



## **CRTPA EXECUTIVE COMMITTEE**

MEETING OF MONDAY, APRIL 20, 2026, AT 10:00 AM

TALLAHASSEE CITY HALL  
**FLORIDA ROOM (2<sup>ND</sup> FLOOR)**  
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**

2. **ROLL CALL**

3. **AGENDA MODIFICATIONS**

4. **CONSENT AGENDA**

A. **Minutes of the August 28, 2025, Executive Committee Meeting**

*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.*

## 5. ROLL CALL VOTE AGENDA ITEM

### A. Fiscal Year (FY) 2026– FY 2030 Transportation Improvement Program (TIP) Amendments

This item seeks Board adoption of an amendment to the FY 2026 – FY 2030 Transportation Improvement Program (TIP) to include the following projects:

- Thomasville Road/SR 61 from N of Monroe St/SR63/US 27 to North of 9<sup>th</sup> Avenue (**Project No. 219668-2**): Provides \$2,497,516 in funding in FY 2027 for utility work and resurfacing of the roadway (Leon County)
- N Monroe St/SR63/US 27 from Capital Circle NW/SR263 to Tharpe St (**Project No. 458076-1**): Provides \$21,000,000 in funding in FY 2026 for the construction of Safe Streets for All (SS4A) safety improvements (Leon County)
- W Tennessee St/SR 10/US 90 from CR1581 Aenon Ch Rd to Monroe St/ SR63/US 27 (**Project No. 458097-1**): Provides \$750,000 in planning funds in FY 2026 for a SS4A Safety Study and Implementation Plan (Leon County)
- W Tennessee St/SR 10/US 90 from CR1581 Aenon Ch Rd to Blountstown Hwy/SR20 (**Project No. 454522-1**): Provides \$342,104 in safety funds in FY 2026 for a lighting improvement (Leon County)

## 6. CRTPA EXECUTIVE COMMITTEE 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 Executive Committee.*

### A. CRTPA Finance Policy and Procedures Update

A proposed update to the CRTPA's Finance Policy and Procedures, most recently updated in November 2025, will be discussed.

### B. CRTPA Transportation Alternatives (TA) Project Priority List (PPL) Adoption

This item seeks adoption of the FY 2028 – FY 2032 TA PPL.

### C. CRTPA Regionally Significant Roads Map & Transportation Regional Incentives (TRIP) Project Priority List (PPL) Adoption

This item seeks adoption of an update to the CRTPA Regionally Significant Roads Map and the FY 2028 – FY 2032 TRIP PPL.

**D. Safe Street and Roads for All (SS4A) Grant Agreement Signature Authority**

A request to approve authorizing the Executive Director to execute a grant agreement, currently under development, between the CRTPA and the Federal Highway Administration for receipt of a Safe Streets and Roads for All (SS4A) award related to West Tennessee Street will be discussed.

**7. CRTPA CITIZEN COMMENT**

This portion of the agenda is provided to allow for citizen input on any CRTPA issue. Those interested in addressing the CRTPA Executive Committee should complete a speaker request form. Speakers are requested to limit their comments to three (3) minutes.

**8. EXECUTIVE DIRECTOR'S REPORT**

**9. ITEMS FROM CRTPA EXECUTIVE COMMITTEE MEMBERS**

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

**10. ADJOURNMENT**

April 20, 2026



EXECUTIVE COMMITTEE AGENDA ITEM 4 A

**MINUTES**

TYPE OF ITEM: Action

**STATEMENT OF ISSUE**

The minutes from the August 28, 2025, Executive Committee Meeting are provided as ***Attachment 1***.

**RECOMMENDED ACTION**

Option 1: Approve the minutes of the August 28, 2025, Executive Committee Meeting.

**ATTACHMENTS**

Attachment 1 – August 28, 2025, Meeting Minutes



## **CRTPA EXECUTIVE COMMITTEE**

MEETING OF THURSDAY, AUGUST 28, 2025, AT 10:00 AM

TALLAHASSEE CITY HALL  
**CRTPA CONFERENCE ROOM (3<sup>RD</sup> FLOOR)**  
300 S. ADAMS STREET  
TALLAHASSEE, FL 32301

### **Meeting Minutes**

**Members Present:** Commissioner Dianne Williams-Cox, Chair  
Commissioner Nick Maddox, Vice Chair  
Commissioner Quincee Messersmith, Past Chair

**Staff Present:** Greg Slay, CRTPA; Jack Kostrzewa, CRTPA; Greg Burke, CRTPA; Suzanne Lex, CRTPA; Yulonda Mitchell, CRTPA; Tyrone Scorsone, Kittelson & Associates

**Staff Virtual:** Roberta McManus, Grant & Enterprise Resources; Vanessa Williams, Grant & Enterprise Resources; Laquanda Williams, Grant & Enterprise Resources; Linda Caines, Financial Services; Rita Stevens, Financial Services; Christie Battles, James Moore & Co; Franco Saraceno, Kittelson & Associates

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

The meeting was called to order at 10:04 AM with a quorum present.

#### **2. AGENDA MODIFICATIONS**

There were no agenda items.

#### **3. CONSENT AGENDA**

##### **A. Minutes of March 17, 2025, Executive Committee Meeting**

**Committee Action:** Commissioner Maddox made a motion to approve the consent agenda as presented. Commissioner Messersmith seconded the motion, and the motion was unanimously passed.

#### **4. CRTPA EXECUTIVE COMMITTEE ACTION**

##### **A. CRTPA Annual Audit – Fiscal Year 2024 Financial Statements**

This item provides information related to the Annual Single Audit Report. Staff from James Moore and Company, and City of Tallahassee Financial Services and Grants Departments will be on hand for questions related to the FY 2024 Annual Financial Statements.

Mr. Slay introduced the Auditors, James Moore and Company in advance of their presentation. Ms. Lex noted that for the FY2025 Audit a larger sample of material for testing was requested, which the CRTPA provided. She briefly explained that there was a finding included in the FY 2024 Financial Report related to pre-payments that cross fiscal years.

Ms. Christie Battles, Auditor and Manager, James Moore & Company, briefly explained the requirement to show that adjustment as a significant deficiency when a huge payment happens at year end and crosses into the next fiscal year but noted it was just a timing issue. Ms. Battles provided the information on the FY 2024 Financial Statements and explained the requirement to test a large number of transactions every three years, due to audit standards as long as there are no significant findings related to controls.

Continuing. she discussed the auditor's reports and financial statements, stating there was an unmodified opinion in the CRTPA audit and received the highest rating (A++), consistent with past years' audits. She noted this report also summarizes the auditor's responsibilities along with management's responsibilities. There were no difficulties with performing the audit and no disagreements with management and requested materials were provided in a timely manner. She noted there was a discussion with the Financial Services and CRTPA teams relating to the timeline to complete the audit before the deadline of June 30 on next year's audit. Ms. Battles discussed the reporting compliance report for major federal programs and that there were no findings regarding compliance with the state grant requirements. Ms. Battles discussed the independent accountant examination report regarding compliance with the investment policy statute and there were no findings with the independent accountant examination report. Lastly, Ms. Battles discussed the management letter required by the audit general. She explained this letter highlights any compliance issues that need to be brought to the attention of the auditor general and noted there were no compliance issues to report.

The Auditor discussed the financial highlights. She explained the government fund statements vs. the fund level statements. She explained the deficit shown in this report was related to net pension liability and has to be recognized at the governmental fund level and there are no concerns. Ms. Battles stated this year was consistent with previous years and noted she was available to answer any questions that may arise from the Board.

**Committee Action: Commissioner Maddox made a motion to approve the CRTPA Annual Audit – Fiscal Year 2024 Financial Statements as presented. Commissioner Messersmith seconded the motion, and the motion was unanimously passed.**

**B. Fiscal Year 2026 CRTPA Budget**

The CRTPA's budget for Fiscal Year 2026 has been developed for Executive Committee discussion and approval.

Ms. Lex provided information on the CRTPA FY 2026 Budget. She briefly explained there was a request submitted to FDOT to revise the UPWP budget and that a copy was provided for each member.

Ms. Lex provided information on both the decreases and increases in the budget including the proposed COLA raise for employees as well as the CRTPA's pension costs. She provided information on the increase in operating expenditures, noting the increase in the Audit Services and the food budget for the Citizen's Multimodal Advisory Committee meetings and the CRTPA annual retreat.

Commissioner Maddox asked about the line item titled "Salary enhancement". Mr. Slay explained the salary enhancements are the COLA increase and the regular salary cost and explained in the system they are listed separately for each fiscal year.

**Committee Action: Commissioner Maddox made a motion to approve the Fiscal Year 2026 CRTPA Budget as presented. Commissioner Messersmith seconded the motion, and the motion was unanimously passed.**

**C. Annual Evaluation of the Executive Director**

The annual evaluation of the Executive Director will be discussed.

The consensus among the members of the Committee was that the director does an excellent job. Commissioner Maddox noted with Mr. Kostrzewa would be leaving soon and inquired about development of a succession plan for the board's review. Mr. Slay noted staff recently had the discussion internally regarding the succession plan for the agency.

**Committee Action: This was an informational item; therefore, no action was taken.**

**D. North Monroe Street Discussion**

A discussion related to the CRTPA's 2024 partial award of a Safe Streets and Roadways for All (SS4A) grant will be provided.

Mr. Slay discussed the North Monroe Street SS4A Implementation grant. He stated the submitted application from last year requested \$21 million dollars and was ultimately awarded about \$200 thousand dollars for median modifications. The awarded amount was about 1% of the total grant request. Mr. Slay stated that in discussions with FDOT, it was determined the awarded project would cost twice amount to complete the median modifications on Monroe Street. He stated he recommended returning the funds because it was not enough to complete the proposal in the grant. Mr. Slay stated Leon County has resubmitted the same grant application this year for a second time with some updates and that the CRTPA worked with the County on the grant's resubmission.

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**Committee Action: Commissioner Maddox made the motion to accept staff recommendation to return the funding due to the funding being inadequate to complete the proposal in the grant application. Commissioner Messersmith seconded the motion, and the motion was unanimously passed.**

**E. Regional Mobility Plan**

The Year 2050 Regional Mobility Plan (RMP) Project Team will be presenting the Year 2050 RMP Draft Cost Feasible Plan (CFP).

Mr. Slay briefly introduced the Regional Mobility Plan. He noted this was an update to the members and there was no action to be taken today.

Mr. Kostrzewa provided a brief project update. He noted there was a change in the FDOT Work program to include a PD&E Study on Capital Circle, NW (Interstate 10 to N. Monroe Street) that is related to the proposed Buc-ee's Location.

Mr. Kostrzewa discussed the costs and revenues stating that the total cost for the projects in the RMP provided would be \$400 million for all listed projects, however, the revenues total was only \$287 million. He explained the cost of the revenues are shown in year of expenditure dollars, while the cost of the projects is shown in current year dollars. He stated this is the reason for the limitations with the program. Mr. Kostrzewa provided information on the Draft Cost Feasible Plan Scenarios along with the funding sources. He began with the Florida Shared-Use Non-motorized (SUN) Trail Program which include the Wakulla Springs Trail; Capital City Trail East (US 90); Capital City Trail Central (Tallahassee to Havana) and Capital City Trail West (US 90). Mr. Kostrzewa discussed briefly the projects that are funded by Blueprint IA, those include the Airport Gateway; Greenways Master Plan; NE Corridor Connector (Bannerman Road); NE Gateway (Welaunee Boulevard); NW Connector Corridor (Tharpe Street). Additionally, he spoke to Moving Florida Forward funding and that is Capital Circle, SW from Springhill Road to Crawfordville Road. He noted there was more information in the agenda with all the links that provide full information on all projects.

Mr. Kostrzewa began with Scenario 1 "Right-of-Way" focus. He stated this scenario would concentrate on ROW acquisition for key priority projects and outlined the projects, the ROW needed timeframes and costs which totaled approximately \$160 million dollars. He stated staff recommended moving the projects in scenario 1 forward.

Continuing, Mr. Kostrzewa outlined Scenario 2, centered on the completion on the completion of Woodville Highway from Paul Russell Road to Capital Circle, SE, noting the total costs for scenario would be approximately \$164 million dollars.

Mr. Kostrzewa outlined Scenario 3, the Crawfordville Road project from the Wakulla County Line to Wakulla Springs Road, Mr. Kostrzewa outlined the segments and noted the total costs would be approximately \$156 million dollars. He noted this would allow remaining funds for funding the ROW phases of the Woodville Highway project and partial funding for the Orange Avenue project.

In terms of public engagement, Mr. Kostrzewa explained that after the approval by the full CRTPA Board, there will be a public engagement phase process including virtual meetings instead of in person meetings to address questions and comments.

Finally, Mr. Kostrzewa noted the recommended action from staff was to approve the Year 2050 RMP Draft Cost Feasible Plan Scenario 1 – Right-of-Way focus as the preferred funding alternative for Year 2050 RMP.

**Committee Action: Commissioner Maddox made a motion to recommend to the board the advancement of scenario 1. Commissioner Messersmith seconded the motion, and the motion was unanimously passed.**

**5. CRTPA CITIZEN COMMENT**

There were no citizen comments.

**6. EXECUTIVE DIRECTOR'S REPORT**

There were no updates by the Executive Director.

**7. ITEMS FROM CRTPA EXECUTIVE COMMITTEE MEMBERS**

Commissioner Messersmith noted the new traffic light at Capital Circle and South Lake Bradford Road and stated it was a welcomed addition by the citizens that live near the area.

**8. ADJOURNMENT**

The meeting was adjourned at 11:11 AM.



April 20, 2026

EXECUTIVE COMMITTEE AGENDA ITEM 5A  
**FISCAL YEAR 2026 - FISCAL YEAR 2030**  
**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) 2026 – FY 2030 Transportation Improvement Program to add four projects and associated funding. This agenda item includes time-sensitive amendments.

Staff is seeking approval of Resolution 2026-04-5A (**Attachment 1**) to add the following projects and funding:

- Thomasville Road/SR 61 from N of Monroe St/SR63/US 27 to North of 9<sup>th</sup> Avenue (**Project No. 219668-2**) Provides \$2,497,516 in funding in FY 2027 for utility work and resurfacing of the roadway. (Leon County) (**Attachment 2**)
- N Monroe St/SR63/US 27 from Capital Circle NW/SR263 to Tharpe St (**Project No. 458076-1**) Provides \$21,000,000 in funding in FY 2026 for the construction of Safe Streets for All (SS4A) safety improvements. (Leon County) (**Attachment 3**)
- W Tennessee St/SR 10/US 90 from CR1581 Aenon Ch Rd to Monroe St/ SR63/US 27 (**Project No. 458097-1**) Provides \$750,000 in planning funds in FY 2026 for a SS4A Safety Study and Implementation Plan. (Leon County) (**Attachment 4**)
- W Tennessee St/SR 10/US 90/ from CR1581 Aenon Ch Rd to Blountstown Hwy./SR20 (**Project No. 454522-1**) Provides \$342,104 in safety funds in FY 2026 for a lighting improvement. (Leon County) (**Attachment 5**)

**BACKGROUND**

Adopted annually, the CRTPA's TIP reflects those projects in the region that have received state and federal funding in the Florida Department of Transportation (FDOT) Work Program. After adoption, the addition of or changes to a project can require an amendment to the CRTPA's TIP. The FDOT requested the CRTPA amend the FY 2026 - FY 2030 TIP to add four projects with funding in FY 2026 and FY 2027.

In order for the projects to be amended into the State Transportation Improvement Program and subsequently authorized by the Federal Highway Administration (FHWA), the projects must be reflected in the CRTPA's current FY 2026 - FY 2030 TIP. The TIP Amendment is time sensitive as FDOT is seeking immediate authorization from Federal Highway Administration (FHWA) for the safety projects. In addition, SS4A Grant funded improvements are programmed for tracking purposes and to demonstrate the required match is programmed in advance of the grants being executed with the managing agencies.

Timely approval allows FDOT to initiate the projects. The Executive Committee is authorized to approve time-sensitive items pursuant to Section IV. CRTPA Bylaws, Subsection D.4.c., Duties of the Executive Committee. The CRTPA By-laws Section IV.D. is provided as **Attachment 6**. After the Executive Committee approval, the FY 2026 - 2030 TIP will be updated to reflect the amendments and transmitted, along with Resolution 2026-04-5A, to the FDOT.

## **ANALYSIS**

**Project No. 219668-2:** The Thomasville Rd Resurfacing project was originally programmed with state funds. However, federal money has now been programmed on the project; federal authorization is scheduled for July 2026. To comply with the Federal FY, ending September 30<sup>th</sup>, the project must be in the CRTPA's FY 2026 – FY 2030 TIP. It will also be reflected in the upcoming FY 2027 – FY 2031 TIP slated for adoption in June of 2026. Note, the Blueprint Intergovernmental Agency is contributing \$86,202 in local funds towards to the utility and construction costs.

**Project No. 458076-1:** The CRTPA completed a Safety Implementation Plan for this corridor, which is part of the SS4A High Injury Network. Subsequently, a 16.8M SS4A Federal Grant has been awarded for pedestrian safety improvements on N Monroe Street. The Blueprint Intergovernmental Agency is contributing \$4.2M in local funds, serving as the required local match. Construction will be completed by Leon County in coordination with the FDOT.

**Project No. 458097-1:** The CRTPA completed a SS4A Safety Study for the Capital Region. This section of Tennessee Street is identified as part of the SS4A High Injury Network. A SS4A Federal Planning Grant has been awarded to complete an Implementation Plan. FDOT is providing \$150,000 as the require local match and the federal award is \$600,000. The CRTPA will complete the study and implementation plan.

**Project No. 454522-1:** The FDOT D3 Safety Office completed a lighting analysis for this segment of W Tennessee Street and determined the lighting safety improvement is eligible for federal safety funds. The project cost is \$342,104 and will be delivered by the City of Tallahassee.

## **RECOMMENDED ACTION (ROLL CALL)**

**Option 1:** The Executive Committee adopt by Resolution No. 2026-04-5A amending the CRTPA FY 2026 – FY 2030 Transportation Improvement Program to reflect the addition of projects and funding as follows:

- SR 61 Thomasville Road from N of Monroe St/SR63/US 27 to North of 9<sup>th</sup> Avenue  
**(Project No. 219668-2)** Provides \$2,497,516 in funding in FY 2027 for utility work and resurfacing of the roadway. (Leon County)
- N Monroe St/SR63/US 27 from Capital Circle NW/SR263 to Tharpe St **(Project No. 458076-1)**  
Provides \$21,000,000 in funding in FY 2026 for the construction of Safe Streets for All (SS4A) safety improvements. (Leon County)
- SR 10 (US 90)/W Tennessee St from CR1581 Aenon Ch Rd to Monroe St/ SR63/US 27  
**(Project No. 458097-1)** Provides \$750,000 in planning funds in FY 2026 for a SS4A Safety Study and Implementation Plan. (Leon County)
- SR 10 (US 90)/W Tennessee St from CR1581 Aenon Ch Rd to Blountstown Hwy./SR20  
**(Project No. 454522-1)** Provides \$342,104 in safety funds in FY 2026 for a lighting improvement. (Leon County)

**Option 2:** Executive Committee discretion.

## **ATTACHMENTS**

- Attachment 1: CRTPA Executive Committee Resolution No. 2026-04-5A
- Attachment 2: FY 2026- FY 2030 TIP Project Page, Project No. 219668-2
- Attachment 3: FY 2026- FY 2030 TIP Project Page, Project No. 458076-1
- Attachment 4: FY 2026- FY 2030 TIP Project Page, Project No. 458097-1
- Attachment 5: FY 2026- FY 2030 TIP Project Page, Project No. 454522-1
- Attachment 6: CRTPA Bylaws (Adopted September 2023) Section IV.D

## C RTPA RESOLUTION 2026-04-5A

**A RESOLUTION OF THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY (C RTPA) EXECUTIVE COMMITTEE ENDORSING  
THE AMENDMENTS TO THE C RTPA FY 2026 – FY 2030 TRANSPORTATION IMPROVEMENT PROGRAM**

**Whereas**, the Capital Region Transportation Planning Agency (C RTPA) 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 C RTPA 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**, The Executive Committee is authorized to approve time-sensitive documents pursuant to Section IV. C RTPA Bylaws, Subsection D.4.c., Duties of the Executive Committee;

**Whereas**, authorization for federal funding of projects within an urbanized area cannot be obtained unless the projects are included in the C RTPA's TIP, and authorization of the federal funding is time sensitive.

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

The C RTPA amends the FY 2026 - FY 2030 Transportation Improvement Programs to reflect:

- SR 61 Thomasville Road from N of Monroe St/SR63/US 27 to North of 9<sup>th</sup> Avenue (**Project No. 219668-2**) Provides \$2,497,516 in funding in FY 2027 for utility work and resurfacing of the roadway. (Leon County)
- N Monroe St/SR63/US 27 from Capital Circle NW/SR263 to Tharpe St (**Project No. 458076-1**) Provides \$21,000,000 in funding in FY 2026 for the construction of Safe Streets for All (SS4A) safety improvements. (Leon County)
- SR 10 (US 90)/W Tennessee St from CR1581 Aenon Ch Rd to Monroe St/ SR63/US 27 (**Project No. 458097-1**) Provides \$750,000 in planning funds in FY 2026 for a SS4A Safety Study and Implementation Plan. (Leon County)
- SR 10 (US 90)/W Tennessee St from CR1581 Aenon Ch Rd to Blountstown Hwy./SR20 (**Project No. 454522-1**) Provides \$342,104 in safety funds in FY 2026 for a lighting improvement. (Leon County)

Passed and duly adopted by the Capital Region Transportation Planning Agency Executive Committee on this 20th day of April 2026.

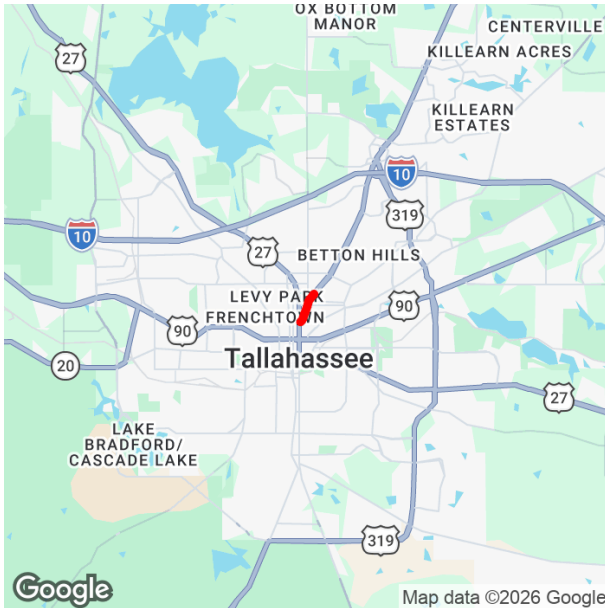
**Capital Region Transportation Planning Agency**

By: \_\_\_\_\_  
Evelyn Riley Goldwire, Vice Chair

**Attest:**

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

**THOMASVILLE HWY/SR61 FROM N OF MONROE ST/ SR 63/US 27 TO N OF 9TH AVE  
2196682 SIS**



**Project Description:** RESURFACING

**Notes:** This project was added to the TIP at the April 20, 2026 Executive Committee Meeting.

**Lead Agency:** MANAGED BY FDOT

**From:** N OF MONROE ST/ SR 63/US 27

**County:** LEON

**To:** N OF 9TH AVE

**Length:** .766

**Phase Group:** CONSTRUCTION AND UTILITIES

Phase	Fund Code	2026	2027	2028	2029	2030	Total
CST	LF	0	3,602	0	0	0	3,602
CST	ACNR	0	2,085,967	0	0	0	2,085,967
RRU	LF	0	82,600	0	0	0	82,600
RRU	DS	0	50,000	0	0	0	50,000
CST	DIH	0	25,031	0	0	0	25,031
CST	ACNR	0	250,316	0	0	0	250,316
			<b>2,497,516</b>				<b>2,497,516</b>

**Prior Year Cost: 0**

**Future Year Cost: 0**

**Total Project Cost: 2,497,516**

**LRTP: Year 2050 RMP Table 7-5/Page 7-11**

**N MONROE ST/ SR 63/US 27 SAFETY IMPROVEMENTS  
4580761 SIS**



**Project Description:** Safety improvements identified in SS4A N Monroe St Implementation Plan.  
**Notes:** This project was amended into the TIP at the April 20, 2026 Executive Committee Meeting.  
**Lead Agency:** LEON COUNTY BOARD OF COUNTY COMMISSIONERS  
**From:** CAPITAL CIRCLE NW/SR 263  
**To:** THARPE ST  
**County:** LEON  
**Length:** 6.878  
**Phase Group:** CONSTRUCTION

Phase	Fund Code	2026	2027	2028	2029	2030	Total
CST	SS4A	16,800,000	0	0	0	0	16,800,000
CST	LF	4,200,000	0	0	0	0	4,200,000
		<b>21,000,000</b>					<b>21,000,000</b>

*This project is added as an informational item and for tracking purposes for the FDOT.*

**Prior Year Cost: 0**  
**Future Year Cost: 0**  
**Total Project Cost: 21,000,000**  
**LRTP: Year 2050 RMP Table 5-7/Page 5-11**

**W TENNESSEE ST/SR 10/US 90 SAFETY STUDY FROM MONROE ST TO AENON CHURCH RD**

**4580971 SIS**



**Project Description:** Study to develop the W Tennessee St. Safety Action Plan.  
**Extra Description:** Safe Streets for All Safety and Implementation Plan.  
**Notes:** This project was amended into the TIP at the April 20, 2026 Executive Committee Meeting.  
**Lead Agency:** CAPITAL REGION **From:** AENON CHURCH RD/CR1581  
 TRANSPORTATION PLANNING AGENCY **To:** MONROE ST  
**County:** LEON  
**Length:** 5.968  
**Phase Group:** PLANNING

Phase	Fund Code	2026	2027	2028	2029	2030	Total
PLN	SS4A	600,000	0	0	0	0	600,000
PLN	DS	150,000	0	0	0	0	150,000
		<b>750,000</b>					<b>750,000</b>

**Prior Year Cost: 0**  
**Future Year Cost: 0**  
**Total Project Cost: 750,000**  
**LRTP: Year 2050 RMP Table 5-7, Page 5-11**

*This project is added as an informational item and for tracking purposes for the FDOT.*



#### IV. CRTPA Bylaws

##### §D. Administration

The administration of the CRTPA shall be as set forth in Sections 6.01 through 6.05 of the Interlocal Agreement. The Chairperson shall serve as the principle administrative officer of the Board. The Executive Director shall serve as the principal administrator of the CRTPA's operations and staff and shall have responsibility for advising the Board regarding official CRTPA business and administration.

1. The Executive Director shall serve at the pleasure of the Board and shall report directly to the CRTPA Board for all matters regarding the administration and operation of the CRTPA and any additional personnel as deemed necessary. CRTPA staff will report directly to the Executive Director and serve at the pleasure of the director. The Executive Director shall have authority to:
  - a. Approve expenditures for the normal operations of staff not to exceed \$5,000;
  - b. Approve routine staff travel;
  - c. Hire, fire, assign duties to, and evaluate CRTPA staff, subject to review and concurrence of the Chairperson; and
  - d. Sign invoices, grant applications, and routine communications with local, state and federal agencies, except in those instances when the signature of the chair is required.
2. The Executive Director, or designee, is responsible for the CRTPA meeting minutes and all notices and agendas for future meetings. The Executive Director shall also perform such other and additional duties as are necessary to carry out the objectives and functions of the CRTPA and the directives from the CRTPA membership.
3. The CRTPA General Counsel shall be under a legal services contract, the term of which is not to exceed thirty-six (36) months and shall serve at the pleasure of the Board and shall perform such duties assigned by the Board, the Chairperson or the Executive Director.
4. Executive Committee
  - a. The CRTPA shall establish an Executive Committee comprised of the Chair, Vice-Chair and immediate Past-Chair. The Executive Committee shall meet as directed by the Chair for any items not requiring board

April 20, 2026



## EXECUTIVE COMMITTEE AGENDA ITEM 6 A

### FINANCE POLICY AND PROCEDURES UPDATE

TYPE OF ITEM: Action

#### STATEMENT OF ISSUE

This item proposes updates to the CRTPA's adopted Finance Policy and Procedures and seeks approval of the revisions.

#### BACKGROUND AND ANALYSIS

In October 2022 and November 2025, the CRTPA Board approved updates to the agency's Finance Policy and Procedures. The Finance Policy establishes policies and procedures for the expenditure of the CRTPA grant funds and the internal operating practices for handling CRTPA funds and vendor payments. **Attachment 1** is a clean copy which reflects the final document as revised. The proposed changes are provided in **Attachment 2** in a strike-through and underline format. This item will be brought before the Board for ratification.

#### RECOMMENDED ACTION

Option 1: Approve the revised CRTPA's Finance Policy and Procedures.

Option 2: Executive Committee discretion.

#### ATTACHMENTS

Attachment 1: Revised Finance Policy and Procedures (Clean Copy)

Attachment 2: Revised Finance Policy and Procedures (Strike-through Underline Copy)

**FINANCE POLICY GRANTS****APPROVED: November 17, 2025;****April 20, 2026****REVIEW BY: Every two years prior to development of UPWP*****1. References and Terminology***

- a. Staff Services Agreement for administrative services between the City of Tallahassee and the Capital Region Transportation Planning Agency (CRTPA).
- b. State of Florida Department of Transportation (FDOT) and CRTPA Consolidated Planning Grant Agreement (CPGA) for PL funds [Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) funding].
- c. Vendor, contractor, and supplier are interchangeable terms and refer to an individual or company that sells goods or services to other businesses or consumers.
- d. Capital purchase shall be defined as office equipment and/or an allowable expense in excess of \$5,000 per item.
- e. "Competitive solicitation" means the process of requesting and receiving one or more sealed bids, proposals, or replies submitted by responsive vendors in accordance with the terms of a competitive process, regardless of the method of procurement.
- f. "Contractual service" means the rendering by a contractor of its time and effort and such services may include, but are not limited to, evaluations; consultations; maintenance; accounting; security; management systems; management consulting; educational training programs; research and development studies or reports on the findings of consultants engaged thereunder; and professional, technical services.
- g. "Request for proposals" or "Request for a Statement of Qualifications" means a written or electronically posted solicitation for competitive sealed proposals.
- h. "Request for a quote" means an oral, electronic, or written request for written pricing or services information from a vendor for commodities or contractual services issued by Task Work Order or contract from that vendor.

## **2. Purpose and Scope**

- a. The purpose and scope is to document financial procedures for the expenditure of the CRTPA grant funds and the internal operating processes for handling CRTPA funds, procurement and vendor payments.

## **3. Budget**

- a. **General Policies.** The Board shall review and approve the CRTPA's Unified Planning Work Program (UPWP) and operating budgets, programming, and expenditure of CRTPA funds. The annual operating budget is reviewed by the Executive Committee prior to being submitted to the Board.
- b. **Unified Planning Work Program.** The UPWP shall be developed biennially and approved by the CRTPA. The UPWP fiscal year is from July 1st to June 30<sup>th</sup> and shall include a detailed annual expenditure of grant and local funds by tasks, and revenues. A draft UPWP should be submitted to the Board for review no later than the March meeting and a final UPWP shall be submitted for approval by the Board no later than the May meeting. A copy is also provided to the City of Tallahassee Grants Management and Financial Management Departments.
- c. **Operating Budget.** The CRTPA Operating Budget shall be developed in accordance with the UPWP. The fiscal year for the operating budget is October 1st to September 30<sup>th</sup>. Staff shall prepare a detailed accounting of expenditures (operating and project budgets) and revenues, which is provided to the CRTPA's Budget Analyst and maintained within the City's Financial Management System. An initial draft budget is provided in mid-July annually, and the final budget by the end of August.
- d. **Monitoring.** CRTPA staff shall monitor the approved budget in the UPWP and the City's Financial Management System and identify any necessary modifications, amendments, or adjustments to the operating and/or project budget.
- e. **UPWP Modifications.** Modifications to the UPWP do not revise the approved budget and/or the scope of a funded work task. Modifications do not require Board approval and shall be processed by CRTPA staff. The FDOT District Liaison, FHWA and FTA are advised of the modification via the UPWP Revision Form.
- f. **UPWP Amendments.** Amendments to the approved UPWP add, delete, or change the scope of a work task(s), and/or revise the total grant funding. Additionally, any singular transfer of \$200,000 or greater within the approved UPWP is also an amendment. Amendments are approved by the CRTPA Board, FDOT, FHWA and FTA.
- g. **Operating Budget Changes.** Changes to the CRTPA operating budget within the City's Financial Management System are processed through a Line Item Transfer (LIT). All LITs shall be approved by the CRTPA Executive Director or designee and be consistent with the approved UPWP. The City's Financial Management Department shall process the request. The City shall have no authority over approving changes to the CRTPA operating budget.
- h. **Invoices.** The CRTPA staff shall prepare and submit invoices to FDOT for reimbursement. The billing details are provided to the CRTPA by the Grants Department and the invoices are prepared by assigned CRTPA staff. Final invoices are reviewed by the Grants Department to verify all eligible charges are billed. The final invoice is approved by the CRTPA Executive Director.

#### 4. *Purchasing*

- a. **Purpose and Scope.** The purpose and scope of this section is to specify requirements for the establishment, use, accountability, legal liability, and control of procurements and purchasing cards.
- b. **Single purchase order.** A purchase is the total amount of money encumbered by a single purchase order. It is unlawful to split purchases so as to appear to be authorized as a purchase that would not require competitive bidding.
- c. **Purchases \$1,000 - \$10,000** A one-time purchase for the day-to-day general operating needs of the office such as rentals, routine office supplies, minor office equipment and/or furniture costing less than \$1,000 may be processed with no further approval granted the expense if consistent with the adopted UPWP, For a one-time purchase between \$1,000 and \$10,000 quotes are encouraged but not required and shall be approved by the Executive Director or designee.
- d. **Purchases more than \$10,000 but less than \$35,000.** Purchases require the CRTPA staff to solicit and obtain a minimum of three competitive written quotations , except when the item is considered to be a sole source or is a Task Work Order issued under a General Planning Consultant contract. Purchase must be authorized by the CRTPA Executive Director and be consistent with the adopted UPWP.
- e. **Purchases over \$35,000.** Purchases are formally advertised and solicit sealed written competitive proposals, . Solicitations will be advertised for a minimum of 7 days and final contracts approved by the CRTPA Board. A Task Work Order issued under a General Planning Consultant contract is exempt from this provision.. Purchase must be authorized by the CRTPA Executive Director and be consistent with the adopted UPWP.
- f. **Capital Purchases.** Capital purchases shall be submitted for review and approval by FDOT and FHWA, and be reflected in the adopted UPWP, with final approval is by the Executive Director.
- g. **Purchasing Card.** The CRTPA Executive Director shall be responsible for determining the need to assign an CRTPA staff member a purchasing card (P-Card). All P-Card statements shall be reviewed, along with supporting documentation, and signed by the P-Card holder and the Executive Director.
- i. **Purchase Orders.** CRTPA staff shall ensure that purchase order requisitions and vendor invoices are processed in a timely manner utilizing the City of Tallahassee's Procurement and Financial Systems. New vendors submit their contact information to the COT supplier's portal at [suppliers@talgov.com](mailto:suppliers@talgov.com). The Procurement Department processes the registration and assigns the vendor a supplier number. Once a vendor is registered, the CRTPA staff submits a requisition for the purchase order (PO) in the City's Financial System and the Procurement Department processes the PO, assigning it a number.
- j. **Purchase Order Payments:** A vendor's invoice is submitted to the Project Manager, [Invoices@talgov.com](mailto:Invoices@talgov.com) and to the CRTPA Administrative Assistant. The CRTPA Project Manager or the Executive Director or designee shall approve the invoice for payment. Once approved, the Administrative Assistant shall process the invoice for payment within seven (7) workdays. CRTPA approval authorizes the City of Tallahassee's Finance Department to process the payment.

### **5. Payroll and Check Distribution**

- a. **Purpose and Scope.** The purpose of this section is to standardize the collection of payroll information for entry into the City payroll system, and for the distribution of payroll checks and W-2s.
- b. **Timekeeping:** CRTPA staff shall be required to submit a completed payroll timesheet and task sheet for entry in the City's payroll system based on the City's payroll processing schedule. The Programs Manager and Administrative Assistant shall input enter the hours worked by task, review the entries and confirm they are correct. Designated Managers shall be responsible for reviewing and signing off on staff's timecard prior to authorization of payment. The CRTPA Executive Director's timesheet shall be approved by the Assistant Director and all other timesheets shall be approved by the Executive Director or their designee in the event the Executive Director is not available. . The CRTPA Executive Director shall be responsible for ensuring that staff follows this procedure.

### **6 Tangible Property/Assets**

- a. **Purpose and Scope.** The purpose of this section is to provide a documented inventory of the CRTPA's property obtained through the expenditure of CRTPA grant funds.
- b. **CRTPA Property.** All materials purchased through the expenditure of CRTPA grant funds for the operation of the CRTPA office shall be considered CRTPA property. Expenditure of CRTPA grant funds for office supplies, upgrades and/or replacement of computer hardware and software that are included as part of the CRTPA's UPWP shall be considered authorized with the adoption of the UPWP budget. Purchases must be approved consistent with the policies and procedures set forth in Section 4 . The CRTPA shall maintain an inventory list.

### **7. Types of Documents**

- a. **Purpose.** The CRTPA is required to execute governmental documents related to administrative operations. In the interest of efficiency, this policy is being established to allow the CRTPA to delegate administrative functions of reimbursement requests and general operating contracts for services to the CRTPA Executive Director.
- b. **Fiscal.** The CRTPA, which is funded by Federal and State grants, submits invoices and progress reports on a quarterly basis for reimbursement of expenses incurred by the CRTPA.
- c. **Personnel.** The CRTPA Executive Director shall maintain appropriate staff to support and carry out the work products of the CRTPA. The CRTPA Executive Director shall be authorized to approve all forms and administrative documents related to maintaining the CRTPA functions.
- d. **Contracts.**
  - i. **Grant Agreements.** All Grant Agreements shall be approved by the CRTPA Governing Board.
  - ii. **Operating Contracts.** The CRTPA outsources services to both enhance productivity and to provide services that cannot be performed by staff. These contracts typically include printing services, copier contracts and other contracts necessary to perform the day-to-day operations of the CRTPA office. The CRTPA Executive Director shall be authorized to approve and execute contracts consistent with the requirements set forth in **Section 4**.

***Contracts (cont.)***

***iii. Special Service Contracts.*** The CRTPA Board shall approve the selection of vendors and contracts for special services that include General Planning Consultants, Legal and Audit Services, or other service contracts of significance to the CRTPA. The CRTPA Executive Director shall be authorized to approve minor changes to these contracts as long as they do not change the scope or intent of the original contract and is authorized to approve minor budget changes and work orders as necessary.

***iv. Emergency Circumstances.*** Emergency situations may arise from time to time that require immediate action and may not be postponed until the next scheduled CRTPA Board meeting. The CRTPA will convene the Executive Committee for approval of an emergency contract.

**5. This policy addresses two types of emergency situations:**

- a. Time Deadlines.** Due to unforeseen circumstances, time constraints may dictate action on an item prior to the next CRTPA Board meeting. Under such circumstances, the CRTPA Executive Director shall confer with the CRTPA Chair, or in the Chair's absence or unavailability, the Vice-Chair on appropriate action to be taken. If the Chair or Vice-Chair is not available, the CRTPA Executive Director, using the Director's best judgment and in keeping with established CRTPA policies, shall be granted authority to make said decision. The CRTPA Executive Director shall report on the item at the next scheduled CRTPA meeting. This authority is limited to operational situations only, and under no circumstances is the CRTPA Executive Director authorized to approve any item that is related to establishing a policy or making a statement of position for the CRTPA Board without approval from the CRTPA Board.
- b. Natural/Man-made Disasters.** The CRTPA Executive Director shall be granted authorization to execute general governmental documents that are in the best interest of the CRTPA in the event of a natural or man-made disaster. The procedures followed under this type of emergency shall adhere to the guidelines established in the CRTPA's Continuity of Operations Plan (COOP).

**6. Effective Date; Revocation.** This policy shall become effective upon approval by the CRTPA Board. The CRTPA Board may revoke this policy and the delegation of authority to the CRTPA Director at any time.

**SEE INTERNAL CONTROLS ATTACHMENT FOR ADDITIONAL DETAIL ON PROCESSES**

## FINANCE POLICY GRANTS

APPROVED: ~~October 18, 2022,~~

November 17, 2025; April 20, 2026

REVIEW BY: Every two years prior to development of UPWP

### 1. References and Terminology

- a. Staff Services Agreement for administrative services between the City of Tallahassee and the Capital Region Transportation Planning Agency (CRTPA).
- b. State of Florida Department of Transportation (FDOT) and CRTPA Consolidated Planning Grant Agreement (CPGA) for PL funds [Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) funding].
- ~~b. State of Florida Department of Transportation CRTPA Agreement for PL funds.~~
- c. Vendor and Supplier are interchangeable terms and refer to an individual or company that sells goods or services to other businesses or consumers.
- d. Capital purchase shall be defined as office equipment and/or office equipment in excess of \$5,000 per item.
- ~~e. State of Florida Department of Transportation 5305(d) Agreement for FTA funds.~~
- e. "Competitive solicitation" means the process of requesting and receiving two or more sealed bids, proposals, or replies submitted by responsive vendors in accordance with the terms of a competitive process, regardless of the method of procurement.
- f. "Contractor" means a person who contracts to sell commodities or contractual services to an agency.
- g. "Contractual service" means the rendering by a contractor of its time and effort rather than the furnishing of specific commodities. The term applies only to those services rendered by individuals and firms who are independent contractors, and such services may include, but are not limited to, evaluations; consultations; maintenance; accounting; security; management systems; management consulting; educational training programs; research and development studies or reports on the findings of consultants engaged thereunder; and professional, technical services.
- h. "Request for proposals" means a written or electronically posted solicitation for competitive sealed proposals
- d.i. "Request for a quote" means an oral, electronic, or written request for written pricing or services information from a vendor for commodities or contractual services available on a state term contract from that vendor

### 2. Purpose and Scope

- a. The purpose and scope of this section is to document financial procedures for the expenditure of the CRTPA grant funds and the internal operating processes for handling CRTPA funds, procurement and vendor payments.

### 3. Budget

- a. **General Policies.** The Board shall review and approve the CRTPA's Unified Planning Work Program (UPWP) and operating budgets, programming, and expenditure of CRTPA funds.

The annual operating budget ~~and new UPWP budget will be~~ is reviewed by the Executive Committee prior to being submitted to the Board.

- b. Unified Planning Work Program.** The UPWP shall be developed and approved by the CRTPA biennially. The ~~fiscal year of the~~ UPWP fiscal year shall be is from July 1st to June 30<sup>th</sup>. ~~and will detail the a~~ A detailed annual expenditure of grant and local funds by tasks, revenues. A draft UPWP should be submitted to the Board for review no later than the March meeting and a final UPWP shall be submitted for approval by the Board no later than the May meeting. ~~A copy is also provided to the City of Tallahassee Grants Management Department and Financial Management Departments. Operating and project budgets are maintained within the City's software program, PeopleSoft.~~

- c. ~~Operating Budget.~~ Operating Budget.** The CRTPA Operating Budget shall be developed in accordance with the UPWP. The fiscal year for the operating budget is October 1st to September 30<sup>th</sup>. Staff shall prepare a detailed accounting of expenditures (operating and project budgets) and revenues, which is provided to the CRTPA's Budget Analyst and maintained within the City's Financial Management System. An initial draft budget is provided in mid-July annually, and the final budget by the end of August.

~~The CRTPA Operating Budget shall be developed in accordance with the UPWP. For the Operating Budget the fiscal year shall be from October 1st to September 30<sup>th</sup>. A draft operating budget shall be submitted to the Financial Management Department in mid July of each year. The CRTPA staff shall prepare a detailed expenditure and revenue (operating and project budget) which is provided to the CRTPA's Budget Analyst and is maintained within the City's software program.~~

- ~~c. A draft operating budget shall be submitted to the Financial Management Department in mid July of each year. The City of Tallahassee operating budget approved at the City Commission meeting in September shall reflect the CRTPA revenues and expenditures.~~

- d. Monitoring.** CRTPA staff shall monitor the approved budgets in the UPWP and the City's Financial Management System and identify any necessary modifications, amendments, or ~~changes~~ adjustments to the operating and/or project budget.

- e. UPWP Modifications.** Modifications to the UPWP do not ~~change~~ revise the FHWA or FTA approved budget and ~~do not change~~ or the scope of ~~the a~~ funded work task(s). Modifications do not require Board approval and shall be processed by CRTPA staff ~~and presented to the Board~~. The FDOT District Liaison and FHWA and FTA are advised of the modification via the UPWP Revision ~~f~~ Form.

- f. UPWP Amendments.** Amendments to the approved UPWP add, delete, or change the scope of a work task(s), and/or revise the total grant funding. Additionally, any singular transfer of \$200,000 or greater within the approved UPWP is also an amendment. ~~All~~ Amendments must be are approved by the CRTPA Board ~~and by~~ FDOT ~~and~~ FHWA and FTA.

- g. **Operating Budget Changes.** Changes to the CRTPA operating budget within the City's ~~finance software~~ Financial Management System ~~shall be~~ are processed through a Line Item Transfer (LIT). All LITs shall be approved by the CRTPA Executive Director or designee and be consistent with the approved UPWP. ~~with the exception of a LIT change that requires a UPWP amendment. The Board shall approve the LIT when approving the UPWP amendment. Upon approval, t~~ The City's Financial Management office Department shall process the request. The City shall have no authority over approving changes to the CRTPA operating budget.
- h. **Invoices.** The CRTPA staff shall prepare and submit invoices to ~~the State~~ FDOT for reimbursement ~~so that reimbursement is made back to the City of Tallahassee.~~ The billing details are provided to the CRTPA by the Grants Department and the invoices ~~shall be~~ are prepared ~~and reviewed~~ by assigned CRTPA ~~staff~~ and Final invoices are reviewed by the Grants Department to verify all eligible charges are billed. ~~ultimately~~ The final invoice is approved by the CRTPA Executive Director.
- i. **Purchase Orders.** CRTPA staff shall ensure that purchase order requisitions and vendor invoices are processed in a timely manner utilizing the City of Tallahassee's Procurement and Financial Systems. New vendors submit their contact information to the COT supplier's portal at suppliers@talgov.com. The Procurement Department processes the registration and assigns the vendor a supplier number. Once a vendor is registered, the CRTPA staff submits a requisition for the purchase order (PO) in the City's Financial System and the Procurement Department processes the PO, assigning it a number.
- j. **Purchase Order Payments:** A vendor's invoice is submitted to the Project Manager, Invoices@talgov.com and to the CRTPA Administrative Assistant. The CRTPA Project Manager or the Executive Director or designee shall approve the invoice for payment. Once approved, the Administrative Assistant shall process the invoice for payment within seven (7) workdays. CRTPA approval authorizes the City of Tallahassee's Finance Department to process the payment.

#### 4. **Purchasing**

- a. **Purpose and Scope.** The purpose and scope of this section is to specify requirements for the establishment, use, accountability, legal liability, and control of procurements and purchasing cards.
- b. **Single purchase order.** A purchase is the total amount of money encumbered by a single purchase order. It is unlawful to split purchases so as to appear to be authorized as a purchase that would not require competitive bidding.
- c. **~~Open market p~~Purchases \$1,000 - \$10,000** A one-time purchase for the day-to-day general operating needs of the office such as rentals, routine office supplies, minor office equipment and/or furniture costing less than \$1,000 may be processed with no further approval granted the expense if consistent with the adopted UPWP, ~~not covered by a CRTPA contract may be purchased on the open market.~~ For a one-time purchase between \$1,000 and \$10,000 ~~Quotes are always encouraged but not required and shall be approved by the Executive Director or designee.~~ Purchases greater than \$1,000 but less

than \$10,000 require the CRTPA to contact at least three vendors to get written quotes.

- d. ~~General purchases less than \$10,000.~~ Purchases required for the day to day general operating needs of the office such as routine office supplies, minor office equipment and/or furniture costing less than \$10,000 (per item) may be authorized by the CRTPA Executive Director. If an item costs \$2,500 or more, it shall be supported by at least 3 price quotes, except in the case where the item is considered to be a sole source.
- e. **Purchases more than \$10,000 but less than \$~~25,000~~35,000.** Purchases require the CRTPA staff to solicit and obtain a minimum of three competitive written quotations, except when the item is considered to be a sole source or is a Task Work Order issued under a General Planning Consultant contract. Purchase must be authorized by the CRTPA Executive Director and be consistent with the adopted UPWP.
- f. **Purchases over \$~~25~~35,000.** Purchases are formally advertised and solicit sealed written competitive ~~bids~~proposals, Bids Solicitations will be advertised for a minimum of ~~14~~7 days and final contracts approved by the CRTPA Board. A Task Work Order issued under a General Planning Consultant contract is exempt from this provision.. Purchase must be authorized by the CRTPA Executive Director and be consistent with the adopted UPWP.
- g. **Capital Purchases.** ~~Capital purchase shall be defined as office equipment and/or office equipment in excess of \$5,000 per item.~~ Capital purchases shall be submitted for review and approval ~~of by~~ the FDOT and FHWA, and be reflected in the adopted UPWP, with final approval is by the Executive Director. A capital purchase may be made with a Purchasing Card (PCard) up to \$10,000. If the purchase amount is over \$10,000, a "purchase order" must be generated. The following steps outline the process for approval and payment. ***Purchase Order and Payment [Capital Equipment]:*** The vendor must submit a W-9 Form and a Vendor Information Form to establish the company as a vendor. For capital purchases Procurement Services sends the purchase order to the vendor. The purchase order will then be sent to the vendor to order the item. Upon receiving of the vendor's invoice (submitted to Invoices@talgov.com and to the CRTPA Administrative Assistant) the CRTPA staff shall receipt and confirm approval for payment within six (6) CRTPA workdays from receipt. CRTPA approval authorizes the City of Tallahassee's Finance Department to process the payment.
- h. **Purchasing Card.** The CRTPA Executive Director shall be responsible for determining the need to assign an CRTPA staff member a purchasing card (P-Card). All P-Card statements shall be reviewed, along with supporting documentation, and signed by the P-Card holder and the Executive Director. Including the exemptions stated in these Policies and Procedures, the CRTPA shall follow City of Tallahassee's policies, unless otherwise stated herein, related to:
  - ~~1)~~ 1) Purchasing Card Policy
  - ~~2)~~ 2) Procurement
  - ~~3)~~ 3) Blanket Purchase Orders
  - ~~4)~~ 1) Prompt Payment of Invoices

### **5. Payroll and Check Distribution**

- a. **Purpose and Scope.** The purpose of this section is to standardize the collection of payroll information for entry into the City payroll system, and for the distribution of payroll checks and W-2s.
- b. **Timekeeping:** CRTPA staff shall be required to submit a completed payroll timesheet and task sheet for entry in the City's payroll system based on the City's payroll processing schedule. The Programs Manager and Administrative Assistant shall input enter the hours worked by task ~~and, review~~ the entries and confirm they are correct~~each other's entries.~~ Designated Managers shall be responsible for reviewing and signing off on staff's timecard prior to authorization of payment. The CRTPA Executive Director's timesheet shall be approved by the Assistant Director and all other timesheets shall be approved by the Executive Director or their designee in the event the Executive Director is not available. ~~reviewed by the Programs Manager and once confirmed all entries are correct, approved by use of electronic signature, or email communication received from the City of Tallahassee Assistant City Manager.~~ The CRTPA Executive Director shall be responsible for ensuring that staff follows this procedure.

### **6. Tangible Property/Assets**

- a. **Purpose and Scope.** The purpose of this section is to provide a documented inventory of the CRTPA's property obtained through the expenditure of CRTPA grant funds.
- b. **CRTPA Property.** All materials purchased through the expenditure of CRTPA grant funds for the operation of the CRTPA office shall be considered CRTPA property. ~~All property obtained through the~~ Expenditure of CRTPA grant funds for office supplies, upgrades and/or replacement of computer hardware and software that are included as part of the CRTPA's UPWP shall be considered authorized with the adoption of the UPWP budget. ~~Such p~~Purchases ~~must may~~ be approved ~~by the CRTPA Executive Director~~ consistent with the policies and procedures set forth in Section 4 . The CRTPA shall maintain an inventory list ~~for physical review once a year by the City of Tallahassee Asset Management Department and by FDOT upon request. The CRTPA shall continue to use City of Tallahassee's Asset Management Department to monitor the removal and disposal of CRTPA property.~~

### **7. CRTPA Executive Director Approval Authority**

- a. **Purpose.** The CRTPA is required to execute governmental documents related to administrative operations. In the interest of efficiency, this policy is being established to allow the CRTPA to delegate administrative functions of reimbursement requests and general operating contracts for services to the CRTPA Executive Director.

## a.b. Types of Documents

**(1) Fiscal.** The CRTPA, which is funded by Federal and State grants, submits invoices and progress reports on a quarterly basis for reimbursement of expenses incurred by the CRTPA.

**(2) Personnel.** The CRTPA Executive Director shall maintain appropriate staff to support and carry out the work products of the CRTPA. The CRTPA Executive Director shall be authorized to approve all forms and administrative documents related to maintaining the CRTPA functions.

### **(3) Contracts.**

**(a) Grant Agreements.** All ~~JPA~~ Grant Agreements shall be approved by the CRTPA Governing Board.

**(b) Operating Contracts.** The CRTPA outsources services to both enhance productivity and to provide services that cannot be performed by staff. These contracts typically include printing services, copier contracts and other contracts necessary to perform the day-to-day operations of the CRTPA office. The CRTPA Executive Director shall be authorized to approve and execute all of these types of contracts.

**(c) Special Service Contracts.** The CRTPA ~~Governing board~~ Board shall approve the selection of vendors and contracts for special services that include General Planning Consultants, Legal and Audit Services, or other service contracts of significance to the CRTPA. The CRTPA Executive Director shall be authorized to approve minor changes to these contracts as long as they do not change the scope or intent of the original contract and is authorized to approve minor budget changes and work orders as necessary.

**(d) Emergency Circumstances.** Emergency situations may arise from time to time that require immediate action and may not be postponed until the next scheduled CRTPA Board meeting. The CRTPA will convene the Executive Committee for approval of an emergency contract.

## **5. This policy addresses two types of emergency situations:**

- a. Time Deadlines.** Due to unforeseen circumstances, time constraints may dictate action on an item prior to the next CRTPA Board meeting. Under such circumstances, the CRTPA Executive Director shall confer with the CRTPA Chair, or in the Chair's absence or unavailability, the Vice-Chair on appropriate action to be taken. If the Chair or Vice-Chair is not available, the CRTPA Executive Director, using the Director's best judgment and in keeping with established CRTPA policies, shall be granted authority to make said decision. The CRTPA Executive Director shall report on the item at the next scheduled CRTPA meeting. This authority is limited to operational situations only, and under no circumstances is the CRTPA Executive Director authorized to approve any item that is related to establishing a policy or making a statement of position for the CRTPA Board without approval from the CRTPA Board.

**b. Natural/Man-made Disasters.** The CRTPA Executive Director shall be granted authorization to execute general governmental documents that are in the best interest of the CRTPA in the event of a natural or man-made disaster. The procedures followed under this type of emergency shall adhere to the guidelines established in the CRTPA's Continuity of Operations Plan (COOP).

**6. Effective Date; Revocation.** This policy shall become effective upon approval by the CRTPA Board. The CRTPA Board may revoke this policy and the delegation of authority to the CRTPA Director at any time.

**SEE INTERNAL CONTROLS ATTACHMENT FOR ADDITIONAL DETAIL ON PROCESSES**



EXECUTIVE COMMITTEE AGENDA ITEM 6B  
**TRANSPORTATION ALTERNATIVES (TA)  
PROJECT PRIORITY LIST**

TYPE OF ITEM: Action

### STATEMENT OF ISSUE

This item seeks adoption of the CRTPA FY 2028 – FY 2032 Transportation Alternatives (TA) Program Project Priority List (PPL). The Draft PPL is provided as **Attachment 1**.

### CRTPA COMMITTEE ACTIONS

Three members of the CRTPA's Technical Advisory Committee (TAC) and three from the Citizen's Multimodal Advisory Committee (CMAC) met as the TA Subcommittee on March 27, 2026 to review and score the submitted projects. The TAC and CMAC Committees will meet in May and the FY 2028 – FY 2032 TA PPL will be presented for ratification.

### BACKGROUND

The Transportation Alternatives (TA) Program was created under the Moving Ahead for Progress in the 21st Century (MAP-21) Act to fund small-scale transportation improvements. This funding program supports projects such as bicycle and pedestrian facilities, trails, Safe Routes to School initiatives, and community enhancements including historic preservation, signage, and vegetation management.

For the CRTPA, a designated Transportation Management Area (i.e., Metropolitan Planning Organization with a population greater than 200,000), a competitive grant process is required. In accordance with this requirement, the CRTPA TA Program coordinates the solicitation and ranking of projects within the Capital Region. A call for applications is issued biennially and interested applicants submit their proposed projects and funding requests directly to the Florida Department of Transportation (FDOT). FDOT then provides the applications to the CRTPA for review and evaluation by the TA Subcommittee to establish the TA PPL. Following evaluation, projects are ranked based on their final scores. At the request of FDOT, the top three ranked projects are then placed on the TA PPL for CRTPA Board adoption, after which the approved list is formally submitted to the Florida Department of Transportation for funding consideration.

Projects are evaluated and scored by the TA Subcommittee using criteria approved by the CRTPA Board (**Attachment 2**), with an emphasis on safety, connectivity, and accessibility. The scoring system, totaling 100 points, considers factors such as the project's impact on non-motorized transportation, consistency with regional plans, and demonstrated community support. Additionally, the Board has adopted a policy limiting the maximum TA funding request per project to approximately twice the CRTPA's annual allocation. Currently, the CRTPA's annual TA allocation is \$610,000, for a total of approximately \$1.2 million over two years.

**TRANSPORTATION ALTERNATIVES APPLICATIONS**

Five (5) applications were submitted to FDOT for TA funding consideration; the requested funding amount and project cost are listed below. Applications submitted by the local government sponsors can be viewed at the links provided:

- [City of Chattahoochee - Greenway Trail](#) (Application later withdrawn)  
*Application Funding Request: \$346,456                      Total Project Cost: \$346,456*
- [City of Tallahassee - Wallis Street Sidewalk Project](#) (Sponsor aware of funding limit, requested application be scored.)  
*Application Funding Request: \$2,391,618                      Total Project Cost: \$3,000,000*
- [Leon County - Shelfer Road Sidewalk Project](#)  
*Application Funding Request: \$503,886                      Total Project Cost: \$539,104*
- [Wakulla County - Dr. Martin Luther King Jr. Memorial Road Phase II Shared Use Path](#)  
*Application Funding Request: \$1,197,444                      Total Project Cost: \$1,251,873*
- [Wakulla County - Spring Creek Phase I Shared Use Path \(Part 1 of 2\)](#)  
[Wakulla County - Spring Creek Phase I Shared Use Path \(Part 2 of 2\)](#)  
*Application Funding Request: \$1,134,331                      Total Project Cost: \$1,185,892*

**TA PROJECT PRIORITY EVALUATION**

After a brief presentation from each of the local governments, a question and answer period provided reviewers an opportunity to clarify any information. Subcommittee members then evaluated the projects based on the six adopted criteria. The total score and ranking for each project is provided below. See **Attachment 3** for the individual scores for each project total.

TRANSPORTATION ALTERNATIVES PROGRAM MARCH 27, 2026 SUBCOMMITTEE MEETING FY 2028 - FY 2032 PROJECT PRIORITY EVALUATION		
RANK	PROJECT	TOTAL SCORE
1	Wakulla Co. Dr. MLK PH II Shared Use Path	529
2	City of Tall. Wallis St. Sidewalk	516
3	Wakulla Co. Spr. Cr. Ph I Shared Use Path	470
4	Leon County Shelfer Rd. Sidewalk	408

Note: The City of Chatahoochee agreed with the CRTPA that the application would not be reviewed and scored.

## **SOLICITATIONS AND PUBLIC INVOLVEMENT**

Following the opening of the TA application period by FDOT District Three in November of 2025, the CRTPA announced the initiation of the CRTPA’s TA process for the development of the FY 2028 – FY 2032 PPL. The website was updated, the upcoming cycle was discussed at the committee meetings, and TA Subcommittee volunteers identified. Five applications were submitted to FDOT District Three for funding consideration prior to the January 16, 2026 deadline.

Information related to the development of the Draft FY 2028 – FY 2032 TA PPL and opportunities for public comment were placed on the [CRTPA’s TA page](#). Additionally, a widely distributed email was sent noting development of the draft TA PPL and opportunities to provide comment via email or at scheduled CRTPA Executive Committee meetings in April.

### **2025/ 2026 CRTPA TA Program Timeline**

November 1, 2025	FDOT District 3 TA Solicitation Cycle Opens (FY 2028 – FY 2032)
January 16, 2026	TA Applications Due (Must be submitted to FDOT through the <a href="#">Florida GAP</a> )
February 19, 2026	Draft FY 2028 – FY 2032 TA Project Priority List due to FDOT
March 27, 2026	CRTPA TA Subcommittee Mtg.- 9:00 am Renaissance Center, 435 N. Macomb Street TA applicants present projects which are scored and ranked at the meeting.
April 20, 2026	CRTPA Executive Committee 10:00 am, Florida Room, 300 S Adams St., City Hall Executive Committee considers the adoption of the FY 2028 – FY 2032 TA PPL.

## **RECOMMENDED ACTION**

Option 1: Adopt of the CRTPA FY 2028 – FY 2032 Transportation Alternatives (TA) Program Project Priority List.

Option 2: Executive Committee discretion.

## **ATTACHMENTS:**

Attachment 1: Draft TA Program Project Priority List

Attachment 2: TA Evaluation Criteria

Attachment 3: TA Project Scoring

PRIORITY NO.	PROJECT NAME	1PHASE & FUNDING PROGRAMMED						LENGTH IN MILES	COUNTY	PROJECT PHASE(S)	COST ESTIMATE OF PHASE(S)
		PHASE	FY 27	FY 28	FY 29	FY 30	FY 31				
1	Dr. MLK Jr. Memorial Road SUP Phase II							1.6	Wakulla	<i>Requested Funding: \$1,197,443</i>	
	<i>Mallard Pond Circle to Pheasant Hill Trail</i>	-	-	-	-	-	-			CST, CEI	\$1.257M
	<i>(TA Project) Phase I from Rehwinkel Road to Mallard Pond Circle (1.6 miles) is a currently funded in FY 26.</i>						<i>Design phase (PE) completed.</i>				
2	Wallis Street Sidewalk Improvements							0.43	Leon	<i>Requested Funding: \$2,391,618</i>	
	<i>S Adams St to East of Lois Lane (dead-end)</i>	-	-	-	-	-	-			PE, CST, CEI	\$3M
	<i>Work includes landscaping, drainage, ADA, signage &amp; pedestrian improvements.</i>						<i>Planning completed for the project.</i>				
3	Spring Creek Hwy SUP Phase I							1.14	Wakulla	<i>Requested Funding: \$1,134,331</i>	
	<i>Coastal Hwy/US98 to Parkland Drive</i>			-	-	-	-			CST, CEI	1.19
	<i>Completed project (8 miles) would connect to two major arterial roads and the Coastal Trail.</i>						<i>Design phase (PE) completed.</i>				

1 PROJECT PHASES

- (FS) Feasibility Study
- (PD&E) Project Development & Environmental
- (PE) Design

- (ROW) Right-of-Way
- (CST) Construction
- (CEI) Construction Engineering and Inspection

ACRONYMS

- ADA -Americans with Disabilities Act
- SUP - Shared Use Path

CRTPA TRANSPORTATION ALTERNATIVES EVALUATION CRITERIA		MAXIMUM POINTS
1	<b>SAFETY</b> (Describe how the project will improve public safety for all transportation users including addressing documented safety concerns)	20
2	<b>CONNECTIVITY</b> (Describe how the project facilitates or improves multimodal linkages)	20
3	<b>ACCESS</b> (Describe how the project improves access to communities as determined by the U.S. Census to include low-income residents and/or persons with disabilities, children, or older adults)	20
4	<b>PUBLIC BENEFIT</b> (Describe how the project improves the public travel experience and travel options, including benefits to the environment)	20
5	<b>REGIONAL PLANS</b> (Describe how the project relates to the adopted plans of the region)	10
6	<b>COMMUNITY SUPPORT</b>	10
<b>Maximum Total Points</b>		<b>100</b>

The CRTPA Board has adopted a policy limiting the maximum TA funding request per project to approximately twice the CRTPA's annual allocation. Currently, the CRTPA's annual TA allocation is \$610,000, for a total of approximately \$1.2 million over two years.

**TRANSPORTATION ALTERNATIVES PROGRAM  
MARCH 27, 2026 SUBCOMMITTEE MEETING  
FY 2028 - FY 2032 PROJECT PRIORITY EVALUATION**

<b>RANK</b>	<b>PROJECT</b>	<b>REVIEWERS' EVALUATION SCORES</b>						<b>TOTALS</b>
<b>1</b>	Wakulla Co. Dr. MLK PH II Shared Use Path	100	74	80	90	95	90	<b>529</b>
<b>2</b>	City of Tall. Wallis St. Sidewalk	95	100	100	84	85	52	<b>516</b>
<b>3</b>	Wakulla Co. Spr. Cr. Ph I Shared Use Path	95	77	60	76	80	82	<b>470</b>
<b>4</b>	Leon County Shelfer Rd. Sidewalk	90	82	90	60	60	26	<b>408</b>

Note: The City of Chatahoochee agreed with the CRTPA that the application would not be reviewed and scored.



April 20, 2026

EXECUTIVE COMMITTEE AGENDA ITEM 6C

**CRTPA REGIONALLY SIGNIFICANT ROADS MAP AND  
FISCAL YEAR (FY) 2028 - FY 2032  
TRANSPORTATION REGIONAL INCENTIVES PROGRAM (TRIP)  
PRIORITY PROJECT LIST (PPL) ADOPTION**

TYPE OF ITEM: Action

**STATEMENT OF ISSUE**

This item seeks the adoption of an update to the CRTPA Regionally Significant Roads Map (**Attachment 1**) and approval of the FY 2028 - FY 2032 Transportation Regional Incentives Program Project Priority List provided as **Attachment 2**.

**HISTORY AND ANALYSIS**

The CRTPA Transportation Regional Incentive Program PPL identifies projects eligible for receipt of TRIP funding that are included on the CRTPA Regionally Significant Roads Map. In 2005, the Florida Legislature, established the program as part of a major initiative to improve growth management planning and the provision of transportation infrastructure.

**[According to the Florida Department of Transportation \(FDOT\):](#)**

“TRIP was created to improve regionally significant transportation facilities in regional transportation areas. State funds are available throughout Florida to provide incentives for local governments and the private sector to help pay for critically needed projects that benefit regional travel and commerce. FDOT will pay up to 50 percent of the non-federal share of project costs for public transportation facility projects.”

## **CRTPA Regionally Significant Roads Map**

One of the requirements of TRIP funding eligibility for a project is its inclusion on the CRTPA's Regionally Significant Transportation Map. On February 21, 2022 the CRTPA adopted an updated Regionally Significant Roadway Map and a TRIP Project Priority List. The list included the Northeast Gateway - Welaunee Boulevard Project.

## **Draft FY 2028 - FY 2032 TRIP Priority Project List**

The Draft FY 2028 - FY 2032 TRIP Priority Project List has been developed for Executive Committee adoption, reflecting the one TRIP project in the CRTPA region that has been submitted to FDOT for funding in this application cycle. Specifically, the following project is proposed to be submitted for TRIP funding consideration by the Blueprint Intergovernmental Agency:

- **Northeast Parkway: Welaunee Boulevard Extension** (N of I 10 and terminates at the Centerville Rd/Roberts Road intersection): New 4 lane Road (seeking funding for construction).

## **Previously Funded TRIP Projects**

The following provide the projects that have previously received TRIP funding in the CRTPA region:

- **Weems Road Extension** (Capital Circle, Northeast to US 90 ): New 2 lane road (Received \$1 million in TRIP funding for construction in FY 18).
- **Welaunee Boulevard Extension** (Fleischmann Rd to Roberts Road): New 4 lane road (Received \$1.5 million in TRIP funding for design in FY 23).
- **Welaunee Boulevard Extension** (Roberts Road – I 10): New 4 lane road (Received \$2.5 million in TRIP funding for construction in FY 25).

## **NEXT STEPS**

Subsequent to adoption of the CRTPA FY 2028 - FY 2032 TRIP PPL, the list will be provided to the Florida Department of Transportation.

## **OPTIONS**

Option 1: Adopt the updated CRTPA Regionally Significant Roads Map and the FY 2028 - FY 2032 Transportation Regional Incentives Program Project Priority List.

Option 2: Executive Committee discretion.

## **ATTACHMENTS**

Attachment 1: Draft Updated CRTPA Regionally Significant Roadways Map

Attachment 2: Draft FY 2028 – FY 2032 TRIP Priority Project List





April 20, 2026



**EXECUTIVE COMMITTEE AGENDA ITEM 6 D**

**SAFE STREETS AND ROADWAYS FOR ALL (SS4A) GRANT AGREEMENT  
SIGNATURE AUTHORITY**

**TYPE OF ITEM: Action**

**STATEMENT OF ISSUE**

This item requests approval to authorize the Executive Director to execute a grant agreement, currently under development, between the CRTPA and the Federal Highway Administration (FHWA) for receipt of a Safe Streets and Roads for All (SS4A) award to conduct a safety study on West Tennessee Street ("Tennessee Street Corridor & Safety Study").

**RECOMMENDED ACTION**

- Option 1: Authorize the CRTPA Executive Director to execute the grant agreement between the CRTPA and the FHWA related to the awarding of funding for the Tennessee Street Corridor & Safety Study.

**BACKGROUND**

In December 2025, the CRTPA was notified of an award of funding through the SS4A grant program for the development of a safety study along West Tennessee Street, from Aeon Church Road to Monroe Street. The award includes \$600,000 in federal funds and \$150,000 in state matching funds, for a total project cost of \$750,000.

As part of the award, a grant agreement must be executed between the CRTPA and the Federal Highway Administration (FHWA). This agreement outlines the respective roles and responsibilities of both parties and includes provisions related to project delivery timelines and reimbursement requirements.

The grant agreement for the Tennessee Street Corridor & Safety Study is currently under development and will be reviewed by the CRTPA's legal counsel. Upon final approval by the FHWA, the CRTPA will be able to initiate procurement of consultant services to carry out the study. Granting signature authority to the CRTPA Executive Director will help facilitate timely execution of the agreement and support the efficient advancement of the project.