



## **CRTPA BOARD**

MEETING OF TUESDAY, NOVEMBER 19, 2019 AT 1:30 PM

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

### **MISSION STATEMENT**

*"The mission of the CRTPA is to act as the principal forum for collective transportation policy discussions that results in the development of a long range transportation plan which creates an integrated regional multimodal transportation network that supports sustainable development patterns and promotes economic growth."*

### **FINAL AGENDA**

1. **CALL TO ORDER AND ROLL CALL**
2. **AGENDA MODIFICATIONS**
3. **PUBLIC COMMENT ON ITEMS NOT APPEARING ON THE AGENDA**

This portion of the agenda is provided to allow for public input on general CRTPA issues that are not included on the meeting's agenda. Those interested in addressing the CRTPA should complete a speaker request form located at the rear of the meeting room. Speakers are requested to limit their comments to three (3) minutes.

4. **CONSENT AGENDA**
  - A. Minutes of the September 16 meeting
  - B. CRTPA TIP Development Contract
  - C. Tallahassee International Airport Priority Project List Update
  - D. CRTPA 2020 Calendar
5. **CONSENT ITEMS PULLED FOR DISCUSSION**

*If you have a disability requiring accommodations, please contact the Capital Region Transportation Planning Agency at (850) 891-8630. The telephone number of the Florida Relay TDD Service is # 711.*

**6. ROLL CALL VOTE AGENDA ITEMS****A. Fiscal Year (FY) 2020 – FY 2024 Transportation Improvement Program (TIP) Amendment**

The CRTPA FY 2020 – FY 2024 TIP is proposed to be amended to reflect the addition of the following projects:

- SR 8 (I-10) (limits: Gadsden County Line to west of SR 263 Capital Circle) (Project # 2225306): Provide design funding for the widening of Interstate 10 (Leon County).

**7. CRTPA ACTION**

*The public is welcome to comment on any discussion item after a motion has been made and seconded. Each member of the public is provided three (3) minutes to address the CRTPA.*

**A. M-CORES Presentation**

A presentation on the Florida Department of Transportation Multi-use Corridors of Regional Economic Significance (M-CORES) initiative will be provided

**B. FY 2018 CRTPA Financial Statements**

Staff from Thomas, Howell and Ferguson and City of Tallahassee Financial Services will be on hand for questions related to the FY 2018 Financial Statements.

**C. FY 2018/19 – 19/20 Unified Planning Work Program Amendment**

This item seeks approval to amend the FY 2018/19 – 19/20 Unified Planning Work Program to add several feasibility studies.

**D. Blountstown Street Sidewalk Funding**

This item proposes the use of CRTPA Urban Attributable (SU) funds to assist in the construction of sidewalks on Blountstown Street, the CRTPA's number one ranked Transportation Alternatives project for the last two years.

**E. Tallahassee-Leon County Bicycle and Pedestrian Master Plan**

The Tallahassee-Leon County Bicycle and Pedestrian Master Plan has been developed for Board approval.

**F. Election of Chair/Vice Chair**

Annually, CRTPA member elect a new Chair and Vice Chair to serve for the upcoming calendar year. Currently, Commissioner Anthony O. Viesbesie and Commissioner Randy Merritt hold the CRTPA Chair and Vice Chair positions, respectively.

**G. Election of MPOAC Representative and Alternate**

Pursuant to CRTPA By-Laws, the CRTPA's Metropolitan Planning Organization Advisory Council (MPOAC) representative serves a 3-year term. Currently, Commissioner Nick Maddox to serve as MPOAC representative (and serves as the MPOAC's Governing Board Chair) with Commissioner Barfield serving as the alternate.

**H. Woodville Highway Update**

An update related to the Woodville Highway project will be provided.

**8. FLORIDA DEPARTMENT OF TRANSPORTATION REPORT****9. EXECUTIVE DIRECTOR'S REPORT**

A status report on CRTPA activities will be provided including a discussion on CRTPA Executive Committee appointments.

**10. C RTPA INFORMATION****A. Future Meeting Dates****B. Committee Actions (Citizen's Multimodal Advisory Committee & Technical Advisory Committee)****11. ITEMS FROM CRTPA BOARD MEMBERS**

This portion of the agenda is provided to allow members an opportunity to discuss and request action on items and issues relevant to the CRTPA, as appropriate.



November 19, 2019

AGENDA ITEM 1

**CALL TO ORDER AND ROLL CALL**





November 19, 2019

## AGENDA ITEM 2

### **AGENDA MODIFICATIONS**



November 19, 2019

### AGENDA ITEM 3

### **CITIZEN COMMENT**



November 19, 2019

## AGENDA ITEM 4 A

### MINUTES

TYPE OF ITEM: Consent

The minutes from the September 16 , 2019 meeting is provided as ***Attachment 1***.

### **RECOMMENDED ACTION**

Option 1: Approve the minutes of the September 16, 2019 CRTPA meeting.

### **ATTACHMENT**

Attachment 1: Minutes of the September 16, 2019 CRTPA meeting.



**CRTPA BOARD**  
MEETING OF MONDAY, SEPTEMBER 16, 2019,  
1:30 PM  
CITY OF TALLAHASSEE COMMISSION CHAMBERS  
300 S. ADAMS STREET  
TALLAHASSEE, FL 32301

**MEETING MINUTES**

**Members Present:**

**Commissioner Merritt, Wakulla County, Vice-Chair**  
**Commissioner Barfield, Jefferson County**  
**Commissioner Dozier, Leon County**  
**Commissioner Maddox, Leon County**  
**Commissioner Minor, Leon County**  
**Commissioner Matlow, City of Tallahassee**  
**Commissioner Richardson, City of Tallahassee**

**Staff Present:** Greg Slay, CRTPA, Lynn Barr, CRTPA; Greg Burke, CRTPA; Jack Kostrzewa, CRTPA; Yulonda Mitchell, CRTPA; Thornton Williams, CRTPA Attorney

**1. CALL TO ORDER AND ROLL CALL**

The meeting was called to order with a roll call vote at 1:40pm. A quorum was present.

**2. AGENDA MODIFICATIONS**

None

**3. PUBLIC COMMENT ON ITEMS NOT APPEARING ON THE AGENDA**

None

**4. CONSENT AGENDA**

**A. Minutes of the June 17 Meeting**

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**B. Fiscal Year 2018/2019 & 2019/2020 Unified Planning Work Program (UPWP) Amendment**

**Board Action:** Commissioner Richardson made a motion to approve the consent agenda. Commissioner Minor seconded the motion and the motion was unanimously passed.

**5. CONSENT ITEMS PULLED FOR DISCUSSION**

None

**6. ROLL CALL VOTE AGENDA ITEMS**

**A. Fiscal Year (FY) 2020 – FY 2024 Transportation Improvement Program (TIP) Amendment**

Mr. Burke introduced the Fiscal Year (FY) 2020 – FY 2024 Transportation Improvement Program (TIP) Amendment. He outlined the amendment noting that it would add two projects reflected below.

The CRTPA FY 2020 – FY 2024 TIP is proposed to be amended to reflect the addition of the following projects:

- Section 5305 FTA Planning Grant Funding (Project # 4217162): Provide Section 5305 FTA Planning funding in FY 2020 (CRTPA Region).
- SR 63 (US 27) (Faulk Drive to Thomasville Road) (Project # 4443312): Provide construction funding for new roadway lighting at signalized intersections (Leon County).

**Board Action:** Commissioner Barfield made the motion to approve the Fiscal Year (FY) 2020 – FY 2024 Transportation Improvement Program (TIP) Amendment as presented by staff. Commissioner Richardson seconded the motion. A roll call vote was taken and the motion was unanimously passed.

**7. CRTPA ACTION**

**A. Southwest Area Transportation Plan – Corridor Reports**

The Southwest Area Transportation Plan Corridor Reports for Orange Avenue, North Lake Bradford Road, South Lake Bradford Road and Springhill Road will be presented for Board acceptance.

Mr. Kostrzewa provided a brief background and introduced the consultant, Richard Barr, Kimley-Horn and Associates. Mr. Barr provided information on the entire plan and the Corridor Reports. He stated this project began at the end of 2017 and included extensive public outreach, meetings and data collection. The project purpose was to develop corridor plans that enhance safety, mobility and connectivity in Southwest Tallahassee and Leon County, while preserving the character of the neighborhoods and environmental areas. Mr. Barr outlined the public involvement process and provided the following detailed information on the corridors studied:

#### Phase I Orange Avenue

Orange Avenue, preliminary traffic analysis: Four-lane Orange Avenue from Capital Circle, Southwest to South Lake Bradford Road. Capital Circle, Southwest to Lake Bradford Road may exceed capacity by year 2045. South Lake Bradford Road to Springhill Road may exceed capacity by year 2040. Springhill Road to Wahnish Way is currently at capacity.

Received citizen input for the Orange Avenue component included a request for pedestrian crossings at Liberty Park, Nims Middle School and FAMU Developmental Research School; sidewalks along Orange Avenue; implementation of shared-use path along Orange Avenue; upgraded transit facilities. Mr. Barr provided renderings for possible improvements along the Orange Avenue along the rural and suburban areas. The next steps are to determine feasibility of multi-modal facilities along Orange Avenue, based on public input; continue coordination with FDOT during the PD&E process; design, right-of-way and construction are all currently unfunded by FDOT.

#### Phase II Springhill Road, North Lake Bradford Road and South Lake Bradford Road

Springhill Road, preliminary traffic analysis: Shows the corridor will not exceed capacity by 2045; the corridor is a part of the Blueprint Airport Gateway Project; Blueprint Intergovernmental Agency plans to ascertain the needs for right-of-way for future four-laning of the corridor.

North Lake Bradford Road, preliminary traffic analysis: Shows the corridor will exceed capacity by 2045 north of Springhill Road. FDOT will complete a resurfacing project in 2022 along with an Access Management Study. This corridor is part of the Blueprint Airport Gateway project. Also noted, island medians may be used for access management and serve as a pedestrian refuge along the corridor. Comments from Citizens regarding the North Lake Bradford Road segment included improved bicycle and pedestrian facilities on North Lake Bradford Road and improved access to businesses on North Lake Bradford Road. Mr. Barr noted with the renderings of Springhill Road to Gaines Street, there was no bicycle shown because there are space restrictions and utility conflicts.

South Lake Bradford Road, preliminary traffic analysis: Shows corridor will not exceed capacity by 2045. This is also a part of the Airport Gateway Project; roundabouts and other traffic calming features including ribbon curb are potential considerations to slow travel speeds along the corridor; improvements will be refined as a part of the Blueprint Intergovernmental Agency design for the Airport Gateway. Citizens wanted to use calming strategies for South Lake Bradford Road; maintain rural character of the corridor; limited lighting and landscaping; include pedestrian crossing at school bus stops. The next steps are to determine feasibility of multi-modal facilities along South Lake Bradford Road, based on public input; continue coordination with FDOT during the PD&E process as it relates to the connection at Orange Avenue.

**Board Discussion: The Board discussed getting pedestrian crossings and intersection improvements for pedestrians. Mr. Slay stated these smaller projects could possibly be funded through other funds such as TSM funds. Staff would be looking into applying for those funds to make short-term intersection improvements and pedestrian crossings.**

**Board Action: Commissioner Barfield made a motion to accept the Southwest Area Transportation Plan Corridor Reports for North Lake Bradford Road, South Lake Bradford Road and Springhill Road as presented by staff. Commissioner Richardson seconded the motion and the motion was unanimously passed.**

## **B. Woodville Highway Project Discussion**

A discussion related to the design of Woodville Highway (Capital Circle, Southeast to Paul Russell Road) will be provided.

Mr. Slay stated the Woodville Highway Project was requested to be brought back before the Board at the June meeting. Mr. Kostrzewa stated this was a single project with the limits of Capital Circle, Southeast to Paul Russell Road; the Woodville Highway Project has been in the Long Range Transportation Plan since the 1980s; Gaile Avenue between Woodville and Crawfordville Highway is the most constrained portion of road in the project. If construction for Woodville Highway was to be funded in the fifth year of the Draft FDOT Work Program, the project would be completed in 2028, 18 years after it was started. Mr. Kostrzewa also provided information on the public involvement process and meetings that were held for the Woodville Highway Project Corridor Study, PD&E Study and Design Phase.

### **Citizen Comments:**

Patricia Zimmer, 71 Field Loop Crawfordville Florida, Ms. Zimmer spoke in opposition to the proposal. She expressed concerns for school zones and access to the North Florida Fair. She stated this could be a harsh impact from people coming into the city from Crawfordville and Woodville highway. She stated she is in support to the citizen's proposal that was presented.

Cheryl Collier-Brown, 217 West Brevard Street, stated she is a volunteer and has worked in the area for over 27 years. She spoke in opposition to the project. She stated there are needed improvements but felt this proposal was confusing. She stated there should be proper notification when projects are proposed and a chance for citizens to provide input.

Gerald Jackson, 4424 Anastasia Court, spoke in opposition to the proposal. He stated this would be a confusing traffic pattern for citizens and would be disruptive to the surrounding neighborhoods.

Katherine Draken, 1611 Pepper Drive, spoke in opposition to the proposal. She stated this project was inefficient and unnecessary.

Denzel Pierre, 395 Prince Street, spoke in opposition to the proposal. He noted this project as proposed would be confusing to citizens.

John Palmer, 434 W Jefferson Street, spoke in opposition to the proposal. He noted this would not benefit the working-class people that live in the area. He noted there was a difference between property owners and people who live within the area.

Carla King Richardson 212 W Osceola Street stated she supported "the people's choice" design and stated that this proposal was a better choice.

Genny Freeman, 981 Crawfordville Trace, spoke in opposition to the proposal. She stated this change would be confusing to citizens and would be negatively impacting 90+ families in Crawfordville Trace neighborhood.

Bill Proctor, 301 S Monroe Street, spoke in opposition to the proposal. He requested the board consider the "people's choice" because it is a better choice. He noted the public meetings were all old and from 2010. He stated this area also needed additional lighting area just south of the project on Crawfordville Road.

Satya, 1332 Nancy Drive, spoke in opposition to the proposal. She stated she travel this area for caregiving work daily. She noted this proposal does not enhance accessibility to this area.

Sophia, 2069 Continental Avenue, stated this proposal was outdated and should not be used. She stated the churches should have also been notified.

Sue Ellen Gardiner, 4606 Tall Oak Drive, spoke is opposition to the proposal. She stated this was developed with no regard for the surrounding communities. She stated this super roundabout was the wrong proposal for the area and that many residents who had no knowledge of the project. Furthermore, Ms. Gardiner stated during the design charette the



plan was not the same as the proposal and stated that the attendees at the charrette were not residents within the area based on the addresses listed. She strongly encouraged the Board to consider “the people’s choice” proposal and noted that it accommodates the surrounding neighborhoods, travelers from Crawfordville and Woodville and to address the projected growth.

**Board Discussion:** Commissioner Maddox suggested the board/staff send a letter with the proposal to FDOT to verify if the proposed design could be used and would it be considered a “significant change” requiring additional studies. Commissioner Maddox continued, stating he was not in favor of losing the funding. Ms. Jessica Golema, Design Project Manager, Atkins, representing FDOT on the Woodville Highway project stated the proposed design would be a complete redesign and would require additional study phase. She stated if the study finds this proposal will not meet a certain level of service, could be a disqualifying factor for funding. She noted there was currently no construction funding available, but the right-of-way funding was currently funded, and some funds have already been expended. Commissioner Dozier expressed concerns about improvements to intersections (at local roads) and improve access to the surrounding neighborhoods and asked city and county staff to review and provide information to the board.

**Board Action:** Commissioner Maddox made a motion to have a letter from the Board Chairman requesting FDOT provide an opinion on the “People’s Choice Plan” and request City/County staff to review access to the surrounding neighborhoods. The motion was seconded by Commissioner Minor and the motion was unanimously passed.

### **C. Monticello Bike Trail Extension Feasibility Study**

The Monticello Bike Trail Extension Feasibility Study will be presented for CRTPA Board adoption.

Mr. Burke noted that this project was initiated last year and evaluated a southern extension of the existing Monticello Bike Trail. Mr. Jon Sewell, Kimley-Horn and Associates, presented information on the Monticello Bike Trail Extension Feasibility Study. Mr. Sewell stated the project purpose was to connect the paved multi-use trail south to the Jefferson County Middle/High School, connect local neighborhoods, places of interest and schools and a potential connection to the regional trail system. He listed a few supporting projects for example: US 19 Bike Path/Trail identified in the FDOT Work Program, Trailhead on West Palmer Mill Road and other existing bicycle opportunities and events within the county. Opportunities for regional trail connections include Tallahassee to Monticello Greenway Corridor (from the West), Lake City to Monticello Corridor (from the East) and Georgia to Cross City Corridor. Some of the corridors are on the Sun Trail network and may possibly be eligible for state funding. Mr. Sewell discussed the possible constraints for example: Bridge on US19 no space for multiuse path; Private properties no funds for right-of-way purchases; Existing pavement conditions which are mostly gravel.

**Board Action: Commissioner Barfield made a motion to adopt the Monticello Bike Trail Feasibility Study. Commissioner Maddox seconded the motion and the motion was unanimously passed.**

**D. 2020 CRTPA Budget**

The CRTPA's budget for 2020 has been developed for Board adoption. Mr. Slay stated the 2020 CRTPA Budget increased by 3.4%. The increase was tied to staff pay adjustments and the COLA increases.

**Board Action: Commissioner Matlow made a motion to approve the CRTPA 2020 Budget as presented by staff. Commissioner Barfield seconded the motion and the motion was unanimously passed.**

**8. FLORIDA DEPARTMENT OF TRANSPORTATION REPORT**

None

**9. EXECUTIVE DIRECTOR'S REPORT**

Mr. Slay discussed the quarterly reports were included in the agenda packet and provided an update on M-CORES Task Force.

**Board Action: This item was informational only, therefore no action was taken on this item.**

**10. CRTPA INFORMATION**

- A. Transportation Improvement Program (TIP) Administrative Amendments**
- B. Future Meeting Dates**
- C. Committee Actions (Citizen's Multimodal Advisory Committee & Technical Advisory Committee)**

**Board Action: This item was informational only, therefore no action was taken on this item.**

**11. ITEMS FROM CRTPA BOARD MEMBERS**

Board members briefly discussed the bridge repairs needed within the rural counties and funding sources available to the rural counties.

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**Board Action: Commissioner Maddox made a motion that the Board Chairman send a letter to the MPOAC Chairman to have this issue addressed and discuss ways to provide funds for bridge repairs in rural counties. Commissioner Dozier seconded the motion and the motion was unanimously passed.**

Mr. Slay noted the Board voted to change the bylaws in March but never voted for Commissioner Matlow to be added to the Executive Committee.

**Board Action: Commissioner Maddox made a motion to add Commissioner Matlow to the Executive Committee. The motion was seconded by Commissioner Dozier and the motion was unanimously passed.**

## **12. Adjourn**

The meeting was adjourned at 3:50pm

**Attest:**

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Yulonda Mitchell, Recording Secretary  
Chairman

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Anthony Viegbesie,

November 19, 2019



## AGENDA ITEM 4 B

### **CRTPA TIP DEVELOPMENT CONTRACT**

TYPE OF ITEM: Consent

#### **STATEMENT OF ISSUE**

This item seeks approval of the CRTPA entering into a contract with Community Remarks related to the agency's annual development of the Transportation Improvement Program (TIP).

#### **RECOMMENDED ACTION**

Option 1: Approve the Executive Director executing a contract with Community Remarks to develop the agency's Transportation Improvement Program for an annual fee not to exceed \$8,805.

#### **HISTORY AND ANALYSIS**

Since 2009, development of the CRTPA's TIP has been assisted through use a vendor purchased database technology linking the State Work Program with funded CRTPA projects. Use of this technology was facilitated by the CRTPA's initial approval of a contact on November 16, 2009 between the agency and Data Transfer Systems LLC ("DTS"), one of the developers of a "Interactive TIP" technology.

As a background, almost all of Florida MPO's utilize a vendor provided database technology in the generation of the TIP. Benefits of such technology include ensuring accuracy of the data used in development of the TIP, ability of the public to search projects ("Interactive TIP") as well at the ability to generate reports related to projects and funding. Currently, DTS is one of the largest providers of such services within Florida as there are not many vendors offering this service.

Recently, however, staff investigated other potential providers of this service through researching other Florida MPOs. Such research has identified one vendor in particular, Community Remarks, that provides the services offered by our current TIP database vendor in the development of the TIP. Furthermore, Community Remarks provides a public involvement component to the TIP that staff believes will be of value to the both the agency and public as the TIP is developed. Specifically, during TIP development the public may go online and provide project specific comments of funded projects

that are identified on a map. This online comment ability will provide one more element of public involvement in the annual generation of the TIP.

As a result of this research, staff is now seeking to enter into a contact with this new vendor, Community Remarks, after ten years with the current provider (DTS).

Currently, the CRTPA's annual contract with DTS is \$9,600. The proposal received from Community Remarks to annually develop the agency's TIP including with the online public comment component is \$8,805 (see **Attachment 1**).

The CRTPA's current annual contract with DTS expires in March 2020.

### **OPTIONS**

Option 1: Approve the Executive Director executing a contract with Community Remarks to develop the agency's Transportation Improvement Program for an annual fee not to exceed \$8,805.  
(Recommended)

Option 2: CRTPA Board Discretion.

### **ATTACHMENT**

Attachment 1: Community Remarks Proposal



PlaceVision Inc.  
 2800 N 6th Street Unit 1 PMB #267  
 St. Augustine, FL 32084

# Proposal

Greg Burke  
 CRTPA  
 300 S. Adams Street, A-19  
 Tallahassee, FL 32301

Date: 09/30/19  
 Reference #: 2019-0263

TITLE	UNIT PRICE	QUANTITY	LINE TOTAL
<b>Community Remarks for TIP</b> Community Remarks application to enable citizen comments on a map online. Setup of project categories, icons, and layout included in license fee. Includes 25 hours of technical support Extensive support provided to import TIP and Federal Obligation spreadsheets	<b>\$5,845.00</b>	1	<b>\$5,845.00</b>
<b>Technical Support</b> - Edit TIP text and insert text into document generating system - Generate print-ready project pages - Assemble TIP document into final PDF - Generate TIP maps in GIS	<b>\$120.00</b>	22	<b>\$2,640.00</b>
<b>Community Remarks Web Hosting</b> Annually renewed web hosting fee for Community Remarks. Web hosting for Interactive TIP	<b>\$320.00</b>	1	<b>\$320.00</b>

**Proposal Total: \$8,805.00**

November 19, 2019



## AGENDA ITEM 4 C

### **FISCAL YEAR (FY) 2021 – FY 2025 TALLAHASSEE INTERNATIONAL AIRPORT PRIORITY PROJECT LIST UPDATE**

TYPE OF ITEM: Consent

#### **STATEMENT OF ISSUE**

Staff is seeking Board approval of the updated FY 2021 – FY 2025 Tallahassee International Airport Priority Project List, included as ***Attachment 1***.

#### **CRTPA COMMITTEE ACTIONS**

The CRTPA's two (2) committees (Citizens Multimodal Advisory Committee and Technical Advisory Committee) met on November 5 and recommended approval of the updated priority project list.

#### **RECOMMENDED ACTION**

Option 1: Adopt the updated FY 2021 – FY 2025 Tallahassee International Airport Priority Project List.

#### **HISTORY AND ANALYSIS**

Subsequent to the June 17 CRTPA adoption of the FY 2021 – FY 2025 Tallahassee International Airport Priority Project List, Airport staff notified the CRTPA that the agency's adopted PPL needed to be updated to reflect revisions to the TLH PPL. Specifically, subsequent to the adoption of the PPL, the following changes were made due to adjustments in FDOT funding availability:

- Added a \$2,000,000 Parking Area Improvements Project in FDOT FY2023 (50% funding provided by FDOT) to replace later multi-year project
- Deleted the \$500,000 Parking Area Improvements Project in FDOT FY2024 due to funding provided in prior year

- Deleted the \$200,000 Landside Signage Improvements Project in FDOT FY2024 due to combining that need into other projects
- Reprogrammed the \$350,000 FDOT funding from Parking Area Improvements and Landside Signage Improvements Project in FDOT FY2024 to the Security Fence and Gate Rehabilitation, Updates and Improvements Project. This results in a total project amount of \$900,000 (50% funding provided by FDOT) in FY2024 for Security Fence and Gate Rehabilitation, Updates and Improvements.
- Deleted the \$500,000 Parking Area Improvements Project in FDOT FY2024 due to funding provided in prior year
- Reprogrammed the \$250,000 FDOT funding from Parking Area Improvements to Air Carrier Apron Improvements in FY2025 to the Air Carrier Apron Improvements Project and also added an additional \$250,000 FDOT funding offered from FDOT. This results in a total project amount of \$1,800,000 (50% funding provided by FDOT) in FY2025 for Air Carrier Apron Improvements.

As a background, the TIA PPL is one of the priority project lists annually adopted by the CRTPA that provides the Florida Department of Transportation (FDOT) guidance as that agency proceeds with development of the Annual State Work Program. Specifically, the FDOT seeks to match available state and federal funding with those eligible transportation projects ranked highest by the CRTPA.

Unlike other lists adopted by the CRTPA, the Tallahassee International Airport (TIA) develops this list. Projects contained on this list are consistent with TIA's Master Plan. The TIA Master Plan serves as the City of Tallahassee's strategy for the development of the Tallahassee International Airport.

### **OPTIONS**

Option 1: Adopt the Updated FY 2021 – FY 2025 Tallahassee International Airport Priority Project List.  
(Recommended)

Option 2: Provide other direction.

### **ATTACHMENT**

Attachment 1: Updated FY 2021 – FY 2025 Tallahassee International Airport Priority Project List



**Tallahassee International Airport Project Priorities  
FDOT Fiscal Year 2021 - 2025**

**2021**

<b>Priority Ranking</b>	<b>FM Item Number</b>	<b>Description</b>	<b>Local</b>	<b>FDOT</b>	<b>FAA</b>	<b>Total</b>
1	444974-1	International Passenger Processing Facility	1,897,922		17,081,300	18,979,222
2	226792-8	Air Cargo Facility Expansion	1,112,500	1,112,500		2,225,000
3	422301-9	Hangar(s) Development and Modernization	1,759,899	1,759,899		3,519,798
4	422301-8	Terminal Modernization	1,121,009	1,121,009		2,242,018
5	226781-6	Terminal Modernization	200,000	100,000		300,000
6	422301-5	Airfield Preservation	300,000	300,000		600,000
7	422301-6	Terminal PLB Acquisition and Installation	800,000			800,000
		<b>FY21 Total</b>	<b>7,191,330</b>	<b>4,393,408</b>	<b>17,081,300</b>	<b>28,666,038</b>

**Tallahassee International Airport Project Priorities**  
**FDOT Fiscal Year 2021 - 2025**

**2022**

<b>Priority Ranking</b>	<b>FM Item Number</b>	<b>Description</b>	<b>Local</b>	<b>FDOT</b>	<b>FAA</b>	<b>Total</b>
1	N/A	Taxiway Alpha Rehabilitation	1,275,000		11,475,000	12,750,000
2	226792-4	Airport Emergency Power Improvements	37,500	37,500	675,000	750,000
3	442109-5	Multimodal Transportation Center	1,159,052	1,159,052		2,318,104
4	226792-7	Airport Operations Center Renovations and Upgrades	200,000	200,000		400,000
5	226792-6	Facilities Building (Maintenance Complex)	225,000	225,000		450,000
6	226792-5	Airport Information Technology Analysis	75,000	75,000		150,000
		<b>FY22 Total</b>	<b>2,971,552</b>	<b>1,696,552</b>	<b>12,150,000</b>	<b>16,818,104</b>

**Tallahassee International Airport Project Priorities**  
**FDOT Fiscal Year 2021 - 2025**

**2023**

<b>Priority Ranking</b>	<b>FM Item Number</b>	<b>Description</b>	<b>Local</b>	<b>FDOT</b>	<b>FAA</b>	<b>Total</b>
1	226792-9	Taxiway Bravo Rehabilitation-Design	500,000	500,000	1,710,000	2,710,000
2	442109-7	Parking Area Improvements	1,000,000	1,000,000		2,000,000
3	442109-5	Multimodal Transportation Center	340,948	340,948		681,896
4	442109-1	Terminal PLB Acquisition and Installation	600,000	546,754		1,146,754
		<b>FY23 Total</b>	<b>2,440,948</b>	<b>2,387,702</b>	<b>1,710,000</b>	<b>6,538,650</b>

**Tallahassee International Airport Project Priorities**  
**FDOT Fiscal Year 2021 - 2025**

**2024**

<b>Priority Ranking</b>	<b>FM Item Number</b>	<b>Description</b>	<b>Local</b>	<b>FDOT</b>	<b>FAA</b>	<b>Total</b>
1	226792-9	Taxiway Bravo Rehabilitation-Construction	550,000	450,000	9,000,000	10,000,000
2	442109-6	Security Fence and Gate Rehabilitation, Updates and Improvements	450,000	450,000		900,000
3	N/A	Air Carrier Apron Improvements	150,000			150,000
4	N/A	Airfield Maintenance Sweeper Truck	250,000			250,000
		<b>FY24 Total</b>	<b>1,400,000</b>	<b>900,000</b>	<b>9,000,000</b>	<b>11,300,000</b>

**Tallahassee International Airport Project Priorities**  
**FDOT Fiscal Year 2021 - 2025**

**2025**

<b>Priority Ranking</b>	<b>FM Item Number</b>	<b>Description</b>	<b>Local</b>	<b>FDOT</b>	<b>FAA</b>	<b>Total</b>
1	226792-9	Taxiway Bravo Rehabilitation-Construction	900,000		8,100,000	9,000,000
2	446641-1	Air Carrier Apron Improvements	900,000	900,000		1,800,000
3	446640-1	Terminal Modernization	750,000	750,000		1,500,000
		<b>FY25 Total</b>	<b>2,550,000</b>	<b>1,650,000</b>	<b>8,100,000</b>	<b>12,300,000</b>



November 19, 2019

AGENDA ITEM 4 D

**2020 MEETING CALENDAR**

TYPE OF ITEM: Action

**STATEMENT OF ISSUE**

The CRTPA 2020 calendar has been developed. The calendar includes dates for board meeting and a workshop and retreat. The following provides the meeting dates, type and location.

**RECOMMENDED ACTION**

Option 1: Approve the 2020 CRTPA Meeting Calendar.

Meeting Date	Meeting Type	Location
January 21	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 <sup>nd</sup> Floor, 1:30 pm
February 18	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 <sup>nd</sup> Floor, 1:30 pm
March 17	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 <sup>nd</sup> Floor, 1:30 pm
April 21	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 <sup>nd</sup> Floor, 1:30 pm
May 19	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 <sup>nd</sup> Floor, 1:30 pm
June 15*	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 <sup>nd</sup> Floor, 1:30 pm
September 15	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 <sup>nd</sup> Floor, 1:30 pm
October 20	Retreat/Workshop	TBA 9:00 AM-1:00 PM
November (TBD)	Board Meeting	Date <b>TBD</b> , City of Tallahassee, City Hall, Commission Chambers, 2 <sup>nd</sup> Floor, 1:30 pm
December 15	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 <sup>nd</sup> Floor, 1:30 pm

\*Indicates Monday Meeting



November 19, 2019

AGENDA ITEM 5

**CONSENT ITEMS PULLED FOR DISCUSSION**

November 19, 2019



## AGENDA ITEM 6 A

### **FISCAL YEAR 2020 – FISCAL YEAR 2024 TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENT**

TYPE OF ITEM: Roll Call

#### **STATEMENT OF ISSUE**

The purpose of this item is to amend the CRTPA Fiscal Year (FY) 2020 – FY 2024 Transportation Improvement Program (TIP) to add the following projects:

- SR 8 (I-10) (limits: Gadsden County Line to west of SR 263 Capital Circle) (Project # 2225306): Provide design funding in FY 20 for the widening of Interstate 10 (Leon County).

#### **CRTPA COMMITTEE ACTIONS**

The CRTPA's two (2) committees (Citizens Multimodal Advisory Committee and Technical Advisory Committee) met on November 5 and recommended approval of the amendment.

#### **RECOMMENDED ACTION**

Option 1: Adopt a resolution amending the FY 2020 – FY 2024 Transportation Improvement Program to reflect:

- ADD NEW PROJECT: SR 8 (I-10) (limits: Gadsden County Line to west of SR 263 Capital Circle) (Project # 2225306): Provide design funding in FY 20 for the widening of Interstate 10 (Leon County).



## **HISTORY AND ANALYSIS**

Adopted annually, the C RTPA's Transportation Improvement Program reflects those projects in the region that have received state and federal funding within the State Work Program. Subsequent to adoption, the TIP is occasionally formally amended to reflect project changes such as the addition or deletion of a project as well changes to existing projects related to funding or project scope.

The C RTPA was recently contacted by the Florida Department of Transportation to amend the current TIP to include the following projects:

- SR 8 (I-10) (limits: Gadsden County Line to west of SR 263 Capital Circle) (Project # 2225306): Provide design funding for the widening of Interstate 10 (Leon County); funding amount: \$1,925,000.

Subsequent to Board approval, the FY 2020 – FY 2024 TIP will be updated to reflect the project's addition.

## **OPTIONS**

Option 1: Adopt a resolution amending the FY 2020 – FY 2024 Transportation Improvement Program to reflect:

- ADD NEW PROJECT: SR 8 (I-10) (limits: Gadsden County Line to west of SR 263 Capital Circle) (Project # 2225306): Provide design funding in FY 20 for the widening of Interstate 10 (Leon County).  
(Recommended)

Option 2: C RTPA Board Discretion.

## **ATTACHMENT**

Attachment 1: TIP project page

Attachment 2: Resolution 2019-11-6A

## SR 8 (I-10) from Gadsden Co Line to West of SR 263 Capital Circle



**Project #:** 2225306

**Work Summary:** ADD LANES & RECONSTRUCT

**SIS?:** Yes

**Lead Agency:** Managed by FDOT

**Length:** 1.089 MI

**County:** LEON

**LRTP #:** 2040 RMP Capital Roadway CFP (5.5)

Phase	Fund Source	2019/20	2020/21	2021/22	2022/23	2023/24	Total
PE	ACFP	1,925,000	0	0	0	0	1,925,000
<b>Total</b>		<b>1,925,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,925,000</b>

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

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

**Total Project Cost:** 1,925,000

**Project Description:** This project provides design funding for the widening of Interstate 10 and was amended into the TIP at the November 19, 2019 CRTPA meeting.

**CRTPA RESOLUTION 2019-11-6A****A RESOLUTION OF THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA) ENDORSING  
THE FY 2020 – FY 2024 TRANSPORTATION IMPROVEMENT PROGRAM**

---

**Whereas**, the Capital Region Transportation Planning Agency (CRTPA) is the organization designated by the Governor of Florida on August 17, 2004 together with the State of Florida, for carrying out provisions of 23 U.S.C. 134 (h) and (i)(2), (3) and (4); CFR 450.324, 326, 328, 330, and 332; and FS 339.175 (5) and (7); and

**Whereas**, the Transportation Improvement Program (TIP) shall be endorsed annually by the CRTPA and submitted to the Governor of the State of Florida, to the Federal Transit Administration, and to the Federal Highway Administration, through the State of Florida;

**Whereas**, the TIP is periodically amended to maintain consistency with the Florida Department of Transportation Work Program and;

**Whereas**, authorization for federal funding of projects within an urbanized area cannot be obtained unless the projects are included in the CRTPA's TIP;

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

The CRTPA amends the FY 20 – FY 24 Transportation Improvement Program to reflect:

- SR 8 (I-10) (limits: Gadsden County Line to west of SR 263 Capital Circle) (Project # 2225306): Provide design funding for the widening of Interstate 10 (Leon County).

Passed and duly adopted by the Capital Region Transportation Planning Agency on this 19th day of November 2019.

**Capital Region Transportation Planning Agency**

**Attest:**

**By:** \_\_\_\_\_  
Anthony O. Viegbesie, Chair

\_\_\_\_\_  
Greg Slay, Executive Director



November 19, 2019

AGENDA ITEM 7 A

**MULTI-USE CORRIDORS OF REGIONAL ECONOMIC SIGNIFICANCE (M-CORES)**

TYPE OF ITEM: Action

**STATEMENT OF ISSUE**

A presentation on the Florida Department of Transportation Multi-use Corridors of Regional Economic Significance (M-CORES) initiative will be provided.

**ATTACHMENT**

Attachment 1: M-CORES Information

## What is M-CORES?

The M-CORES Program was established within the Florida Department of Transportation (FDOT) through new legislation (Chapter 2019-43, Laws of Florida). The overall objective of the M-CORES Program is to advance three regional corridors that can accommodate multiple modes of transportation and various types of infrastructure, such as communication, energy, and water. The three regional corridors are listed below with the counties that make up the study areas. A map of the study areas can be found on the back of this handout.

- **Suncoast Connector** (Citrus, Dixie, Gilchrist, Jefferson, Lafayette, Levy, Madison and Taylor Counties)
- **Northern Turnpike Connector** (Citrus, Levy, Marion and Sumter Counties)
- **Southwest-Central Florida Connector** (Charlotte, Collier, DeSoto, Glades, Hardee, Hendry, Highlands, Lee and Polk Counties)

## What is the purpose of the M-CORES Task Forces?

A Task Force has been established for each M-CORES study area to provide a local, regional, and statewide perspective and collaboration on this initiative. The membership, as defined by law, includes representatives from state, regional, and local governments; communities; and environmental organizations. The charge of the Task Forces is to provide recommendations for each study area by October 1, 2020.

## What are the goals for the M-CORES Program?



- **Alleviate** congestion
- **Support** multiple modes of transportation (shared-use trails, freight and passenger rail, public transit)



- **Improve** energy distribution
- **Build** water, sewer and other infrastructure



- **Connect** rural communities
- **Expand** broadband service



- **Conserve** wildlife
- **Protect** environmentally sensitive areas



- **Create** jobs
- **Advance** trade and logistics



- **Provide** hurricane evacuation routes

## How can I provide input?

Comments may be submitted through the following methods:

- A** In writing at one of the comment stations provided today
- B** Verbally to an on-site court reporter at one of our comment stations provided today
- C** By mail to: Ann Howard  
Communications Director  
605 Suwannee Street  
Tallahassee, FL 32399-0450
- D** By email to [FDOT.Listens@dot.state.fl.us](mailto:FDOT.Listens@dot.state.fl.us)
- E** During the public comment period scheduled today **(please see a staff member at the sign-in table for a speaker card)**

Additional opportunities for input and comment will be provided at all Task Force meetings and at the community open house meetings.



Visit

**FloridaMCORES.com**  
for the latest information

## Contact Information:

**Ann Howard**  
Communications Director



**605 Suwannee Street**  
**Tallahassee, FL 32399**

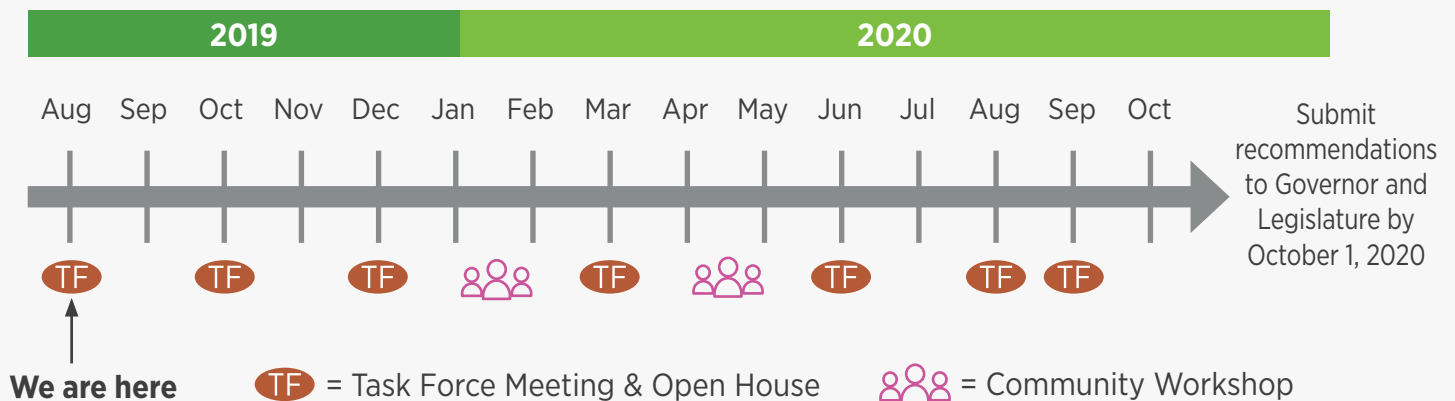


**(850) 414-4590**



**[Ann.Howard@dot.state.fl.us](mailto:Ann.Howard@dot.state.fl.us)**

## Task Force Schedule



Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status. Persons wishing to express their concerns relative to FDOT compliance with Title VI may do so by contacting Jacqueline Paramore, State Title VI Coordinator, at (850) 414-4753 or by email at [Jacqueline.Paramore@dot.state.fl.us](mailto:Jacqueline.Paramore@dot.state.fl.us).

## Suncoast Connector

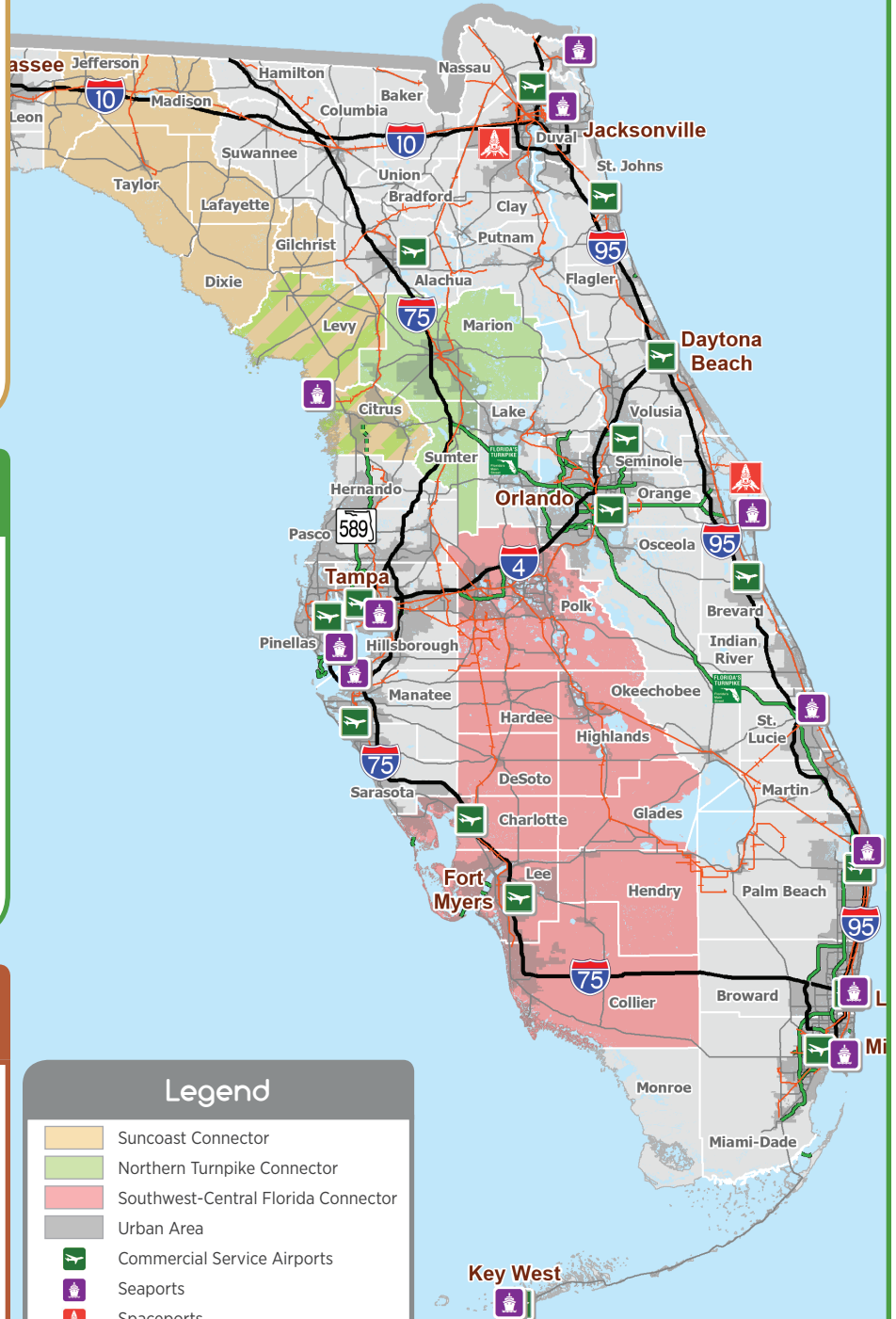
- **8** counties (Citrus, Dixie, Gilchrist, Jefferson, Lafayette, Levy, Madison and Taylor)
- **21** cities and towns
- **5,635** square miles of land area
- **286,827** residents
- **48,780** jobs
- **2,217** lane miles of state highway system
- **147** miles of active rail
- **1** seaport

## Northern Turnpike Connector

- **4** counties (Citrus, Levy, Marion and Sumter)
- **20** cities and towns
- **3,831** square miles of land area
- **677,430** residents
- **36,305** jobs
- **2,162** lane miles of state highway system
- **158** miles of active rail
- **1** seaport

## Southwest-Central Florida Connector

- **9** counties (Charlotte, Collier, DeSoto, Glades, Hardee, Hendry, Highlands, Lee and Polk)
- **36** cities and towns
- **9,511** square miles of land area
- **2,251,543** residents
- **590,999** jobs
- **4,793** lane miles of state highway system
- **600** miles of active rail
- **2** commercial service airports



### Legend

- Suncoast Connector
- Northern Turnpike Connector
- Southwest-Central Florida Connector
- Urban Area
- Commercial Service Airports
- Seaports
- Spaceports
- Interstates
- Toll Roads
- Toll Roads (Under Construction)
- State Highways
- Active Rail

### Sources:

Florida Cities & Towns: <https://www.fl-counties.com/florida-cities-county>  
 Land Area: <http://www.usa.com/rank/florida-state--land-area--county-rank.htm>  
 Population & Employment: <https://www.census.gov/quickfacts/fact/table/US/PST045218>  
 Lane Miles: <https://www.fdot.gov/statistics/mileage-rpts/default.shtm#SHS>  
 Rail Miles: <https://www.fgdl.org/metadataexplorer/explorer.jsp>  
 Seaports: <https://www.fdot.gov/seaport/seaport.shtm>  
 Airports: <https://www.fdot.gov/aviation/FASP2035>

November 19, 2018



## AGENDA ITEM 7 B

### **FY 2018 CRTPA FINANCIAL STATEMENTS**

**TYPE OF ITEM:** Action

#### **STATEMENT OF ISSUE**

The purpose of this item is to discuss the FY 2018 CRTPA Financial Statements developed for the period October 1, 2017 – September 30, 2018.

#### **RECOMMENDED ACTION**

Option 1: Accept FY 2018 CRTPA Financial Statements

Option 2: As desired by the Board

#### **HISTORY AND ANALYSIS**

Each year the CRTPA performs a financial audit as required by our FDOT grants. The Financial Statement Findings are as follows:

##### **2018-001 Accounting and Financial Reporting (page 47)**

Capital Region Transportation Planning Agency's management is responsible for the preparation and fair presentation of financial statements in accordance with accounting principles generally accepted in the United States of America. Additionally, CRTPA has a number of grants funded through federal and state agencies and CRTPA must comply with federal and state laws and regulations, provisions of grant agreements, and accounting and reporting requirements associated with such grants. Professional auditing standards confine the functionality of the auditor to the audit of, rather than the preparation or determination of year-end balances; therefore, the audit process itself should not be relied upon to identify required adjustments to year-end balances.

*Condition:* During the audit, we identified accounting errors that required adjusting journal entries which also impacted the Schedule of Expenditures of Federal Awards. Amounts due from member counties related to both the prior year and current year annual true-up of actual revenues and expenses had not been billed to the member counties. We also noted reconciliations of significant due to and due from accounts with the City of Tallahassee and Leon County were not timely performed, and CRTPA's cash balances were not actively monitored during the year resulting in a negative cash balance of \$793,851 at September 30, 2018. In addition,



employees' time is manually entered into the timekeeping system, Kronos, by one employee. A consistent, documented reconciliation is not performed between the timesheets and Kronos. During our testing we noted discrepancies between the timesheets and Kronos reports both in total hours and classifications in tasks that are outlined in the grant agreement and utilized in grant reporting. *Cause:* Currently, CRTPA does not have the staffing to perform its required accounting, financial reporting and grants management duties. These responsibilities have been assigned to the City of Tallahassee's Financial Services Division, which does not have adequate resources to perform these duties on behalf of CRTPA. Audit findings related to financial reporting and staffing have been reported in the Schedule of Findings and Questioned Costs or the Management Letter as findings 2017-004 and 2017-002 in the preceding fiscal year, finding 2016-001 in the second preceding fiscal year, and finding 2015-001 in the third preceding fiscal year.

*Effect:* As a result of not having adequate accounting resources, CRTPA was not able to perform timely and accurate accounting, financial reporting and grants management duties.

*Recommendation:* CRTPA should consider hiring an accountant with the skills, experience, and knowledge to perform accounting, financial reporting and grants management duties.

*Management Response:*

*Journal Entries*

*We have discussed the adjusting journal entries with Financial Services staff. There were two adjusting entries in FY2018 due to accounting errors. First one was to recognize revenue and a receivable from Blueprint for a joint project that hadn't been billed to Blueprint. The second entry was to reverse an accrual journal for expenses recognized in FY2017 and accrue some expenses for FY2018. Comparatively there were 10 adjusting journals for accounting errors in FY2017 for similar purposes.*

*Negative cash balance*

*Because the CRTPA grants are on a cost reimbursement basis, we will always carry a net negative cash balance. Improvements made in the billing process during FY2018 resulted in more timely reimbursement of expenditures and therefore a reduction of net negative cash. During FY 2018 the net negative cash balance was decreased \$302,000 from the FY2017 balance of negative \$1,095,000. The CRTPA is continuing to successfully reduce this balance in FY2019.*

*Timekeeping procedures*

*We implemented a new process for time keeping in January 2019. The process is as follows:*

- 1. Employee timesheets are entered into Kronos by the Administrative Assistant II*
- 2. The Assistant Director reviews both the employee timesheet and Kronos input to ensure accuracy.*
- 3. The Executive Director spot checks the Kronos input against the employee timesheet prior to final signoff.*

*We have made significant progress over the past eighteen months in improving our overall accounting procedures. While we are cognizant of our direct fiduciary responsibilities, we are confident that, with our continued close coordination with the Financial Services Department, we can accomplish our requirements without additional staff. However, we will continue to monitor our progress to ensure that remains the case.*

**2018-002 Services Provided by the City of Tallahassee (page 50)**

CRTPA utilizes the accounting office of the City of Tallahassee for the processing of its cash receipts and disbursements, including payroll. CRTPA's financial records are also maintained in the City of Tallahassee's accounting system. This has allowed CRTPA to participate in the City of Tallahassee's cash management system and to utilize the expertise of the City's Financial Services Department. It is important to note that this arrangement does not alleviate the CRTPA's responsibilities over internal controls, financial reporting and oversight.

During the audit of the City of Tallahassee, we observed the Treasury account bank reconciliations were performed six to eleven weeks after month end. City staff established preliminary bank reconciliation procedures beginning in April 2018. Four of the six preliminary bank reconciliations were performed five to six weeks after month-end, with the preliminary bank reconciliation for the month ended September 30, 2018 performed on December 4, 2018 and the final reconciliation performed on December 18, 2018. The delay in performing bank reconciliations has been observed and included as part of various management letter comments over the past several years. The timely reconciliation of bank accounts is a critical control activity. Cash transactions account for almost every activity of a government's operations, including payroll and the purchase of goods and services. Delays in performing this key control allows for errors or fraudulent transactions to occur and not be identified in a timely manner.

In addition, during the audit of CRTPA it was determined that the implementation of an accounting standard was not done in accordance with the standard, which required an actuarial determination of its OPEB liability and other related amounts. CRTPA relied on the City of Tallahassee's accounting staff to provide this information, which was not available and had to be requested from the actuary late in the audit process.

It is important that CRTPA understand its responsibility for controls over its accounting function and monitor the functioning of these controls. We recommend CRTPA review its accounting and financial reporting function to ensure that the services and functions provided by the City of Tallahassee on the CRTPA's behalf, are meeting the expectations of CRTPA. See also Finding 2018-001 in the Schedule of Findings and Questioned Costs.

*Management Response:*

**Timeliness of reconciliations**

*We have reviewed this finding with Financial Services and will work with them as they look to continue to improve their process. (see COT Financial Services response below). We will also determine if we*

*can have a staff member make regular checks on the reconciliations to ensure they are being done in a timely manner.*

*COT Financial Services response: [From the City of Tallahassee Comprehensive Annual Financial Report] Financial Reporting recognizes the importance of timely bank reconciliations and has succeeded in improving the timeliness since this comment was first made. They continue to review process and have for the last couple of months been cross training another employee on this task with the goal of completing the reconciliations within one month of closing each month in the general ledger which will represent approximately 5 weeks after month end.*

*Other Post-Employment Benefits - See response to 2018-003*

*We recognize our responsibility for controls over the accounting function and will continue efforts to monitor the functioning of these controls. We are also in the process of reviewing our services agreement with the City which governs the services and functions provided to CRTPA.*

### **2018-003 Other Post-Employment Benefits (OPEB) (page 52)**

It was determined during the audit that the implementation of an accounting standard was not done in accordance with the standard, which required an actuarial determination of its OPEB liability and other related amounts. CRTPA relied on the City of Tallahassee's accounting staff to provide this information, which was not available and had to be requested from the actuary late in the audit process.

It is important that CRTPA understands its responsibility for controls over its accounting function and monitor the functioning of these controls. We recommend that CRTPA review its accounting and financial reporting function to ensure that the services and functions provided by the City of Tallahassee on CRTPA's behalf, are meeting the expectations of CRTPA.

*Management Response:*

*Prior to FY 2018, CRTPA employees received benefits through either the City of Tallahassee or Leon County. The County pension (FRS) and OPEB (HIS) plans are administered by the Florida Retirement System. The City's OPEB plan is administered by the City. As of June 2019, new CRTPA employees do not have the option to select FRS benefits. The OPEB liability and related amounts are accounting estimates provided by an independent actuary. In prior years, the CRTPA's OPEB items, under the prior standard (GASB 45), were allocated by City Financial Services based on percentage of covered payroll. In future years, under the current standard (GASB 75), the CRTPA will ensure that the independent actuarial report provides separate numerical columns for our OPEB items as allocated by the actuary based on percentage of covered payroll.*

### **2018-004 Board Governance (page 52)**

The CRTPA Board serves an important role in establishing the "tone at the top" and establishing and maintaining a control environment that fosters timely and accurate financial reporting and grants management. We recommend the CRTPA Board works with management to establish formal financial

reporting and grants management monitoring procedures. Such monitoring procedures should include review by the Board of quarterly budget to actual comparisons including explanations for variations from budget, and quarterly monitoring of progress towards the resolution of internal control findings and recommendations.

*Management Response:*

*Beginning in March 2019, the CRTPA Board began receiving quarterly budget reports detailing the utilization of each grant. In addition, periodic updates have been provided on the status of the responses to the FDOT IG Audit.*

**OPTIONS**

Option 1: Accept FY 2018 CRTPA Financial Statements  
(Recommended)

Option 2: CRTPA Board Discretion.

**ATTACHMENT**

Attachment 1: FY 2018 CRTPA Financial Statements

# CAPITAL REGION TRANSPORTATION PLANNING AGENCY

## Annual Financial Statements

For the Fiscal Year Ended  
September 30, 2018



**PREPARED BY:**

Financial Services Department  
Financial Reporting Division  
City of Tallahassee, Florida

# **Financial Statements**

Capital Region

Transportation Planning Agency

*Fiscal Year Ended September 30, 2018*

*with Independent Auditors' Report*

**Capital Region Transportation Planning Agency  
Financial Statements  
Fiscal Year Ended September 30, 2018**

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## **FINANCIAL SECTION**

THIS SECTION CONTAINS THE FOLLOWING SUBSECTIONS:

Independent Auditors' Report

Management's Discussion and Analysis

Basic Financial Statements

Notes to Financial Statements

## Independent Auditors' Report

Members of the Board  
Capital Region Transportation Planning Agency

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of the Capital Region Transportation Planning Agency (CRTPA) as of and for the year then ended September 30, 2018, and the related notes to the financial statements, which collectively comprise CRTPA's basic financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Capital Region Transportation Planning Agency, as of September 30, 2018, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Emphasis of Matter**

As discussed in Note IV.F. to the financial statements, in the fiscal year ending September 30, 2018, CRTPA adopted new accounting guidance, Governmental Accounting Standards Board Statement 75, Accounting and Financial Reporting for Postemployment Benefits Other Than Pension Plans. The October 1, 2017 net position balance has been restated to reflect the implementation of the new standard. Our opinion is not modified with respect to this matter.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 5 through 9 and the required supplementary information on pages 34 through 38, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Supplementary Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise CRTPA's basic financial statements. The accompanying schedule of expenditures of federal awards, schedule of findings and questioned costs, and schedule of prior audit findings as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated September 19, 2019 on our consideration of CRTPA's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of CRTPA's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering CRTPA's internal control over financial reporting and compliance.

Thomas Howell Ferguson P.A.

Law, Redd, Crona & Munroe P.A.

**Thomas Howell Ferguson P.A.**  
Tallahassee, Florida  
September 19, 2019

**Law, Redd, Crona & Munroe, P.A.**  
Tallahassee, Florida

## **CAPITAL REGION TRANSPORTATION AGENCY**

### **Management's Discussion and Analysis**

This section of CRTPA's annual financial report is designed to provide the reader with a better understanding of the financial activity for the fiscal year that ended September 30, 2018. Notes mentioned below are Notes to the Financial Statements, which follow the statements.

### **FINANCIAL HIGHLIGHTS**

- Total assets and deferred outflows of resources of \$1,621,000 increased by approximately \$291,000 from the prior year primarily due to an increase in due from other governments caused by large grant reimbursements received after year end and increases in deferred pension and OPEB related deferred outflows. Total liabilities and deferred inflows of \$1,597,000 increased by approximately \$351,000 primarily due to an increase in accounts payable caused by significant extra audit fees attributed to the FY2017 audit and an increase in pension and OPEB related liabilities and deferred inflows.
- Net position decreased by approximately \$60,000 during the fiscal year primarily due to the net effect of the following prior period adjustments: a reduction of \$132,000 for the implementation of GASB 75 and an increase of \$74,000 related to the removal of the FRS pension liability for CRTPA employees that were on FRS but are no longer with the Agency.
- Revenues of \$1,463,000, primarily operating grants, were received during the fiscal year, as compared to approximately \$1,060,000 in prior year. Expenses of \$1,465,000, primarily personnel expenses and contractual services, were incurred during the fiscal year, as compared to approximately \$1,118,000 in the prior year.

### **An Overview of the Financial Statements**

#### **Required Components of CRTPA's Annual Financial Report**

Management's Discussion and Analysis
--------------------------------------

#### **Basic Financial Statements**

Government-wide Financial Statements	Fund Financial Statements
Notes to the Financial Statements	

Required Supplementary Information
------------------------------------

The focus of the financial statements is on both CRTPA's overall financial status and the major individual funds. The following briefly describes the component parts.

### **GOVERNMENT-WIDE STATEMENTS**

The government-wide financial statements are designed to report information about CRTPA as a whole using accounting methods similar to those used by private-sector companies. The Statement of Net Position combines all of CRTPA's current financial resources with capital assets and long-term obligations. Net position, the difference between CRTPA's assets and liabilities, is one way to measure its financial health.

CRTPA is considered a single-function government with all activities classified as governmental rather than business-type. Consequently, the government-wide financial statements include only governmental activities. These are services that are financed primarily from Federal and State grants and contributions from member governments. Business-type activities by definition include services for which specific fees are charged, which are meant to cover the cost of providing those services. The CRTPA does not have these types of activities.

### **FUND FINANCIAL STATEMENTS**

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. All of CRTPA's funds are considered to be governmental funds. CRTPA maintains a general fund and a special revenue fund; both of which are considered major funds. The following chart describes the fund requirements:

<b>Scope</b>	Includes CRTPA's revenues, which are primarily from operating grants
<b>Required financial statements</b>	Balance Sheet Statement of Revenues, Expenditures and Changes in Fund Balances
<b>Accounting basis and Measurement focus</b>	Modified accrual accounting and current financial resources focus
<b>Type of asset / liability information</b>	Only assets expected to be used up and liabilities that come due during the year or soon thereafter, no capital assets are included
<b>Type of inflow / outflow information</b>	Revenues for which cash is received during or soon after the end of the year; expenditures when goods or services have been received and payment is due during the year or soon thereafter

## GOVERNMENT-WIDE FINANCIAL STATEMENTS

The following table reflects the condensed Statement of Net Position compared to the prior year. Deferred inflows of resources increased by \$117,000. CRTPA's net position decreased by approximately \$60,000 in fiscal year 2018. Total assets increased by approximately \$138,000 and total liabilities increased by approximately \$234,000.

**Table 1**  
**Statement of Net Position**  
**As of September 30**  
**Governmental Activities**  
**(in thousands)**

	<u>2018</u>	<u>2017</u>	<u>\$ Change</u>
<b>Assets</b>			
Current assets	\$ 1,224	\$ 1,084	\$ 140
Capital assets, net of accumulated depreciation	9	11	(2)
Total assets	<u>1,233</u>	<u>1,095</u>	<u>138</u>
<b>Deferred outflows</b>	<u>388</u>	<u>235</u>	<u>153</u>
Total assets and deferred outflows	<u>1,621</u>	<u>1,330</u>	<u>291</u>
<b>Liabilities</b>			
<b>Current liabilities</b>			
Accounts Payable	185	97	88
Due to Other Governments	794	740	54
Compensated Absences	46	45	1
	<u>1,025</u>	<u>882</u>	<u>143</u>
<b>Noncurrent liabilities</b>			
Net OPEB Obligation	173	43	130
Net Pension Liability	193	226	(33)
Compensated Absences	-	6	(6)
	<u>366</u>	<u>275</u>	<u>91</u>
Total liabilities	<u>1,391</u>	<u>1,157</u>	<u>234</u>
<b>Deferred inflows of resources</b>	<u>206</u>	<u>89</u>	<u>117</u>
Total liabilities and deferred inflows	<u>1,597</u>	<u>1,246</u>	<u>351</u>
<b>Net position</b>			
Net investment in capital assets	9	11	(2)
Unrestricted	15	73	(58)
Total net position	<u>\$ 24</u>	<u>\$ 84</u>	<u>\$ (60)</u>

## CHANGES IN NET POSITION

In 2018, CRTPA's total revenues were \$1,463,000 and expenses were \$1,465,000, resulting in an a decrease in net position of \$2,000. Revenues consisted primarily of operating grants and contributions; expenses consisted primarily of personnel costs and contractual services. The following table shows comparative revenues and expenses by sources and programs and the resulting change in net position:

**FUND Table 2**  
**Changes in Net Position**  
**For the year ended September 30**  
**Governmental Activities**  
**(in thousands)**

<b>FINANCIAL STATEMENTS</b>			
	<b>2018</b>	<b>2017</b>	<b>\$ Change</b>
<b>Program revenues</b>			
<b>Operating grants and contributions</b>			
Operating grants and contributions	\$ 1,469	\$ 1,060	\$ 409
Decrease in FMV of investments	(6)	-	(6)
Total program revenues	1,463	1,060	403
<b>Expenses</b>			
Transportation	1,462	1,115	347
Depreciation	3	3	-
Total expenses	1,465	1,118	347
Increase (decrease) in net position	<u>\$ (2)</u>	<u>\$ (58)</u>	<u>\$ 56</u>

The following table reflects the sources and uses and the resulting change in fund balances for each fund:

**Table 3**  
**Governmental Funds**  
**Financial Analysis**  
**(in thousands)**

<b>Fund</b>	<b>Fund Balances 9/30/2017</b>	<b>Sources</b>	<b>Uses</b>	<b>Sources Over (Under) Uses</b>	<b>Fund Balance 9/30/2018</b>
General	\$ 153	\$ 756	\$ 758	\$ (2)	\$ 151
Special revenue	94	706	706	-	94
Total	<u>\$ 247</u>	<u>\$ 1,462</u>	<u>\$ 1,464</u>	<u>\$ (2)</u>	<u>\$ 245</u>

## BUDGETARY HIGHLIGHTS

A schedule showing the original budget for CRTPA's General Fund and the final budget and comparing the final budget to the actual results is included in the required supplementary information to the financial statements. There were no changes made to the budget during the year.

## ECONOMIC AND OTHER FACTORS THAT MAY IMPACT CRTPA'S FINANCIAL POSITION

Projected population increases continue to place pressure on the transportation infrastructure for the four-county area; therefore, there continues to be a need for coordinated planning of the transportation needs of the area. CRTPA's funding is influenced by its ability to obtain federal and state grants.



### **FISCAL YEAR 2019 BUDGET**

CRTPA's General Fund Budget for fiscal year 2019 totaling \$855,201 consists primarily of personnel costs and contractual services; funding for these expenses continues to be primarily from federal and state operating grants.

### **FINANCIAL CONTACT**

This financial report is designed to provide citizens, taxpayers, customers, and creditors with a general overview of CRTPA's finances and to demonstrate the CRTPA's accountability for the money it receives. If you have questions about the report or need additional financial information, contact the City of Tallahassee's Financial Reporting Division, 300 South Adams Street, Box A-29, Tallahassee, Florida 32301-1731 or by calling 850-891-8048.

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## **BASIC FINANCIAL STATEMENTS**

These basic financial statements provide a summary overview of the financial position as well as the operating results of the Capital Region Transportation Planning Agency. They also serve as an introduction to the more detailed statements and schedules that follow in subsequent sections:

Government-wide Financial Statements  
Fund Financial Statements  
Notes to Financial Statements

**Capital Region Transportation Planning Agency**  
**Statement of Net Position**  
**September 30, 2018**  
(in thousands)

**Assets and deferred outflows of resources**

Current assets:	
Due from other governments	\$ 1,224
Total current assets	<u>1,224</u>
Capital assets:	
Capital assets, net of accumulated depreciation	<u>9</u>
Total assets	<u>1,233</u>
Deferred outflows of resources:	
Pension related deferred outflows	378
Other post-employment benefits related deferred outflows	<u>10</u>
Total deferred outflows of resources	<u>388</u>
Total assets and deferred outflows of resources	<u><u>\$ 1,621</u></u>

**Liabilities, deferred inflows of resources and net position**

Current liabilities:	
Accounts payable	\$ 185
Due to other governments	794
Compensated absences	<u>46</u>
Total current liabilities	<u>1,025</u>
Noncurrent liabilities:	
Net other post-employment benefits obligation	173
Net pension liability	<u>193</u>
Total noncurrent liabilities	<u>366</u>
Total liabilities	<u>1,391</u>
Deferred inflows of resources:	
Pension related deferred inflows	196
Other post-employment benefits related deferred inflows	<u>10</u>
Total deferred inflows of resources:	<u>206</u>
Net position:	
Net investment in capital assets	9
Unrestricted	<u>15</u>
Total net position	<u>24</u>
Total liabilities, deferred inflows of resources, and net position	<u><u>\$ 1,621</u></u>

*The notes to the financial statements are an integral part of these financial statements.*

**Capital Region Transportation Planning Agency**  
**Statement of Activities**  
**Year ended September 30, 2018**  
(in thousands)

Function/Programs	Expenses	Program Revenues			Net (Expenses) Revenues and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Primary Governmental Activities
Primary government:					
Transportation	\$ 1,462	\$ -	\$ 1,469	\$ -	\$ 7
Depreciation	<u>3</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(3)</u>
Total primary government	<u>\$ 1,465</u>	<u>\$ -</u>	<u>\$ 1,469</u>	<u>\$ -</u>	<u>\$ 4</u>
General revenues:					
Decrease in fair value of investments					\$ (6)
Change in net position					(2)
Net position - October 1, 2017					84
Adjustment to net position as of October 1, 2017					<u>(58)</u>
Net position - September 30, 2018					<u>\$ 24</u>

The notes to the financial statements are an integral part of these financial statements.

**Capital Region Transportation Planning Agency**  
**Balance Sheet**  
**Governmental Funds**  
**September 30, 2018**  
**(in thousands)**

	<u>General</u>	<u>Special Revenue</u>	<u>Total Governmental Funds</u>
<b>Assets</b>			
Due from other governments	\$ 704	\$ 520	\$ 1,224
Total assets	<u>\$ 704</u>	<u>\$ 520</u>	<u>\$ 1,224</u>
<b>Liabilities and fund balance</b>			
Accounts payable	\$ 96	\$ 89	\$ 185
Due to other governments	457	337	794
Total liabilities	<u>553</u>	<u>426</u>	<u>979</u>
Fund balance:			
Committed	151	94	245
Total fund balance	<u>151</u>	<u>94</u>	<u>245</u>
Total liabilities and fund balance	<u>\$ 704</u>	<u>\$ 520</u>	<u>\$ 1,224</u>

*The notes to the financial statements are an integral part of these financial statements.*

**Capital Region Transportation Planning Agency  
Reconciliation of the Governmental Funds Balance Sheet  
to the Statement of Net Position  
September 30, 2018  
(in thousands)**

Total fund balance per the governmental fund financial statements	\$ 245
Amounts reported for governmental activities in the Statement of Net Position are different because:	
Deferred outflows of resources related to the pension liability and the OPEB obligation are not receivable in the current period and are not reported in the funds.	388
OPEB are not due and payable in the current period and, therefore, are not reported in the governmental funds.	(173)
Certain amounts related to the net pension liability are deferred and amortized over time and are not reported in the funds.	(193)
Deferred inflows of resources related to the pension liability and the OPEB obligation are not due and payable in the current period and are not reported in the funds.	(206)
Compensated absences are not due and payable in the current period and, therefore, are not reported in the governmental funds.	(46)
Capital assets used in governmental activities are not current financial resources and, therefore, are not reported in the governmental funds.	9
	<hr/>
Total net position per the government-wide statement of net position	<u><u>\$ 24</u></u>

*The notes to the financial statements are an integral part of these financial statements.*

**Capital Region Transportation Planning Agency**  
**Statement of Revenues, Expenditures, and**  
**Changes in Fund Balance**  
**Governmental Funds**  
**Year ended September 30, 2018**  
**(in thousands)**

	<u>General</u>	<u>Special Revenue</u>	<u>Total Governmental Funds</u>
<b>Revenues by source:</b>			
Intergovernmental:			
Federal	\$ 799	\$ -	\$ 799
State	-	586	586
Local	-	120	120
CRTPA Members	(37)	-	(37)
Decrease in fair market value of investments	(6)	-	(6)
Total revenues	<u>756</u>	<u>706</u>	<u>1,462</u>
<b>Expenditures:</b>			
Current:			
Transportation:			
Personnel services	565	-	565
Operating expenses	128	706	834
Administrative charges	65	-	65
Total expenditures	<u>758</u>	<u>706</u>	<u>1,464</u>
Excess of revenues over (under) expenditures	<u>(2)</u>	<u>-</u>	<u>(2)</u>
Net change in fund balance	(2)	-	(2)
Fund balances - October 1	<u>153</u>	<u>94</u>	<u>247</u>
Fund balances - September 30	<u>\$ 151</u>	<u>\$ 94</u>	<u>\$ 245</u>

*The notes to the financial statements are an integral part of these financial statements.*



**Capital Region Transportation Planning Agency  
Reconciliation of the Statement of Revenues, Expenditures and  
Changes in Fund Balances of Governmental Funds  
to the Statement of Activities  
Year ended September 30, 2018  
(in thousands)**

Net change in fund balance per the governmental fund financial statements	\$ (2)
Amounts reported for governmental activities in the Statement of Activities are different because:	
The net change in compensated absences, which is reported in the Statement of Activities, does not require the use of current financial resources and, therefore, is not reported as an expenditure in governmental funds.	4
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense.	(2)
Pension related items reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as an expenditure in the governmental funds.	(4)
OPEB related items reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as an expenditure in the governmental funds.	<u>2</u>
Change in net position per the government-wide Statement of Activities	<u><u>\$ (2)</u></u>

*The notes to the financial statements are an integral part of these financial statements.*

## **NOTES TO THE FINANCIAL STATEMENTS**

NOTE I- Summary of Significant Accounting Policies

NOTE II - Stewardship, Compliance, and Accountability

NOTE III - Detail Notes - All Funds

NOTE IV - Other Information

**Capital Region Transportation Planning Agency**  
**Notes to the Financial Statements**  
**September 30, 2018**

**NOTE I - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

This summary of significant accounting policies is presented to assist the reader in interpreting the financial statements of the Capital Region Transportation Planning Agency (CRTPA). These policies are considered essential and should be read in conjunction with the accompanying financial statements. The accounting policies of the CRTPA conform to Generally Accepted Accounting Principles (GAAP) as applicable to governmental units. This report, the accounting system of the CRTPA, and the classification of accounts, conform to standards of the Governmental Accounting Standard Board (GASB).

**A. REPORTING ENTITY**

In December 2004, the CRTPA was created through an interlocal agreement between the Florida Department of Transportation; the Counties of Leon, Gadsden, and Wakulla; the Cities of Midway, Quincy, and Tallahassee; the Town of Havana and the Leon County School Board as authorized by Section 163.01 Florida Statutes. CRTPA was established in order for the members to participate cooperatively in the development of transportation related plans and programs. Currently, the governing board consists of voting representatives from the Counties of Leon, Gadsden, Jefferson and Wakulla; the Cities of Midway, Quincy, Tallahassee, Chattahoochee and Gretna; the Towns of Greensboro and Havana, the Leon County School Board, and three nonvoting representatives from the Florida Department of Transportation, the Federal Highway Administration, and StarMetro (City of Tallahassee Transit system). The CRTPA is not a component unit of any of the entities listed or any other entity. In addition, the CRTPA has not identified any other entities for which the CRTPA has operational or financial relationships that would require them to be included as component units of the CRTPA.

On November 17, 2007, CRTPA members voted to expand the boundaries of the planning area to include all of Gadsden County, Jefferson County, Leon County, and Wakulla County and to make the necessary changes to the Interlocal Agreement to reflect this change. On January 12, 2009, CRTPA members approved the Apportionment Plan, which is the initial step in recognizing new representatives from the expanded boundaries. CRTPA staff contacted each of the counties and municipalities to obtain a formal resolution from each governing body stating they wished to participate as a member of the CRTPA. An approved apportionment plan and all the resolutions obtained were sent to the Florida Department of Transportation on August 12, 2010 for review and were approved by the Governor's Office on March 17, 2011.

The CRTPA receives federal and state transportation planning funds for the performance of its transportation planning and programming activities. If operating expenses exceed the external funding obtained, the deficit is funded by the members of the CRTPA in proportion to their weighted votes.

**B. GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS**

The government-wide financial statements report information on all the activities of the CRTPA. The effect of interfund activity has been eliminated from these government-wide statements. These statements include the Statement of Net Position and the Statement of Activities.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those expenses that are clearly identifiable with a specific function or segment. Program revenues are revenues that derive directly from the program itself or from parties outside the reporting government's taxpayers or citizenry. Program revenues reduce the net cost of the function to be financed from the government's other revenues. Program revenues in the current year primarily consisted of grant revenues from the US Department of Transportation, passed through the Florida Department of Transportation.

Separate fund financial statements are also provided for the individual governmental funds of the CRTPA. The CRTPA has no other types of funds. All funds are treated as major funds and are therefore presented in separate columns in the fund financial statements. The fund financial statements include the Balance Sheet and the Statement of Revenues, Expenditures and Changes in Fund Balances.

**Capital Region Transportation Planning Agency**  
**Notes to the Financial Statements**  
**September 30, 2018**

**NOTE I - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**C. MEASUREMENT FOCUS, BASIS OF ACCOUNTING, AND FINANCIAL STATEMENT PRESENTATION**

Basis of accounting refers to when revenues, expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the CRTPA considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred.

When an expense or expenditure is incurred for purposes for which both restricted and unrestricted net assets are available, it is the CRTPA's policy to use restricted resources first, and then unrestricted resources as they are needed.

The CRTPA reports the following major governmental funds:

- The General Fund is the CRTPA's primary operating fund. It accounts for all financial resources of the CRTPA including federal operating grants and contributions from the CRTPA members.
- The Special Revenue Fund accounts for state grant and local revenues which are to be used for particular functions of the CRTPA and are not to be diverted to other uses.

**D. ASSETS, LIABILITIES, AND NET POSITION / DEFERRED INFLOWS AND OUTFLOWS**

**CASH AND CASH EQUIVALENTS/INVESTMENTS** - CRTPA considers cash on hand, demand deposits, liquid investments with an original maturity of 90 days or less, and balances included within the City of Tallahassee's (City) cash and investments pool to be cash and cash equivalents. The City's cash and investments pool is an internal cash management pool used to obtain efficiencies of operation and improved financial performance, and includes certain non-pension cash, cash equivalent, and investment securities. CRTPA maintains a share in the equity of the pool which is reported as cash and cash equivalents in the statement of net position since cash may be withdrawn from the pool at any time without penalty. Interest earned by the cash and investments pool is distributed to CRTPA monthly based on daily balances. Liquid investments classified as cash and cash equivalents include repurchase agreements purchased under the terms of the City's depository contract, open repurchase agreements, certificates of deposit, banker's acceptances, commercial paper, and U.S. Treasury direct and agency obligations. Investment securities are carried at fair value.

The bank balances are insured by federal depository insurance and, for the amount in excess of such federal depository insurance, by the State of Florida's Public Depository Act (the Act). Provisions of the Act require that public deposits may only be made at qualified public depositories. The Act requires each qualified public depository to deposit with the State Treasurer eligible collateral equal to or in excess of the required collateral as determined by the provisions of the Act. In the event of a failure by a qualified public depository, losses, in excess of federal depository insurance and proceeds from the sale of the securities pledged by the defaulting depository, are assessed against the other qualified public depositories of the same type as the depository in default. When other qualified public depositories are assessed additional amounts, they are assessed on a pro-rata basis.

**Capital Region Transportation Planning Agency**  
**Notes to the Financial Statements**  
**September 30, 2018**

**NOTE I - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**D. ASSETS, LIABILITIES, AND NET POSITION / DEFERRED INFLOWS AND OUTFLOWS (continued)**

Investments held in the cash and investments pool measured at fair value are categorized within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. Investments classified in Level 1 of the fair value hierarchy are valued using prices quoted in active markets. Investments classified in Level 2 of the fair value hierarchy are based upon observable, market-based inputs for similar, but not identical, investments. Debt securities classified in Level 2 of the fair value hierarchy are valued using a matrix pricing technique. Matrix pricing is used to value securities based on the securities' relationship to benchmark quoted prices. Investments classified in Level 3 of the fair value hierarchy are based upon extrapolated data, proprietary pricing models and indicative quotes for similar securities.

CRTPA has adopted the City's Non-Pension Investment Policy, therefore, the investment policies used by CRTPA are the investment policies of the City. The City's Non-Pension Investment Policy, which is approved by the City Commission, governs the investment of all non-pension monies of the City, including the cash and investments pool, and specifies the types of investments that are authorized for purchase. The investment policies also identify various portfolio parameters addressing issuer diversification, term to maturity and liquidity, and requirement of "purchase versus delivery" perfection for securities held by a third party on behalf of and in the name of the City. Under the Non-Pension Investment Policy, the City Treasurer-Clerk is designated to invest all monies belonging to the City pursuant to the policy, and is responsible for managing the day-to-day investment of all monies. The investment policy is described in more detail in the City's Comprehensive Annual Financial Report (CAFR) along with fair value and credit and interest rate disclosures pertaining to the cash and investments pool. The City CAFR may be obtained by contacting the Financial Services Director at Mailbox A-29, 300 South Adams Street, Tallahassee, Florida 32301 or via the web at Patrick.Twyman@talgov.com.

**CAPITAL ASSETS** - Capital assets are defined as assets with a cost of \$1,000 or more and an estimated useful life greater than one year.

Capital assets are recorded at historical cost when purchased. Equipment is depreciated using the straight-line method over an estimated useful life of 5 to 10 years. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

**COMPENSATED ABSENCES** – CRTPA employees have the choice of selecting either the City of Tallahassee's benefit options or those of Leon County. Currently, all staff members have selected to participate in the City of Tallahassee's compensated absences policy. Permanent employees earn vacation and sick leave starting with the first day of employment. Accumulated current and long-term vacation and sick leave amounts are accrued when earned in the government-wide financial statements. A liability for the accumulated vacation and sick leave is reported in the governmental funds only if it is expected to be paid as a result of employee resignation or retirement as of September 30, 2018.

Vacation leave is earned based on years of continuous and creditable service as follows:

Executive		Senior Management		General	
Creditable Service Hours	Leave Earned per Hour	Creditable Service Hours	Leave Earned per Hour	Creditable Service Hours	Leave Earned per Hour
0-2,079	0.057693	0-2,079	0.057693	0-10,400	0.057693
2,080-10,400	0.080770	2,080-10,400	0.069231	10,401-20,800	0.069231
10,401-20,800	0.092308	10,401-20,800	0.080770	20,801-41,600	0.080770
over 20,800	0.103847	20,801-41,600	0.092308	over 41,600	0.092308
	-	over 41,600	0.103847		-

**Capital Region Transportation Planning Agency  
Notes to the Financial Statements  
September 30, 2018**

**NOTE I - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**D. ASSETS, LIABILITIES, AND NET POSITION / DEFERRED INFLOWS AND OUTFLOWS (continued)**

A maximum of 344 hours of vacation leave time may be carried over from one calendar year to the next for executive employees and a maximum of 264 hours for senior management and general employees. An employee who terminates employment with the CRTPA is paid for any unused vacation leave accumulated to the time of termination.

Sick leave is earned at the rate of .023077 hours for each hour of service with no maximum limit on the number of hours which may be accumulated.

An employee who terminates from the CRTPA for any reason other than termination for cause will be paid one-half of the total amount of sick leave (without regard to catastrophic illness leave) accumulated by him or her on the effective date of termination. If the employee dies, the sick leave amount will be paid to the employee's beneficiary or estate. Retiring employees can elect the option of using the accumulated sick leave amount to purchase single coverage health insurance in lieu of receiving payment for such accumulated sick leave.

**NET POSITION AND FUND BALANCE** - In the government-wide financial statements, net position is unrestricted with the exception of amounts invested in capital assets (net of related debt). For governmental fund financial statements, the Governmental Accounting Standards Board (GASB) issued Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* (GASB 54). This Statement defines the different types of fund balances that a governmental entity must use for fund financial reporting purposes.

GASB 54 requires the fund balance amounts to be properly reported within one of the fund balance categories listed below:

1. *Nonspendable* fund balance category includes amounts associated with inventories, prepaids, long-term loans and notes receivable, and property held for resale (unless the proceeds are restricted, committed, or assigned),
2. *Restricted* fund balance category includes amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation,
3. *Committed* fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the CRTPA Board (the CRTPA's highest level of decision-making authority),
4. *Assigned* fund balance classification is intended to be used by the government for specific purposes but do not meet the criteria to be classified as restricted or committed, and
5. *Unassigned* fund balance is the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications.

CRTPA's fund balance is all committed for transportation.

**Capital Region Transportation Planning Agency**  
**Notes to the Financial Statements**  
**September 30, 2018**

**NOTE II - STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY**

**A. BUDGETARY INFORMATION**

An annual budget is adopted on a budgetary basis for the General Fund. The CRTPA members must approve any revision that alters the total expenditures of the operating budget. There is no requirement to legally adopt a budget for the Special Revenue Fund.

Encumbrance accounting is used to reserve that portion of an applicable appropriation for which requisitions, purchase orders, contracts, and other commitments for the expenditures of resources have been issued. Any encumbrances outstanding at year-end are reported as reservations of fund balance, and do not constitute expenditures or liabilities because the commitments will be re-appropriated and honored during the subsequent year.

**B. COMPLIANCE WITH FINANCE-RELATED LEGAL AND CONTRACTUAL PROVISIONS**

The CRTPA had no material violations of finance-related legal and contractual provisions.

**NOTE III - Detail Notes - All Funds**

**A. CAPITAL ASSETS**

Capital asset activity for the year ended September 30, 2018 was as follows (in thousands):

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental activities:				
Depreciable assets				
Equipment	\$ 29	\$ -	\$ -	\$ 29
Total depreciable assets	<u>29</u>	<u>-</u>	<u>-</u>	<u>29</u>
Less accumulated depreciation for:				
Equipment	17	3	-	20
Total capital assets, net	<u>\$ 12</u>	<u>\$ (3)</u>	<u>\$ -</u>	<u>\$ 9</u>

There was \$3,000 of depreciation expense during the year ended September 30, 2018.

**B. RELATED PARTY TRANSACTIONS**

As written in Section F, paragraph 1 of the CRTPA's by-laws, "Each member government shall pay a proportional share of the operating costs of the CRTPA, over and above the amount annually provided by federal and state sources. Proportional costs are based on population and stipulated in the interlocal agreements forming the CRTPA."

In addition, due to the reimbursement nature of the grants which primarily fund the CRTPA, the City of Tallahassee provides up-front funding to the CRTPA; as of September 30, 2018 the net amount due from the CRTPA members was approximately \$14,933.

Certain general and administrative functions and rental for office space are charged to the CRTPA by the City of Tallahassee. For the year ended September 30, 2018, the amount of these charges was \$65,193.

**Capital Region Transportation Planning Agency**  
**Notes to the Financial Statements**  
**September 30, 2018**

**NOTE IV - Other Information**

**A. RISK MANAGEMENT PROGRAM**

The CRTPA is exposed to various risks of loss. The CRTPA participates in the City's Risk Management Program (Program). This Program provides coverage for worker's compensation by self-insuring primary losses up to \$1,000,000. Losses above that amount are insured through an excess policy. General liability, automobile and employment liability are self-insured. General and automobile liability losses are statutorily limited by sovereign immunity of \$200,000 per person and \$300,000 per accident. Prior to October 2011, the statutory limit was \$100,000 per person and \$200,000 per accident. The Program also provides for Employment Practice Liability such as race, gender, and other discrimination or disparate treatment allegations. Liabilities for losses would be recorded when a loss occurs and the amount can be reasonably estimated. There were no such losses at September 30, 2018. In the past three years, there have been no claims.

**B. PENSION PLAN OBLIGATIONS**

**RETIREMENT PLANS** - Employees of the CRTPA have the option of participating in either the City of Tallahassee or the Leon County benefits program. Employees electing to participate in the Leon County program are eligible to participate in the Florida Retirement System. There are no active employees participating in the Florida Retirement System. Employees electing to participate in the City of Tallahassee (the City) program are eligible to participate in the City's General Employees' Pension Plan (The Plan).

	City of Tallahassee Plan
<b>Plan Obligations and Expense (in thousands):</b>	
Net pension liability	\$ 193
Pension related deferred outflows	378
Pension related deferred inflows	\$ (196)
<b>Membership Statistical - 2017</b>	
Retirees and beneficiaries of deceased retirees	-
Terminated employees entitled to benefits but not yet receiving benefits	-
Active employees	5

The Plan is a cost sharing multiple-employer plan established by Chapter 14 of the City Code of Ordinances. Changes to the Plan can only occur through a change in the law by the City Commission. The Plan is administered by the City of Tallahassee Treasurer-Clerk's Office, under guidance from the Plan's Board of Trustees, which is composed of the members of the City Commission and one City police officer or firefighter. The Plan includes defined benefit and defined contribution provisions. Currently, there are five (5) employees participating in the plan

The Defined Benefit and Defined Contribution provisions are combined and reported as one plan in the City of Tallahassee's financial statements. The City does not issue a stand-alone financial report on the City Plan. The City's financial statements may be obtained by contacting the Financial Services Director at Mailbox A-29, 300 South Adams Street, Tallahassee, Florida 32301 or via the web at [Patrick.Twyman@talgov.com](mailto:Patrick.Twyman@talgov.com).

**1. DEFINED BENEFIT PROVISION**

The Plan is established in Chapter 14 of the Municipal Code, through Parts A, B, C and D in Article II. for general employees with Parts A, B and C are closed to new participants. Effective April 1, 2013, the City Commission approved changes to the City's General Employees' Pension Plan creating Part D participants. Part D provides coverage to all new employees hired after that date. All members of the City Plan are covered by one of these parts depending upon employment date. These parts provide a detailed description of the various defined benefit provisions. These provisions include the types of employees covered, benefit provisions, employee eligibility requirements for normal, early and/or



**Capital Region Transportation Planning Agency**  
**Notes to the Financial Statements**  
**September 30, 2018**

**NOTE IV - Other Information (continued)**

**B. PENSION PLAN OBLIGATIONS (continued)**

1. **DEFINED BENEFIT PROVISION (continued)**

vested retirements, and the related benefits of these retirement, pre-retirement death benefits, and provisions for disability retirement. There are also post retirement cost-of-living adjustments (COLA) and health care supplements.

	<b>City Plan</b>	
	<b>Part C—Employees hired prior to April 1, 2013</b>	<b>Part D—Employees hired after April 1, 2013</b>
<b>Normal Retirement Benefits:</b>		
Age	62 (or 30 years of Credited Service, regardless of age)	65 (or 33 years of Credited Service, regardless of age)
Years of Credited Service (minimum)	5	5
Benefit Calculation	2.25% x AFC x Years of Credited Service	2.25% x AFC x Years of Credited Service
Average Final Compensation (AFC)	Higher of: 1) final 3 yrs; 2) any consecutive 3 yrs – 1/1987 to 12/2005, escalated by 3%; or 3) any consecutive 3 yrs during 1/1987 to the date of retirement.	Average of the highest consecutive 5 years of Credited Service
Maximum Benefit	81% of AFC	81% of AFC
COLA	3% increase in benefits each 10/1 starting at the later of normal retirement date, or age 55 (under age and service eligibility); or age 50 (under service eligibility)	3% increase in benefits each 10/1 starting at the later of normal retirement date of age 65
Early Retirement	If a member is retiring under the age and service eligibility, Normal Retirement Benefit is reduced by 4.8% per year for each year by which the Early Retirement date precedes the Normal Retirement date. If a member is retiring under the service eligibility, the Normal Retirement Benefit is reduced by 5% per year for each year by which the Early Retirement date precedes the Normal Retirement date.	

		City Plan	
		Part C—Employees hired prior to April 1, 2013	Part D—Employees hired after April 1, 2013
Normal Retirement Benefits:			
Disability	Five years of Credited Service for non-service connected disability. None for service connected disability. Benefit: The greater of 1) the member's accrued benefit to date of disability; and 2) the member's benefit with service projected to normal retirement date not to exceed 50% of AFC in effect on the date of disability.		
Contributions Rates – actuarially determined as of October 1, 2017			
City	18.53%		
Employee	5.00%		

2. **DEFINED CONTRIBUTION PROVISION**

The City Plan's defined contribution provisions are described in Article V. All employees may elect to contribute a portion of their salary to the defined contribution plan, also known as the Matched Annuity Plan (MAP). Employees can contribute up to, but not exceed, the maximum amount allowed by the Internal Revenue Service. CRTPA contributes 5% to each employee's MAP account. Upon reaching normal retirement age or retiring, a participant shall be paid his contributions, together with accrued earnings. If an employee uses the contributions and accrued earnings to purchase an annuity

**Capital Region Transportation Planning Agency**  
**Notes to the Financial Statements**  
**September 30, 2018**

**NOTE IV - Other Information (continued)**

**B. PENSION PLAN OBLIGATIONS (continued)**

2. DEFINED CONTRIBUTION PROVISION (continued)

contract, the Plan will increase the amount of funds (only on the CRTPA's 5%, employee flex matched contribution and employees' contribution up to the 5%) used by the participant by a factor of 50 percent. Employee and the employer's 5% contribution, plus accrued earnings thereon, are 100% refundable to the employee if the employee elects to terminate his vesting rights or is not vested at the date of employment termination.

Employer contributions required to support the benefits under Article V (MAP Program) are actuarially determined. Contributions are based on rates of covered payroll of 7.14% (5% employer contribution and 2.14% actuarial contribution) for the CRTPA. There were no forfeitures reflected in the employer's contribution amounts.

Net Pension Liability – The total and net pension liability for the reporting period ending September 30, 2018 were determined as of September 30, 2017, as reported in the October 1, 2017 actuarial valuation.

The CRTPA's proportionate share of the City Plan is based on the covered payroll, since that was the basis for determining employer contributions. The CRTPA's portion of the net pension liability of the City Plan as of September 30, 2018 was as follows (in thousands):

Total pension liability	\$ 3,878
Plan fiduciary net position	3,685
Net pension liability	193
Plan fiduciary net position as a % of total pension liability	95.02%
CRTPA's proportion of the net pension liability	0.34%

Actuarial Methods and Assumptions – The CRTPA's total pension liability and contribution rates was determined by an actuarial valuation as of October 1, 2017, using the following significant actuarial assumptions applied to all periods included in the measurement. The actuarially determined contribution rates are calculated as of October 1, 2016, which is two years prior to the end of the fiscal year in which contributions are reported. The actuarially determined contribution is projected to the contribution year using conventional actuarial projection methods.

	City Plan
Valuation Date	October 1, 2017
Actuarial Cost Method	Entry age, normal
Retirement Age	Experience - based table of rates that are specific to the type of eligibility condition.
Remaining Amortization Period	20 years
Asset Valuation Method	20% of the difference between expected actuarial value and market value is recognized annually with a 20% corridor around market value
Inflation rate	2.50%
Salary Increase, Including Inflation Rate	A blend of 33.33% of 3.5% and 66.67% of a range of 2.95% to 5%, depending on completed years of service including inflation.
Investment Rate of Return	7.60%
Mortality Rate:	The mortality tables used are the same as those used in the July 1, 2016 Pension Actuarial Valuation for the Florida Retirement System (FRS) for Regular Class Members, as required under Florida Statutes. Chapter 112.63. These tables are the RP-2000 Combined Healthy Participant Mortality Table (for pre-retirement mortality) and the RP-2000 Mortality Table for Annuitants (for postretirement mortality), with mortality improvements projected to all future years after 2000 using Scale BB. For males the base mortality rates include a 50% blue collar adjustment and a 50% white collar adjustment. For females, the base mortality rates include a 100% white collar adjustment.
Experience Study	The last experience study was prepared on June 24, 2016. Based on this, new salary, retirement, employment separation, disability and administrative assumptions are being phased in over a three-year period.

**Capital Region Transportation Planning Agency**  
**Notes to the Financial Statements**  
**September 30, 2018**

**NOTE IV - Other Information (continued)**

**B. PENSION PLAN OBLIGATIONS (continued)**

**3. INVESTMENTS**

Investments – Plan assets are managed in accordance with the City Plan's Pension Investment Policy. The table below presents the adopted asset allocation as of September 30, 2018.

Asset Class	Target Allocation Percentage	Long-Term Expected Real Rate of Return
Domestic equity	40%	5.9%
International equity	10%	6.9%
Emerging markets equity	5%	9.0%
Fixed income	20%	1.3%
Real estate	15%	4.4%
Private equity	5%	10.1%
Timber	5%	5.1%
Total	100%	

The City Plan's investments are managed by various investment managers under contract with the Boards who have discretionary authority of the assets managed by them and within the City Plan's investment guidelines as established by the Board. The investments are held in trust by the City Plan's custodian in the City Plan's name. The City of Tallahassee Sinking Fund Commission is responsible for making investment policy changes. These assets are held exclusively for the purpose of providing benefits to members of the City Plan and their beneficiaries.

For the year ended September 30, 2018, the annual money-weighted rate of return on the City Plan's investments, net of investment expense, was 8.6%. The money-weighted rate of return takes into account cash flows into and from the various investments of the City Plan.

The long-term expected rate of return on pension plan investments is based upon an asset allocation study that was conducted for the City Plan by its investment consultant toward the end of fiscal year 2018. The study was prepared by the City Plan's investment consultant, and went through numerous iterations before a final asset allocation was established. The study looked at expected rates of return for twenty-one (21) different asset classes, as well as examining expected standard deviations and correlations among these various asset classes.

**4. DISCOUNT RATES**

Discount Rates – A single discount rate of 7.60% was used to measure the total pension liability for the City Plan. This single discount rate was based on the expected rate of return on pension plan investments of 7.60%. The projection of cash flows used to determine this single discount rate assumed that employee contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between the total actuarially determined contribution rates and the employee rate. Based on these assumptions, the City Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on investments (7.60%) was applied to all periods of projected benefits payments to determine the total pension liability.

**Capital Region Transportation Planning Agency**  
**Notes to the Financial Statements**  
**September 30, 2018**

**NOTE IV - Other Information (continued)**

**B. PENSION PLAN OBLIGATIONS (continued)**

4. DISCOUNT RATES (continued)

The table below represents the sensitivity of the net pension liability to changes in the discount rate. The sensitivity analysis shows the City Plan and the CRTPA's proportionate share if the discount rate calculated is 1% higher or 1% lower than the current discount rate (in thousands):

	CRTPA Net Pension Liability (Asset) – City Plan		
	1% Decrease (6.70%)	Current Discount Rate (7.70%)	1% Increase (8.70%)
City Plan	\$ 208,561	\$ 56,270	\$ (68,825)
CRTPA'S Proportionate Share	\$ 715	\$ 193	\$ (236)

Pension Expense and Deferred Outflows/(Inflows) of Resources – In accordance with GASB 68, paragraphs 54 and 71, changes in the net pension liability are recognized as pension expense in the current measurement period, except as shown below. For each of the following, a portion is recognized in pension expense in the current measurement period, and the balance is amortized as deferred outflows or inflows of resources using a systematic and rational method over a closed period, as defined below:

- ◆ Differences between expected and actual experience with regard to economic and demographic factors which are amortized over the average expected remaining service life of all employees that are provided with pensions through the pension plan, both active and inactive.
- ◆ Changes of assumptions or other inputs which are amortized over the average expected remaining service life of all employees that are provided with pensions through the pension plan, both active and inactive.
- ◆ Changes in proportion and differences between contributions and proportionate share of contributions which are amortized over the average expected remaining service life of all employees that are provided with pensions through the pension plan, both active and inactive.
- ◆ Differences between expected and actual earnings on pension plan investments are amortized over five years.

For the year ended September 30, 2018, CRTPA recognized pension expense of \$77,000 for its proportionate share of the Plan. At September 30, 2018, CRTPA reported deferred outflows of resources and deferred inflows of resources related to the Plan from the following sources (in thousands):

	Deferred Outflows of Resources	Deferred Inflows of Resources	Net Deferred Outflows (Inflows) of Resources
Differences between expected and actual experience	\$ 62	\$ (15)	\$ 47
Assumption Changes	150	-	150
Change in cost-sharing allocation percentage	35	(1)	34
Net difference between projected and actual earnings on pension plan investments	58	(180)	(122)
Total	<u>\$ 305</u>	<u>\$ (196)</u>	<u>\$ 109</u>

**Capital Region Transportation Planning Agency**  
**Notes to the Financial Statements**  
**September 30, 2018**

**NOTE IV - Other Information (continued)**

**B. PENSION PLAN OBLIGATIONS (continued)**

4. DISCOUNT RATES (continued)

Deferred outflows of resources related to the City Plan in the amount of \$73,000 related to CRTPA contributions to the plan paid subsequent to the measurement date and prior to the employer's fiscal year end will be recognized as a reduction of the net pension liability in the fiscal year ending September 30, 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized as follows (in thousands):

Year Ending September 30,	
2019	\$ 24
2020	37
2021	15
2022	18
2023	15
Total	<u>\$ 109</u>

**C. OTHER POST-EMPLOYMENT BENEFITS (OPEB)**

As discussed in Note IV.B., employees of the CRTPA have the option of participating in either the County's or the City's benefit programs. The CRTPA, through the City's Retiree Medical Insurance Plan (OPEB Plan), provides health insurance and prescription drug coverage to its active and retired employees. Pursuant to Section 112.0801, Florida Statutes, the CRTPA is required to permit participation in the health insurance program by retirees and their eligible dependents at a cost to the retiree that is no greater than the cost at which coverage is available for active employees. In addition, the CRTPA, via its participation in the City's program, has elected to provide a partial subsidy to its retirees to offset the cost of such health insurance. As of September 30, 2018, there were no employees of the CRTPA receiving benefits under the OPEB Plan. The City does not issue a stand alone financial report on the OPEB Plan. The City of Tallahassee's Other Post-Employment Benefit Plan is described in more detail in the City's Comprehensive Annual Financial Report along with the Schedule of Funding Progress. That report may be obtained by writing to Department of Financial Services, 300 South Adams Street, Tallahassee, Florida 32301 or by calling 850-891-8520.

CRTPA's proportionate share of the City's OPEB Plan is 0.20% and was determined based on the amount of covered payroll as an estimate for determining each employer's proportionate share. The aggregate amounts, reported by the CRTPA as of September 30, 2018, of net OPEB liabilities, related deferred inflows and outflows of resources, and OPEB expenses using a valuation date of October 1, 2016 and rolled forward to September 30, 2017, the measurement date, are summarized as follows (in thousands):

OPEB Plan Obligations and Expenses	CRTPA Share of City Plan Amounts
Net OPEB Liability	\$173
OPEB Related Deferred Outflows	10
OPEB Related Deferred Inflows	10
OPEB Expense	8

*Benefits* - A member receives a reduced rate on the health insurance premium for the City's health insurance plan. All reduced rate premiums will be deducted from the retiree's pension benefit. If the health insurance premium exceeds the pension benefit amount, the member will pay the City for the difference.

*Eligibility* - A member may continue on the City's health insurance plan upon retirement if the member is drawing a pension for Normal Retirement, Early Retirement or Disability Retirement. The retiree may continue to cover any qualified dependents that were on the City's health insurance plan at the time of retirement. A member who is a Deferred Retiree (eligible to retire upon termination but chooses to defer the commencement of a pension benefit) may choose to remain on the City's health insurance plan and pay the reduced health insurance premium until the commencement of a pension

**Capital Region Transportation Planning Agency**  
**Notes to the Financial Statements**  
**September 30, 2018**

**NOTE IV - Other Information (continued)**

**C. OTHER POST-EMPLOYMENT BENEFITS (OPEB) (continued)**

benefit.

*Funding Policy* - The contribution requirements of OPEB Plan members and the City are established and may be amended by the City Commission. These contributions are neither mandated or guaranteed. The City has retained the right to unilaterally modify its payment for retiree health care benefits. Effective October 1, 2010, the City implemented a "cap" on employer contributions for retirees. Accordingly, the City's subsidy was frozen at the 2010 levels, and retirees must absorb all future premium rate increases.

*Net OPEB Liability* - At September 30, 2018, the Agency reported a liability of \$173,000 for its employees' proportionate share of the net OPEB liability. The net OPEB liability was measured as of September 30, 2017.

The total OPEB liability used to calculate the net OPEB liability was based on an actuarial valuation as of October 1, 2016. An expected total OPEB liability as of September 30, 2017 was determined using standard roll-forward techniques.

The total OPEB liability was determined by an actuarial valuation as of October 1, 2016 rolled forward one year. The significant assumptions used were as follows:

Actuarial Cost Method	Entry Age Normal
Normal Inflation	2.5%.
Discount Rate	3.54%, the resulting Single Discount Rate based on the expected rate of return on OPEB Plan investments as of September 30, 2017 at 7.70% and the long term municipal bond rate as of September 29, 2017 at 3.50%.
Salary Increases	3.32% to 5.47%, including inflation; varies by plan type and years of service.
Retirement Age	Experience based table of rates that are specific to the plan and type of eligibility condition.
Mortality	RP 2000 Healthy Annuitant Mortality Table, with mortality improvements projected to all future years using Scale BB. For females, the base mortality rates include a 100% white collar adjustment. For males, the base mortality rates include a 50% white collar adjustment and a 50% blue collar adjustment. These are the same mortality rates currently in use for Regular Class members of the Florida Retirement System (FRS). They are based on the results of a statewide experience study covering the period 2008 through 2013.
Healthcare Cost Trend Rates	Based on the Getzen Model, with trend starting at 7.5% and gradually decreasing to an ultimate trend rate of 4.72% (including the impact of the excise tax).
Aging factors to Death Expenses	Based on the 2013 SOA Study "Health Care Costs From Birth to Death;
Other Information Note:	There were no benefit changes during the year. Assumption changes reflect the change in the Single Discount Rate from the beginning of the year at 3.54% to the end of the year at 3.83% (the resulting Single Discount Rate based on the expected rate of return on OPEB Plan investments as of September 30, 2018 at 7.70% and the long-term municipal bond rate as of September 30, 2017 at 3.50%).

**Capital Region Transportation Planning Agency**  
**Notes to the Financial Statements**  
**September 30, 2018**

**NOTE IV - Other Information (continued)**

**C. OTHER POST-EMPLOYMENT BENEFITS (OPEB) (continued)**

*Sensitivity of net OPEB Liability to changes in the Single Discount Rate* - The following presents the plan's net OPEB liability, calculated using a Single Discount Rate of 3.54%, as well as what the plan's net OPEB liability would be if it were calculated using a Single Discount Rate that is one percent lower or one percent higher (in thousands):

Current Single Discount Rate Assumption		
1% Decrease 2.54%	3.54%	1% Increase 4.54%
\$194	\$173	\$151

*Sensitivity of the net OPEB liability to changes in the healthcare cost trend rates* - The following presents the plan's net OPEB liability, calculated using the assumed trend rates as well as what the plan's net OPEB liability would be if it were calculated using a trend rate that is one percent lower or one percent higher (in thousands):

Current Healthcare Cost Trend Rate Assumption		
1% Decrease (6.5% down to 3.72%)	Assumption	1% Increase (8.5% down to 5.72%)
\$155	\$173	\$190

OPEB Expense and Deferred Outflows/(Inflows) of Resources Related to OPEB - In accordance with GASB 75, changes in the net OPEB liability are recognized as OPEB expense in the current measurement period, except as shown below. For each of the following, a portion is recognized in OPEB expense in the current measurement period, and the balance is amortized as deferred outflows or inflows of resources using a systematic and rational method over a closed period, as defined below:

- Differences between expected and actual experience with regard to economic and demographic factors which are amortized over the average expected remaining service life of all employees that are provided with benefits through the OPEB plan, both active and inactive
- Changes of assumptions or other inputs which are amortized over the average expected remaining service life of all employees that are provided with benefits through the OPEB plan, both active and inactive.
- Changes in proportion and differences between contributions and proportionate share of contributions which are amortized over the average expected remaining service life of all employees that are provided with benefits through the OPEB plan, both active and inactive.
- Differences between expected and actual earnings on OPEB plan investments are amortized over five years.

**Capital Region Transportation Planning Agency**  
**Notes to the Financial Statements**  
**September 30, 2018**

**NOTE IV - Other Information (continued)**

**C. OTHER POST-EMPLOYMENT BENEFITS (OPEB) (continued)**

Based on a valuation date of October 1, 2016 and a measurement date of September 30, 2017, CRTPA recognized OPEB expenses of (\$8,000) for the year ended September 30, 2018. At September 30, 2018, CRTPA reported deferred outflows of resources and deferred inflows of resources related to the OPEB Plan from the following sources (in thousands):

	Deferred Outflows of Resources	Deferred Inflows of Resources	Net Deferred Inflows of Resources
Assumption Changes	\$ -	\$ 8	\$ 8
Net difference between projected and actual earnings on OPEB plan investments	-	2	2
Total	<u>\$ -</u>	<u>\$ 10</u>	<u>\$ 10</u>

Deferred outflows of resources related to the plan of \$10,000, resulting from CRTPA contributions to the plan paid subsequent to the measurement date and prior to the CRTPA's fiscal year, will be recognized as a reduction of the net OPEB liability in the fiscal year ended September 30, 2019. Other amounts reported as OPEB related deferred outflows and inflows of resources will be recognized in future OPEB expense, as follows:

<b>Year Ending September 30</b>	<b>Net Amount</b>
2019	\$ 1,700
2020	1,700
2021	1,700
2022	1,700
2023	1,500
Thereafter	1,700
Total	<u>\$ 10,000</u>

**D. NON-CURRENT LIABILITIES**

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
Governmental activities (in thousands)::					
Compensated absences	\$ 50	\$ -	\$ 4	\$ 46	\$ 46
OPEB liability	175	16	18	173	-
Net pension liability	152	393	352	193	-
Total noncurrent liabilities	<u>\$ 377</u>	<u>\$ 409</u>	<u>\$ 374</u>	<u>\$ 412</u>	<u>\$ 46</u>

**E. EVALUATION OF SUBSEQUENT EVENTS**

The CRTPA has evaluated subsequent events through September 19, 2019, the date the financial statements were available to be issued.

**F. PRIOR PERIOD ADJUSTMENT**

Net position as of October 1, 2017 was reduced for the net effect of the following two adjustments: a reduction of \$132,000 as a result of the adoption of GASB Statement No. 75 which requires the restatement of the prior period net position to add the governmental employer's applicable net OPEB liability as of the beginning of the initial period of implementation and an increase of \$74,000 for the removal of FRS (Florida Retirement System) pension liability related to CRTPA employees that were on the FRS but are no longer with the CRTPA. The net effect on prior period fund balance was a reduction of \$58,000.



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**REQUIRED  
SUPPLEMENTARY INFORMATION**

THIS SUBSECTION CONTAINS THE FOLLOWING:

Budgetary Comparison Schedule

Proportionate Share of Net Pension Liability - City of Tallahassee Pension Plan

Schedule of Contributions - City of Tallahassee Pension Plan

Schedule of Changes in the Net OPEB Liability and Related Ratio

Schedule of Contributions - OPEB

**Capital Region Transportation Planning Agency**

**Budgetary Comparison Schedule  
General Fund**

**Year ended September 30, 2018  
(Unaudited)  
(in thousands)**

	<b>Budgeted Amounts</b>		<b>Actual Amounts</b>	<b>Variance with Final Budget</b>
	<b>Original</b>	<b>Final</b>	<b>(Budgetary Basis)</b>	<b>Positive (Negative)</b>
<b>Budgetary Fund Balance - October 1</b>	\$ 25	\$ 25	\$ 25	\$ -
<b>Resources</b>				
Taxes	-	-	-	-
Intergovernment Revenues	809	809	763	(46)
Interest Earned	-	-	(6)	(6)
Miscellaneous	10	10	-	(10)
Amounts Available for Appropriations	<u>844</u>	<u>844</u>	<u>782</u>	<u>(62)</u>
<b>Charges to Appropriations</b>				
General Government	<u>844</u>	<u>844</u>	<u>754</u>	<u>90</u>
Total Charges to Appropriations	<u>844</u>	<u>844</u>	<u>754</u>	<u>90</u>
<b>Budgetary Fund Balance - September 30</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 28</u>	<u>\$ 28</u>

Note: There is no requirement to legally adopt a budget for the Special Revenue Fund.

**Capital Region Transportation Planning Agency  
Proportionate Share of Net Pension Liability  
City of Tallahassee Pension Plan  
September 30, 2018  
(Unaudited)  
(in thousands)**

<b>Measurement year ending September 30,</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>
Net Pension Liability (Asset)	\$ 193	\$ 112	\$ 67	\$ 95
Plan Fiduciary Net Position as a Percentage of Total Pension Liability	95.02 %	95.86 %	97.48 %	95.86 %
Employer's Proportion of the Net Pension Liability	0.34 %	0.26 %	0.24 %	0.23 %
Covered Employee Payroll	389	380	294	257
Net Pension Liability as a Percentage of Covered Employee Payroll	49.61 %	29.47 %	22.79 %	36.96 %

*Note: Schedule is intended to show information for 10 years. Additional years will be displayed as the information becomes available.*

**Capital Region Transportation Planning Agency**  
**Schedule of Contributions**  
**City of Tallahassee Pension Plan**  
**Last of Five Fiscal Years**  
**(Unaudited)**  
**(in thousands)**

<b>Fiscal year ending September 30,</b>	<b>Actuarially Determined Contribution</b>	<b>Actual Contribution</b>	<b>Contribution Deficiency (Excess)</b>	<b>Covered Payroll</b>	<b>Actual Contribution as a % of Covered Payroll</b>
2014	\$ 37	\$ 37	\$ -	\$ 242	15.29 %
2015	39	39	-	257	15.18 %
2016	38	38	-	294	12.93 %
2017	50	50	-	380	13.16 %
2018	\$ 72	\$ 73	\$ (1)	\$ 389	18.77 %

Notes to the Schedule of Contributions

Valuation date: October 1, 2016  
Measurement date: September 30, 2018

*Notes: Actuarially determined contribution rates are calculated as of October 1, two years prior to the end of the fiscal year in which contributions are reported. Schedule is intended to show information for 10 years. Additional years will be displayed as the information becomes available.*

Methods and assumptions used to determine contribution rates:

Actuarial cost method	Entry Age Normal
Amortization method	Level Percent of Pay (with 1.71% payroll growth assumption), Closed
Remaining amortization period	20 years
Asset valuation method	20% of the difference between expected actuarial value (based on assumed return) and market value is recognized each year with 20% corridor around market value
Inflation	2.5 %
Salary increases	A blend of 66.67% of 3.5% and 33.33% of a range of 2.95% to 5.00%, depending on completed years of service, including inflation
Investment rate of return	7.7%
Retirement age	Experience-based table of rates that are specific to the type of eligibility condition
Mortality	RP-2000 Combined Healthy Participant Mortality Table (for pre-retirement mortality) and the RP-2000 Mortality Table for Annuitants (for postretirement mortality) with mortality improvements projected to all future years after 2000 using Scale BB. For males, the base mortality rates include a 50% blue collar adjustment and a 50% white collar adjustment. For females, the base mortality rates include a 100% white collar adjustment.

*Notes: Covered Employee Payroll includes all (total) payroll during the fiscal year (not just pensionable payroll). Therefore, the Actual Contributions as a % of payroll is different from the required contribution as a percentage of covered payroll that is reported in the actuarial valuations for funding purpose.*

**Capital Region Transportation Planning Agency**  
**Schedule of Changes in the Net OPEB Liability and Related Ratios**  
**(Based on measurement periods ending September 30)**  
**(Unaudited)**  
**(in thousands)**

	<u>2017</u>
<b>Measurement year ending September 30,</b>	
<b>Total OPEB Liability</b>	
Service cost	\$ 5
Interest on the total OPEB liability	6
Changes in assumptions	(10)
Benefit payments	(8)
<b>Net change in total OPEB liability</b>	(7)
<b>Total OPEB liability - beginning</b>	193
<b>Total OPEB liability - ending (a)</b>	<u>186</u>
<b>Plan Fiduciary Net Position</b>	
Contribution - employer	4
Net investment income	2
Benefit payments	(5)
<b>Net change in plan fiduciary net position</b>	1
<b>Plan fiduciary net position - beginning</b>	12
<b>Plan fiduciary net position - ending (b)</b>	<u>13</u>
<b>Net OPEB liability (a)-(b)</b>	<u>173</u>
Plan fiduciary net position as a percentage of the total OPEB liability	8.04 %
Covered-employee payroll	294
Net OPEB liability as a percentage of covered- employee payroll	58.06 %

**Notes to Schedule:**

**Changes in assumptions:**

Assumption changes reflect the change in the Single Discount Rate from the beginning of the year at 3.09% to the end of the year at 3.54% (the resulting Single Discount Rate based on the expected rate of return on OPEB plan investments as of September 30, 2017 at 7.70% and the long-term municipal bond rate as of September 30, 2017 at 3.5%).

Historical information is required only for measurement periods for which GASB 75 is applicable. Future years' information will be displayed up to 10 years as information becomes available.

**Capital Region Transportation Planning Agency  
Schedule of Contributions - OPEB  
Last Ten Fiscal Years\*  
(Unaudited)  
(in thousands)**

**Fiscal Year Ending September 30,**

	<b>2017</b>
Actuarially Determined Contribution (ADC)	\$ 10
Actual Contribution	(4)
Contribution Deficiency (Excess)	<u>\$ 6</u>
Covered Payroll	\$ 294
Actual Contribution as a Percentage of Covered Payroll	1.35%

**Notes to the Schedule:**

*\*Actuarial methods and assumptions used to set the actuarially determined contributions for Fiscal Year 2017 were from the October 1, 2016 actuarial valuation.*

**Methods and assumptions used to determine contribution:**

Actuarial Cost Method:	Entry Age Normal
Inflation:	2.50%
Discount Rate:	3.54%, the resulting Single Discount Rate based on the expected rate of return on OPEB plan investments as of September 30, 2017 at 7.70% and the long-term municipal bond rate as of September 29, 2017 at 3.50%.
Salary Increases:	Experience-based table of rates that are specific to the type of eligibility condition.
Mortality:	RP-2000 Healthy Annuitant Mortality Table, with mortality improvements projected to all future years using Scale BB. For females, the base mortality rates include a 100% white collar adjustment. For males, the base mortality rates include a 50% white collar adjustment and a 50% blue collar adjustment. These are the same mortality rates currently in use for Regular Class members of the Florida Retirement
Healthcare Cost Trend Rates:	Based on the Getzen Model, with trend starting at 7.5% and gradually decreasing to an ultimate trend rate of 4.72% (including the impact of the excise tax).
Aging Factors:	Based on the 2013 SOA Study "Health Care Costs - From Birth to Death".
Expenses:	Investment returns are net of the investment expenses and administrative expenses are included in

## **OTHER REPORTS**

THIS SUBSECTION CONTAINS THE FOLLOWING:

Independent Auditors' Report on Internal Control Over Financial Reporting  
and on Compliance and Other Matters Based on an Audit of Financial Statements  
Performed in Accordance with *Government Auditing Standards*

Independent Auditors' Report on Compliance for Each Major Program  
and on Internal Control Over Compliance Required by the Uniform Guidance

Schedule of Expenditures of Federal Awards

Schedule of Prior Audit Findings

Management Letter



Independent Auditors' Report on Internal Control Over Financial Reporting and on  
Compliance and Other Matters Based on an Audit of Financial Statements  
Performed in Accordance with *Government Auditing Standards*

Members of the Board  
Capital Region Transportation Planning Agency  
Tallahassee, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of the Capital Region Transportation Planning Agency (CRTPA), as of and for the year ended September 30, 2018, and the related notes to the financial statements, which collectively comprise CRTPA's basic financial statements, and have issued our report thereon dated September 19, 2019.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered CRTPA's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of CRTPA's internal control. Accordingly, we do not express an opinion on the effectiveness of CRTPA's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider material weaknesses. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs that we consider to be significant deficiencies. We consider the deficiency described in the accompanying schedule of findings and questioned costs as Finding 2018-001 to be a significant deficiency.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether CRTPA's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Capital Regional Transportation Planning Agency's Response to Findings**

CRTPA's response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. CRTPA's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

We noted certain other matters pursuant to the *Rules of the Auditor General*, Chapter 10.550 that we have reported to the management of CRTPA in a separate letter dated September 19, 2019.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of CRTPA's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



**Thomas Howell Ferguson P.A.**  
Tallahassee, Florida  
September 19, 2019



**Law, Redd, Crona & Munroe, P.A.**

## Independent Auditors' Report on Compliance for Each Major Federal Program and on Internal Control Over Compliance Required By the Uniform Guidance

Members of the Board  
Capital Region Transportation Planning Agency  
Tallahassee, Florida

### Report on Compliance for Each Major Federal Program

We have audited the Capital Region Transportation Planning Agency's (CRTPA) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of CRTPA's major federal programs for the year ended September 30, 2018. CRTPA's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

### Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

### Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of CRTPA's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about CRTPA's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of CRTPA's compliance.

### Opinion on Major Federal Program

In our opinion, CRTPA, complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended September 30, 2018.

### **Report on Internal Control Over Compliance**

Management of CRTPA is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered CRTPA's internal control over compliance with the types of requirements that could have a direct and material effect on its major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for its major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of CRTPA's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis.

*A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*Thomas Howell Ferguson P.A.*

*Law, Redd, Crona & Munroe, P.A.*

**Thomas Howell Ferguson P.A.**  
Tallahassee, Florida  
September 19, 2019

**Law, Redd, Crona & Munroe, P.A.**

**Capital Region Transportation Planning Agency  
Schedule of Expenditures of Federal Awards  
For the Year Ended September 30, 2018**

<u>Federal / State Agency Pass-through Entity Federal Program / State Project</u>	<u>CFDA or CSFA Number</u>	<u>Grant Contract Number</u>	<u>Expenditures</u>
<b>FEDERAL AWARDS</b>			
<b><u>U.S. Department of Transportation</u></b>			
Pass through Florida Department of Transportation			
Highway Planning and Construction	20.205	G0D29	\$ 933,470
Highway Planning and Construction	20.205	G0Y56	329,432
<b>Total Highway Planning and Construction</b>			<u>1,262,902</u>
Metropolitan Transportation Planning	20.505	ARL33	121,884
<b>Total Expenditures of Federal Awards</b>			<u><u>\$ 1,384,786</u></u>

**NOTES:**

- (1) The accompanying Schedule of Expenditures of Federal Awards (the Schedule) presents the activity of all federal programs of CRTPA for the year ended September 30, 2018. All expenditures related to federal awards received directly from federal agencies, as well as federal awards passed through other governmental agencies, are included in the accompanying Schedule. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Some amounts presented in this Schedule may differ from amounts presented in, or used in the preparation of, the financial statements.
- (2) The accompanying Schedule was prepared on the modified accrual basis of accounting.
- (3) There were no transfers to subrecipients during the fiscal year.
- (4) No federal assistance was expended in noncash assistance.
- (5) CRTPA has not elected to use the 10 percent de minimis indirect cost

*See independent auditors' report.*

**Capital Region Transportation Planning Agency  
Schedule of Findings and Questioned Costs  
For the Year ended September 30, 2018**

**Section I -- Summary of Auditors' Results**

**Financial Statements**

Type of auditors' report issued: Unmodified

Internal control over financial reporting:

Material weakness(es) identified? No

Significant deficiency(ies) identified not considered to be material weaknesses? Yes

Noncompliance material to financial statements noted? No

**Federal Awards**

Internal control over major programs:

Material weakness(es) identified? No

Significant deficiency(ies) identified not considered to be material weaknesses? No

Type of auditors' report issued on compliance for major programs? Unmodified

Any audit findings disclosed that are required to be reported in accordance with  
2 CFR 200.516(a)? No

Identification of major program:	<u>CFDA Number</u>	<u>Name of Federal Program</u>
		U.S. Department of Transportation
		Pass-through Florida Department of Transportation
	20.205	Highway Planning and Construction

Dollar threshold used to distinguish between Type A and Type B programs: \$750,000

Auditee qualified as low-risk auditee? No

**Section II -- Financial Statement Findings**

See Finding 2018-001.

**Section III -- Federal Award Findings and Questioned Costs**

We noted no matters involving noncompliance that are required to be reported in accordance with 2 CFR Part 200, Section 200.516(a).

*See independent auditors' report.*

**Capital Region Transportation Planning Agency  
Schedule of Findings and Questioned Costs-Federal Awards (continued)  
For the Year Ended September 30, 2018**

**Section II – Financial Statement Findings**

**SIGNIFICANT DEFICIENCY**

**2018-001 Accounting and Financial Reporting**

Capital Region Transportation Planning Agency's management is responsible for the preparation and fair presentation of financial statements in accordance with accounting principles generally accepted in the United States of America. Additionally, CRTPA has a number of grants funded through federal and state agencies and CRTPA must comply with federal and state laws and regulations, provisions of grant agreements, and accounting and reporting requirements associated with such grants. Professional auditing standards confine the functionality of the auditor to the audit of, rather than the preparation or determination of year-end balances; therefore, the audit process itself should not be relied upon to identify required adjustments to year-end balances.

*Condition:* During the audit, we identified accounting errors that required adjusting journal entries which also impacted the Schedule of Expenditures of Federal Awards. Amounts due from member counties related to both the prior year and current year annual true-up of actual revenues and expenses had not been billed to the member counties. We also noted reconciliations of significant due to and due from accounts with the City of Tallahassee and Leon County were not timely performed, and CRTPA's cash balances were not actively monitored during the year resulting in a negative cash balance of \$793,851 at September 30, 2018. In addition, employees' time is manually entered into the timekeeping system, Kronos, by one employee. A consistent, documented reconciliation is not performed between the timesheets and Kronos. During our testing we noted discrepancies between the timesheets and Kronos reports both in total hours and classifications in tasks that are outlined in the grant agreement and utilized in grant reporting.

*Cause:* Currently, CRTPA does not have the staffing to perform its required accounting, financial reporting and grants management duties. These responsibilities have been assigned to the City of Tallahassee's Financial Services Division, which does not have adequate resources to perform these duties on behalf of CRTPA. Audit findings related to financial reporting and staffing have been reported in the Schedule of Findings and Questioned Costs or the Management Letter as findings 2017-004 and 2017-002 in the preceding fiscal year, finding 2016-001 in the second preceding fiscal year, and finding 2015-001 in the third preceding fiscal year.

*Effect:* As a result of not having adequate accounting resources, CRTPA was not able to perform timely and accurate accounting, financial reporting and grants management duties.

*Recommendation:* CRTPA should consider hiring an accountant with the skills, experience, and knowledge to perform accounting, financial reporting and grants management duties.

**Capital Region Transportation Planning Agency**  
**Schedule of Findings and Questioned Costs-Federal Awards (continued)**  
**For the Year Ended September 30, 2018**

*Views of responsible officials and planned corrective actions:*

*Journal Entries*

*We have discussed the adjusting journal entries with Financial Services staff. There were two adjusting entries in FY2018 due to accounting errors. First one was to recognize revenue and a receivable from Blueprint for a joint project that hadn't been billed to Blueprint. The second entry was to reverse an accrual journal for expenses recognized in FY2017 and accrue some expenses for FY2018. Comparatively there were 10 adjusting journals for accounting errors in FY2017 for similar purposes.*

*Negative cash balance*

*Because the CRTPA grants are on a cost reimbursement basis, we will always carry a net negative cash balance. Improvements made in the billing process during FY2018 resulted in more timely reimbursement of expenditures and therefore a reduction of net negative cash. During FY2018 the net negative cash balance was decreased \$302,000 from the FY2017 balance of negative \$1,095,000. The CRTPA is continuing to successfully reduce this balance in FY2019.*

*Timekeeping procedures*

*We implemented a new process for time keeping in January 2019. The process is as follows:*

- 1. Employee timesheets are entered into Kronos by the Administrative Assistant II*
- 2. The Assistant Director reviews both the employee timesheet and Kronos input to ensure accuracy.*
- 3. The Executive Director spot checks the Kronos input against the employee timesheet prior to final signoff.*

*We have made significant progress over the past eighteen months in improving our overall accounting procedures. While we are cognizant of our direct fiduciary responsibilities, we are confident that, with our continued close coordination with the Financial Services Department, we can accomplish our requirements without additional staff. However, we will continue to monitor our progress to ensure that remains the case.*



**Capital Region Transportation Planning Agency  
Summary Schedule of Prior Audit Findings  
For the Year Ended September 30, 2018**

**Financial Statement Findings:**

**2017-001 – Untimely Remittance of Invoices**

Material Weakness: Invoices submitted to the Florida Department of Transportation were not being submitted in a timely manner, and in most instances, they were noted as submitted between four to nine months following the end of the respective quarters for which they are seeking reimbursement.

Status: We noted significant progress was made during the year to submit the invoices in a timely manner. As of September 30, 2018, invoicing appears to be up to date.

**2017-004 Accounting Staff**

Significant Deficiency: Numerous accounting errors were noted which required adjusting journal entries. Grant billings were not identified and invoiced in a timely manner. In addition, amounts due from member counties related to both the prior year and current year annual true-up of actual revenues and expenses had not been billed to the member counties. Also, reconciliations of significant due to and due from accounts with the City of Tallahassee and Leon County were not timely performed, and CRTPA's cash balances were not actively monitored during the year.

Status: See current year finding 2018-001 in the Report on Internal Control and Compliance.

**Federal Awards:**

**2017-002 – Schedule of Expenditures of Federal Awards**

Material Weakness: Several material errors were noted in accounting for federal and state grant expenditures, which required an increase in revenue and due from other governments in the amount of \$100,176.

Status: See current year finding 2018-001 in the Report on Internal Control and Compliance.

**2017-003 – Highway Planning and Construction, Grant Number 43932311401/G0D29, CFDA 20.205**

Material Weakness: CRTPA utilized an indirect cost rate of 20.87% of total direct grant salaries, which was not approved by the grantor agency, U.S. Department of Transportation, or the pass-through entity, Florida Department of Transportation.

Status: CRTPA discontinued use of the indirect cost rate effective July 1, 2018 and is charging all direct costs to the grant.

## Management Letter

Members of the Board  
Capital Region Transportation Planning Agency

### Report on the Financial Statements

We have audited the financial statements of the Capital Region Transportation Planning Agency (CRTPA) as of and for the fiscal year ended September 30, 2018 and have issued our report thereon dated September 19, 2019.

### Auditors' Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance); and Chapter 10.550, *Rules of the Auditor General*.

### Other Reporting Requirements

We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*; Independent Auditors' Report on Compliance for Each Major Federal Program and on Internal Control Over Compliance; and Schedule of Findings and Questioned Costs. Disclosures in those reports, which are dated September 19, 2019, should be considered in conjunction with this management letter.

### Current Year September 30, 2018 Recommendations

#### **2018-002 Services Provided by the City of Tallahassee**

CRTPA utilizes the accounting office of the City of Tallahassee for the processing of its cash receipts and disbursements, including payroll. CRTPA's financial records are also maintained in the City of Tallahassee's accounting system. This has allowed CRTPA to participate in the City of Tallahassee's cash management system and to utilize the expertise of the City's Financial Services Department. It is important to note that this arrangement does not alleviate the CRTPA's responsibilities over internal controls, financial reporting and oversight.

During the audit of the City of Tallahassee, we observed the Treasury account bank reconciliations were performed six to eleven weeks after month end. City staff established preliminary bank reconciliation procedures beginning in April 2018. Four of the six preliminary bank reconciliations were performed five to six weeks after month-end, with the preliminary bank reconciliation for the month ended September 30, 2018 performed on December 4, 2018 and the final reconciliation performed on December 18, 2018. The delay in performing bank reconciliations has been observed and included as part of various management letter comments over the past several years. The timely reconciliation of bank accounts is a critical control activity. Cash transactions account for almost every activity of a government's operations, including payroll and the purchase of goods and services. Delays in performing this key control allows for errors or fraudulent transactions to occur and not be identified in a timely manner.

In addition, during the audit of CRTPA it was determined that the implementation of an accounting standard was not done in accordance with the standard, which required an actuarial determination of its OPEB liability and other related amounts. CRTPA relied on the City of Tallahassee's accounting staff to provide this information, which was not available and had to be requested from the actuary late in the audit process.

It is important that CRTPA understand its responsibility for controls over its accounting function and monitor the functioning of these controls. We recommend CRTPA review its accounting and financial reporting function to ensure that the services and functions provided by the City of Tallahassee on the CRTPA's behalf, are meeting the expectations of CRTPA. See also Finding 2018-001 in the Schedule of Findings and Questioned Costs.

*Management Response:*

*Timeliness of reconciliations*

*We have reviewed this finding with City Financial Services and will work with them as they look to continue to improve their process (see City Financial Services response below). We will also determine if we can have a staff member make regular checks on the reconciliations to ensure they are being done in a timely manner.*

*City Financial Services response: Financial Reporting recognizes the importance of timely bank reconciliations and has succeeded in improving the timeliness since this comment was first made. They continue to review process and have for the last couple of months been cross training another employee on this task with the goal of completing the reconciliations within one month of closing each month in the general ledger which will represent approximately 5 weeks after month end.*

*Other Post-Employment Benefits - See response to 2018-003.*

*We recognize our responsibility for controls over the accounting function and will continue efforts to monitor the functioning of these controls. We are also in the process of reviewing our services agreement with the City which governs the services and functions provided to CRTPA.*

### **2018-003 Other Post-Employment Benefits (OPEB)**

It was determined during the audit that the implementation of an accounting standard was not done in accordance with the standard, which required an actuarial determination of its OPEB liability and other related amounts. CRTPA relied on the City of Tallahassee's accounting staff to provide this information, which was not available and had to be requested from the actuary late in the audit process.

It is important that CRTPA understands its responsibility for controls over its accounting function and monitor the functioning of these controls. We recommend that CRTPA review its accounting and financial reporting function to ensure that the services and functions provided by the City of Tallahassee on CRTPA's behalf, are meeting the expectations of CRTPA.

#### *Management Response:*

*Prior to FY 2018, CRTPA employees received benefits through either the City of Tallahassee or Leon County. The County pension (FRS) and OPEB (HIS) plans are administered by the Florida Retirement System. The City's OPEB plan is administered by the City. As of June 2019, new CRTPA employees do not have the option to select FRS benefits. The OPEB liability and related amounts are accounting estimates provided by an independent actuary. In prior years, the CRTPA's OPEB items, under the prior standard (GASB 45), were allocated by City Financial Services based on percentage of covered payroll. In future years, under the current standard (GASB 75), the CRTPA will ensure that the independent actuarial report provides separate numerical columns for our OPEB items as allocated by the actuary based on percentage of covered payroll.*

### **2018-004 Board Governance**

The CRTPA Board serves an important role in establishing the "tone at the top" and establishing and maintaining a control environment that fosters timely and accurate financial reporting and grants management. We recommend the CRTPA Board works with management to establish formal financial reporting and grants management monitoring procedures. Such monitoring procedures should include review by the Board of quarterly budget to actual comparisons including explanations for variations from budget, and quarterly monitoring of progress towards the resolution of internal control findings and recommendations.

#### *Management Response:*

*Beginning in March 2019, the CRTPA Board began receiving quarterly budget reports detailing the utilization of each grant. In addition, periodic updates have been provided on the status of the responses to the FDOT IG Audit.*

\*\*\*\*\*

### **Prior Audit Findings**

Section 10.554(1)(i)1., *Rules of the Auditor General*, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. Corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report except for the following:

<b>Tabulation of Uncorrected Audit Findings</b>			
<b>Current Year Finding</b>	<b>2016-17 FY Finding #</b>	<b>2015-16 FY Finding #</b>	<b>2014-15 FY Finding #</b>
2018-001	2017-002 / 2017-004	2016-001	2015-001
2018-002	2017-004	2016-001	2015-001
2018-004	2017-005	-	-

### **Official Title and Legal Authority**

Section 10.554(1)(i)4., *Rules of the Auditor General*, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. CRTPA was established by an inter-local agreement which is disclosed in Note 1 to the Notes to the financial statements. CRTPA has no component units.

### **Financial Condition and Management**

Section 10.554(1)(i)5.a. and 10.556(7), *Rules of the Auditor General*, require us to apply appropriate procedures and communicate the results of our determination as to whether or not the CRTPA has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific conditions met. In connection with our audit, we determined that CRTPA did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), *Rules of the Auditor General*, we applied financial condition assessment procedures for CRTPA. It is management's responsibility to monitor CRTPA's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.554(1)(i)2., *Rules of the Auditor General*, requires that we communicate any recommendations to improve financial management. In connection with our audit, we noted the matters discussed in the Current Year September 30, 2018 Recommendations section of this letter.

**Additional Matters**

Section 10.554(1)(i)3., *Rules of the Auditor General*, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

**Purpose of this Letter**

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies the CRTPA Board, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

Thomas Howell Ferguson P.A.

Law, Redd, Crona & Munroe P.A.

**Thomas Howell Ferguson P.A.**  
Tallahassee, Florida  
September 19, 2019

**Law, Redd, Crona & Munroe, P.A.**  
Tallahassee, Florida

November 19, 2019



## AGENDA ITEM 7 C

### **FY 2018/19 – 19/20 UNIFIED PLANNING WORK PROGRAM (UPWP) AMENDMENT**

**TYPE OF ITEM: Action**

#### **STATEMENT OF ISSUE**

The purpose of this item is to amend the FY 2018/19-19/20 UPWP to add four planning projects.

#### **CRTPA COMMITTEE ACTIONS**

The CRTPA's two (2) committees (Citizens Multimodal Advisory Committee and Technical Advisory Committee) met on November 5 and recommended approval of the UPWP amendment.

#### **RECOMMENDED ACTION**

Option 1: Approve the proposed amendment to the UPWP.

#### **HISTORY AND ANALYSIS**

The purpose of this item is to amend the FY 2018/19-19/20 UPWP to add four planning projects. The projects are as follows:

##### **Task 5.0 – Mobility Planning**

##### ***StarMetro Comprehensive Operations Analysis (COA)***

The CRTPA is partnering with StarMetro to develop a detailed review of the transit agency's daily operations. The COA will collect a variety of data including ridership, on-time performance, stop-level usage and individual route characteristics. The data will be used to perform route efficiencies and determine modifications to routes that will improve overall performance. The CRTPA's contribution is \$250,000.

*Thomasville Road Multiuse Trail Feasibility Study – E. 7<sup>th</sup> Avenue to Live Oak Plantation Road*

The Thomasville Road Trail has been identified as a Tier 1 project in the Bicycle/Pedestrian Master Plan. The proposed trail is approximately 3 miles in length and traverses a number of diverse uses. The feasibility study will review right-of-way availability, potential trail alignments and potential fatal-flaw issues associated with the development of the trail. The project cost is \$150,000.

*SR 267/Bloxham Cutoff Trail Feasibility Study – Wakulla Springs State Park Ent. To St. Marks Trail*

The Capital City-to-the Sea Trail included a link from the St. Marks Trail to Wakulla Springs State Park via SR 267. This feasibility study will review right-of-way availability, potential trail alignments and potential fatal-flaw issues associated with the development of the trail. The project cost is \$100,000.

Task 7.0 – Special Projects

*Stadium Drive/N. Lake Bradford Road/Gaines Street/Varsity Drive Intersection Study*

This study will review potential improvements to the intersection including the development of potential alternate routes to divert traffic around/away from the intersection. The project cost is \$175,000.

**OPTIONS**

Option 1: Approve the proposed amendment to the UPWP.  
(Recommended)

Option 2: CRTPA Board Discretion.



November 19, 2019



## AGENDA ITEM 7 D

### BLOUNTSTOWN STREET SIDEWALK FUNDING

TYPE OF ITEM: Action

#### **STATEMENT OF ISSUE**

This item seeks approval of use of CRTPA Urban Attributable (SU) funding to assist with construction of sidewalks on Blountstown Street (US 90 to Tharpe Street) in Tallahassee, the agency's number one ranked Transportation Alternatives (TA) project.

#### **RECOMMENDED ACTION**

Option 1: Approve the use of \$450,000 of SU funding to assist in the construction of sidewalks on Blountstown Street.

#### **HISTORY AND ANALYSIS**

The construction of sidewalks on Blountstown Street (US 90 to Tharpe Street), a distance of approximately .56 miles, is ranked number one (#1) on the CRTPA's FY 2021 – FY 2025 TA Priority Project List, adopted on April 16, 2019. Furthermore, this project was also ranked number one on last year's TA PPL subsequent to project submittal in 2018 for CRTPA TA Program funding.

The project's need has been well documented including through the identification of worn pedestrian paths on the side of the roadway and, as noted in the TA application:

"The sidewalk provides access along the third busiest StarMetro route in the city. There are seven transit stops within the project limits. As described in the narrative, a trail has been worn into the shoulder by the high volume of pedestrian traffic and there is an additional need to provide connectivity for physically challenged individuals who live and work in the immediate area."

As a background, the CRTPA's TA Program receives approximately \$310,000 annually in TA funding explicitly dedicated to the CRTPA region. Due to the cost of the Blountstown Street project (\$1.287 million), documented need and high ranking on the agency's TA PPL, the CRTPA has actively sought to facilitate project funding through contact with FDOT District 3. Based upon such conversations, funding outside the TA program will be required for the project to be fully funded for constructed.

To that end, a proposal has been identified between the FDOT, the applicant (City of Tallahassee) and the CRTPA, to fund the project through use TA (“TALU”) funds, local (City of Tallahassee) funds (“LF”) and CRTPA Urban Attributable (“SU”) funds. Specifically, the following is proposed to fund the construction of sidewalks on Blountstown Street in Fiscal Year 21:

TALU	\$335,000
LF	\$502,500
SU	\$450,000
Total	\$1,287,500

With regards to the proposed use of the CRTPA’s SU funding, the Blountstown Road sidewalk project is consistent with the general guidelines for use of the CRTPA’s annual receipt of Urban Attributable funding adopted by the Board on November 21, 2017, as follows:

Congestion Management Plan Implementation	40%
Bicycle/Pedestrian Projects	30%
Safety Projects	10%
Complete Streets Implementation	10%
Planning Studies	10%

As a background, as a Transportation Management Area, the CRTPA receives an annual allocation of approximately \$3 - \$4 million of SU funds. Unlike other funding available to the CRTPA, SU funds provide more flexibility in their use and may be used on different types of transportation projects with the requirement that they be used on projects on the Federal-aid urban system.

## **OPTIONS**

Option 1: Approve the use of \$450,000 of SU funding to assist in the construction of sidewalks on Blountstown Street.  
(Recommended)

Option 2: CRTPA Board Discretion.



## AGENDA ITEM 7E

### **TALLAHASSEE-LEON COUNTY BICYCLE AND PEDESTRIAN MASTER PLAN PROJECTS**

#### **STATEMENT OF ISSUE**

The CRTPA Board was presented the foundational materials for developing the Tallahassee-Leon County Bicycle and Pedestrian Master Plan (BPMP) at the October 14, 2019 Board Retreat. This agenda item provides those materials and presents details regarding the projects within the BPMP. Staff is seeking acceptance of the 2019 Tallahassee-Leon County BPMP projects.

#### **CRTPA COMMITTEE ACTIONS**

The CRTPA's two (2) committees (Citizen's Multimodal Advisory Committee (CMAC) and Technical Advisory Committee (TAC)) met on November 5, 2019 with both recommending acceptance of the 2019 Tallahassee-Leon County Bicycle and Pedestrian Master Plan Projects.

#### **RECOMMENDED ACTION**

Option 1: Accept the 2019 Tallahassee-Leon County Bicycle and Pedestrian Master Plan Projects

#### **HISTORY AND ANALYSIS**

##### **Background**

The Tallahassee-Leon County Bicycle and Pedestrian Master Plan (BPMP) kicked off at the March 20, 2018 CRTPA Board meeting to:

- Update the 2004 BPMP
- Address growth changes in Tallahassee and Leon County, and
- Prepare projects for incorporation into the Year 2045 Regional Mobility Plan (RMP).

The Study Area is comprised of Leon County, the City of Tallahassee, and within the City, the Multimodal Transportation District (MMTD). The key objectives of this effort included:

- Develop an existing conditions database
- Develop a bicycle network
- Identify a series of priority projects based on tiers of implementation (like the RMP)

The plan provides a near-term set of priorities which will assist in directing allocated funding from City, County, Blueprint, the Florida Department of Transportation, and the CRTPA.

### **Project Approach**

The original CRTPA BPMP, completed in 2004, served as the foundation for developing a coordinated bicycle and pedestrian system in Tallahassee and Leon County. While this document served as a guiding force for many years, the document was too broad by attempting to produce the implementation of facilities on every road, everywhere in the community. The focus of the 2019 BPMP was a concurrent process of identifying the different types of riders (**Rider Types** and **Bicycle Comfort Level**) and defining a network that builds toward a hierarchical system like the roadway system of local roads, collector roads and arterial roads (**Neighborhood Network**). These three components are further detailed on the following pages.

### **Rider Types**

The four different rider types are:

**Strong and Fearless (Bicycle Comfort Level 1)** - Cyclists who will ride along a corridor regardless of the conditions. These users have no problem sharing the lane with a vehicle traveling at speeds greater than 40 mph.

**Enthusied and Confident (Bicycle Comfort Level 2)** - Cyclists who feel comfortable riding along a corridor next to vehicles at lower speeds and with facilities such as a bike lane or signage. An example of this type of road is West Call Street which has bike lanes or Virginia Street (West) which is wide and includes Sharrows.

**Interested but Concerned (Bicycle Comfort Level 3)** - Cyclists who would like to ride their bike but have fears which are usually caused by vehicles. This type of cyclist needs low speeds, low volumes, and a separated facility such as a buffered bike lane. Examples include the buffered bike lane on Pensacola Street.

**Children and Elderly (Bicycle Comfort Level 4)** – Require a facility completely separated from the road such as a shared-use path. An example of this is the St. Marks Trail or the Capital Circle Trail.

### **Bicycle Comfort Level**

The Bicycle Comfort Level (BCL) is a method to measure a street in terms of the ability level of a bicycle rider. The parameters used to measure the street are based on traffic volume, number of lanes, speed, and existing bike facilities. The results of this analysis can then be assigned to a “Rider Type”. The different assignments of BCL are reflected on maps, for example, shown as **Figures 1, 2, 3, and 4** ([click on the blue colored Figure number for a larger map](#)) are as follows:

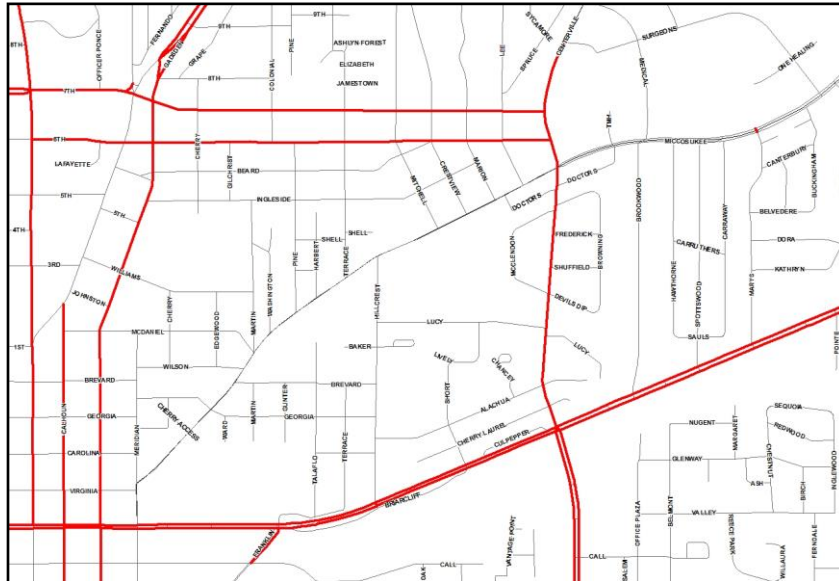
**Figure 1 - Bicycle Comfort Level 1**

**Figure 2 - Bicycle Comfort Level 2**

**Figure 3 - Bicycle Comfort Level 3**

**Figure 4 - Bicycle Comfort Level 4**

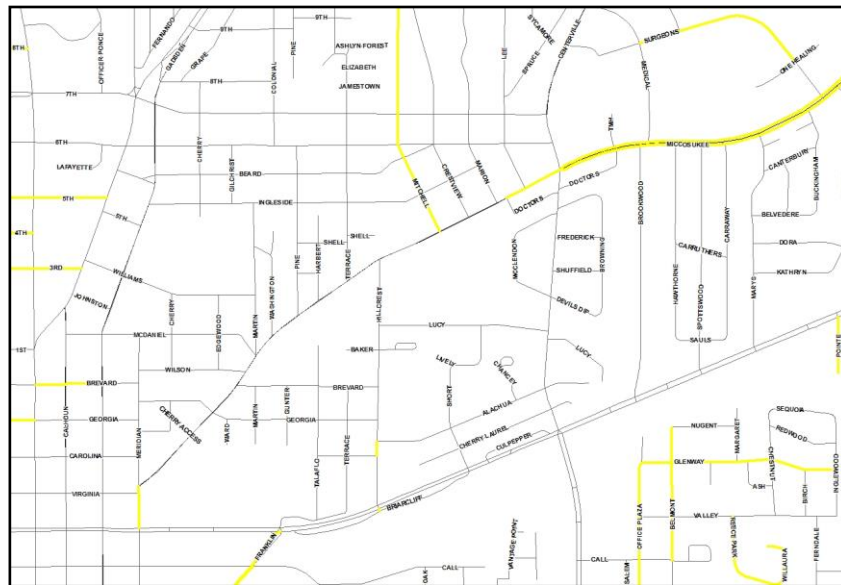
**Figure 1 – Bicycle Comfort Level 1**



**Figure 2 – Bicycle Comfort Level 2**



**Figure 3 – Bicycle Comfort Level 3**

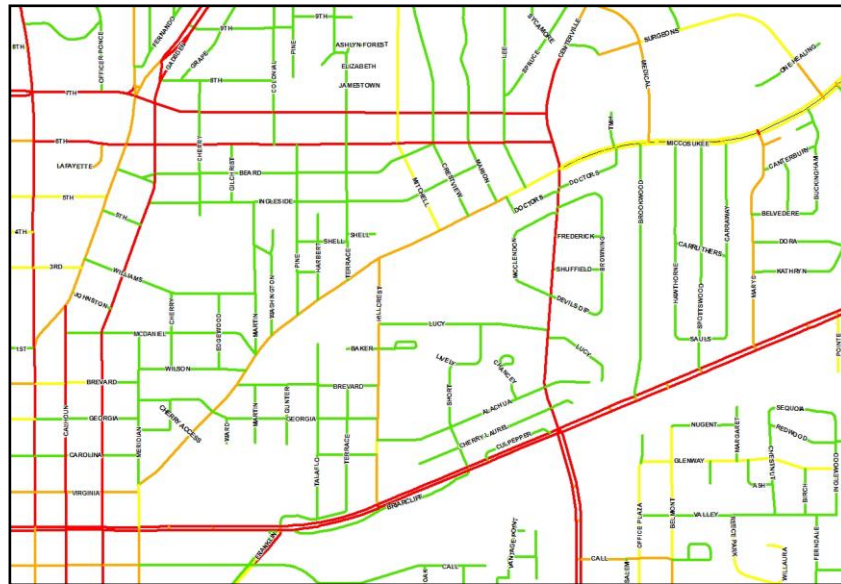


**Figure 4 – Bicycle Comfort Level 4**



When all four BCL layers are combined the BCL map looks like **Figure 5**.

**Figure 5 – Combined Bicycle Comfort Levels**



Overall, when applied to the 2,500 miles of road in Tallahassee and Leon County the miles by **BCL** and **Rider Type** is as follows:

**BCL 1/Strong and Fearless – 385 miles or 13%**  
**BCL 2/ Enthusiased and Confident – 460 miles or 17%**  
**BCL 3/Interested but Concerned – 724 miles or 28%**  
**BCL 4/Elderly and Children – 964 miles or 42%**

## **Public Engagement**

Concurrent to data collection and plan development, the project had a public engagement process that included Stakeholder Meetings, Focus Area Meetings, and an Open House.

### **Stakeholder Meetings**

These meetings included continued coordination with Blueprint, The Tallahassee-Leon County Planning Department, StarMetro, FDEP Office of Greenways and Trails, the City and County Bicycle Work Group and local cyclists. Additionally, meetings were held with FSU and FAMU to discuss future bike and pedestrian components in the University Master Plans for the respective universities.

### **Focus Area Public Meetings**

During the BPMP there was a series of Focus Area meetings throughout the community. These meetings provided the public an opportunity to discuss their insights as well as to provide comments on the plan as it was being developed. These five “Focus Areas” included:



Market Square and Northeast Neighborhoods  
FAMU and Southwest Neighborhoods  
TCC, FSU, Downtown and surrounding Neighborhoods  
Midtown and Central Area Neighborhoods  
Apalachee Parkway Neighborhoods

### **Open House**

The last public event, outside of CRTPA meetings, was an Open House held at the Cascades Park Amphitheater.

### **Recommendations**

The public engagement provided significant information regarding the routes that current riders utilize, existing condition issues that should be addressed, and new routes that would make significant connections and contributions to the system. This information was folded into the BCL analysis to produce several different types of improvements, including Sidewalks, the Neighborhood Network, Minor Projects, and Major Projects. These efforts are described on the following pages.

### **Sidewalks**

The City and County have a very robust network of sidewalks along with an extensive list of identified improvements that extends several years into the future. With an extensive list of projects and a process to prioritize sidewalks, the BPMP focused on providing shared-use paths which would be found in the Major Project component.

### **Neighborhood Network**

The Neighborhood Network utilized the BCL to identify routes that are typically within neighborhoods that can connect to parks, activity centers, schools, businesses, or even within a neighborhood to walk or ride a bike. These roads are low volume and low speed that can give priority to bikes and pedestrians.

While the BCL provides a categorization for all streets, further refinement was necessary to identify the routes that provided the best Neighborhood Network linkages. This was accomplished using the slope of the facility to identify the ideal connections. An example of the refined network (**Bicycle Comfort Level 4**, only) for is shown as **Figure 6**.

This network also makes ideal connections to more defined on-street facilities and shared-use paths and at some point, the Neighborhood Network will potentially require the crossing of roadways or intersections. These types of improvements were classified as Minor Projects. Due to the complexity and sheer number of projects, the Neighborhood Network and Minor Projects, shown as [Attachment 1](#), have been grouped and assigned route numbers. Additionally, the type of Minor Project is outlined in the Project Cost section of [Attachment 7](#).



The Major Projects list, [Attachment 2](#), consists of large infrastructure projects such as shared-use paths along the high speed, high volume roadway network. **Figure 7** is an example of the Major Projects in the BPMP.

### Figure 6 – Neighborhood Network Example



## Existing Facilities

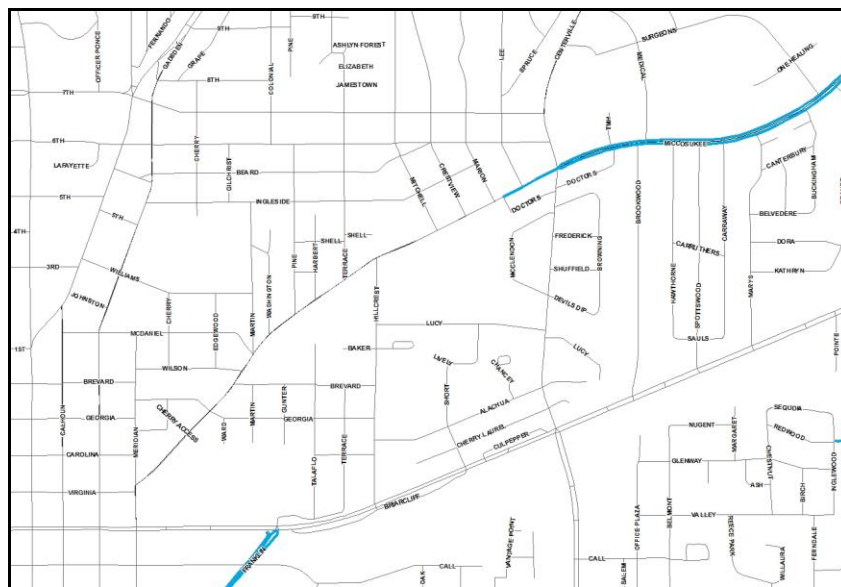
There are a lot of existing facilities in Tallahassee and Leon County to build from and connect to. This network includes:

- Buffered Bike Lanes
- Shared-Use Paths
- Wide Shoulders
- Bike Lanes
- Service Roads

Sharrows are not considered to be a component of the existing system because these facilities are outside of the BCL 3 and 4 target group.

An example of the existing facilities is shown below as **Figure 8**.

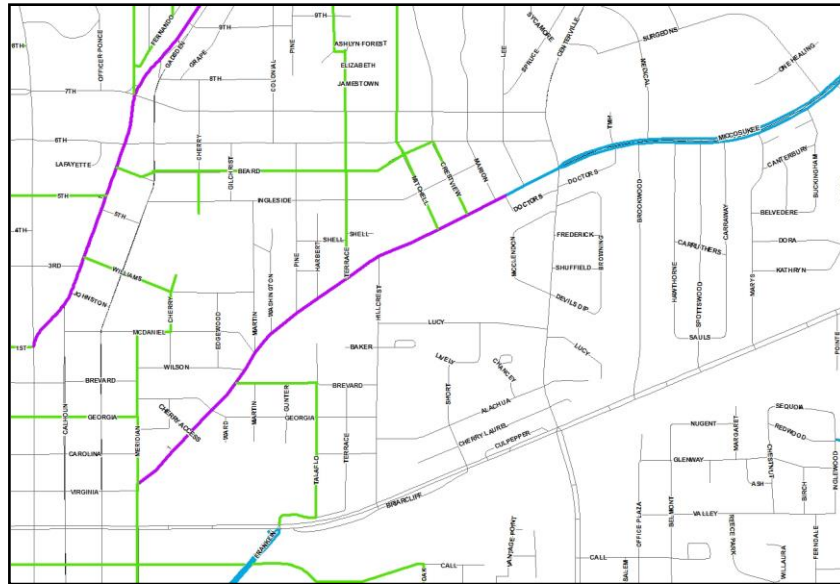
### Figure 8 – Existing Facilities Example



## Combined Neighborhood Network, Major Projects and Existing Facilities

Ultimately, the BPMP network combines the Neighborhood Network, Major Projects, and the Existing Facilities to create the bike and pedestrian system that is proposed by CTRPA staff. These networks when combined will look like **Figure 9**, for example.

### Figure 9 – Proposed Bike and Pedestrian System Example



### Criteria Analysis

After developing the project lists, [Attachment 1](#) and [Attachment 2](#), the Evaluation Criteria, shown as [Attachment 3](#) was applied to the Neighborhood Network and Major Projects to produce a score for each project. The projects were then placed into three (3) tiers. The results of the application of the criteria to the Neighborhood Network with Minor Projects is shown as [Attachment 4](#), and the Major Projects [Attachment 5](#).

## Neighborhood Network

The Neighborhood Network projects were scored and then placed in tiers to build north/south and east/west networks. Therefore, some Neighborhood Network projects that a higher score were placed in lower tiers to build up the north/south and east/west corridors. The flexibility of the tiers provides opportunities to move forward with projects based on the funding available to complete the projects. Additionally, the cost of the Neighborhood Network is substantially less than the Major Project list and therefore, inexpensive to initiate.

## Major Projects

The Major Projects list is straight forward in terms of the highest scoring project being in the first Tier, followed by the next highest scored project, etc.... until all the Major Projects were in Tiers 1, 2 or 3. These projects are less likely to move around tiers due to the capital investment to complete them.

## Project Costs

After developing the project lists and the criteria the projects needed to have a cost associated with the improvements. The costs, shown as [Attachment 6](#), were developed in conjunction with City Underground Utilities and Tallahassee Leon County Planning Department for the Neighborhood

Network, Minor Projects and Wayfinding. Major Project costs were developed from Florida Department of Transportation (FDOT) transportation costs.

### **Neighborhood Network Costs**

The Minor Project tiered list, with costs, is shown as [Attachment 7](#). This document includes a project description, the cost of the Neighborhood Network (sharrows, signage, and traffic calming), details of any associated Minor Project, and the total cost of the project, with and without 20% contingency costs.

The total cost of this network ranges from \$3M to \$5.4M and includes almost 74 miles of signed, marked Neighborhood Network routes. Not all Neighborhood Network projects had associated Minor Projects and those that did are detailed in the Minor Project Information section of [Attachment 7](#).

### **Major Project Network Costs**

The Major Project tiered list, with costs, is shown as [Attachment 8](#). This attachment includes the project name, project limits, the type of improvement, length and cost that is provide in low, medium and high estimates, with and without 20% contingency costs.

The cost for these improvements ranges from \$26M to \$86M and would create 80 miles of new bike and pedestrian facilities. The costs related to Major Projects varies due to the unknown cost for right of way. However, these costs will be refined based on initial Feasibility Studies to determine *if* the facility can and should be moved forward. Lastly, the addition of right of way purchases will increases the cost of these facilities.

### **2019 BPMP Maps**

At the CRTPA Retreat the BPMP system map was still being completed and members wanted to have the ability to move around the map to view the overall BPMP network. This map can be viewed using the link below.

### **BPMP Map**

First, here is a **helpful hint**, when you click on the link and the website and map will pull up, click on “Content” and turn off “Leon County Roads” and “Leon County”. What you will be left with is four layers including the Bicycle-Pedestrian Master Plan, Committed Projects, Existing Bicycle Facilities and the Regional Trail system. Zoom into the area you are interested in and then turn on “Leon County Roads” and the roads and names will appear.

### **Project Pages**

Upon CRTPA Board approval of the projects at the November 19, 2019 meeting, the consultant will finalize the BPMP Report. The Final BPMP Report will include a project page for each Neighborhood Network and Major Project. Examples of these pages are shown as [Attachment 9](#) (Neighborhood

Network) and [Attachment 10](#) (Major Project). Additionally, CRTPA staff will coordinate with TLCGIS to incorporate the project pages into the “one-stop shop” web mapping platform.

### **Other Considerations**

One of the most significant considerations to be pursued is the establishment of a Tallahassee-Leon County Bicycle and Pedestrian Technical Committee. During the development the BPMP it was noted that there are a significant number of departments and agencies that have bike and pedestrian plans that include off-road and hard surface initiatives. Getting these groups together would be beneficial from several different perspectives including funding, coordination, data maintenance and responses to citizens inquiries, to name a few. CRTPA staff can coordinate the establishment of this group to initiate to further the bike and pedestrian program in Tallahassee and Leon County.

### **NEXT STEPS**

- Any comments the Board has will be incorporated into the Draft Final BPMP Report.
- Finalize the documentation and produce the Draft Final BPMP Report.
- CRTPA will coordinate with TLCGIS to incorporate the projects from the BPMP into “one-stop shop” web mapping platform.

### **OPTIONS**

Option 1: Accept the 2019 Tallahassee-Leon County Bicycle and Pedestrian Master Plan Projects. (Recommended)

Option 2: CRTPA Board Discretion.

### **ATTACHMENTS**

- [Attachment 1:](#) BPMP Neighborhood Network Projects
- [Attachment 2:](#) BPMP Major Projects
- [Attachment 3:](#) Project Evaluation Criteria
- [Attachment 4:](#) Minor Project Scoring
- [Attachment 5:](#) Major Project Scoring
- [Attachment 6:](#) Standard Project Costs
- [Attachment 7:](#) Minor Project Costs
- [Attachment 8:](#) Major Project Costs
- [Attachment 9:](#) Neighborhood Network Project Page Example
- [Attachment 10:](#) Major Project Page Example

Route	Treatment	Limits	Length
1A	Neighborhood Network and Minor Project	Seminole Dr., Santa Rosa Dr., Old Fort Rd., Limbo Ln., Country Club Dr., Circle Dr.	1.50
1B	Neighborhood Network	S. Gadsden St., Oakland Ave E., Golf Terrace Dr.	1.34
1C	Neighborhood Network and Minor Project	Maple Dr., E. Indianhead Dr., Toochin Nene, Apakin Nene, W. Indianhead Dr., Hokolin Nene, Chowkeebin Nene, Chocksacka Nene, Jim Lee Rd.	3.41
1D	Neighborhood Network	East Call, Oak St., Hays St., Magnolia Dr.	0.82
2A	Neighborhood Network and Minor Project	Calloway St., Wadsworth St., Preston St., Dent St., Dean St., Charlotte St., Dover St., Pope St., Birmingham St.	1.82
2B	Neighborhood Network	MLK Jr. Blvd., All Saints, Railroad Ave.	1.09
2C	Neighborhood Network	Greentree Ln., Arkansas St., Alabama St., Caliark St.	0.98
2D	Neighborhood Network and Minor Project	Georgia St.	1.24
2E	Neighborhood Network	W. Call St., Chapel Drive	2.63
2F	Neighborhood Network	W. Jefferson St., W. Pensacola St., S. Adams St., N. Monroe St., Parking lot	0.93
2G	Neighborhood Network and Minor Project	Lipona Rd., Crabapple Dr., Centennial Dr.	0.49
2H	Neighborhood Network	Murat St., Hendry St., Hayden Rd., Bellevue Way, Bank of America Cut-through	1.84
2J	Neighborhood Network	W. St. Augustine St., Chieftan Way/Champions Way, S. Macomb St.	1.63
2K	Neighborhood Network	Griffin St., Brewer St., Preston Ct.	0.21
2L	Neighborhood Network	Meridian St., E. Bloxham St., Cascades Park Trail	1.16
2M	Neighborhood Network	Century Park Dr.	0.43
2N	Neighborhood Network	FAMU Way/Oakland Ave E.	0.28
3A	Neighborhood Network and Minor Project	Zillah St., Pontiac Dr., Gaile Ave., S. Meridian St., Lindgren Ave., Cornelia St., Omega Ave. E., Webster Dr., Kendall Dr., Shoreline Dr., Skylark Ave., Lakewood Dr.	3.03
3B	Neighborhood Network	Paul Dirac Dr.	3.24
3D	Neighborhood Network and Minor Project	Plant St., Yulee St., Eisenhower St., Rankin Ave., Tyson Ave., Dale St., Lakeview Dr., Museum Rd.	3.39
3E	Neighborhood Network and Minor Project	Disston St., Kissimmee St., Gamble St., Taylor St., Wahnish Way, S. MLK Jr. Blvd., Palmetto St., Pasco St., Saxon St., Floral St., Keith St., Taylor St., Osceola St.	4.09
3F	Neighborhood Network and Minor Project	W. Pershing St., S. Bronough St., Jake and Patterson St., E. Jennings St., E. Pershing St., Broome St., S. Meridian Rd., Laura Lee Ave., Coble Dr., Harwood St.	2.93
3G	Neighborhood Network	Tanner Dr., Bragg Dr., Notre Dame St., Creek Rd., Wheatley Rd., Glynwood Dr., Lennox Dr., Woodland St., Sunnyside Dr., Springsax Rd.	2.10
3H	Neighborhood Network	Callen St., Gunn St., Walcott St.	1.01
4A	Minor Project	Shamrock St.	0.00
4B	Neighborhood Network	Shannon Lakes, Velda Dairy Rd., McLaughlin Dr., Kerry Forest Parkway	4.74
4C	Neighborhood Network	Cloverdale Dr., Deer Lane Dr., Audubon Dr., Woodley Rd.	0.76
4D	Neighborhood Network	Vassar Rd., Whitney Dr. E., Delaney Dr., Limetrick Dr.	1.18
4E	Neighborhood Network and Minor Project	Piedmont Dr., Market St., Fontaine Dr., Martin Hurst Rd., Lonnbladh Rd., Live Oak Plantation Rd.	2.77
5A	Neighborhood Network	Dellwood Dr., Glenview Dr., N. Monroe St.	1.43
5B	Neighborhood Network	Betton Rd., Trescott Dr., Hickory Ave., Woodgate Way, Mitchell Ave, Armistead, Woodgate Way	4.47
5C	Neighborhood Network and Minor Project	Beard St., Cherry St., Crestview Ave.	0.93
5D	Neighborhood Network and Minor Project	Terrace St., Payne St., Hunter St., Terrace Hollow Ct., Whole Foods Parking Lot	0.97
5E	Neighborhood Network	Meridian St., Williams, Cherry St., McDaniel St.	0.71
5F	Neighborhood Network	5th Ave., N. Adams St.	1.54
5G	Neighborhood Network	Ford St., Central St., Jackson St., W. 7th Ave., W. 6th Ave., W. 10th Ave., Branch St., Jackson St.	1.60
5H	Neighborhood Network and Minor Project	8th Avenue	1.05
5I	Neighborhood Network and Minor Project	Talaflo St., Terrace St., E. Brevard St., E/ Tennessee St.	0.54
5L	Minor Project	Miccosukee Rd.	0.00
5M	Neighborhood Network	Florida Ave., E. Forest Dr., Glendale Ct.	0.23
5N	Neighborhood Network and Minor Project	Fernando Dr., Desoto St., Cristobal Dr., Cortez St., Isabel Ct., Meridian Rd., Anderson St.	0.89
LC1	Neighborhood Network	Acadian Blvd.	1.00
LC2	Neighborhood Network	Skyland Dr./Botany Dr.	0.92
LC3	Neighborhood Network	Midyette Rd./Centerview Dr.	0.37
LC4	Neighborhood Network	Crowder Rd., Indian Mound Rd.	1.49
LC5	Neighborhood Network	Gibbs Dr., Boone Blvd., Allen Rd.	0.96
LC6	Neighborhood Network	Longfellow Rd.	1.68
LC7	Neighborhood Network	Fleischman Rd., Lonnie Rd., Dempsey Mayo Rd.	2.10

Major Project Name	Project Limits	Treatment	Length
4th Avenue (West)	Central Street to North Adams Street	Take center turn lane, narrow lanes, add multi-use path	1.39
<b>Apalachee Parkway</b>	<b>Biltmore to Conner Boulevard</b>	<b>Multi-use path</b>	<b>0.60</b>
Blair Stone Road	Orange Avenue to Governor Square Boulevard	Multi-use path	1.81
<b>Bradfordville Road</b>	<b>Centerville Road to Velda Dairy Road</b>	<b>Multi-use path</b>	<b>3.38</b>
Easterwood Drive	Weems Drive to Conner Boulevard	Multi-use path	1.29
Fred George Road	Mission Road to N. Monroe Street	Multi-use path	1.17
<b>Iamonia Street</b>	<b>Stuckey Avenue to Roberts Avenue</b>	<b>Multi-use path</b>	<b>0.07</b>
Jackson Bluff Road	Capital Circle SW to N. Lake Bradford Road	Take center turn lane, restriping, buffered bike lane	3.02
<b>Killarney Way</b>	<b>Thomasville Road to Shamrock Road</b>	<b>5 ft. buffered bike lane</b>	<b>1.35</b>
Lakeshore Drive	Sharer Road to Springdale Drive	Multi-use path	1.10
M L King Jr. Boulevard	W. Tennessee Street to W. Brevard Street	Take onstreet parking, buffered bike lane, signage, traffic calming	0.30
M L King Jr. Boulevard	W. 4th Avenue to Tharpe Street	Take onstreet parking, buffered/designated bike lanes, traffic calming strategies, potential multi-use path on MLK North of 10th Avenue intersection (9 ft lanes, 12 ft multi-use path if possible)	0.68
<b>Mabry Street</b>	<b>Jackson Bluff Road to Bellevue Way</b>	<b>Multi-use path</b>	<b>0.65</b>
<b>Mahan Drive</b>	<b>Pedrick Road to Leon County Line</b>	<b>Multi-use path - Will eventually extend to the City of Monticello in Jefferson County</b>	<b>9.35</b>
Meridian & Maclay Road	Maclay Boulevard Meadows Park Entrance	Multi-use path/Sidewalks	3.03
<b>Meridian Road</b>	<b>Ox Bottom Road to Bannerman Road</b>	<b>Multi-use path</b>	<b>2.77</b>
Meridian Road	Lakeshore Drive to Maclay Road	Multi-use path	1.59
Metropolitan Boulevard	Thomasville Road to Lonnbladh Road	Buffered Bike Lanes	0.29
Miccosukee Road	N. Meridian Street to Doctors Drive	Take onstreet parking, buffered bike lane on south side of road	0.98
Natural Bridge Road	Woodville Hwy to Old Plank Road	Multi-use path	5.80
<b>Oak Ridge Road</b>	<b>Crawfordville Road and Woodville Hwy</b>	<b>Multi-use path</b>	<b>5.03</b>
Old Bainbridge Road	Portland Avenue to Tanager Trail	Multi-use path	1.15
Old Street Augustine Road	E. Lafayette Street to Capital Circle SE	Multi-use path	1.90
<b>Old St. Augustine Road</b>	<b>Williams Road to Capital Circle SE</b>	<b>Multi-use path</b>	<b>4.34</b>
Olson Road	Centerville Road to Raymond Diehl Road	Multi-use path	1.37
Ox Bottom Road	N. Meridian Road to Witchtree Acres	Multi-use path	2.82
Paul Russell Road	S. Monroe Street to Zillah Street	Multi-use path	0.47
Paul Russell Road	Apalachee Parkway to Orange Avenue	Multi-use path	1.00
<b>Pedrick Road</b>	<b>Mahan Drive to Buck Lake Road</b>	<b>Buffered Bike Lanes</b>	<b>0.87</b>
Raymond Diehl Road	Olson Road to Killarney Way	Buffered Bike Lanes	0.56
Ridge Road	Springsax Road to Crawfordville Road	Multi-use path	1.98
<b>Riverwalk Trail</b>		<b>Part of Orchard Pond Trail</b>	<b>0.61</b>
<b>Roberts Avenue</b>	<b>Jackson Bluff Road to Iamonia Street</b>	<b>Multi-use path</b>	<b>2.18</b>
Sharer Road	Lakeshore Drive to Fulton Road	Multi-use path	1.78
Springdale Drive/Lexington Road	Lakeshore Drive to Meridian Road	Multi-use path	0.55
Tennessee Street (West)	Appleyard Drive to Call Street	Multi-use path	1.91
<b>Thomasville Road</b>	<b>E. 1st Avenue to Raymond Diehl Boulevard</b>	<b>Limit number of lanes, narrow lane widths, multi-use path</b>	<b>3.97</b>
Thomasville Road	I-10 to Killarney Way	Multi-use path	0.90
Timberlane Road	N. Meridian Road to Market Square	Multi-use path	0.84
Timberlane School Road	Live Oak Plantation to Timberlane Road	Multi-use path/separated bike lane	0.58
<b>Tram Road</b>	<b>Cornelia Road to Capital Circle SE</b>	<b>Multi-use path</b>	<b>2.53</b>
Woodward Avenue	Tennessee Street to Alabama Street	Take on-street parking, buffered bike lane	0.70

The **green highlighted projects** completely overlap with greenways and trails project and the **blue highlighted projects** partially overlap with greenways and trails projects.



Project Goals	Recommended Evaluation Metrics	Methodology	Point Allocation
Safety	Addresses locations that have been identified as a safety concern for cyclists/pedestrians through public input opportunities	Routes are based on suggestions for addressing safety issues identified by public.	3 point = addresses a specific safety concern/comment 0 points = does not address a specific concern/comment
	Near bicycle/pedestrian crash area	Calculate crashes per mile, based on length of route and number of crashes immediately along it	3 points = Crashes per mile rate of 3.01 or higher 2 points = Crashes per mile rate of 1.01 to 3.00 1 point = Crashes per mile rate under 1.00
Multimodal	Located within or passes through a high density area.	Route is located within or passes through a census block group of high population	3 points = 3501 - 5000 people 2 points = 2501- 3501 1 point = 1501 - 2500 people 0 point = below 1500 people
	Connects to a transit route	Route intersects a transit route and is within 1/4 to 1/2 mile of a transit stop.	2 point = route intersects with transit route and is within 1/4 mile of stop 1 point = route intersects with transit route and is within 1/2 mile 0 points = does not intersect with a route or transit stop within 1/2 mile
Equity	Within a low income area	Route is located within, intersects, or borders a census block group of high percentage of individuals below the poverty level.	6 points = intersects with, borders, or is within an area of 60% of individuals below poverty level 5 points = intersects with, borders, or is within an area of 35 - 60% 4 points = intersects with area of 20-35% 3 points= intersects with, borders, or is within an area of 10-20% 0 points = <10%
	Serves an area with high numbers of citizens aged 65+	Route is located within, intersects, or borders a census block group of high percentage of elderly population (65+).	5 points = intersects with, borders, or is within an area of > 35% 65+ 4 points = intersects with, borders, or is within an area of 20 - 35% 65+ 3 points = intersects with, borders, or is within an area of 10-20% 65+ 0 points = intersects with, borders, or is within an area <10% 65+
	Within a census area of high percentage of households without vehicles	Route is located within, intersects or borders a census block group of high percentage of households without vehicles.	6 points = intersects an area with > 25% households without vehicles 5 points = intersects an area with 15-25% 4 points = 10-15% 2 points = 5-10% 0 points = <5%
Connectivity	Connects to park, school, or community center	Route connects to a park, school (excluding private and charter schools), or area of activity both within and outside of identified focus areas	4 points = connects to a park, school and area of activity 3 points = connects to 2/3 (ex: park & school, or school & area of activity, or park & area of activity) 2 points = connects to 1/3 (ex: park, school or area of activity) 0 points = does not connect
	Connects to an existing bicycle facility	Route connects to existing bicycle facility, excluding paved shoulders and sharrows	3 points = yes 0 points = no
Health	Contributes to an extended trip	Route is at least 2 miles in length.	2 points = more than 2 miles in length 1 point = less than 2 miles in length



Route	Street Names	Criteria												
		Safety 1	Safety 2	Multimodal 1	Multimodal 2	Equity 1	Equity 2	Equity 3	Connectivity 1	Connectivity 2	Health	Total Score	Tier	
2E	W. Call St., Chapel Dr.	3	4	5	2	6	4	6	4	3	4	41	1	
2B	M L King Jr. Blvd., All Saints St., Railroad Ave., W. Brevard St.	3	4	5	2	6	4	6	4	3	2	39	1	
2D	W. Georgia St., N. Duval St., N., Bronough St., N. Macomb St.	3	4	5	2	6	4	6	2	2	2	36	1	
3F	S. Meridian Rd., W. Pershing St., E. Pershing St., S. Bronough St., Jakes and Patterson St., E. Jennings St., Broome St., Laura Lee Ave, Coble Drive, Harwood St.	3	4	5	2	6	0	6	3	3	4	36	1	
5G	W. 7th Ave., Ford St., Central St., Jackson St., Branch St., W. 6th Ave., Branch St., W. 10th Ave.	3	4	5	2	6	3	6	3	2	2	36	1	
2A	Dent St., Calloway St., Wadsworth St., Preston St., Dean St., Charlotte St., Dover St., Pope St., Birmingham St., Dewey St., W. Brevard St., Old Bainbridge Rd.	3	4	5	2	6	4	6	2	1	2	35	1	
3E	Disston St., Kissimmee St., Gamble St., Taylor St., Wahnish Way, S. MLK Jr. Blvd., Palmetto St., Pasco St., Saxon St., Floral St., Keith St., Taylor St., Osceola St.	3	4	0	2	6	3	6	4	3	4	35	1	
2H	Bellevue Way, Murat St., Hendry St., Hayden Rd., Bank of America Cut-through	3	4	5	2	6	0	6	3	3	2	34	1	
2J	W. St Augustine St, Chieftan Way, Champions Way, S. Macomb St.	3	4	5	2	6	0	6	3	3	2	34	1	
5F	5th Ave., N. Adams St., W. 4th Ave.	3	4	5	2	4	3	5	3	3	2	34	1	
1C	E. Indianhead Dr., Maple Dr., Tootchin Nene, Apakin Nene, W. Indianhead Dr., Hokolin Nene, Chowkeebin Nene, Apakin Nene, Chocksacka Nene, Jim Lee Rd., E. Lafayette St.	3	2	0	2	5	4	6	4	3	4	33	1	
5C	Beard St., Cherry St., Crestview Ave.	3	4	5	2	4	3	2	4	3	2	32	1	
2F	S. Adams St., S. Duval St., W. Jefferson St., E. 1st Ave., E. Brevard St.	0	4	5	2	4	4	5	3	3	2	32	1	
5E	Williams St., Cherry St., N. Meridian St., McDaniel St., Lafayette Park Access	0	4	5	2	4	4	5	4	3	0	31	1	
1A	Seminole Dr., Santa Rosa Dr., Old Fort Rd., Limbo Ln., Country Club Dr., Circle Dr., Myers Park Dr., E. Magnolia Dr.	3	0	5	2	5	3	6	2	2	2	30	1	
3D	Eisenhower St., Yulee St., Plant St., Rankin Ave., Tyson Rd., Dale Dr., Lakeview Dr., Museum Rd.	3	4	0	2	5	3	4	3	1	4	29	1	
5B	Betton Rd., Mitchell Ave., Trescott Dr., Hickory Ave., Woodgate Way	3	0	0	2	4	4	5	4	3	4	29	1	
LC7	Fleischman Rd./Lonnie Rd./Dempsey Mayo Rd.	3	0	0	2	4	5	6	3	0	4	27	1	
4A	Shamrock St. (Minor Project)	3	4	0	0	3	4	2	2	1	4	23	1	
4B	Kerry Forest Pkwy, McLaughlin Dr., Velda Dairy Rd., Shannon Lakes	3	4	0	2	0	4	2	2	1	4	22	1	
3B	Paul Dirac Dr., Pottsdamer St., Flastacowo Rd.	3	2	5	2	5	3	6	4	3	4	37	2	
2C	Greentree Ln., Arkansas St., Alabama St., Caliark St.	3	4	5	2	6	4	6	2	2	2	36	2	
2L	Meridian St., E. Bloxham St., Cascades Trail	3	4	5	2	4	4	5	4	3	2	36	2	
3A	S. Meridian St., Zillah St., Pontiac Dr., Gaile Ave., Lindgren Ave., Cornelia St., Omega Ave. E., Webster St., Kendall Dr., Shoreline Dr., Skylark Ave., Lakewood Dr., Orange Ave. E., E. Paul Russell Rd.	3	4	0	2	5	3	6	4	3	4	34	2	
3H	Callen St., Gunn St., Walcott St., Coleman St.,	3	4	5	2	6	3	6	2	1	2	34	2	
LC5	Gibbs Dr./Boone Blvd./Allen Rd.	3	4	5	2	6	3	5	3	1	2	34	2	
5H	8th Ave., N. Monroe St.	3	2	5	2	4	3	5	3	3	2	32	2	
4E	Live Oak Plantation Rd., Lonnbladh Rd., Maclay Blvd. S., Fontaine Dr., Martin Hurst Rd., Market St., Piedmont Dr.	3	4	0	2	5	4	5	2	3	4	32	2	
1B	S. Gadsden St., Oakland Ave. E., Golf Terrace Dr.	3	4	5	2	0	3	5	3	3	2	30	2	
1D	E. Call St., Oak St., Hays St.	3	2	5	2	4	4	5	3	2	0	30	2	
5A	Glenview Dr., Dellwood Dr., N. Monroe St.	3	2	5	2	4	3	2	2	3	2	28	2	
2G	Lipona Rd., Crabapple Dr., Centennial Dr., Ocala Rd.	3	4	5	2	6	0	5	0	2	0	27	2	
3G	Glynnwood Dr., Tanner Dr., Bragg Dr., Notre Dame St., Creek Rd., Wheatley Rd., Lennox Dr., Woodland St.	3	0	0	2	5	3	4	3	3	4	27	2	
5D	Terrace St., Payne St., Hunter St., Terrace Hollow Ct., Whole Foods Parking Lot	3	0	5	2	4	3	0	4	3	2	26	2	
5I	Talaflo St., Terrace St., E. Brevard St., E. Tennessee St.	0	2	5	2	4	3	5	3	2	0	26	2	
4D	Whitney Dr. E., Vassar Rd., Delaney, Limetrick Dr.	3	4	0	2	0	4	4	3	2	2	24	2	
LC2	Skyland Dr./Botany Dr.	3	4	0	2	5	3	2	3	0	2	24	2	
LC4	Crowder Rd	3	2	0	2	5	4	2	2	0	2	22	2	
2M	Century Park Dr.	0	2	5	2	5	0	2	2	0	0	18	2	
LC1	Acadian Blvd.	3	0	0	2	0	3	0	0	0	2	10	2	
2K	Griffin St., Brewer St., Preston Ct.	0	2	5	2	5	4	6	2	0	0	26	3	
5N	N. Bronough St., Fernando Dr., Desoto St., Critobal Dr., Cortez St., Isabel Ct., Meridian Rd., Anderson St.	0	4	5	2	4	3	2	3	3	0	26	3	
2N	FAMU Way/Oakland Ave E.	0	4	5	2	5	0	5	3	2	0	26	3	
LC3	Midyette Rd./Centerview Dr.	3	2	0	2	4	0	2	0	0	0	13	3	
4C	Cloverdale Dr., Deer Lane Dr., Audubon Dr., Woodley Rd.	0	4	0	0	0	4	0	2	1	0	11	3	
LC6	Longfellow Rd.	3	0	0	2	0	0	0	2	0	2	9	3	
5M	E. Forest Dr., Florida Ave., Glendale Ct.	0	0	0	2	3	0	0	2	1	0	8	3	
5L	Miccosukke Road pedestrian crossing at Meridian Street													

Major Project Name	Project Limits		Criteria											
	Begin	End	Safety 1	Safety 2	Multimodal 1	Multimodal 2	Equity 1	Equity 2	Equity 3	Connectivity 1	Connectivity 2	Health	Total Score	Tier
Thomasville Road	Raymond Diehl Boulevard	E. 1st Avenue	3	3	1	2	4	4	5	2	3	2	29	1
N. M L King Jr. Boulevard	W. Brevard Street	W. Tennessee Street	3	5	1	2	6	4	6	0	0	1	28	1
Jackson Bluff Road	Capital Circle SW	Lake Bradford Road	0	3	1	2	6	0	6	4	3	2	27	1
N. Woodward Avenue	Alabama Street	Tennessee Street	0	3	1	2	6	4	6	3	0	1	26	1
N. M L King Jr. Boulevard	Tharpe Street	W. 4th Avenue	3	3	0	2	4	3	5	2	3	1	26	1
Ridge Road	Springsax Road	Crawfordville Road	0	1	2	2	5	3	4	3	3	2	25	1
Apalachee Parkway		Conner Boulevard	0	5	1	2	5	4	4	0	3	1	25	1
Blair Stone Road	Governors Square Boulevard	Orange Avenue	0	3	1	2	4	4	2	3	3	1	23	1
Thomasville Road	Killarney Way	I-10	3	3	1	2	0	3	4	3	3	1	23	1
Paul Russell	S. Monroe Street	Zillah Street	0	5	2	2	4	0	2	4	3	1	23	1
Oak Ridge Road	Crawfordville Road	Woodville Hwy	3	1	1	0	3	4	2	3	3	2	22	1
Tennessee Street (West)	Appleyard Drive	Call Street	0	1	3	2	6	0	2	3	3	2	22	1
Old St. Augustine Road	E. Lafayette Street	Capital Circle SE	0	3	1	2	4	3	2	2	3	2	22	1
4th Avenue	Central Street	N. Adams Street	0	1	0	2	5	3	6	3	0	1	21	1
Miccosukee Road	N. Meridian Street	Doctors Drive	3	3	0	2	4	3	0	2	3	1	21	1
Tram Road	Cornelia Road	Capital Circle SE	0	0	2	0	4	3	4	3	3	2	21	1
Old St. Augustine Road	Capital Circle SE	Williams Road	0	0	3	0	5	4	4	0	3	2	21	2
Roberts Avenue	Jackson Bluff Road	Iamonia Street	0	0	1	2	5	0	6	3	0	2	19	2
Fred George Road	Mission Road	N. Monroe Street	0	0	1	2	5	3	4	3	0	1	19	2
Metropolitan Boulevard	Thomasville Road	Lonnbladh Road	0	0	1	1	4	4	5	0	3	1	19	2
Iamonia Street	Roberts Avenue	Stuckey Avenue	0	0	0	2	5	0	5	2	3	1	18	2
Sharer Road	Lakeshore Drive	Fulton Road	0	0	0	1	5	4	5	2	0	1	18	2
Meridian & Maclay Road	Meadows Park entrance on N. Meridian	Maclay Boulevard	3	0	1	2	0	4	0	2	3	2	17	2
Mabry Street	Bellevue Way	Jackson Bluff Road	0	0	1	2	6	0	5	2	0	1	17	2
Mahan Drive	Pedrick Road	County Line	0	1	2	0	4	4	0	2	3	1	17	2
Timberlane Road	N. Meridian Road	Market Street	3	0	1	1	0	3	0	3	3	1	15	2
Easterwood Drive	Weems Road	Conner Boulevard	0	0	2	2	0	3	0	4	3	1	15	2
Old Bainbridge Road	Portland Avenue	Tanager Trail	0	0	1	1	5	3	4	0	0	1	15	2
Natural Bridge Road	Woodville Hwy.	Old Plank Road	0	0	0	0	3	3	0	3	3	2	14	3
Ox Bottom Road	N. Meridian Road	Witchtree Acres	0	0	3	0	0	4	0	2	3	2	14	3
Paul Russell Road	Apalachee Parkway	Orange Ave	0	0	2	1	4	3	0	0	3	1	14	3
Olson Road	Raymond Diehl Road	Centerville Road	0	0	1	1	3	3	2	2	0	1	13	3
Raymond Diehl	Killarney Way	Olson Road	0	0	1	0	3	4	4	0	0	1	13	3
Killarney Way	Thomasville Road	Shamrock	0	0	1	1	0	4	0	3	3	1	13	3
Timberlane School Road	Timberlane Road	Live Oak Drive	3	0	1	0	0	4	0	3	0	1	12	3
Bradfordville Road	Centerville Road	Velda Dairy Road	0	0	2	0	0	3	0	2	3	2	12	3
Meridian Road	Ox Bottom Road	Bannerman Road	3	0	2	0	0	3	0	2	0	2	12	3
Pedrick Road	Mahan Drive	Buck Lake Road	0	0	1	0	0	3	0	2	3	1	10	3
Meridian Road	Maclay Road	Lakeshore Drive	0	1	1	0	0	4	0	0	0	1	7	3
Riverwalk Trail			0	0	0	0	0	3	0	0	3	1	7	3
Lakeshore Drive	Sharer Road	Springdale Drive	0	0	1	0	0	4	0	0	0	1	6	3
Springdale Drive/Lexington Road	Lakeshore Drive	Meridian Road	0	0	1	0	0	4	0	0	0	1	6	3

**ATTACHMENT 6 -STANDARD PROJECT COSTS**

Project Type	Cost per Mile/Item	
	Low Estimate	High Estimate
<b>Neighborhood Network</b>		
<i>Sharrows, signage, traffic calming will be assessed on a case by case basis</i>	\$ 20,000.00	\$ 30,000.00
<b>Minor Projects</b>		
<i>Sharrow cost associated with addition of buffered bike lanes as part of resurfacing project</i>	\$ 2,000.00	\$ 3,000.00
<i>Signalized Pedestrian Crossing (Ex. Lake Ella Crossing)</i>	\$ 142,000.00	\$ 300,000.00
<i>RRFB - standard (Ex. Thomasville Road)***</i>	\$ 15,000.00	\$ 25,000.00
<i>RRFB - motion sensor (Ex. Withlacoochee State Trail)</i>	\$ 21,000.00	\$ 31,000.00
<i>Buffered Bike Lanes****</i>	\$ 83,400.00	\$ 117,680.00
<b>Major Projects</b>		
<i>Multi-Use Path</i>	\$ 300,000.00	\$ 1,000,000.00
<i>Sidewalks 6'</i>	\$ 200,000.00	\$ 300,000.00
<i>Raised Intersection</i>	\$ 25,000.00	\$ 40,000.00

Project Description				Neighborhood Network Cost		Minor Project Information										Total Costs (Neighborhood Network + Minor Projects)	
Focus Area	Route	Tier	Length of Neighborhood Network	Neighborhood Network (Sharrows, Signage, Traffic Calming) cost		Minor Project	Proposed Facility	Length of Minor Project	MUP, Resurfacing, Bike lane, or raised Intersection COST		Number of Crossings	Crossing Cost		Total Minor Project Cost		Total Cost with 20% Contingency	
			Miles	Low Estimate	High Estimate				Low	High		Low	High	Low Estimate	High Estimate	Low	High
Downtown/Universities	2E	1	2.63	\$52,616	\$78,925											\$63,140	\$94,710
Downtown/Universities	2B	1	1.09	\$21,824	\$32,737											\$26,189	\$39,284
Downtown/Universities	2D	1	1.24	\$24,843	\$37,265	Yes	Signalized Pedestrian Crossings at N. Duval, N. Bronough, Old Bainbridge				3	\$426,000	\$900,000	\$426,000	\$900,000	\$541,012	\$1,124,718
FAMU/Southside	3F	1	2.93	\$58,692	\$88,038	Yes	Crossing at Meridian and Magnolia				1	\$15,000	\$25,000	\$15,000	\$25,000	\$88,431	\$135,646
Midtown	5G	1	1.60	\$32,015	\$48,023											\$38,418	\$57,628
Downtown/Universities	2A	1	1.82	\$36,389	\$54,584	Yes	Pedestrian Crossing on Old Bainbridge Rd.				2	\$30,000	\$50,000	\$30,000	\$50,000	\$79,667	\$125,500
FAMU/Southside	3E	1	4.09	\$81,781	\$122,671	Yes	Formal access to St. Marks Trail on Floral St., Taylor St., Osceola St. - signage and paving?				3	\$45,000		\$45,000	\$45,000	\$152,137	\$201,206
Downtown/Universities	2H	1	1.84	\$36,801	\$55,202											\$44,161	\$66,242
Downtown/Universities	2J	1	1.63	\$32,608	\$48,911		Physical delineator to protect bicyclists in buffered bike lane									\$39,129	\$58,694
Midtown	5F	1	1.54	\$30,737	\$46,105											\$36,884	\$55,326
Apalachee Parkway	1C	1	3.41	\$68,106	\$102,159	Yes	E. Lafayette St., E. Indianhead Dr. - Buffered Bike Lanes when resurfacing occurs (no cost associated bc it will happen anyway	0.21	\$420	\$630				\$420	\$630	\$82,231	\$123,346
Downtown/Universities	2F	1	0.93	\$18,640	\$27,960											\$22,368	\$33,552
Midtown	5C	1	0.93	\$18,671	\$28,006	Yes	Pedestrian Crossing at Beard and Thomasville, short MUP/sidewalk on 6th to connect crestview and beard	0.1			1	\$15,000	\$25,000	\$15,000	\$25,000	\$40,405	\$63,607
Midtown	5E	1	0.71	\$14,206	\$21,308											\$17,047	\$25,570
Apalachee Parkway	1A	1	1.50	\$30,020	\$45,030	Yes	Myers Park Drive - Multi-use path, traffic calming, Pedestrian cross walk at E. Magnolia & Seminole Dr.		\$25,000	\$40,000	1	\$15,000	\$25,000	\$40,000	\$65,000	\$84,024	\$132,036
FAMU/Southside	3D	1	3.39	\$67,800	\$101,700	Yes	Eisenhower Street - sidewalk	0.67	\$201,000	\$670,000				\$201,000	\$670,000	\$322,560	\$926,040
Midtown	5B	1	4.47	\$89,354	\$134,031											\$107,225	\$160,838
Leon County	LC7	1	2.10	\$42,084	\$63,126											\$50,501	\$75,751
Killearn/Northside	4A	1	0.00	\$0	\$0	Yes	Shamrock - Buffered Bike Lanes when resurfacing occurs (no cost associated bc it will happen anyway)	4.9	\$9,800	\$14,700				\$9,800	\$14,700	\$11,760	\$17,640
Killearn/Northside	4B	1	4.74	\$94,813	\$142,220											\$113,776	\$170,664
Tier 1 Totals			42.60	\$852,000	\$1,278,000	\$546,000 \$1,025,000 \$782,220 \$1,795,330										\$1,961,064	\$3,687,996
FAMU/Southside	3B	2	3.24	\$64,778	\$97,166											\$77,733	\$116,600
Downtown/Universities	2C	2	0.98	\$19,531	\$29,296											\$23,437	\$35,155
Downtown/Universities	2L	2	1.16	\$23,224	\$34,836											\$27,869	\$41,803
Leon County	LC5	2	0.96	\$19,199	\$28,798											\$23,038	\$34,557
FAMU/Southside	3A	2	3.03	\$60,679	\$91,018	Yes	Crosswalks at Orange Avenue and E. Paul Russell				2	\$157,000	\$325,000	\$157,000	\$325,000	\$261,215	\$499,222
FAMU/Southside	3H	2	1.01	\$20,233	\$30,349											\$24,279	\$36,419
Killearn/Northside	4E	2	2.77	\$55,314	\$82,971	Yes	Maclay Blvd. S. - Buffered Bike Lanes when resurfacing occurs (no cost associated bc it will happen anyway)	0.62	\$1,240	\$1,860				\$1,240	\$1,860	\$67,865	\$101,798
Midtown	5H	2	1.05	\$21,019	\$31,528	Yes		0.1								\$25,223	\$37,834
Apalachee Parkway	1B	2	1.34	\$26,878	\$40,317											\$32,254	\$48,381
Apalachee Parkway	1D	2	0.82	\$16,401	\$24,601											\$19,681	\$29,521
Midtown	5A	2	1.43	\$28,574	\$42,861											\$34,288	\$51,433
Downtown/Universities	2G	2	0.49	\$9,774	\$14,660	Yes	Ocala Road - Buffered Bike Lanes when resurfacing occurs (no cost associated bc it will happen anyway)	1.76	\$3,520	\$5,280				\$3,520	\$5,280	\$15,952	\$23,928
Midtown	5D	2	0.97	\$19,360	\$29,040	Yes	Pedestrian crossings on Terrace at 6th and 7th				2	\$30,000	\$50,000	\$30,000	\$50,000	\$59,232	\$94,849
Midtown	5I	2	0.54	\$10,747	\$16,120	Yes	Crosswalk improvements at Tennessee and Franklin				1	\$15,000	\$25,000	\$15,000	\$25,000	\$30,896	\$49,344
Leon County	LC2	2	0.92	\$18,348	\$27,523											\$22,018	\$33,027
Killearn/Northside	4D	2	1.18	\$23,603	\$35,405											\$28,324	\$42,486
Leon County	LC4	2	1.49	\$29,750	\$44,625											\$35,700	\$53,550
Downtown/Universities	2M	2	0.43	\$8,642	\$12,963											\$10,370	\$15,556
Leon County	LC1	2	1.00	\$19,958	\$29,937											\$23,950	\$35,924
FAMU/Southside	3G	2	2.10	\$42,000	\$63,000											\$50,400	\$75,600
Tier 2			26.90	\$538,010	\$807,016	\$202,000 \$400,000 \$206,760 \$407,140										\$893,725	\$1,456,987
Downtown/Universities	2K	3	0.21	\$4,273	\$6,409											\$5,127	\$7,691
Downtown/Universities	2N	3	0.28	\$5,517	\$8,276											\$6,621	\$9,931
Midtown	5N	3	0.89	\$17,857	\$26,786	Yes	Improved crossing on Meridian at DeSoto				1	\$15,000	\$25,000	\$15,000	\$25,000	\$39,429	\$62,143
Leon County	LC3	3	0.37	\$7,360	\$11,040											\$8,832	\$13,249
Killearn/Northside	4C	3	0.76	\$15,277	\$22,915											\$18,332	\$27,498
Leon County	LC6	3	1.68	\$33,632	\$50,449											\$40,359	\$60,538
Midtown	5M	3	0.23	\$4,581	\$6,871											\$5,497	\$8,245
Midtown	5L	3	0.00	\$0	\$0	Yes	Improved crossing at Meridian and Miccosukee				1	\$15,000	\$25,000	\$15,000	\$25,000	\$18,000	\$30,000
Tier 3 Totals			4.42	\$88,498	\$132,747	\$30,000 \$50,000 \$30,000 \$50,000										\$142,198	\$219,296
ALL Neighborhood Network			73.93	\$1,478,508	\$2,217,763	\$778,000 \$1,475,000 \$1,018,980 \$2,252,470										\$2,996,986	\$5,364,279

Major Project Name	Project Limits	Treatment	Length	Total Cost 20% Contingency		
				Low	Median	High
Tier 1						
Thomasville Road <sup>1</sup>	E. 1st Avenue to Raymond Diehl Boulevard	Limit number of lanes, narrow lane widths, multi-use path	3.97	\$ 1,429,200.00	\$ 3,096,600.00	\$ 4,764,000.00
M L King Jr. Boulevard	W. Tennessee Street to W. Brevard Street	Take onstreet parking, buffered bike lane, signage, traffic calming	0.30	\$ 30,024.00	\$ 36,194.40	\$ 42,364.80
Jackson Bluff Road	Capital Circle SW to N. Lake Bradford Road	Take center turn lane, restriping, buffered bike lane	3.02	\$ 302,241.60	\$ 364,356.96	\$ 426,472.32
Woodward Avenue	Tennessee Street to Alabama Street	Take on-street parking, buffered bike lane	0.70	\$ 70,056.00	\$ 84,453.60	\$ 98,851.20
M L King Jr. Boulevard	W. 4th Avenue to Tharpe Street	Take onstreet parking, buffered/designated bike lanes, traffic calming strategies, potential multi-use path on MLK North of 10th Avenue intersection (9 ft lanes, 12 ft multi-use path if possible)	0.68	\$ 244,800.00	\$ 530,400.00	\$ 816,000.00
Ridge Road	Springsax Road to Crawfordville Road	Multi-use path	1.98	\$ 712,800.00	\$ 1,544,400.00	\$ 2,376,000.00
Apalachee Parkway <sup>1</sup>	Biltmore to Conner Boulevard	Multi-use path	0.60	\$ 216,000.00	\$ 468,000.00	\$ 720,000.00
Blair Stone Road	Orange Avenue to Governor Square Boulevard	Multi-use path	1.81	\$ 651,600.00	\$ 1,411,800.00	\$ 2,172,000.00
Thomasville Road	I-10 to Killarney Way	Multi-use path	0.90	\$ 324,000.00	\$ 702,000.00	\$ 1,080,000.00
Paul Russell Road	S. Monroe Street to Zillah Street	Multi-use path	0.47	\$ 169,200.00	\$ 366,600.00	\$ 564,000.00
Oak Ridge Road <sup>1</sup>	Crawfordville Road and Woodville Highway	Multi-use path	5.03	\$ 1,810,800.00	\$ 3,923,400.00	\$ 6,036,000.00
Tennessee Street (West)	Appleyard Drive to Call Street	Multi-use path	1.91	\$ 687,600.00	\$ 1,489,800.00	\$ 2,292,000.00
Old St. Augustine Road	E. Lafayette Street to Capital Circle SE	Multi-use path	1.90	\$ 684,000.00	\$ 1,482,000.00	\$ 2,280,000.00
4th Avenue	Central Street to North Adams Street	Take center turn lane, narrow lanes, add mullti-use path	1.39	\$ 500,400.00	\$ 1,084,200.00	\$ 1,668,000.00
Miccosukee Road	N. Meridian Street to Doctors Drive	Take onstreet parking, buffered bike lane on south side of road	0.98	\$ 98,078.40	\$ 118,235.04	\$ 138,391.68
Tram Road <sup>1</sup>	Cornelia Road to Capital Circle SE	Multi-use path	2.53	\$ 910,800.00	\$ 1,973,400.00	\$ 3,036,000.00
TOTAL Tier 1			28.17	\$ 8,841,600.00	\$ 18,675,840.00	\$ 28,510,080.00
Tier 2						
Old St. Augustine Road <sup>2</sup>	Williams Road to Capital Circle SE	Multi-use path	4.34	\$ 1,562,400.00	\$ 3,385,200.00	\$ 5,208,000.00
Roberts Avenue <sup>2</sup>	Jackson Bluff Road to Iamonia Street	Multi-use path	2.18	\$ 784,800.00	\$ 1,700,400.00	\$ 2,616,000.00
Fred George Road	Mission Road to N. Monroe Street	Multi-use path	1.17	\$ 421,200.00	\$ 912,600.00	\$ 1,404,000.00
Metropolitan Boulevard	Thomasville Road to Lonnbladh Road	Buffered Bike Lanes	0.29	\$ 29,023.20	\$ 34,987.92	\$ 40,952.64
Iamonia Street <sup>1</sup>	Stuckey Avenue to Roberts Avenue	Multi-use path	0.07	\$ 25,200.00	\$ 54,600.00	\$ 84,000.00
Sharer Road	Lakeshore Drive to Fulton Road	Multi-use path	1.78	\$ 640,800.00	\$ 1,388,400.00	\$ 2,136,000.00
N. Meridian & Maclay Road	Maclay Boulevard Meadows Park Entrance	Multi-use path/Sidewalks	3.03	\$ 1,090,800.00	\$ 2,363,400.00	\$ 3,636,000.00
Mabry Street <sup>1</sup>	Jackson Bluff Road to Bellevue Way	Multi-use path	0.65	\$ 234,000.00	\$ 507,000.00	\$ 780,000.00
Mahan Drive <sup>2</sup>	Pedrick Road to Leon County Line	Multi-use path - Will eventually extend to the City of Monticello in Jefferson County	9.35	\$ 3,366,000.00	\$ 7,293,000.00	\$ 11,220,000.00
Timberlane Road	N. Meridian Road to Market Square	Multi-use path	0.84	\$ 302,400.00	\$ 655,200.00	\$ 1,008,000.00
Easterwood Drive	Weems Road to Conner Boulevard	Multi-use path	1.29	\$ 464,400.00	\$ 1,006,200.00	\$ 1,548,000.00
Old Bainbridge Road	Portland Avenue to Tanager Trail	Multi-use path	1.15	\$ 414,000.00	\$ 897,000.00	\$ 1,380,000.00
TOTAL Tier 2			26.14	\$ 9,335,023.20	\$ 20,197,987.92	\$ 31,060,952.64

<sup>1</sup> - These are projects that entirely overlap with Greenways and Trails projects.

<sup>2</sup> - These projects partially overlap with Greenways and Trails projects.

ATTACHMENT 8 - MAJOR PROJECT COSTS						
Tier 3						
Natural Bridge Road	Woodville Highway to Old Plank Road	Multi-use path	5.80	\$ 2,088,000.00	\$ 4,524,000.00	\$ 6,960,000.00
Ox Bottom Road	N. Meridian Road to Witchtree Acres	Multi-use path	2.82	\$ 1,015,200.00	\$ 2,199,600.00	\$ 3,384,000.00
Paul Russell Road	Apalachee Parkway to Orange Avenue	Multi-use path	1.00	\$ 360,000.00	\$ 780,000.00	\$ 1,200,000.00
Olson Road	Centerville Road to Raymond Diehl Road	Multi-use path	1.37	\$ 493,200.00	\$ 1,068,600.00	\$ 1,644,000.00
Raymond Diehl Road	Olson Road to Killarney Way	Buffered Bike Lanes	0.56	\$ 201,600.00	\$ 436,800.00	\$ 672,000.00
Killarney Way <sup>1</sup>	Thomasville Road to Shamrock Street	5 ft. buffered bike lane	1.35	\$ 135,108.00	\$ 162,874.80	\$ 190,641.60
Timberlane School Road	Live Oak Plantation to Timberlane Road	Multi-use path/separated bike lane	0.58	\$ 208,800.00	\$ 452,400.00	\$ 696,000.00
Bradfordville Road <sup>1</sup>	Centerville Road to Velda Dairy Road	Multi-use path	3.38	\$ 1,216,800.00	\$ 2,636,400.00	\$ 4,056,000.00
Meridian Road <sup>1</sup>	Ox Bottom Road to Bannerman Road	Multi-use path	2.77	\$ 997,200.00	\$ 2,160,600.00	\$ 3,324,000.00
Pedrick Road <sup>1</sup>	Mahan Drive to Buck Lake Road	Buffered Bike Lanes	0.87	\$ 87,069.60	\$ 104,963.76	\$ 122,857.92
Meridian Road	Lakeshore Drive to Maclay Road	Multi-use path	1.59	\$ 572,400.00	\$ 1,240,200.00	\$ 1,908,000.00
Riverwalk Trail <sup>1</sup>		Part of Orchard Pond Trail	0.61	\$ 219,600.00	\$ 475,800.00	\$ 732,000.00
Lakeshore Drive	Sharer Road to Springdale Drive	Multi-use path	1.10	\$ 396,000.00	\$ 858,000.00	\$ 1,320,000.00
Springdale Drive/Lexington Road	Lakeshore Drive to Meridian Road	Multi-use path	0.55	\$ 198,000.00	\$ 429,000.00	\$ 660,000.00
TOTAL Tier 3			24.35	\$ 8,188,977.60	\$ 17,529,238.56	\$ 26,869,499.52
TOTAL All Major Projects in All Tiers			78.66	\$ 26,365,600.80	\$ 56,403,066.48	\$ 86,440,532.16

<sup>1</sup> - These are projects that entirely overlap with Greenways and Trails projects.

<sup>2</sup> - These projects partially overlap with Greenways and Trails projects.



## Neighborhood Network Route: 1A

Seminole Dr., Santa Rosa Dr., Old Fort Rd., Limbo Ln., Country Club Dr., Circle Dr.



## Tier I Neighborhood Network Route

### Neighborhood Network Route: 1A

This neighborhood network route in the Myers Park area is important to connecting this area of the city to other focus areas identified in this Master Plan. Not only does it provide local connectivity between the historic Myers Park Neighborhood and Indianhead, but it provides a safe alternative route for connecting users to Myers Park, Cascades Park, and the Capital Cascades Trail. It will also connect users from this area to Magnolia Drive, which is currently under construction to provide a multi-use path that will connect to Apalachee Parkway to the north, and Monroe Street and FAMU to the west. This route will also connect to other neighborhood network routes in the area and beyond, giving users an opportunity to use low volume roads to access destinations. This route is anticipated to serve a high number of users, given the highly residential nature of the area.

#### Associated Minor Projects:

- Pedestrian crossing with pavement markings and RRFBS at intersection E Magnolia Drive and Seminole Drive to give access users coming from south of Magnolia Drive.
- A raised intersection at the intersection of Gulf Terrace and Myers Park Drive to slow traffic in this area due to high numbers of pedestrians and cyclists.

**Next Steps:** Outreach to the surrounding neighborhoods, coordination with Public Works and the Tallahassee-Leon County Planning Department for implementation of signage and shared-lane markings, feasibility studies for minor projects

**Length:** 1.51 miles

**Planning Level Cost Estimate Range (including 20% contingency):**

\$84,023 — \$135,035

### Goal Satisfaction



SAFETY



MULTIMODAL



EQUITY



CONNECTIVITY



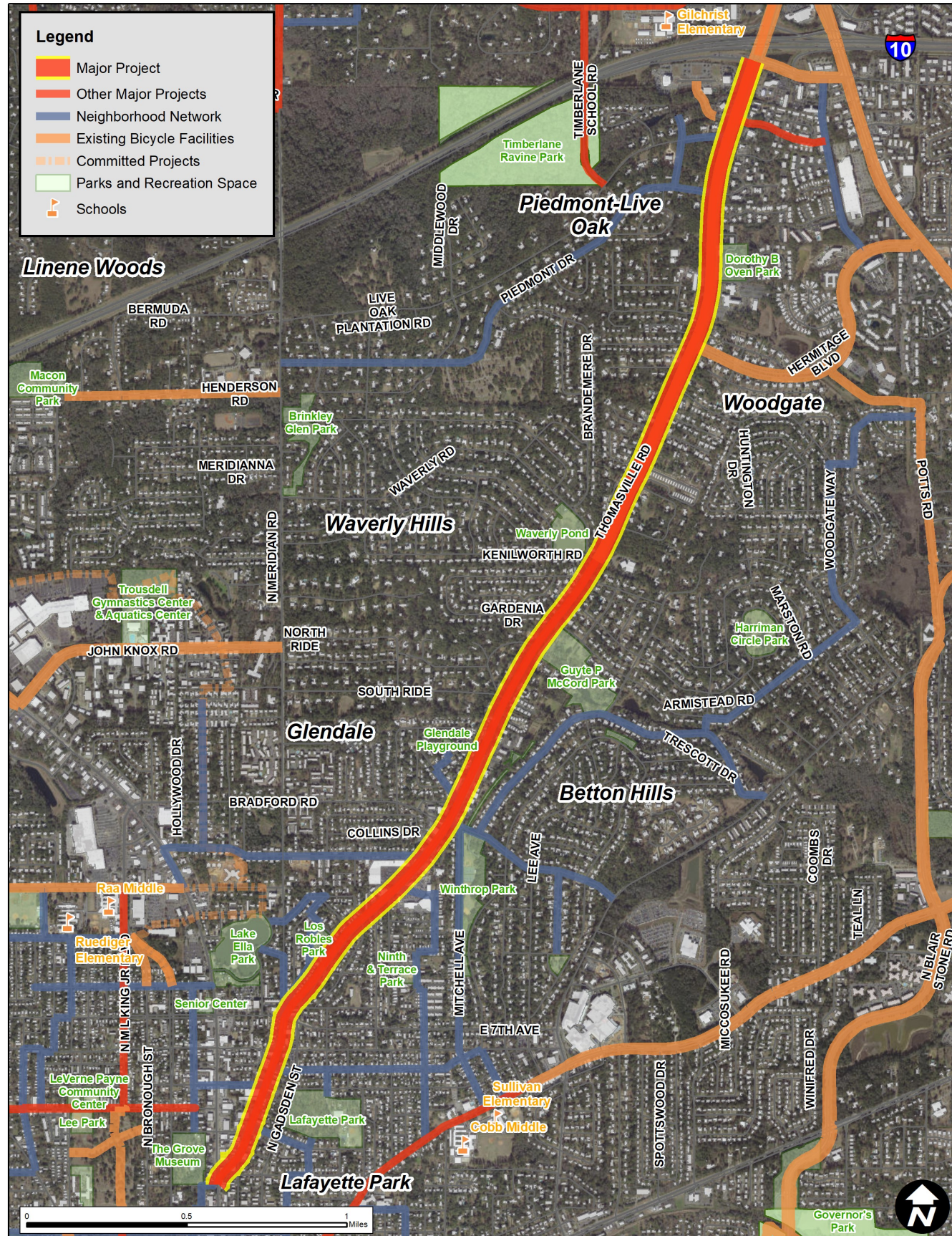
HEALTH





## Major Project: Thomasville Rd

E. 1st Avenue to Raymond Diehl Rd.



## Tier I Major Project

### Major Project: Thomasville Road

Thomasville Road is a principle arterial that connects the downtown area to the northeast side of Tallahassee. It serves several residential areas and provides access to businesses and services along it's entirety, and is a primary choice for commuters traveling in either direction. Thomasville Road is a high volume corridor, with a posted speed limit of 45 miles per hour in the study area, and while it currently has designated bicycle lanes in most areas and sidewalks on both sides of the road, it is not an ideal option for bicyclists and pedestrians.

Because of the significance of the Thomasville Road Corridor to connecting the northside of town to other areas such as Midtown and Downtown, a multi-use trail is recommended from E. 1st Avenue to Raymond Diehl Road. This project will provide a safe north-south connection for cyclists with appropriate signage and a path separated from traffic.

This recommended section of Thomasville Road is made up of varying widths, numbers of lanes, and median sizes, and for this reason, a feasibility study is recommended to determine the most appropriate option for making this trail a reality. Some sections may require significant alteration of the current streetscape, but what this will entail will be determined in a feasibility study.

**Next Steps:** Feasibility Study, coordination with Blueprint on project status associated with Greenways Master Plan, outreach to surrounding neighborhoods for public feed-back

**Length:** 3.97 miles

**Planning Level Cost Estimate Range (with 20% contingency):**

\$1,429,200 — \$4,764,000

**Planning Consistency:** Tallahassee-Leon County Greenways Master Plan, Midtown Transportation Plan, Midtown Placemaking

## Goal Satisfaction



SAFETY



MULTIMODAL



EQUITY



CONNECTIVITY



HEALTH





November 19, 2019

## AGENDA ITEM 7 F

### ELECTION OF CHAIR AND VICE CHAIR

TYPE OF ITEM: Discussion

#### **STATEMENT OF ISSUE**

The Capital Region Transportation Planning Agency (CRTPA) members annually elect a new Chair and Vice Chair to serve for the upcoming calendar year. The current positions are held by Commissioner Anthony O. Viegbesie as Chair and Commissioner Randy Merritt as Vice Chair. Staff is seeking the approval of a new Chair and Vice Chair to serve for calendar year 2020.

#### **RECOMMENDED ACTION**

Option 1: Elect a Chair and Vice Chair.

#### **HISTORY AND ANALYSIS**

Section IV, CRTPA By-laws provides the following guidance regarding the annual selection of the Chairperson and Vice Chairperson of the CRTPA:

##### **“C. Officers and Duties**

1. The CRTPA Board shall hold an annual organizational meeting no later than the last Board meeting of the calendar year for the purpose of electing the following officers from its voting membership:
  - Chairperson
  - Vice-Chairperson
  - Representative to the Florida Metropolitan Planning Organization Advisory Council
  - Alternate representative to the Florida Metropolitan Planning Organization Advisory Council

The Chairperson and Vice Chairperson shall be members of different member governments.”

The following provides a listing of the members who have served as the CRTPA's most recent Chair and Vice-Chair:

<b>YEAR</b>	<b>CHAIR</b>	<b>VICE CHAIR</b>
2019	COMMISSIONER VIESBESIE	COMMISSIONER RANDY MERRITT
2018	COMMISSIONER NICK MADDOX	COMMISSIONER ANTHONY VIESBESIE
2017	COMMISSIONER RICHARDSON	COMMISSIONER NICK MADDOX
2016	COMMISSIONER BARFIELD	COMMISSIONER RICHARDSON
2015	COMMISSIONER DOZIER	COMMISSIONER BARFIELD

### **OPTIONS**

Option 1: Elect a Chair and Vice Chair  
(RECOMMENDED)

Option 2: Provide other direction



November 19, 2019

## AGENDA ITEM 7 G

### ELECTION OF MPOAC REPRESENTATIVE AND ALTERNATE

TYPE OF ITEM: Discussion

#### **STATEMENT OF ISSUE**

This item seeks the election of a CRTPA member to serve as representative on the Florida Metropolitan Planning Organization Advisory Council (MPOAC) Governing Board as well as a representative to serve as the alternate.

#### **RECOMMENDED ACTION**

Option 1: Elect a MPOAC Representative and Alternate.

#### **HISTORY AND ANALYSIS**

Chapter 339.175, Florida Statutes, requires that each Florida MPO elect one of its members to serve on the Florida Metropolitan Planning Organization Advisory Council Governing Board. Florida Statutes also require each MPO to elect one of its members as an alternate member, to serve in the absence of its appointee.

Pursuant to CRTPA By-Laws, the CRTPA's Metropolitan Planning Organization Advisory Council (MPOAC) representative serves a 3-year term. Currently, Commissioner Nick Maddox serves as MPOAC representative (and also serves as the MPOAC's Governing Board Chair) with Commissioner Barfield serving as the alternate.

#### **OPTIONS**

Option 1: Elect a MPOAC Representative and Alternate.  
(RECOMMENDED)

Option 2: Provide other direction

November 19, 2019



## AGENDA ITEM 7 H

### **WOODVILLE HIGHWAY UPDATE**

**TYPE OF ITEM:** Information

#### **STATEMENT OF ISSUE**

As requested at the September 16, 2019 CRTPA meeting, attached is a technical memorandum summarizing a traffic analysis performed at the Woodville Highway Loop related to the “People’s Choice Plan” for Woodville Highway. The memorandum is scheduled to be discussed at the meeting.

#### **ATTACHMENT**

Attachment 1: Technical Memorandum

At the request of the Capital Region Transportation Planning Agency (CRTPA), FDOT District Three conducted a micro-simulation comparison of additional alternatives for the Woodville Highway planning study. This memorandum explains the methodology of the evaluation of additional alternatives and summarizes the micro-simulation results. The three alternatives that are considered in this evaluation are 1) No-Build 2) Loop Alternative and 3) People's Choice. The analysis utilizes the traffic projections and the signal timings developed as part of the "*SR 363 from SR 263 to Paul Russell Road Preliminary Engineering Report (PER)*" dated June 2014.

## **Methodology**

A synchro analysis was used to compare all three alternatives during the future design year 2035. The existing Synchro Network for the Loop Alternative was provided in order to maintain the same intersection cycle lengths across all the three alternatives. The results of the study were compared against Intersection and Network Measure of Effectiveness (MOE). The approach to each alternative's evaluation along with geometry and signal phasing is described below:

### **No-Build Alternative**

- 1) This evaluation utilizes the traffic projections as depicted in Exhibit O of the "*Woodville Highway (SR 363) Design Traffic Technical Report*" dated October 2012.
- 2) As the intersection geometry for the intersections of Adams Street at Ridge Road and Woodville Highway at Gaile Avenue varies from the Loop Alternative, the signal phasing and splits at these intersections are adjusted. However, the cycle length at these intersections is consistent with the cycle length used in the Loop Alternative.

### **Loop Alternative**

- 1) This evaluation utilizes the traffic projections as depicted in Exhibit Q of the "*Woodville Highway (SR 363) Design Traffic Technical Report*" dated October 2012.
- 2) The evaluation utilizes the signal timings developed as part of the "*Woodville Highway (SR 363) Design Traffic Technical Report*" dated October 2012.

### **People's Choice**

- 1) For the purposes of this evaluation, the no-build traffic projections as depicted in Exhibit O of the "*Woodville Highway (SR 363) Design Traffic Technical Report*" dated October 2012 were utilized.
- 2) The evaluation utilizes the signal timings developed as part of the "*Woodville Highway (SR 363) Design Traffic Technical Report*" except for the intersections of the Adams Street at Ridge Road and Woodville Highway at Gaile Avenue. The signal phasing and splits for these two intersections were adjusted to account for the intersection geometry. However, the cycle length at these intersections is consistent with the cycle length used in the Loop Alternative.

## **Measure of Effectiveness**

This evaluation uses the overall intersection delay(sec/vehicle), network wide delay (hours), average speed (mph), total delay per vehicle (sec/veh), vehicle denied entry (vehicle) as the measure of effectiveness to

quantify the project traffic operations of the three alternatives. The MOEs are obtained using SimTraffic micro-simulation software with a 15-minute seeding interval and One-hour analysis interval.

### Alternative Evaluation

The following tables summarize the Synchro micro-simulation results for each alternative during the future 2035 design year for both intersections and the study area network.

**Intersection MOE Comparison**

Intersection	No-Build	Loop Alternative	People's Choice
	<i>Delay (Sec/Veh)</i>	<i>Delay (Sec/Veh)</i>	<i>Delay (Sec/Veh)</i>
Adam Street and Paul Russell Road	125.1	35.6	115.6
Monroe Street and Paul Russell Road	185.9	84.9	167.9
Adam Street and Pedestrian Crossing	-	11.2	-
Monroe Street and Tram Road	179.1	40.4	90.2
Adam Street and Ridge Road	152.4	45.3	147.7
Monroe Street and Gaile Avenue	280.4	5.7	210.8

**Network MOE Comparison**

Measure	No-Build	Loop Alternative	People's Choice
Network Delay (Hr)	887.1	286.5	812.4
Average Speed (MPH)	5	11	5
Total Delay per Vehicle (Sec)	503.3	138.0	415.5
Vehicle Denied Entry	2,742	1,004	1,946

### Conclusion

Based on the Synchro micro-simulation results, the Loop Alternative provides significantly greater traffic operations during the future 2035 design year. This alternative evaluation also showed that the people's choice alternative provided only a slight benefit for traffic operations in comparison to the future design year 2035 traffic operations. Based on the results of this comparison, it is recommended that the Loop Alternative advance as the preferred alternative. However, other impacts from this alternative were not observed in this recommendation and may require further study to determine if the benefits from the increase in traffic operations outweigh the additional impacts of the alternative, if any exist.

November 19, 2019



AGENDA ITEM 8

**FLORIDA DEPARTMENT OF TRANSPORTATION REPORT**

TYPE OF ITEM: Information

A status report on the activities of the Florida Department of Transportation will be discussed.

November 19, 2019



AGENDA ITEM 9

**EXECUTIVE DIRECTOR'S REPORT**

**TYPE OF ITEM:** Information

A status report on the activities of the Capital Region Transportation Planning Agency (CRTPA) will be provided.





November 19, 2019

## AGENDA ITEM 10 A

### FUTURE MEETINGS

TYPE OF ITEM: Information

The Capital Region Transportation Planning Agency will meet on the following dates, times and locations in 2020\*\*:

Meeting Date	Meeting Type	Location
January 21	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 <sup>nd</sup> Floor, 1:30 pm
February 18	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 <sup>nd</sup> Floor, 1:30 pm
March 17	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 <sup>nd</sup> Floor, 1:30 pm
April 21	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 <sup>nd</sup> Floor, 1:30 pm
May 19	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 <sup>nd</sup> Floor, 1:30 pm
June 15*	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 <sup>nd</sup> Floor, 1:30 pm
September 15	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 <sup>nd</sup> Floor, 1:30 pm
October 20	Retreat/Workshop	TBA 9:00 AM-1:00 PM
November TBD	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 <sup>nd</sup> Floor, 1:30 pm
December 15	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 <sup>nd</sup> Floor, 1:30 pm

\* *Indicates a Monday meeting*

\*\* *Pursuant to approval of Item 4D ("CRTPA 2020 Calendar")*



**AGENDA ITEM 10 B**  
**COMMITTEE ACTIONS**  
**(CITIZEN'S MULTIMODAL ADVISORY COMMITTEE & TECHNICAL ADVISORY COMMITTEE)**

TYPE OF ITEM: Information

**STATEMENT OF ISSUE**

This item provides information on the activities of the Citizens Multimodal Advisory Committee (CMAC) and the Technical Advisory Committee (TAC) to the Capital Region Transportation Planning Agency (CRTPA).

**TAC and CMAC:** The committees each met on November 5, 2019, and took action on the following:

- ***Minutes of the September 3, 2019 Committee Meetings***
  - **TAC Action:** Recommended approval unanimously with a quorum.
  - **CMAC Action:** : Recommended approval unanimously with a quorum.
- ***Fiscal Year (FY) 2018/2019 & FY 2019/2020 Unified Planning Work Program (UPWP) Amendment***
  - **TAC Action:** Recommended approval unanimously with a quorum.
  - **CMAC Action:** Recommended approval unanimously with a quorum.
- ***TAC/MAC 2020 Meeting Calendar***
  - **TAC Action:** Recommended approval unanimously with a quorum.
  - **CMAC Action:** Recommended approval unanimously with a quorum.
- ***Updated FY 2021-2025 Tallahassee International Airport Priority Project List***
  - **TAC Action:** Recommended approval unanimously with a quorum.
  - **CMAC Action:** Recommended approval unanimously with a quorum.
- ***Election of Year 2020 Chair and Vice Chair***
  - **TAC Action:** Elected to have Chair and Vice chair remain Ryan Guffy and Andrea Rosser, respectively. Unanimously passed with a quorum.
  - **CMAC Action:** Elected to have Chair and Vice chair remain Mary Kay Falconer and Wanda, respectively. Unanimously passed with a quorum.

➤ ***Tallahassee-Leon County Bicycle and Pedestrian Master Plan***

- ***TAC Action:*** Recommended approval unanimously with a quorum.
- ***CMAC Action:*** Recommended approval with a quorum and one member voting in opposition (5-1 vote).



November 19, 2019

## AGENDA ITEM 11

### **ITEMS FROM MEMBERS**