year budget. As with any budget or program, adjustments are necessary. Task 5 is amended to add Subtask 5.7.1, a Public Involvement component for the Tallahassee to Havana Multi-Use Trail Feasibility Study, and the associated budget (**Attachment No. 1**). The funding for the project, \$11,500, is reallocated from Subtask 5.1, Consultant Service. Subtask 5.7.1 was previously approved by the Committees and the Board, however due to schedule delays the Task Work Order was not issued. This amendment is represented for approval with the revised project schedule.

RECOMMENDED ACTION

Option 1: Recommend the CRTPA Board approve the amendment to the CRTPA's FY 2023 – FY 2024 Unified Planning Work Program adding 5.7.1, Tallahassee to Havana Multi-Use Trail Public Involvement and the associated budget of \$11,500.

ATTACHMENTS

Attachment 1: Subtask 5.7.1 Task Description and Budget

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 |