

May 22, 2023



AGENDA ITEM 4C

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) to add Subtask 5.8.1, Public Engagement for the SR 267 Bloxham Cutoff Trail Feasibility Study (**Attachment 1**). In addition, details related to the project name, scope of work, deliverables and final cost are added for the existing project 7.1, Telecommute Study, (**Attachment 2**). These projects are programmed in the current fiscal year. Additional modifications are made to the narrative regarding the Congestion Management Plan update and programmatic updates associated with the 2020 Census (**Attachment 3**) and to add CRTPA Travel Resolution 2022-10-7D (**Attachment 3**).

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.

Public engagement is an important component of the transportation planning process. The Subtask 5.8.1 provides the public engagement component for the SR267 Bloxham Cutoff Trail Feasibility Study. The budget, \$8,100, for this subtask is reallocated from the Consultant Support Subtask 5.0.

Originally staff estimated a budget of \$75,000 for the Big Bend Commuter Study project. Upon finalizing the scope, the cost was slightly higher. Therefore, \$6,000 is reallocated to Subtask 7.1 from the Consultant Support Subtask 7.0.

In addition, some minor revisions are made in Task 2 related to the MPO Program updates based upon the 2020 decennial census. Lastly, the update to the Congestion Management Plan is relocated to the current Priorities Section of the FY 2023 – FY 2024 Unified Planning Work Program as this is a current project. (**Attachment 3**) The proposed amendments and modifications do not increase either task budgets or the overall FY 2023 budget.

RECOMMENDED ACTION

Option 1: Approve the amendment to the FY 2023 – FY 2024 Unified Planning Work Program (UPWP) to add Subtask 5.8.1, Public Engagement for the SR 267 Bloxham Cutoff Trail Feasibility Study, and associated budget. Approve the final cost and associated details for the Telecommute Study, Subtask 7.1. Approve the changes to Task 2 (Census Update) the revisions to the narrative for the update to the Congestion Management Plan and the addition of the Resolution 2022-10-7D.

Option 2: Provide other direction.

ATTACHMENTS:

Attachment 1: Sub-task 8.1.1, SR 267 Bloxham Cutoff Trail Feasibility Study Public Involvement

Attachment 2: Subtask 7.1, Big Bend Commuter Study

Attachment 3: Modifications to Task 2 and CMP Narrative

Attachment 4: Resolution 2022-10-7D

5.8.1 Public Involvement SR267 Bloxham Cutoff Trail (Supplemental Activity)

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

Purpose: Complete supplemental public engagement activity in support of SR267 Bloxham Cutoff Trail.

<u>Required Activity</u>	<u>End Products</u>	<u>Completion Date</u>
<u>Prepare meeting materials.</u>	<u>PowerPoint Presentation, Information Boards (location map, environmental, typical section, property owners), Project Roll Plot, handouts, and web site support information.</u>	<u>Project Begin June 2023 - July 2023</u>
<u>Identify property owners and homeowners associations within 250 ft of project limits.</u>	<u>List of property owners and homeowners associations.</u>	<u>May 2023</u>
<u>Meeting Notice</u>	<u>Postcards mailed, meeting notice advertised on CRTPA website and social media. Wakulla County Public Information Officer notice to the Wakulla County community.</u>	<u>June 2023</u>
<u>Meeting</u>	<u>Conduct Public Meeting</u>	<u>June 2024</u>
<u>Meeting and Reporting</u>	<u>Public Meeting. Summary report of public involvement activities and comments.</u>	<u>July 2024</u>

Subtask 7.1: Telecommute Study

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

Purpose: Conduct an analysis assess transportation demand management with emphasis on telecommuting as a tool to reduce traffic congestion by decreasing travel demand. Report will summarize national practices, and potential cost/benefits for both employers and employees. In addition to these analyses, this study intends to provide further recommendations in terms of policy making and economic incentives for both the public and the private sectors in the four-county area

<u>Required Activity</u>	<u>End Products</u>	<u>Completion Date</u>
<u>Establish a Project Working Group (PWG) to provide technical and policy guidance on the projectrelated issues. Two scheduled meetings at minimum.</u>	<u>PWG Meetings and Meeting Summary</u>	<u>June 2023 through Dec 2023</u>
<u>The Consultant shall compile and review relevant materials from past and ongoing telecommuting case studies. Collect, and review existing telecommuting programs policies and incentives used nationwide and internationally</u>	<u>Technical Memorandum #1 “Literature Research” of telecommute material, policies, and studies.</u>	<u>Ongoing through Oct. 2023</u>
<u>Collect available and relevant data including recent and prior studies from Federal Highway Administration (FHWA) necessary to perform a full analysis pre-and post-COVID-19 pandemic</u>	<u>Final Federal Report</u>	<u>November 2023</u>
<u>Telecommuting Assessment an analysis of existing conditions, employment and infrastructure in the four-county area including interpretation of employer in-office work requirements and traffic volume economic analysis.</u>	<u>Technical Memorandum #2 “Telecommuting Assessment”</u>	<u>November 2023</u>

<p><u>Develop an implementation plan (short and long-term implementation of telecommuting programs develop and recommend policies</u></p> <ul style="list-style-type: none"> •<u>that provide optimum technology infrastructure for long-term program for telecommuting?</u> •<u>incentivized to implement telecommuting?</u> •<u>Identify the mechanisms/systems that must be established to track the cost and benefits of telecommuting?</u> 	<p><u>Draft and Final _____ R</u> <u>Technical Memorandum #3</u> <u>“Recommendations and Roadmap to Implementation” which will include recommended Policies and Guidelines for the potential long-term implementation of telecommuting in the four-county region by other private and public sectors.</u></p>	<p><u>December 2023</u></p>

CONGESTION MANAGEMENT PLAN PROCESS AND PLAN UPDATE

~~The CRTPA Congestion Management Plan Process (CMP), approved in 2018, was developed through a coordinated and collaborative process focused on achieving regional transportation goals and objectives. Input was obtained from stakeholders, agencies and organizations from the four-county region. The update identified the development of tools and strategies aimed at reducing peak hour vehicle miles of travel and congestion and improving connectivity between employment centers and areas with concentrations of transportation disadvantaged populations. An update to the Congestion Management Process Plan (CMP) is currently underway. More information on the Plan update is provided in the following section, Priorities FY 2022/23 & FY 2023/24.~~

CONGESTION MANAGEMENT PLAN PROCESS PLAN UPDATE

An update to the Congestion Management Process Plan (CMP) was initiated in May 2022. This update coincided with the development of a Safe Streets for All Safety Action Plan (SS4A). Data and analysis from the CMP update also supported the identification of the SS4A High Injury Network. Additionally, the update to the CMP refines the evaluation criteria for assessing projects to ensure that investment decisions are made with a clear focus on desired outcomes. The updated CMP will build upon the identified strategies to reduce congestion/delay levels, as well as consider related safety improvements. Additionally, selected projects in the final CMP will advance the goals developed as part of the Connections 2045 RMP.

CONGESTION MANAGEMENT PLAN IMPLEMENTATION: TECHNICAL STUDIES

Following the comprehensive development of the CMP, this study 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.

DATA COLLECTION

- 2.1 Coordinate collection and dissemination of GIS data with Tallahassee-Leon County GIS (TLCGIS). (Ongoing)
- 2.2 Continue to collect necessary data for Congestion Management System (CMS). (Ongoing)
- 2.3 Work with TATMS staff to develop travel-time reports from Bluetooth sensors along local roadways. (Ongoing)

DATA COLLECTION (CONT.)

- 2.4 Monitor and review traffic operation needs through collection and analysis of peak hour traffic data. (Ongoing)
- 2.5 Review, and analyze the 2020 Census of Population and Urban Area boundaries, after its release by the US Census Bureau. (Fall 2022).
- 2.6 Conduct Post-Census Planning Activity and Incorporate 2020 Census data into the MPO's essential planning documents. at a minimum to include:
 - Review and evaluate the 2020 Census of Population and revised Urban Area boundaries, after its release by the US Census Bureau;
 - Coordinate with federal, state, and local government representatives to update the CRTPA's apportionment plan.
 - Review, evaluate, and refine the MPO's Urban Area boundary.
 - Update the MPO's Planning Area boundary map.
 - Update the federal functional classification of roadways in the MPO's planning area. (Summer 2024)
- 2.7 Employ software using a GIS platform to collect, verify, analyze, report and map information. Analytics will support safety and performance measure reporting. (Ongoing)
- 2.8 Integrate data into CRTPA Planning Programs and Plans. Utilize data to inform project evaluation and decision-making. (Ongoing)

Resolution 2022-10-7D

A RESOLUTION OF THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY HEREBY REFERRED TO AS THE "CRTPA" ADOPTING THE CRTPA TRAVEL AND TRAINING POLICY AND APPROVING THE PER DIEM, MEALS (SUBSISTENCE) AND MILEAGE RATES CONSISTENT WITH THE FEDERAL GENERAL SERVICES ADMINISTRATION TRAVEL RATES.

WHEREAS, the CRTPA is the designated and constituted body responsible for the urban transportation planning and programming process in the Capital Region; and

WHEREAS, Florida Statute 112.061(14)(a)5 states that "any metropolitan planning organization created pursuant to s. 339.175 or any other separate legal or administrative entity created pursuant to s. 339.175 of which a metropolitan planning organization is a member" may establish per diem, meals (subsistence) and mileage rates by enactment of a resolution; and

WHEREAS, the CRTPA is required to attend meetings and training opportunities outside of its jurisdiction, and

WHEREAS, the CRTPA has conducted travel and training in accordance the City of Tallahassee Travel and Training Policy 602; and

WHEREAS, the CRTPA has established a Travel and Training Policy in accordance the CRTPA Staff Services Agreement with the City of Tallahassee; and

WHEREAS, the CRTPA wishes to be reimbursed for travel according to rates consistent with the City of Tallahassee and the Federal General Services Administration standards.

NOW THEREFORE, BE IT RESOLVED BY THE CRTPA THAT:

1. The CRTPA has the right to establish per diem, meals (subsistence) and mileage rates beyond the State of Florida rates, and
2. The CRTPA establishes that the staff and elected officials will be compensated for per diem, meals (subsistence) and mileage costs consistent with Federal General Services Administration rates and the CRTPA Travel and Training Policy.

DONE, ORDERED, AND ADOPTED THIS 18th DAY OF OCTOBER 2022

CAPITAL REGION TRANSPORTATION PLANNING AGENCY

ATTEST:


Greg Slay, Executive Director


Kristin Dozier, Chair