

## Executive Summary



**To:** Bob Vitas, City Manager  
**cc:** Jim Fitton, Director / Port & Transit  
**From:** Myra Wittenberg, Manager / KWDoT *Myra W.*  
**Date:** August 21, 2012  
**Subject:** 2012 Minor Transit Development Plan (TDP) Update

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### **Action Statement:**

This is a request for resolution approving the 2012 MINOR Transit Development Plan Update for the City of Key West Department of Transportation (KWDoT), as required for funding assistance via the State of Florida Department of Transportation Block Grant Program.

### **History / Project:**

In June of 2012 the City of Key West Department of Transportation presented the completed 2011 calendar year MINOR Transit Development Plan (TDP) Update for your review and approval. This PLAN Update was approved via Resolution No.12-219 and serves as the City's third (3<sup>rd</sup>) Annual MINOR Update to the ten (10) Year Transit Development Plan as prepared and approved by CH2M Hill on behalf of City of Key West in 2009 and 2010 period.

Today we present the 2012 calendar year MINOR Transit Development Plan Update for your review, comment and approval, which will bring the City current on all requirements for compliance of the Block Grant Program. The annual submission date moving forward is September 1<sup>st</sup>, each year.

Separately, another important milestone to keep in mind is that all agencies submitting a TDP to the State must prepare a MAJOR UPDATE to the original ten (10) Year PLAN prior to the fifth (5<sup>th</sup>) year anniversary date of that original PLAN; or in this case prior to September 1, 2013. A MAJOR Transit Development Plan Update will require consultants be tasked as it involves a much more extensive process that includes route surveys, customer surveys, update to Census and demographic information as well as a public input and public participation process that address the Goals and Objectives of the PLAN as outlined in the Florida Administrative Code, Rule 14-73.

Attached is the 2012 MINOR Transit Development Plan Update as provided to Florida Department of Transportation, District Six (6), for your review, comments and approval.

### **Option #1:**

Option 1 would see the City Commission review, provide comment and approve the 2012 MINOR Transit Development Plan Update as submitted to Florida DOT for their approval of same. Note that City Commission comments provided will be incorporated into the document final record.



**Advantage:**

The advantage of approving of the 2012 TDP Minor Update is that the City submits the document as required, in a timely manner, and is compliance with all Block Grant requirements set forth moving into the 2012 / 2013 period, or until September 1, 2013.

**Disadvantage**

The disadvantage would be that the City would NOT be eligible for Block Grant funding and the annual Joint Participation Agreement (JPA) would not be issued for the upcoming fiscal year period.

**Fiscal Impact / Option #1:**

The City of Key West Department of Transportation remains in full compliance of the Block Grant Program with no interruption to funding assistance for the FY 2012-2013 period, which is programmed and budgeted in an amount of \$442,430, at a 50% reimbursement rate; or a maximum participation of \$221,215. These funds are used primarily for reimbursement of expenses associated with the City routes and services.

**Option #2:**

Option 2 would see the City Commission NOT approve the 2012 MINOR Transit Development Plan as presented.

**Advantage:**

There is no advantage to this option at this time.

**Disadvantage**

The disadvantage is that the City would jeopardize grant funding assistance and may be found to be non-compliant of TDP requirements by State DOT.

**Fiscal Impact / Option #2:**

If found to be non-compliant of the Block Grant Program requirements; initially the City could lose the \$221,215., programmed in the 2012-2013 FY period. The long term effect of this action could end up jeopardizing grant funding as a whole for the Department.

**Recommendation:**

It is recommended that the City Commission approve the 2012 MINOR Transit Development Plan as submitted here, and to FDOT, District 6, and by formal Resolution this evening. This will result in the City being fully compliant with all required Block Grant TDP Regulations as set forth in FAC, Rule 14-73.

CH/mh

Attachment