



CRTPA BOARD

MEETING OF TUESDAY, FEBRUARY 28 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

Citizens wishing to provide input at the CRTPA meeting may:

- (1) Provide comments in person at the meeting. Speakers are requested to limit their comments to three (3) minutes; or
- (2) Submit written comments prior to the meeting at <http://crtpa.org/contact-us/> by providing comments in the "Email Us" portion of the page before 5:00 p.m. on February 27. This will allow time for comments to be provided to CRTPA members in advance of the meeting. Comments submitted after this time (up to the time of the meeting) will be accepted and included in the official record of the meeting; or
- (3) Provide live comments during the meeting virtually by registering before 5:00 p.m. on February 27 at <http://crtpa.org/contact-us/> and noting your desire to provide comments via video in the "Email Us" portion of the page along with the agenda item or issue you wish to discuss. You will be contacted by CRTPA staff and provided with a link to virtually access the meeting and provide your comment during the meeting. Speakers are requested to limit their comments to three (3) minutes.

The public is invited to view the meeting's live broadcast on <https://www.talgov.com/cotnews/wcot.aspx> or Comcast Channel 13 (WCOT-13).

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.

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. Speakers are requested to limit their comments to three (3) minutes. See the above for ways to provide public comment at this meeting.

4. **CONSENT AGENDA**
 - A. Minutes of the November 15 CRTPA Meeting
 - B. Executive Director's Timesheets

5. **CONSENT ITEMS PULLED FOR DISCUSSION**

6. **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. CRTPA Safety Targets

This item seeks adoption of the 2023 CRTPA Safety Performance Targets for safety performance measures that the agency is required to annually adopt.

"Public Participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who require special accommodations under the Americans With Disabilities Act, or persons who require translation services (free of charge) should contact the CRTPA Title VI Coordinator, Suzanne Lex, four days in advance of the meeting at 850-891-8627 (Suzanne.Lex@crtpa.org) and for the hearing impaired, telephone 711 or 800-955-8771 (TDY)."

"La participación pública se solicita sin distinción de raza, color, nacionalidad, edad, sexo, religión, discapacidad o estado familiar. Las personas que requieran adaptaciones especiales en virtud de la Ley de Americanos con Discapacidades, o las personas que requieran servicios de traducción (sin cargo) deben comunicarse con Suzanne Lex, CRTPA Coordinadora del Título VI, al 850-891-8627 (Suzanne.lex@crtpa.org) y para las personas con discapacidad auditiva, teléfono 711 o 800-955-8771 (TDY) cuatro días antes de la reunión.

7. **FLORIDA DEPARTMENT OF TRANSPORTATION REPORT**

8. **EXECUTIVE DIRECTOR'S REPORT**

A status report on CRTPA activities including Tharpe Street will be provided.

9. **C RTPA INFORMATION**

A. Future Meeting Dates

B. Committee Actions (Citizen's Multimodal Advisory Committee & Technical Advisory Committee)

C. Local Billing

10. **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.

"Public Participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who require special accommodations under the Americans With Disabilities Act, or persons who require translation services (free of charge) should contact the CRTPA Title VI Coordinator, Suzanne Lex, four days in advance of the meeting at 850-891-8627 (Suzanne.Lex@crtpa.org) and for the hearing impaired, telephone 711 or 800-955-8771 (TDY)."

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February 28, 2023

AGENDA ITEM 1

CALL TO ORDER AND ROLL CALL



February 28, 2023

AGENDA ITEM 2

AGENDA MODIFICATIONS



February 28, 2023

AGENDA ITEM 3

PUBLIC COMMENT ON ITEMS NOT APPEARING ON THE AGENDA

Comments may be provided in the following manner:

- (1) Provide comments in person at the meeting. Speakers are requested to limit their comments to three (3) minutes; or
- (2) Submit written comments prior to the meeting at <http://crtpa.org/contact-us/> by providing comments in the "Email Us" portion of the page before 5:00 p.m. on February 27. This will allow time for comments to be provided to CRTPA members in advance of the meeting. Comments submitted after this time (up to the time of the meeting) will be accepted and included in the official record of the meeting; or
- (3) Provide live comments during the meeting virtually by registering before 5:00 p.m. on February 27 at <http://crtpa.org/contact-us/> and noting your desire to provide comments via video in the "Email Us" portion of the page along with the agenda item or issue you wish to discuss. You will be contacted by CRTPA staff and provided with a link to virtually access the meeting and provide your comment during the meeting. Speakers are requested to limit their comments to three (3) minutes.



February 28, 2023

AGENDA ITEM 4 A

MINUTES

TYPE OF ITEM: Consent

The minutes from the November 15, 2022, CRTPA Meeting are provided as ***Attachment 1***.

RECOMMENDED ACTION

Option 1: Approve the minutes of the November 15, 2022, CRTPA Meeting.

ATTACHMENT

Attachment 1: Minutes of the November 15, 2022, CRTPA Meeting



CRTPA BOARD

MEETING OF TUESDAY, NOVEMBER 15, 2022 AT 1:30 PM

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

Minutes

Members Present:

Commissioner Kristin Dozier, Leon County, Chair
Commissioner Quincee Messersmith, Wakulla County
Commissioner Dianne Williams-Cox, City of Tallahassee
Commissioner Curtis Richardson, City of Tallahassee
Commissioner Jeremy Matlow, City of Tallahassee
Commissioner Minor, Leon County
Commissioner Nick Maddox, Leon County

Staff Present: Greg Slay, CRTPA; Jack Kostrzewa, CRTPA; Greg Burke, CRTPA; Suzanne Lex, CRTPA; Yulonda Mitchell, CRTPA, Ronnie Shelley, StarMetro

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order with a roll call at 1:35 p.m.

2. AGENDA MODIFICATIONS

Commissioner Matlow presented awards to Commissioners Viegbesie, Dozier, Merritt, and Barfield.

3. PUBLIC COMMENT ON ITEMS NOT APPEARING ON THE AGENDA

4. CONSENT AGENDA

- A. Minutes of the October 18 CRTPA Meeting**
- B. CRTPA 2023 Calendar**
- C. CRTPA Fiscal Year 2021 Financial Statements**
- D. Unified Planning Work Program (UPWP) Amendment**

Board Action: Commissioner Minor made a motion to accept the consent agenda as presented. Commissioner Maddox seconded the motion. The motion was unanimously passed.

5. CONSENT ITEMS PULLED FOR DISCUSSION**6. ROLL CALL VOTE AGENDA ITEMS****A. Fiscal Year (FY) 2023– FY 2027 Transportation Improvement Program (TIP) Amendment**

The CRTPA FY 2023 – FY 2027 TIP is proposed to be amended to reflect the addition of the following projects:

- SR 20 (US 27/US 319) from east of Kaptain Drive to Madison County Line (Project 452212-1): Provide funding in FY 23 for a rumble strip pilot project (Jefferson County).
- SR 8 (I-10) Jefferson County Rest Area Truck Parking Availability (Project 452230-1): Provide funding in FY 23 associated with truck parking facilities (Jefferson County).

Mr. Slay summarized the proposed amendments. He stated the first amendment was a pilot program from FDOT Central Office to install rumble strips in Jefferson County (US 27) to improve safety. Mr. Slay noted that the second amendment was a proposal to provide funding for PD&E and design for large truck parking facilities to be added to the rest areas in Jefferson County and noted that there was a problem statewide in terms of parking for large trucks at rest areas. He stated that the funding source for the second amendment is from the Carbon Reduction funds that came from the latest federal transportation bill and that the project currently proposes restriping to add truck spaces. Mr. Slay noted in a worse case scenario, would be to remove a portion of the current parking area and rebuild/expand the area for truck parking.

Board Action: Commissioner Richardson made a motion to option 1: Approve Resolution No. 2022-11-6A amending the CRTPA Fiscal Year (FY) 2023 – FY 2027 Transportation Improvement Program (TIP). Commissioner Maddox seconded the motion, and a roll call vote was conducted. The motion was unanimously passed.

7. CRTPA ACTION**A. Tallahassee to Havana Trail Feasibility Study**

A feasibility study evaluating potential multi-use trail connections between Tallahassee and Havana has been completed.

Mr. Burke stated last spring the CRTPA began the Tallahassee to Havana Trail Feasibility Study evaluating a multiuse trail between Tallahassee and Havana and noted the Feasibility Study was developed by KHA. Ms. Widness presented the Tallahassee to Havana Trail Feasibility Study.

Kate Widness provided background on the Trail Feasibility Study. She stated the purpose of the project was to evaluate a connection from Orchard Pond Parkway (Leon County) to Salem Road (Gadsden County). Ms. Widness noted this included an existing conditions assessment as well as local

coordination with stakeholders in Havana and Gadsden County. Ms. Widness discussed the regional significance with this proposed trail and stated the CRTPA proposed the trail being updated to move it from the "Opportunity Trail Map" to the "Priority Trail Map" as a part of the Department of Environmental Protection (FDEP) Office of Greenways and Trails. Ms. Widness noted this trail was identified as the Chipola-Apalachicola-Ochlocknee Corridor and would provide a connection from Tallahassee to Havana including providing a connection to the Orchard Pond Greenway, Bannerman Greenway (under design), and the Meridian Greenway (under feasibility).

Ms. Widness discussed the stakeholder coordination noting coordination with Gadsden County Public Works, Gadsden County Growth Management and with the Town Manager in Havana. Ms. Widness stated key takeaways from the stakeholder meetings were that most were enthusiastic about the possibility of the trail and the trail would improve multimodal connectivity in and beyond Gadsden County. Ms. Widness provided information on the three evaluated alternatives and noted that all would include design variations reflecting portions being a separated trail, sharrows and neighborhood roadways. She noted the project team made many trips to the proposed areas to understand which neighborhood roads were most appropriate to have cyclist and possibly pedestrians on a designated path to connect into downtown Havana.

Ms. Widness stated the next steps, if the project moves into subsequent phases, would include public engagement to receive citizen comment on the alternative routes. Lastly, Ms. Widness noted there were currently no additional funding available at this time.

Mr. Slay briefly discussed the CRTPA's proposed changes to the SUNTrails Priority Network that were presented to the Board in May. He noted these changes include revising the route of the US 90 Trail that currently goes through downtown Tallahassee to shift it northward. Ultimately, the proposed changes connect the trail's route towards Bannerman Road and further north to Iron Bridge Road. Mr. Slay stated that the Tallahassee to Havana Trail project will be put on hold until the changes to SUNTrails Priority Network are finalized. The project could then be revisited with a public involvement component and the CRTPA would request SUNTrails funding to move the project forward.

Board Action: Commissioner Richardson made a motion to approve the Tallahassee to Havana Trail Feasibility Study. Commissioner Matlow seconded the motion. The motion was unanimously passed.

B. Stadium Drive at Lake Bradford Intersection Study

The Stadium Drive at Lake Bradford Intersection Study will be presented.

Mr. Kostrzewa provided a brief background on the Stadium Drive at Lake Bradford Intersection Study. He stated back in March 2022, the board was provided with about ten different options that staff reviewed to improve the intersection. Mr. Kostrzewa stated there were three viable options that were further evaluated, and the results of the evaluation would be presented to be board at the meeting by the Consultant, Bryan Powers, RSH. Lastly, he stated this wasn't the end of this project and there was more work to be done, including coordination with the state and City of Tallahassee. Staff was seeking to move one option forward to discuss with the state and local organizations.

Mr. Powers outlined the Stadium Drive at Lake Bradford Road Intersection Study including previously presented Goals and the completed Existing Conditions Report. The remainder of the presentation focused on the Alternatives and Preferred Alternative.

Alternatives

Mr. Powers stated the three favorable options, Alternative 3-Quadrant System, 8A-Eppes/Quadrant System and 8B- Eppes Drive Extension and Quadrant System. He noted all alternatives were close in ranking. Mr. Powers provided detailed information regarding the alternatives developed and evaluated for the intersection project, including:

Alternative 1 - No Build (Slip-Lane Removal)

Alternative 2A and 2B - Eppes Drive Extension

Alternative 3 - Quadrant System

Alternative 4 – East-West Overpass

Alternative 5 – Existing Intersection “Build-Out”

Alternative 6 – Two-Lane Roundabout

Alternative 7 - Realignment

Alternative 8 - Eppes Drive Extension and Quadrant Movement with sub alternatives (8A and 8B)

Alternative 8A – Eppes Drive Extension and Quadrant System “Full Build-Out”

Alternative 8B – Eppes Drive Extension and Quadrant System “Reduced Build-Out”

Commissioner Dozier discussed eliminating the slip lanes stating those can be difficult for pedestrians. Mr. Kostrzewa stated it was a tradeoff between improving LOS or improving pedestrian safety. He noted that leaving the slip lanes would improve the LOS but that would affect pedestrian safety. Mr. Kostrzewa stated eliminating the slip lanes would improve pedestrian safety by forcing the intersection to stop at the intersection.

Commissioner Matlow stated this intersection doesn’t fit with the surrounding area and this area was not designed for pedestrians. He noted there was not a perfect solution, but this proposal was an improvement of the intersection.

Commissioner Williams Cox discussed the need to begin thinking of raising the crosswalks to protect pedestrians. She stated there should be plans to move pedestrians away from the vehicles to improve pedestrian safety.

Board Action: Commissioner Maddox made a motion to approve the Stadium Drive at Lake Bradford Intersection Study. Commissioner Williams-Cox seconded the motion. The motion was unanimously passed.

C. US 90 SUN Trails Application

This item seeks Board support of a resolution related to the CRTPA’s upcoming solicitation of SUN Trails funding for the US 90 Multi-Use Trail.

Mr. Slay noted FDOT has opened up the first cycle of applications for SUNTrails funding. CRTPA Staff felt US 90 Multi-Use Trail was a good project to move forward and would be submitting an application for SUNTrails funding and requested a letter of support from the board.

Board Action: Commissioner Minor made a motion to approve the US 90 SUN Trails Application Resolution. Commissioner Matlow seconded the motion. The motion was unanimously passed.

D. Election of Chair/Vice Chair

Annually, CRTPA member elect a new Chair and Vice Chair to serve for the upcoming calendar year. Currently, Commissioner Kristin Dozier and Commissioner Betsy Barfield hold the CRTPA Chair and Vice Chair positions, respectively.

Board Action Chair: Commissioner Williams Cox made a motion to appoint Commissioner Minor to the Chair position. Commissioner Matlow seconded the motion. The motion was unanimously passed.

Board Action Vice-Chair: Commissioner Richardson made a motion to appoint Commissioner Messersmith to the Vice-Chair position. Commissioner Williams Cox seconded the motion. The motion was unanimously passed.

Board Action MPOAC Alternate: Commissioner Williams Cox made a motion to appoint Commissioner Richardson to the MPOAC Alternate position. Commissioner Maddox seconded the motion. The motion was unanimously passed.

8. FLORIDA DEPARTMENT OF TRANSPORTATION REPORT

9. EXECUTIVE DIRECTOR'S REPORT

Mr. Slay updated the Board on the crosswalk at Nims Middle School noting that a crosswalk has been painted at Holton Street and Orange Avenue. Mr. Slay stated he requested an update from FDOT but had not received it at the time of the meeting.

Commissioner Williams-Cox requested information regarding rail. Mr. Slay noted staff has been working with a consultant on the Regional Freight Study and passenger rail will be a component of that study. He also noted the current real system was in poor condition and would require a lower speed limit due to the condition of the railway.

10. CRTPA 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.

12. ADJOURNMENT

The meeting was adjourned at 3:00 PM

February 28, 2023



AGENDA ITEM 4 B

EXECUTIVE DIRECTOR'S QUARTERLY TIMESHEETS APPROVAL

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

This item seeks Board approval of the Executive Director's timesheets for the last two fiscal quarters (July 1, 2022 - September 30, 2022, and October 1, 2022 - December 31, 2022).

RECOMMENDED ACTION

Option 1: Approve Executive Director's timesheets for the period of July 1, 2022 - September 30, 2022, and October 1, 2022 - December 31, 2022.

BACKGROUND

The Florida Department of Transportation (FDOT) annually evaluates and certifies the CRTPA program activities. A component of the certification review is monitoring fiscal records and procedures. One monitoring item requested is documentation that the Board or the Executive Committee has approved the Executive Director's timesheets.

As a result, staff is seeking Board approval of Greg Slay's timesheets for the most recent fiscal quarter (July 1, 2022 - September 30, 2022, and October 1, 2022 - December 31, 2022).

OPTIONS

Option 1: Approve Executive Director's timesheets for the period of July 1, 2022 - September 30, 2022, and October 1, 2022 - December 31, 2022.
(Recommended)

Option 2: CRTPA Board Discretion.

ATTACHMENTS

Attachment 1: Greg Slay Timesheets for 7/1/22 – 9/30/22 and 10/1/22-12/30/22

ATTACHMENT 1

EMP NAME: Greg Slay PAYROLL DATE: 7/22/22

EMP # DATE RANGE: 7/4/22 7/15/22

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	7/4/22			8 - Holiday
Tues	7/5/22			
Wed	7/6/22			
Thurs	7/7/22			
Fri	7/8/22			
Mon	7/11/22			
Tues	7/12/22			
Wed	7/13/22			
Thurs	7/14/22			
Fri	7/15/22			

Comments:

By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.



July 15, 2022

EMPLOYEE SIGNATURE DATE

APPROVED BY DATE

PAYROLL CLERKS SIGNATURE DATE

For Payroll Clerks Use Only:

Paid Holiday _____

Personal Leave _____

Sick Leave _____

Administrative Leave _____

Catastrophic Leave _____

Wellness Leave _____

Floating Holiday _____

Personal Day _____

TOTAL _____

This record is maintained for administrative purposes only and does not in any way impact the employees wages or exempt status.

**CRTPA TASK SHEET
FY 2017/18**

Employee Name *Greg Slay*
 Employee Number *14156*
 Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
 Payroll Date *07/22/22*
 Payroll Range *07/04/22 thru 07/15/22*

Day	Date	Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
		701	989	703	990	706	705	995
Mon	07/04/22	8						
Tues	07/05/22	8						
Wed	07/06/22	8						
Thurs	07/07/22	8						
Fri	07/08/22	8						
Mon	07/11/22	6				1	1	
Tues	07/12/22	4		1		1	2	
Wed	07/13/22	2		3		2		1
Thurs	07/14/22	2			2	2	1	1
Fri	07/15/22	2		1	3		2	

Hours

- 8** Holiday
- 8** MPOAC, Floridians for Better Transportation (FBT) travel - Boca Raton
- 8** MPOAC P&T Subcommittee, FBT
- 8** FBT
- 8** FBT, travel
- 8** Admin, bylaws, federal planning certification virtual meeting, CMP, website
- 8** FHWA/FDOT certification, TMC manager apps, PIP
- 8** Admin, budget, TMC manager interviews, ITS, Havana Trail
- 8** Admin, SS4A, CMP, PIP, Freight study
- 8** Admin, staff meeting, SS4A, PIP

EMP NAME: Greg Slay PAYROLL DATE: 8/5/22

EMP # DATE RANGE: 7/18/22 7/29/22

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	7/18/22			
Tues	7/19/22			
Wed	7/20/22			
Thurs	7/21/22			
Fri	7/22/22			
Mon	7/25/22			
Tues	7/26/22			
Wed	7/27/22			
Thurs	7/28/22			
Fri	7/29/22			

Comments:

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July 29, 2022

EMPLOYEE SIGNATURE DATE

APPROVED BY DATE

PAYROLL CLERKS SIGNATURE DATE

For Payroll Clerks Use Only:

- Paid Holiday _____
- Personal Leave _____
- Sick Leave _____
- Administrative Leave _____
- Catastrophic Leave _____
- Wellness Leave _____
- Floating Holiday _____
- Personal Day _____

TOTAL _____

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**CRTPA TASK SHEET
FY 2017/18**

Employee Name *Greg Slay*
 Employee Number *14156*
 Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
 Payroll Date *08/05/22*
 Payroll Range *07/18/22 thru 07/29/22*

Day	Date	Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
		701	989	703	990	706	705	995
Mon	07/18/22	3			2	2		1
Tues	07/19/22	2	1		2	2	1	
Wed	07/20/22	2			3	3		
Thurs	07/21/22	3			3	2		
Fri	07/22/22	3	2	1	1	1		
Mon	07/25/22	3				2	2	1
Tues	07/26/22	1	2	2		3		
Wed	07/27/22		2	1	1	2		2
Thurs	07/28/22	8						
Fri	07/29/22	4	2			2		

Hours

- 8** Admin, FDOT SU discussion, SS4A, CMP, regional trails, Stadium/LB
- 8** DBE, budget, crash data, SS4A, CMP
- 8** Admin, SS4A,
- 8** Admin, budget, Kittleson, SS4A, CMP
- 8** Staff meeting, Dozier/Shoaf meeting, crash data, LRTP, PPLs, Havana Trail
- 8** Admin, budget, bylaws, SS4A, ITS, PIP, Havana Trail
- 8** Budget, U-SDK procurement, U-SDK training, Smart Cities, SS4A
- 8** Crash data, D. Allen, Freight Study
- 8** MPOAC - Gainesville
- 8** Staff meeting, travel policy, UPWP, crash data, Reconnecting Communities Grant

EMP NAME: Greg Slay PAYROLL DATE: 8/19/22

EMP # 14156 DATE RANGE: 8/1/22 8/12/22

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	8/1/22			
Tues	8/2/22			
Wed	8/3/22			
Thurs	8/4/22			
Fri	8/5/22			
Mon	8/8/22			
Tues	8/9/22			
Wed	8/10/22			
Thurs	8/11/22			
Fri	8/12/22	4		

Comments:

By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.



August 12, 2022

EMPLOYEE SIGNATURE _____ **DATE** _____

APPROVED BY _____ **DATE** _____

PAYROLL CLERKS SIGNATURE _____ **DATE** _____

For Payroll Clerks Use Only:

- Paid Holiday _____
- Personal Leave _____
- Sick Leave _____
- Administrative Leave _____
- Catastrophic Leave _____
- Wellness Leave _____
- Floating Holiday _____
- Personal Day _____

TOTAL _____

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**CRTPA TASK SHEET
FY 2017/18**

Employee Name *Greg Slay*
 Employee Number *14156*
 Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
 Payroll Date *08/19/22*
 Payroll Range *08/01/22 thru 08/12/22*

Day	Date	Task 1.0 Admin 701	Task 2.0 Data Collection 989	Task 3.0 LRP 703	Task 4.0 SRP 990	Task 5.0 Mobility Planning 706	Task 6.0 Public Inv. 705	Task 7.0 Special Projects 995
Mon	08/01/22	3		1	1	3		
Tues	08/02/22	1		4	1	1		1
Wed	08/03/22	3	1	2	1			1
Thurs	08/04/22	2		3	1	1	1	
Fri	08/05/22	2		2		2		2
Mon	08/08/22	4			2	2		
Tues	08/09/22	3	2			2		1
Wed	08/10/22			2	2	2	1	1
Thurs	08/11/22	3		2	1	1		1
Fri	08/12/22	8						

Hours

Activity

- 8 Timesheets, procurement policy, budget, SS4A, Sabal Pam Walking Audit, CMP
- 8 FDOT Coordination, Orange Ave, Reconnecting Communities, TATMS, Telecommuting Study
- 8 Admin, crash data, SS4A, SR 267 Trail
- 8 Admin, Budget, SS4A, PIP
- 8 Travel policy, Ethics, Reconnecting Communities, Freight study scope
- 8 Admin, Exec Comm agenda prep.
- 8 Admin, budget, crash data, Wakulla Springs Management Plan, CMP
- 8 Reconnecting Communities, SS4A, T2H Trail, PIP, Freight Study
- 8 Admin, BIL, TDC, PPLs, Telecommute study
- 8 Admin, staff meeting, personal leave

EMP NAME: Greg Slay PAYROLL DATE: 9/2/22

EMP # 14156 DATE RANGE: 8/15/22 8/26/22

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	8/15/22			
Tues	8/16/22			
Wed	8/17/22			
Thurs	8/18/22			
Fri	8/19/22			
Mon	8/22/22			
Tues	8/23/22			
Wed	8/24/22			
Thurs	8/25/22			
Fri	8/26/22			

Comments:

By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.



August 26, 2020

EMPLOYEE SIGNATURE

DATE

August 26, 2020

APPROVED BY

DATE

PAYROLL CLERKS SIGNATURE

DATE

For Payroll Clerks Use Only:

- Paid Holiday _____
- Personal Leave _____
- Sick Leave _____
- Administrative Leave _____
- Catastrophic Leave _____
- Wellness Leave _____
- Floating Holiday _____
- Personal Day _____

TOTAL _____

This record is maintained for administrative purposes only and does not in any way impact the employees wages or exempt status.

EMP NAME: Greg Slay PAYROLL DATE: 9/16/22

EMP # 14156 DATE RANGE: 8/29/22 9/9/22

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	8/29/22			
Tues	8/30/22			
Wed	8/31/22			
Thurs	9/1/22			
Fri	9/2/22	8		
Mon	9/5/22			8 - Holiday
Tues	9/6/22			
Wed	9/7/22			
Thurs	9/8/22			
Fri	9/9/22			

Comments:

By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.



September 9, 2022

EMPLOYEE SIGNATURE DATE

APPROVED BY DATE

PAYROLL CLERKS SIGNATURE DATE

For Payroll Clerks Use Only:

- Paid Holiday _____
- Personal Leave _____
- Sick Leave _____
- Administrative Leave _____
- Catastrophic Leave _____
- Wellness Leave _____
- Floating Holiday _____
- Personal Day _____

TOTAL _____

This record is maintained for administrative purposes only and does not in any way impact the employees wages or exempt status.

**CRTPA TASK SHEET
FY 2017/18**

Employee Name *Greg Slay*
 Employee Number *14156*
 Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
 Payroll Date *09/16/22*
 Payroll Range *08/29/22 thru 09/09/22*

Day	Date	Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
		701	989	703	990	706	705	995
Mon	08/29/22	2	1	3	1	1		
Tues	08/30/22	3		2	2	1		
Wed	08/31/22	3		2	2	1		
Thurs	09/01/22	2	1	1	1	2		1
Fri	09/02/22	8						
Mon	09/05/22	8						
Tues	09/06/22	6		1		1		
Wed	09/07/22	1	1	1	2	3		
Thurs	09/08/22	3		2	1	1	1	
Fri	09/09/22	2	2	2	2			

Hours

Activity

- 8 Admin, Crash data, Reconnecting Communities, SS4A, TIP
- 8 Admin, bylaws, Reconnecting Communities, Thomasville Road MUP
- 8 Budget, bylaws, Reconnecting Communities, SS4A, ITS
- 8 Admin, bylaws, crash data, ARPC, CMP
- 8 Personal leave
- 8 Holiday
- 8 Admin, committees, Bridge Grant,
- 8 Finance, crash data, Bridge Grant, GHG PMs
- 8 Admin, budget, UPWP, Reconnecting communities, SS4A,
- 8 Admin, crash data, SS4A, TIP/PPLs

CRTPA Employee: Greg Slay

FIELDWORK DOCUMENTATION FOR LIABILITY INSURANCE

Date	Hours in the Field	Location	Activity Conducted
8/1/2022	2	Sabal Palm Elementary	Connectivity review
9/9/2022	1	Gadsden Sidewalk @ 6/7th St	Field review

**CRTPA TASK SHEET
FY 2017/18**

Employee Name *Greg Slay*
 Employee Number *14156*
 Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
 Payroll Date *09/02/22*
 Payroll Range *08/15/22 thru 08/26/22*

Day	Date	Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
		701	989	703	990	706	705	995
Mon	08/15/22	4		1	1	2		
Tues	08/16/22	2		1	1	2	2	
Wed	08/17/22	2		4		1		1
Thurs	08/18/22	2	2	2	2			
Fri	08/19/22	2		2	2			2
Mon	08/22/22	5		1	2			
Tues	08/23/22	2		4		1		1
Wed	08/24/22	4		1	2	1		
Thurs	08/25/22	3			4	1		
Fri	08/26/22	3	1	2		1	1	

Hours

Activity

- 8 Admin, Exec. Comm., T2H Trail,
- 8 Admin, Safety Action Plan, PPLs, ITS
- 8 Admin, Safety Action Plan, T2H Trail
- 8 Bylaws, U-SDK, ARPC meeting,
- 8
- 8 Office setup, Census data review, FDOT Drone discussion
- 8 Admin, SS4A, Reconnecting Communities, PPLs, Telecommuting Study
- 8 Admin, office move, legislative review, PPLs, ITS
- 8 Admin, FDOT Priorities meeting
- 8 Bylaws, Brevard VZ Action Plan, SS4A, Reconnecting Communities, e-bikes, website

EMP NAME: Greg Slay PAYROLL DATE: 9/30/22

EMP # 14156 DATE RANGE: 9/12/22 9/23/22

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	9/12/22			
Tues	9/13/22			
Wed	9/14/22			
Thurs	9/15/22			
Fri	9/16/22			
Mon	9/19/22			
Tues	9/20/22			
Wed	9/21/22			
Thurs	9/22/22			
Fri	9/23/22			

Comments:

By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.



EMPLOYEE SIGNATURE DATE

APPROVED BY DATE

PAYROLL CLERKS SIGNATURE DATE

For Payroll Clerks Use Only:

- Paid Holiday _____
- Personal Leave _____
- Sick Leave _____
- Administrative Leave _____
- Catastrophic Leave _____
- Wellness Leave _____
- Floating Holiday _____
- Personal Day _____

TOTAL _____

This record is maintained for administrative purposes only and does not in any way impact the employees wages or exempt status.

**CRTPA TASK SHEET
FY 2017/18**

Employee Name *Greg Slay*
 Employee Number *14156*
 Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
 Payroll Date *09/30/22*
 Payroll Range *09/12/22 thru 09/23/22*

Day	Date	Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
		701	989	703	990	706	705	995
Mon	09/12/22	3		3		1	1	
Tues	09/13/22		2	2	2	1		1
Wed	09/14/22		2	3	1	2		
Thurs	09/15/22	2	2	2		2		
Fri	09/16/22	2		2	1	3		
Mon	09/19/22	2	2	2	1	1		
Tues	09/20/22	1	1	3		2	1	
Wed	09/21/22	1	1	1	2	2		1
Thurs	09/22/22	2	2	1		2		1
Fri	09/23/22	2	2		2		1	1

Hours	Activity
8	Admin, bylaws, staff meeting, Reconnecting Communities, Carbon Reduction, CMP,
8	Crash data, RC, SS4A, TATMS
8	SDK, Crash data, RC, SS4A, Carbon Reduction Program
8	Admin, budget, crash data, RC,
8	Admin, RC, PPLs, Coastal Trail
8	Admin, staff meeting, crash data (bike/ped), RC, SS4A,
8	Insurance (cyber), crash data (Tharpe), RC, SS4a, DEP priority/opportunity maps .
8	Admin, crash data (Tharpe), RC, regional trails, ITS
8	Billing, journal entries, safety data (Tharpe),RC,
8	Admin, Briefing (Minor), crash data (TPD),

CRTPA Employee: Greg Slay

FIELDWORK DOCUMENTATION FOR LIABILITY INSURANCE

Date	Hours in the Field	Location	Activity Conducted
8/1/2022	2	Sabal Palm Elementary	Connectivity review
9/9/2022	1	Gadsden Sidewalk @ 6/7th St	Field review
9/16/2022	3	Coastal Trail/Tharpe Street	Field review

EMP NAME: Greg Slay PAYROLL DATE: 10/14/22

EMP # 14156 DATE RANGE: 9/26/22 10/7/22

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	9/26/22			
Tues	9/27/22			
Wed	9/28/22			
Thurs	9/29/22			
Fri	9/30/22			
Mon	10/3/22			
Tues	10/4/22			
Wed	10/5/22			
Thurs	10/6/22			
Fri	10/7/22			

Comments:

By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.



EMPLOYEE SIGNATURE DATE

APPROVED BY DATE

PAYROLL CLERKS SIGNATURE DATE

For Payroll Clerks Use Only:

Paid Holiday _____

Personal Leave _____

Sick Leave _____

Administrative Leave _____

Catastrophic Leave _____

Wellness Leave _____

Floating Holiday _____

Personal Day _____

TOTAL _____

This record is maintained for administrative purposes only and does not in any way impact the employees wages or exempt status.

**CRTPA TASK SHEET
FY 2017/18**

Employee Name *Greg Slay*
 Employee Number *14156*
 Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
 Payroll Date *10/14/22*
 Payroll Range *09/26/22 thru 10/07/22*

Day	Date	Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
		701	989	703	990	706	705	995
Mon	09/26/22	2	2	2	1	1		
Tues	09/27/22	2	1		2	2	1	
Wed	09/28/22	2	1	2		2		1
Thurs	09/29/22	3		2	1	2		
Fri	09/30/22			2	2	3		1
Mon	10/03/22	3	2	1		1		1
Tues	10/04/22	2	2	2	1		1	
Wed	10/05/22	2		2	1	2		1
Thurs	10/06/22	8						
Fri	10/07/22	8						

Hours

Activity

- 8 Admin, crash data, SS4A, Reconnecting Communities, TIP, CMP
- 8 Bylaws, crash data, ITS
- 8 Admin, crash data, RC, regional trails
- 8 Admin, DBE, bylaws, SS4A, CMP
- 8 RC, SS4A, TD, CMP, SR 267 Trail
- 8 Admin, staff meeting, bylaws, CTST, RC, TD, SR 267 Trail
- 8 Urban SDK, RC,
- 8 Admin, MPOAC, RC, CMP, SR 267 Trail
- 8 Personal leave
- 8 Personal leave

CRTPA Employee: Greg Slay

FIELDWORK DOCUMENTATION FOR LIABILITY INSURANCE

Date	Hours in the Field	Location	Activity Conducted
8/1/2022	2	Sabal Palm Elementary	Connectivity review
9/9/2022	1	Gadsden Sidewalk @ 6/7th St	Field review
9/16/2022	3	Coastal Trail/Tharpe Street	Field review

EMP NAME: Greg Slay PAYROLL DATE: 10/28/22

EMP # 14156 DATE RANGE: 10/10/22 10/21/22

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	10/10/22	8		
Tues	10/11/22			
Wed	10/12/22			
Thurs	10/13/22			
Fri	10/14/22			
Mon	10/17/22			
Tues	10/18/22			
Wed	10/19/22			
Thurs	10/20/22			
Fri	10/21/22			

Comments:

By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.



October 21, 2022

EMPLOYEE SIGNATURE DATE

APPROVED BY DATE

PAYROLL CLERKS SIGNATURE DATE

For Payroll Clerks Use Only:

- Paid Holiday _____
- Personal Leave _____
- Sick Leave _____
- Administrative Leave _____
- Catastrophic Leave _____
- Wellness Leave _____
- Floating Holiday _____
- Personal Day _____

TOTAL _____

This record is maintained for administrative purposes only and does not in any way impact the employees wages or exempt status.

**CRTPA TASK SHEET
FY 2017/18**

Employee Name *Greg Slay*
 Employee Number *14156*
 Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
 Payroll Date *10/28/22*
 Payroll Range *10/10/22 thru 10/21/22*

Day	Date	Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
		701	989	703	990	706	705	995
Mon	10/10/22	8						
Tues	10/11/22	3		2		1		2
Wed	10/12/22	2	1	1	1	1		2
Thurs	10/13/22	4		1	2	1		
Fri	10/14/22		2	2	2		1	1
Mon	10/17/22	2	1	2	1	2		
Tues	10/18/22	4		2	1	1		
Wed	10/19/22	2		2	2	2		
Thurs	10/20/22	2		2	1	3		
Fri	10/21/22	3		1		2		2

Hours

Activity

- 8 Personal leave
- 8 Admin, Reconnecting Communities, regional trails, T2H trail
- 8 Admin, crash data, CC SW, T2H trail
- 8 Admin, Bylaws, Equity & Walkable Communities webinar
- 8 Crash data, L RTP Revenue Forecasts, UA data, website, T2H Trail
- 8 Admin, staff meeting, crash data, Census data, regional trails
- 8 Board meeting, FMPP, Nims Middle
- 8 Admin, CMP.
- 8 MPOAC Freight Committee, ARPC meeting, SunTrail, bike/ped funding.
- 8 Admin, sharedrive management, Suntrail, Stadium/LB

CRTPA Employee: Greg Slay

FIELDWORK DOCUMENTATION FOR LIABILITY INSURANCE

Date	Hours in the Field	Location	Activity Conducted
8/1/2022	2	Sabal Palm Elementary	Connectivity review
9/9/2022	1	Gadsden Sidewalk @ 6/7th St	Field review
9/16/2022	3	Coastal Trail/Tharpe Street	Field review

EMP NAME: Greg Slay PAYROLL DATE: 11/11/22

EMP # 14156 DATE RANGE: 10/24/22 11/4/22

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	10/24/22			
Tues	10/25/22			
Wed	10/26/22			
Thurs	10/27/22			
Fri	10/28/22			
Mon	10/31/22			
Tues	11/1/22			
Wed	11/2/22			
Thurs	11/3/22			
Fri	11/4/22	4		

Comments:

By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.



November 4, 2022

EMPLOYEE SIGNATURE DATE

APPROVED BY DATE

PAYROLL CLERKS SIGNATURE DATE

For Payroll Clerks Use Only:

- Paid Holiday _____
- Personal Leave _____
- Sick Leave _____
- Administrative Leave _____
- Catastrophic Leave _____
- Wellness Leave _____
- Floating Holiday _____
- Personal Day _____

TOTAL _____

This record is maintained for administrative purposes only and does not in any way impact the employees wages or exempt status.

**CRTPA TASK SHEET
FY 2017/18**

Employee Name *Greg Slay*
 Employee Number *14156*
 Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
 Payroll Date *11/11/22*
 Payroll Range *10/24/22 thru 11/04/22*

Day	Date	Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
		701	989	703	990	706	705	995
Mon	10/24/22	4		1	2	1		
Tues	10/25/22	2	1	1	1	2	1	
Wed	10/26/22	4		2	1	1		
Thurs	10/27/22	8						
Fri	10/28/22	8						
Mon	10/31/22	4		1	1	1		1
Tues	11/01/22	4		1	2	1		
Wed	11/02/22	1	1	1	2	2		1
Thurs	11/03/22	1		2	1	1		3
Fri	11/04/22	6		2				

Hours	Activity
8	Admin, UPWP amendment, journal entries, MPOAC agenda, regional trails
8	Admin, regional trails, FAMU interview (Nims Middle)
8	MPOAC travel, US 90 resurfacing,
8	MPOAC
8	MPOAC travel
8	Admin, staff meeting, SS4A, PPLs, T2H Trail
8	Admin, committees, Nims Middle,
8	Admin, crash data, Nims Middle, regional trails, T2H Trail
8	Carbon Reduction Program, Starmetro 5320 funding, T2H Trail
8	Admin, personal leave, BIL

CRTPA Employee: Greg Slay

FIELDWORK DOCUMENTATION FOR LIABILITY INSURANCE

Date	Hours in the Field	Location	Activity Conducted
8/1/2022	2	Sabal Palm Elementary	Connectivity review
9/9/2022	1	Gadsden Sidewalk @ 6/7th St	Field review
9/16/2022	3	Coastal Trail/Tharpe Street	Field review

EMP NAME: Greg Slay PAYROLL DATE: 11/25/22

EMP # 14156 DATE RANGE: 11/7/22 11/18/22


DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	11/7/22			
Tues	11/8/22			8 - H
Wed	11/9/22			
Thurs	11/10/22			
Fri	11/11/22			8 - H
Mon	11/14/22			
Tues	11/15/22			
Wed	11/16/22			
Thurs	11/17/22			
Fri	11/18/22			

Comments:

By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.



November 18, 2022

EMPLOYEE SIGNATURE DATE

APPROVED BY DATE

PAYROLL CLERKS SIGNATURE DATE

For Payroll Clerks Use Only:

Paid Holiday _____

Personal Leave _____

Sick Leave _____

Administrative Leave _____

Catastrophic Leave _____

Wellness Leave _____

Floating Holiday _____

Personal Day _____

TOTAL _____

This record is maintained for administrative purposes only and does not in any way impact the employees wages or exempt status.

**CRTPA TASK SHEET
FY 2017/18**

Employee Name *Greg Slay*
 Employee Number *14156*
 Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
 Payroll Date *11/25/22*
 Payroll Range *11/07/22 thru 11/18/22*

Day	Date	Task 1.0 Admin 701	Task 2.0 Data Collection 989	Task 3.0 LRP 703	Task 4.0 SRP 990	Task 5.0 Mobility Planning 706	Task 6.0 Public Inv. 705	Task 7.0 Special Projects 995
Mon	11/07/22	3		1	1	2		1
Tues	11/08/22	8						
Wed	11/09/22	2	1	2	1	2		
Thurs	11/10/22	1	1	2	1	2		1
Fri	11/11/22	8						
Mon	11/14/22	3	1	1	2	1		
Tues	11/15/22	5			1	1		1
Wed	11/16/22			4	2	2		
Thurs	11/17/22	2			3		1	2
Fri	11/18/22	2	1	1	1	3		

Hours	Activity
8	Admin, staff meeting, US 98/SI, Marks Trail parking area, regional trails
8	Election Day
8	Admin, Briefing - Minor, crash data, LCSO-SS4A discussion, TIP, regional trails
8	Admin, Crash data, SS4A, Thriving Communities - Charles WU, CMP
8	Veterans Day
8	Admin, Staff meeting, agenda review w/ Chair, crash data, BPIA TCC meeting, TIP, regional trails
8	Board meeting, TIP amendment, regional trails, freight study
8	SS4A, EV conversion discussion w/ City Fleet, Carbon Reduciton program review, TWP review, regional trails
8	Admin, FDOT TWP meeting, TWP review, website,
8	Admin, crash data, SS4A, LC SUN Trail agenda item

CRTPA Employee: Greg Slay

FIELDWORK DOCUMENTATION FOR LIABILITY INSURANCE

Date	Hours in the Field	Location	Activity Conducted
8/1/2022	2	Sabal Palm Elementary	Connectivity review
9/9/2022	1	Gadsden Sidewalk @ 6/7th St	Field review
9/16/2022	3	Coastal Trail/Tharpe Street	Field review

EMP NAME: Greg Slay PAYROLL DATE: 12/9/22

EMP # 14156 DATE RANGE: 11/21/22 12/2/22

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	11/21/22	8		
Tues	11/22/22	8		
Wed	11/23/22	8		
Thurs	11/24/22			8 - H
Fri	11/25/22			8 - H
Mon	11/28/22			
Tues	11/29/22		8	
Wed	11/30/22		8	
Thurs	12/1/22			
Fri	12/2/22			

Comments:

By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.



December 2, 2022

EMPLOYEE SIGNATURE 831)

APPROVED BY DATE

PAYROLL CLERKS SIGNATURE DATE

For Payroll Clerks Use Only:

Paid Holiday _____

Personal Leave _____

Sick Leave _____

Administrative Leave _____

Catastrophic Leave _____

Wellness Leave _____

Floating Holiday _____

Personal Day _____

TOTAL _____

This record is maintained for administrative purposes only and does not in any way impact the employees wages or exempt status.

**CRTPA TASK SHEET
FY 2017/18**

Employee Name *Greg Slay*
 Employee Number *14156*
 Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
 Payroll Date *12/09/22*
 Payroll Range *11/21/22 thru 12/02/22*

Day	Date	Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
		701	989	703	990	706	705	995
Mon	11/21/22	8						
Tues	11/22/22	8						
Wed	11/23/22	8						
Thurs	11/24/22	8						
Fri	11/25/22	8						
Mon	11/28/22	3	2		1	2		
Tues	11/29/22	8						
Wed	11/30/22	8						
Thurs	12/01/22	3		2	1	2		
Fri	12/02/22			8				

Hours

Activity

- 8 Personal leave
- 8 Personal leave
- 8 Personal leave
- 8 Holiday
- 8 Holiday
- 8 Admin, staff meeting, Magnolia/Monroe Safety studies, crash data, regional trails
- 8 Sick Leave
- 8 Sick Leave
- 8 Admin, contract closeout, SS4A, TIP, regional trails.
- 8 SS4A (Winterfest)

CRTPA Employee: Greg Slay

FIELDWORK DOCUMENTATION FOR LIABILITY INSURANCE

Date	Hours in the Field	Location	Activity Conducted
8/1/2022	2	Sabal Palm Elementary	Connectivity review
9/9/2022	1	Gadsden Sidewalk @ 6/7th St	Field review
9/16/2022	3	Coastal Trail/Tharpe Street	Field review

EMP NAME: Greg Slay PAYROLL DATE: 12/23/22

EMP # 14156 DATE RANGE: 12/5/22 12/16/22

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	12/5/22			
Tues	12/6/22			
Wed	12/7/22			
Thurs	12/8/22			
Fri	12/9/22			
Mon	12/12/22			
Tues	12/13/22			
Wed	12/14/22		3	
Thurs	12/15/22			
Fri	12/16/22			

Comments:

By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.



EMPLOYEE SIGNATURE _____ DATE _____

APPROVED BY _____ DATE _____

PAYROLL CLERKS SIGNATURE _____ DATE _____

For Payroll Clerks Use Only:

- Paid Holiday _____
- Personal Leave _____
- Sick Leave _____
- Administrative Leave _____
- Catastrophic Leave _____
- Wellness Leave _____
- Floating Holiday _____
- Personal Day _____

TOTAL _____

This record is maintained for administrative purposes only and does not in any way impact the employees wages or exempt status.

**CRTPA TASK SHEET
FY 2017/18**

Employee Name *Greg Slay*
 Employee Number *14156*
 Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
 Payroll Date *12/23/22*
 Payroll Range *12/05/22 thru 12/16/22*

Day	Date	Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
		701	989	703	990	706	705	995
Mon	12/05/22	4				2		2
Tues	12/06/22	1			2	3		2
Wed	12/07/22		1	2	1	3	1	
Thurs	12/08/22	2		2	1	2		1
Fri	12/09/22	2			2	2		2
Mon	12/12/22	1		2	2	2		1
Tues	12/13/22	1			2	3		2
Wed	12/14/22	4		1	1	2		
Thurs	12/15/22	1		3		4		
Fri	12/16/22	1		3	1	3		

Hours

Activity

- 8 Admin, staff meeting, invoice review, SS4A, SunTrail - US 90, SR 267 Trail, freight study
- 8 Admin, SR 267 Trail, Suntrail - US 90, SS4A
- 8 Crash data, BIL, TIP, CMP, Suntrial - US 90
- 8 Admin, UPWP, BP meeting, Crawfordville Rd, CMP, Suntrail - US 90
- 8 Admin, Grants review, SS4A, Crawfordville Rd, regional trails, SS4A
- 8 Carbon Reduction webinar, SS4A
- 8 Admin, Wakulla TIP review, TIP, regional trails, Leon County Board meeting (US 90 Trail)
- 8 Staff meeting, sick leave, Crawfordville Rd, regional trails (US 90).
- 8 Admin, SS4A, Crawfordville Rd, regional trails (US 90), CMP
- 8 Admin, Crawfordville Rd, PPLs, regional trails, CMP

CRTPA Employee: Greg Slay

FIELDWORK DOCUMENTATION FOR LIABILITY INSURANCE

Date	Hours in the Field	Location	Activity Conducted
8/1/2022	2	Sabal Palm Elementary	Connectivity review
9/9/2022	1	Gadsden Sidewalk @ 6/7th St	Field review
9/16/2022	3	Coastal Trail/Tharpe Street	Field review

EMP NAME: Greg Slay PAYROLL DATE: 1/6/22

EMP # 14156 DATE RANGE: 12/19/21 12/30/21

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	12/19/21			
Tues	12/20/21			
Wed	12/21/21			
Thurs	12/22/21			
Fri	12/23/21			Floating Holiday
Mon	12/26/21			Holiday
Tues	12/27/21	8		
Wed	12/28/21	8		
Thurs	12/29/21	8		
Fri	12/30/21	8		

Comments:

By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.

Greg Slay

EMPLOYEE SIGNATURE _____ DATE _____

APPROVED BY _____ DATE _____

PAYROLL CLERKS SIGNATURE _____ DATE _____

For Payroll Clerks Use Only:

Paid Holiday _____

Personal Leave _____

Sick Leave _____

Administrative Leave _____

Catastrophic Leave _____

Wellness Leave _____

Floating Holiday _____

Personal Day _____

TOTAL _____

This record is maintained for administrative purposes only and does not in any way impact the employees wages or exempt status.

**CRTPA TASK SHEET
FY 2017/18**

Employee Name *Greg Slay*
 Employee Number *14156*
 Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
 Payroll Date *01/06/22*
 Payroll Range *12/19/21 thru 12/30/21*

Day	Date	Task 1.0	Task 2.0	Task 3.0	Task 4.0	Task 5.0	Task 6.0	Task 7.0	Hours	Activity
		Admin	Data Collection	LRP	SRP	Mobility Planning	Public Inv.	Special Projects		
		701	989	703	990	706	705	995		
Mon	12/19/21	3		2	1	2			8	
Tues	12/20/21	2		3	2	1			8	
Wed	12/21/21	2	2	2		2			8	
Thurs	12/22/21	3		2		2		1	8	
Fri	12/23/21	8							8	Floating Holiday
Mon	12/26/21	8							8	Christmas Holiday
Tues	12/27/21	8							8	Personal Leave
Wed	12/28/21	8							8	Personal Leave
Thurs	12/29/21	8							8	Personal Leave
Fri	12/30/21	8							8	Personal Leave

CRTPA Employee: Greg Slay

FIELDWORK DOCUMENTATION FOR LIABILITY INSURANCE

Date	Hours in the Field	Location	Activity Conducted
8/1/2022	2	Sabal Palm Elementary	Connectivity review
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February 28, 2023

AGENDA ITEM 5

CONSENT ITEMS PULLED FOR DISCUSSION



AGENDA ITEM 6 A

**CRTPA ANNUAL SAFETY TARGETS
ADOPTION**

TYPE OF ITEM: Action

STATEMENT OF ISSUE

This item seeks adoption by resolution of the CRTPA’s 2023 Safety Performance Targets for the following five (5) safety performance measures for all public roads that the CRTPA is required annually address by the Federal Highway Administration (FHWA):

Number of Fatalities	Rate of Fatalities per 100 million vehicle miles traveled (VMT)
Number of Serious Injuries	Rate of Serious Injuries per 100 million vehicle miles traveled (VMT)
Number of Non-Motorized Fatalities and Serious Injuries	

Additionally, the item proposes continuing the CRTPA’s adoption of a long-term safety goal of zero fatalities and serious injuries for the CRTPA region, consistent with the Florida Department of Transportation (FDOT) Vision Zero initiative, to eliminate all road traffic fatalities and serious injuries and proposes the addition of a date for achievement of this goal by the year 2040.

CRTPA COMMITTEE ACTIONS

The CRTPA’s Technical Advisory Committee and Citizen’s Multimodal Advisory Committee met on February 7 and both committees voted to recommend the CRTPA adopt the recommended 2023 CRTPA Safety Targets and a long-term safety goal of zero fatalities and serious injuries for the CRTPA region to be achieved by the year 2040.

RECOMMENDED ACTION

- Option 1: Adopt by resolution the recommended 2023 CRTPA Safety Targets and a long-term safety goal of zero fatalities and serious injuries for the CRTPA region to be achieved by the year 2040 as shown on ***Attachment 1***.

BACKGROUND

As required by the federal government, the CRTPA must annually adopt safety targets for the following five (5) safety performance measures for all public roads:

1. Number of fatalities;
2. Rate of fatalities per 100 Million Vehicle Miles Traveled (VMT);
3. Number of serious injuries;
4. Rate of serious injuries per 100 Million VMT; and
5. Number of non-motorized fatalities and non-motorized serious injuries.

With regards to the annual adoption of safety targets, the CRTPA (like other metropolitan planning organizations within the State of Florida) has the option to:

- (1) support the measures developed by the FDOT (Note: FDOT has adopted a target of “Zero” for each of the five (5) safety performance measures supportive of the agency’s “Vision Zero” goal of achieving zero fatalities and serious injuries Statewide); or,
- (2) develop and adopt the agency’s own safety targets.

CRTPA SAFETY TARGETS HISTORY

Since first adopted on January 16, 2018, the CRTPA’s has chosen to develop and adopt the agency’s own safety targets. Initial guidance from the FHWA encouraged Metropolitan Planning Organizations (MPOs) to not set aspirational goals in the development of its safety targets.

The CRTPA’s targets were developed using data provided by FDOT that is based upon a rolling average for each performance measure for the most recent five-years of available data (for example, the data used in 2018 target development was for the years 2012 – 2016). These five-year data averages were adopted annually by the CRTPA as its safety targets. This methodology remained the same until 2021 when the Board adopted targets that reflected the lower targets for each of the five measures between the previous year’s (2020) adopted targets and the proposed 2021 targets.

Most recently, on February 21, 2022, the CRTPA changed the way it develops its safety targets by adopting targets for 2022 using the previous year’s adopted targets as a baseline with the addition of ***reduction factor***. Specifically, a reduction factor of five percent (5%) was used and was to be applied annually to the CRTPA’s targets.

RECOMMENDATION

Consistent with last year’s Board decision to annually apply a 5% reduction factor in the development of the agency’s safety targets the safety targets for 2023 have been developed.

Furthermore, staff is recommending maintaining the CRTPA’s adoption of a long-term safety goal of zero fatalities and serious injuries for the CRTPA region, consistent with the FDOT’s long term goal of Vision Zero, as the CRTPA works towards reducing serious injuries and fatalities on the region’s roadways. The long-term goal for 2023 proposes the addition of a date for achievement of this goal by the year 2040.

2023 Proposed Safety Targets

The targets proposed for adoption for 2023 are as follows:

2023 PROPOSED Safety Performance Measures	
Number of fatalities (1)	52
Rate of fatalities per 100 Million Vehicle Miles Traveled (VMT) (2)	1.149
Number of serious injuries (3)	227
Rate of serious injuries per 100 Million VMT (4)	4.975
Number of non-motorized fatalities and non-motorized serious injuries (5)	38

DATA SOURCES: Fatality and serious injury counts from Florida Dept. of Transportation (FDOT) State Safety Office’s Crash Analysis Reporting (CAR) database.

- (1) The average number of fatalities per year is the sum of the annual total fatalities for each year in the range divided by 5.
- (2) The average fatality rate is an average of the yearly rate figures for the years in the range, to three decimal places.
- (3) The average number of serious injuries per year is the sum of the annual total serious injuries for each year in the range divided by 5.
- (4) The average serious injury rate is an average of the yearly rate figures for the years in the range, to three decimal places. Each yearly rate is calculated by dividing the total number of serious injuries for the year by the total traffic volume for the year.
- (5) The average number of combined fatalities and serious injuries for bicyclists and pedestrians is per year is the sum of the annual total bicyclist and pedestrian fatalities and total bicyclist and pedestrian serious injuries for each year in the range divided by 5

Analysis of Prior Adopted Measures

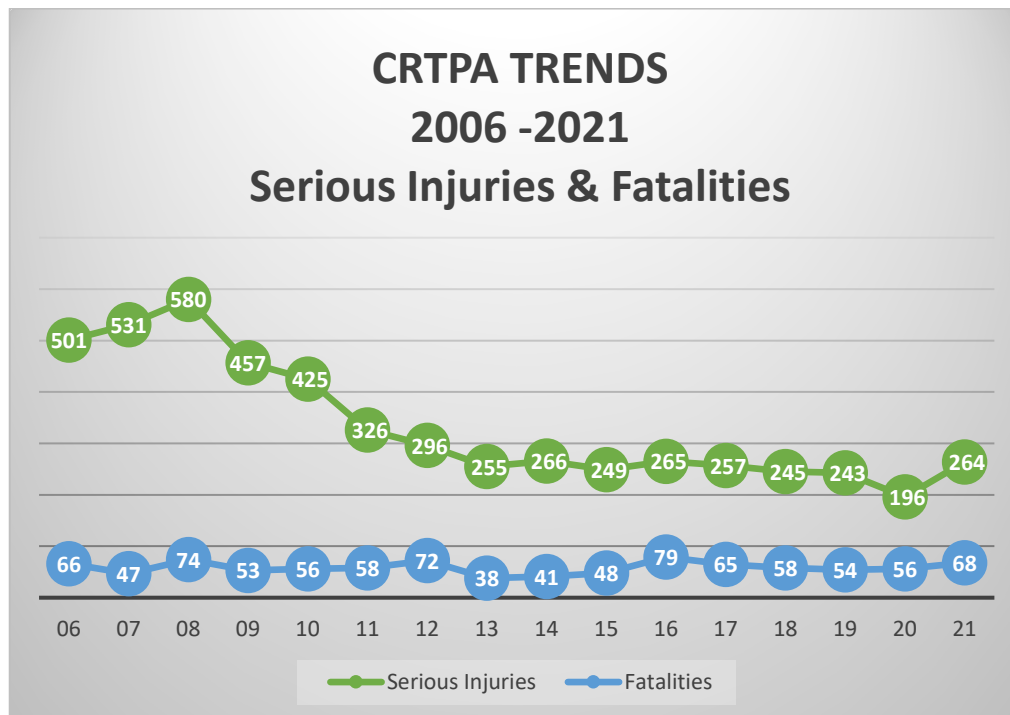
The annual development of safety targets allows the CRTPA to assess the region’s progress towards meeting its adopted safety targets. **Attachment 2** summarizes the agency’s achievement of its adopted safety targets since the CRTPA began adopting such measures in 2018 including that for the most recently available data (2021).

Most recent FDOT data identify that for 2021, the CRTPA has met one (1) of its five (5) adopted 2021 safety targets. Specifically, the CRTPA met its target related to the number of non-motorized fatalities and non-motorized serious injuries.

CRTPA Safety Trends

Utilizing the annual data provided by FDOT can provide a historic context of the CRTPA region for the safety trends from 2006 to 2021. The following provides an analysis for Serious Injuries & Fatalities, and Bicycle/Pedestrian Combined Serious Injuries & Fatalities.

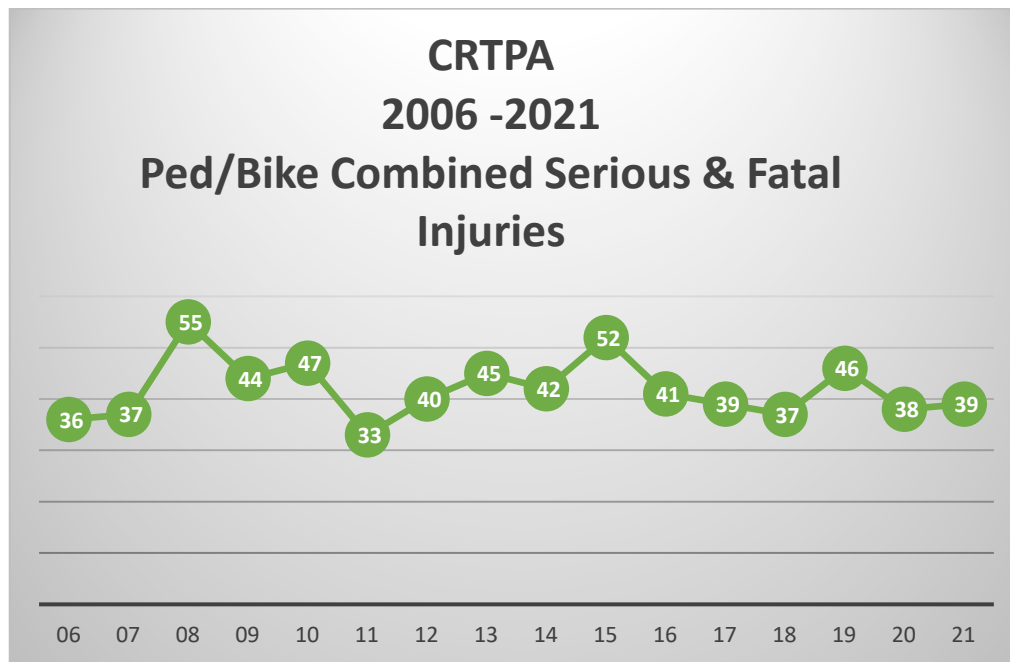
Serious Injuries & Fatalities



As seen in the above chart, **serious injuries** in the CRTPA region had been generally decreasing from a high of 580 in 2008 to a low of 196 in 2020; however, they increased to 264 in 2021. With regards to **fatalities**, in 2021 there were 68 (versus 56 in 2020).

The most recent data for the CRTPA are consistent national trends which reflect the rising rate of road deaths in the US [compared to other developed countries](#).

Bicycle/Pedestrian Combined Serious Injuries & Fatalities

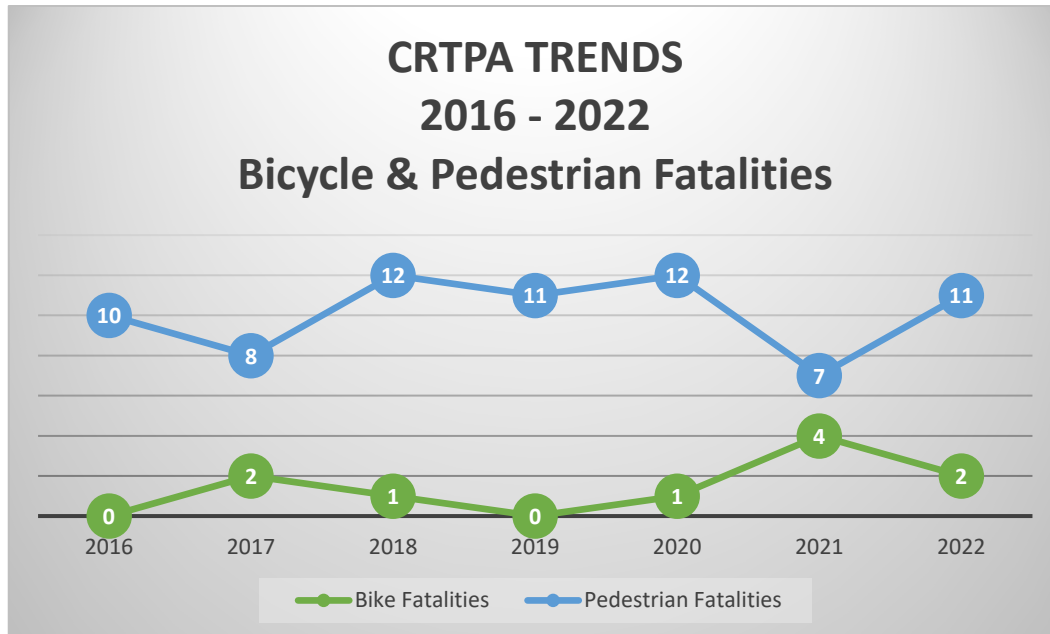


The above chart reflects that from 2006 to 2021 **pedestrian and bicycle combined serious & fatal injuries** reached a high of 55 in 2008. The most recent two (2) years of reported FDOT data reflect a slight increase in 2021 to 39 as compared with 2020 (38).

Bicycle & Pedestrian Fatalities 2016 - 2022

As identified on the above page, one of the five (5) required safety targets is related exclusively to bicycles and pedestrians (“*Number of non-motorized fatalities and non-motorized serious injuries*”). This target combines both bicycle and pedestrian data as well as fatality and serious injury data.

Use of Signal Four Analytics data*, however, allows the CRTPA to break out this information by mode and incident (fatalities and serious injuries for bicycles and pedestrian) and update this information to the year 2022 (below).



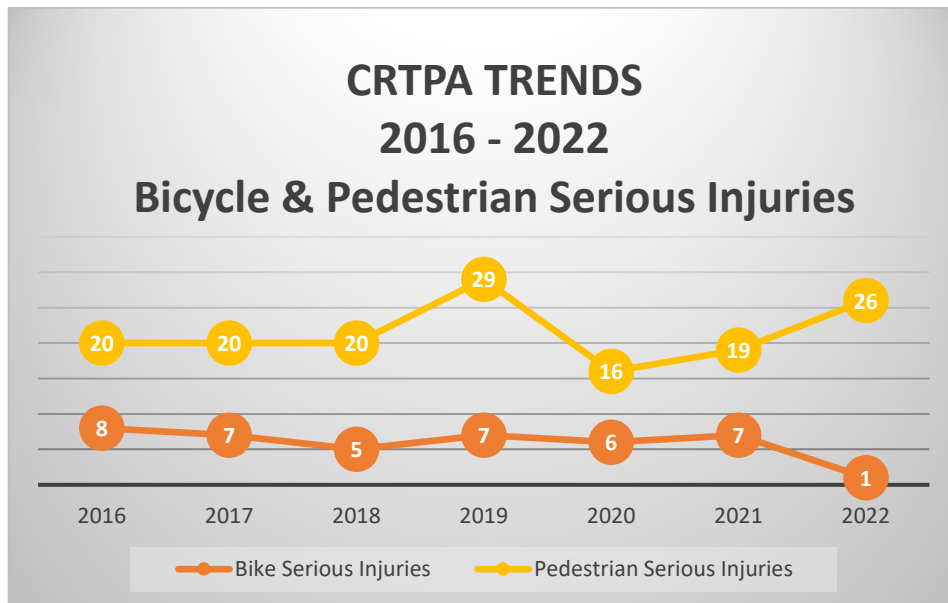
As identified in the above chart, **bicycle fatalities** in 2022 (2) decreased from the previous year 2021 (4).

Pedestrian fatalities (11) in 2022, however, increased from the previous year 2021 (7).

*Note: Signal Four Analytics data used to identify recent bicycle & pedestrian fatalities (and serious injuries, below) reflect refinement of such data through review of crash reports to ensure accuracy.

Bicycle & Pedestrian Serious Injuries 2016 - 2022

Similar to above, staff has updated bicycle & pedestrian serious injury data to 2022 using the Signal 4 Analytics database.



As shown above, for 2022, **pedestrian serious injuries** increased (26) from the previous year 2021 (19*). **Bicycle serious injuries** decreased in 2022 (1) from 2021 (7).

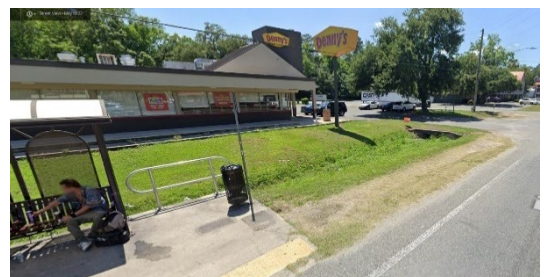
*Note – pedestrian serious injuries for 2021 were updated from last year based upon analysis of crash reports.

ACTIONS ENHANCING SAFETY THROUGHOUT THE CRTPA REGION

Safety is integrated throughout the CRTPA planning process including the development of plans and programs that address safety, the implementation of safety projects, and safety program coordination with our partner agencies.

The following provides recent examples of both implemented and planned projects seeking to improve safety on the region’s roadways including the safety of pedestrians and bicyclists throughout the CRTPA region.

- Monroe Street (John Knox Road to Lakeshore Road) WPI# 4450531 (Leon County): Funding for the final phase (construction) of this needed sidewalk project has been programmed. This project will enhance pedestrian safety along a busy, urban arterial state roadway and involves the construction of a sidewalk along the roadway’s west side. **STATUS:** Construction funded in FY 25 with CRTPA Urban Attributable (SU) funds (\$4.9M).



- Pensacola Street (SR 399) Safety Improvements (Appleyard Drive to Stadium Drive) WPI# 4395793 (Leon County): The FDOT District 3 has funded safety improvements to the corridor based upon completion of a roadway safety audit to address corridor bicycle, pedestrian and vehicular crashes. Scheduled improvements included upgraded lighting, restriping crosswalks to high emphasis markings, adding internally illuminated street name signs, and replacing existing left turn signal heads with 4-section signal heads with flashing arrows and protected only operation when a conflicting pedestrian call is received. **STATUS:** Design/FY 23; Construction/Bulk of improvements to be completed in FY 25



- Resurfacings - Proactive involvement in programmed resurfacing projects has allowed the CRTPA to pursue pedestrian and bicyclist safety improvements through coordination efforts between the CRTPA, local governments and the FDOT. Such improvements include the addition of missing crosswalks, sidewalks, bicycle lanes and pedestrian bulb-outs associated with resurfacing projects. In 2022, the CRTPA provided comments to the FDOT on the following upcoming resurfacing related to the request for inclusion of bicycle and pedestrian safety improvements:
 - SR 363/Adams Street/Duval Street/Bronough Street (Limits: Arden Road to Gaines Street) WPI# 4508111 (Leon County) **STATUS:** Design/FY 24; Construction/FY 26
 - SR 30/US 98 (Limits: Wakulla County Line to Taylor County Line) WPI# 4508171 (Jefferson County) **STATUS:** Design/FY 24; Construction/FY 26
 - US 27 (Limits: south of SR 12 to Shady Rest Rd) WPI# 4508091 (Gadsden County) **STATUS:** Design/FY 24; Construction/FY 26
- Expanding the region’s multiuse trails – The CRTPA continues to expand mobility options and economic development opportunities through developing feasibility studies and pursuing funding opportunities to expand the region’s multiuse trails. Such projects include:
 - US 90 Multiuse Trail Feasibility (Jefferson & Leon Counties) – Completed in Spring 2022, this study evaluated developing a 21-mile multiuse trail along US 90. **STATUS:** Project Development & Environment (PD&E) funded in FY 24 for Leon County portion; SunTrails Application submitted for future phases.
 - SR 267/Bloxham Cutoff Trail Feasibility Study (Wakulla County)– Initiated in 2022 this study is to evaluate the feasibility of providing a connection between Wakulla Springs State Park and the St. Marks Trail. **STATUS:** Study scheduled to be completed in Spring 2023.
 - US 98 Coastal Trail Eastern Expansion (Woodville Highway to Lighthouse Road) WPI# 4405501 (Wakulla County): Extend the Coastal Trail eastwards to the St. Marks Wildlife Refuge providing a safe multi-use connection. **STATUS:** Construction/FY 24
 - Tallahassee to Havana Trail Feasibility Study (Gadsden & Leon Counties) -This study was initiated in 2022 and evaluated the feasibility of a trail connection between Tallahassee to Havana. **STATUS:** Study adopted by the CRTPA at its November 2022 meeting.

- Funding Initiatives – Positioning the CRTPA and its transportation partners to receive and compete for funding opportunities related to safety projects include:

- Safe Streets for All (SS4A)/CRTPA Wide Region – The CRTPA is developing a Safety Action Plan for the region that will position the CRTPA’s local government partners to apply for federal funding to implement identified projects to improve safety in the region. **STATUS:** Plan scheduled for adoption in spring 2023.



- Reconnecting Communities Pilot (RCP) Discretionary Grant Program/Tharpe Street – The CRTPA, in concert with its partners (Blueprint Intergovernmental Agency, Leon County & City of Tallahassee), has applied for a federal grant (\$2M) to conduct a Project Development & Environment (PD&E) Study along Tharpe Street (Capital Circle NW to Ocala Road), a length of approximately 2.7 miles. This portion of Tharpe Street lacks pedestrian and bicycle accommodations along a majority of the roadway limiting access to daily destinations including employment, healthcare, grocery stores, schools, and places of worship. An update on efforts related to Tharpe Street was provided to the CRTPA at its January 17, 2023 meeting. **STATUS:** Grant awards to be announced in spring/summer of 2023.



- Congestion Management Process (CMP) Plan – Initiated in the Spring of 2022, this CRTPA regionwide plan will identify a process for managing congestion through use of transportation system performance data and recommendations on a range of strategies to minimize congestion and enhance the mobility of people and goods. The update includes a strong safety emphasis and includes the identification of projects. **STATUS:** The Plan is scheduled to be completed in fall 2023.

- CRTPA Transportation Alternatives Program – This competitive federally funded program, coordinated at the local level by the CRTPA, provides funding to projects that support alternative (non-motorized) projects within the CRTPA region. Recently funded projects include:

- Dr. MLK, Jr Memorial Road (Rehwinkel Road to Mallard Pond Circle) (Wakulla County) – Construct 1.11 miles multiuse trail on southside of roadway. **STATUS:** Construction funded in FY 26 (\$1.07M).



- CR 268 Adams Street (CR 274 Martin Luther King Jr Blvd to Clark Street) (Gadsden County) – Construct .6 mile sidewalk on westside of Adams Street within City of Quincy. **STATUS:** Construction funded in FY 24 (\$770,000).



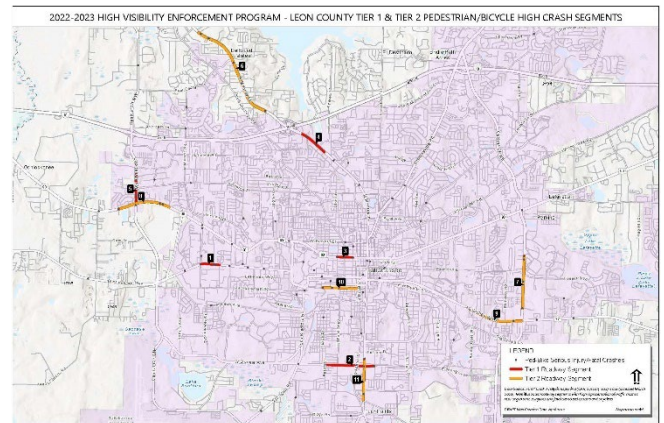
- US 90 Sidewalk (Chalk Street to Ralph Strong Road) (Gadsden County) – Construct 1.06 miles sidewalk on southside of US 90 within City of Quincy. **STATUS:** Construction funded in FY 24 (\$1.5M).



- Community Traffic Safety Teams (CTSTs) – Each of the four CRTPA counties have CTSTs that support safety initiatives through providing a forum of local highway safety advocates committed to solving traffic safety problems. The teams seek to increase traffic safety by reducing the number of traffic crashes and traffic related fatalities as well as the number and severity of traffic related injuries. Additionally, the CTSTs promote public awareness of traffic safety best practices through campaigns that educate drivers, motorcyclists, pedestrians, and bicyclists. Recent activities coordinated by the CRTPA include:
 - Helmet Fitting Training – February 2022 training for CRTPA and partner agency staff to assist with future bicycle safety event helmet giveaways. **Status:** Additional training scheduled for late March 2023.

- **School Safety** – CRTPA staff participates along with its partners in efforts related to identifying and correcting student safety concerns related to safe walking such as participating in walking assessments or coordinating with local governments in their solicitation and development of applications to fund such projects.
 - **Leon County Hazardous Walking Committee** – CRTPA staff participates in assessment of hazardous walking condition assessments coordinated by the Leon County School Board as required by state statute (Section 1006.23(4), Florida Statutes).
 - **Sabal Palm Elementary School Walking Audit** – CRTPA staff participated in an effort coordinated by the Florida Local Technical Assistance Program (LTAP) Center (August 2022) in walking audit to identify needed improvements. Other agencies participating included the City of Tallahassee and FDOT District 3.

- **High Visibility Enforcement (HVE)** – The FDOT Focused Bicycle and Pedestrian Initiative: Communication and High Visibility Enforcement is a program designed to increase awareness of, and compliance with, traffic laws and regulations that protect the safety of pedestrians and bicyclists on Florida’s roads. The program implements a targeted approach combining high visibility education and enforcement with strategic community level communications in the 25 counties with the highest representation of crashes resulting in pedestrian and bicyclist serious and fatal injuries. Within the CRTPA region, Leon County is amongst the top 25 counties.



- **Leon County High Visibility Enforcement Initiative** – Current initiative being conducted through a contract between State of Florida and City of Tallahassee for the Tallahassee Police Department to conduct focused efforts along identified high crash location corridors, as follows:
 - Monroe Street (Torreya Drive to Callaway Road)
 - W. Pensacola Street (Appleyard Drive to Flamingo Way)
 - W. Tennessee St (Copeland Street to Martin Luther King Jr. Boulevard)
 - Capital Circle NW from W Tennessee Street to Peddie Road
 - Orange Avenue (Pasco Street to South Meridian)

STATUS: Enforcement efforts began on February 1 and are to continue to May.

Additional safety efforts of the CRTPA and its partners include the following safety efforts, programs and policies:

- CRTPA/FDOT annual funding commitment (\$500,000) to the Tallahassee Regional Traffic Management Center for operations and traffic maintenance;
- Development of an update to the CRTPA Congestion Management Process Report containing a strong safety component (scheduled for adoption in Fall 2023);
- Safety coordination meetings held with FDOT District 3 in concert with local partners that identify and discuss safety issues;
- Safety review of resurfacing projects in concert with FDOT and local transportation partners, identifying opportunities for inclusion of safety improvements in near-term resurfacing projects;
- CRTPA Urban Attributable (SU) funding guidance, adopted in November 2017, identifying explicit funding for safety projects, and active agency implementation of pedestrian safety projects utilizing such funds;
- Annual development and adoption of the Transportation Systems Management & Safety Priority Project List that includes a number of pedestrian safety projects for which the agency is seeking funding;
- Implementation of infrastructure projects that improve regional safety including addition of enhanced lighting at key intersections to improvement pedestrian safety and access management improvements to address roadway safety;
- CRTPA website focus on transportation performance management in detail. This information includes a background on the TPM requirements of the agency, the latest information related to the CRTPA’s adoption of measures, and information related to how the agency is actively seeking to achieve its adopted measures: <http://crtpa.org/transportation-performance-measures/> ;
- Continued focus on bicycle and pedestrian safety through funding and implementation of regional trail projects and participation in regional bike month events.

OPTIONS

- Option 1: Adopt by resolution the recommended 2023 CRTPA Safety Targets and a long-term safety goal of zero fatalities and serious injuries for the CRTPA region to be achieved by the year 2040 as shown on **Attachment 1**.
(Recommended)
- Option 2: CRTPA Board Discretion.

ATTACHMENT

- Attachment 1: Adoption Resolution
Attachment 2: History of CRTPA Safety Targets
Attachment 3: Draft Presentation

CRTPA RESOLUTION 2023-02-6A

**A RESOLUTION OF THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA)
ADOPTING TARGETS FOR SAFETY PERFORMANCE MEASURES**

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 Federal Highway Administration issued a final rule based on section 1203 of the Moving Ahead for Progress in the 21st Century (MAP-21) and with considerations to provisions in the Fixing America’s Surface Transportation (FAST) Act, which established five safety performance measures; and

Whereas, the Florida Department of Transportation, as part of their annual development of the State Highway Safety Improvement Plan has developed safety targets for each of the five safety performance measures; and each Metropolitan Planning Organization shall establish safety targets for each state by February 2023 and report progress over time in reaching the adopted target; and

Whereas, CRTPA review, in coordination with the Florida Department of Transportation and local transportation partners has identified opportunities for inclusion of safety improvements in projects, and the monitoring of safety criteria, in order to achieve higher safety measures in the CRTPA region.

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

The CRTPA adopts the following targets for Safety Performance Measures for 2023:

2023 Safety Performance Measures	
Number of fatalities	52
Rate of fatalities per 100 Million Vehicle Miles Traveled (VMT)	1.149
Number of serious injuries	227
Rate of serious injuries per 100 Million VMT	4.975
Number of non-motorized fatalities and non-motorized serious injuries	38

Furthermore, the CRTPA adopts a long-term safety goal of zero fatalities and serious injuries for the CRTPA region to be achieved by 2040.

Passed and duly adopted by the Capital Region Transportation Planning Agency on this 28th day of February 2023.

Capital Region Transportation Planning Agency

Attest:

By: _____
Rick Minor, Chair

Greg Slay, Executive Director

CRTPA SAFETY PERFORMANCE TARGETS (2018 to 2023)

SAFETY PERFORMANCE MEASURE	Adopted Target 2018	Reported 2018 ¹	Adopted Target 2019	Reported 2019 ¹	Adopted Target 2020	Reported 2020 ¹	Adopted Target 2021	Reported 2021 ¹
Number of fatalities	56	58	54	54	58	56	58	68
Rate of fatalities per 100 Million Vehicle Miles Traveled (VMT)	1.279	1.245	1.203	1.166	1.273	1.339	1.273	1.559
Number of serious injuries	266	245	258	243	256	196	252	264
Rate of serious injuries per 100 Million VMT	7.313	5.259	5.842	5.249	5.684	4.865	5.513	6.054
Number of non-motorized fatalities and non-motorized serious injuries	44	37	43.8	46	42.2	38*	42.2	39

SAFETY PERFORMANCE MEASURE	ADOPTED Target 2022
Number of fatalities	55
Rate of fatalities per 100 Million Vehicle Miles Traveled (VMT)	1.209
Number of serious injuries	239
Rate of serious injuries per 100 Million VMT	5.237
Number of non-motorized fatalities and non-motorized serious injuries	40

PROPOSED Target 2023
52
1.148
227
4.975
38

1 - based on reported annual data (source: Annual Safety Data for FHWA Performance Measures by MPO provided by FDOT)



**DRAFT
2023 Safety
Targets**

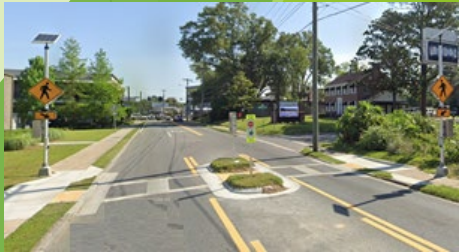
February 28, 2023

CRTPA Safety Measures & Targets

Background

CRTPA required to annually adopt safety targets for five (5) safety performance measures:

Number of Fatalities	Rate of Fatalities per 100 million vehicle miles traveled (VMT)
Number of Serious Injuries	Rate of Serious Injuries per 100 million vehicle miles traveled (VMT)
Number of Non-Motorized Fatalities and Serious Injuries	



CRTPA Safety Measures & Targets

History

Initially (beginning in 2018) CRTPA targets were developed using FDOT data (based upon a rolling average) for each performance measure. Specifically, the most recent five-year data averages were adopted annually by the CRTPA as its safety targets.

Average Annual Fatalities		Average Annual Serious Injuries		Average Annual Fatalities Rate		Average Annual Serious Injuries Rate		Average Annual Pedestrian & Bicyclist Fatalities & Serious Injuries	
2017-21		2017-21		2017-21		2017-21		2017-21	
Average	%Δ	Average	%Δ	Average	%Δ	Average	%Δ	Average	%Δ
60.20	-3.5%	241.00	-0.1%	1.345	-2.5%	5.370	0.9%	39.8	-1.0%

CRTPA most recently updated it develops targets last year (2022):

- Board adopted targets for 2022 using the previous year's (2021) targets as a baseline with the addition of **reduction factor**. Specifically, a reduction factor of 5% to be applied annually in the CRTPA's development of safety targets, AND...
- Adoption of a long-term safety goal of zero fatalities and serious injuries for the CRTPA region (consistent with the FDOT's long term goal of Vision Zero)

CRTPA Safety Measures & Targets

2023 Proposed Targets

Consistent with last year's Board direction, staff has developed 2023 Safety Targets :

- Reflect a 5% reduction from last year's (2022) adopted targets, AND...
- Continues CRTPA adoption of a long-term safety goal of zero fatalities and serious injuries for the CRTPA region (consistent with the FDOT's long term goal of Vision Zero) with the proposed addition of the achievement of this goal by the year 2040, as follows:

2023 PROPOSED Safety Performance Measures	
Number of fatalities	52
Rate of fatalities per 100 Million Vehicle Miles Traveled (VMT)	1.149
Number of serious injuries	227
Rate of serious injuries per 100 Million VMT	4.975
Number of non-motorized fatalities and non-motorized serious injuries	38

Furthermore, the CRTPA adopts a long-term safety goal of zero fatalities and serious injuries for the CRTPA region to be achieved by 2040.

C RTPA Safety Measures & Targets

Historic Trends & Evaluation

- Annual adoption of safety targets provides an opportunity to assess how the CRTPA region is performing related to its adopted targets *and* what the CRTPA is doing with regards to safety.
- Most recent FDOT data from 2021 reflects:

SAFETY PERFORMANCE MEASURE	Adopted Target 2021	Reported 2021
Number of fatalities	58	68
Rate of fatalities per 100 Million Vehicle Miles Traveled (VMT)	1.273	1.559
Number of serious injuries	252	264
Rate of serious injuries per 100 Million VMT	5.513	6.054
Number of non-motorized fatalities and non-motorized serious injuries	42.2	39

CRTPA Safety Measures & Targets

Long Term Trends/Serious Injuries & Fatalities

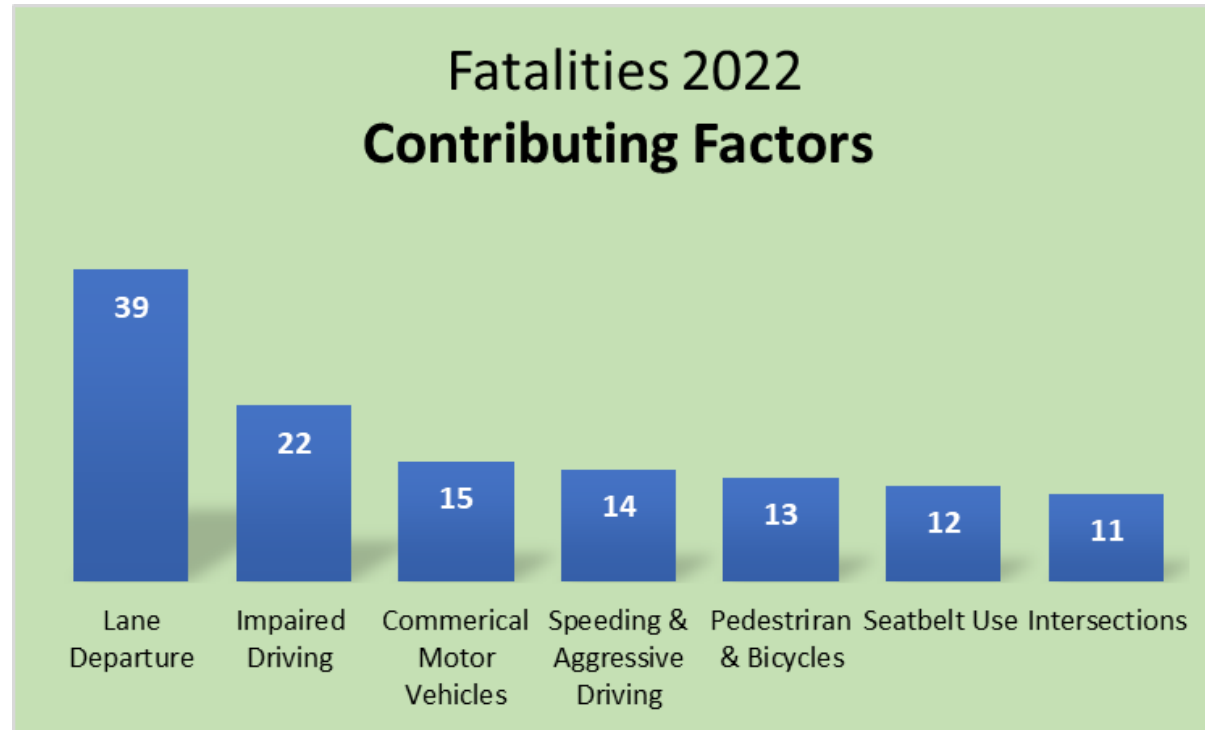


- **Serious injuries** in the CRTPA region had been generally decreasing; *however*, they increased to 264 in 2021 (35% increase from 2020).
- **Fatalities** in 2021 there were 68 (21% increase from 2020).

CRTPA Safety Measures & Targets

Contributing Factors for Fatalities in 2022

Signal Four Analytics data allows the CRTPA to view most recent crash reports and identifies 61 fatalities in the region in 2022

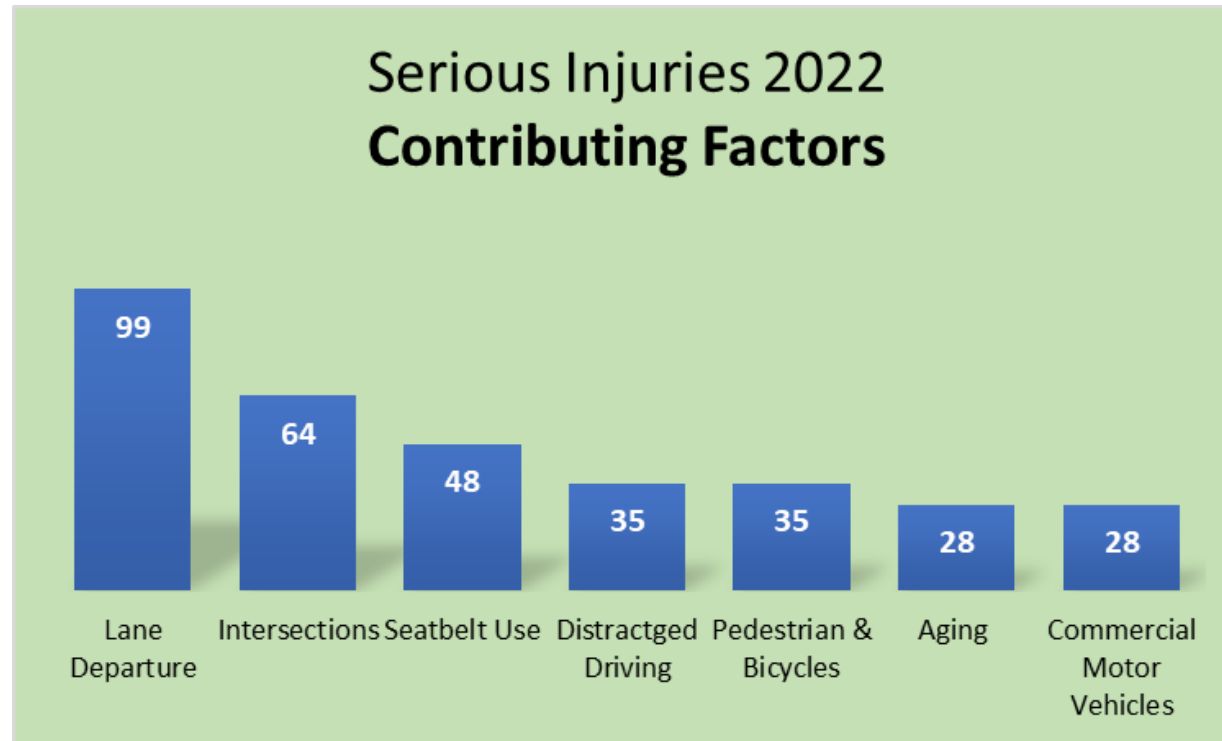


- Lane Departures (39) were the most frequent contributing factor, followed by Impaired Driving (22).

CRTPA Safety Measures & Targets

Contributing Factors for Serious Injuries in 2022

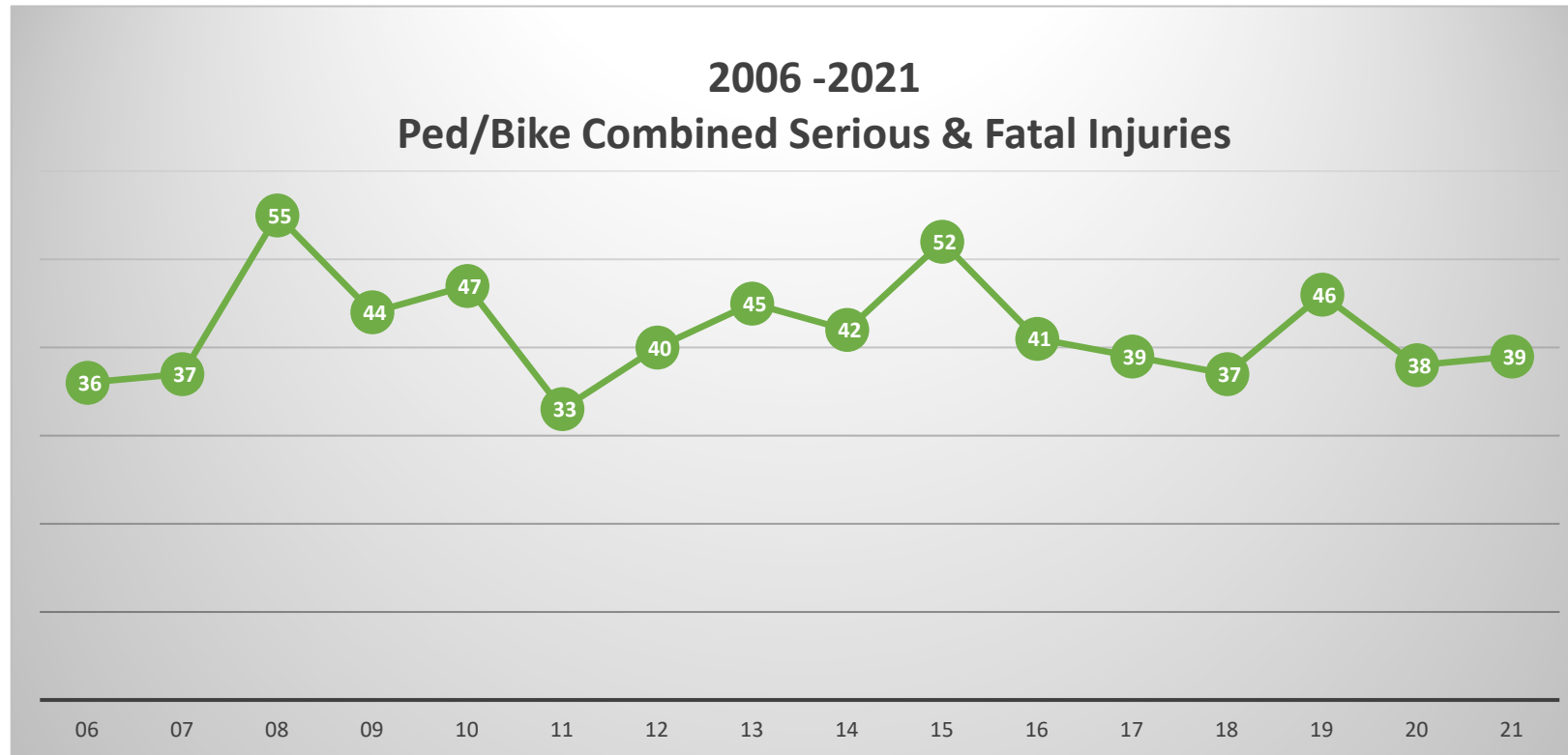
Signal Four Analytics data allows the CRTPA to view most recent crash reports and identifies 223 Serious Injuries in the region in 2022



- Lane Departures (99) were the most frequent contributing factor, followed by Intersections (64) and Seatbelt Use (48).

CRTPA Safety Measures & Targets

Trends/Pedestrian & Bicycle Serious Injuries & Fatalities

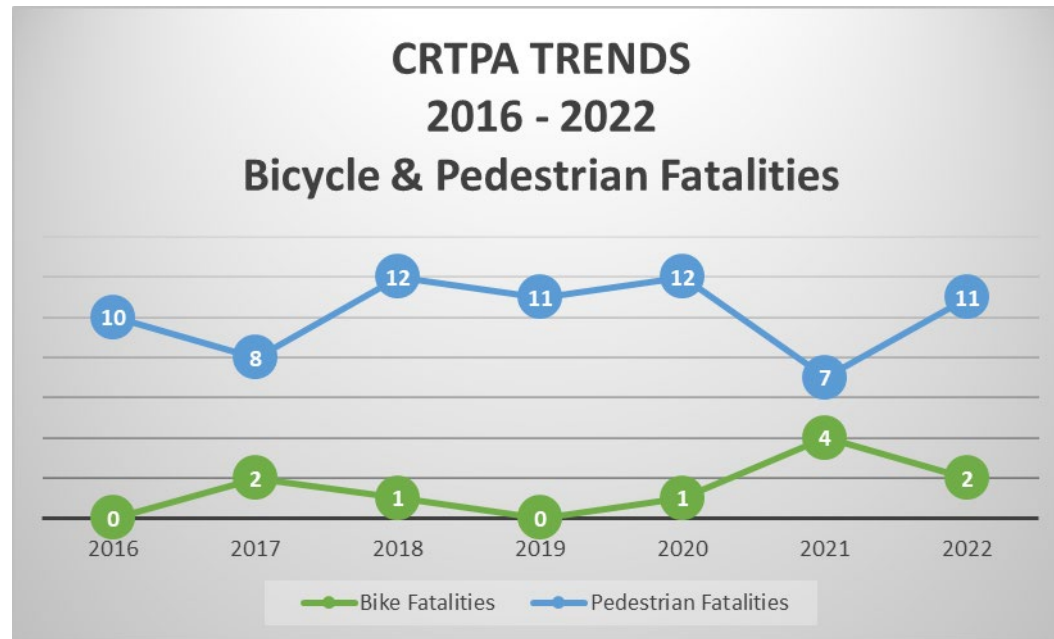


- **Pedestrian & bicycle combined serious & fatal injuries** reached a high of 55 in 2008.
- Most recent FDOT data reflect a slight increase in 2021 to 39 as compared with 2020 (38).

CRTPA Safety Measures & Targets

Trends/Pedestrian & Bicycle Fatalities

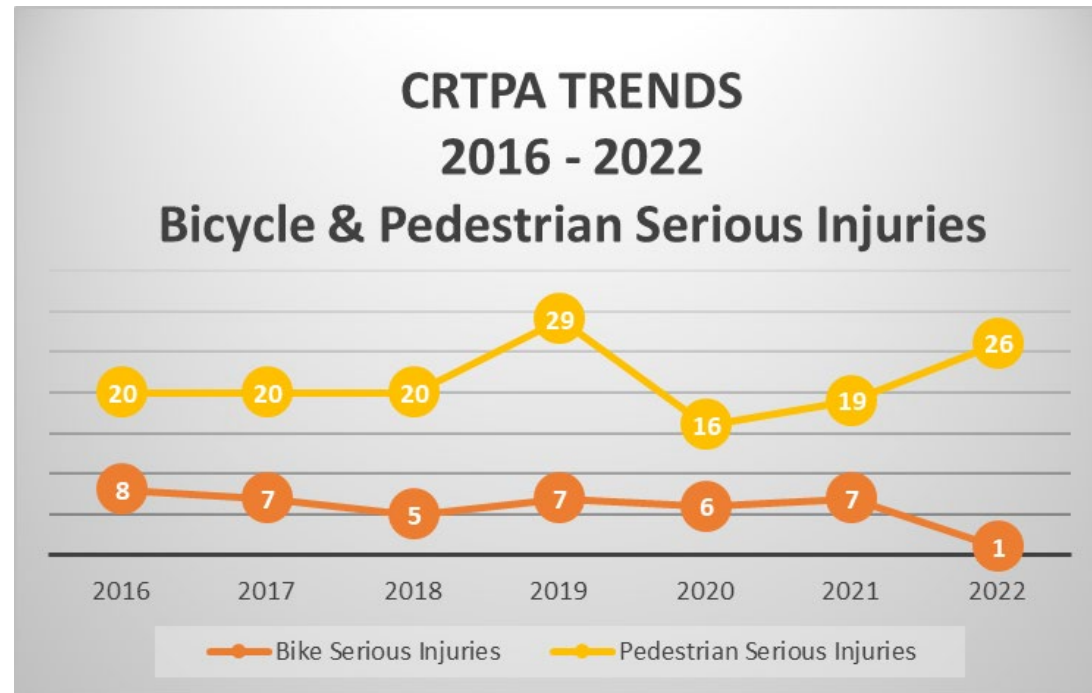
Signal Four Analytics data allowed the CRTPA to break out bicycle & pedestrian information by mode and incident (fatalities and serious injuries for bicycles and pedestrian) and update this data to the year 2022.



- **Bicycle fatalities** in 2022 (2) decreased from the previous year 2021 (4).
- **Pedestrian fatalities** in 2022 (11), however, increased 57% from the previous year 2021 (7).

CRTPA Safety Measures & Targets

Trends/Pedestrian & Bicycle Serious Injuries



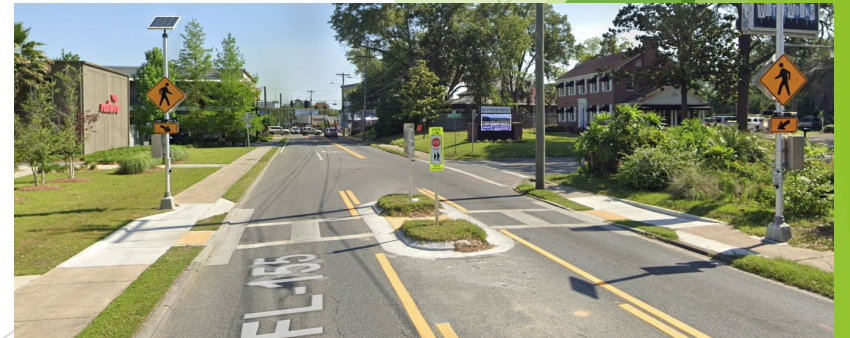
- **Pedestrian serious injuries** in 2022 (26) increased 37% from the previous year 2021 (19).
- **Bicycle serious injuries** decreased in 2022 (1) from 2021 (7).

CRTPA Safety Measures & Targets

How is the safety being addressed in CRTPA Region?

Safety is integrated throughout the CRTPA planning process. Addressing safety includes:

- development of plans, projects and programs
- Incorporation of safety into projects
- safety program coordination with our partner agencies

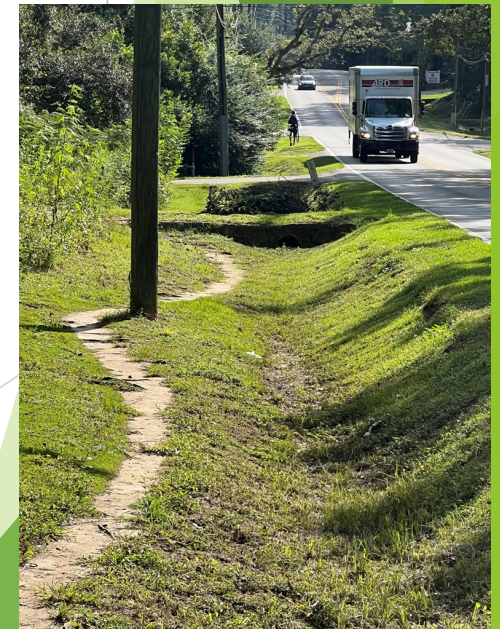


C RTPA Safety Measures & Targets

How is the safety being addressed in C RTPA Region?

FUNDING INITIATIVES – Position the C RTPA and its transportation partners to receive and compete for funding opportunities related to safety projects:

- **Safe Streets for All (SS4A)/C RTPA Wide Region** – The C RTPA is developing a Safety Action Plan to position the C RTPA’s local government partners to apply for federal funding to improve safety in the region. STATUS: Plan scheduled to be adopted in spring 2023
- **Reconnecting Communities Pilot (RCP) Discretionary Grant Program/Tharpe Street** – The C RTPA, in concert with its partners (Blueprint Intergovernmental Agency, Leon County & City of Tallahassee), has applied for a federal grant (\$2M) to conduct a Project Development & Environment (PD&E) Study along Tharpe Street (Capital Circle NW to Ocala Road), a length of approximately 2.7 miles. STATUS: Grant awards to be announced in Spring/Summer of 2023.



C RTPA Safety Measures & Targets

How is the safety being addressed in C RTPA Region?

CORRIDOR SAFETY PROJECTS

- **Pensacola Street (SR 399) Safety Improvements (Appleyard Drive to Stadium Drive) (Leon County)**: Safety improvements include:
 - upgraded lighting
 - restriping crosswalks to high emphasis markings
 - adding internally illuminated street name signs
 - replacing existing left turn signal heads with 4-section signal heads with flashing arrows**STATUS:** Design/FY 23; Construction/FY 25
- **Monroe Street (John Knox Road to Lakeshore Road) (Leon County)**: This project will enhance pedestrian safety along a busy, urban arterial state roadway and involves construction of a sidewalk along the roadway's west side.
STATUS: Construction/FY 25 with C RTPA Urban Attributable (SU) funds (\$4.9M).



C RTPA Safety Measures & Targets

How is the safety being addressed in C RTPA Region?

RESURFACINGS – Allow the C RTPA to pursue pedestrian and bicyclist safety improvements through coordination efforts between the C RTPA, local governments and the FDOT. Such improvements include the addition of missing crosswalks, sidewalks, bicycle lanes and pedestrian bulb-outs associated with resurfacing projects. In 2022, the C RTPA provided comments to the FDOT on the following upcoming resurfacing:

- **SR 363/Adams Street/Duval Street/Bronough Street (Limits: Arden Road to Gaines Street) (Leon County)** STATUS: Design/FY 24; Construction/FY 26
- **SR 30/US 98 (Limits: Wakulla County Line to Taylor County Line) (Jefferson County)** STATUS: Design/FY 24; Construction/FY 26
- **US 27 (Limits: south of SR 12 to Shady Rest Rd) (Gadsden County)** STATUS: Design/FY 24; Construction/FY 26

CRTPA Safety Measures & Targets

How is the safety being addressed in CRTPA Region?

EXPANDING REGIONAL MULTIUSE TRAIL SYSTEM – Expanding mobility options through developing feasibility studies and pursuing funding opportunities to expand the region’s multiuse trails, including:

- **Tallahassee to Havana Trail Feasibility Study (Gadsden & Leon Counties)** – Study evaluated the feasibility of a trail connection between Tallahassee to Havana. STATUS: Study adopted by the CRTPA at its November 2022 meeting.
- **US 90 Multiuse Trail Feasibility (Jefferson & Leon Counties)** – Completed in Spring 2022, this study evaluated developing a 21-mile multiuse trail along US 90. STATUS: Project Development & Environment (PD&E) funded in FY 24 for Leon County portion; SunTrails Application submitted for future phases.
- **SR 267/Bloxham Cutoff Trail Feasibility Study (Wakulla County)** – Initiated in 2022 this study is to evaluate the feasibility of providing a connection between Wakulla Springs State Park and the St. Marks Trail. STATUS: Study to be completed in Spring 2023.
- **US 98 Coastal Trail Eastern Expansion (Woodville Highway to Lighthouse Road) (Wakulla County)**: Extend the Coastal Trail eastwards to the St. Marks Wildlife Refuge providing a safe multi-use connection. STATUS: Construction/FY 24



CRTPA Safety Measures & Targets

How is the safety being addressed in CRTPA Region?

CRTPA TRANSPORTATION ALTERNATIVES (TA) PROGRAM – This competitive federally funded provides funding to projects that support alternative (non-motorized) projects within the CRTPA region. Recently funded projects include:

- **Dr. MLK, Jr Memorial Road (Rehwinkel Road to Mallard Pond Circle) (Wakulla County)** – Construct 1.11 miles multiuse trail on southside of roadway. STATUS: Construction funded in FY 26 (\$1.07M)
- **CR 268 Adams Street (CR 274 Martin Luther King Jr Blvd to Clark Street) (Gadsden County)** – Construct .6 mile sidewalk on westside of Adams Street within City of Quincy. STATUS: Construction funded in FY 24 (\$770,000).
- **US 90 Sidewalk (Chalk Street to Ralph Strong Road) (Gadsden County)** – Construct 1.06 miles sidewalk on southside of US 90 within City of Quincy. STATUS: Construction funded in FY 24 (\$1.5M).



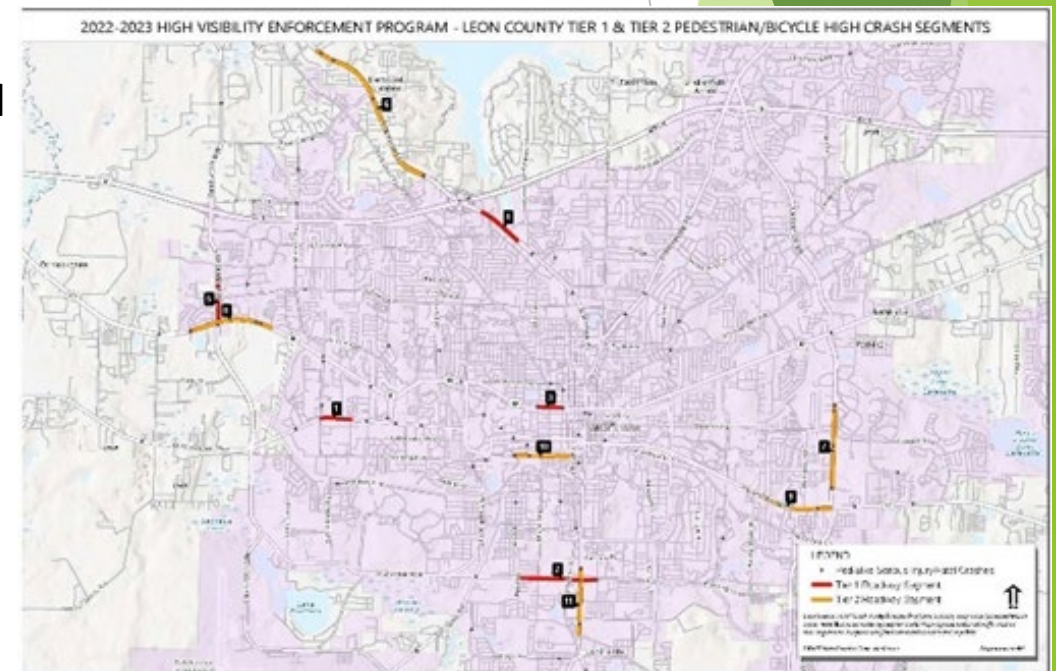
CRTPA Safety Measures & Targets

How is the safety being addressed in CRTPA Region?

LEON COUNTY HIGH VISIBILITY ENFORCEMENT (HVE) INITIATIVE – Current initiative being conducted through a contract between State of Florida and City of Tallahassee for the Tallahassee Police Department to conduct (focused efforts along identified high crash location corridors for bicycle and pedestrian), as follows:

- Monroe St (Torreya Drive to Callaway Road)
- W. Pensacola St (Appleyard Drive to Flamingo Way)
- W. Tennessee St (Copeland St to MLK, Jr. Blvd)
- Capital Circle NW from W Tennessee St to Peddie Rd
- Orange Avenue (Pasco St to South Meridian)

STATUS: Enforcement efforts to continue to May 2023.



CRTPA Safety Measures & Targets

How is the safety being addressed in CRTPA Region?

COMMUNITY TRAFFIC SAFETY TEAMS (CTSTs) – Providing a forum for local highway safety advocates committed to solving traffic safety problems, CTSTs exist in each of the CRTPA's 4 counties. The CTSTs promote public awareness of traffic safety best practices through campaigns that educate drivers, motorcyclists, pedestrians, and bicyclists. Recent activities coordinated by the CRTPA include:

- **Helmet Fitting Training** – February 2022 training for CRTPA and partner agency staff to assist with future bicycle safety event helmet giveaways. Status: Additional training scheduled for late March 2023.



A poster titled "FITTING YOUR BIKE HELMET" with the slogan "BUY IT. FIT IT. WEAR IT. EVERY RIDE!". The poster features a young boy wearing a bicycle helmet and pointing to it. The background is blue with a sunburst pattern behind the boy. The poster contains several sections of text: "REPLACE A HELMET", "BUY/FIT THE HELMET FOR NOW", "ENSURE HELMET COMFORT", "COVER YOUR FOREHEAD", "ADJUST STRAPS UNTIL SNUG", "AVOID HELMET ROCKING", "BE A 'ROLL' MODEL FOR SAFE BEHAVIOR", and "HELMET CERTIFICATION". There are also logos for "Alert Today Alive Tomorrow" and "FDOT". At the bottom right, it says "For more information on bicycle safety, visit: www.AlertTodayFlorida.com" and "www.AlertTodayFlorida.com".

C RTPA Safety Measures & Targets

TODAY

2023 PROPOSED TARGETS:

- Adopt safety targets reflecting a 5% reduction from last year's (2022) adopted targets, consistent with Board direction, AND...
- Adopt a long-term safety goal of zero fatalities and serious injuries for the CRTPA region (consistent with the FDOT's long term goal of Vision Zero) with achievement of this goal of by the year 2040.

2023 PROPOSED Safety Performance Measures	
Number of fatalities	52
Rate of fatalities per 100 Million Vehicle Miles Traveled (VMT)	1.149
Number of serious injuries	227
Rate of serious injuries per 100 Million VMT	4.975
Number of non-motorized fatalities and non-motorized serious injuries	38





February 28, 2023



AGENDA ITEM 7

FLORIDA DEPARTMENT OF TRANSPORTATION REPORT

TYPE OF ITEM: Information

A status report on the activities of the Florida Department of Transportation will be discussed including information related to a US 90 resurfacing project (attached).

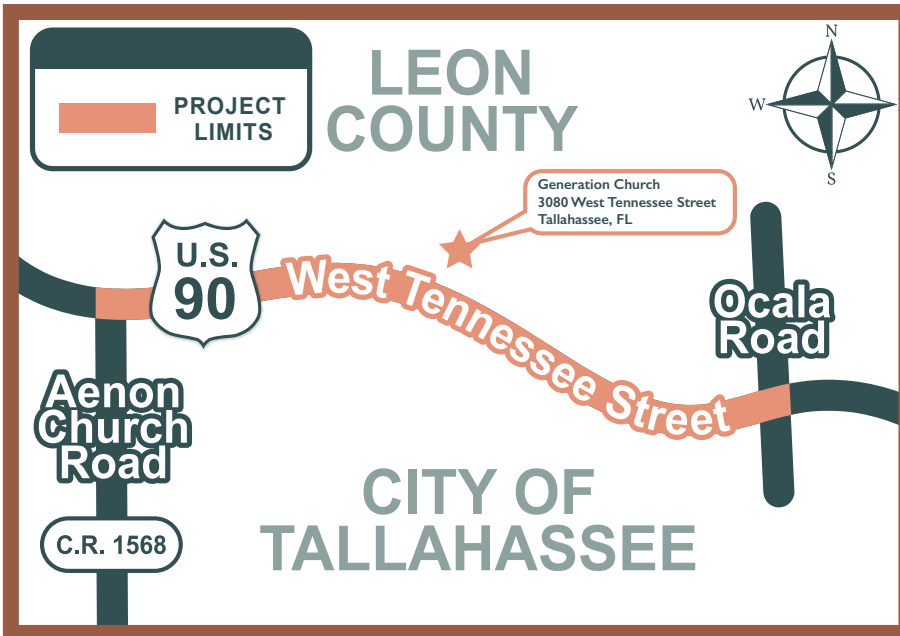


HYBRID PUBLIC MEETING Resurfacing Improvements



U.S. 90 (West Tennessee Street)
From West of County Road 1581 (Aeon Church Road) to Ocala Road
Leon County

HYBRID PUBLIC MEETING



Project Information

The intent of this project is to resurface all existing travel lanes, auxiliary lanes, median crossovers and paved shoulders. Additional improvements include:

- Upgrading intersection lighting
- Improving pedestrian features to meet current Americans with Disabilities Act (ADA) standards
- Minor drainage improvements

No additional right-of-way is required. Bids for construction are scheduled to occur summer 2024.

Financial Project ID Number: 426937-3-32-01

How To Participate

The Florida Department of Transportation (FDOT) invites you to attend a hybrid public meeting for the U.S. 90 (West Tennessee Street) resurfacing project. This hybrid meeting is being held both virtually and in-person to provide interested persons an opportunity to express their views concerning the proposed improvements. Those who are unable to participate virtually may attend the meeting in-person. See the information sheet in this handout for details. Interested persons can visit the project website at www.nwflroads.com/virtualmeetings and register for one viewing option (virtual or in-person). If you have any questions or issues registering, please contact the FDOT Project Manager.

Maps, drawings, and other project information is available for review online beginning at 12 p.m. (EDT) Tuesday, March 14, 2023, at www.nwflroads.com/virtualmeetings. The materials may also be viewed by contacting the FDOT Project Manager.

**Tuesday, April 4, 2023
5:30 - 6:30 p.m. (EDT)**

Virtual (Online):

Access via computer, tablet, and smartphone.
Register using the link:
www.nwflroads.com/virtualmeetings

In-Person:

Generation Church
3080 West Tennessee Street
Tallahassee, FL

Scan me

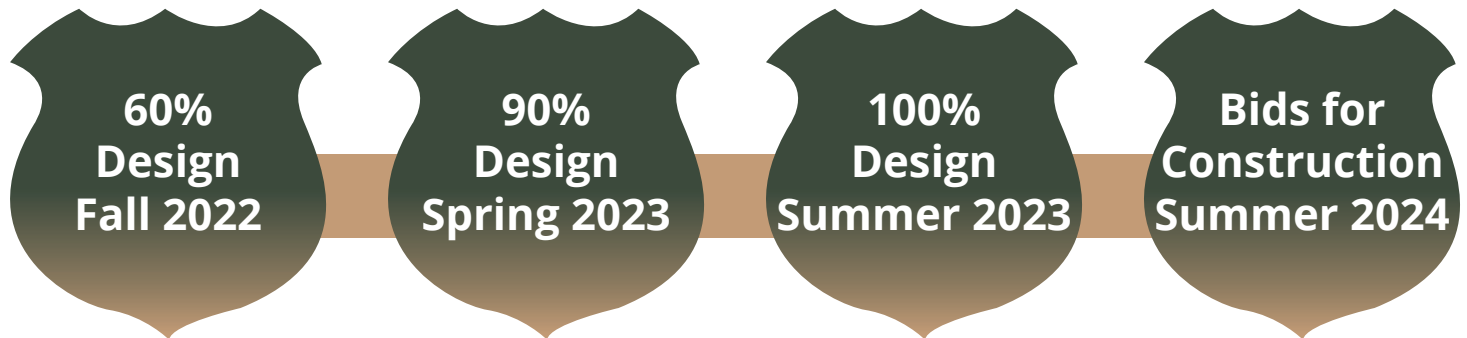


Transportation Development Process

WE ARE HERE ↘



Design Schedule



For More Information

Should you have questions, regarding this project or this meeting, please contact:

Howard Hodge, P.E.

FDOT Project Manager
Phone: (850) 526-2291
Email: hhodge@pecscorp.com
Address: 1074 Highway 90
Chipley, FL 32428

Ian Satter

FDOT District Three
Public Information Director
Phone: Toll-free (888) 638-0250, ext. 1205
Email: ian.satter@dot.state.fl.us
Address: 1074 Highway 90
Chipley, FL 32428

All attendees may email or mail comments to the FDOT Project Manager. All Comments postmarked on or before Friday, April 14, 2023, will become part of the official record.



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The Florida Department of Transportation does not discriminate on the basis of race, color, national origin, age, sex, religion, disability, or family status. For questions or concerns, contact Alicia Bringer, District Three Title VI Coordinator, 1074 Highway 90, Chipley, Florida 32428, toll-free at (888) 638-0250, ext. 1502, or via email at alicia.bringer@dot.state.fl.us. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact the FDOT Project Manager, at the information listed above, at least seven days prior to the meeting.

February 28, 2023



AGENDA ITEM 8

EXECUTIVE DIRECTOR'S REPORT

TYPE OF ITEM: Information

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



February 28, 2023

AGENDA ITEM 9 A

FUTURE MEETINGS

TYPE OF ITEM: CRTPA Information

Meeting Date	Meeting Type	Location
March 20 (Monday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
April 18 (Tuesday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
May 22 (Monday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
June 19 (Monday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
September 19 (Tuesday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
October 17 (Tuesday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
November 21 (Tuesday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
December 19 (Tuesday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm

February 28, 2023



AGENDA ITEM 9 B

COMMITTEE ACTIONS

(TECHNICAL ADVISORY COMMITTEE & CITIZEN'S MULTIMODAL ADVISORY COMMITTEE)

TYPE OF ITEM: CRTPA Information

STATEMENT OF ISSUE

This item provides information on the activities of the CRTPA's Technical Advisory Committee (TAC) and the Citizens Multimodal Advisory Committee (CMAC).

TAC and CMAC: The committees each met on November 1, 2022, and took action on the following:

Minutes of the November 1, 2022, Committee Meetings

- **TAC Action:** Approved
- **CMAC Action:** No quorum was present, therefore no action was taken on meeting minutes

CRTPA Safety Measures

- **TAC Action:** Approved
- **CMAC Action:** Approved

February 28, 2023



AGENDA ITEM 9C

CRTPA Local BILLING

TYPE OF ITEM: Information

STATEMENT OF ISSUE

This item presents the local governments' proportionate share of operating costs (**Attachment 1**) over and above the expenses covered by federal and state grants for Fiscal Years (FYs) 2019 through 2023.

BACKGROUND

Article 7, Section 7.01, of the Interlocal Agreement states it is the responsibility of the CRTPA to establish in the Bylaws procedures and operational policies governing funding allocations other than the federal money appropriated through the Florida Department of Transportation. Section VIII of the Bylaws (September 2021) establishes that each member government shall pay a proportional share of unfunded costs based on population. (**Attachment 2**)

The local governments' proportional share has been calculated for the state and federal contracts from FYs 2019 through 2022. The total unfunded cost is \$56,694. A majority of the cost (\$44,191) is the local government match contribution required by the Federal Transit Authority 5305 grant. The remainder (\$12,503) is associated with ineligible expenses pursuant to federal and state requirements.

Due to the Pandemic, the FYs 2019 and 2020 true-up billing to the local governments was deferred. The CRTPA finalized the FYs 2021 and 2022 contracts in December 2022, and accordingly calculated the local governments' proportionate share. Note, the FTA match requirements were revised in Fiscal Year 21 and the local and state governments contribution was replaced with a toll credit soft match. Additionally, in accordance with the Bylaws, the anticipated future proportionate share costs are included for the current contract cycle of FYs 2023 and 2024.

RECOMMENDED ACTION

No action required as this is an informational item.

ATTACHMENT

Attachment 1: Local Governments' Proportionate Share Calculations

Attachment 2: Interlocal Agreement (2014) and CRTPA Bylaws (Adopted September 2021)

2021 POPULATION ESTIMATE AND % OF TOTAL			FY19 - FY22	Fiscal Years		Fiscal Years
			4-YR TOTAL	2019 & 2020	2021 & 2022	2023 & 2024
			\$ 56,694	\$ 35,476	\$ 21,218	\$ 9,000
Gadsden County	43,813	11.27%	\$ 6,391	\$ 3,999	\$ 2,392	\$ 1,015
Chattahoochee	2,741	6.26%	\$ 400	\$ 250	\$ 150	\$ 63
Greensboro	471	1.08%	\$ 69	\$ 43	\$ 26	\$ 11
Gretna	1,365	3.12%	\$ 199	\$ 124	\$ 75	\$ 32
Havana	1,777	4.06%	\$ 259	\$ 162	\$ 97	\$ 41
Midway	3,617	8.26%	\$ 528	\$ 330	\$ 198	\$ 84
Quincy	7,886	18.00%	\$ 1,150	\$ 720	\$ 431	\$ 183
Unincorporated	25,956	59.24%	\$ 3,786	\$ 2,369	\$ 1,417	\$ 601
TOTAL	100.00%		\$ 6,391	\$ 3,999	\$ 2,393	\$ 1,015
Jefferson County	14,590	3.75%	\$ 2,129	\$ 1,332	\$ 797	\$ 338
TOTAL	100.00%		\$ 2,129	\$ 1,332	\$ 797	\$ 338
Leon County	295,921	76.14%	\$ 43,168	\$ 27,012	\$ 16,156	\$ 6,853
Tallahassee	198,371	67.04%	\$ 28,938	\$ 18,107	\$ 10,831	\$ 4,594
Unincorporated	97,550	32.96%	\$ 14,230	\$ 8,905	\$ 5,325	\$ 2,259
TOTAL	100.00%		\$ 43,168	\$ 27,012	\$ 16,156	\$ 6,853
Wakulla County	34,311	8.83%	\$ 5,005	\$ 3,132	\$ 1,873	\$ 795
TOTAL	100.00%		\$ 5,005	\$ 3,132	\$ 1,873	\$ 795
TOTALS	388,635		\$ 56,694	\$ 35,476	\$ 21,219	\$ 9,000

**AMENDED INTERLOCAL AGREEMENT CONCERNING THE FORMATION AND
OPERATION OF THE
CAPITAL REGION TRANSPORTATION PLANNING AGENCY**

THIS AMENDED INTERLOCAL AGREEMENT is made and entered into this 13th day of MARCH, 2014, by and between the STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION (hereinafter DEPARTMENT); the COUNTIES OF GADSDEN, JEFFERSON, LEON and WAKULLA; the CITIES OF CHATTAHOOCHEE, GRETNA, MIDWAY, QUINCY, TALLAHASSEE; the TOWNS OF GREENSBORO and HAVANA; and the LEON COUNTY SCHOOL BOARD.

RECITALS

WHEREAS, the Federal Government, under the authority of 23 U.S.C. and 49 U.S.C. requires each metropolitan area, as a condition to the receipt of federal capital or operating assistance, to have a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs consistent with the comprehensively planned development of the metropolitan area; and further requires the State Transportation Agency and the Metropolitan Planning Organization (MPO) to enter into an Agreement clearly identifying the responsibilities of each party for cooperatively carrying out such transportation planning; and

WHEREAS, the parties to this Interlocal Agreement desire to participate cooperatively in the performance, on a continuing basis, of a coordinated, comprehensive transportation planning process to assure that highway facilities, mass transit, rail systems, air transportation and other facilities will be properly located and developed in relation to the overall plan of community development; and

WHEREAS, 23 United States Code 134, as amended by the Intermodal Surface Transportation Efficiency Act of 1991, the Transportation Equity Act for the Twenty-first Century (Public Law 105-178, 112 Stat. 107), and the Moving Ahead for Progress in the 21st Century Act (Public Law 112-141), 49 United States Code 5303-5307, 23 Code of Federal Regulations 450.306, and Section 339.175, Florida Statutes, provide for the creation of Metropolitan Planning Organizations to develop transportation plans and programs for metropolitan areas;

WHEREAS, pursuant to 23 U.S.C., 49 U.S.C., 23 CFR 450 and Section 339.175, Florida Statutes, a determination has been made by the Governor and units of general purpose local government representing at least 75% of the affected population (including the central city or cities) in the metropolitan area to designate a Metropolitan Planning Organization; and

WHEREAS, pursuant to Section 339.175(4), Florida Statutes, the Governor shall, with the agreement of the affected units of general-purpose local government as required by federal rules and regulations, apportion the membership on the applicable MPO among the various governmental entities within the area; and

WHEREAS, pursuant to 23 CFR 450 and Section 339.175(2)(b), Florida Statutes, an Interlocal agreement must be entered into by the Department and the governmental entities designated by the Governor for membership on the MPO. The signatories to the Interlocal agreement shall be the Department and the governmental entities designated by the Governor for membership on the MPO; and

WHEREAS, on June 21, 2004, the Board of the Tallahassee-Leon County Metropolitan Planning Organization approved a resolution changing the name of the MPO to the Capital Region Transportation Planning Agency (the CRTPA), without any change to its legal organization; and

WHEREAS, on January 12, 2009, the CRTPA Board approved a reapportionment plan in accordance with the revised Planning Area Boundary to include all of Gadsden, Jefferson, Leon and Wakulla Counties, which reapportionment plan was subsequently submitted to the Governor for approval; and

WHEREAS, pursuant to Section 339.175(4), Florida Statutes, in a letter dated March 17, 2011, the Governor has agreed to the apportionment plan; and

WHEREAS, the Interlocal agreement is required to create the CRTPA and delineate the provisions for operation of the CRTPA as the MPO for this region; and

WHEREAS, the undersigned parties have determined that this Interlocal Agreement satisfies the requirements of and is consistent with Section 339.175, Florida Statutes;

WHEREAS, pursuant to Section 339.175(2)(b), Florida Statutes, the Interlocal agreement must be consistent with statutory requirements set forth in Section 163.01, Florida Statutes, relating to Interlocal agreements; and

WHEREAS, the undersigned parties have determined that this Interlocal Agreement is consistent with the requirements of Section 163.01, Florida Statutes.

NOW, THEREFORE, in consideration of the mutual covenants, promises, and representation herein, the parties desiring to be legally bound, do agree as follows:

ARTICLE 1 RECITALS; DEFINITIONS

Section 1.01. Recitals. Each and all of the foregoing recitals are hereby incorporated herein and acknowledged to be true and correct to the best of the parties' knowledge. Failure of any of the foregoing recitals to be true and correct shall not operate to invalidate this Agreement.

Section 1.02. Definitions. The following words when used in this Agreement (unless the context shall clearly indicate the contrary) shall have the following meanings:

Agreement means and refers to this instrument, as amended from time to time.

BOARD shall mean the governing board of the CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA).

Congestion Management System as defined by the Federal Highway Administration means a systematic process for managing congestion that provides information on transportation system performance and on alternative strategies for alleviating congestion and enhancing the mobility of persons and goods to levels that meet state and local needs.

CRTPA means the Capital Region Transportation Planning Agency, which is the MPO formed pursuant

to this Agreement

DEPARTMENT shall mean and refer to the FLORIDA DEPARTMENT OF TRANSPORTATION, an agency of the State of Florida created pursuant to Section 20.23, Florida Statutes.

FHWA means and refers to the Federal Highway Administration.

FTA means and refers to the Federal Transit Administration.

Functional Classification means the assignment of roads into systems according to the character of service they provide in relation to the total road network using procedures developed by the Federal Highway Administration.

Long-Range Transportation Plan is the 20-year plan which: identifies transportation facilities; includes a financial plan that demonstrates how the plan can be implemented and assesses capital improvements necessary to preserve the existing metropolitan transportation system and make efficient use of existing transportation facilities, indicates proposed transportation enhancement activities; and in ozone/carbon monoxide nonattainment areas is coordinated with the State Implementation Plan, all as required by 23 U.S.C. 134(c), 23 CFR 450, and Section 339.175(7), Florida Statutes.

Metropolitan Area means and refers to the planning area as delineated by the MPO for the urbanized area containing at least a population as described in 23 U.S.C., 49 U.S.C., and Section 339.175, Florida Statutes, which shall be subject to the Metropolitan Planning Organization's planning authority.

MPO means Metropolitan Planning Organization and refers to the CRTPA which is the MPO formed pursuant to this Agreement.

Transportation Improvement Program (TIP) is the is the staged multi-year program of transportation improvement projects developed by a Metropolitan Planning Organization consistent with the Long-Range Transportation Plan and developed pursuant to title 23 U.S.C., 49 U.S.C, 23 CFR 450 and Section 339.175, Florida Statutes.

Unified Planning Work Program (UPWP) is the annual program developed in cooperation with the Department and public transportation providers, that lists all planning tasks to be undertaken during a program year, together with a complete description of each planning task and an estimated budget therefore and must comply with applicable state and federal law, all as required by 23 CFR 450 and Section 339.175(9), Florida Statutes.

ARTICLE 2 PURPOSE

Section 2.01. General Purpose. The purpose of this Agreement is to establish the Capital Region Transportation Planning Agency:

(a) To assist in the safe and efficient management, operation, and development of surface transportation systems embracing various modes of transportation in a manner that will maximize the mobility of people and freight within and through this metropolitan area of this state, foster economic growth and development within and through urbanized areas of this state and minimize, to the maximum extent feasible for transportation-related fuel consumption, air pollution, and greenhouse gas emissions through metropolitan

transportation planning processes;

(b) To develop transportation plans and programs, in cooperation with the state and public transit operators, which plans and programs provide for the development and integrated management and operation of transportation systems and facilities, including pedestrian walkways and bicycle transportation facilities that will function as multi-modal and an intermodal transportation system for the metropolitan area, based upon the prevailing principles provided in section 334.046(1), Florida Statutes;

(c) To implement and ensure a continuing, cooperative, and comprehensive transportation planning process that considers all modes of transportation based on the complexity of the transportation problems to be addresses and results in coordinated plans and programs consistent with the comprehensively planned development of this affected metropolitan area in cooperation with the Department;

(d) To ensure that the process is integrated with the statewide planning process, the MPO shall develop plans and programs that identify transportation facilities that should function as an integrated metropolitan transportation system, giving emphasis to facilities that serve important national, state and regional transportation functions;

(e) To assure eligibility for the receipt of Federal capital and operating assistance pursuant to 23 U.S.C. and 49 U.S.C.; and

(f) To carry out the metropolitan transportation planning process, in cooperation with the Department, as required by 23 U.S.C. and 49 U.S.C.; 23 CFR 420 and 450, and 49 CFR Part 613; and consistent with Chapter 339, Florida Statutes, and other applicable state and local laws.

Section 2.02. Major MPO Responsibilities. The MPO is intended to be a forum for cooperative decision making by officials of the governmental entities which are party to this Agreement in the development of transportation-related plans and programs, including but not limited to:

- (a) The Long-range Transportation Plan;
- (b) The Transportation Improvement Program;
- (c) The Unified Planning Work Program;
- (d) A congestion management system for the metropolitan area and cooperate with the Department in the development of all other transportation management systems as required by state or federal law;
- (e) Assisting the Department in mapping transportation planning boundaries required by state or federal law;
- (f) Assisting the Department in performing its duties relating to access management, functional classification of roads, and data collection; and
- (g) Execute all agreements or certifications necessary to comply with applicable state or federal law;
- (h) Represent all the jurisdictional areas within the metropolitan area in the formulation of

transportation plans and programs required by this section; and

- (i) Performing such other tasks presently or hereafter required by state or federal law.

Section 2.03. MPO decisions coordinated with the DEPARTMENT and consistent with comprehensive plans. Chapter 334, Florida Statutes, grants the broad authority for the Department's role in transportation. Section 334.044, Florida Statutes, shows the legislative intent that the Department shall be responsible for coordinating the planning of a safe, viable and balanced state transportation system serving all regions of the State and to assure the compatibility of all components, including multimodal facilities. Section 339.155, Florida Statutes, requires the Department to develop and update at least once every 5 years, or more often as necessary, to reflect substantive changes to federal or state law, a statewide transportation plan, which established and defines the state's long-range transportation goals and objectives to be accomplished over a period of at least 20 years within the context of the State Comprehensive Plan, and considers, to the maximum extent feasible, strategic regional policy plans, MPO plans, and approved local government comprehensive plans. Section 339.175, Florida Statutes, specifies the authority and responsibility of the MPO and the Department in the management of a continuing, cooperative, and comprehensive transportation planning process for the metropolitan area.

In fulfillment of this purpose and in the exercise of the various powers granted by Chapters 334 and 339, Florida Statutes, the parties to this Agreement acknowledge that decisions made by the MPO will be coordinated with the Department. The parties to this Agreement acknowledge that actions taken pursuant to this Agreement will be consistent with local government comprehensive plans.

ARTICLE 3 MPO ORGANIZATION AND CREATION

Section 3.01. Establishment of MPO. The MPO for the metropolitan area as described in the membership apportionment plan approved by the Governor is hereby created and established pursuant to the Agreement to carry out the purposes and functions set forth in Articles 2 and 5. The legal name of this Metropolitan Planning Organization shall be the Capital Region Transportation Planning Agency (CRTPA).

Section 3.02. Effect on Prior Interlocal Agreement. This Agreement supercedes and replaces the November 15, 2004, Interlocal Agreement between the FLORIDA DEPARTMENT OF TRANSPORTATION; the COUNTIES OF GADSDEN, LEON AND WAKULLA; the CITIES OF QUINCY, MIDWAY and TALLAHASSEE; the TOWN OF HAVANA; and the LEON COUNTY SCHOOL BOARD, upon the effective date of this Agreement. The November 15, 2004 Interlocal Agreement superceded and replaced the October 16, 2000, Interlocal Agreement between THE DEPARTMENT OF TRANSPORTATION, LEON COUNTY, THE CITY OF TALLAHASSEE and THE LEON COUNTY SCHOOL BOARD. Notwithstanding the foregoing, the legal existence of the MPO shall be continuous and all lawful and valid acts of the MPO and its Board and officials prior to the date of this Agreement are hereby ratified and acknowledged as valid and binding acts of the CRTPA.

Section 3.03. MPO to operate pursuant to law. In the event that any election, referendum, approval, permit, notice, other proceeding or authorization is required under applicable law to undertake any power, duty, or responsibility hereunder, or to observe, assume, or carry out any of the provisions of this Agreement, the MPO will, to the extent of its legal capacity, comply with all applicable laws and requirements.

Section 3.04. Governing board to act as policy-making body of MPO. The governing board established

pursuant to Section 4.01 of this Agreement shall be the policy-making body of the MPO responsible for cooperative decision-making of actions taken by the MPO. The governing board is the policy-making body that is the forum for cooperative decision-making and will be taking the required approval action as the MPO.

Section 3.05. Submission of proceedings; Contracts and other documents. Subject to the right to claim an exemption from the Florida Public Records Law, Chapter 119, Florida Statutes, the parties shall submit to each other such data, reports, records, contracts, and other documents in its possession relating to the metropolitan planning organization as is requested. Charges are to be in accordance with Chapter 119, Florida Statutes.

Section 3.06. Rights of review. All parties to this Agreement, and the affected federal funding agency (i.e., FHWA, FTA, and FAA) shall have the rights of technical review and comment of MPO projects.

ARTICLE 4 COMPOSITION; MEMBERSHIP; TERMS OF OFFICE

Section 4.01. Composition and membership of governing board.

(a) The voting membership of the MPO shall consist of representatives from the Counties of Gadsden, Jefferson, Leon and Wakulla; the Cities of Chattahoochee, Gretna, Midway, Quincy, and Tallahassee; the Towns of Greensboro and Havana; the Leon County School Board. .

(1) The apportionment of the membership of the MPO is based on population distribution among the above members, using weighted voting as specifically outlined in the CRTPA bylaws. For Leon County and the City of Tallahassee, the number of voting points is determined by the number of voting members as agreed upon by the Leon County Board of County Commissioners and the City of Tallahassee respectively.

(2) Representatives of the Department shall serve as nonvoting advisers to the MPO. The MPO may also provide for other non-voting advisors as outlined in the MPO bylaws.

(3) The Board shall have the authority to adopt bylaws concerning the governance and management of the CRTPA, including provisions governing Board meetings and votes, the authority of Board officers and the authority of CRTPA officials. The bylaws shall address:

(A) The weighted votes assigned to each member from the County Commission designated by Leon County and each member from City Commission to be designated by the City of Tallahassee.

(B) The weighted votes assigned to each representative of any consolidated membership of the Counties of Gadsden, Jefferson, Leon and Wakulla; the Cities of Chattahoochee, Gretna, Midway, Quincy, and Tallahassee; and the Towns of Greensboro and Havana.

(C) Substitution and replacement of Board members.

(D) Such other matters as are necessary or convenient for the administration of the MPO.

(b) The voting membership of an MPO shall consist of not fewer than 5 or more than 19 apportioned members, the exact number to be determined on an equitable geographic-population ratio basis by the Governor, based on an agreement among the effected units of general-purpose local government as required

by federal rules and regulations. The Governor, in accordance with 23 USC 134, may also provide for MPO members who represent municipalities to alternate with representatives from other municipalities within the metropolitan planning area that do not have members on the MPO.

(c) All voting representatives shall be elected officials of general purpose local governments, except that an MPO may include, as part of its apportioned voting members, a member of a statutorily authorized planning board, an official of an agency that operates or administers a major mode of transportation, or an official of Space Florida. As used in this section, the term “elected officials of a general-purpose local government” shall exclude constitutional officers, including sheriffs, tax collectors, supervisors of elections, property appraisers, clerks of the court, and similar types of officials. Where all members of a governing board of the county, the city, or authority are to be voting representatives on the MPO, each member shall become a representative on the MPO upon entering office. Otherwise, individuals acting as a representative of the governing board of the county, the city, or authority shall first be selected by said governing board.

(d) In no event shall the county commission representatives constitute less than one-third of the weighted vote of the MPO, except for an MPO with more than 15 members located in a county with a 5-member county commission or an MPO with 19 members located in a county with no more than 6 county commissioners, in which case county commission members may compose less than one-third percent of the MPO membership, but all county commissioners must be members.

(e) County commissioners shall compose not less than 20 percent of the MPO membership if an official of the agency that operates or administers a major mode of transportation has been appointed to an MPO.

(f) In metropolitan areas in which authorities or other agencies have been or may be created by law to perform transportation functions and are performing transportation functions that are not under the jurisdiction of a general-purpose local government represented on the MPO, they shall be provided voting membership on the MPO. Consortiums of municipalities may organize to appoint voting members who alternate each year.

(g) In the event that a governmental entity that is a member of the MPO fails to fill an assigned appointment to the MPO within 60 days after notification by the Governor of its duty to appoint a representative, that appointment shall be made by the Governor from the eligible individuals of that governmental entity.

Section 4.02. Terms. The term of office of members of the MPO shall be four years. The membership of a member who is a public official automatically terminates upon said official leaving the elective or appointive office for any reason, or may be terminated by a majority vote of the total membership of the governmental entity represented by the member. A vacancy shall be filled by the original appointing entity. A member may be appointed for one or more additional four year terms. Where Counties and Cities have elected to consolidate their memberships and weighted vote, the term of the representative member or members shall be no less than one year from the date of designation by the consolidated entity represented by the member or as outlined in the CRTPA bylaws.

ARTICLE 5 AUTHORITIES, POWERS, DUTIES AND RESPONSIBILITIES

Section 5.01. General authority. The MPO shall have all authorities, powers and duties, enjoy all

rights, privileges, and immunities, exercise all responsibilities and perform all obligations necessary or appropriate to managing a continuing, cooperative, and comprehensive transportation planning process as specified in Section 339.175 (5) and (6), Florida Statutes.

Section 5.02. Specific authority and powers. The MPO shall have the following powers and authority:

(a) As provided in Section 339.175(6)(g), Florida Statutes, the MPO shall have an executive or staff director who reports directly to the MPO governing board for all matters regarding the administration and operation of the MPO and any additional personnel as deemed necessary. The executive director and any additional personnel may be employed either by the MPO or by another governmental entity, such as a county, city, or regional planning council, that has a staff services agreement signed and in effect with the MPO. Each MPO may enter into contracts with local or state agencies, private planning or private engineering firms, or other public or private entities to accomplish its transportation planning and programming and administrative functions;

(b) As provided in Section 163.01(14), Florida Statutes, the MPO may enter into contracts for the performance of service functions of public agencies;

(c) As provided in Section 163.01(5)(j), Florida Statutes, the MPO may acquire, own, operate, maintain, sell, or lease real and personal property;

(d) As provided in Section 163.01(5)(m), Florida Statutes, the MPO may accept gifts, grants, assistance funds, or bequests;

(e) The MPO may promulgate rules to effectuate its powers, responsibilities, and obligations enumerated herein; provided, that said rules do not supersede or conflict with applicable state laws, rules and regulations; and

(f) The MPO shall have such powers and authority as specifically provided in Sections 163.01 and 339.175, Florida Statutes, and as may otherwise be provided by federal or state law.

Section 5.03. Duties and responsibilities. The MPO shall have the following duties and responsibilities:

(a) As provided in Section 339.175(6)(d), Florida Statutes, the MPO shall create and appoint a technical advisory committee;

(b) As provided in Section 339.175(6)(e), Florida Statutes, the MPO shall create and appoint a citizens' advisory committee;

(c) As provided in Section 163.01(5)(o), Florida Statutes, the MPO membership shall be jointly and severally liable for liabilities, and the MPO may respond to such liabilities through the purchase of insurance or bonds, the retention of legal counsel, and, as appropriate, the approval of settlements of claims by its governing board;

(d) As provided in Section 339.175(9), Florida Statutes, the MPO shall establish a budget which shall operate on a fiscal year basis consistent with any requirements of the Unified Planning Work Program;

(e) The MPO, in cooperation with the Department, shall carry out the metropolitan transportation

planning process as required by 23 CFR Parts 420 and 450, and 49 CFR Part 613, and consistent with Chapter 339.175, Florida Statutes, and other applicable state and local laws;

(f) As provided in Section 339.175(10)(a), Florida Statutes, the MPO shall enter into written agreements, which shall be reviewed, and updated as necessary, every 5 years with the Department, operators of public transportation systems and the metropolitan and regional intergovernmental coordination and review agencies serving the metropolitan area. These agreements will prescribe the cooperative manner in which the transportation planning process will be coordinated and included in the comprehensively planned development of the area;

(g) Prepare the Long-Range Transportation Plan;

(h) In cooperation with the Department, prepare the Transportation Improvement Program;

(i) In cooperation with the Department, prepare and annually update the Unified Planning Work Program;

(j) Prepare a congestion management system for the metropolitan area and cooperate with the Department in the development of all other transportation management systems required by state or federal law;

(k) Assist the Department in mapping transportation planning boundaries required by state or federal law;

(l) Assist the Department in performing its duties relating to access management, functional classification of roads, and data collection;

(m) Execute all certifications and agreements necessary to comply with state or federal law;

(n) Represent all the jurisdictional areas within the metropolitan area in the formulation of transportation plans and programs;

(o) Perform such other tasks presently or hereafter required by state or federal law; and

(p) Adopt operating rules and procedures.

ARTICLE 6 ADMINISTRATION

Section 6.01. Generally. In addition to its function as the policy-making body of MPO, the Board shall have responsibility to approve the official MPO reports and take the official MPO actions required by Section 339.175, Florida Statutes. The Board Chairman shall serve as the principle administrative officer of the Board and shall have such additional duties and authority as described in the MPO bylaws. An Executive Director shall serve as the principal administration of MPO operations and staff, shall have responsibility for advising the Board regarding official MPO business and administration. The Executive Director shall have responsibility for the day-to-day administration of MPO operations, supervision of MPO staff, consultants and contractors, establishment of procedures and operational policies governing MPO administration and staff, and such other responsibilities as are set forth in the MPO bylaws.

Section 6.02. Administrative Support. The MPO shall operate as an independent legal entity, employ its own staff, and enter into any contracts necessary or convenient for its operations and administration. The MPO may contract for office space and administrative support and, alternatively or additionally, enter into arrangements with one or more of the member cities or counties for such purposes, setting forth the nature, scope and terms of service and method of compensation therefore. Such compensation may be by direct payment, by credit against monies due under Section 7.01, or a combination thereof.

Section 6.03. Recommendations and Reports. The Executive Director shall have responsibility to ensure that the Board timely receives all necessary and appropriate recommendations and reports for the efficient performance of the MPO's obligations. Unless otherwise provided by law or MPO bylaws, all recommendations and reports by MPO staff, consultants, contractors, committees and advisory bodies shall be directed to the Executive Director, who will thereafter formulate a recommendation(s) or report to the Board for consideration and coordinate such staff and other presentations to the Board as appropriate.

Section 6.04 Delegation. The Board may, in accordance with MPO bylaws, delegate authority to one or more of its members to act on behalf of the Board as necessary for the efficient and effective performance of MPO obligations. The MPO bylaws shall provide procedures and criteria for such delegation, which shall ensure that such delegation is limited in scope and time appropriate for the intended purpose and as necessary to comply with law, and is subject to Board ratification or approval whenever practicable. Any such delegation shall be subject to the requirements of the Sunshine Law, when applicable. Additionally, the Board may, in accordance with MPO bylaws, delegate certain duties to the Executive Director, subject to such limitations in scope, direction and supervision by the Board as appropriate for the intended purpose and as necessary to comply with law.

Section 6.05 General Counsel. The MPO may employ a general counsel, who shall serve under contract and at the pleasure of the Board, providing legal counsel and services to the MPO and its Executive Director at the direction of the Board, the Board Chairman and the Executive Director.

ARTICLE 7 FUNDING; INVENTORY REPORT; RECORD-KEEPING

Section 7.01. Funding. Pursuant to Section 339.175(6)(f), Florida Statutes, the Department shall allocate to the MPO for its performance of its transportation planning and programming duties, an appropriate amount of federal transportation planning funds. The MPO will be responsible for the establishment of procedures and operational policies governing all other MPO funding allocations and responsibilities as set forth in the MPO bylaws.

Section 7.02. Inventory report. The MPO agrees to inventory, to maintain records of and to insure proper use, control, and disposal of all nonexpendable tangible property acquired pursuant to funding under this Agreement. This shall be done in accordance with the requirements of 23 CFR Part 420, 49 CFR Part 18, and all other applicable federal regulations.

Section 7.03. Record-keeping and document retention. The Department and the MPO shall prepare and retain all records in accordance with the federal and state requirements, including but not limited to 23 CFR Part 420, 49 CFR Part 18, 49 CFR 18and Chapter 119, Florida Statutes. The Executive Director or his designee shall be the custodian of official MPO records.

ARTICLE 8 MISCELLANEOUS PROVISIONS

Section 8.01. Constitutional or statutory duties and responsibilities of parties. This Agreement shall not be construed to authorize the delegation of the constitutional or statutory duties of any of the parties. In addition, this Agreement does not relieve any of the parties of an obligation or responsibility imposed upon them by law, except to the extent of actual and timely performance thereof by one or more of the parties to this Agreement or any legal or administrative entity created or authorized by this Agreement, in which case this performance may be offered in satisfaction of the obligation or responsibility.

Section 8.02. Amendment of Agreement. Amendments or modifications of this Agreement may only be made by written agreement signed by all parties here to with the same formalities as the original Agreement. No amendment may alter the apportionment or jurisdictional boundaries of the MPO without approval by the Governor.

Section 8.03. Duration; withdrawal procedure.

(a) Duration. This Agreement shall remain in effect until terminated by mutual agreement of all parties to this Agreement. The Governor shall review the composition of the MPO membership in conjunction with the decennial census as prepared by the United States Department of Commerce, Bureau of Census, and reapportion it as necessary to comply with Section 339.175, Florida Statutes, as appropriate. During examination of the MPO apportionment by the Governor, this Agreement shall also be reviewed by the MPO and the Department to confirm the validity of the contents and to recommend amendments, if any, that are required.

(b) Withdrawal procedure. Any party, except Leon County and the City of Tallahassee and the United States Bureau of the Census designated center city(ies), may withdraw from this Agreement after presenting in written form a notice of intent to withdraw to the other parties to this Agreement and the MPO, at least 90 days prior to the intended date of withdrawal. Withdrawal of one or more members of this MPO shall not result in termination of this Agreement or the MPO. Unless agreed in writing by the remaining members of the MPO, withdrawal by a member shall be effective at the end of the MPO's fiscal year during which the memorandum of withdrawal was received, and any financial or other obligation of the withdrawing member shall remain in effect for the remainder of said fiscal year. Upon receipt of the intended notice of withdrawal:

(1) The withdrawing member and the MPO shall execute a memorandum reflecting the withdrawal of the member and alteration of the list of member governments that are signatories to this Agreement. The memorandum shall be filed in the Office of the Clerk of the Circuit Court of each county in which a party hereto is located; and

(2) The Office of the Governor shall be contacted, and the Governor, with the agreement of the remaining members of the MPO, shall determine whether any reapportionment of the membership shall be appropriate. The Governor and the MPO shall review the previous MPO designation, applicable Florida and local law, and MPO rules for appropriate revision. In the event that another entity is to accorded membership in the place of the member withdrawing from the MPO, the parties acknowledge that pursuant to 23 CFR 450.306(k), adding membership to the MPO does not automatically require redesignation of the MPO. In the event that a party who is not a signatory to this Agreement is accorded membership on the MPO, membership shall not become effective until this Agreement is amended to reflect that the new member has joined the MPO.

Section 8.04. Notices. All notices, demands and correspondence required or provided for under this

Agreement shall be in writing and delivered in person or dispatched by certified mail, postage prepaid, return receipt requested. Notice required to be given shall be as provided in the MPO bylaws All notices to the Department shall be addressed to the District Three Secretary, Florida Department of Transportation, Post Office Box 607, Chipley, Florida 32428.

Section 8.05. Interpretation.

(a) Drafters of Agreement. The Department and the members of the MPO were each represented by or afforded the opportunity for representation by legal counsel and participated in the drafting of this Agreement and in choice of wording. Consequently, no provision hereof should be more strongly construed against any party as drafter of this Agreement.

(b) Severability. Invalidation of any one of the provisions of this Agreement or any part, clause or word hereof, or the application thereof in specific circumstances, by judgment, court order, or administrative hearing or order shall not affect any other provisions or applications in other circumstances, all of which shall remain in full force and effect; provided, that such remainder would then continue to conform to the terms and requirements of applicable law.

(c) Renumbering or Revisions to Statutory Provisions. To the extent that any statutory revisions occur between the date of this Interlocal Agreement and its five year review, it is the intent of the CRTPA to incorporate the changes or renumbering of the statutory provisions into this Interlocal Agreement.

(d) Rules of construction. In interpreting this Agreement, the following rules of construction shall apply unless the context indicates otherwise:

- (1) The singular of any word or term includes the plural;
- (2) The masculine gender includes the feminine gender; and
- (3) The word “shall” is mandatory, and “may” is permissive.

Section 8.06. Enforcement by parties hereto. In the event of any judicial or administrative action to enforce or interpret this Agreement by any party hereto, each party shall bear its own attorney’s fees in connection with such proceeding.

Section 8.07. Agreement execution; Use of counterpart signature pages. This Agreement, and any amendments hereto, may be simultaneously executed in several counterparts, each of which so executed shall be deemed to be an original, and such counterparts together shall constitute one and the same instrument.

Section 8.08. Effective date; Cost of recordation.

(a) Effective date. This Agreement shall become effective upon its filing in the Office of the Clerk of the Circuit Court of each county in which a party hereto is located. Any amendment hereto shall become effective only upon its filing in the Office of the Clerk of the Circuit Court for each county in which a party hereto is located.

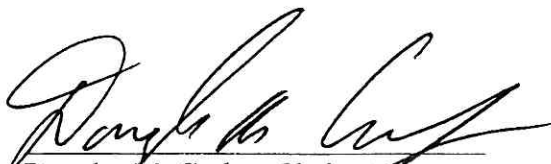
(b) Recordation. The Counties of GADSDEN, JEFFERSON, LEON and WAKULLA hereby agree to pay for any costs of recordation or filing of this Agreement in the Office of the Circuit Court for each county in which a party is hereto located. The recorded or filed original hereof, or any amendment, shall be returned to the MPO for filing in its records.

IN WITNESS WHEREOF, the undersigned parties have executed this Interlocal Agreement on behalf of the referenced legal entities and hereby establish the above designated MPO.

Signed, Sealed and Delivered in the presence of:

Passed and adopted by the Board of County Commissioners of Gadsden County, this 16th day of April, 2013.




Douglas M. Croley, Chairperson
Board of County Commissioners

ATTEST:
NICHOLAS THOMAS, CLERK OF THE COURT
GADSDEN COUNTY, FLORIDA

BY: Marcella Blocker, Deputy

APPROVED AS TO FORM:
GADSDEN COUNTY ATTORNEY

BY: 
Deborah Minnis, Esq.



CERTIFIED A TRUE COPY
NICHOLAS THOMAS, Clerk Circuit Court Gadsden County, Florida.
By Marcella Blocker, Deputy
DEPUTY CLERK

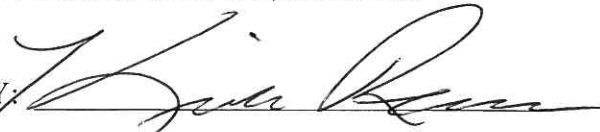
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Passed and adopted by the Board of County Commissioners of Jefferson County, this 7th day of January 2014.

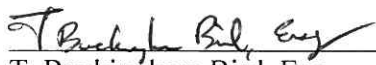


Betsy Barfield, Chair
Board of County Commissioners

ATTEST:
KIRK REAMS, CLERK OF THE COURT
JEFFERSON COUNTY, FLORIDA

BY: 

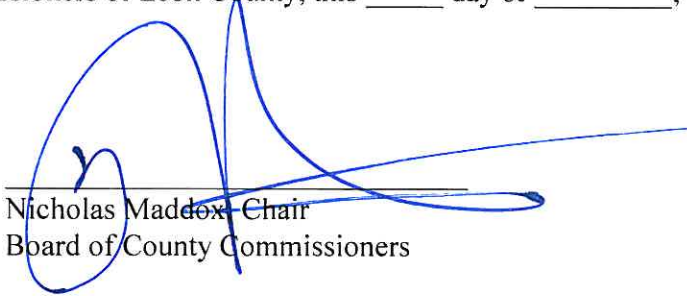
APPROVED AS TO FORM:
JEFFERSON COUNTY ATTORNEY

BY: 

T. Buckingham Bird, Esq.

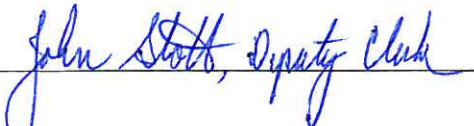
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Passed and adopted by the Board of County Commissioners of Leon County, this 9th day of April, 2013.



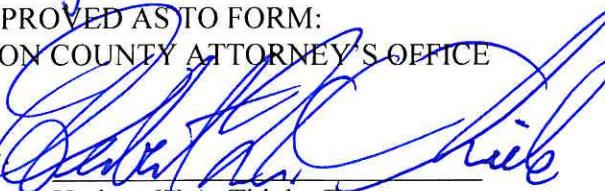
Nicholas Maddox, Chair
Board of County Commissioners

ATTEST:
BOB INZER, CLERK OF THE COURT
LEON COUNTY, FLORIDA

BY: 

John Stott, Deputy Clerk

APPROVED AS TO FORM:
LEON COUNTY ATTORNEY'S OFFICE


BY: _____
Herbert W.A. Thiele, Esq.
County Attorney

(Signature Pages Continue)

Passed and adopted by the Board of County Commissioners of Wakulla County, this 6 day of MAY, 2013.



Randy Merritt, Chair
Board of County Commissioners

ATTEST:
BRENT X. THURMOND, CLERK OF THE COURT
WAKULLA COUNTY, FLORIDA

BY: B.X. Thurl

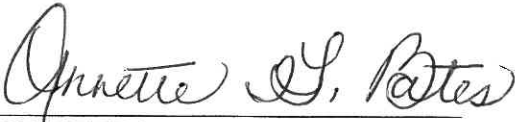


APPROVED AS TO FORM:
WAKULLA COUNTY ATTORNEY

BY: HEA
Heather Encinosa, Esq.

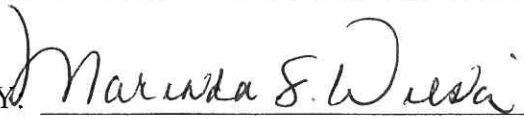
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Passed and adopted by the Chattahoochee City Commission, this 9th day of Sept., 2013.

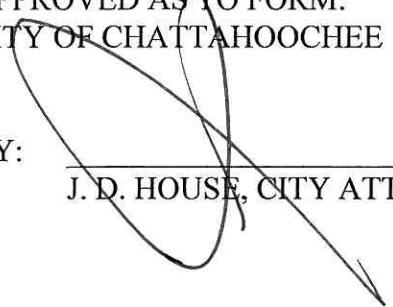


ANNETTE H. BATES
Mayor, City of Chattahoochee

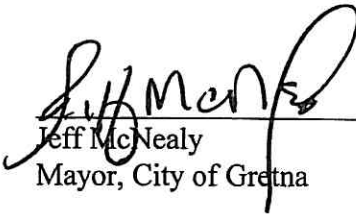
ATTEST:
MARINDA WILSON, TREASURER, CLERK
CITY OF CHATTAHOOCHEE, FLORIDA

BY: 

APPROVED AS TO FORM:
CITY OF CHATTAHOOCHEE

BY: 

Passed and adopted by the Gretna City Commission, this 6th day of August, 2013.

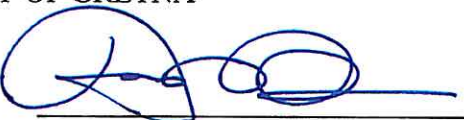


Jeff McNealy
Mayor, City of Gretna

ATTEST:
KAREN CONDRY, CLERK
CITY OF GRETNA, FLORIDA


BY: Karen Condry_____

APPROVED AS TO FORM:
CITY OF GRETNA

BY: 

Harold Knowles, Esq.

Passed and adopted by the Midway City Commission, this 7th day of November, 2013.

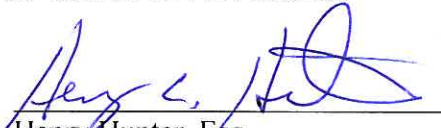


DAVID KNIGHT
Mayor, City of Midway

ATTEST:
FRANCES HARRELL, CLERK
CITY OF MIDWAY, FLORIDA

BY: 

APPROVED AS TO FORM:
CITY OF MIDWAY ATTORNEY

BY: 

Henry Hunter, Esq.


(Signature Pages Continue)

Passed and adopted by the Quincy City Commission, this 24th day of September 2013.




Keith A. Dowdell
Mayor, City of Quincy

ATTEST:
SYLVIA HICKS, TREASURER, CLERK
CITY OF QUINCY, FLORIDA

BY: 

(Signature Pages Continue)

Passed and adopted by the Tallahassee City Commission, this 10th day of April, 2013.



John Marks, Mayor
City of Tallahassee

ATTEST:
JAMES O. COOKE, IV, TREASURER, CLERK
CITY OF TALLAHASSEE, FLORIDA

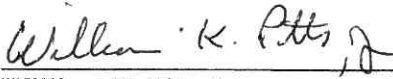
BY: Rent Olson for James O. Cooke, IV

APPROVED AS TO FORM:
CITY OF TALLAHASSEE ATTORNEY'S OFFICE

BY: Lewis E. Shelley
for Lewis E. Shelley, Esq.

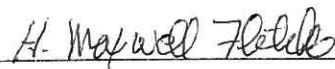
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Passed and adopted by the Greensboro Town Council, this 12th day of August, 2013.




William K. Pitts Jr.
Mayor, Town of Greensboro

ATTEST:
H. MAXWELL FLETCHER, TREASURER, CLERK
TOWN OF GREENSBORO, FLORIDA

BY: _____

APPROVED AS TO FORM:
TOWN OF GREENSBORO

BY: _____
Alan Jackson, Esq.

(Signature Pages Continue)

**CERTIFIED
COPY**

BY: Evans
TOWN CLERK

Passed and adopted by the Havana Town Council, this 25th day of June, 2013.

T. J. Davis
T. J. Davis
Mayor, Town of Havana

ATTEST:
SHEILA EVANS, CLERK
TOWN OF HAVANA, FLORIDA


BY: Sheila A Evans

APPROVED AS TO FORM:
TOWN OF HAVANA


BY: Alex Hinson
Alex Hinson, Esq.

(Signature Pages Continue)

Passed and adopted by the School Board of Leon County, this 19th day of November, 2013.


FORREST VAN CAMP, CHAIR
School Board of Leon County

ATTEST:

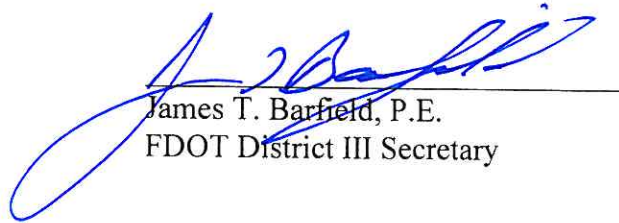
BY: 
Asst. to the Board

APPROVED AS TO FORM:
SCHOOL BOARD OF LEON COUNTY

BY: 
Jeff Wahlen, Esq.

(Signature Pages Continue)

Agreed to by the State of Florida Department of Transportation, this 13th day of MARCH, 2014.




James T. Barfield, P.E.
FDOT District III Secretary

ATTEST:

BY: 
Executive Secretary

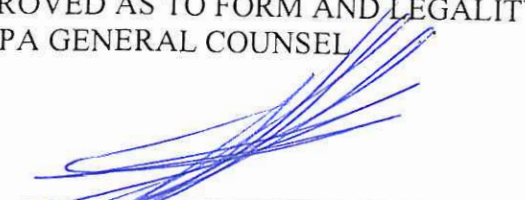
Legal Review:
OFFICE OF THE GENERAL COUNSEL

BY: 
Samuel Henderson, Esq.

(Signature Pages Continue)

APPROVED AS TO FORM AND LEGALITY:
CRTPA GENERAL COUNSEL

BY:



Thornton Williams, Esq.

**CAPITAL REGION TRANSPORTATION PLANNING AGENCY
REVISED BYLAWS, POLICIES
AND PROCEDURES**

Revised September 29, 2021

- I. Organization Name**
- II. Preamble**
- III. Purpose**
- IV. CRTPA Bylaws**
- V. CRTPA General Policies**
- VI. CRTPA Specific Policies**
- VII. CRTPA Long-Range Transportation Plan Amendment**
- VIII. Funding**
- IX. Notices**

I. Organization Name

The name for the Metropolitan Planning Organization (MPO) is the Capital Region Transportation Planning Agency (CRTPA).

II. Preamble

The following sets forth the Bylaws, Policies and Procedures that shall serve to guide the proper functioning of the urban transportation planning process by the CRTPA. The intent is to provide policies and procedures for the CRTPA and its Standing Committees for fulfilling the requirements of the Interlocal Agreement that creates the CRTPA; the applicable provisions of federal law; and the applicable provisions of Chapter 339.175, Florida Statutes. Any interpretations of the Interlocal Agreement by these bylaws shall be the preferred interpretation for the CRTPA unless there is a direct and express conflict with the Interlocal Agreement. Furthermore, all provisions contained in these Bylaws shall be interpreted to be consistent with all applicable state and federal law.

III. Purpose

Pursuant to Section 339.175, Florida Statutes, the purpose of the CRTPA is:

- A. To assist in the safe and efficient management, operation, and development of surface transportation systems embracing various modes of transportation in a manner that will serve the mobility needs of people and freight and foster economic growth and development within and through urbanized areas of this state while minimizing transportation-related fuel consumption, air pollution, and greenhouse gas emissions through metropolitan transportation planning processes;
- B. To develop, in cooperation with the state and public transit operators, transportation plans and programs for metropolitan areas. The plans and programs for each metropolitan area must provide for the development and integrated management and operation of transportation systems and facilities, including pedestrian walkways and bicycle transportation facilities that will function as an intermodal transportation system for the metropolitan area, based upon the prevailing principles provided in s. 334.046(1);
- C. To ensure that the process is integrated with the statewide planning process the CRTPA shall implement and ensure a continuing, cooperative, and comprehensive transportation planning process that considers all modes of transportation based on the complexity of the transportation problems to be addresses and results in coordinated plans and programs consistent with the comprehensively planned development of this affected metropolitan area in cooperation with the Florida Department of Transportation (“Department”);
- D. To ensure that the process is integrated with the statewide planning process the CRTPA shall develop plans and programs that identify transportation facilities that should function as an integrated metropolitan transportation system, giving emphasis to facilities that serve important national, state and regional transportation functions. For the purpose of this section, those facilities on the Strategic Intermodal System designated under s. 339.63 and facilities for which projects have been identified pursuant to s. 339.2819(4).

IV. CRTPA Bylaws

A. Membership and Board Membership

- 1. As designated by the Governor of the State of Florida, and as reflected in Article 4, Section 4.01(a) of the 2014, Interlocal Agreement, the CRTPA shall consist of voting representatives from Leon County, Gadsden County, Jefferson County, and Wakulla County; the City of Tallahassee, the City of Midway, the City of Quincy, the City of Chattahoochee, the City of

Greensboro, the City of Gretna, and the Town of Havana; the Leon County School Board; and one non-voting representative from the Department of Transportation.

The weighted vote of the voting members is as follows:

Governmental Entity	Number of Members	Voting Points
Leon County School Board	1	1
Jefferson County ¹	1	4
Gadsden Cities ²	1	5
Wakulla County ³	1	8
Gadsden County	1	8
Leon County ⁴	-	37
City of Tallahassee ⁵	-	37
Total		100

¹The County Representative will also represent the City of Monticello.

²The Cities of Chattahoochee, Greensboro, Gretna, Havana, Midway and Quincy will consolidate their membership and weighted vote into one membership.

³The County Representative will also represent the Cities of St. Marks and Sopchoppy.

⁴The number of voting members is determined by the Leon County.

⁵The number of voting members is determined by the City of Tallahassee.

As provided in Section 4.01(a)(1) of the Interlocal Agreement, for Leon County and the City of Tallahassee, the number of voting points is determined by the number of voting members as agreed upon by the Leon County Board of County Commissioners and the City of Tallahassee respectively.

2. The City of Tallahassee and Leon County commissions may change the number of their members to serve as members of the CRTPA Board no more than once annually. Similarly, Cities consolidating their memberships and weighted vote may reverse such consolidation no more than once annually. Should any membership adjustments be made pursuant to this section, the governmental entity shall notify the Executive Director of the CRTPA in writing of such change. The written notice shall specifically reference this section as the basis for the change.

3. Board members from participating governments which have one voting member may designate an alternative member of that government to vote in the absence of the appointed member. Such designation may be changed no more frequently than annually, unless the alternate leaves office. A

participating governmental entity that selects an alternative member shall notify the CRTPA in writing of that selection. No Board Member may vote by proxy.

4. As provided by Section 6.04 of the Interlocal Agreement, the Board may delegate authority to one or more of its members to act on behalf of the Board and may delegate certain duties to the Executive Director.
 - a. Delegation to one or more Board Members shall be pursuant to a majority vote of the Board, which shall identify the member(s) to whom authority is delegated, specify the scope (and time period if appropriate) for the delegation, and whether action of the Board member(s) shall be subject to Board ratification or approval. Any such delegation shall be subject to the requirements of the Sunshine Law, when applicable. The scope and time period of the delegation shall be appropriate for the intended purpose, and shall be limited as necessary to comply with law. When practicable, the action of the Board members shall be subject to Board ratification or approval.
 - b. Delegation to the Executive Director shall be pursuant to a majority vote of the Board, which shall specify the scope, direction and purpose for the delegation and whether the action of the Executive Director shall be subject to ratification or approval of the Board, Board members or the Chairperson. Delegation to the Executive Director shall be subject to such limitations in scope, direction and supervision by the Board as appropriate for the intended purpose and as necessary to comply with law.

B. Membership Term of Office

1. The membership and terms of elected officials as voting members of the CRTPA Board shall be as prescribed in Section 339.175(3) and (4), Florida Statutes, and Sections 4.01 and 4.02 of the Interlocal Agreement. Board members from participating governments which have one voting member may appoint a substitute member to serve as a member of the CRTPA Board no more frequently than once annually, unless the member leaves office.
2. The term of office of members of the CRTPA shall be four years. The membership of a member who is a public official automatically terminates upon said official leaving the elective or appointive office for any reason or may be terminated by a majority vote of the total membership of the governmental entity represented by the member. A vacancy shall be filled by the original appointing entity. A member may be appointed for one or more additional four-year terms. Where Counties and Cities have elected to

consolidate their memberships and weighted vote, the term of the representative member or members shall be no less than one year from the date of designation by the consolidated entity represented by the member.

3. Any governmental entity performing any actions under this section shall notify the CRTPA in writing of such actions.

4. The CRTPA may also provide for other non-voting advisors as needed.

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.

2. Officers shall be elected by a majority of the votes of members present at the organizational meeting. The Chairperson and Vice-Chairperson shall serve a term of one year. The representative and alternate to the Florida Metropolitan Planning Organization Advisory Council shall serve a term of three years.

3. The Chairperson shall preside at all meetings and shall sign official documents of the CRTPA. In the event of the Chairperson's absence, or at the Chairperson's direction, the Vice-Chairperson shall assume the powers and duties of the Chairperson. In the absence of both a Chairperson and Vice-Chairperson at a regular or special Board meeting, a temporary Chair shall be elected by majority vote at said meeting to serve as Chairman of the meeting, for this meeting alone. The Chairperson shall:
 - a. Sign, on behalf of the CRTPA, resolutions, contracts, deeds, certifications, vouchers and all other instruments whether relating to real or personal property or otherwise;

- b. Appoint subcommittees as needed;
 - c. Approve or revise the final agenda presented by the Executive Director;
 - d. Accept agenda items from other CRTPA members with advice of the Executive Director to ensure that the addition is submitted on a timeline that allows them to be fully staffed and distributed with the regular agenda materials;
 - e. Draft the annual performance evaluation of the Executive Director, distribute it to CRTPA membership for comments, and develop the final evaluation for CRTPA approval;
 - f. Have authority to approve CRTPA expenditures of greater than \$5,000, but no greater than \$25,000;
 - g. Have authority to approve certain personnel actions, such as salary adjustments, disciplinary actions, and final approval of staff evaluations completed by the Executive Director;
 - h. Perform other duties as, from time to time, may be assigned by the Board.
4. If the chair is unable to serve the remainder of the chair's term, the vice-chair shall automatically become the chair and the CRTPA shall elect a new vice-chair. In the event of the permanent inability of the Chairperson or Vice-Chairperson of the CRTPA to serve, a new officer(s) will be elected from the membership at the next meeting.

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 and planning projects not to exceed \$25,000 as long as those expenditures are consistent with the adopted Unified Planning Work Program (UPWP). Any item over this amount requires approval by the Executive Committee or the CRTPA Board;
 - 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 action. The Executive Committee at meet at least one week prior to a regularly scheduled CRTPA meeting for items that will require Board action at that Board meeting.
 - b. Should the CRTPA determine that the composition of the Executive Committee, as provided for in section a, above, does not adequately provide the level of representation that the CRTPA desires, the CRTPA may expand the Executive Committee to include additional members, as the CRTPA determines is appropriate. The addition of any other members will only be for the term of the present Executive Committee. Any additional members appointed shall have the

appointment automatically terminated upon the election of new_ officers for the CRTPA. The appointment of additional members shall be by simple majority as provided herein.

- c. The duties of the Executive Committee shall include:
 - Advise and provide direction to the Executive Director on critical issues as they arise
 - An annual evaluation of the Executive Director
 - Review of the annual CRTPA Budget and Unified Planning Work Program (UPWP)
 - Development of annual legislative priorities in consultation with the designated MPOAC representative.
 - Review of legislative issues during session
 - Establishment of CRTPA personnel policies and procedures
 - Review of contracts
 - Emergency approval of time-sensitive items
- d. The Board shall have the authority to delegate additional duties to the Executive Committee.
- e. As needed, the above duties of the Executive Committee shall be provided to the full Board.

E. Meetings

1. Regular meetings of the CRTPA shall be held as needed in the Tallahassee City Commission Chambers or other locations designated by the Chairperson.
2. Meetings will be held on the third Tuesday of each month, with the exception of July and August and such other times as scheduled by the Chairperson. Meeting dates will be adjusted by the Chairperson to accommodate holidays or other conflicts.
3. Special meetings of the CRTPA may be called by the Chairperson, or in the absence of the chair, by the vice-chair. Special meetings may also be called on the initiative of four (4) or more voting members petitioning the chair.
4. There must be majority representation to constitute a quorum for the transaction of business. A quorum is defined as 51% of the voting interest of the CRTPA. An affirmative vote shall consist of a majority vote of the total quorum present. A quorum must be present for any matters to be voted on at any duly called CRTPA meeting.

5. Agenda materials for the CRTPA meetings shall be distributed to Board Members no later than seven days prior to the meeting, unless otherwise decided by the Chairperson. Supplemental materials shall be provided to the Board Members as soon as practicable.
6. Meetings will be open to the public. Citizen comments and suggestions are welcomed. Any group which requests in writing will be notified of CRTPA meetings. Members of the public are allowed to speak on any items not on the Agenda during the Public Comment period, with established time limits, and by providing a Speaker Card at the CRTPA meeting as set out in section F.

Members of the public are allowed to comment on items on the agenda at the appropriate time following the same established rules for time limits and providing speaker cards.

7. The CRTPA may choose to hold workshops from time to time. A quorum shall not be necessary for conducting a workshop; however, all workshops shall be noticed in the same manner as regular meetings of the CRTPA.
8. The most current edition of Roberts Rules of Order Revised is the adopted rule of meeting procedure. The Chairperson (or the Vice Chairperson when serving as Chairperson) shall preside at all meetings.
9. The General Counsel or his designee shall serve as the “parliamentarian”. The CRTPA General Counsel shall advise the Chairperson and the Board at the direction of the Chairperson.
10. CRTPA meetings will be recorded and minutes will be prepared.
11. Where a Super-Majority Vote is required by the Interlocal Agreement or CRTPA Bylaws, such Super-Majority Vote shall be defined as two-thirds of the vote of the Board members in attendance and no less than 67 points, regardless of the number of members in attendance.
12. The Executive Director shall serve as the clerk of the CRTPA.
13. As necessary, subcommittees and the chair of subcommittees shall be designated by the chair to investigate and report on specific subject areas of interest to the CRTPA. A subcommittee shall consist of at least three members.

F. Citizen Participation at Board Meetings

1. Citizen comments will be accepted during the meeting during the public comment portion of an action item or the designated Citizen Comment section of the meeting agenda.
2. Citizens may speak on issues related to the approved agenda or any issue for which the CRTPA has the statutory authority to act upon.
3. In order to maintain an orderly flow of public comment, citizens will be asked to complete a Request to Speak card. If the citizen is unable to complete the card, s/he will be assisted by the CRTPA staff.
4. Citizens will be allowed to speak for three minutes.
5. Large groups of citizens wishing to speak are encouraged to designate a spokesperson to represent their views.

G. Bylaw Amendments

The CRTPA Bylaws may be amended by a majority vote of the CRTPA. The CRTPA Board may adopt resolutions as necessary to implement, supplement or clarify the CRTPA Bylaws, but shall not substantively alter the policies or procedures contained in the Bylaws except upon a Super-Majority Vote. No less often than annually, the Board shall consider amendments to the Bylaws to incorporate prior resolutions issued by the Board, as appropriate.

H. Creation of Committees

The following committees have been created by the CRTPA, are ratified herein and shall serve as standing committees, with membership subject to appointment by the CRTPA Board:

1. The Technical Advisory Committee (TAC), which shall function as provided in Section 339.175(6)(d) and (8)(b), Florida Statutes, and as otherwise directed by the CRTPA Board. The TAC serves at the pleasure of the Board.
 - a. The TAC serves in an advisory capacity to the CRTPA on matters related to coordinating transportation planning and programming including, but not limited to, review of CRTPA related transportation studies, reports, plans and programs. The TAC shall assist the CRTPA by providing technical resources and recommendations as requested.
 - b. The membership of the TAC must include, whenever possible, planners; engineers; representatives of local aviation authorities, port

authorities, and public transit authorities or representatives of aviation departments, seaport departments, and public transit departments of municipal or county governments, as applicable; the school superintendent of each county within the jurisdiction of the CRTPA or the superintendent's designee; and other appropriate representatives of affected local governments.

- c. In addition to any other duties assigned to it by the CRTPA or by state or federal law, the TAC is responsible for considering safe access to schools in its review of transportation project priorities, long-range transportation plans, and transportation improvement programs, and shall advise the CRTPA on such matters.
 - d. In addition, the TAC shall coordinate its actions with local school boards and other local programs and organizations within the metropolitan area which participate in school safety activities, such as locally established community traffic safety teams. Local school boards must provide the CRTPA with information concerning future school sites and in the coordination of transportation service.
 - e. The TAC shall have additional advisory (non-voting) members as the CRTPA deems advisable.
 - f. Each member of the TAC is expected to demonstrate interest in the technical advisory committee's activities through attendance at the regularly scheduled meetings except for reasons of an unavoidable nature. A majority of the TAC may recommend the removal of any member who fails to attend, or arrange for an alternate to attend, three or more meetings in a one-year period. Such recommendations shall be forwarded to the appointing agency or governmental unit through the CRTPA Executive Director.
2. The Citizens Advisory Committee (known as the Citizens Multimodal Advisory Committee) (CMAC), which shall function as provided in Section 339.175(6)(e)1 and (8)(b), Florida Statutes, and as otherwise directed by the CRTPA Board. The CMAC serves at the pleasure of the Board. The membership on the CMAC must reflect a broad cross-section of local residents with an interest in the development of an efficient, safe, and cost-effective multimodal transportation system. Minorities, the elderly, and the handicapped must be adequately represented as well as representatives and users of various transportation modes.
- a. The community at large shall be represented in the transportation planning process by the CMAC. The CMAC serves in an advisory capacity to the CRTPA for the purpose of assisting in the formulation of

the CRTPA's goals and objectives, seeking reaction to planning proposals and providing comment with respect to the concerns of various segments of the population regarding their transportation needs.

- b. Notwithstanding the above provisions, the CRTPA may, with the approval of the department and the applicable federal governmental agency, adopt an alternative program or mechanism to ensure citizen involvement in the transportation planning process.

V. CRTPA General Policies

- A. The CRTPA agenda will be limited to required items only as determined by the Chairperson. Board Members are requested to coordinate with the Executive Director on those items that they wish to have considered, so that they can be adequately staffed prior to being heard by the Board.
- B. The Executive Director is directed to assist the Chairperson in scheduling important matters for Board consideration, where practicable, for at least one discussion meeting prior to scheduling the matter for Board action at a subsequent meeting. Notwithstanding the foregoing, unless otherwise provided by law, Board action shall not be delayed nor subject to challenge simply because it was acted upon at the same meeting at which it was first discussed by the Board. Workshops, retreats and delegated subcommittees of Board Members shall also be considered as methods of exchanging information and opinions on and focusing the analysis of important matters that may later come before the Board for action.

VI. CRTPA Specific Policies

- A. Any policy that affects planning efforts and not administration nor procedural policies of the CRTPA shall be adopted solely by resolution and not become part of these bylaws. Examples of this are resolutions that promote bicycle and pedestrian transportation, preservation of right-of-way, and consideration of the needs of the Transportation Disadvantaged in plan development. All resolutions will be kept in a separate section of each member's agenda book for reference purposes.
- B. A majority vote will be required by the CRTPA when amending, adding, or deleting projects from the Transportation Improvement Program (TIP), the Priority Project List, any Project Development and Environment Study, and any intersection improvement study requiring the approval of the CRTPA. Per Chapter 339.175(13) Florida Statutes, any amendment that affects projects in the first three years of the TIP must be approved on a recorded roll-call vote or hand-counted vote of a majority of the membership present.

VII. Modifications to the Long-Range Transportation Plan

- A. A request to amend the Long-Range Transportation Plan (LRTP) will be reviewed by the TAC to determine the technical applicability of the proposal for plan inclusion or removal and the CMAC recommendation, CRTPA Staff recommendation, and the recommendation of the TAC will be forwarded to the CRTPA Board.
- B. If the CRTPA Board determines that the proposed amendment should be considered, the CRTPA Board may initiate the established plan amendment process in compliance and consistent with procedures established in Chapter 339 Florida Statutes and all applicable federal code. Per Chapter 339.175, Florida Statutes, any amendment that affects projects in the first three years of the LRTP must be approved on a recorded roll-call vote or hand-counted vote of a majority of the membership present.
- C. In addition to the required public notification and public hearing of the plan amendment(s), efforts to communicate the plan amendment to the traditionally underserved (populations protected by Title VI of the Civil Rights Act of 1964) will be made and documented.

VIII. Funding of the CRTPA

- A. 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. To the extent that funding allocated for CRTPA operations is exceeded by expenses, the balance shall be funded by the members, with the exception of the Leon County School Board, in proportion to their weighted vote without consideration of the weighted vote of the Leon County School Board. The Leon County School Board shall provide in-kind services in lieu of direct funding for CRTPA operations. Unless otherwise agreed by the parties hereto, any change in the weighted voting occurring during the CRTPA's fiscal year shall result in a proration of financial responsibility of the members.
- B. The CRTPA staff will perform only those services required by applicable Federal Code and State Statute. If tasks are requested by the CRTPA that are not part of the statutory duty of the CRTPA staff, additional funding will be provided by the member governments.
- C. An estimate of the amount will be made known in the annual Unified Planning Work Program, prior to July 1. Concurrent with the adoption of the Final Unified Planning Work Program the CRTPA will adopt its budget. The Unified Planning Work Program is the de facto budget of the CRTPA.
- D. Payment of funds by participating governments will be made to the CRTPA no later than December 31.

IX. Notices.

All notices, demands and correspondence required or provided for under this Agreement shall be in writing and delivered in person or dispatched by certified mail, postage prepaid, return receipt requested. Notice required to be given shall be as follows, addressed to the current incumbent:

City of Tallahassee

Mayor
300 South Adams Street
Tallahassee, FL 32301

City Attorney
300 South Adams Street
Tallahassee, FL 32301

Leon County Board of County Commissioners

Chairperson
301 S. Monroe Street, 5th Floor
Tallahassee, Florida 32301

County Attorney
301 S. Monroe Street, Suite 202
Tallahassee, Florida 32301

Gadsden County Board of Commissioners

Chairperson
9-B East Jefferson Street
Post Office Box 1799
Quincy, Florida 32353-1799

Jefferson County Board of County Commissioners

Chairperson
1 Courthouse Circle
Monticello, FL 32344

Wakulla County Board of County Commissioners

Chairperson
3093 Crawfordville Highway
Post Office Box 1263
Crawfordville, FL 32326

Gadsden County Municipalities

Mayor
City of Chattahoochee
P.O. Box 188
Chattahoochee, FL 32324

City Manager
City of Chattahoochee
P.O. Box 188
Chattahoochee, FL 32324

Mayor
Town of Greensboro
150 E 11th Street
Greensboro, FL 32330

Town Manager
Town of Greensboro
150 E 11th Street
Greensboro, FL 32330

Mayor
City of Gretna
Post Office Drawer 220
Gretna, Florida 32332

City Manager
City of Gretna
Post Office Drawer 220
Gretna, Florida 32332

Mayor
Town of Havana
P. O. Box 1068
Havana, FL 32333-1068

Town Manager
Town of Havana
P.O. Box 1068
Havana, FL 32333-1068

Mayor
City of Midway
50 M.L. King Blvd.
Midway, FL 32343

City Manager
City of Midway
50 M.L. King Blvd.
Midway, FL 32343

Mayor
City of Quincy
404 W. Jefferson Street
Quincy, Florida 32351-2328

City Manager
City of Quincy
404 W. Jefferson Street
Quincy, Florida 32351-2328

Leon County School Board
Chairperson
2757 W. Pensacola Street
Tallahassee, Florida 32304

Florida Department of Transportation
District III Secretary
1074 Highway 90
Chipley, Florida 32428

Capital Region Transportation Planning Agency
Executive Director
300 S. Adams Street, Mail Stop A-19
Tallahassee, FL 32301

General Counsel
300 S. Adams Street, Mail Stop A-19
Tallahassee, FL 32301

A party may unilaterally change its address or addressee by giving notice in writing to the other parties as provided in this section. Thereafter, notices, demands and other pertinent correspondence shall be addressed and transmitted to the new address and addressee.

February 28, 2023



AGENDA ITEM 9D

QUARTERLY BUDGET REPORTS

TYPE OF ITEM: Information

A status report on the Quarter 1 (July - September) Fiscal Year 2023 Unified Planning Work Program budget utilization is provided for the following:

- CRTPA Budget Report PL Funds (***Attachment 1***)
- CRTPA Budget Report SU Funds (***Attachment 2***)
- CRTPA Budget Report CM Funds (***Attachment 3***)

Unified Planning Work Program - Fiscal Years 2022/23-2023/24				Contract# G2782 (PL FUNDS)		Utilization
Invoice #: G2782 (PL-1)				Invoice Period: 07/01/2022 - 09/30/2022		
Task 1.0 - Administration						
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (PL) Budgeted Amount	2022/2023 FHWA (PL) Previous Payments	2022/2023 FHWA (PL) Current Cost (Q1)	2022/2023 FHWA (PL) Remaining Balance		
Personnel Services						
Salaries and Fringe	\$ 150,565.00	\$ -	\$ 60,359.01	\$ 90,205.99		40%
Sub Total:	\$ 150,565.00	\$ -	\$ 60,359.01	\$ 90,205.99		
Consultant Services						
Contract/Consultant Services	\$ -	\$ -	\$ -	\$ -		
1.7 Professional Services WCOT	\$ 19,500.00	\$ -	\$ -	\$ 19,500.00		6%
1.12 Professional Services Audit	\$ 17,500.00	\$ -	\$ -	\$ 17,500.00		3%
1.16 Professional Services Legal	\$ 39,000.00	\$ -	\$ 2,350.00	\$ 36,650.00		
Sub Total:	\$ 76,000.00	\$ -	\$ 2,350.00	\$ 73,650.00		
Travel/Training						
Travel/Training	\$ 18,500.00	\$ -	\$ 3,054.39	\$ 15,445.61		17%
Sub Total:	\$ 18,500.00	\$ -	\$ 3,054.39	\$ 15,445.61		
Direct Expenses						
Operational Expenses	\$ 62,800.00	\$ -	\$ 95.58	\$ 62,704.42		24%
Computer Software	\$ 5,000.00	\$ -	\$ 1,200.00	\$ 3,800.00		24%
Staff Services	\$ 81,941.00	\$ -	\$ 19,580.58	\$ 62,360.42		14%
Sub Total:	\$ 149,741.00	\$ -	\$ 20,876.16	\$ 128,864.84		
Supplies and Equipment						
Office Supplies	\$ 7,500.00	\$ -	\$ 1,126.16	\$ 6,373.84		15%
Computer Equipment	\$ 5,500.00	\$ -	\$ 5,474.03	\$ 25.97		100%
Sub Total:	\$ 13,000.00	\$ -	\$ 6,600.19	\$ 6,399.81		51%
Total:	\$ 407,806.00	\$ -	\$ 93,239.75	\$ 314,566.25		23%
Task 2.0 - Data Collection						
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (PL) Budgeted Amount	2022/2023 FHWA (PL) Previous Payments	2022/2023 FHWA (PL) Current Cost (Q1)	2022/2023 FHWA (PL) Remaining Balance		
Personnel Services						
Salaries and Fringe	\$51,000.00	\$ -	\$27,979.16	\$ 23,020.84		55%
Sub Total:	\$51,000.00	\$ -	\$27,979.16	\$ 23,020.84		
Consultant Services						
Contract/Consultant Services	\$ -	\$ -	\$ -	\$ -		
Sub Total:	\$ -	\$ -	\$ -	\$ -		
Direct Expense						
Transportation Data Mangement	\$ 3,989.00	\$ -	\$ 3,791.67	\$ 197.33		95%
Sub Total:	\$ 3,989.00	\$ -	\$ 3,791.67	\$ 197.33		58%
Total:	\$ 54,989.00	\$ -	\$ 31,770.83	\$ 23,218.17		
Task 3.0 - Long Range Planning						
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (PL) Budgeted Amount	2022/2023 FHWA (PL) Previous Payments	2022/2023 FHWA (PL) Current Cost (Q1)	2022/2023 FHWA (PL) Remaining Balance		
Personnel Services						
Salaries and Fringe	\$33,284.00	\$0.00	\$15,259.46	\$18,024.54		46%
Sub Total:	\$33,284.00	\$0.00	\$15,259.46	\$18,024.54		
Consultant Services						
Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00		46%
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00		
Total:	\$33,284.00	\$0.00	\$15,259.46	\$18,024.54		
Task 4.0 - Short-Range Planning						
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (PL) Budgeted Amount	2022/2023 FHWA (PL) Previous Payments	2022/2023 FHWA (PL) Current Cost (Q1)	2022/2023 FHWA (PL) Remaining Balance		
Personnel Services						
Salaries and Fringe	\$57,205.00	\$0.00	\$8,548.54	\$48,656.46		15%
Sub Total:	\$57,205.00	\$0.00	\$8,548.54	\$48,656.46		
Consultant Services						
Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00		
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00		
Other Direct Expenses						
TIP Software	\$0.00	\$0.00	\$0.00	\$0.00		
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00		
Total:	\$57,205.00	\$0.00	\$8,548.54	\$48,656.46		15%

Invoice #: G2782 (PL-1)

Invoice Period:

07/01/2022 - 09/30/2022

Task 5.0 - Mobility Planning				
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (PL) Budgeted Amount	2022/2023 FHWA (PL) Previous Payments	2022/2023 FHWA (PL) Current Cost (Q1)	2022/2023 FHWA (PL) Remaining Balance
Personnel Services				
Salaries and Fringe	\$65,304.00	\$0.00	\$14,231.56	\$51,072.44
Sub Total:	\$65,304.00	\$0.00	\$14,231.56	\$51,072.44
Consultant Services				
5.0 Contract/Consultant Services Support Task 5 Activities	\$0.00	\$0.00	\$0.00	\$0.00
5.7 Tallahassee to Havana Trail Feasibility Study	\$26,000.00	\$0.00	\$24,985.25	\$1,014.75
5.8 SR267 Bloxham Cutoff Trail Feasibility Study	\$0.00	\$0.00	\$0.00	\$0.00
5.20 Congestion Management Plan Update	\$29,000.00	\$0.00	\$7,579.47	\$21,420.53
5.26 Other Mobility Studies TBD	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total:	\$55,000.00	\$0.00	\$32,564.72	\$22,435.28
Total:	\$120,304.00	\$0.00	\$46,796.28	\$73,507.72

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39%

Task 6.0 - Public Involvement				
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (PL) Budgeted Amount	2022/2023 FHWA (PL) Previous Payments	2022/2023 FHWA (PL) Current Cost (Q1)	2022/2023 FHWA (PL) Remaining Balance
Personnel Services				
Salaries and Fringe	\$47,357.00	\$0.00	\$3,541.65	\$43,815.35
Sub Total:	\$47,357.00	\$0.00	\$3,541.65	\$43,815.35
Consultant Services				
Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00
Total:	\$47,357.00	\$0.00	\$3,541.65	\$43,815.35

7%
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Task 7.0 - Special Projects				
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (PL) Budgeted Amount	2022/2023 FHWA (PL) Previous Payments	2022/2023 FHWA (PL) Current Cost (Q1)	2022/2023 FHWA (PL) Remaining Balance
Personnel Services				
Salaries and Fringe	\$ 127,383.00	\$0.00	\$5,233.29	\$122,149.71
Sub Total:	\$ 127,383.00	\$0.00	\$5,233.29	\$122,149.71
Consultant Services				
7.0 Consultant Support Task 7 Activities				
7.1 Telecommute Study				
7.2 Regional Freight Study				
7.3 Other Moobility Studies (TBD)				
7.4 SS4A Safety Action Plan				
Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00
Total:	\$127,383.00	\$0.00	\$5,233.29	\$122,149.71
Rounding Adjustment	\$1.00			

4%
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G 2782 PL-1 GRAND TOTAL EXPENDITURE DETAIL :	\$848,329.00	\$0.00	\$204,389.79	\$643,939.21
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24%

Unified Planning Work Program - Fiscal Years 2022/23-2023/24		FPID# 439323-4-14-02			Contract# G2782 (SU FUNDS)	Utilization
Invoice #: G2782 (SU-1)		Invoice Period: 07/01/2022 - 09/30/2022				
Task 1.0 - Administration						
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (SU) Budgeted Amount	2022/2023 FHWA (SU) Previous Payments	2022/2023 FHWA (SU) Current Cost (Q1)	2022/2023 FHWA (SU) Remaining Balance		
Personnel Services						
Salaries and Fringe	\$129,363.00	\$0.00	\$0.00	\$129,363.00		
Sub Total:	\$129,363.00	\$0.00	\$0.00	\$129,363.00		
Consultant Services						
Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00		
1.7 Professional Services WCOT	\$0.00	\$0.00	\$0.00	\$0.00		
1.12 Professional Services Audit	\$0.00	\$0.00	\$0.00	\$0.00		
1.16 Professional Services Legal	\$0.00	\$0.00	\$0.00	\$0.00		
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00		
Travel/Training						
Travel/Training	\$0.00	\$0.00	\$0.00	\$0.00		
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00		
Direct Expenses						
Operational Expenses	\$0.00	\$0.00	\$0.00	\$0.00		
Computer Software	\$0.00	\$0.00	\$0.00	\$0.00		
Staff Services	\$0.00	\$0.00	\$0.00	\$0.00		
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00		
Supplies and Equipment						
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00		
Total:	\$ 129,363.00	\$0.00	\$ 0.00	\$ 129,363.00		
Task 2.0 - Data Collection						
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (SU) Budgeted Amount	2022/2023 FHWA (SU) Previous Payments	2022/2023 FHWA (SU) Current Cost (Q1)	2022/2023 FHWA (SU) Remaining Balance		
Personnel Services						
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00		
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00		
Consultant Services						
Contract/Consultant Services	\$30,000.00	\$0.00	\$0.00	\$30,000.00		
Sub Total:	\$30,000.00	\$0.00	\$0.00	\$30,000.00		
Direct Expenses						
2.7 Transportation Data Management	\$40,000.00	\$0.00	\$7,583.33	\$32,416.67		19%
Sub Total:	\$40,000.00	\$0.00	\$7,583.33	\$32,416.67		11%
Total:	\$70,000.00	\$0.00	\$7,583.33	\$62,416.67		
Task 3.0 - Long Range Planning						
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (SU) Budgeted Amount	2022/2023 FHWA (SU) Previous Payments	2022/2023 FHWA (SU) Current Cost (Q1)	2022/2023 FHWA (SU) Remaining Balance		
Personnel Services						
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00		
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00		
Consultant Services						
Contract/Consultant Services	\$30,000.00	\$0.00	\$0.00	\$30,000.00		
Sub Total:	\$30,000.00	\$0.00	\$0.00	\$30,000.00		
Total:	\$30,000.00	\$0.00	\$0.00	\$30,000.00		
Task 4.0 - Short-Range Planning						
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (SU) Budgeted Amount	2022/2023 FHWA (SU) Previous Payments	2022/2023 FHWA (SU) Current Cost (Q1)	2022/2023 FHWA (SU) Remaining Balance		
Personnel Services						
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00		
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00		
Consultant Services						
Contract/Consultant Services	\$30,000.00	\$0.00	\$0.00	\$30,000.00		
Sub Total:	\$30,000.00	\$0.00	\$0.00	\$30,000.00		
Other Direct Expenses						
TIP Software	\$12,000.00	\$0.00	\$0.00	\$12,000.00		
Sub Total:	\$12,000.00	\$0.00	\$0.00	\$12,000.00		
Total:	\$42,000.00	\$0.00	\$0.00	\$42,000.00		

Unified Planning Work Program - Fiscal Years 2022/23-2022/24				Contract# G2782 (SU FUNDS)	
Invoice #: G2782 (SU-1)		Invoice Period:		FPID# 439323-4-14-02 07/01/2022 - 09/30/2022	
Task 5.0 - Mobility Planning					
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (SU) Budgeted Amount	2022/2023 FHWA (SU) Previous Payments	2022/2023 FHWA (SU) Current Cost (Q1)	2022/2023 FHWA (SU) Remaining Balance	
Personnel Services					
Salaries and Fringe	\$55,000.00	\$0.00	\$0.00	\$55,000.00	
Sub Total:	\$55,000.00	\$0.00	\$0.00	\$55,000.00	
Consultant Services					
5.0 Consultant Support Task 5 Activities	\$30,000.00	\$0.00	\$0.00	\$30,000.00	
5.7 Tallahassee Havana Trail Feasibility Study	\$37,700.00	\$0.00	\$16,529.10	\$21,170.90	
5.8 SR 267 Bloxham Cuutoff Trail Feasibility Study	\$98,700.00	\$0.00	\$0.00	\$98,700.00	
5.20 Congestion Management Plan Update	\$10,721.00	\$0.00	\$0.00	\$10,721.00	
5.26 Other Mobility Studies (TBD)	\$708,523.00	\$0.00	\$0.00	\$708,523.00	
Sub Total:	\$885,644.00	\$0.00	\$16,529.10	\$869,114.90	
Total:	\$940,644.00	\$0.00	\$16,529.10	\$924,114.90	
Task 6.0 - Public Involvement					
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (SU) Budgeted Amount	2022/2023 FHWA (SU) Previous Payments	2022/2023 FHWA (SU) Current Cost (Q1)	2022/2023 FHWA (SU) Remaining Balance	
Personnel Services					
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Consultant Services					
Contract/Consultant Services	\$30,000.00	\$0.00	\$0.00	\$30,000.00	
Sub Total:	\$30,000.00	\$0.00	\$0.00	\$30,000.00	
Total:	\$30,000.00	\$0.00	\$0.00	\$30,000.00	
Task 7.0 - Special Projects					
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (SU) Budgeted Amount	2022/2023 FHWA (SU) Previous Payments	2022/2023 FHWA (SU) Current Cost (Q1)	2022/2023 FHWA (SU) Remaining Balance	
Personnel Services					
Salaries and Fringe	\$ 0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$ 0.00	\$0.00	\$0.00	\$0.00	
Consultant Services					
7.0 Consultant Support Task 7 Activities	\$30,000.00	\$0.00	\$0.00	\$30,000.00	
7.1 Telecommute Study	\$75,000.00	\$0.00	\$0.00	\$75,000.00	
7.2 Regional Freight Study	\$175,000.00	\$0.00	\$0.00	\$175,000.00	
7.3 Other Moobility Studies (TBD)	\$0.00	\$0.00	\$0.00	\$0.00	
7.4 SS4A Safety Action Plan	\$250,000.00	\$0.00	\$0.00	\$250,000.00	
Sub Total:	\$530,000.00	\$0.00	\$0.00	\$530,000.00	
Total:	\$530,000.00	\$0.00	\$0.00	\$530,000.00	
G2782 SU-1	\$1,772,007.00	\$0.00	\$24,112.43	\$1,747,894.57	

Utilization

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Unified Planning Work Program - Fiscal Years 2022/23-2023/24		Contract# G2782 (CM FUNDS)		
Invoice #: G2782 (CM-1)		Invoice Period: 07/01/2022 - 09/30/2022		
FPID# 439323-4-14-03				
Task 1.0 - Administration				
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (CM) Budgeted Amount	2022/2023 FHWA (CM) Previous Payments	2022/2023 FHWA (CM) Current Cost (Q1)	2022/2023 FHWA (CM) Remaining Balance
Personnel Services				
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Services				
Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00
1.7 Professional Services WCOT	\$0.00	\$0.00	\$0.00	\$0.00
1.12 Professional Services Audit	\$0.00	\$0.00	\$0.00	\$0.00
1.16 Professional Services Legal	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00
Travel/Training				
Travel/Training	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00
Direct Expenses				
Operational Expenses	\$0.00	\$0.00	\$0.00	\$0.00
Computer Software	\$0.00	\$0.00	\$0.00	\$0.00
Staff Services	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00
Supplies and Equipment				
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00
Total:	\$ 0.00	\$0.00	\$ 0.00	\$ 0.00
Task 2.0 - Data Collection				
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (CM) Budgeted Amount	2022/2023 FHWA (CM) Previous Payments	2022/2023 FHWA (CM) Current Cost (Q1)	2022/2023 FHWA (CM) Remaining Balance
Personnel Services				
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Services				
Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00
Direct Expenses				
2.7 Transportation Data Management	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00
Total:	\$0.00	\$0.00	\$0.00	\$0.00
Task 3.0 - Long Range Planning				
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (CM) Budgeted Amount	2022/2023 FHWA (CM) Previous Payments	2022/2023 FHWA (CM) Current Cost (Q1)	2022/2023 FHWA (CM) Remaining Balance
Personnel Services				
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Services				
Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00
Total:	\$0.00	\$0.00	\$0.00	\$0.00
Task 4.0 - Short-Range Planning				
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (CM) Budgeted Amount	2022/2023 FHWA (CM) Previous Payments	2022/2023 FHWA (CM) Current Cost (Q1)	2022/2023 FHWA (CM) Remaining Balance
Personnel Services				
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Services				
Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00
Other Direct Expenses				
TIP Software	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00
Total:	\$0.00	\$0.00	\$0.00	\$0.00

Utilization

Task 5.0 - Mobility Planning

EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (CM) Budgeted Amount	2022/2023 FHWA (CM) Previous Payments	2022/2023 FHWA (CM) Current Cost (Q1)	2022/2023 FHWA (CM) Remaining Balance
Personnel Services				
Salaries and Fringe		\$0.00	\$0.00	\$0.00
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Services				
5.0 Consultant Support Task 5 Activities		\$0.00	\$0.00	\$0.00
5.7 Tallahassee Havana Trail Feasibility Study		\$0.00	\$0.00	\$0.00
5.8 SR 267 Bloxham Cuutoff Trail Feasibility Study		\$0.00	\$0.00	\$0.00
5.20 Congestion Management Plan Update	\$96,880.00	\$0.00	\$7,798.85	\$89,081.15
5.26 Other Mobility Studies (TBD)		\$0.00	\$0.00	\$0.00
Sub Total:	\$96,880.00	\$0.00	\$7,798.85	\$89,081.15
Total:	\$96,880.00	\$0.00	\$7,798.85	\$89,081.15

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Task 6.0 - Public Involvement

EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (CM) Budgeted Amount	2022/2023 FHWA (CM) Previous Payments	2022/2023 FHWA (CM) Current Cost (Q1)	2022/2023 FHWA (CM) Remaining Balance
Personnel Services				
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Services				
Contract/Consultant Services		\$0.00	\$0.00	\$0.00
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00
Total:	\$0.00	\$0.00	\$0.00	\$0.00

Task 7.0 - Special Projects

EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (CM) Budgeted Amount	2022/2023 FHWA (CM) Previous Payments	2022/2023 FHWA (CM) Current Cost (Q1)	2022/2023 FHWA (CM) Remaining Balance
Personnel Services				
Salaries and Fringe	\$ 0.00	\$0.00	\$0.00	\$0.00
Sub Total:	\$ 0.00	\$0.00	\$0.00	\$0.00
Consultant Services				
7.0 Consultant Support Task 7 Activities	\$0.00	\$0.00	\$0.00	\$0.00
7.1 Telecommute Study	\$0.00	\$0.00	\$0.00	\$0.00
7.2 Regional Freight Study	\$40,000.00	\$0.00	\$0.00	\$40,000.00
7.3 Other Mobility Studies (TBD)	\$0.00	\$0.00	\$0.00	\$0.00
7.4 SS4A Safety Action Plan	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total:	\$40,000.00	\$0.00	\$0.00	\$40,000.00
Total:	\$40,000.00	\$0.00	\$0.00	\$40,000.00
G2782 CM-1	\$136,880.00	\$0.00	\$7,798.85	\$129,081.15

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