MEETING OF THE TRANSPORTATION PLANNING ORGANIZATION

Wednesday, October 23, 2019 - 3:30 p.m.
Panama City Hall, 501 Harrison Avenue, Panama City, FL 32401

Technical Coordinating Committee (TCC) - 11:00 a.m. | Citizens’ Advisory Committee (CAC) - 1:30 p.m.

1. CALL TO ORDER / PLEDGE / INVOCATION – Chairperson Pamn Henderson

2. APPROVAL OF AGENDA
   Any new action items to be added to the agenda must be approved by a vote of two thirds (2/3) of the TPO members present.

3. PUBLIC FORUM
   Please obtain a speaker request form from ECRC staff. Speakers are asked to limit their remarks to five minutes.

PLANNING

4. PLANNING AND TRANSIT CONSENT AGENDA:
   1) ALL COMMITTEES - Approval of the July 2019 Meeting Minutes
   2) ALL COMMITTEES - Consideration of Amending the FY 2020-2024 Transportation Improvement Program to Add the Florida Department of Transportation (FDOT) Performance Measures Consensus Planning Agreement – Mr. Bryant Paulk, AICP, FDOT Urban Liaison
   3) TPO ONLY - Consideration to Surplus Transit Vehicle 1305 (2013 Champion Defender) – Ms. Angela Bradley, Bay County Staff
   4) ALL COMMITTEES – Consideration to Authorize Change Order 002 to Contract 18-01 with DAG Architects, Inc. – Ms. Angela Bradley, Bay County Staff

5. PLANNING ACTION ITEMS:
   A. ENCLOSURE A - ALL COMMITTEES (TPO ROLL CALL VOTE): Consideration of Resolution BAY 19-16 Amending the FY 2020-2024 Transportation Improvement Program to Add Bay County TPO Section 5305 Federal Transit Administration Planning Grant Public Transportation Project for Financial Project Identification (FPID) Number 4217192 in FY 2019/2020 for a Total Cost of $72,947 - Mr. Bryant Paulk, AICP, FDOT Urban Liaison
B. ENCLOSURE B- ALL COMMITTEES (TPO ROLL CALL VOTE): Consideration of Resolution BAY 19-17 Amending the FY 2020-2024 Transportation Improvement Program to Add Construction Phase for SR 30 (US 98) from College Entrance/Exit to Ivy Road Lighting Project– Mr. Bryant Paulk, AICP, FDOT Urban Liaison

C. ENCLOSURE C - ALL COMMITTEES (TPO ROLL CALL VOTE): Consideration of Resolution BAY 19-18 Amending the FY 2020-2024 Transportation Improvement Program to Add the Construction Phase for SR 77 (Martin Luther King Boulevard) from SR 30 (US 98B) 6th Street to 9th Street Lighting Project – Mr. Bryant Paulk, AICP, FDOT Urban Liaison

D. ENCLOSURE D- ALL COMMITTEES: Consideration of Resolution BAY 19-15 to Accept the FDOT Fiscal Years 2021-2025 Tentative Work Program – Mr. Bryant Paulk, AICP, FDOT Urban Liaison

E. ENCLOSURE E – TPO ONLY: Consideration of Authorizing the TPO Chairperson to Sign the Mobility Week Proclamation – Mr. Rodriques Kimbrough, ECRC Staff

6. FDOT UPDATE- Mr. Bryant Paulk, AICP, FDOT Urban Liaison or Ms. Donna Green, FDOT Urban Liaison

7. PLANNING PRESENTATIONS (no action): None

8. PLANNING INFORMATION PACKAGE (no presentation necessary)

F. ENCLOSURE F- ALL COMMITTEES
   • TCC and CAC July 2019 Meeting Minutes
   • Bay July 2019 Actions Report
   • TIP Amendment Letter
   • TIP UPWP Amendment Letter
   • Bay TPO Signed Certification Statement
   • Florida Transportation Plan Handout
   • Regional ITS 2019 Progress Report
   • Bay Transportation Alternatives Workshop Flyer
   • Bay County TPO 2019 Meeting Schedule

TRANSIT

10. TRANSIT ACTION ITEMS:

G. ENCLOSURE G- ALL COMMITTEES: Consideration to Approve a Contract Between the Bay County TPO and Russell Construction of Alabama, Inc., to Serve as the Contractor/Builder for the Reconstruction of the Bay County Transit System Operations and Maintenance Facility located at g19 Massalina Drive and Reconstruction/Remodel of the Bay County Transit System Administration Facility Located at 1021 Massalina Drive– Ms. Angela Bradley, Bay County Staff

H. ENCLOSURE H – ALL COMMITTEES: Consideration to Approve a Modification to Bay Town Trolley Route 7 – Ms. Angela Bradley, Bay County Staff

I. ENCLOSURE I – ALL COMMITTEES: Review of the Comprehensive Operations Analysis (COA) and Ten-Year Transit Development Plan (TDP) Major Update – Ms. Angela Bradley, Bay County Staff
11. TRANSIT UPDATE – Ms. Angela Bradley, Bay County Staff

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12. TRANSIT INFORMATION PACKAGE (no presentations necessary):

J. ENCLOSURE J – ALL COMMITTEES:

• Transit Financial Report

13. LEGAL UPDATE – Burke, Blue, Hutchison, Walters & Smith, P.A.

OTHER BUSINESS- The next Bay TPO meeting will be Wednesday, December 4, 2019 at Panama City Hall, Room 010, located at 501 Harrison Avenue Panama City, Florida. This is a new location. The TCC will meet at 11:00 a.m., the CAC will meet at 1:30 p.m., and the TPO will meet at 3:30 p.m.

14. ADJOURNMENT

Stay up to date with the TPO events and activities on Facebook: www.Facebook.com/EmeraldCoastRegionalCouncil or by subscribing to the Bay County TPO Interested Parties list by clicking here: Bay County TPO Interested Parties

Questions? Email Cameron Smith, TPO Coordinator, at Cameron.Smith@ecrc.org

Public participation is solicited without regard to race, color, national origin, sex, age, religion, disability or family status. Reasonable accommodations for access will be made in accordance with the Americans with Disabilities Act and for languages other than English. Please notify Brittany Ellers of requirements at 1-800-226-8914 Extension 220 or 1-800-995-8771 for TTY-Florida at least 48 hours in advance.

Introduzca la participación del público se solicita, sin distinción de raza, color, origen nacional, sexo, edad, religión, discapacidad o estado familiar. La OPC hará arreglos razonables para el acceso a esta reunión de acuerdo con el Americans with Disabilities Act, y para los requisitos de idioma que no seaInglés. Notifique a la Ada Clark (ada.clark@ecrc.org) de los requisitos de acceso o el idioma en el 1-800-226-8914, Extension 227 o 1-800-995-8771 para TTY-Florida al menos 48 horas de antelación.
CONSENT AGENDA
CONSENT AGENDA
ALL COMMITTEES

FOR APPROVAL UNDER CONSENT:

1) **ALL COMMITTEES**: Approval of July 2019 Meeting Minutes
2) **ALL COMMITTEES**: Consideration of Amending the FY 2020-2024 Transportation Improvement Program to add the Florida Department of Transportation (FDOT) Performance Measures Consensus Planning Agreement
3) **TPO ONLY**: Consideration to Surplus Transit Vehicle 1305 (2013 Champion Defender)
4) **ALL COMMITTEES**: Consideration to Authorize Change Order 002 to Contract 18-01 with DAG Architects, Inc.
Bay County Transportation Planning Organization (TPO)
July 24, 2019 Meeting Minutes
Emerald Coast Regional Council
(Designated staff)
Bay County Government Center
840 W. 11th Street
Panama City FL

Members Attending:
Mayor Pamn Henderson, Chairperson City of Callaway
Commissioner David Griggs City of Callaway
Mayor Margo Anderson City of Lynn Haven
Commissioner Pat Perno City of Lynn Haven
Mayor Greg Brudnicki City of Lynn Haven
Commissioner Mike Nichols City of Panama City
Councilman Hector Solis City of Panama City Beach
Councilman Ken Jones City of Parker
Commissioner Robert Carroll Bay County
Commissioner William Dozier Bay County

Members Not Attending:
Councilman Geoff McConnell City of Panama City Beach
Commissioner Kenneth Brown City of Panama City
Councilman Jerry Smith City of Mexico Beach
Commissioner Jenna Flint Haligas City of Panama City
Commissioner Billy Radar City of Panama City
Commissioner Topeka Humphries City of Springfield
Commissioner Keith Baker Bay County
Commissioner Philip Griffitts Bay County
Commissioner Tommy Hamm Bay County

Others Attending:
Bryant Paulk FDOT
Donna Green FDOT
Lamar Hobbs BOCC
W. C. Henry Burke, Blue, Hutchison, Walters & Smith
Lynn Cherry CDCS
David Campbell CPCB
Cory Wilkinson HDR
Jeff Smith HDR
Austin Mount ECRC Chief Executive Officer
Mary Beth Washnock ECRC Transportation Manager
Tiffany Bates ECRC Staff
Caitlin Cerame ECRC Staff
1. **CALL TO ORDER/PLEDGE/INVOCATION**
Chairperson Henderson called the meeting to order.

2. **APPROVAL OF AGENDA**
Ms. Washnock said the Citizens’ Advisory Committee requested that an item be added to the agenda to revise the CAC bylaws to increase the chair and vice chair tenure from one year to two years. The item can be addressed at the end of the action items.

**Commissioner Dozier moved to add an action item regarding CAC bylaws to the agenda. Commissioner Carroll seconded the motion and it was passed unanimously.**

Chairperson Henderson called for approval of the agenda as amended.

**Commissioner Dozier moved to approve the agenda. Commissioner Carroll seconded the motion and it was passed unanimously.**

3. **PUBLIC FORUM**
Chairperson Henderson asked if there were any speakers for the public forum.

Mayor Anderson said Mr. Shaun Adams, a citizen, asked her to speak on his behalf. Mr. Adams is handicapped and asked her to read a letter from him to the board. The letter read as follows:

"Transportation Planning Organization,

I saw Mayor Anderson’s Facebook video and she was asking the public’s suggestions on how we can get new industries to come here and provide jobs here since that hurricane Michael has destroyed most of the businesses here. The problem wasn’t the hurricane. It just made things more obvious. Like my response to her video, I said, ‘Before you get any new industry here, you need to fix the transportation problem.’

I attended Gulf Coast Community College and worked at Little Caesars’ Pizza among other places. I had to take night classes sometimes and, at the time, Bay
Coordinated (now Tri-County) would pick me up and take me home. The problem is that they transport kidney dialysis patients and if there is an emergency with the patients, they have to wait until they are stabilized and then transport them back to where they live. Also, with the Bay Town Trolley, you have to wait at the Trolley stop for it for an hour on weekdays or two hours on Saturdays. The Trolley and the medical transportation service are both closed on President’s Day when businesses and colleges are open.

I have been stuck waiting on a bus that should have picked me up at 9:15 or 9:30 after a night class or I could tell you about a couple of nights after working at Little Caesars about the bus finally picked me up at 11 o’clock or never picked me up. I could also tell you the times that I was on the side of the road because my batteries in my motorized wheelchair had died and I had to flag someone for help. But I’m only one person. Months before hurricane Michael, there were three instances where people that use wheelchairs were hit. Two were in Bay County. More specifically, Panama City and Panama City Beach. The first was at a Panama City Beach Winn-Dixie. From the report from WJHG, a man was crossing Thomas Dr. at night and another accident happened on 23rd St. when another man in a motorized wheelchair was hit and killed. I’m telling you this to give you an understanding of the problems people like us go through.

The idea that I have is using the Ford Transit XLT vans. The reasons why I think that they are needed are:

First of all, we have a very small population that uses wheelchairs here and after hurricane Michael, it’s even less now because of the homes, group homes, etc. that were destroyed. With the Ford Transit Connect, it can transport three or four wheelchairs (with the seats folded) or eight to ten non-wheelchair riders.

Another reason they are setting low to the ground. Therefore, they don’t require a wheelchair lift. So, there isn’t any way of anything mechanical breaking down on that end. A fold-down ramp located at the back door would help a wheelchair rider (s) would get in and out of the van.

I want to see places like the Martin Theater, Floriopolis, and Marina Civic Center (when it’s rebuilt) among others to advertise on the website that would be created for people that have speech problems be able to schedule rides. This would not only give people more reasons to use the taxi more, but it can cut the fares from the money that the advertisements would make. Let’s face one unavoidable face. We live on the Gulf of Mexico. We will, sooner or later, have another category five hurricane. That is a question of when and not if. When we do have another major hurricane, we need consider how we will transport the disabled and elderly out of
the danger zone before or after the hurricane comes. I realize that there will be
times that there will be no time to get everyone or anyone out before the hurricane
comes. In that case, get the taxis away from here and come back in the area once
the “All Clear” is given and pick up everybody that you can and take them to safety.

You say that you want Bay County to recover from Michael. Well, people like me
are a part of Bay County too. We worked, went to school and the movies before
Michael. We were stuck in our homes, nursing facilities, and apartments after
Michael. We will never have things like they were before the hurricane and I, for
one, am glad for it. Michael has given us a clean slate. We could really make a
community that will work for everybody. Thank you for reading this. Shuan
Adams”

Ms. Washnock asked Mayor Anderson to provide staff with a copy of the letter to include
in the documentation of the minutes.

4. CONSENT AGENDA

Ms. Washnock requested approval of the consent agenda.

A. Approval of the June 2019 meeting minutes.

B. Consideration of Resolution BAY 19-04 Adopting the Public Participation Process (PPP)
   Plan for the Bay County Transportation Planning Organization

C. Consideration of Resolution BAY 19-11 Adopting the Updated 2019 Transportation
   Alternatives Set-Aside Scoring Criteria

D. Consideration of Resolution BAY 19-14 Approving the Revised Title VI Non-
   Discrimination Policy and Plan Including Limited English Proficiency for FY 2018-FY
   2021

   Commissioner Nichols moved to approve the consent agenda, Commissioner
   Dozier seconded the motion and it was unanimously approved.

5. PLANNING ACTION ITEMS

A. Consideration of Resolution BAY 19-10 Amending the FY 2019-2023 Transportation
   Improvement Program (TIP) to Show all Federal Funds Being Used by the TPO for
   Programs (UPWP) for Financial Project Identification (FPID) Number 4393202 in FY
   2018/2019 for $742,595 and in FY 2019/2020 for $806,125
Mr. Paulk said FDOT was requesting the TIP amendment on behalf of Federal Highway Administration (FHWA). FHWA requested that FDOT reflect all federal dollars that are used for planning purposes. He said the additional funds reflected were for the Long Range Transportation Plan update. It is a reoccurring expense.

**Commissioner Nichols moved to authorize the TPO chairman to sign Resolution BAY 19-10 amending the FY 2019-2023 TIP to show all federal funds being used by the TPO for planning purposes in the FY 2018/2019 and FY 2019/2020 UPWP for FPID Number 4393202 in FY 2018/2019 for $742,595 and in FY 2019/2020 for $806,125. Mayor Brudnicki seconded the motion.**

Roll Call Vote:

Mayor Anderson  Yes  
Mayor Brudnicki  Yes  
Commissioner Carroll  Yes  
Commissioner Dozier  Yes  
Commissioner Perno  Yes  
Commissioner Griggs  Yes  
Mayor Henderson  Yes  
Councilman Jones  Yes  
Commissioner Nichols  Yes  
Councilman Solis  Yes  

**The motion was unanimously approved.**

**B. Consideration of Resolution 19-12 Adopting the Bay County TPO FY 2021-2025 Project Priorities**

Mr. Kramer said the adopted Project Priorities will be forwarded to FDOT to use as a guide for the Five-Year Work Program. The TPO’s version of the FDOT Five-Year Program is the Transportation Improvement Program (TIP).

Mr. Kramer stated that the capacity projects are based on the 2040 LRTP. They are funded with non-SIS and SIS funds.

Mr. Kramer explained the criteria utilized for ranking the Transportation System Management projects.

Mr. Kramer said there were three public outreach events in May 2019. On July 1, 2019 there was a workshop for the TPO, TCC, and CAC at Panama City Hall. Comments were
included in the agenda packet. Also, in the agenda packet was included a letter from Bay County Chamber of Commerce indicating support for some of the Project Priorities.

Mr. Kramer said the CAC and TCC recommended approval of the priorities. On Page 34 of the agenda enclosure for Priority #1 for the non-SIS, which is ITS, it was recommended that the amount be changed from $500,000 to $600,000. On Page 36, for the SIS Project Priorities, it was recommended for Priority #4 that it be changed to Priority #7. It was recommended that Priority #6 be changed to Priority #4. It was recommended that Priority #7 be changed to Priority #6.

Mr. Kramer said on Page 37 the #1 TSM Project Priority was changed from $500,000 to $600,000.

Mr. Kramer said when the Project Priorities are adopted, they will be sent to FDOT by August 1, 2019.

_Councilman Solis moved to authorize the TPO chairman to sign Resolution 19-12 adopting the Bay County TPO FY 2021-2025 Project Priorities, moving Priority #6 to #4, #4 to #7, #7 to #6. Commissioner Dozier seconded the motion._

Roll Call Vote:

- Mayor Anderson: Yes
- Mayor Brudnicki: Yes
- Commissioner Carroll: Yes
- Commissioner Dozier: Yes
- Commissioner Perno: Yes
- Commissioner Griggs: Yes
- Mayor Henderson: Yes
- Councilman Jones: Yes
- Commissioner Nichols: Yes
- Councilman Solis: Yes

_The motion was unanimously approved._

C. Consideration of Resolution BAY 19-13 Approving the Scope of Services for the Bay County TPO 2045 Long Range Transportation Plan (LRTP) Update

Mr. Kramer said the LRTP is updated every five years. The current LRTP was adopted June 22, 2016. The next LRTP must be adopted by June 22, 2021. The draft scope of services for the 2045 LRTP was emailed to the Federal Highway Administration (FHWA),
Federal Transit Administration, and to FDOT on June 4, 2019. The scope of services was presented at the June 4, 2019 TPO and advisory committee meetings.

Mr. Kramer stated that the funds for the LRTP for consultant services are $324,000 and was approved in the Unified Planning Work Program in April 2018.

**Mayor Brudnicki moved to authorize the TPO chairman to sign Resolution BAY 19-13 approving the scope of services for the Bay County TPO 2045 LRTP update. Commissioner Nichols seconded the motion and it was unanimously approved.**

**D. Appointment of the Bay County TPO 2045 Long Range Transportation Plan (LRTP) Steering Committee**

Mr. Kramer said the LRTP Steering Committee is established for the purpose of providing direction and oversight of development of the 2045 LRTP. The committee consists of members from the CAC, TCC, and other interested parties identified by the TPO. The Steering Committee will review elements of the LRTP and provide direction to the consultant and TPO staff. The Steering Committee will also assist in the development and refinement of the Goals and Objectives and project evaluation criteria.

Mr. Kramer said the CAC recommended Mr. Robert Waddell, Mr. John Lincoln, Mr. Thomas Robinson, and Mr. Leon Miller to serve as members of the Steering Committee. The TCC recommended Mr. Keith Bryant, Mr. Marc Mackey, Ms. Kelly Jenkins, and Mr. Ian Crelling to serve.

**Commissioner Dozier moved to authorize TPO chairman to approve appointment of Mr. Keith Bryant, Mr. Marc Mackey, Ms. Kelly Jenkins, Mr. Ian Crelling, Mr. Robert Waddell, Mr. John Lincoln, Mr. Thomas Robinson, and Mr. Leon Miller to the Bay County TPO 2045 Long Range Transportation Plan Steering Committee. Commissioner Nichols seconded the motion and it was unanimously approved.**

**E. CAC Bylaws Chair and Vice Chair Term Change from One Year to Two Years**

Ms. Washnock referred to Page 18 of the CAC bylaws. She advised the CAC recommended changing the term of their chair and vice chair from one year to two years.

**Commissioner Dozier moved to direct staff to change the CAC chair and vice chair terms in the CAC bylaws to two years. Commissioner Carroll seconded the motion and it was unanimously approved.**
6. **FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) UPDATE**

Mr. Paulk advised of upcoming meetings. There will be meetings for the segment from Pipeline Road to Penny Road. The public hearing will be held August 1, 2019 from 5:30 pm to 6:30 pm. The meetings will be held at the Catholic church on Julia Drive.

There will be a public hearing held for the West Bay Parkway on August 29, 2019, from 5:30 pm to 7:00 pm. The meeting will be held at the Lyndell Conference Center on Lyndell Lane, Panama City Beach.

Mr. Paulk said FDOT will be installing a mast arm signal of SR 77 at Dean Bozeman School Road and Crooked Lane.

Mr. Paulk said FDOT is scheduled to shift westbound traffic to the 23rd Street elevated roadway section in August 2019. The eastbound traffic will be shifted to the elevated roadway in February 2020. The project will be fully completed in the fall of 2020.

Commissioner Carroll asked for an update on the mast arm at 23rd Street and SR 77. Mr. Paulk said he did not know the schedule for the replacement; however, he would get an update.

Commissioner Griggs had a request relating to Tyndall Parkway Highway 22. He said a turn from Tyndall Parkway south onto Highway 22 has signage concerning the U-turn from traffic coming off Tyndall Parkway, and then coming back from south to north on Tyndall Parkway. He said the signage now says “U-turn yield to right turn traffic off Highway 22.” He said that is blocking the continuation of a left turn off Tyndall Parkway onto Highway 22. He said it is blocking the traffic that is trying to make a right turn off Highway 22 going north on Tyndall Parkway. He said it creates a delay and various problems. He stated that at one time, they had a sign that said no U-turn. He said the subject was brought up at a commission meeting on July 23, 2019 and there was not a citizen or commissioner that was opposed to returning to the “No U-turn.”

Mr. Paulk said the TPO can request that FDOT look at the problem.

**Commissioner Griggs made a motion to request that FDOT consider returning to a “no U-turn” at the intersection. Commissioner Dozier seconded the motion. The motion was unanimously approved.**

Mayor Anderson had a question about Highway 77 in the City of Lynn Haven; she said it basically bisects the city. She said there were safety issues and a traffic study was requested several years ago, regarding coming off of Bailey Bridge going north and south. She said it is a congested area with several restaurants and pedestrians. She stated that
recently there was a fatal accident at the base of Bailey Bridge as you turn into Lynn Haven. She said there is tremendous traffic congestion.

Mayor Anderson requested the TPO ask FDOT to do another study and develop a plan to make Highway 77 safer for Lynn Haven. Mr. Paulk said several years ago the TPO staff completed a corridor study along the segment of Lynn Haven. He said whenever looking at improving safety, limiting access must be considered. He said FDOT can refer to the corridor study, and if the City of Lynn Haven is interested in implementing any of the suggestions, FDOT would be willing to look at the study again. He said FDOT had already done everything that can be done without access management restrictions. Mayor Anderson said the traffic has increased since Hurricane Michael and that she was open to any suggestions FDOT might have. Mr. Paulk said the City of Lynn Haven should look at the corridor study and make sure they are comfortable with the recommendations. Mr. Paulk said action by the local government board would be sufficient to enable FDOT to study again.

Mayor Brudnicki said a request was made previously for a crosswalk across Beach Drive. He suggested a yellow caution light on the bridge to slow drivers down. Mayor Anderson said a caution light was requested three years ago and it was denied. Mayor Brudnicki suggested asking for a caution light again.

7. EMERALD COAST REGIONAL COUNCIL EXECUTIVE DIRECTOR’S BRIEF

Mr. Mount said last Thursday an event was held at the Panama City Port. He said the United States Department of Commerce was in town. The Economic Development Administration announced a $10 million grant for the Port to build its dome structure. Mr. Mount said this would create 200 jobs across the region.

8. PLANNING INFORMATION ITEMS:

Included in the agenda package were the following:

- TCC and CAC June 2019 Meeting Minutes
- Bay June 2019 Actions Report
- Quarterly Air Quality Report
- Bay County TPO 2019 Meeting Schedule

TRANSIT

9. TRANSIT ACTION ITEMS
Consideration of a Public Hearing and Adoption of the Federal Fiscal Year 2019 Federal Transit Administration (FTA) Section 5307 Grant Application Program

Mr. Hobbs said the grant will assist with operating costs, preventative maintenance, project administration, support equipment and facilities, support security and miscellaneous equipment, and cover planning costs. He said they plan to do a COA which will provide assistance for better use of the routes and placement of bus stops throughout the county. The total federal grant amount is $2,056,667. There is a $700,000 state match which will be provided through toll revenue credits.

Mr. Hobbs asked the TPO for approval to submit an application and for the program of projects.

Ms. Washnock called for a public hearing. Chairperson Henderson opened the public hearing and asked if there were any questions or comments. There were none. Chairperson Henderson closed the public hearing.

Commissioner Nichols moved to approve the FY 2019 FTA Section 5307 grant application program. Commissioner Dozier seconded the motion and the motion passed unanimously.

10. TRANSIT UPDATE

Mr. Hobbs gave an update on the construction process. He said a pre-bid meeting was held the week prior. There were several construction companies represented at the pre-bid meeting. Bids will be accepted on August 19, 2019. A bid will be brought to the TPO for final approval.

Councilman Solis said they are anticipating the CRA in September 2019. He said the quicker they can get the trolley using the trolley lane the better. He expected access to the trolley lane in September 2019.

Mr. Hobbs said an assessment of Route 7 has been requested. He said he asked for a determination regarding what needs to be done to utilize the bus lane. He said the use of the lane would reduce the headway and the times. Mr. Hobbs said they would have to move a few stops. He said there will be a meeting with the subcommittee to discuss further.

Chairperson Henderson said if the bids are in by August 19, 2019 it should not take very long to accomplish. She asked if a special meeting should be held to approve a contract. Mr. Hobbs said this might speed up the process. He suggested a meeting a couple weeks
after the closing of bids; i.e. in late September 2019. Mr. Hobbs said the Federal Transit Administration requires that they go with the lowest bid.

Ms. Washnock said she would work with the chairperson and the transit personnel regarding a special meeting.

There was general discussion about the selection process.

Commissioner Griggs had a question concerning the partner contribution. He said they are showing under trolley farebox in the past sales, $265,000 against a budget of $600,000. He said the $265,000 is only for the nine months so far. He said unless another $300,000 is anticipated coming over the next months, it looks like they will be under what was anticipated. Mr. Hobbs said unfortunately the hurricane really impacted the ridership, which has caused a struggle in terms of revenue. He said they don’t anticipate any major cuts due to the ridership problem.

Mr. Hobbs said with less ridership there was less need for service, which offset some of the costs.

Mr. W. C. Henry said an invitation to bid is very simple. He stated it is not just the FTA rules, it is also part of the law that they must award the contract to the lowest responsive responsible bidder. He said the first step is to determine if they are responsive to the invitation to bid. If they are responsive to the invitation to bid, it must be determined if they have capability to actually perform the contract satisfactorily. He said there is another alternative. He recommended, to make the effort legal, to direct staff to go forward as far as they can, and start the formal process subject to ratification by the full TPO at the next available meeting.

There was general discussion.

Ms. Washnock said staff can schedule a special meeting of the Bay TPO, to make a decision whenever necessary.

11. TRANSIT INFORMATION PACKAGE

Included in the agenda package was the following:

- Transit Financial Report

12. LEGAL UPDATE

A legal update was not provided.
13. **OTHER BUSINESS**

Ms. Washnock stated that the next TPO meeting will be held October 23, 2019 at the Panama City Hall, 501 Harrison Avenue, Panama City FL.

Commissioner Dozier asked if the trolley is now back on the regular schedule. Mr. Hobbs said it the trolley has resumed the regular schedule. Mr. Hobbs said the last run at night is at 8:30 p.m. for the Bay Town Trolley. He said the demand response system, Bay Area Transportation, makes its last run at 6:00 p.m. He said the traffic on Panama City Beach is bad and they are considering making some changes to the routes, in order to provide better service to the clients.

14. **ADJOURNMENT**

There being no further business the meeting adjourned at 4:30 p.m.
CONSENT AGENDA
ITEM #2
TIP AMENDMENT
CONSENT AGENDA ITEM #2
ALL COMMITTEES

SUBJECT: Consideration of Amending the FY 2020-2024 Transportation Improvement Program to Add the Florida Department of Transportation (FDOT) Performance Measures Consensus Planning Agreement

ORIGIN OF SUBJECT: FDOT

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: Annually, the TPO adopts a Transportation Improvement Program (TIP), which lists the projects scheduled throughout the five years of the FDOT Work Program for various phases such as project development and environmental study, design, right-of-way acquisition and construction. To receive federal funding, the projects must be in the TPO’s adopted TIP. This TIP amendment adds the FDOT Transportation Performance Measures Consensus Planning Agreement to Appendix H “Florida Department of Transportation Letter of Consistency, Checklist, and Performance Measures Consensus Planning Agreement” as requested by the Federal Highway Administration through the TPO’s FDOT Urban Liaison.

Attached is the following:
- Appendix H of the FY 2020 - FY 2024 TIP as Amended

RECOMMENDED ACTION: Approval of a motion to amend the FY 2020-2024 TIP to include the FDOT Transportation Performance Measures Consensus Planning Agreement to Appendix H. This action is recommended to ensure compliance of the FY 2020-2024 TIP with Federal regulations. Please contact Gary Kramer, ECRC staff, at (800) 226-8914, Ext. 219 or gary.kramer@ecrc.org if additional information is needed.
Appendix H

Florida Department of Transportation
Letter of Consistency, Checklist, and Performance Measures
Consensus Planning Agreement
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(The TIP is submitted to FDOT for approval after it is approved by the TPO.)
Transportation Performance Measures
Consensus Planning Document

Purpose and Authority

This document has been cooperatively developed by the Florida Department of Transportation (FDOT) and Florida’s 27 Metropolitan Planning Organizations (MPOs) through the Florida Metropolitan Planning Organization Advisory Council (MPOAC), and, by representation on the MPO boards and committees, the providers of public transportation in the MPO planning areas.

The purpose of the document is to outline the minimum roles of FDOT, the MPOs, and the providers of public transportation in the MPO planning areas to ensure consistency to the maximum extent practicable in satisfying the transportation performance management requirements promulgated by the United States Department of Transportation in Title 23 Parts 450, 490, 625, and 673 of the Code of Federal Regulations (23 CFR). Specifically:

- 23 CFR 450.314(h)(1) requires that “The MPO(s), State(s), and providers of public transportation shall jointly agree upon and develop specific written procedures for cooperatively developing and sharing information related to transportation performance data, the selection of performance targets, the reporting of performance targets, the reporting of performance to be used in tracking progress toward achievement of critical outcomes for the region of the MPO, and the collection of data for the State asset management plan for the National Highway System (NHS).”

- 23 CFR 450.314(h)(2) allows for these provisions to be “Documented in some other means outside the metropolitan planning agreements as determined cooperatively by the MPO(s), State(s), and providers of public transportation.”

Section 339.175(11), Florida Statutes creates the MPOAC to “Assist MPOs in carrying out the urbanized area transportation planning process by serving as the principal forum for collective policy discussion pursuant to law” and to “Serve as a clearinghouse for review and comment by MPOs on the Florida Transportation Plan and on other issues required to comply with federal or state law in carrying out the urbanized transportation planning processes.” The MPOAC Governing Board membership includes one representative of each MPO in Florida.

This document was developed, adopted, and subsequently updated by joint agreement of the FDOT Secretary and the MPOAC Governing Board. Each MPO will adopt this document by incorporation in its annual Transportation Improvement Program (TIP) or by separate board action as documented in a resolution or meeting minutes, which will serve as documentation of agreement by the MPO and the provider(s) of public transportation in the MPO planning area to carry out their roles and responsibilities as described in this general document.
Roles and Responsibilities

This document describes the general processes through which FDOT, the MPOs, and the providers of public transportation in MPO planning areas will cooperatively develop and share information related to transportation performance management.

Email communications will be considered written notice for all portions of this document. Communication with FDOT related to transportation performance management generally will occur through the Administrator for Metropolitan Planning in the Office of Policy Planning. Communications with the MPOAC related to transportation performance management generally will occur through the Executive Director of the MPOAC.

1. Transportation performance data:

   a) FDOT will collect and maintain data, perform calculations of performance metrics and measures, and provide to each MPO the results of the calculations used to develop statewide targets for all applicable federally required performance measures. FDOT also will provide to each MPO the results of calculations for each applicable performance measure for the MPO planning area, and the county or counties included in the MPO planning area.\(^1\) FDOT and the MPOAC agree to use the National Performance Management Research Data Set as the source of travel time data and the defined reporting segments of the Interstate System and non-Interstate National Highway System for the purposes of calculating the travel time-based measures specified in 23 CFR 490.507, 490.607, and 490.707, as applicable.

   b) Each MPO will share with FDOT any locally generated data that pertains to the federally required performance measures, if applicable, such as any supplemental data the MPO uses to develop its own targets for any measure.

   c) Each provider of public transportation is responsible for collecting performance data in the MPO planning area for the transit asset management measures as specified in 49 CFR 625.43 and the public transportation safety measures as specified in the National Public Transportation Safety Plan. The providers of public transportation will provide to FDOT and the appropriate MPO(s) the transit performance data used to support these measures.

2. Selection of performance targets:

   FDOT, the MPOs, and providers of public transportation will select their respective performance targets in coordination with one another. Selecting targets generally refers to the processes used to identify, evaluate, and make decisions about potential targets prior to action to formally establish the targets. Coordination will include as many of the following opportunities as deemed appropriate for each measure: in-person meetings, webinars, conferences calls, and email/written communication. Coordination will include timely

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\(^1\) When an MPO planning area covers portions of more than one state, as in the case of the Florida-Alabama TPO, FDOT will collect and provide data for the Florida portion of the planning area.

\(^2\) If any Florida urbanized area becomes nonattainment for the National Ambient Air Quality Standards, FDOT also will provide appropriate data at the urbanized area level for the specific urbanized area that is designated.
sharing of information on proposed targets and opportunities to provide comment prior to establishing final comments for each measure.

The primary forum for coordination between FDOT and the MPOs on selecting performance targets and related policy issues is the regular meetings of the MPOAC. The primary forum for coordination between MPOs and providers of public transportation on selecting transit performance targets is the TIP development process.

Once targets are selected, each agency will take action to formally establish the targets in its area of responsibility.

a) FDOT will select and establish a statewide target for each applicable federally required performance measure.

   i. To the maximum extent practicable, FDOT will share proposed statewide targets at the MPOAC meeting scheduled in the calendar quarter prior to the dates required for establishing the target under federal rule. FDOT will work through the MPOAC to provide email communication on the proposed targets to the MPOs not in attendance at this meeting. The MPOAC as a whole, and individual MPOs as appropriate, will provide comments to FDOT on the proposed statewide targets within sixty (60) days of the MPOAC meeting. FDOT will provide an update to the MPOAC at its subsequent meeting on the final proposed targets, how the comments received from the MPOAC and any individual MPOs were considered, and the anticipated date when FDOT will establish final targets.

   ii. FDOT will provide written notice to the MPOAC and individual MPOs within two (2) business days of when FDOT establishes final targets. This notice will provide the relevant targets and the date FDOT established the targets, which will begin the 180-day time-period during which each MPO must establish the corresponding performance targets for its planning area.

b) Each MPO will select and establish a target for each applicable federally required performance measure. To the extent practicable, MPOs will propose, seek comment on, and establish their targets through existing processes such as the annual TIP update. For each performance measure, an MPO will have the option of either:

   i. Choosing to support the statewide target established by FDOT, and providing documentation (typically in the form of meeting minutes, a letter, a resolution, or incorporation in a document such as the TIP) to FDOT that the MPO agrees to plan and program projects so that they contribute toward the accomplishments of FDOT’s statewide targets for that performance measure.

   ii. Choosing to establish its own target, using a quantifiable methodology for its MPO planning area. If the MPO chooses to establish its own target, the MPO will coordinate with FDOT and, as applicable, providers of public transportation regarding the approach used to develop the target and the proposed target prior to

3 When an MPO planning area covers portions of more than one state, as in the case of the Florida-Alabama TPO, that MPO will be responsible for coordinating with each state DOT in setting and reporting targets and associated data.
establishment of a final target. The MPO will provide FDOT and, as applicable, providers of public transportation, documentation (typically in the form of meeting minutes, a letter, a resolution, or incorporation in a document such as the TIP) that includes the final targets and the date when the targets were established.

c) The providers of public transportation in MPO planning areas will select and establish performance targets annually to meet the federal performance management requirements for transit asset management and transit safety under 49 U.S.C. 5326(c) and 49 U.S.C. 5329(d).

i. The Tier I providers of public transportation will establish performance targets to meet the federal performance management requirements for transit asset management. Each Tier I provider will provide written notice to the appropriate MPO and FDOT when it establishes targets. This notice will provide the final targets and the date when the targets were established, which will begin the 180-day period within which the MPO must establish its transit-related performance targets. MPOs may choose to update their targets when the Tier I provider(s) updates theirs, or when the MPO amends its long-range transportation plan by extending the horizon year in accordance with 23 CFR 450.324(c).

ii. FDOT is the sponsor of a Group Transit Asset Management plan for subrecipients of Section 5311 and 5310 grant funds. The Tier II providers of public transportation may choose to participate in FDOT’s group plan or to establish their own targets. FDOT will notify MPOs and those participating Tier II providers following establishment of transit-related targets. Each Tier II provider will provide written notice to the appropriate MPO and FDOT when it establishes targets. This notice will provide the final targets and the date the final targets were established, which will begin the 180-day period within which the MPO must establish its transit-related performance targets. MPOs may choose to update their targets when the Tier II provider(s) updates theirs, or when the MPO amends its long-range transportation plan by extending the horizon year in accordance with 23 CFR 450.324(c).

iii. FDOT will draft and certify a Public Transportation Agency Safety Plan for any small public transportation providers (defined as those who are recipients or subrecipients of federal financial assistance under 49 U.S.C. 5307, have one hundred (100) or fewer vehicles in peak revenue service, and do not operate a rail fixed guideway public transportation system). FDOT will coordinate with small public transportation providers on selecting statewide public transportation safety performance targets, with the exception of any small operator that notifies FDOT that it will draft its own plan.

iv. All other public transportation service providers that receive funding under 49 U.S. Code Chapter 53 (excluding sole recipients of sections 5310 and/or 5311 funds) will provide written notice to the appropriate MPO and FDOT when they establish public transportation safety performance targets. This notice will provide the final targets and the date the final targets were established, which will begin the 180-day period within which the MPO must establish its transit safety
performance targets. MPOs may choose to update their targets when the provider(s) updates theirs, or when the MPO amends its long-range transportation plan by extending the horizon year in accordance with 23 CFR 450.324(c).

v. If the MPO chooses to support the asset management and safety targets established by the provider of public transportation, the MPO will provide to FDOT and the provider of public transportation documentation that the MPO agrees to plan and program MPO projects so that they contribute toward achievement of the statewide or public transportation provider targets. If the MPO chooses to establish its own targets, the MPO will develop the targets in coordination with FDOT and the providers of public transportation. The MPO will provide FDOT and the providers of public transportation documentation (typically in the form of meeting minutes, a letter, a resolution, or incorporation in a document such as the TIP) that includes the final targets and the date the final targets were established. In cases where two or more providers operate in an MPO planning area and establish different targets for a given measure, the MPO has the options of coordinating with the providers to establish a single target for the MPO planning area, or establishing a set of targets for the MPO planning area.

3. Reporting performance targets:

a) Reporting targets generally refers to the process used to report targets, progress achieved in meeting targets, and the linkage between targets and decision making processes. FDOT will report its final statewide performance targets to the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) as mandated by the federal requirements.

i. FDOT will include in future updates or amendments of the statewide long-range transportation plan a description of all applicable performance measures and targets and a system performance report, including progress achieved in meeting the performance targets, in accordance with 23 CFR 450.216(f).

ii. FDOT will include in future updates or amendments of the statewide transportation improvement program a discussion of the anticipated effect of the program toward achieving the state’s performance targets, linking investment priorities to those performance targets, in accordance with 23 CFR 450.218 (q).

iii. FDOT will report targets and performance data for each applicable highway performance measure to FHWA, in accordance with the reporting timelines and requirements established by 23 CFR 490; and for each applicable public transit measure to FTA, in accordance with the reporting timelines and requirements established by 49 CFR 625 and 40 CFR 673.

b) Each MPO will report its final performance targets as mandated by federal requirements to FDOT. To the extent practicable, MPOs will report final targets through the TIP update or other existing documents.

i. Each MPO will include in future updates or amendments of its metropolitan long-range transportation plan a description of all applicable performance measures.
and targets and a system performance report, including progress achieved by the MPO in meeting the performance targets, in accordance with 23 CFR 450.324(f)(3-4).

ii. Each MPO will include in future updates or amendments of its TIP a discussion of the anticipated effect of the TIP toward achieving the applicable performance targets, linking investment priorities to those performance targets, in accordance with 23 CFR 450.326(d).

iii. Each MPO will report target-related status information to FDOT upon request to support FDOT’s reporting requirements to FHWA.

c) Providers of public transportation in MPO planning areas will report all established transit asset management targets to the FTA National Transit Database (NTD) consistent with FTA’s deadlines based upon the provider’s fiscal year and in accordance with 49 CFR Parts 625 and 630, and 49 CFR Part 673.

4. Reporting performance to be used in tracking progress toward attainment of performance targets for the MPO planning area:

a) FDOT will report to FHWA or FTA as designated, and share with each MPO and provider of public transportation, transportation performance for the state showing the progress being made toward attainment of each target established by FDOT, in a format to be mutually agreed upon by FDOT and the MPOAC.

b) If an MPO establishes its own targets, the MPO will report to FDOT on an annual basis transportation performance for the MPO area showing the progress being made toward attainment of each target established by the MPO, in a format to be mutually agreed upon by FDOT and the MPOAC. To the extent practicable, MPOs will report progress through existing processes including, but not limited to, the annual TIP update.

c) Each provider of public transportation will report transit performance annually to the MPO(s) covering the provider’s service area, showing the progress made toward attainment of each target established by the provider.

5. Collection of data for the State asset management plans for the National Highway System (NHS):

a) FDOT will be responsible for collecting bridge and pavement condition data for the State asset management plan for the NHS. This includes NHS roads that are not on the State highway system but instead are under the ownership of local jurisdictions, if such roads exist.

For more information, contact:

Mark Reichert, Administrator for Metropolitan Planning, Office of Policy Planning, Florida Department of Transportation, 850-414-4901, mark.reichert@dot.state.fl.us

Carl Mikyska, Executive Director, MPOAC, 850-414-4062, carl.mikyska@mpoac.org
CONSENT AGENDA
ITEM #3
SURPLUS TRANSIT VEHICLE
SUBJECT: Consideration to Surplus Transit Vehicle 1305 (2013 Champion Defender)

ORIGIN OF SUBJECT: Bay County Staff on Behalf of TPO

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: FTA has established several policies to ensure that buses purchased or leased with Federal funds are maintained and remain in transit use for a minimum useful life. Useful life of rolling stock begins on the date the vehicle is placed in revenue service and continues until it is removed from service. Minimum useful life for trolleys is achieved when the vehicle has reached at least 7 years of service or an accumulation of at least 200,000 miles. Minimum useful life for a standard cutaway bus is achieved when the vehicle has reached at least 5 years of service or an accumulation of at least 150,000 miles. Minimum useful life for service vehicles is achieved when the vehicle has reached at least 4 years of service or an accumulation of at least 100,000 miles whichever comes first. Based on the aforementioned policies this vehicle has reached its minimum useful life and is available to be surplused.

RECOMMENDED ACTION: Approval of a motion to surplus transit vehicle 1305 (2013 Champion Defender). Please contact Angela Bradley, Bay County Board of County Commissioners, at 850-248-8168 or abradley@baycountyfl.gov, if additional information is needed.
CONSENT AGENDA
ITEM #4
CHANGE ORDER AUTHORIZATION
CONSENT AGENDA ITEM #4
ALL COMMITTEES

SUBJECT: Consideration to Authorize Change Order 002 to Contract 18-01 with DAG Architects, Inc.

ORIGIN OF SUBJECT: Bay County Staff on Behalf of TPO

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: On August 22, 2018, the TPO approved a contract with DAG Architect’s Inc., for professional services to design and manage the remodel of 1021 Massalina Drive. On December 8, 2018, the TPO approved Change Order 001, which allowed a contractual change to TPO contract 18-01, authorizing DAG Architects Inc. to extend the design and remodel work to the structure located at 919 Massalina Drive and increased the initial contract amount from $47,054.00 to $64,054.00. The funding increase was based on an estimate that construction would take approximately 12 weeks. On August 19, 2019, the TPO received proposals in response to TPO ITB 19-01 for the rebuild of 919 and 1021 Massalina Drive. The proposals received estimated the amount of time needed to rebuild the aforementioned buildings to be 38 weeks. The requested Change Order 002 would allow a contractual change to TPO contract 18-01, authorizing an increase in the contract amount from $64,054.00 to an amount not to exceed $96,854.00. The change order would further increase the term of the contract from 336 days to 698 days in order for DAG Architects Inc. to add 919 Massalina Drive to the aforementioned contract for professional services to manage the building remodel.

RECOMMENDED ACTION: Approval of a motion to authorize Change Order 002 to Contract 18-01 with DAG Architects, Inc. Please contact Angela Bradley, Bay County Board of County Commissioners, at 850-248-8168 or abradley@baycountyfl.gov, if additional information is needed.
ENCLOSURE A
ALL COMMITTEES
SUBJECT: Consideration of Resolution BAY 19-16 Amending the FY 2020-2024 Transportation Improvement Program to Add Bay County TPO Section 5305 Federal Transit Administration Planning Grant Public Transportation Project for Financial Project Identification (FPID) Number 4217192 in FY 2019/2020 for a total cost of $72,947 (TPO ROLL CALL VOTE REQUIRED)

ORIGIN OF SUBJECT: FDOT

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: Annually, the TPO adopts a Transportation Improvement Program (TIP), which lists the projects scheduled throughout the five years of the FDOT Work Program for various phases such as project development and environmental study, design, right-of-way acquisition and construction. To receive federal funding, the projects must be in the TPO’s adopted TIP. This TIP amendment adds Project ID 4217192, Bay County TPO Section 5305 Federal Transit Administration Planning Grant in FY 2019/2020 for a total cost of $72,947.

Attached are the following:
- Resolution BAY 19-16
- Request for Amendment
- Page of the FY 2020 – FY 2024 TIP as Amended

RECOMMENDED ACTION: Approval of a motion to authorize the TPO chairman to sign Resolution BAY 19-16 to amend the FY 2020-2024 TIP. This action is recommended to ensure FDOT can authorize funding for this project. Please contact Gary Kramer, ECRC staff, at (800) 226-8914, Ext. 219 or gary.kramer@ecrc.org if additional information is needed.
RESOLUTION BAY 19-16

A RESOLUTION OF THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION AMENDING THE FISCAL YEAR 2020 – FISCAL YEAR 2024 TRANSPORTATION IMPROVEMENT PROGRAM

WHEREAS, the Bay County Transportation Planning Organization (TPO) is the metropolitan planning organization designated by the governor of Florida as being responsible for carrying out a continuing, cooperative, and comprehensive transportation planning process for the Bay County Metropolitan Planning Area; and

WHEREAS, the Transportation Improvement Program (TIP) is adopted annually by the TPO and submitted to the governor of State of Florida, to the Federal Transit Administration, and through the State of Florida to the Federal Highway Administration; and

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 TPO’s TIP; and

WHEREAS, the Bay County Transportation Planning Organization (TPO) believes that the amendment listed below will support the performance targets established by the state and supported by the TPO;

NOW, THEREFORE, BE IT RESOLVED BY THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION THAT:

The TPO amends the Fiscal Year (FY) 2020 – FY 2024 Transportation Improvement Programs adding Bay County TPO Section 5305 Federal Transit Administration Planning Grant Public Transportation Project for Financial Project Identification (FPID) number 4217192 in FY 2019/2020 for a total cost of $72,947.

Passed and duly adopted by the Bay County Transportation Planning Organization on this 23rd day of October 2019.

BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION

BY: __________________________
Pam Henderson, Chairwoman

ATTEST: ____________________
### FDOT Request

#### TPO Transportation Improvement Program

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<th>Project Name/Location</th>
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**Modal Systems Planning**

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Section 5305 FTA Grant (Planning)
Bay TPO  Transportation Improvement Program - FY 2019/20 - 2023/24

**4217192**

**BAY COUNTY TPO**

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**Prior Cost < 2019/20:** 0

**Future Cost > 2023/24:** 0

**Total Project Cost:** 72,947

**Project Description:** On October 23, 2019 TPO Agenda for approval.
TPO Public Transportation Priority,
Bay County TPO FTA 5305 Planning Grant.

Transportation Improvement Program FY 20-24 (Adopted June 26, 2019)
ENCLOSURE B
ALL COMMITTEES
SUBJECT: Consideration of Resolution BAY 19-17 Amending the FY 2020-2024 Transportation Improvement Program to Add Construction Phase for SR 30 (US 98) from College Entrance/Exit to Ivy Road Lighting Project (TPO ROLL CALL VOTE REQUIRED)

ORIGIN OF SUBJECT: FDOT

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: Annually, the TPO adopts a Transportation Improvement Program (TIP), which lists the projects scheduled throughout the five years of the FDOT Work Program for various phases such as project development and environmental study, design, right-of-way acquisition and construction. To receive federal funding, the projects must be in the TPO’s adopted TIP. This TIP amendment adds Project ID 4443302, Construction Phase for SR 30 (US 98) from College Entrance/Exit to Ivy Road in FY 2019/20 for a total cost of $283,930.

Attached are the following:
- Resolution BAY 19-17
- Request for Amendment
- Page of the FY 2020 – FY 2024 TIP as Amended

RECOMMENDED ACTION: Approval of a motion to authorize the TPO chairman to sign Resolution BAY 19-17 to amend the FY 2020-2024 TIP. This action is recommended to ensure FDOT can authorize funding for this project. Please contact Gary Kramer, ECRC staff, at (800) 226-8914, Ext. 219 or gary.kramer@ecrc.org if additional information is needed.
RESOLUTION BAY 19-17
A RESOLUTION OF THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION AMENDING THE FY2020-2024 TRANSPORTATION IMPROVEMENT PROGRAM

WHEREAS, the Bay County Transportation Planning Organization (TPO) is the metropolitan planning organization designated by the governor of Florida as being responsible for carrying out a continuing, cooperative, and comprehensive transportation planning process for the Bay County Metropolitan Planning Area; and

WHEREAS, the Transportation Improvement Program (TIP) is adopted annually by the TPO and submitted to the governor of State of Florida, to the Federal Transit Administration, and through the State of Florida to the Federal Highway Administration; and

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 TPO’s TIP; and

WHEREAS, the Bay County Transportation Planning Organization (TPO) believes that the amendment listed below will support the performance targets established by the state and supported by the TPO;

NOW, THEREFORE, BE IT RESOLVED BY THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION THAT:

The TPO amends the FY 2020-2024 Transportation Improvement Program to add the Construction Phase for SR 30 (US 98) from College Entrance/Exit to Ivy Road Lighting Project a total cost of $283,930.

Passed and duly adopted by the Bay County Transportation Planning Organization on this 23rd day of October 2019.

BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION

BY: ________________________________
Pamn Henderson, Chairperson

ATTEST: ___________________________
# FDOT Request

## TPO Transportation Improvement Program

### ID # Project Name/Location

**Bay County**

4443302  **SR 30 (US 98)**  
*from College Ent/Exit to Ivy Road*  
Lighting Project  
Project Length: 11.323 Miles

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$283,930 $0 $0 $0 $0 $283,930

New roadway lighting at all existing signalized intersections within project limits.
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Prior Cost < 2019/20: 0
Future Cost > 2023/24: 0
Total Project Cost: 283,930

Project Description: On October 23, 2019 TPO Agenda for Approval, install lighting at all existing signalized intersections on SR 30 (US 98) from College Ent./Exit to Ivy Road.
ENCLOSURE C
ALL COMMITTEES

SUBJECT: Consideration of Resolution BAY 19-18 Amending the FY 2020-2024 Transportation Improvement Program to Add the Construction Phase for SR 77 (Martin Luther King Boulevard) from SR 30 (US 98B) 6th Street to 9th Street Lighting Project (TPO ROLL CALL VOTE REQUIRED)

ORIGIN OF SUBJECT: FDOT

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: Annually, the TPO adopts a Transportation Improvement Program (TIP), which lists the projects scheduled throughout the five years of the FDOT Work Program for various phases such as project development and environmental study, design, right-of-way acquisition and construction. To receive federal funding, the projects must be in the TPO’s adopted TIP. This TIP amendment adds Project ID 4443392, Construction Phase for SR 77 (Martin Luther King Boulevard) from SR 30 (US 98B) 6th Street to 9th Street in FY 2019/20 for a total cost of $180,683.

Attached are the following:
- Resolution BAY 19-18
- Request for Amendment
- Page of the FY 2020 – FY 2024 TIP as Amended

RECOMMENDED ACTION: Approval of a motion to authorize the TPO chairman to sign Resolution BAY 19-18 to amend the FY 2020-2024 TIP. This action is recommended to ensure FDOT can authorize funding for this project. Please contact Gary Kramer, ECRC staff, at (800) 226-8914, Ext. 219 or gary.kramer@ecrc.org if additional information is needed.
RESOLUTION BAY 19-18
A RESOLUTION OF THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION AMENDING THE FY2020-2024 TRANSPORTATION IMPROVEMENT PROGRAM

WHEREAS, the Bay County Transportation Planning Organization (TPO) is the metropolitan planning organization designated by the governor of Florida as being responsible for carrying out a continuing, cooperative, and comprehensive transportation planning process for the Bay County Metropolitan Planning Area; and

WHEREAS, the Transportation Improvement Program (TIP) is adopted annually by the TPO and submitted to the governor of State of Florida, to the Federal Transit Administration, and through the State of Florida to the Federal Highway Administration; and

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 TPO’s TIP; and

WHEREAS, the Bay County Transportation Planning Organization (TPO) believes that the amendment listed below will support the performance targets established by the state and supported by the TPO;

NOW, THEREFORE, BE IT RESOLVED BY THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION THAT:

The TPO amends the FY 2019-2023 Transportation Improvement Program to add the Construction Phase for SR 77 (Martin Luther King Boulevard) from SR 30 (US 98B) 6th Street to 9th Street lighting project for a total cost of $180,683.

Passed and duly adopted by the Bay County Transportation Planning Organization on this 23rd day of October 2019.

BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION

BY: ____________________________
Pamn Henderson, Chairperson

ATTEST: _________________________
**FDOT Request**

**TPO Transportation Improvement Program**

<table>
<thead>
<tr>
<th>ID #</th>
<th>Project Name/Location</th>
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<tbody>
<tr>
<td>4443392</td>
<td>SR 77 (MLK Boulevard) from SR 30 (US 98B) 6th Street to 9th Street</td>
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</table>

*Lighting Project*  
*Project Length: 6.054 Miles*

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<td>$0</td>
<td>$180,683</td>
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New roadway lighting at all existing signalized intersections within project limits.
4443392  
SR 77 (MLK BOULEVARD)  

**Work Summary:** LIGHTING  
From:  
SR 30 (US 98B) 6TH STREET  
To:  
9TH STREET  

**Lead Agency:** FDOT  
Length: 6.054 Mi  
LRTP #: Final Report p. 7-5  

<table>
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<th>Phase</th>
<th>Fund Source</th>
<th>2019/20</th>
<th>2020/21</th>
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Prior Cost < 2019/20: 0  
Future Cost > 2023/24: 0  
Total Project Cost: 180,683  
Project Description: On October 23, 2019 TPO Agenda for approval.  
Install lighting at all existing intersections on SR 77 (Martin Luther King Boulevard) from SR 30 (US 98B) 6th Street to 9th Street.
ENCLOSURE D
ALL COMMITTEES
SUBJECT: Consideration of Resolution BAY 19-15 to Accept the FDOT Fiscal Years 2021-2025 Tentative Work Program.

ORIGIN OF SUBJECT: FDOT

LOCAL GOVERNMENT ACTION NEEDED: Review and comment for consistency with local comprehensive plans

BACKGROUND: At the July 24th meeting, the TPO adopted its FY2021 - FY2025 Project Priorities. The purpose of the Priorities is to ensure that projects programmed by FDOT in the Five-Year Work Program are consistent with local needs and plans. The Priorities rank projects in the following categories:

1. Long Range Transportation Plan Capacity Projects
2. Transportation Systems Management Projects
3. Transportation Alternatives Projects
4. Public Transportation Projects
5. Aviation Projects
6. Seaport Projects

Adoption of the Project Priorities is the initial step in development of the Transportation Improvement Program (TIP). FDOT uses the Priorities to develop its Five-Year Work Program within system maintenance requirements and funds available in various funding categories.

FDOT District III officials will present the tentative Work Program at the TPO meeting and will refine the Work Program, within budgetary limitations, to reflect the recommendations of the TPO. The proposed Work Program will then be submitted to the Florida Legislature for adoption. The TPO will develop the final TIP for adoption at the June 2020 TPO meeting, resulting in a TIP and FDOT Work Program that will be consistent.

E-public hearing information for the FDOT FY 21-25 Tentative Work Program was available online at www.nwflroads.com from Monday October 7, 2019 at 9:00 a.m. through Monday October 14, 2019 at 9:00 a.m. Public outreach workshops were held Tuesday October 8, 2019 from 1:00 p.m. to 3:00 p.m. at the following locations:

- FDOT Midway Operations Center, 17 Commerce Boulevard, Midway, Florida 32343
- FDOT Ponce De Leon Operations Center 1723 Sunrise Circle, Ponce De Leon, Florida 32455

Attached is the following:

- Resolution BAY 19-15

The Tentative Five-Year Work Program for Bay County will be distributed at the meetings.

RECOMMENDED ACTION: Approval of a motion to authorize the TPO Chairman to sign Resolution BAY 19-15. This action is recommended to reflect the coordination that has occurred between the TPO and FDOT in the development of the Work Program and funding of TPO Priorities. Please contact Ms. Regina Battles at (850) 330-1270 or Regina.Battles@dot.state.fl.us if additional information is needed.
RESOLUTION BAY 19-15

A RESOLUTION OF THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION ACCEPTING THE FLORIDA DEPARTMENT OF TRANSPORTATION FY2021-2025 TENTATIVE FIVE-YEAR WORK PROGRAM

WHEREAS, the Bay County Transportation Planning Organization (TPO) is the organization designated by the governor of the State of Florida as being responsible, together with the State of Florida, for carrying out the continuing, cooperative and comprehensive transportation planning process for the Bay County TPO Planning Area; and

WHEREAS, the TPO annually adopts Transportation Project Priorities and forwards them to the Florida Department of Transportation (FDOT) each year, as the initial step in the development of the TPO Transportation Improvement Program (TIP) for the following project categories: Capacity Projects, Transportation Systems Management Projects, Transportation Alternatives Projects, Public Transportation Projects, Aviation Projects, Seaport Projects; and

WHEREAS, FDOT annually uses the TPO Transportation Project Priorities in the development of the FDOT Tentative Five-Year Work Program to the extent feasible within system maintenance requirements and funds available in various fund categories; and

WHEREAS, FDOT annually presents the FDOT Tentative Five-Year Work Program to the TPO to ensure that the Work Program is consistent with the TPO’s Transportation Project Priorities to the extent feasible; and

WHEREAS, the TPO’s Transportation Project Priorities and FDOT Work Program development processes are mutually supportive resulting in a final TPO TIP and FDOT Work Program that are consistent;

NOW, THEREFORE, BE IT RESOLVED BY THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION THAT:

The TPO accepts the FY2021-2025 FDOT Tentative Five-Year Work Program.

Passed and duly adopted by the Bay County Transportation Planning Organization on this 23rd day of October 2019.

BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION

BY: ____________________________
    Pam Henderson, Chairperson

ATTEST: ________________________
ENCLOSURE E

ALL COMMITTEES
SUBJECT: Consideration of Authorizing the TPO Chairman to Sign the Mobility Week Proclamation

ORIGIN OF SUBJECT: rideOn Commuter Assistance

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: The Florida Department of Transportation (FDOT) launched Mobility Week in 2016 to promote awareness of safe multimodal transportation choices. From October 25-November 1, 2019, FDOT is encouraging counties, cities and transportation agencies to host public events promoting carpooling, vanpooling, transit, and bicycling. rideOn Commuter Assistance is requesting Bay TPO endorse this initiative by signing a proclamation to declare October 25-November 1, 2019 Mobility week in the Bay County Transportation Planning Organization. Information on events is available at www.mobilityweekfl.com.

Attached are the following:

- Mobility Week Proclamation
- Mobility Week Flyer

RECOMMENDED ACTION: Approval of a motion authorizing the TPO chairman to sign the Mobility Week Proclamation. If more information is needed, please contact Mr. Rodriques Kimbrough, rideOn Program Coordinator, ECRC staff, at 850-332-7976 or via email at rodriches.kimbrough@ecrc.org.
PROCLAMATION

WHEREAS, Mobility Week is a cooperative effort by the Florida Department of Transportation and its partner agencies to promote awareness of safe multimodal transportation choices by hosting an annual collection of outreach events; and

WHEREAS, Mobility Week is an ideal time for counties, cities and transportation agencies to highlight transportation achievements, roll out new initiatives and/or implement new policies; and

WHEREAS, Mobility Week is also an opportunity for individuals to explore the various transportation choices available to them and think about how multimodal transportation reduces traffic congestion, benefits the environment and improves community health; and

WHEREAS, Mobility Week is consistent with the Bay County Transportation Planning Organization’s key priority to bring attention to safe multimodal transportation choices; and

WHEREAS, the Bay County Transportation Planning Organization supports Mobility Week by hosting/participating in transportation events;

NOW, THEREFORE, I, Mayor Pamn Henderson, Bay County Transportation Planning Organization Chairman, hereby do proclaim the week of October 25 - November 1, 2019, as

“Mobility Week”

in the Bay County Transportation Planning Organization.

IN WITNESS WHEREOF, I hereunto have set my hand and caused the Seal of the Bay County TPO to be affixed this October 23, 2019

x______________________________

Pamn Henderson, Bay County TPO Chairperson
ENCLOSURE F

ALL COMMITTEES
INFORMATION ITEMS
ALL COMMITTEES

- TCC and CAC July Meeting Minutes
- BAY July Actions Report
- TIP Administrative Amendment Letter
- TIP UPWP Amendment Letter
- Bay TPO Signed Certification Statement
- Florida Transportation Plan Handout
- Regional ITS 2019 Progress Report
- Bay Transportation Alternatives Workshop Flyer
- 2019 Bay TPO Schedule

For more information, please contact Mr. Cameron Smith, ECRC Staff, at 850-332-7976 ext. 207, or Cameron.smith@ecrc.org.
BAY COUNTY TECHNICAL COORDINATING COMMITTEE (TCC)  
JULY 24, 2019 MEETING MINUTES  
Emerald Coast Regional Council  
(Designated staff)  
Bay County Government Center  
840 West 11th Street  
Panama City, Florida

Members attending:  
Keith Bryant, Chairman  
Bay County  
Gene Keen  
Bay Area Transit  
Marc Mackey  
Bay County  
Kelly Jenkins  
City of Panama City Beach

Members not attending:  
Ian Crelling  
Bay County  
Doug Lee  
Bay County School District  
Eddie Cook  
City of Callaway  
Amanda Richard  
City of Lynn Haven  
Dale Cronwell  
City of Panama City  
Richard McConnell  
Northwest FL Beaches Intl Airport  
Parker W McClellan, Jr.  
Northwest FL Beaches Intl  
Wayne Stubbs  
Panama City Port Authority  
Charlie Lewis  
Panama City Port Authority  
Mell Smigielski  
City of Mexico Beach  
Tony Summerlin  
City of Parker  
Lee Penton  
City of Springfield  
John Skaggs  
Naval Coastal Systems Station  
Traycee Verdun-Chapman  
Tyndall AFB

Others attending:  
Lamar Hobbs  
Bay County Transit  
Vanessa Phillips  
Bay County Transit  
Lynn Cherry  
CDCS  
Donna Green  
FDOT  
Bryant Paulk  
FDOT  
Jess Smith  
HDR  
Cory Wilkinson  
HDR  
Mary Beth Washnock  
ECRC Staff  
Tiffany Bates  
ECRC Staff  
Caitlin Cerame  
ECRC Staff  
Brittany Ellers  
ECRC Staff  
Gary Kramer  
ECRC Staff  
Jill Lavender  
ECRC Staff
1. CALL TO ORDER / PLEDGE / INVOCATION
Chairman Bryant called the meeting to order.

2. APPROVAL OF AGENDA
Chairman Bryant called for approval of the agenda.

Mr. Mackey moved to approve the agenda. Ms. Jenkins seconded the motion and it was approved unanimously.

3. PUBLIC FORUM
There were no comments from the public.

4. PLANNING AND TRANSIT CONSENT AGENDA:
   A. Approval of June 2019 TCC Meeting Minutes
   B. Consideration of Resolution BAY 19-04 Adopting the Public Participation Process (PPP) Plan for the Bay County Transportation Planning Organization
   C. Consideration of Resolution BAY 19-11 Adopting the Updated 2019 Transportation Alternatives Set-Aside Scoring Criteria

   Mr. Mackey moved to approve the June 2019 TCC minutes and recommended the TPO approve the consent agenda items. Ms. Jenkins seconded the motion and it was approved unanimously.

5. PLANNING ACTION ITEMS
   A. Consideration of Resolution BAY 19-10 Amending the FY 2019-2023 Transportation Improvement Program (TIP) to Show all Federal Funds Being Used by the TPO for Planning Purposes in the FY 2018/2019 and FY 2019/2020 Unified Planning Work Programs (UPWP) for Financial Project Identification (FPID) Number 4393202 in FY 2018/2019 for $742,595 and in FY 2019/2020 for $806,125

   Mr. Paulk said FDOT was requested to indicate all the federal highway funds that are utilized by the TPO for planning activities. He said FDOT asked that the TIP to be amended
to reflect the $350,000 that FDOT allocated to the TPO for the completion of the Long Range Plan update.

**Mr. Keen moved to recommend the TPO authorize the TPO chairman sign Resolution BAY 19-10 amending the FY 2019-2023 TIP to show all federal funds being used by the TPO for planning purposes in the FY 2018/2019 and FY 2019/2020 UPWP for FPID Number 4393202 in FY 2018/2019 for $742,595 and in FY 2019/2020 for $806,125. Mr. Mackey seconded the motion and it was passed unanimously.**

**B. Consideration of Resolution BAY 19-12 Adopting the Bay County TPO FY 2021-2025 Project Priorities**

Mr. Kramer said the Project Priorities document is based on the Cost Feasible Plan for the Long Range Plan. The approved Project Priorities will be forwarded to FDOT to be used as a guide to build FDOT’s Five-Year Work Program. The TIP will show how the projects can be implemented in the next five years.

Mr. Kramer said Transportation Systems Management and Transportation Alternative projects are ranked using the TPO approved criteria. Public Transportation projects are also ranked by TPO approved criteria. Public Transportation projects are listed by potential grants and furnished by the TPO’s Public Transportation staff and Bay Town Trolley. Aviation projects are provided by Northwest Florida Beaches International Airport. The port projects are provided by the Port Panama City. Mr. Kramer reviewed the tables in the agenda packet.

Mr. Kramer said three public outreach events were held in May 2019. On July 1, 2019 there was a workshop for the TPO, TCC, and CAC at Panama City Hall. Comments were included in the agenda packet. Also, the agenda packet included a letter from Bay County Chamber of Commerce indicating support for some of the project priorities.

Mr. Kramer said on Page 34 of the agenda enclosure, the first non SIS project priority was recommended for funding to increase from $500,000 to $600,000. On Page 37 the same recommendation was made for the #1 TSM priority; i.e. increase funds from $500,000 to $600,000.

Mr. Kramer said after the Project Priorities are adopted, they will be sent to FDOT by August 1, 2019. FDOT will present the FY 2021-2025 Tentative Work Program in October 2019.

Ms. Jenkins addressed the SIS roads, specifically Panama City Beach Parkway, Priorities #5, #6, and #7. She wanted to get the leg from Nautilus Street to Richard Jackson Blvd. moved up in priority.
Mr. Jenkins wanted to recommend that the TPO move Priority #6 to Priority #1.

Chairman Bryant said he recommended swapping Priority #6 and Priority #5. Mr. Paulk said Priority #6 could be moved to Priority #4 without impacting funding. He said Priority #4 needs PD&E funds, whereas Priority #6 needs right-of-way dollars.

There was general discussion about the different segments of the project.

Ms. Jenkins agreed to move it to #4. Chairman Bryant said they would move Priority #4 to Priority #7. Mr. Kramer said Priority #7 would become Priority #6.

Chairman Bryant said there was a motion to move the Panama City Beach Parkway ahead of the 23rd Street PD&E, and swap the order of the phasing to allow the section of east Nautilus Street to east of Richard Jackson Blvd. to occur first.

Mr. Mackey moved to recommend the TPO authorize the TPO chairman to sign Resolution BAY 19-12 adopting the Bay County TPO FR 2021-2015 Project Priorities, moving Priority #6 to #4, #4 to #7, #7 to #6. Mr. Bryant seconded the motion and it was passed unanimously.

C. Consideration of Resolution BAY 19-13 Approving the Scope of Services for the Bay County TPO 2045 Long Range Transportation Plan (LRTP) Update

Mr. Kramer said the LRTP is updated every five years by the TPO. The current LRTP was adopted June 20, 2016. The new LRTP will be adopted by June 22, 2021. The draft scope of services was emailed to the Federal Highway Administration, the Federal Transit Administration, and to the FDOT on June 4, 2019 for review. It was presented to the TPO and advisory committees during the June 2019 meetings. Comments were received by July 3, 2019. A link to the draft scope of services was provided to the TPO, TCC, and CAC members on July 17, 2019.

Mr. Kramer said there are tasks listed in the scope of services, in addition to the responsibilities of the general planning consultant, the TPO staff, FDOT, local governments, Northwest Florida International Airport, Port Panama City, and the Northwest Florida Transportation Corridor Authority.

Mr. Kramer stated that funds identified for the consultant services is FY 2019-2020 amount to $324,000.
Ms. Jenkins moved to recommend the TPO authorize the TPO chairman to sign Resolution BAY 19-13 approving the scope of services for the Bay County TPO 2045 LRTP update. Mr. Mackey seconded the motion and it was passed unanimously.

D. Appointment of the Bay County TPO 2045 Long Range Transportation Plan (LRTP) Steering Committee

Mr. Kramer outlined the purpose of the steering committee. The committee consists of members from the CAC, TCC, and other interested parties identified by the TPO. The committee is most active during the development of the Needs and Cost Feasible Plan elements of the LRTP.

Mr. Kramer asked for four volunteers from the TCC to become steering committee members. The following volunteered to serve on the committee: Mr. Keith Bryant, Mr. Marc Mackey, and Ms. Kelly Jenkins. Chairman Bryant volunteered Mr. Ian Crelling to serve on the committee.

Ms. Jenkins moved to recommend the TPO authorize the TPO chairman to approve appointment of Bay County TPO 2045 LRTP Steering Committee. Mr. Mackey seconded the motion and it was passed unanimously.

6. FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) UPDATE

Mr. Paulk advised of upcoming meetings. The first meeting was for US 231, the segment from north of Pipeline Road to north of Penny Road. The public hearing will be held August 1, 2019 from 5:30 p.m. to 6:00. There will be a formal presentation at 6:00 p.m. followed by public comments. The meetings will be held at the Catholic church on Julia Drive.

Mr. Paulk said there will be a West Bay Pkwy. meeting public hearing on August 29, 2019 at the Lyndell Conference Center at Panama City Beach, from 5:30 p.m. to 7:00 p.m.

7. PLANNING PRESENTATIONS (no action)

None

8. PLANNING INFORMATION PACKAGE

Included in the agenda packet were the following:

- TCC and CAC June Meeting Minutes
- Bay June Actions Report
- Quarterly Air Quality Report
• Bay County TPO 2019 Schedule

9. TRANSIT UPDATE

There was not a transit update presentation.

10. TRANSIT INFORMATION PACKAGE

• Transit Financial Report

12. OTHER BUSINESS

Ms. Bates advised that the next Bay TPO meeting will be October 23, 2019 at the Panama City Hall, 501 Harrison Avenue, Panama City FL. The TCC will meet at 11:00 a.m., the CAC will meet at 1:30 p.m., and the TPO will meet at 3:30 p.m.

13. ADJOURNMENT

There being no further business the meeting adjourned at 11:30 a.m.
BAY COUNTY CITIZENS’ ADVISORY COMMITTEE (CAC)
JULY 24, 2019 MEETING MINUTES
Emerald Coast Regional Council
(Designated staff)
Bay County Government Center
840 11th Street
Panama City, Florida

Members attending:
Guy York, Chairman
Walter Akins
John Lincoln III
Leon Miller
James Pretlow
Thomas Robinson
Jo Ann Stone
Robert Waddell

Members not attending:
Pamela Dorwarth
Ali Frohlich
Wilda Hodge
Marty Kirkland
Patty J Strohmenger

Others attending:
Lamar Hobbs Bay County
Vanessa Phillips Bay County Transit
David Griggs City of Callaway
Gene Keen Bay Town Trolley
Donna Green FDOT
Bryant Paulk FDOT
Jess Smith HDR
Cory Wilkinson HDR
Austin Mount ECRC Staff
Mary Beth Washnock ECRC Staff
Tiffany Bates ECRC Staff
Caitlin Cerame ECRC Staff
Brittany Ellers ECRC Staff
Gary Kramer ECRC Staff
Jill Lavender ECRC Staff
Rob Mahan ECRC Staff
Dorothy McKenzie ECRC Staff
Cameron Smith ECRC Staff
1. CALL TO ORDER/PLEDGE/INVOCATION
Chairman Frohlich called the meeting to order.

2. AGENDA APPROVAL

Ms. Bates advised staff had an addition for the agenda. She said at the meeting in June 2019, the CAC discussed changing the bylaws to clarify the term of leadership for chair and vice chair from one year to two-year terms. The item is to be added at the end of the action items in the agenda.

Ms. Bates asked for a motion to amend the agenda to include the item to the agenda.

Mr. Pretlow moved to amend the agenda to add an item to recommend a change to the CAC bylaws to change CAC chair and vice chair terms from one to two years on the agenda. Mr. Lincoln seconded and the motion was unanimously approved.

3. PUBLIC FORUM
There were no public speakers to address the committee.

4. PLANNING CONSENT AGENDA:

Mr. Cameron reviewed the consent agenda items as follows:

A. Approval of the June 2019 Meeting Minutes

B. Consideration of Resolution BAY 19-04 Adopting the Public Participation Process Plan (PPP) for the Bay County Transportation Planning Organization (TPO)

C. Consideration of Resolution BAY 19-11 Adopting the Updated 2019 Transportation Alternatives Set-Aside Criteria

Chairman York called for a motion to approve the three items in the consent agenda.

Mr. Pretlow moved to recommend the TPO approve the June 2019 meeting minutes and other two items in the consent agenda. Mr. Lincoln seconded the motion. The motion was passed unanimously.

5. PLANING ACTION ITEMS:

A. Consideration of Resolution BAY 19-10 Amending the FY 2019-2023 Transportation Improvement Program (TIP) to Show all Federal Funds Being Used by the TPO for Planning Purposes in the FY 2018/2019 and FY 2019/2020 Unified Planning Work
Programs (UPWP) for Financial Project Identification (FPID) Number 4393202 in FY 2018/2019 for $742,595 and in FY 2019/2020 for $806,125

Mr. Paulk said FDOT was requesting the TIP be amended to add the federal dollars for utilizing to produce the LRTP update. He said this was for the $350,000 programmed for FY 2020. He said the dollars are not new funds; they were already in the Work Program. The funds need to be included in the TIP.

Mr. Lincoln moved to recommend the TPO authorize the TPO chairman to sign Resolution BAY 19-10 amending the FY 2019-2023 TIP to show all federal funds being used by the TPO for planning purposes in the FY 2018/2019 and FY 2019/2020 UPWP for FPID Number 4393202 in FY 2018/2019 for $742,595 and in FY 2019/2020 for $806,125. The motion was seconded by Mr. Pretlow and was passed unanimously.

B. Consideration of Resolution Bay 19-12 Adopting the Bay County TPO FY 2021-2025 Project Priorities

Mr. Kramer said when the Project Priorities are adopted they will be forwarded to FDOT to allow FDOT to build their Five-Year Work Program. The TPO’s version of the FDOT Five-Year Work Program is the Transportation Improvement Program (TIP). The TIP contains state funded projects and locally funded projects. The TIP shows how the projects are developed over the next five years.

Mr. Kramer said the capacity projects in the Project Priorities are based on the 2040 Long Range Transportation Plan. The Transportation Systems Management, Transportation Alternatives, and public transportation projects are ranked by using TPO approved criteria. Public transportation projects are furnished by the TPO’s public transportation staff and the Bay Town Trolley staff. Aviation projects are provided by the Northwest Florida Beaches International Airport. The Port projects are provided by Port Panama City. Mr. Kramer reviewed the tables in the agenda packet.

Mr. Kramer said three outreach events were held in May 2019. On July 1, 2019 there was a workshop for the TPO, CAC, and TCC at Panama City Hall. Comments were included in the agenda packet. Also, in the agenda packet was included a letter from the Bay County Chamber of Commerce indicating support for some of the Project Priorities.

Mr. Kramer related that in the agenda packet it was recommended on Page 34, that the #1 SIS Project Priority be moved from $500,000 to $600,000. There was a similar Project Priority on Page 37, for an ITS project that also changed from $500,000 to $600,000. He said on Page 36, Table 2 the TCC recommended changing Priority #4 to
Priority #7. Priority #5 was left unchanged. Priority #6 was recommended by the TCC to become Priority #4. Priority #7 was recommended to be Priority #6.

Mr. Kramer said when the Project Priorities are adopted, they will be forwarded to FDOT, by August 1, 2019. FDOT will present the FY 2125 Tentative Work Program in October 2019.

Mr. Lincoln moved to recommend the TPO authorize the TPO chairman to sign Resolution BAY 19-12 adopting the Bay County TPO FY 2021-2025 Project Priorities with identified changes. The motion was seconded by Mr. Pretlow and was passed unanimously.

C. Consideration of Resolution BAY 19-13 Approving the Scope of Services for the Bay County TPO 2045 Long Range Transportation Plan (LRTP) Update

Mr. Kramer said every five years the TPO must update the LRTP. The current LRTP was adopted June 22, 2016 and will be adopted again by June 22, 2021. The draft Scope of Services for the LRTP was emailed to the Federal Highway Administration, Federal Transit Administration, and FDOT on June 4, 2019. It was presented at the June 2019 TPO meetings. Comments were requested by close of business on July 3, 2019. One comment was received by the Federal Highway Administration and was addressed in the updated Scope of Services.

Mr. Kramer said the Scope of Services lists tasks, responsibilities of the consultant, TPO staff and various other sources. The funds for the consultant services are $324,000 and were identified in the Unified Planning Work Program that was approved in 2018.

Mr. Lincoln moved to recommend the TPO authorize the TPO chairman to sign Resolution BAY 19-13 approving the Scope of Services for the Bay County TPO 2045 LRTP update. The motion was seconded by Mr. Waddell and was passed unanimously.

D. Appointment of Bay County TPO 2045 Long Range Transportation Plan (LRTP) Steering Committee

Mr. Kramer said the Steering Committee is comprised of members from the TCC, CAC and other interested parties. The committee will meet to review the elements of the LRTP and provide direction to the consultant and TPO staff.

Mr. Kramer said it was recommended that four members of the CAC serve on the Steering Committee. The following volunteered to serve on the committee: Mr. John Lincoln, Mr. Robert Waddell, Mr. Thomas Robinson, and Mr. Leon Miller.
Mr. Lincoln moved to recommend the TPO authorize the TPO chairman to approve Mr. Lincoln, Mr. Waddell, Mr. Robinson and Mr. Miller on the Bay County TPO 2045 LRTP Steering Committee. The motion was seconded by Mr. Pretlow and was passed unanimously.

E. Add-On Item – CAC Bylaw Change – Chair and Vice Chair Terms

Ms. Bates said the motion at the last meeting was somewhat unclear and was being presented again for clarification. The proposal was to change the CAC bylaws for the chair and vice chair, from one year terms to two year terms.

Mr. Lincoln moved to amend the CAC bylaws, to increase the term for the chair and vice chair from one year to two years. The motion was seconded by Mr. Robinson and was passed unanimously.

6. FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) UPDATE

Mr. Paulk said there will be a public hearing for the US 231 widening project, from north of Pipeline Road to north of Penny Road, on August 1, 2019. From 5:30 p.m. to 6:00 there will be an open house format, and from 6:00 p.m. to 6:30 there will be a formal presentation and opportunity for public comments. The meeting will be held at the Catholic church on Julia Drive.

Mr. Paulk said there will be a meeting for the West Bay Parkway project. This is a new proposed roadway starting on US 98 in Walton County to SR 388 and the airport. The meeting will be held August 29, 2019 at the Lyndell Conference Center in Panama City Beach FL. The meeting will start at 5:30 p.m.

Mr. Paulk said FDOT will be installing a traffic signal on SR 77 at Dean Bozeman School. It will be located at Crooked Lane and the Dean Bozeman School entrance. Work on the project will start late in July 2019.

Mr. Paulk said the roadway safety audit was completed last month. When results of the study are received by FDOT, FDOT will bring the results to the CAC and TPO.

Mr. Paulk said at the last meeting it was pointed out that the intersection of Moylan Road and Back Beach Road needed improvement. FDOT checked into the situation and FDOT will be replacing a traffic light at that location in June 2020. Mr. Pretlow said there is a traffic light and that there needs to be an expansion for the right turn lane on Moylan Road going east on Back Beach Road. Mr. Lincoln said it backs up the Moylan Road traffic because there are people waiting to go west on Back Beach Road. Mr. Lincoln said they need a stacking lane for eastbound traffic.
Mr. Paulk addressed the 23rd Street flyover. He said it is anticipated that the westbound direction will be shifted to the elevated roadway in August 2019. He further stated that the eastbound traffic will be shifted in February 2020. The total project will be completed in the fall of 2020.

Mr. Paulk said the speed limit sign has been check on by FDOT. He said they will have the sign fixed by October 2019.

Mr. Pretlow asked when construction should start on the westbound on the Thomas Drive flyover. Mr. Paulk said the PD&E they are pushing forward on Back Beach Road will help FDOT determine the need for the other portion of the flyover.

Mr. Lincoln said he was told by FDOT that the Thomas Drive flyover had been removed from the SIS schedule, which reduced the funding. Mr. Paulk said it is eligible for SIS funds; although there were no funds programmed for it. He said if the TPO chooses to elevate the priority of the flyover, FDOT will consider it for funding.

Mr. Paulk said it might be a stretch to get the SIS funding for the segment that flows traffic onto Thomas Drive.

Mr. Lincoln asked for an update on the condition of the contract for the flyover at Tyndall. Mr. Paulk said he would check and get an update. Mr. Paulk said it is a design/build contract, so it must be designed before improvements are done.

Mr. Miller asked where SR 390 is on the list. Mr. Kramer said SR 390 is #6 on the non-SIS list. Mr. Miller said 200 houses are to be built between US 231 and SR 390, which would tie up the traffic on SR 390. Mr. York asked if SR 390 is a priority on the SIS. Mr. Kramer said SR 390 is not a priority on the SIS. Mr. Kramer said the Long Range Plan was amended for SR 390. Mr. Paulk said SR 390 will be picked up on the next development cycle.

Mr. Miller said at the last meeting he asked about the turning signal at SR 77 and 17th Street. He asked who canceled the signal. Mr. Paulk said before the improvements can be added, FDOT must do a traffic study to make sure the signal is appropriate for the intersection. He said the CAC would have to make a motion for the TPO to request FDOT study the location. Mr. Miller said at SR 77 and 17th Street there is no turning lane and there is an extended wait time to turn. Mr. Paulk said he is not aware of any scheduled installation of a traffic signal at that location. He said FDOT’s Traffic Operations will look at the intersection to determine if a signal is warranted and appropriate.

Mr. Miller said there needs to be a study at 17th Street and 12th Street in Lynn Haven.
Mr. Waddell moved to recommend the TPO request FDOT study SR 77 and 12th Street in Lynn Haven. Mr. Miller seconded the motion. The motion was passed unanimously.

Mr. Paulk said the TPO can send a letter to FDOT requesting the study be done.

Mr. Miller referred to Richard Jackson Blvd., the north side of Back Beach Road, stating that there is a single lane eastbound turn lane. He said the traffic turns into a disaster area at about 2:30 p.m. until 6:30 p.m. Mr. Paulk said the safety audit is complete and was done the month prior, although the results have not been received. He further stated that when the date is made available, the CAC and TCC will be informed as to the proposed approval.

Mr. Lincoln said there is a stacking lane headed westbound, that turns south at Alf Coleman Road. He said it is short stacking lane going into Lowes and towards the beach. He said Middle Beach Road has become totally jammed with traffic. He said there are people coming off Back Beach Road to turn to get onto Middle Beach Road. He said the stacking lane should be made longer. Mr. Paulk said Alf Coleman Road is the other intersection that is being studied.

Ms. Stone asked if FDOT is still working on putting signs up since the hurricane. She said there is still a sign down in front of the dollar store close to Kelly Street, on Back Beach Road. Mr. Paulk said they are still working on putting signs back up. There are active contracts for signage.

7. PLANNING PRESENTATIONS (no action)

None

8. PLANNING INFORMATION PACKAGE:

Enclosed in the agenda were the following items:

- TCC and CAC June 2019 Meeting Minutes
- Bay June 2019 Actions Report
- Quarterly Air Quality Report
- Bay County TPO 2019 Meeting Schedule

9. TRANSIT ACTION ITEMS

10. TRANSIT UPDATE

Mr. Smith stated there was not a transit update.
11. **TRANSIT INFORMATION PACKAGE**

   - Transit Financial Report

12. **OTHER BUSINESS**

   Ms. Bates said the next TPO meetings will be held October 23, 2019 at the Panama City Hall.

13. **ADJOURN** - There being no further business the meeting adjourned at 2:15 p.m.
MEMORANDUM

DATE: July 30, 2019

TO: Mr. Bryant Paulk, AICP, FDOT Urban Liaison
Ms. Donna Green, FDOT Urban Liaison

CC: TPO, TCC, and CAC Members

FROM: Tiffany Bates, Transportation Program Coordinator

RE: TPO Actions Report – July 24, 2019

The following items were discussed and acted upon by the Bay County Transportation Planning Organization (TPO) at the July 24, 2019 meeting. The Florida Department of Transportation (FDOT) has requested a copy of this report so the appropriate FDOT department directors can take action as requested by the TPO. Copies are sent to local government representatives for coordination with local plans.

TRANSPORTATION IMPROVEMENT PROGRAM

The TPO unanimously approved, by roll call vote, Resolution BAY 19-10 amending the FY 2019-2023 Transportation Improvement Program to show all federal funds being used by the TPO for planning purposes in the FY 2018/2019 and FY 2001/2020 Unified Planning Work Programs for Financial Project Identification (FPID) number 4393202 in FY 2018/2019 for $742,595 and in FY 2019/2020 for $806,125. This action was recommended to ensure FDOT can authorize funding for this project.

FY 2021-2025 PROJECT PRIORITIES

The TPO unanimously approved, by roll call vote, Resolution BAY 19-12 adopting the Bay County TPO FY 2021-2025 Project Priorities with the changes listed below. This motion was recommended to maintain the August 1, 2019 submittal deadline to FDOT. The finalized project priority tables are attached to this report.

TABLE 1 NON-SIS PROJECTS:
- #1 ITS priority increased funding to $600,000

TABLE 2 SIS PROJECTS:
- #4 SIS Priority SR 368 (23rd Street) US 98 (15th Street) to SR 390 moved to #7
- #6 SIS Priority SR 30A (US98) PC Beach Parkway East of Nautilus Street to East of R. Jackson Blvd moved to #4
- #7 SIS Priority SR 30A (US 98) PC Beach Parkway East of R. Jackson Blvd to Hathaway Bridge moved to #6
TABLE 3 TSM PROJECTS:
• #1 ITS priority increased funding to $600,000

LONG RANGE TRANSPORTATION PLAN:
The TPO approved Resolution BAY 19-13 approving the Scope of Services for the Bay County TPO 2045 Long Range Transportation Plan Update. This action was recommended to begin the Long Range Plan update as soon as possible in order meet the June 21, 2021 adoption date.

The TPO approved the appointment of the Bay County TPO 2045 Long Range Transportation Plan Steering Committee. This action is recommended to provide oversight as well as review and comment on the 2045 LRTP products prior to being presented to the full TPO, TCC, and CAC. From the TCC, Keith Bryant, Marc Mackey, Kelly Jenkins and Ian Crelling were appointed. From the CAC, John Lincoln, Thomas Robinson, Robert Waddell and Leon Miller were appointed.

PUBLIC PARTICIPATION PROCESS
Under consent, the TPO approved Resolution BAY 19-04 adopting the Public Participation Process (PPP) plan for the Bay County Transportation Planning Organization (TPO). This action was recommended because the PPP provides guidelines for achieving quality public involvement when developing major planning documents and programs.

TRANSPORTATION ALTERNATIVES PLANNING
Under consent, the TPO approved Resolution BAY 19-11 adopting the updated 2019 Transportation Alternatives (TA) Set-Aside scoring criteria. This action was recommended in order for the criteria to be in place for the next group of applications for consideration.

TPO ADMINISTRATION
The TPO approved a motion asking FDOT to consider removing a “U-Turn Yield” sign and replacing it with a “No U-Turn” sign at US 98 (SR 30A/Tyndall Parkway) and SR 22 (Wewa Highway) as they feel that the yielding is causing traffic back up.

PUBLIC TRANSPORTATION ITEMS
Following a public hearing, the TPO approved the adoption of the Federal Fiscal Year (FFY) 2019 Federal Transit Administration (FTA) Section 5307 grant application program of projects. This action was recommended so that the Bay County TPO may move forward with applying for the grant funds.

The TPO approved under consent Resolution BAY 19-14 approving the revised Title VI Non-Discrimination Policy and Plan including Limited English Proficiency (LEP) for FFY2018-FFY2021. This action was recommended so that the Bay County TPO may continue receiving and utilizing state and federal grants fund.
<table>
<thead>
<tr>
<th>Priority Rank</th>
<th>Project Name/Limits</th>
<th>FDOT WPID</th>
<th>Programmed Funding</th>
<th>Project/Strategy</th>
<th>County</th>
<th>Length (miles)</th>
<th>Funding Sought</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ITS</td>
<td>4084123</td>
<td>Phase 2020 $450,000</td>
<td>Operations and Maintenance of the current ITS System</td>
<td>BAY</td>
<td>NA</td>
<td>$600,000</td>
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<td>2</td>
<td>Harvard Boulevard</td>
<td>NA</td>
<td>Phase 2020 10450,000</td>
<td>Construction of Sidewalks or Bicycle Lanes</td>
<td>BAY</td>
<td>1.55</td>
<td>$450,000</td>
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<td>3</td>
<td>Public Transportation Capital Improvements</td>
<td>4232001</td>
<td>Phase CAP-OL $187,500</td>
<td>Flex Funds</td>
<td>BAY</td>
<td>NA</td>
<td>$350,000</td>
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<td>4</td>
<td>City of Lynn Haven Trails Program US 231 to 10th St. Dead End at Fuel Depot</td>
<td>4299381</td>
<td>Phase 2020 1040,000</td>
<td>Rails to Trails Program</td>
<td>BAY</td>
<td>4.167</td>
<td>$100,000</td>
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<td>5</td>
<td>SR 22 (Wewa Highway) Business 98 to Star Avenue</td>
<td>4258031</td>
<td>Phase 2020 10410,000</td>
<td>Widen to 4 Lanes</td>
<td>BAY</td>
<td>3.069</td>
<td>ROW</td>
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<tr>
<td>6</td>
<td>SR 190 SR 77 to US 231</td>
<td>4222252</td>
<td>Phase 2020 1040,000</td>
<td>Widen to 6 Lanes</td>
<td>BAY</td>
<td>4.308</td>
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<td>7</td>
<td>CR 389 (Last Avenue) CR 2312 (Baldwin Road to SR 393)</td>
<td>NA</td>
<td>Phase 2020 1040,000</td>
<td>Widen to 4 Lanes</td>
<td>BAY</td>
<td>2</td>
<td>ROW</td>
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<tr>
<td>8</td>
<td>US 98 at Thomas Drive</td>
<td>2179951</td>
<td>Phase 2020 10410,000</td>
<td>Interchange Phases II and III</td>
<td>BAY</td>
<td>1.412</td>
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<td>9</td>
<td>Transmitter Road US 231 (SR 75) to SR 22 (Wewa Highway)</td>
<td>NA</td>
<td>Phase 2020 1040,000</td>
<td>Widen to 4 Lanes</td>
<td>BAY</td>
<td>4.12</td>
<td>ROW</td>
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<tr>
<td>10</td>
<td>Star Avenue SR 22 (Wewa Highway) to US 231 (SR 75)</td>
<td>NA</td>
<td>Phase 2020 1040,000</td>
<td>Widen to 4 Lanes</td>
<td>BAY</td>
<td>6.7</td>
<td>ROW</td>
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<td>11</td>
<td>Gulf to Bay Parkway CR 386 to South of Tyndall Air Force Base</td>
<td>4209615</td>
<td>Phase 2020 10410,000</td>
<td>Construct New Roadway</td>
<td>BAY</td>
<td>5.1</td>
<td>CST</td>
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<td>12</td>
<td>Gulf Coast Parkway US 98 (SR 30) to US 231 (SR 75)</td>
<td>4209812</td>
<td>Phase 2020 1040,000</td>
<td>Construct New Roadway</td>
<td>BAY</td>
<td>36.07</td>
<td>PE</td>
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<td>13</td>
<td>West Bay Parkway US 98 (SR 30) to Walton Co. to SR 79</td>
<td>4244641</td>
<td>Phase 2020 10410,000</td>
<td>Construct New Roadway</td>
<td>BAY</td>
<td>11.661</td>
<td>ROAD</td>
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<td>14</td>
<td>West Parkway Extension SR 77 to SR 75 (US 231)</td>
<td>4244642</td>
<td>Phase 2020 10410,000</td>
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<td>WALTON</td>
<td>11.661</td>
<td>PE</td>
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<td>15</td>
<td>SR 77 Baldwin Road to 3rd Street</td>
<td>NA</td>
<td>Phase 2020 1040,000</td>
<td>Multimodal Study</td>
<td>BAY</td>
<td>3.55</td>
<td>ROW</td>
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<tr>
<td>16</td>
<td>SR 388 E. of Airport to E. of Burnt Mill Creek</td>
<td>4244646</td>
<td>Phase 2020 10410,000</td>
<td>Widen to 4 Lanes</td>
<td>BAY</td>
<td>1.946</td>
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<td>17</td>
<td>SR 388 E. of Burnt Mill Creek to SR 77</td>
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<td>Phase 2020 10410,000</td>
<td>Widen to 4 Lanes</td>
<td>BAY</td>
<td>6.477</td>
<td>ROW</td>
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**FULLY FUNDED PROJECTS NOT YET CONSTRUCTED**

<table>
<thead>
<tr>
<th>Project Name/Limits</th>
<th>FDOT WPID</th>
<th>Programmed Funding</th>
<th>Project/Strategy</th>
<th>County</th>
<th>Length (miles)</th>
<th>Funding Sought</th>
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<tr>
<td>Gulf Coast Parkway</td>
<td>4109618</td>
<td>ROW $540,000</td>
<td>Construct New Roadway</td>
<td>BAY</td>
<td>1.757</td>
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### Table 2 - FY 21-25 Strategic Intermodal System (SIS) Project Priorities

**Approved**

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<tr>
<th>Priority Rank</th>
<th>Project Name/Limits</th>
<th>FDOT WP#</th>
<th>Programmed Funding</th>
<th>Project/Strategy</th>
<th>County</th>
<th>Length (miles)</th>
<th>Funding Sought</th>
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<tr>
<td>1</td>
<td>SR 75 (US 231)</td>
<td>2179107</td>
<td>Phase 2020 2021 2022 2023 2024</td>
<td>Widen to 6 Lanes</td>
<td>BAY</td>
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<td>CST</td>
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<td></td>
<td>US 98 (15th St.) to SR 368 (23rd St.)</td>
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<td>2</td>
<td>SR 75 (US 231)</td>
<td>2179108</td>
<td>Phase 2020 2021 2022 2023 2024</td>
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<td>BAY</td>
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<tr>
<td></td>
<td>SR 368 (23rd St.) to South of Pipeline Rd.</td>
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<tr>
<td>3</td>
<td>SR 75 (US 231)</td>
<td>2179103</td>
<td>Phase 2020 2021 2022 2023 2024</td>
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<td>BAY</td>
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<td>CST</td>
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<tr>
<td></td>
<td>S.of Pipeline Rd. to N. of Penny Rd.</td>
<td></td>
<td>ROW CST $5,910,300 $10,629,000</td>
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<td>4</td>
<td>SR 30A (US 98) PC Beach Parkway</td>
<td>2178384</td>
<td>Phase 2020 2021 2022 2023 2024</td>
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<td>BAY</td>
<td>2.511</td>
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<td>E. of Nautilus St. to E. of R. Jackson Blvd.</td>
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<td>PE CST $2,900,205</td>
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<td>SR 30A (US 98) PC Beach Parkway</td>
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<td></td>
<td>Mandy Lane to East of Nautilus Street</td>
<td></td>
<td>ROW CST $5,000,000</td>
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<tr>
<td>6</td>
<td>SR 30A (US 98) PC Beach Parkway</td>
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<td>Phase 2020 2021 2022 2023 2024</td>
<td>Widen to 6 Lanes</td>
<td>BAY</td>
<td>5.275</td>
<td>ROW</td>
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<tr>
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<td>E. of R. Jackson Blvd. to Hathaway Bridge</td>
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<td>7</td>
<td>SR 368 (23rd St.)</td>
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<td>BAY</td>
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<td>PD&amp;E</td>
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<td>US 98 (15th St.) to SR 390</td>
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<td>8</td>
<td>East Avenue</td>
<td>4403006</td>
<td>Phase 2020 2021 2022 2023 2024</td>
<td>Widen to 4 Lanes</td>
<td>BAY</td>
<td>1.115</td>
<td>PE</td>
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<tr>
<td></td>
<td>Port Entrance to SR 30 (US 98B) 5th St.</td>
<td></td>
<td>PD&amp;E CST $525,000</td>
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<td>9</td>
<td>SR 389 (East Avenue)</td>
<td>4403003</td>
<td>Phase 2020 2021 2022 2023 2024</td>
<td>Widen to 4 Lanes</td>
<td>BAY</td>
<td>2.189</td>
<td>PE</td>
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<tr>
<td></td>
<td>SR 30 (US 98B) 5th St. to Sherman Av.</td>
<td></td>
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</tbody>
</table>

**ABBREVIATIONS:**

PD&E - Project Development and Environment Study
PE - Preliminary Engineering (Design)
ROW - Right-of-Way
CST - Construction
SIS - Strategic Intermodal System (FDOT roadway designation)

**FULLY FUNDED PROJECTS NOT YET CONSTRUCTED**

<table>
<thead>
<tr>
<th>Project Name/Limits</th>
<th>FDOT WP#</th>
<th>Programmed Funding</th>
<th>Project/Strategy</th>
<th>County</th>
<th>Length (miles)</th>
<th>Funding Sought</th>
</tr>
</thead>
<tbody>
<tr>
<td>SR 390 (St. Andrews Boulevard)</td>
<td>2178752</td>
<td>CST $45,927,451</td>
<td>Widen to 6 Lanes</td>
<td>BAY</td>
<td>3.305</td>
<td>Fully Funded</td>
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<tr>
<td>SR 368 (23rd St) to CR 2312 (Baldwin Rd)</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
Table 3 - FY 21-25 Transportation System Management (TSM) Project Priorities
Approved

<table>
<thead>
<tr>
<th>Recommended Rank</th>
<th>Previous Rank</th>
<th>Major Street</th>
<th>Minor Street</th>
<th>Proposed Improvements</th>
<th>Study Date</th>
<th>Cost Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Operations and Maintenance of the current ITS System. (Fund with TSM Funds if this project cannot be funded with Capacity Funds and fund the maintenance of the system firsts; LRTP Capacity Priority #1).</td>
<td>NA</td>
<td>$600,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>5</td>
<td>SR 390 (Bek Avenue)</td>
<td>19th Street</td>
<td>1- Upgrade to Mast Arm Signalization</td>
<td>NA</td>
<td>$290,460 for Construction $296,800 for ROW</td>
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<tr>
<td>3</td>
<td>7</td>
<td>SR 390</td>
<td>Cato Road</td>
<td>1- Dual EBLT 2- Reconstruct WBRT 3- Reconstruct signal</td>
<td>05/29/18</td>
<td>$512,465 for Construction $547,000 for ROW</td>
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</table>

<table>
<thead>
<tr>
<th>Recommended Rank</th>
<th>Previous Rank</th>
<th>Major Street</th>
<th>Minor Street</th>
<th>Proposed Improvements</th>
<th>Study Date</th>
<th>Cost Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA</td>
<td>NA</td>
<td>SR 75 (US 231)</td>
<td>19th Street</td>
<td>1- Construct South Bound Right Turn Lane on SR 75 (US 231) and West Bound Right Turn Lane on 19th Street.</td>
<td>NA</td>
<td>Fully Funded</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Recommended Rank</th>
<th>Previous Rank</th>
<th>Major Street</th>
<th>Minor Street</th>
<th>Proposed Improvements</th>
<th>Study Date</th>
<th>Cost Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA</td>
<td>2</td>
<td>SR 75 (US 231)</td>
<td>CR 2327 (Transmitter Road)</td>
<td>1- Construct East Bound Right Turn Lane and Extend North Bound Left Turn Lane to Accommodate Queue.</td>
<td>NA</td>
<td>Fully Funded</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Recommended Rank</th>
<th>Previous Rank</th>
<th>Major Street</th>
<th>Minor Street</th>
<th>Proposed Improvements</th>
<th>Study Date</th>
<th>Cost Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA</td>
<td>3</td>
<td>SR 391 (Airport Road)</td>
<td>19th Street</td>
<td>1- Add Left Turn Lanes and Upgrade to Mast Arms.</td>
<td>NA</td>
<td>Fully Funded</td>
</tr>
</tbody>
</table>

FDOT Comments: No comments provided.

FDOT Comments: Requested by Cliff Johnson & Bay County. Possible to fund via SISQuick.

FDOT Comments: Part of Right-of-Way needs could be granted by school.

FDOT Comments: Construction funded FY19/20. Project ID 4381381.

FDOT Comments: Construction funded FY21/22. Project ID 4398921.

FDOT Comments: Construction funded FY21/22. Project ID 4418811.
### Table 4 - FY 21-25 Transportation Alternatives Program (TAP) Project Priorities Approved

<table>
<thead>
<tr>
<th>Priority</th>
<th>FDOT WP#</th>
<th>Project</th>
<th>Limits</th>
<th>Description</th>
<th>Phases</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>4381112</td>
<td>SR 30 (Business 98) (Parker)</td>
<td>Merits Drive to Municipal Park Entrance</td>
<td>Construct sidewalks along Business Highway 98. The sidewalk will be FDOT typical and ADA Compliant.</td>
<td>Fully Funded</td>
</tr>
<tr>
<td>2</td>
<td>4381061</td>
<td>Cherry Street (Callaway)</td>
<td>US 98/Tyndall Parkway to S. Star Avenue</td>
<td>Construct sidewalks along both sides of the roadway. The sidewalk will be FDOT typical and ADA compliant.</td>
<td>Fully Funded</td>
</tr>
<tr>
<td>3</td>
<td>NA</td>
<td>6th Street Tennessee Ave 14th Street Minnesota Ave East 17th Street Sheffield Park (Lynn Haven)</td>
<td>Tennessee Ave to Kings Park SR 350 to 5th Street Tennessee Ave to Maryland Ave. SR 350 to 17th Street Iowa Ave to Mississippi Ave Along 9th Street, 10th Street, and Pennsylvania Ave.</td>
<td>The Proposed project would provide the necessary safe pedestrian travel path and additional connectivity to an existing sidewalk system. The sidewalks will be FDOT typical and ADA compliant.</td>
<td>PE and CST</td>
</tr>
<tr>
<td>4</td>
<td>NA</td>
<td>Sherman Avenue (Bay County)</td>
<td>US 98 to 11th Street</td>
<td>Construct sidewalk on the east side of Sherman Avenue. The sidewalk will be FDOT typical and ADA compliant.</td>
<td>PE and CST</td>
</tr>
</tbody>
</table>

**FULLY FUNDED PROJECTS NOT YET CONSTRUCTED**

<table>
<thead>
<tr>
<th>Project</th>
<th>FDOT WP#</th>
<th>Phase</th>
<th>CST</th>
<th>PE</th>
<th>PE</th>
<th>PE</th>
<th>PE</th>
<th>PE</th>
<th>PE</th>
<th>PE</th>
<th>PE</th>
<th>PE</th>
<th>PE</th>
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</tr>
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<tbody>
<tr>
<td>Merritt Brown Middle School</td>
<td>4229342</td>
<td>2020</td>
<td>2021</td>
<td>2022</td>
<td>2023</td>
<td>2024</td>
<td>Sidewalks</td>
<td>BAY 1.15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Merritt Brown Rd, and Merritt Brown Way</td>
<td>CST</td>
<td>$215,855</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SR 30 (US 98)</td>
<td>4381111</td>
<td>2020</td>
<td>2021</td>
<td>2022</td>
<td>2023</td>
<td>2024</td>
<td>Sidewalks</td>
<td>BAY 0.612</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CR 22A (Rob Little Rd) to SR 30A (US 98)</td>
<td>CST</td>
<td>$491,017</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>CR 2323 (Boat Race Road)</td>
<td>4422561</td>
<td>2020</td>
<td>2021</td>
<td>2022</td>
<td>2023</td>
<td>2024</td>
<td>Bike PathTrail</td>
<td>BAY 0.991</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SR 30A (US 98) Tyndall Pkwy. to Berthe Av.</td>
<td>PE</td>
<td>$61,200</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Wallace Road</td>
<td>4422671</td>
<td>2020</td>
<td>2021</td>
<td>2022</td>
<td>2023</td>
<td>2024</td>
<td>Sidewalks</td>
<td>BAY 0.997</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>SR 30A (US 98) Tyndall Pkwy. to Berthe Av.</td>
<td>CST</td>
<td>$1,005,489</td>
<td></td>
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<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**PD&E - Project Development and Environment Study**
**PE - Preliminary Engineering (Design)**
**ROW - Right-of-Way**
**CST - Construction**
June 28, 2019

Mary-Beth Washnock, Planning Manager, Transportation
Bay County TPO
P.O. Box 11399
Pensacola, FL 32514

RE: Administrative Amendment to the Bay County TPO Fiscal Years' 2018/19 through 2022/23 Transportation Improvement Program (TIP)

Dear Ms Washnock:

The purpose of this letter is to request that you approve an administrative amendment to the adopted Bay County’s Transportation Improvement Program (TIP) for FY 2018/19 through 2022/23 TIP to reconcile differences between the TIP and the Department’s Adopted Five Year Work Program. As you are aware, the FY 2019/20 through 2023/24 TIP will not become recognized as effective for federal purposes until October 1, 2019. Until then, the FY 2018/19 through 2022/23 TIP will be used by FHWA and FTA for authorization of funds. The differences between the two documents need to be reconciled so that your current TIP includes the most accurate and up-to-date information.

This request follows the process outlined in Federal Aid Technical Bulletin 04-01, dated June 10, 2004. All of the project information contained in this request is exactly as it appears in the FY 2019/20 through 2023/24 TIP that was approved by your Board on June 26, 2019. Your approval of this request will eliminate the differences between the two documents for federally funded projects that could require federal authorization before October 1, 2018, as well as confirm their consistency with the Bay County TPO’s current Long Range Transportation Plan (LRTP). This process will not replace the usual committee review and Board approval that is followed for regular TIP amendments that are required at other times of the year. This action will simply reconcile the documents for the period between the beginning of the State and Federal fiscal years.

The projects submitted for your approval include:

<table>
<thead>
<tr>
<th>FPN</th>
<th>Project Name</th>
<th>Description</th>
<th>Fund</th>
<th>Phase</th>
<th>Fiscal Year</th>
<th>Funding</th>
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<tbody>
<tr>
<td>441742-3</td>
<td>Alf Coleman Rd</td>
<td>Construction</td>
<td>ACLD</td>
<td>CST</td>
<td>20</td>
<td>$393,000</td>
</tr>
<tr>
<td>441798-3</td>
<td>SR 75 (US 231)</td>
<td>Construction</td>
<td>ACSS</td>
<td>CST</td>
<td>20</td>
<td>$35,000</td>
</tr>
<tr>
<td>444220-1</td>
<td>SR 30 Front Beach Rd</td>
<td>Design</td>
<td>SR2T</td>
<td>PE</td>
<td>20</td>
<td>$48,978</td>
</tr>
<tr>
<td>444220-2</td>
<td>Clara Avenue</td>
<td>Design</td>
<td>SR2T</td>
<td>PE</td>
<td>20</td>
<td>$139,821</td>
</tr>
</tbody>
</table>
Bay County TPO  
June 28, 2019  
Page 2

Please acknowledge your approval of this administrative amendment to your current TIP by signing this letter and returning it to this office for further processing. The Department appreciates your expeditious handling of this request. If you have any questions, please feel free to contact me at (850) 330-1537.

Sincerely,

Casey Johns  
TPO TIP Coordinator

cc: Samantha Parks, FDOT, MS 28  
Cathy Kendall, FHWA, MS 29

Approved By:  
Mary-Beth Washnock, Planning Manager, Transportation  
2-11-19

Date
July 25, 2019

Mr. Ray Kirkland 
FDOT District 3 Planning 
P. O. Box 607 
Chipley FL 32428-0607

Dear Mr. Kirkland:

RE: Amendment to the FY 2019-2023 Transportation Improvement Program (TIP)

At the July 24th Bay County TPO meeting, the TPO passed Resolution 19-10 to amend the following project in the FY 19-23 TIP.

To show all federal funds being used by the TPO for planning purposes in the FY 2018/2019 and FY 2019/2020 Unified Planning Work Programs for Financial Project Identification (FPID) number 4393202 in FY 2018/2019 for $742,595 and in FY 2019/2020 for $806,125.

The signed resolution and amended TIP page are attached. If you have any questions, please contact Mr. Gary Kramer at 1-800-226-8914, ext 219, or gary.kramer@ecrc.org

With Sincere Appreciation,

Mary Beth Washnock 
Transportation Manager

Attachments: 
1. Resolution 19-10 
2. Amended FY 2019-2023 TIP Page

Copies to: 
Bryant Paulk – Milton Operations Center 
Donna Green, Casey Johns, FDOT District 3
RESOLUTION BAY 19-10

A RESOLUTION OF THE BAY COUNTY
TRANSPORTATION PLANNING ORGANIZATION
AMENDING THE FISCAL YEAR 2019 – FISCAL YEAR 2023
TRANSPORTATION IMPROVEMENT PROGRAM

WHEREAS, the Bay County Transportation Planning Organization (TPO) is the metropolitan planning organization designated by the governor of Florida as being responsible for carrying out a continuing, cooperative, and comprehensive transportation planning process for the Bay County metropolitan planning area; and

WHEREAS, the Transportation Improvement Program (TIP) is adopted annually by the TPO and submitted to the governor of State of Florida, to the Federal Transit Administration, and through the State of Florida to the Federal Highway Administration; and

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 TPO’s TIP; and

WHEREAS, the Bay County Transportation Planning Organization (TPO) believes that the amendment listed below will support the performance targets established by the states and supported by the TPO;

NOW, THEREFORE, BE IT RESOLVED BY THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION THAT:

The TPO amends the Fiscal Year (FY) 2019 – FY 2023 Transportation Improvement Program to show all federal funds being used by the TPO for planning purposes in the FY 2018/2019 and FY 2019/2020 Unified Planning Work Programs for Financial Project Identification (FPID) number 4393212 in FY 2018/2019 for $742,595 and in FY 2019/2020 for $861,125.

Passed and duly adopted by the Bay County Transportation Planning Organization on this 24th day of July 2019.

BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION

By: [Signature]

Pamm Henderson, Chairperson

ATTEST: [Signature]
## BAY TPO

### Work Summary:
TRANSPORTATION PLANNING

### From:
FY 19-20 UPWP

### To:

### Lead Agency:
Bay County TPO

### LRTP #:
Final Report p. 7-5

<table>
<thead>
<tr>
<th>Phase</th>
<th>Fund Source</th>
<th>2018/19</th>
<th>2019/20</th>
<th>2020/21</th>
<th>2021/22</th>
<th>2022/23</th>
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</tr>
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<tbody>
<tr>
<td>PLN</td>
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<td>742,595</td>
<td>456,125</td>
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<td>1,198,720</td>
</tr>
<tr>
<td>PLN</td>
<td>SL</td>
<td>0</td>
<td>350,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>350,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>742,595</td>
<td>806,125</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1,548,720</td>
</tr>
</tbody>
</table>

### Prior Cost < 2018/19:
0

### Future Cost > 2022/23:
0

### Total Project Cost:
1,548,720

### Project Description:
Transportation planning funds for Bay TPO's FY 19-20 UPWP.
Pursuant to the requirements of 23 U.S.C. 134(k)(5) and 23 CFR 450.334(a), the Department and the MPO have performed a review of the certification status of the metropolitan transportation planning process for the Bay County TPO with respect to the requirements of:

2. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 C.F.R. Part 21
3. 49 U.S.C. 5332 prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
4. Section 1101(b) of the FAST Act and 49 C.F.R. Part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
5. 23 C.F.R. Part 230 regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
6. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq,) and the regulations found in 49 C.F.R. Parts 27, 37, and 38;
7. The Older Americans Act, as amended (42 U.S.C. 6101) prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
8. Section 324 of 23 U.S.C. regarding the prohibition of discrimination on the basis of gender; and

Included in this certification package is a summary of noteworthy achievements by the MPO, attachments associated with these achievements, and (if applicable) a list of any recommendations and/or corrective actions. The contents of this Joint Certification Package have been reviewed by the MPO and accurately reflect the results of the joint certification review meeting held on March 11, 2019.

Based on a joint review and evaluation, the Florida Department of Transportation and the Bay County TPO recommend that the Metropolitan Planning Process for the Bay County TPO be certified.

May 12, 2019
Date

Name: Phillip Gainer, P.E.
Title: District Secretary (or designee)

Name: Pamn Henderson
Title: MPO Chairman (or designee)
April 22, 2019

Mrs. Mary Beth Washnock  
Transportation Planning Manager  
Bay County Transportation Planning Organization  
4801 E. Olive Rd. Suite A  
Pensacola, FL 32514

RE:  FDOT Joint Certification Calendar Year 2018

Dear Mrs. Washnock:

The Bay County Transportation Planning Organization (TPO) is the transportation planning agency tasked with the development of the Metropolitan Planning Organization (MPO) process in the Bay County Urbanized area. Annually, the Florida Department of Transportation (Department), conducts a certification review of the planning process to certify that the TPO complies with state and federal planning requirements.

The Department continues to encourage the TPO to consistently submit monthly invoices and status reports. Based on the guidance set forth in Section 7.6 of the MPO Program Management Handbook, intended to satisfy the Risk Assessment requirements described in 2 CFR §200.331, the TPO’s Risk Level is High. Quarterly monitoring is required in Calendar Year 2020.

The Department notes that the TPO staff has revised the Public Participation Plan (PPP) in response to the corrective action outlined in the Final TMA Certification Review Report, dated December 31, 2018. The revised PPP is scheduled for adoption by the TPO on July 24, 2019.

The TPO is commended for successful implementation of various non-traditional public involvement outreach intended to increase public participation in development of the Project Priorities and Pedestrian/Bicycle Master Plan, both adopted in 2018.

Thank you for the TPO’s proactive involvement in transportation planning and ongoing commitment to the practice of comprehensive transportation planning. The Department looks forward to working with the TPO in the upcoming year on implementation of planning projects.
Mary Beth Washnock
Page 2
April 22, 2019

The Department has completed the joint certification of the TPO. The TPO planning process is hereby certified. Upon review and approval, please sign the Joint Certification Statement and return to the Department for final execution.

Should you have any questions, please feel free to contact me at (850) 981-2754.

Sincerely,

Bryant Paulk, AICP
Urban Planning Manager

Enclosure:

CC:  Mark Reichard, Administrator for Metropolitan Planning, FDOT Office of Policy Planning
     Erica Thompson, Statewide Metropolitan Planning Coordinator, FDOT Office of Policy Planning
     Cathy Kendall, Federal Highway Administration
     Luis D. Lopez, Federal Highway Administration
GET INVOLVED!

WHAT IS IT?

The Florida Transportation Plan (FTP) is the state’s long-range plan guiding Florida’s transportation future. The FTP is a plan for all of Florida—and affects every resident, business, and visitor. The FTP goals impact our quality of life and economic prosperity.

The Florida Department of Transportation (FDOT) and its partners are updating the FTP. Share your thoughts with us so we can ensure the FTP reflects the needs of Florida’s communities.

GOALS

- **SAFETY** and **SECURITY**
  for residents, visitors, and businesses
- **AGILE, RESILIENT, and QUALITY**
  Transportation **INFRASTRUCTURE**
- **CONNECTED, EFFICIENT, and RELIABLE MOBILITY**
  for people and freight
- **TRANSPORTATION CHOICES**
  that improve accessibility and equity
- Transportation solutions that **STRENGTHEN FLORIDA’S ECONOMY**
- Transportation systems that **ENHANCE FLORIDA’S COMMUNITIES**
- Transportation solutions that **PROTECT FLORIDA’S ENVIRONMENT**

CROSS-CUTTING TOPICS

- **TECHNOLOGY**
  Will technology change how and when we travel?
- **RESILIENCE**
  How do we prepare our transportation system for, and recover from, weather, environmental, economic, and operational disruptions?
- **STATE/INTERREGIONAL**
  How do we improve the state’s most strategic transportation systems?
- **REGIONAL/LOCAL**
  What regional or local needs should we consider?
YOUR NEIGHBORS ARE SHARING THEIR TRANSPORTATION STORIES

Every weekday I take the bus to school. It’s important for me to have access to technology that provides real-time bus schedules so I can make it to class on time.

As I age, I care about living where I choose to stay independent. I need more transportation choices so I can easily get to doctor appointments, community events and my friends. I like feeling in control.

I own a small business. I depend on timely freight deliveries and a safe and accessible storefront to ensure customer satisfaction and my profitability.

Tell us your vision for transportation in Florida.
Help FDOT and its partners update the Florida Transportation Plan. Go to:

http://www.floridatransportationplan.com/

- Take the 10-MINUTE Values and Preference SURVEY
- SIGN UP for Mailing Lists
- JOIN a SUBCOMMITTEE
- LEARN MORE by listening to PODCASTS, watching WEBINARS, or READING
- Provide YOUR IDEAS online
- REQUEST a PRESENTATION to your organization or group
- Be on the lookout for REGIONAL WORKSHOPS COMING IN 2020
Introduction

The Florida-Alabama, Okaloosa-Walton, and Bay County Transportation Planning Organizations worked as partners to complete the Regional Intelligent Transportation Systems (ITS) Plan. The Regional ITS Plan was adopted in September of 2010 by each of the three TPOs. The purpose of this report is to outline how each partner has strived to implement the recommendations outlined in the Regional ITS Plan. The vision outlined in the Regional ITS Plan is a looped system that benefits the region.

ITS is a program aimed at using computers and communications to make travel smarter, faster, safer, and more convenient. ITS helps reduce the cost of moving goods and services to the marketplace.

The Regional ITS Plan includes a list of ITS system needs for each TPO. Existing ITS networks in each TPO are identified and evaluated in the Regional ITS Plan. Moreover, future needs are evaluated and additional staffing needs for operation and maintenance of future ITS improvements and the implementation of a regional ITS network to benefit all three TPOs is included. The following is a progress report of what each TPO has employed or is planning to employ to implement the recommendations outlined in the Regional ITS Plan.

Regional ITS Network

Sharing transportation information with transportation system users is a key characteristic of ITS applications. As transportation systems become more complex and interconnected, there is a need to share information with others in order to maximize the efficiency of the transportation network. In the Regional ITS Plan, a regional ITS network is recommended to connect all ITS components for all stakeholders in the region. Fiber optic cable is proposed along US 98 throughout the region. A fiber optic ring could be created with the proposed fiber running along US 98 to US 231 in Bay County, north to I-10, west on I-10 to I-110 in Escambia County, and south on I-110 to US 98. Figure 1 illustrates the existing and future needed fiber optic cable for a looped ITS network. A preliminary cost for the additional fiber optic cable is $3,291,740 (2010 Dollars). Cameras, Dynamic Message Signs (DMS), Microwave Vehicle Detection Systems (MVDS), and a weather station exist along I-10 and I-110 to help with incident detection and motorist information.
Figure 1- ITS Regional Master Plan Map
Florida-Alabama TPO

On September 8, 2010, through Resolution FL-AL 10-37, the Florida-Alabama TPO approved the Regional ITS Plan which includes the Florida-Alabama TPO, Okaloosa-Walton TPO, and Bay County TPO regions. The Florida-Alabama TPO has continually ranked the Escambia-Santa Rosa Regional ITS Project as one of the top priorities in the Transportation Improvement Program (TIP). An ITS Technical Working Group has been created to oversee the ITS implementation efforts in the Escambia and Santa Rosa Counties. The Escambia-Santa Rosa ITS Working Group meets monthly and is made up of representatives from Escambia and Santa Rosa Counties, the City of Milton, the City of Gulf Breeze, the City of Pensacola, West Florida Regional Council, and the FDOT. The group works together to ensure the ITS system is comprehensive and includes a funding plan for the implementation and operation of a regional Advance Traffic Management System (ATMS) and a regional Traffic Management Center (TMC) and related infrastructure.

Escambia County and Santa Rosa County

Since adoption the Regional ITS Plan, the following ITS projects have been deployed in the Escambia and Santa Rosa Counties:

- In 2013, the FDOT funded a continuing contract for implementation of an Active Arterial Management System on SR 291 (Davis Highway). The system consists of approximately 2.5 miles of arterial roadway from the intersection of Davis Highway at Johnson Avenue to the intersection of Davis Highway at SR 750 (Airport Boulevard) and ends at the Pensacola Regional Transportation Management Center (RTMC). The primary goals of this system are to improve safety, congestion, emergency response, incident management, and traffic flow along Davis Highway. Signalized intersections which are integrated in the Davis Highway System include Johnson Avenue, Klinger Street, University Parkway, Olive Road, Northercross Lane, I-10 WB Ramp, I-10 EB Ramp, Bloodworth Lane, Creighton, and Burgess Road. In 2016, two additional signalized intersection were added to the Davis Highway Active Arterial Management System at Longley Avenue and Airport Blvd.

- In 2013, FDOT awarded a design-build contract for implementation of the ATMS Phase I on Brent Lane/Bayou Blvd from North Palafox Street to North 12th Avenue, on North Palafox from Brent Lane to East Fairfield Drive, and on East Fairfield Drive from North Palafox Street to North 12th Avenue. The system includes integration of 18 signalized intersections along these corridors. This project included design, construction and integration of ITS infrastructure, including ten (10) cameras, approximately 6.7 miles of fiber optic cable, an Ethernet communication network, center to center communication, Closed Circuit Television (CCTV), and modification of existing closed loop systems. The project was completed in 2016 and accepted in January 2016.

- In 2015, Escambia County entered into a continuing professional services contract with DRMP, Inc. to provide general traffic engineering operation and management services including signal retiming, transportation engineering, planning and other support services for Escambia and Santa Rosa Counties. In general, the consultant is functioning as an extension of staff for traffic engineering related services.
In 2015, the Florida Department of Transportation and City of Pensacola initiated development of the Escambia-Santa Rosa Regional ATMS Feasibility Study and Implementation Plan project. The feasibility study will define a comprehensive plan to update and modernize traffic management tools and capabilities to prepare and assist the local agencies to meet their increasingly complex future transportation challenges. The Implementation Plan will be a blueprint for the modernization of the Escambia County and Santa Rosa County signal systems. A hardline communication link will be provided throughout the region with the deployment of 144-count single-mode fiber optic cable along key highways and arterials. More than 150 miles of fiber will be deployed either through proposed underground conduit or via the utilization of existing aerial spans, creating a direct link between all devices and TMC. Isolated signals or remote corridors will be brought onto the grid with the use of wireless network communication in the interest of cost savings. The regional ATMS will be implemented in two phases (phase II and phase III) at an approximate cost of $42,000,000. The proposed work for phase II carries an estimated cost of $25,000,000 and for phase III an estimated $17,000,000. The Escambia-Santa Rosa Regional ATMS Feasibility Study and Implementation Plan was completed in 2017. A copy of the Escambia-Santa Rosa Regional ATMS map is shown below.
o Received FDOT funds in the amount of $60,000 to replace 2 signal cabinets and wireless communication devices to establish communication for 3 signals in the City of Milton.

o Received FDOT funds in the amount of $151,600 for purchase of 18 UPS battery backup systems for 18 major intersections, 32 new batteries for 8 intersections and replacement of traffic signal cabinets at 2 intersections in the City of Pensacola.

Currently 110 signals are interconnected within FL-AL TPO Region. These signals are operated from Escambia County and City of Pensacola Traffic Operations Centers.

Lillian, Alabama
Installation of fiber optic cables is recommended along the US 98 corridor or CCTVs at the signalized intersections in the unincorporated community of Lillian in Southwest Baldwin County, Alabama. A recommendation in the Regional ITS Plan is that these signals can be monitored by a small TMC. The total estimated 2010 capital costs are $647,031 for 56,321 feet of fiber optic cable and conduit and five CCTVs in Lillian, Alabama.
Okaloosa-Walton TPO

Okaloosa County

Okaloosa County has an extensive ITS system already in place according to the Regional ITS Plan adopted by the Okaloosa-Walton TPO on September 16, 2010, through Resolution O-W 10-27. According to the Regional ITS Plan, Okaloosa County would benefit from additional fiber optic cable, CCTVs, and DMSs.

The crossing of the Mid-Bay Bridge with fiber, as recommended in the Regional ITS Plan is complete and will enhance the county’s traffic control communication system that allows for redundancy to the Destin and Niceville/Bluewater Bay intersections. Wireless communication installations have been maintained to intersections to the system along the western portion of US 98 including Hurlburt Field and west to the county line. In 2018 the County and FDOT formed an agreement to install fiber in the western portion of US 98 to replace the wireless communications making the existing links more reliable. The use of additional technologies is underway to link the remaining off system signalized intersections to on the system in the remote location of: SR 4 Baker, US 90 Milligan and US 90 at Antioch Rd. Okaloosa County directed FDOT consultant to perform two major signal retiming projects for the US 98 arterial in Destin (2016) and Beal and Mary Esther in 2017. In 2018 the County and FDOT has been conducting timing studies for SR 85 in in the Crestview area. A study was performed for the portion of SR 85 south of US 90 for the weekday periods in late 2017 with ongoing studies for the weekends on the south portion and remain northern portion in 2018.

The County conducted some fine tuning to the signal timing programs along SR 20 for intersections west of Rocky Bayou bridge. This task was performed by a consultant and paid for by FDOT/TPO allocated annual box fund for the computerized advance traffic management system. The County has replaced the wireless link between White Point Road and Mid-Bay Bridge Connector on SR 20 with fiber optics as the tree canopy was degrading the existing wireless communications link. Progress on wireless cellular communications to the three remaining/remote intersections is progressing forward but not without its own set of challenges due to cell modem coverage issues at these locations. As mentioned above the US West 98 ITS upgrade project is moving forward with an approved utility permit and construction to begin during the second half of 2019 with completion possible be the end of the year. As planned twenty additional CCTV’s have been procured and the plan is to install these items at various locations for either replacing existing outdated equipment or installing at new locations over the year.

The County and FDOT entered into a Joint Participation Agreement in 2016 for the planning, design and construction of a Traffic Management Center with location finalized this year. The next phase will include the design plans development with construction to follow. The plan is estimated to be completed sometime in 2021.

Table 1 shows the progress of ITS system implementation in Okaloosa County.
Table 1 - Existing Inventory, Future ITS Needs, and 2019 Progress for Okaloosa County

<table>
<thead>
<tr>
<th>Okaloosa County- Incorporated and Unincorporated</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Item</strong></td>
</tr>
<tr>
<td>Signalized Intersections On System / Off</td>
</tr>
<tr>
<td>Wireless Communication</td>
</tr>
<tr>
<td>Cameras</td>
</tr>
<tr>
<td>DMS</td>
</tr>
<tr>
<td>TMC</td>
</tr>
</tbody>
</table>

*Currently a temporary TMC resides at Okaloosa County Traffic signal Operations Office. Future needs are identified to add a TMC in the next few years.

**Five new signals were installed in summer of 2015 in Destin for pedestrian crossings. These signals were planned to be put on the fiber optic network, but it was determined by the County to use wireless technology as a cost savings benefit.

The County’s goal is to have monitoring capabilities at nearly all signalized intersections. Currently, 75 CCTVs exist throughout Okaloosa County at intersections in the following areas:

- South County - Fort Walton Beach, Shalimar, Mary Esther Urbanized Area (excluding Destin) - 35 CCTVs
- Destin Area - 13 CCTVs
- Niceville/Bluewater - 14 CCTVs
- Crestview Area - 13 CCTVs

**Walton County**

Fiber optic cable along with CCTV cameras and DMS are also recommended in Walton County. Fiber optic cable is not proposed to extend from DeFuniak Springs to US 98. Development is sparse on US 331 and connecting cable is not cost feasible. A TMC is also not feasible in this county. However, small control rooms in existing offices will allow existing staff to monitor ITS systems in each maintaining agency.

Walton County has entered into a JPA with FDOT in the amount of $100,000. The JPA has allowed procurement of a traffic engineer to facilitate ITS deployment in Walton County. The new traffic engineer, funded through the JPA, will maximize the capabilities and optimization of the existing system of traffic signals within the county, and perform other valuable traffic operations and engineering duties throughout the region. After covering salary expenses, the budget for this project will fund resources to support the traffic engineer’s work. Table 2 shows the progress of ITS implementation in Walton County and the City of DeFuniak Springs.
Table 2 - Existing Inventory, Future ITS Needs, and 2018 Progress for Walton County and City of DeFuniak Springs

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Signalized Intersections</td>
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</tr>
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<td>10</td>
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</tr>
<tr>
<td>DMS</td>
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<td>4</td>
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<tr>
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</tr>
<tr>
<td>City of DeFuniak Springs</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signalized Intersections</td>
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<td>Each</td>
<td>None</td>
<td>1</td>
<td>$10,575</td>
<td>None</td>
</tr>
</tbody>
</table>

*No future needs are identified in the Regional ITS Plan.
Bay County TPO

According to the Regional ITS Plan, Bay County has numerous signalized intersections and roadway corridors that could benefit from ITS expansion, particularly in the City of Panama City Beach. Growth of the beach area continues, and the signals on the beach need to be coordinated with the TMC. In addition, extending the ITS network on US 98 West would benefit this major corridor. Adding CCTVs and additional fiber cable for coordination of signals can be controlled by the existing TMC.

Many of the ITS future needs recommended in the Regional ITS Plan have been funded since 2010 to include installation of over 450,000 linear feet of fiber optic cable and conduit. In addition, two Remote Weather Information Systems have been installed. See Table 3 for a progress of ITS system implementation in Bay County.

Table 3 - Existing Inventory, Future ITS Needs, and 2018 Progress for Bay County

<table>
<thead>
<tr>
<th>Bay County- Incorporated and Unincorporated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signalized Intersections</td>
</tr>
<tr>
<td>Fiber Optic Cable and Conduit</td>
</tr>
<tr>
<td>Cameras</td>
</tr>
<tr>
<td>DMS</td>
</tr>
<tr>
<td>TMC</td>
</tr>
<tr>
<td>Weather Station</td>
</tr>
</tbody>
</table>

*No future needs are identified in the Regional ITS Plan.

Summary

The goal of this progress report on TPO implementation of the recommendations outlined in the Regional ITS Plan that was adopted in September 2010, is to remind the TPO partners in the region that the vision is to create a looped ITS system that integrates the ITS systems built in each TPO area and provides a compatible and seamless ITS link. If there is a break in the link, other ends of the looped system can communicate, providing information for movement of freight, emergency vehicles and the traveling public. There is a clear economic benefit to looping the systems. The first priority is to build reliable and compatible systems within each TPO area and to work with the FDOT on creating a seamless ITS network.
The Bay County Transportation Planning Organization (TPO) is hosting an education workshop to review Florida Department of Transportation guidance and procedures for the Transportation Alternatives Set-Aside Program.

TRANSPORTATION ALTERNATIVES PROGRAM
EDUCATION WORKSHOP

Tuesday, October 22, 2019
1 - 3 p.m.
Panama City, City Hall
501 Harrison Ave., Panama City, Fla.

For questions or concerns, please contact Caitlin Cerame,
850-332-7976, ext. 203 or caitlin.cerame@ecrc.org

The Bay County TPO is staffed by the Emerald Coast Regional Council (ECRC), a multi-purpose regional entity providing professional planning, coordinating, and advisory services to local governments, state and federal agencies, and the public to preserve and enhance quality of life in northwest Florida. 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 Brittany Ellers at 850-332-7976, ext. 220 or TTY 711 at least seven days prior to the meeting.
Below are the 2019 scheduled meeting dates for the Bay County Transportation Planning Organization Board and Committees. More information will be released as soon as it is available.

(Meeting schedule details are subject to change. For updates and agendas, please visit www.ecrc.org or email tiffany.bates@ecrc.org.)

**Board and Committees meet at the following times:**

Technical Coordinating Committee | 11 a.m.
Citizens’ Advisory Committee | 1:30 p.m.
Transportation Planning Organization | 3:30 p.m.

**June 26**
Bay County Government Center
840 W 11th Street, Panama City

**July 24**
Bay County Government Center
840 W 11th Street, Panama City

**October 23**
Panama City - City Hall, room 010
501 Harrison Avenue, Panama City

**December 4**
Panama City - City Hall, room 010
501 Harrison Avenue, Panama City

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ENCLOSURE G
ALL COMMITTEES
SUBJECT: Consideration to Approve a Contract Between the Bay County TPO and Russell Construction of Alabama, Inc., to Serve as the Contractor/Builder for the Reconstruction of the Bay County Transit System Operations and Maintenance Facility Located at 919 Massalina Drive and Reconstruction/Remodel of the Bay County Transit System Administration Facility Located at 1021 Massalina Drive

ORIGIN OF SUBJECT: Bay County Staff on Behalf of TPO

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: As a result of Hurricane Michael on October 10, 2018, the Bay County TPO sustained severe damage to its existing structures located at 919 and 1021 Massalina Drive. Because of said damage, the Bay County TPO issued Invitation to Bid (ITB) 19-01 on July 1, 2019, in an effort to locate and contract with a responsive building contractor capable of making the necessary repairs to both buildings. On August 19, 2019, the Bay County TPO accepted bids from three separate building contractors capable and willing to perform the tasks specified in ITB 19-01. Bay County Transit Staff reviewed each bid carefully and determined all three bids to be responsive. On September 25, 2019, Bay County Transit staff presented the three bids to the Bay County TPO Sub-committee for review and to determine the lowest responsive bidder pursuant to 2 C.F.R. § 200.320, and Florida Statutes 287.057(1)(a)4. A list of the bids will be distributed at the October 23, 2019, Bay County TPO meeting. On September 25, 2019, the aforementioned recommendation was presented to the Bay County TPO Sub-committee for review. The TPO Subcommittee unanimously approved recommending the selection of Russell Construction of Alabama as the contractor for the above described construction project to the Bay County TPO at the October 23, 2019 meeting.

Attached is the following:

- Resolution BAY 19-19
- Bay County TPO Subcommittee Meeting Minutes

RECOMMENDED ACTION: Approval of a motion authorizing TPO chair to sign Resolution BAY 19-19 to enter into a contract with Russell Construction of Alabama, Inc. to serve as the contractor/builder for reconstruction of the Bay County Transit System Operations and Maintenance Facility located at 919 Massalina Drive and reconstruction/remodel of the Bay County Transit System Administration Facility located at 1021 Massalina Drive. Please contact Angela Bradley, Bay County Board of County Commissioners, at 850-248-8168 or abradley@baycountyfl.gov, if additional information is needed.
RESOLUTION BAY 19-19

A RESOLUTION OF THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION AUTHORIZING THE APPROVAL AND CONTRACT WITH RUSSELL CONSTRUCTION OF ALABAMA, INC. FOR THE RENOVATION/CONSTRUCTION OF 919 AND 1021 MASSALINA DRIVE

WHEREAS, the Bay County Transportation Planning Organization (TPO) is the organization as the designated recipient for all transit grant funds including and not limited to Federal Transit Administration and Florida Department of Transportation finds; and

WHEREAS, the Bay County TPO owns two existing transit facilities and a detached garage located at 919 and 1021 Massalina Drive; and

WHEREAS, the Bay County TPO owns buildings which were severely damaged as a result of Hurricane Michael and are currently uninhabitable; and

WHEREAS, the Bay County TPO issued ITB 19-01 for the purposes of identifying a licensed building contractor capable and ready to renovate/construct said buildings; and

WHEREAS, the Bay County TPO received three responsive bids and has identified the lowest responsive bidder as being Russell Construction of Alabama, Inc;

NOW, THEREFORE BE IT RESOLVED BY THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION (TPO) THAT:

The TPO authorizes the TPO Chair to sign and approve a contract with Russell Construction of Alabama, Inc. for the renovation/construction of buildings located at 919 and 1021 Massalina Drive.

Passed and duly adopted by the Bay County Transportation Planning Organization this 23 day of October 2019.

BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION

BY: ___________________________
    Pamn Henderson, Chair

ATTEST: __
BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION (TPO)
TRANSIT SUB-COMMITTEE MINUTES
September 25, 2019
Emerald Coast Regional Council
(Designated Staff)
Bay County Government Center
840 West 11th Street
Panama City, Florida

MEMBERS IN ATTENDANCE
Mayor Pamn Henderson, Chairperson City of Callaway
Commissioner Tommy Hamm Bay County
Commissioner Mike Nichols City of Panama City
Councilman Hector Solis City of Panama City Beach

OTHERS IN ATTENDANCE
Angela Bradley Bay County
Sandy Culbreth Bay County
Lamar Hobbs Bay County
Joseph Badaglia DAG Architects
Owen Gipson DAG Architects
Bradford Harrington First Group
Gene Keen First Group
Sam Tansley First Group
John Lincoln III Citizens’ Advisory Committee
Chuck Gahagan Russell Construction
Bill McKay Russell Construction
W. C. Henry Burke Blue P.A.

EMERALD COAST REGIONAL COUNCIL STAFF
Mary Beth Washnock
Tiffany Bates
Gary Kramer
Rob Mahan
Cameron Smith

1. Call to Order
Chairperson Henderson called the meeting to order.

2. Welcome: Angela Bradley, Transit Program Administrator
Ms. Bradley welcomed everyone to the meeting. She asked the chairperson to go over some information, i.e. the second page of the handout of the subcommittee briefing. The handout included what was to be reviewed at the meeting and information on public comment.
Chairperson Henderson read the following into the record: “The TPO Transit Subcommittee Briefing Introduction. The government in the Sunshine provision of Section 286.011 Florida Statutes require that the public meetings requirements be applied to subcommittees as structured here in our county. Since these committees meet, conduct formal interviews, and send forward recommendations to the Bay County Transportation Planning Organization board for action, the committee meeting shall be open to the public, except as exempted by the statute. The following are highlights that come from frequently asked questions. Observers or others in attendance at any of these public meetings cannot interfere, add information, or make input. They may simply observe. However, the committee may choose to allow questions, input, or may seek clarification. The statute requires that conduct of the business and discussions of the committee in the public sessions only. Matters before the committee are not to be discussed between Evaluation Committee members other that in the noticed public meetings. Be careful of third party communications which may have the potential of polling of committee members for third messaging which may be considered violations. All members must be in attendance of all meetings. There are no substitutes. If a person misses a meeting, that person’s input cannot be considered. Minutes must be kept of all meetings to record attendance, and noting what topics were discussed, not necessarily in great detail, and in particular, all actions taken. What we will do today. Review the bids received for TPO ITB 19-01 Bay County TPO renovations to 919 and 1021 Massalina Drive and rank the bids based on the requirements identified in the invitation to bid. Review the recommended Route 7 modification to allow for the use of the newly completed Transit Lane installed on Panama City Beach. The committee may discuss calendar, next steps, and processes.”

3. **Public Comment**

Chairperson Henderson asked if there were any comments from the public. There were no comments.

4. **Review Bids Received for TPO ITB 19-01 Bay County TPO Renovations to 919 and 1021 Massalina Drive and Rank Bids Based on Requirements Identified in Invitation to Bid**

Mr. Hobbs said present at the meeting were Mr. Owen Gibson and Mr. Joe Badaglia with DAG Architects, and Mr. Chuck Gahagan and Mr. Bill McKelvy with Russell Construction/the lowest responsible bidder.

Mr. Hobbs said staff issued an invitation for bid for the contract. Mr. Hobbs said he wanted to run both the remodel and rebuild of 919 Massalina Drive and the remodel-rebuild of 1021 Massalina Drive simultaneously. Three bids were received. Numerous contractors attended the pre-bid meeting. The three bidders providing bids were Cotton Commercial USA, GAC Contractors, and Russell Construction of Alabama.

Mr. Hobbs said the invitation to bid was issued in two different ways. Contractors/proposers could: 1) bring both buildings back to pre-storm conditions because the insurance had requested that; or 2) give an estimate or a bid to bring 1021 Massalina back to pre-storm
conditions. Mr. Hobbs said they asked for two additional bids: 1) 919 Massalina—make a few revisions to the building beyond conditions prior to the storm. Minor revisions were requested, such as an LVT be put down on the floor instead of replacing stained concrete. Also, there was a building, a detached three car garage, that is a part of 919 Massalina, a cinder block building that was somewhat damaged as a result of the storm. The roof took some damage and the standard rollup doors were damaged. These revisions were included in the price of the remodel of 919 Massalina.

Mr. Hobbs said the fourth thing asked of the proposers was a price to remodel 1021 Massalina, based on the architectural renderings that DAG Architects did last year. All three contractors did this. All three contractors were deemed to be responsive, pursuant to the Federal Transit Administration guidelines and staff's procurement guidelines.

Mr. Hobbs said he met with Russell Construction of Alabama, the lowest bidder, to ensure that everything specified in the scope was met. He said staff was comfortable recommending Russell Construction of Alabama to the Subcommittee and for TPO approval in October 2019.

Mr. Hobbs said the lowest bid from Russell Construction of Alabama was for $3,748,400. They provided a bid of $2,143,400 to bring building 1021 Massalina to the remodel state, and $1,512,600 to bring 919 Massalina and the detached garage to its remodel state. He said the detached garage would add $92,400, for a total of $3,748,400.

Mr. Hobbs said he met with Russell Construction independently with his architects to discuss the bid and scope.

Mr. Henry said from a legal perspective, if you use the invitation to bid process, the contract must be awarded to the lowest responsive/responsible bidder. He said staff had informed him that Russell Construction is responsible and responsive, and was the lowest bidder.

Chairperson Henderson asked if insurance is going to cover a portion of the cost. Mr. Hobbs said they are insured up to a little over $3,000,000 on both buildings. He said he could not assure that the insurance would pay the total amount of the policy. Mr. Hobbs said talks continue with the insurance company regarding value, while they waited for the bid amounts to be submitted.

Mr. Hobbs said in the process of making the decision to rebuild 1021 Massalina, they began to set aside money in their grants for that purpose, so there are additional funds available to make up the difference, if needed. He said they also have the emergency relief act funds.

Ms. Bradley said staff is working with FEMA. She said FTA and FEMA work hand in hand, and staff was told to continue through the FEMA process.

There was discussion about the expected cost to make the improvements versus the insurance payout and additional funds available.
Commissioner Hamm asked what the deductible is. Mr. Hobbs said it is $2,500 for each building which is a 5% deductible.

Commissioner Nichols asked to be clear in terms of the bidders. He thought they were all provided the same information, and they put the bids in. He said he understood that Mr. Hobbs said the bid on the pre-storm condition, and that is the insurance money. He verified that Mr. Hobbs said they wanted to do additional things like flooring and asked for a price on those items. Commissioner Nichols said that would be #2 and #4 on the list, and #1 and #3 are the pre storm which insurance will pay. Mr. Hobbs said that was correct.

Commissioner Nichols said on page 86 of the contract, he saw Buy America. He said they all understood what Buy America is, and Russel Construction understands what that means. He said if you buy something for greater than $150,000 it has to be the Buy America stuff. He asked if the overall contract for repairing the building would be greater than $150,000.

There was discussion about “Buy America” requirements. Direction is that a whole project cost of over $150,000 requires that products made in America will be required.

Mr. Hobbs explained that during the last construction upgrade there were issues with finding American made fire alarms that met requirements. The fire alarm system in the building was waived by FTA. The fire alarm system does work currently.

Mr. Hobbs said regarding the last part of the question, they have two steps. 1) Mr. Hobbs’ architect is responsible under their contract for construction administration to review the submittals that the contractors put in, and ensure they are Buy America compliant. 2) Mr. Hobbs said he also will be doing that as staff for the TPO.

Commissioner Nichols asked for the pre-storm price for both buildings. He said if they do it with other adds, it will be $3.7, which includes the $92,000. Mr. Hobbs said if they go back to pre storm, it would be $2,239,500. Commissioner Nichols confirmed this is the amount the insurance company is responsible for. He said the other $1.5 million is to make additional improvements. Mr. Hobbs said he thought some of the additions could be covered under mitigation with FEMA, but not necessarily the insurance company.

Commissioner Nichols stated that Ms. Bradley was asking the sub committee to come up with some consensus to move forward. He asked if the additional funds needed would be there when they go to vote on it. Ms. Bradley said they would know the FTA portion, $1.2 million.

Mr. Hobbs explained the main purpose of the subcommittee meeting. He said they went through some trying times with their last construction contract. He wanted the subcommittee to look at these details. Mr. Hobbs said he wanted to address any questions that could come up from the TPO, to eliminate the need to discuss at the TPO meeting.
Chairperson Henderson asked if there is any allowance in the contract, for direct purchase of any of the materials, which would save the sales tax. She thought this could bridge some of the gap between the $1.2 million and $1.5 million. Mr. Hobbs said they actually initially pursued doing owner direct purchases. He said the amount of time that would take would not cause a cost savings.

Ms. Bradley said county finance department has been following various projects through the process. Previously on the bill they did do direct purchase. They found throughout projects done lately, that there is not a benefit.

There was general discussion.

Chairperson Henderson asked if they were looking for a recommendation from the subcommittee to take to the TPO. Ms. Bradley said they were looking for a recommendation to take it to the TPO.

There was a consensus of the Subcommittee to recommend the lowest bidder to the TPO.

5. **Review the Recommended Route 7 Modification to Allow for Use of the Newly Completed Transit Lane installed on Panama Beach**

Mr. Hobbs said Panama City Beach has been preparing an eight mile section to make it more user friendly in terms of transit along Front Beach Road. Mr. Hobbs said they have typically used Front Beach Road for Route 7, which is their largest route. He said part of their CRA’s mission is to make some changes to Front Beach Road. One of the changes is to add a designated tram lane. Mr. Hobbs said two of the sections are completed. There was discussion about the progress thus far.

Mr. Harrington, with First Transit First Group, said they want to utilize the section of Front Beach Road that is completed. He said with the proposed change, instead of turning onto Middle Beach Road, they will continue on west on Front Beach Road. The trolley will stay on Front Beach Road until Richard Jackson Road, and then come back to Middle Beach Road. He said they are going to move three westbound stops and three eastbound stops, off of Middle Beach Road onto Front Beach Road. He said the two busiest stops are at Walmart and across the street from Walmart on the beach. He said on the proposed realignment the stop will move to the other side of Walmart parking lot. He said the other major stop is at Richard Jackson. He said they will be moved to the other side of Richard Jackson on Middle Beach Road. He said they are proposing to add a new stop which will be down Front Beach Road near Richard Jackson. He said six stops will be moved east to west. Two stops east and west will be added.

Councilman Solis asked about pullouts for busses at stops. Mr. Harrington said they are going to use pull outs where they can.
Mr. Harrington said the biggest stop being moved is the stop closest to Churchwell on Middle Beach Road. He said for the Walmart stop most of the people are going to Walmart, or they are beach workers and they are going down to South Thomas Drive area or Front Beach Road. Regarding Richard Jackson, most of the people are going down to Front Beach Road/Edgewater, so moving the stop to Richard Jackson, if they are going to Back Beach it is not inconvenient.

Ms. Bradley said Mr. Harrington has driven on a daily basis and is in touch with the drivers. She said they looked at the ridership and the movement of the riders.

Councilman Solis said regarding the tram, he did not think there are any pull offs on the Front Beach Road section. He asked if the tram lanes are going to have other types of transit using the lanes, such as open air scooters that tourists use, or is it only going to be for the trolley system. Mr. Harrington said it is a trolley and bicycle lane presently. He said there are discussions on whether there will be other options. He said the benefit will come when they get two or three more sections done. There will be connectivity from SR 79 back through Pier Park which will be different. Mr. Harrington said they are trying to come up with a good path for what it is being used for. He said when they open up completely the right way, they can start enforcement. He said there are heavy penalties for people that ride in that lane.

There was general discussion about ridership and plans for transit on the beach.

Mr. Henry said a few years ago they were talking about the city conveying land across from Ripley’s Believe It Or Not as a park and ride. He said he has not heard anything about that.

Councilman Solis said that was up in the air. He said there is discussion on the subject. He said presently they have a significant offer for that parcel. If the offer comes in, which is substantially above the appraised value, there is a possibility the parcel could be sold to advance the CRA efforts quicker. He said now they are looking at possibly doing a section every two years, the way the TIF money is rolling in. He said everyone was frustrated with the CRA and how long it took, but the recession knocked out 7-8 years of it and it went nowhere. They are living with decisions several years ago. The goal now is to move it as quickly as possible.

Mr. Henry asked about the transfer point. Mr. Harrington said on South Thomas Drive they would use a transit lane and the largest pull off. Someone asked how many buses they could get in there at one time. Mr. Harrington said there would be three buses that would be interacting there at any one time. He said they can get two buses in the pull off that is currently there. The last bus would pull up to the front align drop off and then go.

Ms. Bradley said transfer points are something they will eventually have to tackle. She said land is starting to get scarce, especially on the mall. Another factor is the extension of US 231. They are preparing in the future to bring possibly some locations. A decision will have
be made on how to fund them. She said they do not have real transfer points. They expect in the future to have to buy or lease property for transfer points.

Councilman Solis said when they do the final paving, there would be a different tint to the asphalt, i.e. a reddish tint to designate the lane as a transit lane. Mr. Harrington said it was his understanding that they can start using the tram lanes now. He wanted to check to see if there are signs yet. He asked for an expected date.

Mr. Hobbs said it was his intent to bring the subject to the TPO on October 23, 2019. He said they will probably start putting their notices out to the public about two weeks before the meeting to advise of the proposed modification. He thought the effective date would be November 1, 2019.

Commissioner Nichols asked when riders would be notified about relocating the stop. Mr. Hobbs said he would converse with his real time company the next week. He said they put notifications at the actual stops that are affected two weeks ahead. Flyers will be handed out on the buses to riders.

Commissioner Hamm asked about shelters at the stops they are repositioning. Ms. Bradley said there will be room for shelters. Chairperson Henderson asked if they will be able to move the shelters that they have on the current route. Ms. Bradley said they are moving some shelters. Mr. Hobbs said the CRA indicated to them that they would like to furnish the amenities to include stops along the CRA corridor. He said the newly approved shelters are 9’ x 10’ and in some of the areas there is not enough space for the shelters. He said they do make smaller modified shelters that the CRA is considering. Ms. Bradley said some of the shelters that are removed will be moved to other areas.

Chairperson Henderson said the committee was looking for a consensus to recommend to the TPO.

The Transit Sub-Committee approved recommending to the TPO the Route 7 modification to allow for the use of the newly completed Transit Lane installed on Panama Beach.

Adjournment

There was no further discussion. The meeting was adjourned at 3:05 p.m.
ENCLOSURE H
ALL COMMITTEES
SUBJECT: Consideration to Approve a Modification to Bay Town Trolley Route 7

ORIGIN OF SUBJECT: Bay County Staff on Behalf of TPO

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: Route 7 is located primarily on Panama City Beach and extends from Gulf Coast State College to the Winn Dixie located on the west end of Panama City Beach. Currently, there are three buses operating in a constant rotation on Route 7 with approximately 77 bus stops installed along the route. In 2009, the Panama City Beach Community Redevelopment Plan initiated a plan to enhance 19.8 miles of existing roadways within the Front Beach Road CRA. As part of the enhancements, a dedicated transit lane was installed along South Thomas Drive and portions of Front Beach Road. Now that three segments of the project are completed, the current Route 7 needs to be partially modified so that the transit vehicles can take advantage of the newly installed transit lanes. The above-described modification will require the section of Route 7 beginning at the intersection of Front Beach Road and Middle Beach Road and continuing west to Richard Jackson Blvd. to be relocated to Front Beach Road. Additionally, three bus stops located on Middle Beach Road will be relocated to Front Beach Road. On September 25, 2019, the aforementioned recommendation was presented to the Bay County TPO Sub-committee for review. The TPO Sub-committee unanimously approved recommending the modification of Route 7 to the Bay County TPO at the October 23, 2019, meeting.

Attached is the following:

- Resolution BAY 19-20

RECOMMENDED ACTION: Approval of a motion to accept and approve the modification of Route 7, as described. Please contact Angela Bradley, Bay County Board of County Commissioners, at 850-248-8168 or abradley@baycountyfl.gov, if additional information is needed.
RESOLUTION BAY 19-20

A RESOLUTION OF THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION AUTHORIZING THE MODIFICATION OF ROUTE 7 FROM THE INTERSECTION OF FRONT BEACH ROAD AND MIDDLE BEACH ROAD TO RICHARD JACKSON BLVD

WHEREAS, the Bay County Transportation Planning Organization (TPO) is the organization as the designated recipient for all transit grant funds including and not limited to Federal Transit Administration and Florida Department of Transportation; and

WHEREAS, the Bay County TPO operates the fixed route system providing public transportation services to the Bay County area; and

WHEREAS, the Bay County TPO has a designated route on Panama City Beach described as Route 7 that extends from Gulf Coast State College to the Winn Dixie located on the west end of Panama City Beach; and

WHEREAS, the Bay County TPO wishes to take advantage of enhancements made to Front Beach Road as part of a multi-year plan by the Panama City Beach Community Redevelopment Plan to transform the community’s roadways into a safe and efficient multi-modal system; and

WHEREAS, the Bay County TPO would relocated the section of Route 7 beginning at the intersection of Front Beach Road and Middle Beach Road to Richard Jackson Blvd to Front Beach Road;

NOW, THEREFORE BE IT RESOLVED BY THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION (TPO) THAT:

The TPO authorizes and approves a route modification to Route 7 from the intersection of Front Beach Road and Middle Beach Road to Richard Jackson Blvd.

Passed and duly adopted by the Bay County Transportation Planning Organization this 23 day of October 2019.

BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION

BY: ___________________________
    Pamn Henderson, Chair

ATTEST: ___

_____________________________
ENCLOSURE I

ALL COMMITTEES
SUBJECT: Review of the Comprehensive Operations Analysis (COA) and Ten-Year Transit Development Plan (TDP) Major Update

ORIGIN OF SUBJECT: Bay County Staff on Behalf of TPO

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: Each transit property in Florida that receives State Transit Block Grant funding is required to develop and adopt a Transit Development Plan (TDP). A TDP major update is required every five years and TDP annual updates are required in the interim years. This TDP Major Update will be prepared in accordance with Florida Administrative Code (FAC) Rule 14-73.001. Transit Development Plans are required for grant program recipients pursuant to Section 341.052, F.S. A TDP shall be the provider’s planning, development, and operational guidance document, based on a ten year planning horizon and covering the year for which funding is sought, and the nine subsequent years. The TDP will look at both funded and unfunded transit needs to create a framework for transit improvements that can be implemented within a 10-year planning horizon. The TPO’s last major update was adopted by the Bay County Transportation Planning Organization in 2016 through Resolution BAY 16-18.

Attached is the following:
- Task Order for the Comprehensive Operations Analysis (COA) and Ten-Year Transit Development Plan Major Update

RECOMMENDED ACTION: Approve the task order from HDR for the Comprehensive Operations Analysis (COA) and Ten-Year Transit Development Plan (TDP) Major Update. Please contact Angela Bradley, Bay County Board of County Commissioners, at 850-248-8248 or abradley@baycountyfl.gov, if additional information is needed.
EXHIBIT A

TASK ORDER No. x

This Task Order pertains to an Agreement by and between Bay County Transportation Planning Organization ("OWNER"), and HDR Engineering, Inc. ("CONSULTANT"), dated ________________, 20___, ("the Agreement"). CONSULTANT shall perform services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

TASK ORDER NUMBER:

PROJECT NAME: Bay Town Trolley Comprehensive Operations Analysis (COA) and Ten-Year Transit Development Plan (TDP) Major Update

PART 1.0 PROJECT DESCRIPTION:
The OWNER is requesting assistance for the following task work elements and deliverables:

1. Comprehensive Operations Analysis (COA)
2. Ten-Year Transit Development Plan (TDP) Major Update

Each task work element is summarized in Part 2.0 below and includes the responsibilities of both the CONSULTANT and OWNER, deliverables associated with each task work element, and task timeline (if applicable).

PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY CONSULTANT:

2.1 Project Management & Administration

2.1.1 Project Schedule

The CONSULTANT will develop a detailed project schedule that establishes start and end points for each project task, submittal dates for draft and final deliverables, and proposed project, agency, and public meeting dates. The schedule will be reviewed quarterly and any activities that have fallen behind will be flagged and schedule recovery mitigations identified.

2.1.2 Monthly Reporting and Invoices

The CONSULTANT will prepare monthly progress reports that describe activities that have been completed in the preceding month; activities planned for the next month; any outstanding issues or concerns that affect the project schedule, budget, or technical tasks; and actual project status relative to the established schedule and budget. The CONSULTANT will submit monthly invoices and reports in a template provided by the OWNER.
2.1.3 Establish Project Management Team

A Project Management Team will be established to monitor and provide input to the COA and TDP Update Process. The CONSULTANT will work with the OWNER to identify potential members of the Project Management Team, which will likely include five to seven individuals providing representation from the OWNER, Emerald Coast Regional Council (ECRC), and the local governments within the OWNER’s service area. The Project Management Team will review each deliverable (as specified in the following tasks) and provide input on the development of the public participation process.

2.1.4 Project Management Meetings

The CONSULTANT will facilitate Quarterly Project Management Team meetings throughout the course of the project. Prior to each meeting, the CONSULTANT will prepare an agenda and accompanying materials for discussion. The meetings will be added to the project schedule once an official notice to proceed is received in order to account for holiday conflicts. The CONSULTANT will deliver meeting minutes within five business days of each meeting. The CONSULTANT will develop and maintain an Action Item list to facilitate the expedited resolution of issues and decision points. The Action Item list will be reviewed at each Project Management Team meeting and updated for inclusion with the meeting minutes. Regardless of when the Project Management Team meets, there will be continuous coordination between the CONSULTANT and OWNER throughout the project.

Deliverables:

- Project Management Plan
- Project Schedule
- Monthly Progress Report/Invoices
- Quarterly Project Management Team Meeting Agenda, Minutes, and Action Item List

2.2 Public Involvement Support

The CONSULTANT will develop and implement a Public Involvement Plan (PIP) in consultation with OWNER staff based on the approved Bay County Transportation Planning Organization (TPO) framework.

2.2.1 Prepare Public Involvement Plan

The CONSULTANT will prepare a PIP for review and approval by the OWNER. The TDP PIP will be consistent with the TPO's adopted Public Involvement Plan (adopted March 2017) and, per the TDP rule, will be submitted by the OWNER to FDOT District 3 for approval prior to moving forward.

The PIP will include a set of public involvement strategies that supports and provides guidance for decision making related to the project objectives. The PIP will include measures of effectiveness, such as number of completed surveys, number of attendees at scheduled events, number of comments received, and demographic information to gauge the success of targeted approaches, document results, and evaluate outreach efforts.
2.2.2 Implement Public Engagement Activities

The CONSULTANT will take the lead role in coordinating the activities identified in the PIP. Proposed public involvement activities consist of the following:

- Conduct stakeholder interviews: Through a series of up to 10 stakeholder interviews, the CONSULTANT will assess the expectations of local officials and community leaders regarding current transit service. The interviews will seek to assess political leaders’, and/or their key staff’s, views on the OWNER’s current and future role in the community, transit finance and governance, and other issues relevant to the transit plan. An interview script will be developed by the CONSULTANT for use in guiding the interviews. Interviews may be conducted in-person or via telephone (if requested by stakeholder). A summary of interview findings will be prepared at the conclusion of this task.

- Outreach to Current Transit Users: The CONSULTANT will seek to identify and assess the level of satisfaction and improvements desired expressed by the current transit users. This will be accomplished by:
  
  o Conducting up to three surveys of the transit users and will consist of one or more two-person surveying teams engaging customers while the team(s) are riding the routes and/or by engaging customers at the key transfer points over a two day period for each survey. The three separate surveys are:
    ▪ Origin & Destination Survey
    ▪ Customer Satisfaction Survey
    ▪ Recommended Scenario Survey
  
  o Holding up to three sets of listening sessions at the transfer points and other stops identified by the OWNER at key intervals provide updates on the TDP and to get feedback from the users.

- Outreach to Non and Potential Bus Riders: The CONSULTANT will develop a strategy for conducting grassroots and non-traditional public outreach activities (such as attending community special events intended to target a broad cross-section of the community. The CONSULTANT will coordinate and conduct the grassroots outreach efforts throughout the OWNER’s service area. Similar to the outreach to current transit users, the CONSULTANT will seek out and attend meetings by other civic organizations at three key intervals during the TDP Update process. No more than three meetings, for a total of up to 9 meetings, will be attended during these intervals. In addition, CONSULTANT will conduct up to three additional workshops (one per interval) at different locations or events identified in coordination with the OWNER’s staff. The OWNER will retain the materials developed for these events and may coordinate and/or host additional events at its discretion.

- Develop outreach materials: The CONSULTANT will develop and provided content quarterly communicating Project information including flyers, fact sheets, newsletters, and/or display boards, to be used and distributed at public meetings, workshops, website, social media platforms, and/or grassroots public outreach activities.
2.2.3 Prepare Summary of Public Involvement Activities

A comprehensive summary of the Public Involvement activities conducted throughout the course of the Project will be developed for inclusion in the 2021 COA and TDP Major Update.

Deliverables:
- Draft & Final Public Involvement Plan
- Stakeholder Interview Script
- Stakeholder Interview Findings Memorandum
- Community Organization Meetings (up to 9 meetings)
- Community Workshop Materials (up to 3 Workshops)
- Materials for grassroots outreach activities
- Public and Stakeholder Communications Materials (Digital and Print)
- Summary of Public Involvement Activities (to be included in 2021 COA and TDP Major Update)

2.3 Update Goals, Objectives and Performance Measures

2.3.1 Goals/Objectives/Performance Measures

Goals & Objectives
The CONSULTANT will work with the Project Management Team to establish goals and objectives to guide the development of the COA and TDP. Part of this task will be a review of current agency-wide goals and any TPO or pertinent local government goals. Unique and new goals and objectives are expected to be identified for the near-term focused COA. The proposed goals and objectives for the COA could relate to productivity, ridership, service area, operations, system efficiency and effectiveness, and financial objectives given new development and ridership patterns. The process could also result in the identification of specific objectives addressing: local service areas/corridors, frequency, coverage, on-time performance, market penetration, ridership by market segment, and public opinion/support.

For the TDP, longer term goals and objectives will be developed. The CONSULTANT will work with OWNER’s staff to review and update existing strategic goals and objectives for the OWNER based on prior TDP updates, Long Range Transportation Plan, and previous public involvement. The goals and objectives will be measureable and consistent with local public transportation and land use plans and policies. The CONSULTANT will draft a set of updated goals and objectives to submit to the OWNER for review and comment as an interim deliverable. The CONSULTANT will facilitate a workshop (see Task 2.3.2) to solicit input from key stakeholders prior to finalizing the goals and objectives.

Key Performance Indicators (KPIs)
The CONSULTANT will propose KPIs to accompany the agreed upon goals and objectives. They will be designed to be quantifiable to the extent possible using readily data available and/or routinely collected by the OWNER for the study and preferably data that will be available and collected by the OWNER after the study.
2.3.2 Conduct Workshop

The CONSULTANT will work with the OWNER to facilitate a workshop with the Project Management Team and other key stakeholders, as identified by the OWNER, to gather input into the formulation of the TDP goals, objectives, and KPIs.

Deliverables:
- COA Goals Statement and & Three to Five Relatable Objectives
- Key Performance Indicators (KPIs) Summary with Proposed Revisions
- Facilitate TDP Goals and Objectives Workshop
- Draft & Final Technical Memorandum #1

2.4 Assessment of Baseline Conditions

The CONSULTANT will collect and analyze demographic, socioeconomic, land-use, transportation, and transit operations data for the study area with assistance from the OWNER, TPO, and other agencies as appropriate. The goal of this task is to gain an understanding of the overall environment in which the OWNER currently provides transit service. The CONSULTANT will utilize most recently available data from the TPO, U.S. Census Bureau / American Community Survey (ACS), Bureau of Economics and Business Research (BEBR) of the University of Florida, and FDOT as primary data sources. This data will be supplemented by other data made available from the OWNER, county, cities, and other sources, as available. The findings of this task will be documented in Technical Memorandum #2.

2.4.1 COA Data Collection

Data Collection
CONSULTANT will provide limited data collection consisting of desktop research of existing information and observations made during the ride-arounds described below. Other data needed for the assessment of the service area will be provided by OWNER.

To assist OWNER in identifying needed data, the CONSULTANT will develop a data needs matrix that provides a list of reports, documents, and other information needed to complete this project. The data will come from information and documents provided by OWNER, TPO, and readily available from other public agencies (such as Bay County GIS, Property Appraiser, Permitting Offices, Planning Offices, etc.). The data needed to support the study will cover:

- Financial and Contractual Data;
- Transit Operational Data including National Transit Database Performance Measures;
- Asset Inventory Data
- GIS Data;
- Building Permit Activity;
- Future Land Use Designations; and
- Zoning data.
Additionally, the CONSULTANT will develop a list of information that will be collected during the field observations/ride-arounds. The field observations will be supported with photographs, operator / supervisor survey questions, and other notes to summarize the field experience associated observing the routes.

Field Observations & Ride-Arounds
Transit service quality is not measured solely with data, and must be complemented with direct field observations. CONSULTANT will perform transit ride-arounds and document field observations to support the COA. Observing fixed-route bus operations will consist of riding and driving the routes. By riding and driving the routes, CONSULTANT will get an enhanced understanding of issues and concerns associated with delivering the transit service in the community. For the on-board ride-arounds, CONSULTANT ride every route at least once and will collect the following information as part of the field observations and ride-arounds on routes and runs personnel are on and observe:

- Bus stop conditions;
- Travel time between time points;
- Number of flag pickups;
- On-time performance; and
- Operator feedback.

The field observations will be supported with photographs, operator survey questions, and other notes to summarize the experience associated observing the routes.

Meetings with Coach Operators
Once the field observations and ride-arounds and the draft report are complete, the CONSULTANT will schedule up to four (4) two (2) hour meeting(s) with Coach Operators/Supervisors to discuss the findings. The purpose of these meetings is to supplement the field observations/ride-arounds and to identify additional segments of the routes or service area that is no longer productive.

2.4.2 Document and Evaluate Demographic, Employment & Land Use Trends

The CONSULTANT will collect and present current and future demographic, socioeconomic, land-use, and transportation data in tabular and graphical formats to assess trends that impact the demand for transit service. The CONSULTANT will prepare a series of GIS maps which overlay existing transit service on relevant demographic, socio-economic and land use layers to identify areas that may presently be over-served or under-served. Table 1 identifies data variables that will be analyzed and documented, pending data availability.
Table 1: Socioeconomic, Transportation, and Land Use Datasets

<table>
<thead>
<tr>
<th>Socio-economic Data</th>
<th>Traffic and Travel Data</th>
<th>Land Use and Activity Centers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Population &amp; Household density</td>
<td>Area roadway characteristics and conditions</td>
<td>Existing and future land uses</td>
</tr>
<tr>
<td>Employment Density</td>
<td>Roadway traffic counts and level of service</td>
<td>Regional retail centers</td>
</tr>
<tr>
<td>Average household income</td>
<td>Current and projected capacity deficiencies</td>
<td>Major employment sites</td>
</tr>
<tr>
<td>Population age</td>
<td>Journey to work data</td>
<td>Location of large employers (50+ employees)</td>
</tr>
<tr>
<td>Automobiles per household</td>
<td>Non-work trip travel patterns</td>
<td>Social service facilities</td>
</tr>
<tr>
<td>Transportation disadvantaged populations</td>
<td>Non-work trip travel patterns</td>
<td>Medical facilities</td>
</tr>
<tr>
<td>Labor force participation and characteristics</td>
<td>Origin &amp; Destination data (e.g. Streetlight Data)</td>
<td>Educational facilities</td>
</tr>
<tr>
<td>Tourism and visitor activity</td>
<td></td>
<td>Government facilities</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tourist centers</td>
</tr>
</tbody>
</table>

The CONSULTANT will pay particular attention to post-hurricane recovery plans and how they could impact land use, travel patterns, and travel needs. This includes incorporating plans and recommendations provided in the Bay County Long Term Recovery Plan (https://recoverbaycounty.com/wp-content/uploads/2019/09/LTRC-Plan-Final-Version-070919-reduced.pdf) and City of Panama City Long Term Recovery Planning Project (www.rebuildpc.org). A main focus of the COA and the first two years of the TDP will be on post-hurricane recovery efforts.

2.4.3 Review Existing Transportation, Transit and Land Uses Plans & Policies

The CONSULTANT will review and document local transportation, transit, and land use plans and policies to identify and compile community goals and objectives relating to transit and mobility. The product of this review will include a narrative description of each plan in addition to a matrix summarizing the key goals and objectives relative to the TDP. Plans and policies to be reviewed and documented consist of the following:

- Previous TDP Updates
- Transportation Disadvantaged Service Plan (TDSP)
- Long Range Transportation Plan (LRTP)
- Transportation Improvement Program (TIP)
- Adopted County and City Comprehensive Plans, Transit Plans, and Growth Management Plans
• FDOT Florida Transportation Plan (FTP)
• Florida Transportation Disadvantaged Plan

Deliverables:
• Data Needs Matrix
• Field/Route Observations Summary
• Draft & Final Technical Memorandum #2
• GIS Map Graphic Files and datasets

2.5 Assessment of Existing Transit Services

2.5.1 COA & TDP Development

The COA provides a mechanism to look inside the transit system and understand its operations at the system level and route by route, to see how the service functions and can be restructured to better serve the community.

System Evaluation
The COA & TDP requires an assessment of an agency’s existing transit services and system. The CONSULTANT will perform key subtasks to provide the foundation for the assessment of existing transit services and inform the development of recommendations. These tasks include:

• Evaluate Available Service Data – The CONSULTANT will evaluate the available datasets in order to enable an analysis of service performance. This will include examining the data from the Data Collection and Field Observations task.
• Select Service Standard and Key Performance Indicators (KPIs) – The CONSULTANT will review with the OWNER objectives and performance metrics developed in the COA Goals, Objectives, and Performance Metrics task. Based on that guidance, the CONSULTANT will recommend service design standards and any needed new or changed KPIs for the COA & TDP.
• Analyze Route Level Performance - The second part of understanding the transit system will be to individually evaluate the routes in the network. Each route in the network will be reviewed for three components – operational execution, ridership performance, and hurricane damage. These three areas will give the CONSULTANT and the OWNER a picture on how each route is performing post hurricane and what areas may require adjustment(s).

  o Route profiles. To accomplish this, CONSULTANT will create profiles of the routes in the network. These profiles will identify overall productivity, efficiency, and effectiveness of each route for weekday and Saturday service. Fundamental route information will take the form of a "snapshot" that will orient the audience to each route quickly and dynamically. From there, the remaining charts and maps will present the case for what works and what doesn’t for each route and its riders, based on available and collected data. Route performance profiles will include the following information (as available):
• Route Number;
• Span of service and headways by time period
• Land use, demographic, and socioeconomic characteristics along each route;
• Stop condition and status of origins/destinations within ¼ mile of the stop;
• Route boardings and alightings (based on route observations and passenger mile survey); and
• Service statistics (route miles, peak bus requirements, total/revenue miles and hours).

The systems level evaluation will include:

• A historical trend analysis of system ridership by day of week, including various service and cost effectiveness measures using the most recent data available from the NTD (see Table 2 for proposed evaluation measures);
• A ranking of individual routes by productivity measure based on a revised route ranking model to be developed by the CONSULTANT with input from the OWNER;
• Systems level analysis of ridership activity at bus stops;
• A general assessment of actual transit travel times (including transfer times) between various locations throughout the system.

Table 2: Transit Performance Evaluation Indicators and Measures

<table>
<thead>
<tr>
<th>Service Productivity</th>
<th>Maintenance Productivity</th>
<th>Cost Efficiency &amp; Effectiveness</th>
<th>Service Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passenger trips per vehicle</td>
<td>Average age of active fleet</td>
<td>Total operating expenses per trip</td>
<td>Vehicle revenue hours per square mile of service area</td>
</tr>
<tr>
<td>Passenger trips per vehicle revenue mile</td>
<td>Peak vehicles per maintenance employee</td>
<td>Total operating expenses per revenue hour</td>
<td>Vehicle revenue miles per square mile of service area</td>
</tr>
<tr>
<td>Vehicle revenue miles per peak vehicle</td>
<td>Vehicle revenue miles per maintenance employee</td>
<td>Total operating expenses per revenue mile</td>
<td>Vehicle revenue hours per service area population</td>
</tr>
<tr>
<td>Vehicle revenue hours per peak vehicle</td>
<td>Vehicle revenue miles per non-vehicle maintenance employee</td>
<td>Operating expenses by function per revenue hour</td>
<td>Vehicle revenue miles per service area population</td>
</tr>
<tr>
<td>Average passenger trip length</td>
<td>Miles between service disruption</td>
<td>Farebox recovery</td>
<td>Passenger trips per service area population</td>
</tr>
<tr>
<td>Weekday peak to base ratio</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Bay County TPO October 2019 Agenda
2.5.2 Conduct Peer Review of Existing Transit Service

The CONSULTANT will perform a peer review analysis for the fixed route and paratransit services. A peer review compares the transit agency's performance with other similar agencies. Using the OWNER's peer group identified in its 2016 Major TDP update as a starting point, the CONSULTANT will identify 8 to 10 total peer transit systems for bus and paratransit. Identification of these peers will be coordinated with the OWNER’s staff and approved by the OWNER prior to initiation of this task.

The performance of the bus and paratransit systems will be compared to the peer systems using National Transit Database (NTD) data for consistency with peer agencies. The analysis will be based on four general categories of evaluation measures:

1) service productivity,
2) maintenance productivity,
3) cost efficiency and effectiveness, and
4) service coverage.

2.5.3 COA Recommendations Development

Data analysis and input received from the OWNER will provide the basis for the development of three service adjustment scenarios, one very near-term for FY20/21, a short-term scenario for FY21/22, and a mid-term scenario for FY22/23. The very near-term scenario is to be cost-neutral, focusing on increasing ridership and maximizing service performance post Hurricane Michael. The short-term and mid-term scenarios will focus on the incremental reintroduction of service levels removed in the near term scenario. The short-term and mid-term scenarios will be included in the TDP update discussed below.

Network Service Plans and Cost Estimates
The CONSULTANT will develop new network service plans, accompanied by operations and maintenance (O&M) cost estimates, driven by changes in miles and hours, to address improvements and needs across the three service plan scenarios. CONSULTANT will conduct a ridership analysis on the proposed recommendations for each scenario using Transit Boarding & Estimating Software Tool (TBEST).

Operating and Maintenance Costs and Other Requirements
O&M costs, peak fleet requirements, and other capital requirements resulting from each service plan will be identified and documented using changes in requisite miles and hours.

Title VI/Environmental Justice and Americans with Disabilities Act Analysis
The refined service scenarios will be reviewed based on Title VI/Environmental Justice requirements and Americans with Disability Act (ADA) service demands and impacts.
The CONSULTANT will conduct a review of the proposed system(s) as recommended by the study and, if necessary, make recommendations as to how the Title VI impacts can be mitigated. We will also review Title VI issues and impacts of any anticipated service recommendations on minority neighborhoods.

The CONSULTANT will also review ADA issues including service area coverage under the existing system as part of the existing conditions analysis. As recommendations are developed, the CONSULTANT will assess how modified service(s) may impact BTT’s obligations under the ADA, including potential expansion or contraction of the paratransit service coverage area. The CONSULTANT will provide estimates of additional costs associated with providing expanded ADA paratransit service for areas that are currently unserved. Identification of key changes in operations is necessary for effective implementation of a recommended plan.

**Deliverables:**
- System Evaluation Report
- Route Profiles
- COA Scenarios Definitions and Description
- Draft and Final Technical Memorandum #3

### 2.6 Estimate TDP Demand and Mobility Needs

The CONSULTANT will apply a ridership forecasting tool to understand potential ridership demand for transit service evaluation of specific scenario(s) identified in the TDP. Demand estimation will focus on service improvements proposed for the FY 2021 - 2030 TDP update utilizing TBEST. The results of this task will be documented in Technical Memorandum #4.

#### 2.6.1 Develop Transit Market Analysis

The CONSULTANT will utilize the goals, objectives and service standards from Task 3, socio-economic data, traffic and travel data, and land use data for Task 4; existing transit service performance from Task 5; and feedback from the community from stakeholder and public input from Task 2; to develop service scenario(s) addressing market needs for ridership forecasting.

#### 2.6.2 Develop and Evaluate Alternative Service Scenarios

The CONSULTANT will utilize knowledge of the community, existing socio-economic and land use, future development plans, existing service performance, and input from the travel market analysis to develop alternative TDP Update service improvement scenarios for evaluation prior to running them though the ridership forecasting process. TDP Update service scenarios may include changes in service coverage and frequency, scheduling optimization recommendations developed under the COA.
2.6.3 Develop Ridership Forecasts

For the TDP Update, the CONSULTANT will apply TBEST to the TDP service scenarios for estimation of the community's demand for transit service. The result of the transit demand estimation process will be a ten-year annual projection of transit ridership (Florida Administrative Code: Rule 14-73.001).

Deliverables:
- Draft and Final Technical Memorandum #4

2.7 Perform Situation Appraisal

The CONSULTANT will prepare a Situation Appraisal that will detail the successes, opportunities, and barriers that impact the optimal delivery of public transportation services. Per the TDP Rule, the Situation Appraisal will address the following:

- The effects of land use, state and local transportation plans, other governmental actions and policies, socioeconomic trends, organizational issues, and technology on the transit system.
- An estimation of the community's demand for transit service using an FDOT-approved method, with supporting demographic, land use, transportation, and transit data.
- An assessment of the extent to which the land use and urban design patterns in the provider's service area support or hinder the efficient provision of transit service, including any efforts being undertaken by the provider or local land use authorities to foster a more transit-friendly operating environment.
- An assessment of the strengths and weaknesses of the transit organization, as well as external barriers and opportunities that impact the delivery of transit services.

The CONSULTANT will integrate the outputs of Tasks 2 through 6 in the Situation Appraisal. The Situation Appraisal will be documented in Technical Memorandum #5.

Deliverables:
- Draft and Final Technical Memorandum #5

2.8 Prepare 2021-2030 Transit Development Plan Major Update

The CONSULTANT will prepare the 2021 10-year TDP Major Update based on the results of Tasks 2.2 through 2.7. The TDP update will reflect COA recommendations prepared in Task 2.5.3. The TDP will be policy-oriented and strategic in nature, containing policies and strategies to implement the short-term scenario, mid-term scenario, and the remainder to the planning years covered by the TDP.
2.8.1 Prepare Implementation and Financial Plans

The CONSULTANT will prepare the draft 10-year TDP report, including the implementation plan and supporting financial plan. The following elements will be included in the plan:

- Agency institutional, organizational, and management structure, documenting any possible changes as a result of the planning process.
- Alternatives and recommendations for meeting transit needs and deficiencies.
- 10-Year service and capital improvements, including funded and unfunded needs. The capital improvement plans will identify the number of revenue vehicles and facility improvements required under each scenario.
- 10-Year financial plan, including projected operating and capital expenses, and projected revenue by source and funding.
- A summary of how the funded and unfunded projects have been integrated into the FDOT District 3 system
- List of recommendations for which no funding source is identified.
- Policy element ensuring that transit goals and objectives are consistent with and support the local comprehensive plans, the LRTP, and other relevant planning initiatives.
- Guidance as to how the TDP will feed into the planning process for the LRTP.
- Other recommended next steps, such as marketing and other activities identified during the plan development process.

2.8.2 Prepare Draft and Final TDP Major Update

The CONSULTANT will produce and submit an electronic copy of the Draft TDP for dissemination, review, comment, and acceptance. One round of comments and responses on the Draft TDP will be addressed for the final version of the plan. Twenty hard copies of the Final TDP will be provided to the OWNER. The TDP will also include an Executive Summary.

2.8.3 Prepare Presentation for Public Workshops and/or Briefings

Over the course of the Project, a presentation will be incrementally developed to support the communication and adoption of the TDP major update. The presentation will be developed in PowerPoint format and will be available for use by the OWNER staff for use beyond the adoption of the TDP.

Deliverables:
- Draft and Final COA and TDP
- COA and TDP Presentation in PowerPoint format
PART 3.0 OWNER’S RESPONSIBILITIES:

3.1 COA and TDP Major Update

For the COA and TDP Major Update, the OWNER will be responsible for the following tasks:

- Schedule a kick-off meeting with the CONSULTANT within 4 weeks of the NTP;
- Identify and help contact individuals to serve on the Project Management Team;
- Provide staff to represent the OWNER at Project Management Team meetings;
- Work with their marketing firm to develop content for social and electronic media outreach;
- Host, through their marketing firm, a project website that is linked to both the Bay Town Trolley and TPO website;
- Work with their marketing firm to develop a project website and produce digital content to be published on the project website;
- Have their marketing firm respond to comments received on the project website and social media platforms;
- Coordinate with the CONSULTANT to provide data and information necessary to conduct public involvement tasks;
- Coordinate with the CONSULTANT to provide existing agency goals, objectives, evaluation measures, and Service guidelines;
- Provide staff representatives to participate in Goals, Objectives, and Service Guidelines workshop;
- Assist the CONSULTANT in obtaining the information requested in the Data Needs Matrix;
- Facilitate coordination with outside agencies, as necessary, to obtain data;
- Schedule meeting(s) between Operators/Supervisors and the CONSULTANT to discuss route/system performance;
- Provide identification to the CONSULTANT to allow them to ride the bus routes for no charge; and,
- Review the Deliverables prepared by the CONSULTANT and prepare comments within ten (10) business days of receipt.

PART 4.0 PERIODS OF SERVICE:

The initial Period of Service for Task Order No. 1 will be from the OWNER’s NTP date until September 30, 2021.

PART 5.0 CONSULTANT’S FEE:

This Task Order 1 is a lump sum proposal with the total estimated CONSULTANT’s FEE for Tasks 2.1 – 2.8 described herein at $285,117.75.
PART 6.0 OTHER:

This Task Order is executed this ________ day of ________________, 20___.

_________________________________________ HDR ENGINEERING, INC.
“OWNER” “CONSULTANT”

BY: _______________________________ BY: _______________________________

NAME: ______________________________ NAME: ______________________________

TITLE: ______________________________ TITLE: ______________________________

ADDRESS: ___________________________ ADDRESS: ____________________________
ENCLOSURE J
ALL COMMITTEES
**TRANSIT FINANCIAL REPORT FY18/19**  
*Period of October 2018 - September 2019*

### GRANT NUMBER | GRANT NAME | Current Available Grant Funds FY18/19
--- | --- | ---
FL-2016-012 | 5307 FFY16 | $182,770.00
FL-2017-093 | FFY2016 5339 | $8,715.00
FL-2017-096 | 5307 FFY17 | $679,438.00
FL-2018-030 | 5339 FFY2017 | $91,187.00
FL-2018-066 | 5307 FFY2018 | $773,441.00
FL-2018-086 | 5307 FFY2015 | $2,238,248.00
FL-2019-057 | 5339 FFY2018 | $435,608.00
FL-2019-070 | 5307 FFY2019 | $2,056,667.00
FL-2019-086 | 5307 FHWA FFY19 | $187,500.00
**Total** |  | **$6,653,874.00**

### PARTNER CONTRIBUTIONS

| Revenue Source | Received FY18/19 | Budgeted FY18/19 |
--- | --- | ---
Trolley Farebox/Pass Sales | $404,263.29 | $600,000.00 |
BOCC | $68,727.00 | $68,727.00 |
Callaway | $15,500.00 | $15,500.00 |
Lynn Haven | $15,500.00 | $15,500.00 |
Panama City | $68,500.00 | $68,500.00 |
Panama City Beach | $45,500.00 | $45,500.00 |
City of Parker | $2,000.00 | $5,000.00 |
Springfield | $5,000.00 | $5,000.00 |
**Total** | **$624,990.29** | **$823,727.00**

### EXPENSES

| Expense Category | Actual Expenses | Estimated Amount Budgeted FY18/19 |
--- | --- | ---
Operating Expenses | $1,903,117.15 | $2,753,876.00 |
Utilities | $39,816.92 | $33,596.00 |
Preventative Maintenance | $417,729.66 | $395,000.00 |
Capital Equipment | $341,602.86 | $584,550.00 |
Rehab/Renovate/Construct | $56,804.42 | $678,660.00 |
**EXPENSES TOTAL** | **$2,759,071.01** | **$4,445,682.00**

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**Local Revenue Analysis**

Q/E 9.30.2019