



CRTPA BOARD

MEETING OF MONDAY, SEPTEMBER 13, 2021 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 September 10. 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 September 12 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).

"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."

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 June 15 CRTPA Meeting & Public Hearing**
- B. CRTPA Attorney Contract Extension**
- C. Unified Planning Work Program (UPWP) Amendment**
- D. CRTPA Fiscal Years 2021-2025 Transportation Improvement Program (TIP) Amendment**
- E. CRTPA Fiscal Policies and Procedures**

5. CONSENT ITEMS PULLED FOR DISCUSSION**6. CRTPA ACTION**

The public is welcome to comment on any item. Each member of the public is provided three (3) minutes to address the CRTPA.

A. CRTPA Federal Certification

A presentation on the CRTPA's recent Transportation Management Area certification will be provided by the Federal Highway Administration.

B. CRTPA Fiscal Year (FY) 2020 Financial Statements

A presentation on the findings of the recent annual audit of the CRTPA will be provided.

C. Thomasville Road Multi-Use Path Feasibility Study

A project update will be provided including upcoming public involvement opportunities.

D. Fiscal Year (FY) 2023 – FY 2027 Roadway Project Priority List Update

This item seeks Board approval to split the limits of the current #3 ranked project (Crawfordville Road from Lost Creek Bridge to E. Ivan Road) into two (2) segments given the length of the project's limits.

E. 2022 CRTPA Budget

The CRTPA's budget for 2022 has been developed for Board discussion.

7. FLORIDA DEPARTMENT OF TRANSPORTATION REPORT

8. EXECUTIVE DIRECTOR'S REPORT

A status report on CRTPA activities will be provided.

9. CRTPA INFORMATION

A. Future Meeting Dates

B. FY 21 – FY 25 Transportation Improvement Program (TIP) Administrative Amendment & FY 22 – FY 26 TIP Modification

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

D. CRTPA Project Updates

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, as appropriate.



September 13, 2021

AGENDA ITEM 1

CALL TO ORDER AND ROLL CALL



September 13, 2021

AGENDA ITEM 2

AGENDA MODIFICATIONS



September 13, 2021

AGENDA ITEM 3

PUBLIC COMMENT ON ITEMS NOT APPEARING ON THE AGENDA

Comments at this meeting 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 September 10. 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 September 10 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.



September 13, 2021

AGENDA ITEM 4A

MINUTES

TYPE OF ITEM: Consent

The minutes from the June 15, 2021 CRTPA Meeting & RMP Public Hearing are provided as ***Attachment 1.***

RECOMMENDED ACTION

Option 1: Approve the minutes of the June 15, 2021 CRTPA Meeting & RMP Public Hearing.

ATTACHMENT

Attachment 1: Minutes of the June 15, 2021 CRTPA Meeting

Attachment 2: Minutes of the June 15, 2021 RMP Public Hearing



CRTPA BOARD

MEETING OF TUESDAY, JUNE 15, 2021 AT 1:30 PM

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

Meeting Minutes

Members Present:

Commissioner Jeremy Matlow, Chair, City of Tallahassee
Commissioner Anthony Viegbesie, Gadsden County
Commissioner Betsy Barfield, Jefferson County
Commissioner Kristin Dozier, Leon County
Commissioner Nick Maddox, Leon County
Commissioner Rick Minor, Leon County
Commissioner Curtis Richardson, City of Tallahassee
Commissioner Dianne Williams-Cox, City of Tallahassee
Commissioner Randy Merritt, Wakulla County

Staff Present: Greg Slay, CRTPA; Jack Kostrzewa, CRTPA; Greg Burke, CRTPA; Suzanne Lex, CRTPA; Yulonda Mitchell, CRTPA; Thornton Williams, CRTPA Attorney; Chris Rietow, ARPC; Andrea Rosser, StarMetro; Bryant Paulk, FDOT

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 May 18 CRTPA Meeting
 - B. Florida Department of Transportation (FDOT) Annual Certification

C. Unified Planning Work Program (UPWP) Amendment

Board Action: Commissioner Merritt made a motion to approve the consent agenda. Commissioner Viegbesie seconded the motion. The motion was unanimously passed.

5. CONSENT ITEMS PULLED FOR DISCUSSION**6. ROLL CALL VOTE AGENDA ITEMS****A. Fiscal Year (FY) 2022– FY 2026 Transportation Improvement Program (TIP)**

The FY 2022– FY 2026 TIP reflecting the projects that have received funding in the Florida Department of Transportation Work Program has been developed for Board adoption.

Ms. Lex provided a summary of the FY 2022-2026 Transportation Improvement Program. She noted the purpose of the TIP was to develop a five-year program of transportation projects, to fulfill state and federal requirements to have coordinated transportation projects consistent with local and regional goals and to demonstrate the transportation projects are financially feasible.

Ms. Lex stated the Bicycle and Pedestrian projects this year included sidewalk projects in Gadsden County and Leon County. The Transportation Alternative Program only had one project in Gadsden County. The Trails-Regional & Sun Trails had trail projects in Jefferson and Wakulla County. The Bridge projects funded include replacements and maintenance in all four counties in the region. Major Capacity projects were in Leon County and Wakulla County. Transit Projects included Transportation Assistance for Gadsden County and Jefferson County, Transportation Assistance Rural and Urban in Leon County, Transportation Assistance for Wakulla County and Commuter Assistance for the Capital Region. Resurfacing projects include projects from Jefferson County, Gadsden County, Leon County and Wakulla County. She noted, within the Work Program there was a significant emphasis placed on maintaining the current roadway system. She also noted, if there was an opportunity to provide safety enhancements, FDOT would do so. Mrs. Lex provided information on the Public Involvement Plan relating to the TIP. She stated, there were two public meetings held in Leon (in person/virtual) and Jefferson Counties (in person). Both meetings were advertised in newspapers in all four counties. She noted the next steps after Board approval, this item will be transmitted to the District Secretary and then to the Governor for signature.

Commissioner Barfield discussed the need for resurfacing Ashville Highway. She noted the County Commission has funded resurfacing on this roadway in very small segments and the roadway was needing resurfacing much sooner than Jefferson County could fund. She requested the presented segments be combined to allow for the roadway to be completely resurfaced sooner.

Commissioner Viegbesie discussed the need for an addition in Gadsden County. He discussed Dogtown Road. He noted large logging trucks have used this road and have caused major damage. He noted Gadsden County has patched the road as much as the county could finance.

Mrs. Lex stated she has noted and would work with FDOT regarding these two issues in Jefferson and Gadsden County.

Board Action: Commissioner Merritt made a motion to adopt the Fiscal Year (FY) 2022– FY 2026 Transportation Improvement Program (TIP). Commissioner Barfield seconded the motion. A roll call vote was taken, and the motion was unanimously passed.

7. CRTPA ACTION

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

A. Fiscal Year (FY) 2023 – FY 2027 Project Priority Lists (PPLs)

Ms. Lex provided background on the Project Priority Lists and how these lists relate to the Regional Mobility Plan and the Transportation Improvement Program and how projects are identified.

She provided highlights and changes on each of the lists.

The Draft FY 2023 – 2027 Project Priority Lists has been developed. The lists to be discussed consist of the following:

1. Regional Mobility Plan (RMP) Roadways Project Priority List

Commissioner Merritt asked about the limits on Crawfordville Road. Mr. Slay noted the project was split in the RMP and the limits could be changed. Commissioner Matlow asked about a timeline for the Roadway PPL projects to be completed. Mr. Slay noted this list could take about 25 years to complete. He noted these items are costly items.

Board Action: Commissioner Merritt made a motion to approve the Regional Mobility Plan (RMP) Roadways Project Priority List. Commissioner Richardson seconded the motion and the motion was unanimously passed.

2. Regional Mobility Plan (RMP) Bicycle and Pedestrian Project Priority List

Mrs. Lex provided highlights and changes for the Regional Mobility Plan (RMP) Bicycle and Pedestrian Project Priority List. The Board then heard Citizen Comments.

Larry Gonzalez, 825 Green Briar, Thomasville Trace President. Mr. Gonzalez stated Thomasville Trace was a neighborhood located on the eastside of Thomasville Road. The Thomasville Trace Association is in favor of sidewalks and bike paths but are opposed to creation of a new multiuse bike path on the segment between Betton Road to Metropolitan Boulevard. The objection was based on the fact that there are already bike paths and sidewalks on Thomasville Road and those serve the multiuse purpose. He noted this new path would require the removal of trees and the removal of entrances into neighborhoods. The Thomasville Trace residents would not be opposed to a path along the drainage path that would go behind the neighborhoods. He stated this would be more preferred over removing trees to build a new multiuse path.

Hans van Tol, 5304 Alford Drive spoke regarding the bike-ped PPLs. Mr. von Tol stated he was pleased Thomasville Road on the list. He stated this road was not safe for cyclist and didn't have a good alternative for cyclists. He noted he does use the bike lanes but would not bike on a daily basis because of the high vehicle traffic. Vehicles usually don't give the cyclist the needed space. He noted he avoids riding south of Waverly Road because there are no bicycle facilities. He noted for cyclists this would be a good amenity and would provide an alternative out of the neighborhood.

Ms. Bennett, 3135 Hadam Court, spoke on the Thomasville Road multiuse path. She discussed the Rose Hollow neighborhood area. She stated it has been requested several times to sacrifice the egress of the development and there are safety concerns. She requested information on the usage for a multiuse path in this area. She wants to be sure the usage will justify the cost of the project. She suggested a buffered bike lane.

Commissioner Viegbesie discussed the need for future funding of, specifically, Tallahassee to Havana bike trail. Mr. Slay explained there is currently a feasibility study (Iron Bridge Road Trail) that will begin later this year. Commissioner Dozier discussed the citizen outreach for the Thomasville Road Trail. She discussed the options for the multipath. Mr. Slay discussed the process and the decision-making process for the development of the path and the locations decision. Mr. Slay discussed having a discussion at the retreat and have a final approval in December. Commissioner Dozier stated she looked forward to the discussion. Commissioner Richardson discussed the public engagement process. He wanted information on the notices that will go out to the public. Mr. Slay noted staff would directly contact the homeowner associations and send out postcards with information on the project. He noted the associations has provided the best outreach for the projects. Commissioner Williams-Cox noted there are places to subscribe to receive notifications directly to their email/phone/social media, etc. Mr. Slay noted there was a place to signup on the website but not a place that is project specific. He noted there were about 500 notices sent out and only 2 were returned. Ms. Lex noted we did outreach at the Springtime Tallahassee festival. She noted staff was looking forward to getting back out to the communities and provide information. Mrs. Lex noted staff would approach Sun Trails on adding the Iron Bridge Trail and therefore it is listed on the Regional Trails PPL. Commissioner Williams-Cox encouraged citizens to stay engaged in the process.

Board Action: Commissioner Merritt made a motion to adopt the Regional Mobility Plan (RMP) Bicycle and Pedestrian Project Priority List. Commissioner Barfield seconded the motion and the motion was unanimously passed.

3. Regional Trails Project Priority List-Iron Bridge Road

Mrs. Lex provided an overview of the highlights of the Regional Trails Project Priority List. She noted the Iron Bridge Road Trail (Orchard Pond Road to US 27 in Havana). She stated it is yet to be determined where it would connect in Havana. The Coastal Trail and Capital Cascades Trails have been removed from the list, as they are fully funded and will be constructed in FY24 and FY25, respectively.

4. StarMetro Project Priority List

Mrs. Lex provided an overview of the highlights of the StarMetro Project Priority List. She stated the projects are provided by StarMetro and are in the Transit Development Plan. She noted the only change on the StarMetro List was to the C.K. Steele Plaza Operational Improvements, as other funding opportunities were identified for this project, therefore the project has been removed from the list. She noted that project has been replaced with the Electric Bus Fleet Infrastructure.

Mr. Stanley Sims, 1320 Avondale Way, discussed mobility between the outlying counties and the need for transportation. He discussed the need for improvements to transit. He stated the workforce in the rural communities. He stated many rural citizens may not have the ability to commute to Tallahassee for work. Commissioner Merritt asked Mr. Rietow to discuss the programs provided by the ARPC. Mr. Rietow stated the ARPC works with the large employers to assist with the transportation of employees. There are opportunities to carpool but the ARPC is hoping to provide additional services in the future.

Board Action: Commissioner Merritt made a motion to adopt the StarMetro Project Priority List. Commissioner Richardson seconded the motion and the motion was unanimously passed.

5. Transportation Systems Management (TSM) and Safety Project Priority List

6. Intelligent Transportation Systems (ITS) Project Priority List

Board Action: Commissioner Merritt made a motion to adopt the Regional Trails Project Priority List, Transportation Systems Management (TSM) and Safety Project Priority List, and the Intelligent Transportation Systems (ITS) Project Priority List. Commissioner Dozier seconded the motion and the motion was unanimously passed.

7. Tallahassee International Airport Project Priority List

Mrs. Lex provided an overview of the highlights of the Tallahassee International Airport Project Priority List. She noted this list was provided by the Airport to show the funding that was available from FTA along with the matching funds from City of Tallahassee or Leon County.

Board Action: Commissioner Merritt made a motion to adopt the Tallahassee International Airport Project Priority List. The motion was seconded by Commissioner Minor and the motion was unanimously passed.

B. CRTPA Safety Discussion

This item provides an analysis of bicycle and pedestrian data trends in the CRTPA region related to safety.

Mr. von Tol, 1503 Old Forte Drive discussed safety. He stated he was concerned about bike and pedestrian safety. He stated Florida was the worst state in the country for cyclist deaths. He discussed several fatalities that have happened in the region over the last few years. He noted in the police reports, there wasn't details including rate of speed and many times alcohol testing is done on the cyclist and not on the vehicle driver.

Mr. Kostrzewa provided information on bicycle and pedestrians safety. He stated the goal should be zero fatalities in the region. He stated fatalities and serious injuries could be seen as a high number. He discussed the data after the data was analyzed. He noted the influence in Leon County would be noticeable due to the population. He noted there were some inconsistencies. He noted based on crash reports the only noted contributing factors were those from the cyclist and not the driver. He discussed the various factors that were reviewed and analyzed.

Board Action: This was an informational item, therefore, no action was taken.

8. FLORIDA DEPARTMENT OF TRANSPORTATION REPORT

Mr. Bryant Paulk stated there were two meetings to notify the Board. He stated both are related to ongoing PD&E studies. Orange Avenue, public hearing schedule on July 29 at the Family Worship and Praise Center on Lake Bradford Road. US 19 Multiuse Trail Study the Alternatives Public Meeting on September 16 at the Monticello Opera House.

Commissioner Richardson requested update on the crosswalks on Orange Avenue. Mr. Paulk stated the CRTPA had allocated funds for the crosswalks but were not in the work program in this Fiscal Year. He noted the Board could expect an update at the next meeting. Mr. Paulk stated he would reach out to the safety team to propose some temporary solutions at the intersection of Wahnish Way and Orange Avenue. Mr. Slay provided an update from a meeting he had with FDOT Safety Engineer. He noted the crosswalks are anticipated to be completed by the time the school year starts (Nims area). He also noted the Liberty Park crosswalk would take longer to complete but will be continuously worked on with FDOT staff. Commissioner Viegbesie expressed concerns with crosswalks on Pat Thomas Parkway (Walmart to National Guard and Captain Ds to Walgreens). He stated this was near US 90/Pat Thomas Parkway intersection. He noted another very dangerous intersection was at CR 161/SR 12. He requested those intersections be reviewed for safety improvements.

9. EXECUTIVE DIRECTOR'S REPORT

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

Mr. Slay provided a report. He noted Thomasville Road Trail will include a second round of Public Involve. He discussed the federal legislation. He noted the agreement was a high-level agreement, but he would follow the legislation and review any details that are provided. He provided information on the Audit, stating it was currently on schedule. He also noted there would be a presentation on the CRTPA certification at the next Board meeting.

10. CRTPA INFORMATION

- A. Future Meeting Dates (Next Meeting: September 21)**
- B. Committee Actions (Citizen's Multimodal Advisory Committee & Technical Advisory Committee)**
- C. CRTPA Project Updates**

11. ITEMS FROM CRTPA BOARD MEMBERS

Commissioner Minor provided an update on the North Monroe Task Force, charged with identifying capital improvements along the corridor. When the task force work is completed the Board would get a presentation.

Commissioner Williams-Cox discussed the need for Rail. She noted there should be a detailed discussion at a later meeting possibly the October retreat. Mr. Slay noted the FDOT was conducting a study on statewide railways. There would be a presentation on the findings of the study later this year.

Meeting adjourned at 3:15 PM.

Attested:

Yulonda Mitchell, Recording Secretary

Jeremy Matlow, CRTPA Chairman



PUBLIC HEARING

CONNECTIONS 2045 REGIONAL MOBILITY PLAN AMENDMENT

MEETING OF TUESDAY, JUNE 15, 2021 AT 1:30 PM

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

Meeting Minutes

Members Present:

Commissioner Jeremy Matlow, Chair, City of Tallahassee
Commissioner Anthony Viegbesie, Gadsden County
Commissioner Betsy Barfield, Jefferson County
Commissioner Kristin Dozier, Leon County
Commissioner Nick Maddox, Leon County
Commissioner Rick Minor, Leon County
Commissioner Curtis Richardson, City of Tallahassee
Commissioner Dianne Williams-Cox, City of Tallahassee
Commissioner Decorkus Allen, Town of Havana - Gadsden Municipalities
Commissioner Randy Merritt, Wakulla County

Staff Present: Greg Slay, CRTPA; Jack Kostrzewa, CRTPA; Greg Burke, CRTPA; Suzanne Lex, CRTPA; Yulonda Mitchell, CRTPA; Thornton Williams, CRTPA Attorney; Chris Rietow, ARPC; Andrea Rosser, StarMetro; Bryant Paulk, FDOT

The CRTPA is conducting a public hearing to solicit public comment on a proposed amendment to the Connections 2045 Regional Mobility Plan (RMP).

Subsequent to solicitation of public comment, the CRTPA is to formally consider amending the Connections 2045 RMP (provided as ***Attachment 1***).

ATTACHMENT

Attachment 1: RMP Amendment Agenda Item

Mr. Slay stated at the November 23, 2020 Capital Region Transportation Planning Agency Board meeting members approved the Connections 2045 Regional Mobility Plan. Staff is seeking to amend the 2045 RMP to include several transit projects. Mr. Slay noted the RMP would add relevant projects from the 2040 RMP, as well as a few other projects, including the South Side Transit Stop. He also noted, that after the Transit Development Plan (TDP) and the Comprehensive Operational Analysis (COA) were completed, there would be another amendment to the RMP.

The meeting moved to hear public comment. There were no public speakers at the meeting.

Board Action: Commissioner Dozier made a motion to approve the Regional Mobility Amendment as presented by staff. Commissioner Viegbesie seconded the motion. A roll call vote was taken, and the motion was unanimously passed.

Public hearing closed at 1:40 PM.

Attested:

Yulonda Mitchell, Recording Secretary

Jeremy Matlow, CRTPA Chairman

September 13, 2021



AGENDA ITEM 4B

CRTPA ATTORNEY CONTRACT

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

The current contract for Thornton Williams, CRTPA Attorney, expired in June of this year. The current contract, signed in June 2018, was a two-year contract with one one-year option.

The CRTPA Board has two options regarding legal services. [Section 287.057\(3\)\(e\)4 Florida Statutes](#), allows agencies the option to continue legal services contracts without soliciting proposals. The second option would be to develop a Request for Qualifications (RFQ) and have an open solicitation for legal services. Based on Mr. Williams long tenure with the CRTPA and extensive background in transportation law, staff recommended retaining his services at the August 24 CRTPA Executive Committee Meeting.

To that end, at the August CRTPA Executive Committee Meeting, members approved a recommendation to negotiate a new contract with the Williams Law Group. Subsequent to the meeting, a new legal services agreement (**Attachment 1**) and related resolution (**Attachment 2**) have been negotiated and are provided for CRTPA Board approval.

CRTPA EXECUTIVE COMMITTEE ACTIONS

The CRTPA Executive Committee met on August 24 and approved the staff recommended option to negotiate a new contract with the Williams Law Group.

OPTIONS

Option 1: Adopt by resolution a new legal services contract with the Williams Law Group.
(Recommended)

Option 2: Provide other direction.

ATTACHMENT

Attachment 1: Legal services agreement with the Williams Law Group

Attachment 2: Resolution

PROFESSIONAL SERVICES AGREEMENT

THIS **AGREEMENT** for Professional Legal Services is entered into this _____ day of _____, 2021, by and between the Capital Region Transportation Planning Agency, ("CRTPA") and the law firm of Williams Law Group, P.A. ("Law Firm") shall become effective on the date entered above.

WHEREAS, the CRTPA is a metropolitan planning organization designated pursuant to Section 339.175, Florida Statutes; and

WHEREAS, the CRTPA wishes to obtain the services of the Law Firm for the purpose of assisting the CRTPA in legal matters as referenced below in the Scope of Services; and

WHEREAS, the Law Firm wishes to render the legal services as required by the CRTPA as set forth in the Scope of Services;

NOW, THEREFORE, for valuable consideration and the mutual promises between the parties hereto, it is agreed as follows:

1. Scope of Services. The Law Firm shall perform the following services:

- (a) **Routine CRTPA Meetings, Telephonic Consultation and Advice.** The Primary or Secondary attorneys, as set forth herein, will provide routine telephonic legal consultation with CRTPA Board members, the CRTPA's Executive Director (hereinafter referred to as "the Director") and the CRTPA Staff. The Primary Attorney will attend all CRTPA Board meetings, including the Board's semi-annual retreat, and pre-briefings as requested by the CRTPA Board Chairman or the Director, except when unforeseen situations arise outside the control of the Primary Attorney, in which case a Secondary Attorney may attend.

Formal presentations at CRTPA Board meetings will be by either the Primary Attorney or a Secondary Attorney, at the discretion of the Primary Attorney, unless the Director requests otherwise. The Primary or Secondary Attorneys will provide advice on routine CRTPA issues.

- (b) Follow up Activities. The Law Firm will perform follow up activities, as a result of matters addressed or considered during CRTPA meetings or the pre-briefing, at the request of the Director or the Board Chairman. Either the Primary Attorney, Secondary Attorneys, or other attorneys within the Law Firm may perform these follow up activities, unless the Director requests otherwise.
- (c) Preparation of Presentations to CRTPA Board. The Law Firm will prepare presentations to the CRTPA Board at CRTPA meetings at the request of the Director or the Board Chairman. The Primary Attorney, Secondary Attorneys, or other attorneys within the Law Firm may prepare these presentations, at the discretion of the Primary Attorney, unless the Director requests otherwise.
- (d) Legal Opinions. The Law Firm will provide legal opinions at the request of the Director, the Chairman or the Board. Legal opinions will be provided in a summarized written format suitable for either a presentation to the CRTPA, incorporating into the CRTPA Agenda or policy items. The Primary Attorney, Secondary Attorneys, or other attorneys within the Law Firm may perform research and writing, at the discretion of the Primary Attorney, unless the Director requests otherwise; however, presentations at CRTPA meetings will be in accordance with (c), above. The Law Firm will provide an opinion letter in response to the annual auditor's request for a description of all material pending and threatened litigation, claims and assessments against, CRTPA and related matters. As the Law Firm's practice areas do not include Statement of Financial Accounting Standards No. 5, no opinion will be

provided by the Law Firm in relation to the disclosure requirements of Statement of Financial Accounting Standards No. 5.

- (e) CRTPA Policy Development. The Law Firm will participate in the development and revisions of CRTPA policy, procedures, bylaws and governing documents, at the request of the Director. The Primary Attorney, Secondary Attorneys or other attorneys within the Law Firm may attend meetings and perform research, writing, and related work, at the discretion of the Primary Attorney, unless the Director requests otherwise; however, presentations at CRTPA meetings will be in accordance with (c), above.
- (f) Litigation. The Law Firm will provide litigation support to the CRTPA at the request and with the authorization of the Board Chairman or the Director. Either the Primary Attorney, the Secondary Attorneys or other attorneys within the Law Firm may provide these services, at the discretion of the Primary Attorney.
- (g) CRTPA Contracts. The Law Firm will participate in the preparation of contracts, contract negotiations, settlements, changes and the initial evaluation of protests at the request of the Director in conjunction with the City or County procurement offices, as needed. The Primary Attorney, Secondary Attorneys or other attorneys within the Law Firm may attend meetings, perform evaluations and research and writing, at the discretion of the Primary Attorney, unless the Director requests otherwise; however, presentations at CRTPA meetings will be in accordance with (c), above.
- (h) Other Services. The Law Firm shall render such other legal professional services as may on occasion be specifically requested by the CRTPA and duly authorized in writing by the Director or the Board Chairman. The Director or his designee shall be the coordinator for all CRTPA requests for legal services from the Law Firm and shall be responsible for ensuring the Law Firm provides the

requested legal services in a timely and satisfactory manner. The Primary Attorney, Secondary Attorneys or other attorneys within the Law Firm may perform these services, at the discretion of the Primary Attorney, unless the Director requests otherwise; however, presentations at CRTPA meetings will be in accordance with (c), above.

2. Compensation.

(a) The Law Firm shall be compensated for professional fees with a monthly retainer as follows:

- 1) For the first year, in the amount of \$14,100.00, (billed at 1,175.00, per month), and a rate of \$300.00 per hour for 3.9 hours per month for services rendered to the CRTPA as listed in paragraphs 1 (a) above.
- 2) For the second year, in the amount of \$16,000.00 (billed at 1,333.33, per month) and a rate of \$315.00 per hour for 4.23 hours, per month for services rendered to the CRTPA as listed in paragraphs 1 (a) above.
- 3) For the third year, in the amount of \$17,100.00, per year (billed at \$1,425.00 per month), and a rate of \$325.00 per hour for 4.3 hours, per month for services rendered to the CRTPA as listed in paragraphs 1 (a) above.
- 4) The Law Firm will perform such services in excess of the monthly allocation hours upon conferring with and receiving written approval from the Executive Director to do so, and be compensated therefore at the hourly rate in paragraph 2(a) above. Should the Law Firm propose that additional compensation should be provided for such work, it will present its proposal and justification to the Director, who will have discretion to approve or disapprove such additional compensation based on CRTPA Board direction as provided for herein. All approvals for additional compensation will be made in writing.

- 5) The Law Firm shall be compensated at the billing rate per hour, as outlined herein, for services rendered to the CRTPA as listed in paragraphs l(b)-(h) above, and for all authorized services rendered as listed in paragraphs 1(a) above, that exceed the budgeted allocated hours in any one month.
- 6) The Law Firm shall be compensated for all out of pocket expenses and other charges incurred in providing services under this Agreement.
- 7) On or before the 15th day of each consecutive month during the term of this agreement, the Law Firm shall prepare and submit an invoice for such fees, costs, and expense incurred in providing services during the preceding month. Invoices will include the name of the attorney performing the work, a description of the work performed, hours expended during the billing period, cumulative hours on the specific task, the amount currently billed, and any prior due balances. Invoices shall be submitted to the Director, via e-mail, as designated by the Director. Invoices shall also provide detail as to specific and cumulative time expended, disbursements made, payments made to any certified DBE firms and other expenses incurred as may be required by the Director. Semi-annually, the Law Firm shall provide written documentation, which identifies the progress made toward the CRTPA's DBE goal of 8.5% participation.

3. Maintenance of Professional Standards and Malpractice Insurance.

The Law Firm shall maintain familiarity with the Code of Professional Responsibility of the Florida Bar and shall ensure that its representation shall be in compliance with the standards of conduct set by those rules. In the event of any questions concerning any potential conflict of interest between the CRTPA and any other client represented by the Law Firm, the same shall be disclosed to the Director immediately upon the issue being raised. The Director will develop a recommendation as to the conflict to present to the CRTPA Board for its

consideration.

4. Insurance.

The Law Firm shall obtain and maintain malpractice insurance and shall provide documentation of same.

5. Primary and Secondary Attorneys Professional Services Responsibility.

The legal services under this Agreement shall be provided by Thornton Williams, Esquire, as Primary Attorney, and Harriet Williams, Esquire, as a Secondary Attorney under this Agreement, and other attorneys within the Law Firm, when necessary, as described in paragraph 1, above.

6. Term of Agreement.

This Agreement is for an term of three (3) years from the date first above stated, but may be amended from time to time, in writing, by mutual agreement of the parties. This Agreement may be unilaterally terminated for convenience by either party upon the providing of 30 days written notice to the other party. The three years under this Agreement shall be for a two year term with one, one year option to extend and further provided that funding approval by the CRTPA Board is obtained prior to renewal.

7. Assignment.

This Contract shall not be assigned or sublet as a whole or in part without the written consent of the CRTPA nor shall the Law Firm assign any monies due or to become due to him hereunder without the previous written consent of the CRTPA.

8. Indemnification.

The Law Firm agrees to indemnify and hold harmless the CRTPA from all claims, damages, liabilities, or suits of any nature whatsoever arising out of, because of, or due to the breach of this agreement by the Law Firm, its delegates, agents or employees, or due to any act or occurrence of omission or commission of the Law Firm, including but not limited to costs and a reasonable

attorney's fee.

9. Audits, Records and Records Retention.

The Law Firm agrees:

(a) To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the CRTPA under this contract.

(b) To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of three (3) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of three (3) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.

(c) Upon completion or termination of the contract and at the request of the CRTPA, the Law Firm will cooperate with the CRTPA to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph 1 above.

(d) To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the CRTPA.

(e) Persons duly authorized by the CRTPA and Federal auditors, pursuant to 45 CFR, Part 92.36(1)(10), shall have full access to and the right to examine any of provider's contract and related records and documents, regardless of the form in which kept, at all

reasonable times for as long as records are retained.

(f) To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

AGREED TO the date first above stated,

**Jeremy Matlow, Chair
CAPITAL REGION
TRANSPORTATION PLANNING AGENCY**

**By: Thornton Williams
800 N. Calhoun Street
Suite 1B
Tallahassee, Florida 32303
(850) 224 -3999**

CRTPA RESOLUTION 2021-09-4B

A **RESOLUTION** of the Capital Region Transportation Planning Agency ("CRTPA") authorizing the execution of a contract between the CRTPA and the Williams Law Group, P.A.

WHEREAS, the CRTPA wishes to contract for legal service; and

WHEREAS, the CRTPA has completed negotiations the Williams Law Group, P.A. for legal services; and

WHEREAS, the CRTPA has found that the Williams Law Group, P.A. is the qualified to preform legal services for CRTPA,

NOW THEREFORE, BE IT RESOLVED BY THE CRTPA THAT:

1. The CRTPA has the authority to enter into a contract for legal services.
2. The CRTPA has an approved the scope of services and fees.
3. The CRTPA has funding within its annual budget for the legal services.
4. The CRTPA authorizes the Chair to execute and Executive Director to administer a contract with the Williams Law Group, P.A. for legal services.

DULY PASSED AND ADOPTED THIS _____ DAY OF _____ 2021

Capital Region Transportation Planning Agency

By: Jeremy Matlow, Chair

September 13, 2021



AGENDA ITEM 4C

**CRTPA FISCAL YEAR (FY) 2021 – FY 2022
UNIFIED PLANNING WORK PROGRAM AMENDMENT**

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

The purpose of this item is to amend the CRTPA FY 2021 – FY 2022 Unified Planning Work Program (UPWP) to include the State FY 22 FTA contract award and to authorize the Executive Director to sign the associated Federal Transit Authority 5305(d) Joint Planning Agreement with the Florida Department of Transportation (FDOT).

CRTPA COMMITTEE ACTIONS

The CRTPA Technical Advisory Committee and the Citizen's Multimodal Advisory Committee are scheduled to meet on September 7, 2021. Due to the deadlines associated with development of the CRTPA agenda, the committees had not heard this item prior to agenda mailout. Any committee recommendation for this item will be provided prior to the meeting.

RECOMMENDED ACTION

Option 1: Approve the CRTPA FY 2021 – FY 2022 Unified Planning Work Program (UPWP) Amendment to include State FY 2022 FTA funds and State Match Toll Credit Soft Match, and to authorize the Executive Director to sign the associated Federal Transit Authority 5305(d) Joint Planning Agreement.

HISTORY AND ANALYSIS

The FTA and the State match funds are allocated annually. The proposed amendment revises the UPWP FY 2022 FTA budget to include the available State FY 2022 contract award. These funds will be authorized in the 5305(d) Joint Planning Agreement with the FDOT. The total award is \$180,615, of which 80% is FTA funds and the remaining 20% State Toll Credit Soft Match (non-cash match).

State FY 2022 FTA 5303(d) Award		
FTA 80% (DU)	State 20%	Total Award
\$144,492	\$36,123	\$180,615

In the FY 2021 – FY 2022 UPWP, the FTA funds and the State Match funds are allocated to personnel and operating costs. **Attachment 1** provides the total FTA budget for FY 2022 by task in the UPWP.

RECOMMENDED ACTION

Option 1: Approve the CRTPA FY 2021 – FY 2022 Unified Planning Work Program (UPWP) Amendment to include State FY 2022 FTA funds and State Match Toll Credit Soft Match, and to authorize the Executive Director to sign the associated Federal Transit Authority 5305(d) Joint Planning Agreement.
(Recommended)

Option 2: As desired by the Board.

NEXT STEPS

Subsequent to Board approval the Joint Planning Agreements will be executed and the FY 2021 – FY 2022 UPWP will be updated to incorporate the approved changes.

ATTACHMENT

Attachment 1: Amended FY 2022 FTA Funding by UPWP Task

ORIGINAL FTA G1X08								
Task 1.0		Task 2.0	Task 3.0	Task 4.0	Task 5.0	Task 6.0	Task 7.0	TOTAL
ROUNDED	\$ 80,697	\$10,250	\$ 9,750	\$23,750	\$ 18,250	\$ 11,250	\$ 26,275	\$180,222
DPTO - 80%	\$ 64,558	\$8,200	\$ 7,800	\$19,000	\$ 14,600	\$ 9,000	\$ 21,020	\$144,178
SM - 20%	\$ 16,139	\$2,050	\$ 1,950	\$4,750	\$ 3,650	\$ 2,250	\$ 5,255	\$36,044
	\$ 80,698	\$10,250	\$ 9,750	\$23,750	\$ 18,250	\$ 11,250	\$ 26,275	\$180,222
State FY 22 (Federal FY 21) 80% FTA and 20% Soft Match								
Task 1.0		Task 2.0	Task 3.0	Task 4.0	Task 5.0	Task 6.0	Task 7.0	TOTAL
ROUNDED	\$ 80,697	\$10,250	\$ 9,750	\$23,750	\$ 18,250	\$ 11,250	\$ 26,275	\$180,223
DPTO - 80%	\$ 64,872	\$8,200	\$ 7,800	\$19,000	\$ 14,600	\$ 9,000	\$ 21,020	\$144,178
SM - 20%	\$ 16,218	\$2,050	\$ 1,950	\$4,750	\$ 3,650	\$ 2,250	\$ 5,255	\$36,045
	\$ 81,091	\$10,250	\$ 9,750	\$23,750	\$ 18,250	\$ 11,250	\$ 26,275	\$180,616
Revised FTA Task Totals for FY22								
Task 1.0		Task 2.0	Task 3.0	Task 4.0	Task 5.0	Task 6.0	Task 7.0	TOTAL
ROUNDED	\$ 161,395	\$20,500	\$ 19,500	\$47,500	\$ 36,500	\$ 22,500	\$ 52,550	\$180,223
DPTO - 80%	\$ 129,430	\$16,400	\$ 15,600	\$38,000	\$ 29,200	\$ 18,000	\$ 42,040	\$144,178
SM - 20%	\$ 32,358	\$4,100	\$ 3,900	\$9,500	\$ 7,300	\$ 4,500	\$ 10,510	\$36,045
	\$ 161,788	\$20,500	\$ 19,500	\$47,500	\$ 36,500	\$ 22,500	\$ 52,550	\$360,838

September 13, 2021



AGENDA ITEM 4D

CRTPA FISCAL YEAR (FY) 2021 – FY 2025 TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENT

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

Staff is seeking approval of an amendment to the CRTPA FY 2021 – FY 2025 Transportation Improvement Program. (*Attachment 1*)

CRTPA EXECUTIVE ACTIONS

At the August 24, 2021 meeting, the CRTPA Executive Committee approved Resolution 2021-08-3E, by roll-call vote, amending Project No. 439374-1 to provide increased construction funding in FY 22 for the replacement of the CR 159 Salem Road Bridge over Swamp Creek Bridge No. 500032. (Gadsden County)

CRTPA COMMITTEE ACTIONS

The CRTPA Technical Advisory Committee and the Citizen's Multimodal Advisory Committee are scheduled to meet on September 7, 2021. Due to the deadlines associated with development of the CRTPA agenda, the committees had not heard this item prior to agenda mailout. Any committee recommendation for this item will be provided prior to the meeting.

RECOMMENDED ACTION

Option 1: Approve the amendment to FY 2021 – FY 2025 Transportation Improvement Program, Project No. 439374-1, to provide increased funding for the Construction Phase in FY 22 for the replacement of the CR 159 Salem Road Bridge over Swamp Creek Bridge No. 500032. (Gadsden County)

BACKGROUND

The CRTPA Transportation Improvement Program identifies regional transportation projects (roadway, bicycle and pedestrian, transportation systems management, transportation enhancement, public transportation, aviation, resurfacing and bridge projects) that have received funding in the Florida

Department of Transportation's (FDOT) Five-Year Work Program. The FDOT requested the amendment to the FY 2021 -FY 2025 TIP to provide increased funding to the Construction Phase for a bridge replacement project in Gadsden County. Currently construction is funded at a cost of \$4,031,746. The revised construction project budget is \$6,661,778. The amendment was time-sensitive as the FDOT needed to authorize construction funding immediately.

RECOMMENDED ACTION

Option 1: Approve the amendment to FY 2021 – FY 2025 Transportation Improvement Program, Project No. 439374-1, to provide increased funding for the Construction Phase in FY 22 for the replacement of the CR 159 Salem Road Bridge over Swamp Creek Bridge No. 500032. (Gadsden County)
(Recommended)

Option 2: As desired by the Board.

ATTACHMENT

Attachment 1: Adopted CRTPA FY 2021 – FY 2025 Transportation Improvement Program Amendment

CR 159 SALEM ROAD OVER SWAMP CREEK BRIDGE NO. 500032**4393741 SIS****Prior Year Cost: 955,553****Future Year Cost: 0****Total Project Cost: 7,742,864****LRTP: 2045 RMP Appendix B, Table 10 – Page 9****Project Description:** BRIDGE REPLACEMENT

Notes: The Environmental Phase of this project was Administratively Amended into the TIP in July 2021. The Construction Phase was amended by the Executive Committee in August 2021 to reflect increased project costs.

Lead Agency: MANAGED BY FDOT**From:****County:** GADSDEN**To:****Length:** .674**Phase Group:** PRELIMINARY ENGINEERING, RIGHT OF WAY, CONSTRUCTION

Phase	Fund Code	PRIOR YEAR	2021	2022	2023	2024	2025	2026	Total
PE	ACBZ	116,125	0	0	0	0	0	0	116,125
PE	BRTZ	747,428	0	0	0	0	0	0	747,428
ROW	ACBZ	90,000	0	0	0	0	0	0	90,000
CST	ACBZ	0	0	5,719,780	0	0	0	0	5,719,780
CST	ACBZ	0	0	85,636	0	0	0	0	85,636
CST	ACBZ	0	0	856,362	0	0	0	0	856,362
ENV	ACBZ	0	0	127,533					127,533
		953,553		6,789,311					7,742,864

September 13, 2021



AGENDA ITEM 4E

CRTPA FINANCE POLICY

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

Staffing is seeking approval of the CRTPA's Finance Policy.

CRTPA EXECUTIVE ACTIONS

At the August 24, 2021 meeting, the CRTPA Executive Committee reviewed the draft Finance Policy and Memo of Internal Controls in Other Areas. No formal action was taken.

RECOMMENDED ACTION

Option 1: Recommend the CRTPA Board approve the Finance Policy.

BACKGROUND AND ANALYSIS

The FDOT Office of Inspector General (OIG) conducted an audit of the CRTPA. One of the audit findings identified that the CRTPA's Financial Management System was not compliant with the requirements set forth in Title 2 CFR 200.302 (Financial Management) and the CRTPA's Joint Planning Agreement.

Specifically, the OIG Audit Report stated the CRTPA's financial management system, consisting of all processes (both automated and manual), was insufficient to meet federal recordkeeping requirements. Furthermore, the report recommended two actions to correct the deficiency. First, the OIG recommended the CRTPA develop and establish a detailed written procedure regarding the process for composing, calculating, and submitting invoices, including a step-by-step procedure to generate financial reports and filtering data for invoice calculation. Second, the OIG recommended the CRTPA assign a specific account code for unallowable costs incurred by CRTPA to be utilized at the time of data entry to PeopleSoft.

In response, CRTPA staff has drafted a Finance Policy (***Attachment 1***) and documented internal controls in the Memo on Internal Controls in Other Audit Areas (***Attachment 2***). The Finance Policy establishes procedures for the expenditure of the CRTPA grant funds and the internal operating processes for handling CRTPA funds and vendor payments.

Broken into five sections, the attached Finance Policy covers procedures related to Budget; Purchasing; Payroll and Check Distribution; Tangible Property/Assets; and the CRTPA Executive Director Approval Authority. The policy also addresses the Executive Director's authority under two types of emergency situations. In addition, the Memo on Internal Controls in Other Audit Areas provides further detail on invoice development and record-keeping, including classifying unallowable costs. The memo is designed to provide reasonable assurance to the Board regarding the preparation of reliable annual financial statements and is updated as internal controls are refined and implemented.

OPTIONS

Option 1: Recommend the CRTPA Board approve the Finance Policy.
(Recommended)

Option 2: CRTPA Board Discretion

ATTACHMENT

Attachment 1: CRTPA Finance Policy

Attachment 2: Memo on Internal Controls in Other Audit Areas

FINANCE POLICY GRANTS**APPROVED: (Date of Approval)****REVIEW BY: Every two years prior to development of UPWP (January 2024)*****1. References***

- a. Staff Services Agreement for administrative services between the City of Tallahassee and the Capital Region Transportation Planning Agency (CRTPA).
- b. State of Florida Department of Transportation CRTPA Agreement for PL funds.
- c. State of Florida Department of Transportation 5305(d) Agreement for FTA funds.

2. Purpose and Scope

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

3. Budget

- a. **General Policies.** The Board shall review and approve the CRTPA's Unified Planning Work Program (UPWP) and operating budgets, programming, and expenditure of CRTPA funds. The annual operating budget and new UPWP budget will be reviewed by the Executive Committee prior to being submitted to the Board.
- b. **Unified Planning Work Program.** The UPWP shall be developed and approved by the CRTPA biennially. The fiscal year of the UPWP shall be from July 1st to June 30th. The budget will detail the expenditure of grant funds by tasks. A draft UPWP should be submitted to the Board for review at its March or April meeting and a final UPWP shall be submitted for approval by the Board no later than May 15th. A copy is also provided to the City of Tallahassee Grants Management Department and Financial Management Department. Operating and project budgets are maintained within the City's software program, People Soft.
- c. **Operating Budget.** The CRTPA Operating Budget shall be developed in accordance with the UPWP. For the Operating Budget the fiscal year shall be from October 1st to September 30th. The CRTPA staff shall prepare a detailed expenditure and revenue (operating and project budget) which is provided to the CRTPA's Budget Analyst and is maintained within the City's software program. A draft operating budget shall be submitted to the Financial Management Department in mid-July of each year. The City of Tallahassee operating budget approved at the City Commission meeting in September shall reflect the CRTPA revenues and expenditures.

- d. **Monitoring.** CRTPA staff shall monitor the approved budgets in the UPWP and identify any necessary modifications, amendments, or changes to the operating budget.
- e. **UPWP Modifications.** Modifications to the UPWP do not change the FHWA or FTA approved budget and do not change the scope of the funded work task(s). Modifications do not require Board approval and shall be processed by CRTPA staff and presented to the Board. The FDOT District Liaison and FHWA are advised via the UPWP Revision form.
- f. **UPWP Amendments.** Amendments to the approved UPWP add, delete, or change the scope of a work task(s), and/or revise the total grant funding. All amendments must be approved by the Board and by FDOT and FHWA.
- g. **Operating Budget Changes.** Changes to the CRTPA operating budget within the City's finance software shall be processed through a Line Item Transfer (LIT). All LITs shall be approved by the CRTPA Executive Director, with the exception of a LIT change that requires a UPWP amendment. The Board shall approve the LIT when approving the UPWP amendment. Upon approval, the City Financial Management office shall process the request. The City shall have no authority over approving changes to the CRTPA operating budget.
- h. **Invoices.** The CRTPA staff shall prepare and submit invoices to the State so that reimbursement is made back to the City of Tallahassee. The invoices shall be prepared and, reviewed by assigned CRTPA Staff and ultimately approved by the CRTPA Executive Director.
- i. **Purchase Orders.** CRTPA staff shall ensure that purchase order requisitions and vendor invoices are processed in a timely manner utilizing the City of Tallahassee PeopleSoft and On-Base software programs.
- j. **Consultant Project(s) Budget.** For consultant services the CRTPA staff opens the project with the Grants Department. The Grants Department reviews the project scope and supporting budget as approved by the Board. Upon determination that the supporting documentation is adequate, the project is opened in People Soft and assigned a project number. The Grants representative sends an email with the Project Number to the CRTPA Administrative Assistant, the Project Manager, and the Executive Director. The CRTPA Administrative Assistant then submits a request to Procurement, through People Soft, to open the project's purchase order.

Purchase Order and Payment: The consultant must submit a W-9 Form and a Vendor Information Form to establish the company as a vendor. Upon receiving a consultant's invoice (submitted to the Project Manager, Invoices@talgov.com and to the CRTPA Administrative Assistant) the CRTPA Project Manager shall approve the invoice. The Administrative Assistant shall receipt and confirm approval for payment within six (6) CRTPA workdays from receipt. CRTPA approval authorizes the City of Tallahassee's Finance Department to process the payment.

4. Purchasing

- a. Purpose and Scope.** The purpose and scope of this section is to specify requirements for the establishment, use, accountability, legal liability, and control of procurements and purchasing cards.
- b. Single purchase order.** A purchase is the total amount of money encumbered by a single purchase order. It is unlawful to split purchases so as to appear to be authorized as a purchase that would not require competitive bidding.
- c. Open market purchases \$1,000 - \$10,000** A one-time purchase less than \$1,000 not covered by a CRTPA contract may be purchased on the open market. Quotes are always encouraged but not required. Purchases greater than \$1,000 but less than \$10,000 require the CRTPA to contact at least three vendors to get written quotes.
- d. General purchases less than \$10,000.** Purchases required for the day-to-day general operating needs of the office such as routine office supplies, minor office equipment and/or furniture costing less than \$10,000 (per item) may be authorized by the CRTPA Executive Director. If an item costs \$2,500 or more, it shall be supported by at least 3 price quotes, except in the case where the item is considered to be a sole source.
- e. Purchases more than \$10,000 but less than \$25,000.** Purchases require the CRTPA staff to solicit and obtain competitive written quotations.
- f. Purchases over \$25,000.** Purchases are formally advertised and solicit sealed written competitive bids. Bids will be advertised for a minimum of 14 days.
- g. Capital Purchases over \$5,000.** Capital purchase shall be defined as office equipment and/or office equipment in excess of \$5,000 per item. Capital purchases shall be submitted for review and approval of the FHWA. A capital purchase may be made with a Purchasing Card (PCard) up to \$10,000. If the purchase amount is over \$10,000, a "purchase order" must be generated. The following steps outline the process for approval and payment.
Purchase Order and Payment [Capital Equipment]: The vendor must submit a W-9 Form and a Vendor Information Form to establish the company as a vendor. For capital purchases Procurement Services sends the purchase order to the vendor. The purchase order will then be sent to the vendor to order the item. Upon receiving of the vendor's invoice (submitted to Invoices@talgov.com and to the CRTPA Administrative Assistant) the CRTPA staff shall receipt and confirm approval for payment within six (6) CRTPA workdays from receipt. CRTPA approval authorizes the City of Tallahassee's Finance Department to process the payment.

4. *Purchasing (Continued)*

h. Purchasing Card. The CRTPA Executive Director shall be responsible for determining the need to assign an CRTPA staff member a purchasing card (PCard). Including the exemptions stated in these Policies and Procedures, the CRTPA shall follow City of Tallahassee's policies, unless otherwise stated herein, related to:

- 1)** Purchasing Card Policy
- 2)** Procurement
- 3)** Blanket Purchase Orders
- 4)** Prompt Payment of Invoices

5. *Payroll and Check Distribution*

- a. Purpose and Scope.** The purpose of this section is to standardize the collection of payroll information for entry into the City payroll system, and for the distribution of payroll checks and W-2s.
- b. Timekeeping:** CRTPA staff shall be required to submit a completed payroll timesheet and task sheet for entry in the City's payroll system based on the City's payroll processing schedule. The Programs Manager and Administrative Assistant shall input enter the hours worked by task and review each other's entries. Designated Managers shall be responsible for reviewing and signing off on staff's timecard prior to authorization of payment. The CRTPA Executive Director's timesheet shall be reviewed by the Programs Manager and once confirmed all entries are correct, approved by use of electronic signature, or email communication received from the City of Tallahassee Assistant City Manager. The CRTPA Executive Director shall be responsible for ensuring that staff follows this procedure.

6. *Tangible Property/Assets*

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

7. *CRTPA Executive Director Approval Authority*

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

b. Types of Documents

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

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

(3) Contracts.

(a) Joint Participation Agreements (JPAs). All JPAs shall be approved by the CRTPA Governing Board.

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

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

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

8. This policy addresses two types of emergency situations:

- a. Time Deadlines.** Due to unforeseen circumstances, time constraints may dictate action on an item prior to the next CRTPA meeting. Under such circumstances, the CRTPA Executive Director shall confer with the CRTPA Chair, or in the Chair's absence or unavailability, the Vice-Chair on appropriate action to be taken. If the Chair or Vice-Chair is not available, the CRTPA Executive Director, using the Director's best judgment and in keeping with established CRTPA policies, shall be granted authority to make said decision. The CRTPA

Executive Director shall report on the item at the next scheduled CRTPA meeting. This authority is limited to operational situations only, and under no circumstances is the CRTPA Executive Director authorized to approve any item that is related to establishing a policy or making a statement of position for the CRTPA Governing Board without approval from the CRTPA Governing Board.

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

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

SEE INTERNAL CONTROLS ATTACHMENT FOR ADDITIONAL DETAIL ON PROCESSES

Capital Region Transportation Planning Agency
Memo on Controls in Other Audit Areas



Fixed Assets

The CRTPA tracks all capital assets internally based on a capitalization threshold of \$1,000. The Administrative Assistant tags any assets over the threshold and enters the transaction into PeopleSoft for tracking in the City of Tallahassee Asset Management System. The CRTPA determines the useful lives of the asset based on prior purchases. The Administrative Assistant performs an annual inventory of fixed assets.

Journal Entries

The CRTPA's assigned accountant prepares all journal entry requests and enters the information into PeopleSoft. The assigned accountant at City of Tallahassee Finance Department reviews the entries and posts them to PeopleSoft. The Administrative Assistant reviews the CRTPA fund expense and related activity to ensure no other improper journal entries have been posted to the CRTPA fund that were not previously approved.

Pension Plan

The CRTPA utilizes the City of Tallahassee Pension Program. The CRTPA has no part in the process, outside of normal payroll procedures and relies on the City to submit any necessary information.

Grants

All grant expenditures are approved through the Unified Planning Work Program (UPWP) as noted below, and by individual task work orders for planning projects. Both of which are approved by the CRTPA Board. The City of Tallahassee fronts the costs of the grant funded projects, which are processed through the City's financial system. The CRTPA's Programs Manager and Administrative Assistant track all grant funds, operating and project, by task from the UPWP. All costs are input into the PeopleSoft System and coded according to budget category. Unallowable expenses, which are charged to local funds, are coded as such. The Programs Manager submits all requests for reimbursement to the grantor agency, after approved by the Executive Director, with all receipts processed by the Administrative Assistant.

Budget Preparation

Every two years, the CRTPA prepares a Unified Planning Work Program (UPWP) that outlines the long-term projects of the CRTPA by task, including all grant funded projects. The work program is prepared in conjunction with the Florida Department of Transportation, Federal Highway Administration, and Federal Transit Administration based on the level of funding provided by each agency. From the program, the CRTPA segregates the tasks by fiscal year and compiles an operating budget. The CRTPA Board approves the UPWP on a biennially and the operating budget annually. The UPWP is modified/amended as needed. Modifications are approved by the Executive Director and amendments are approved by the CRTPA Board. Every year, the CRTPA prepares an Operating Budget and provides to the City of Tallahassee Financial Services for the purpose of tracking operating costs by category and by project. Any budget adjustments occur through Line Item Transfer. Any budget increase is approved by the Board.

Operating Expenditures (FUND 870)

Independent of the City's financial management system, the CRTPA manually tracks all expenditures in a spreadsheet for expenses in the Operating Fund Category (Code 870). At the end of each quarter the CRTPA reviews the totals for the expenditures in each category and runs queries in Peoplesoft, comparing for accuracy and/or discrepancies with the CRTPA's records.

Project Expenditures (FUND 871)

The CRTPA also manually tracks all expenditures within the Project Fund 871 in a spreadsheet by project number. At the end of each quarter, the CRTPA reviews the totals for the expenditures in each project and runs queries in Peoplesoft and compares for accuracy and/or discrepancies with project expenditures.

Quarterly Grants Invoices Approvals

Quarterly the Grants Department runs a query and provides the quarterly fiscal operating expenditures to the CRTPA and Accounting. The CRTPA's assigned Accountant categorizes expenditures by type and task consistent with the adopted UPWP and approved budget, with the final product being the quarterly billing detail. The CRTPA compares the quarterly billing detail against the CRTPA 870 spreadsheet, and 871 as applicable. Finally, the Accountant the CRTPA ensure the quarterly billing detail totals match with the report from Grants. The CRTPA Programs Manager completes the final invoice for reimbursement. The CRTPA Administrative Assistant completes the quarterly invoice for the project costs incurred. This is reviewed by the Programs Manager. All invoices are reviewed and approved by the Executive Director. The CRTPA submits the required documentation to FDOT requesting reimbursement for expenditures.



September 13, 2021

AGENDA ITEM 5

CONSENT ITEMS PULLED FOR DISCUSSION

September 13, 2021



AGENDA ITEM 6A

CRTPA FEDERAL CERTIFICATION

TYPE OF ITEM: Action

Federal Highway Administration (FHWA) staff will provide a presentation related to the recent Transportation Management Area (TMA) Certification of the CRTPA.

As a TMA (defined in federal legislation as an urbanized area with 200,000 or more in population), the Capital Region Transportation Planning Agency is subject to a review of operations and organization by the FHWA and Federal Transit Administration (FTA). Specifically, federal law requires both agencies to jointly review and certify the metropolitan transportation planning process for TMAs every four years.

The 2021 review of the CRTPA's planning process was conducted virtually and included representatives from the FHWA and the FTA on February 25 & 26, 2021. A public meeting to receive input on the CRTPA's was conducted on February 25.

Subsequent to the review, the FHWA produced a TMA Certification Report (included as **Attachment 1**) that was provided to the CRTPA in June 2021.

ATTACHMENTS

Attachment 1: TMA Certification Letter and Report
Attachment 2: Draft FHWA Presentation



Federal Highway Administration

Florida Division Office
3500 Financial Plaza, Suite 400
Tallahassee, Florida 32312
(850) 553-2201
www.fhwa.dot.gov/fldiv

Federal Transit Administration

Region 4 Office
230 Peachtree St, NW, Ste 1400
Atlanta, Georgia 30303
(404) 865-5600

June 29, 2021

Commissioner Jeremy Matlow, Chair
Capital Region Transportation Planning Agency
300 S. Adams Street, A-19
Tallahassee, FL 32301

Subject: Federal Certification of the Tallahassee Transportation Management Area Planning Process – Capital Region Transportation Planning Agency (CRTPA)

Dear Commissioner Matlow:

Federal law requires the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) to jointly review and certify the metropolitan transportation planning process for each Transportation Management Area (TMA) every four years. A Metropolitan Planning Organization (MPO) with an urbanized area of 200,000 or more in population is referred to, in federal legislation, as a TMA. We recently conducted a review of the Tallahassee TMA, more commonly referred to as the Capital Region Transportation Planning Agency (CRTPA).

As a part of the TMA certification review process, FHWA and FTA utilized a risk-based approach containing various factors to determine which topic areas required additional evaluation during the certification review. The certification review process is one of several methods used to assess the quality of a regional metropolitan transportation planning process, compliance with applicable statutes and regulations, as well as the degree of technical assistance needed to enhance the effectiveness of the planning process. This certification review was conducted to highlight best practices, identify opportunities for improvements, and ensure compliance with regulatory requirements.

The review of the CRTPA's planning process included a virtual site visit conducted by FHWA and FTA representatives on February 25-26, 2021. During the virtual site visit, time was spent with the MPO staff, the Florida Department of Transportation (FDOT), and the transit agency to discuss the status of the MPO's "3-C" planning process. Throughout the virtual site visit, opportunities were afforded to local elected/appointed officials and the general public to provide their insights on the CRTPA's planning process. In addition to assessing the MPO's progress in addressing the findings from the previous certification review, the MPO's current and/or future implementation of the metropolitan transportation planning requirements was also considered.

Enclosed for your consideration is the final *TMA Certification Review Report* for the Tallahassee TMA, which includes documentation of the various components of the FHWA/FTA certification review of the CRTPA. The report provides an overview of the TMA certification review process, summarizes the various discussions from the recent virtual site visit, provides a series of review findings, and issues the FHWA/FTA certification action. In general, the review determined the existence of a “3-C” metropolitan transportation planning process that satisfies the provisions of 23 U.S.C. 134, 49 U.S.C. 5303/5305, and associated Federal requirements. The Federal Review Team identified four (4) noteworthy practices, two (2) corrective actions, and two (2) recommendations to improve CRTPA’s current planning process.

Based on the overall findings, the FHWA and the FTA jointly certify that the transportation planning process of the Tallahassee TMA, which is comprised entirely by the Capital Region Transportation Planning Agency, substantially meets the federal planning requirements in 23 CFR 450 Subpart C subject to the MPO satisfactorily addressing the corrective actions stated in this report. The MPO is encouraged to provide the FHWA and FTA with evidence of satisfactory completion of the corrective actions in accordance with the noted deadlines. This certification will remain in effect until **June 30, 2025**.

If you have any questions regarding the certification review process and/or the *TMA Certification Review Report*, please contact Ms. Cathy Kendall by phone at (850) 553-2225 or by email at Cathy.Kendall@dot.gov

Sincerely,



FOR: Jamie Christian, P.E.
Division Administrator
Federal Highway Administration



Yvette G. Taylor, PhD
Regional Administrator
Federal Transit Administration

cc: Mr. Greg Slay, CRTPA
Ms. Cathy Kendall, FHWA
Ms. Karen Brunelle, FHWA
Mr. Carlos A. Gonzalez, FHWA
Keith Melton, FTA (Region 4)
Dr. John Crocker, FTA (Region 4)
Mr. Bryant Paulk, FDOT
Ms. Abra Horne, FDOT
Ms. Erika Thompson, FDOT
Mr. Jeff Kramer, MPOAC



2021 Certification Report

**Tallahassee Transportation
Management Area**

Capital Region TPA

Prepared by:

Federal Highway Administration

Florida Division

Federal Transit Administration

Region 4

DRAFT

June 2021

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Executive Summary

Federal Law requires the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) to jointly certify the transportation planning processes of Transportation Management Areas (TMAs) at least every four years (a TMA is an urbanized area, as defined by the US Census, with a population over 200,000). A certification review generally consists of four primary activities: a site visit, a review of planning documents (in advance of the site visit), the development and issuance of a FHWA/FTA certification report and a certification review closeout presentation to the Metropolitan Planning Organization (MPO) governing board.

As a part of the TMA certification review process, FHWA and FTA utilize a risk-based approach containing various factors to determine which topic areas required additional evaluation during the certification review. The certification review process is only one of several methods used to assess the quality of a regional metropolitan transportation planning process, compliance with applicable statutes and regulations, and the level and type of technical assistance needed to enhance the effectiveness of the planning process. This certification review was conducted to highlight best practices, identify opportunities for improvements, and ensure compliance with regulatory requirements.

The Federal Review Team conducted a virtual site visit review of the Capital Region Transportation Planning Agency (CRTPA) on February 25th and 26th. Transportation planning for the Tallahassee Transportation Management Area is conducted by the Capital Region Transportation Planning Agency. The last certification review was completed in 2017. The Federal Review Team recognizes four noteworthy practices, identifies two corrective actions, and offers two recommendations the MPO should consider for improving their planning processes. More information related to these findings can be found in the Findings/Conclusions section of this report.

Based on the overall findings of the certification review, the FHWA and FTA jointly certify that the transportation planning process of the Tallahassee Transportation Management Area, which is comprised entirely by the Capital Region Transportation Planning Agency MPO, substantially meets the federal planning requirements in 23 CFR 450 Subpart C subject to the MPO satisfactorily addressing the corrective actions stated in this report. The MPO is encouraged to provide the FHWA and FTA with evidence of satisfactory completion of the corrective actions in accordance with the noted deadlines. This certification will remain in effect until **June 2025**.

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Capital Region Transportation Planning Agency Metropolitan Planning Organization

Section I. Overview of the Certification Process

Under provisions of 23 CFR 450.336(b) and 49 CFR 613.100, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) must jointly certify the planning process of Transportation Management Areas (TMAs) “not less often than once every four years.” This four-year cycle runs from the date of issuance of the previous joint certification report.

The primary purpose of a certification review is to formalize the continuing oversight and evaluation of the planning process. The FHWA and the FTA work cooperatively with the TMA planning staff on a regular basis. By reviewing and approving planning products, providing technical assistance, and promoting best practices, the formal assessment involved in a certification review provides an external view of the TMA’s transportation planning process.

A certification review generally consists of four primary activities. These activities include: 1) a “desk audit” which is a review of the TMA’s planning documents (e.g. Long Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP); 2) a “site visit” with staff from the TMA’s various transportation planning partners (e.g. the Metropolitan Planning Organization (MPO), Florida Department of Transportation (FDOT), local/regional transit service provider, and other participating State/local agencies), including opportunities for local elected officials and the general public to provide comments on the TMA planning process; 3) a Certification Report, which the Federal Review Team prepares, to document the results of the review process; and, 4) a formal presentation of the review findings at a future Capital Region Transportation Planning Agency Board Policy meeting.

Certification of the planning process is a prerequisite to the approval of Federal funding for transportation projects in metropolitan areas. The certification review also helps ensure that the major issues facing a metropolitan area are being addressed. The review process is individually tailored to focus on topics of significance in each metropolitan planning area. Since 2018, to initiate the TMA certification review process, the Federal Review Team has utilized a risk-based approach containing various factors to determine which topic areas required additional evaluation during the certification review. **Appendix A** summarizes the risk evaluation, and the report notes in the relevant sections which topic areas were not selected for review due to existing stewardship and oversight practices after considering the risk factors.

The review for the Capital Region Transportation Planning Agency was held February 25th and 26th, 2021. During this virtual site visit, the Federal Review Team met with CRTPA, FDOT, and StarMetro staff, committee representatives, other partnering

agencies, and the public. See **Appendix B** for a list of review team members and site visit participants, and **Appendix C** for the TMA Certification Meeting Agenda.

The purpose of the public engagement process is to inform the public of the Federal transportation planning requirements and allow the public an opportunity to provide input on the transportation planning process to the Federal Review Team. A public meeting for this certification review was held on February 25th, 2021, in person and via WebEx. For those that could not attend the public meeting or who did not want to speak during the public meeting, contact information for the Federal Review Team was provided. Members of the public were given 30 days from the date of the public meeting to mail, fax or email their comments and/or request a copy of the certification review report. No additional comments were received by FHWA and FTA during the 30-day comment period.

A copy of the public meeting notice can be found in **Appendix D**. Minutes from the public meeting, including a listing of those in attendance and a summary of the public comments is provided in **Appendix E**.

A summary of the 2017 corrective actions and recommendations and their status can be found in **Appendix F**.

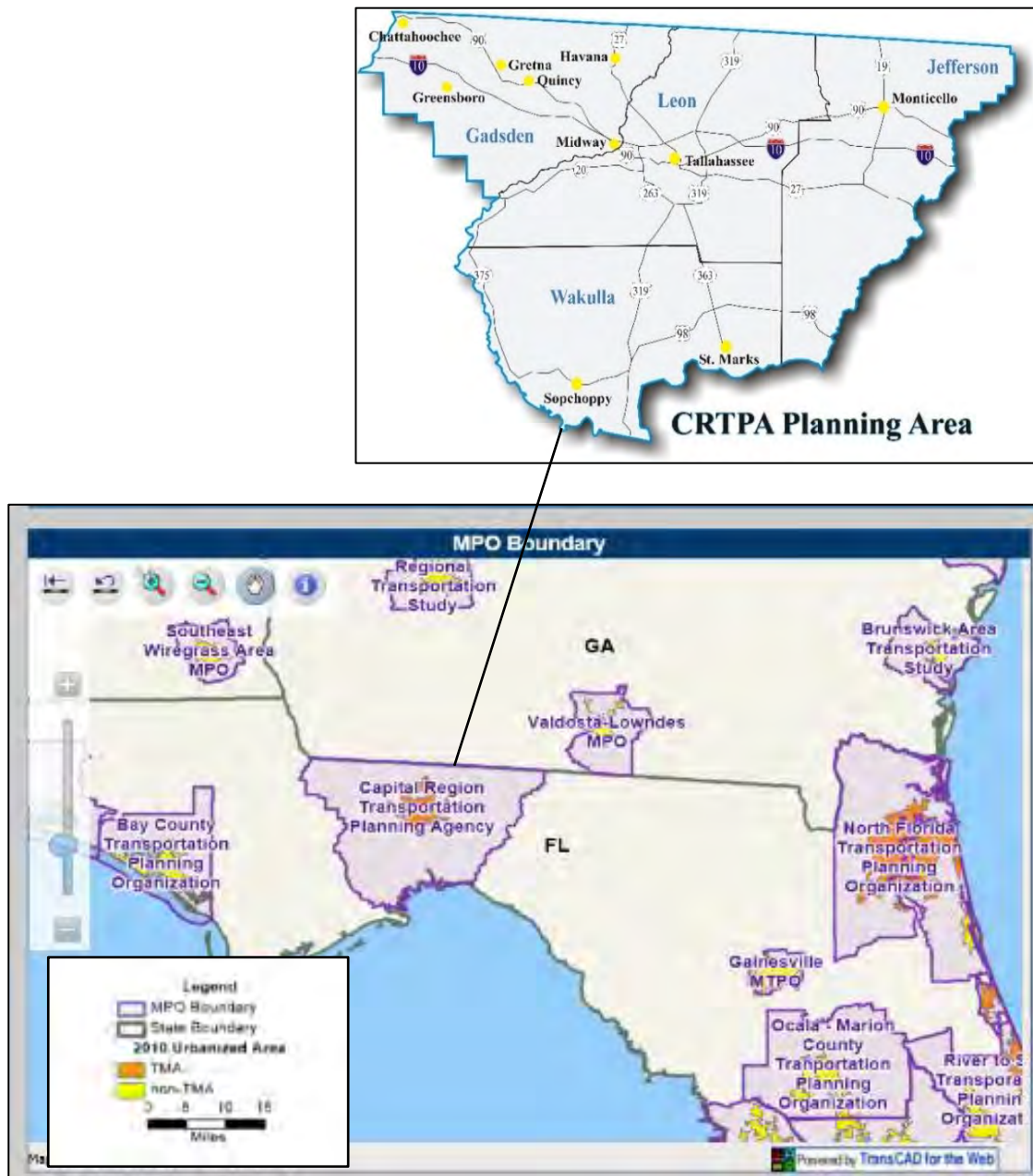
An explanation of planning acronyms can be found in **Appendix G**.

Section II. Boundaries and Organization (23CFR 450.310, 312, 314)

A. Description of Planning Area

Observations: The Capital Region Transportation Planning Agency (CRTPA) is located in north Florida. The planning area boundary includes all of Leon, Wakulla, Gadsden and Jefferson Counties and the cities of Tallahassee, Quincy, Monticello, Sopchoppy, and St. Marks. The planning area is bounded on the south by the Gulf of Mexico, the Apalachicola River to the west, and by the State border with Georgia to the north. The CRTPA planning boundary is visually depicted in the CRTPA Planning Area map (Figure 1).

Figure 1



B. Metropolitan Planning Organization Structure

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's boundaries and organization substantially satisfy the federal requirements as outlined in 23 CFR 450.310 and 312.

C. Agreements

Observations:

This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's agreements substantially satisfy the federal requirements as outlined in 23 CFR 450.314.

Section III. Transportation Performance Planning (23 CFR 450.306(a), 306(d), 314(h), 324(f), 326(c), 326(d))

Observations: The MPO set all of their targets for safety, bridge, pavement, and system performance and for Transit Asset Management (TAM) within the prescribed timeframes. The MPO documented the setting of their Safety Measures (PM1) on February 16, 2021, basing their targets on safety data trends. The MPO established Pavement and Bridge Conditions (PM2) and System Performance and Freight Movement (PM3) on September 18, 2018, supporting FDOT's targets. The CRTPA agreed to support StarMetro's transit asset management targets. CRTPA documented the setting of their targets through Board Resolutions. The targets are published here: <http://crtpa.org/transportation-performance-measures/>.

The MPO has written provisions for cooperatively developing and sharing information related to transportation performance data, selection of performance targets, reporting of targets, reporting of performance to be used in tracking progress toward attainment of critical outcomes and reporting of data. These were documented through a "Transportation Performance Measures Consensus Planning Document" Resolution 2020-05-6A adopted May 19, 2020 with FDOT and MPOAC.

In the development of their LRTP (*Connections 2045 RMP*), the CRTPA included a description of the performance measures and targets to assess the transportation system performance. They integrated the goals, objectives, measures, and targets from the FDOT Highway Safety Improvement Program, Strategic Highway Safety Plan, Asset Management Plan and Freight Plan into Appendix C of the RMP. They also included a system performance report and evaluated the condition and performance of the transportation system with respect to the federally required performance targets, including progress achieved by the MPO in meeting the performance targets in comparison with system performance recorded in previous reports and baseline data.

In the development of the TIP, the MPO designed their TIP to make progress toward achieving the targets and describe how the MPO links their project selections and investments to anticipate target achievement. The TIP includes projects selected through a system that supports the CRTPA's goal and objectives and is consistent with FDOT's Five Year Work Program, geared toward achieving performance targets.

Finding: The MPO's transportation performance planning activities substantially satisfy the federal requirements as outlined in 23 CFR 450.306, 314, 324, and 326.

Section IV. Scope of the Planning Process (23 CFR 450.306)

A. Transportation Planning Factors

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's planning process substantially satisfies the federal requirements as outlined in 23 CFR 450.306(b).

Noteworthy Practice: The Federal Review Team recognizes one noteworthy practice regarding Transportation Planning Factors. For more details about this practice, please see Section XI.

B. Air Quality

Finding: The CRTPA is currently designated as an attainment area for all National Ambient Air Quality Standards (NAAQS).

C. Bicycle and Pedestrian Planning Activities

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's bicycle and pedestrian planning activities substantially satisfies the federal requirements as outlined in 23 CFR 450.306(b), 324(f), and 326.

D. Transit

Observations: Transit service in the CRTPA is provided by StarMetro. StarMetro is organized in the following manner: StarMetro is the transit division of the City of Tallahassee and is governed by the City Council.

StarMetro operates fixed route bus and demand response service with both traditional vehicles and taxis throughout Leon County. Per the 2019 National Transit Database report, StarMetro operates 40 fixed route buses, 60 demand response vehicles and 13 demand response-taxi vehicles in maximum service. Average daily weekday unlinked trips were 11,820 with an annual 13,643,431 unlinked trips on 11,495,592 passenger miles.

Through the MPO agreements, cooperative development of the planning products, coordination activities, and implementation of transit projects, particularly in the development and implementation of the Transit Development Plan, StarMetro is a full partner in this MPO's planning process.

Finding: The MPO's transit activities substantially satisfy the federal requirements as outlined in 49 CFR 613.100 as well as the transit supportive elements outlined in 23 CFR 450.

Noteworthy Practices: The Federal Review Team recognizes two noteworthy practices regarding Transit. For more details about these noteworthy practices, please see Section XI.

E. Intelligent Transportation Systems (ITS)

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's ITS activities substantially satisfy the federal requirements as outlined in 23 CFR 450.306, 322, and 23 CFR 940.

F. Freight Planning

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's freight planning activities substantially satisfy the federal requirements as outlined in 23 CFR 450.306, 316, 324, and 326.

G. Security Considerations in the Planning Process

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's security planning activities substantially satisfy the federal requirements as outlined in 23 CFR 450.306, 324(f), 324(h), and 326.

H. Safety Considerations in the Planning Process

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's safety planning activities substantially satisfy the federal requirements as outlined in 23 CFR 450.306, 324(h), and 326.

Section V. Unified Planning Work Program (23 CFR 450.308)

Current Document Title: CRTPA – Unified Planning Work Program FY 20/21 – 21/22
Date Adopted: May 19, 2020

Observations: The CRTPA's above noted UPWP covers transportation planning activities/products for two fiscal years and contains sufficient description of the costs and activities the MPO plans to undertake to complete their planning responsibilities.

In 2017, the Federal review Team recommended that the CRTPA review and update its Internal Controls Guidelines and the Administrative Procedures Manual. As well, the Federal team recommended the CRTPA conduct a review of the control environment. At the February 2021 site visit, the CRTPA reported that it was still working to develop a process and procedures manual and documenting internal control guidelines. The CRTPA is in the process of developing a Finance Policy for Board review and approval that would govern financial activities for CRTPA's day-to-day operations. CRTPA indicated the Finance Policy is planned to be adopted July 2021.

Finding: The MPO's UPWP substantially satisfies the federal requirements as outlined in 23 CFR 450.308.

Recommendation: The Federal Review Team offers one recommendation related to the UPWP. For more details about this recommendation, please see Section XI.

Section VI. Interested Parties (23 CFR 450.316)

A. Outreach and Public Participation

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's outreach and public participation activities substantially satisfy the federal requirements as outlined in 23 CFR 450.316.

Noteworthy Practice and Recommendation: The Federal Review Team recognizes one noteworthy practice and offers one recommendation regarding Outreach and Public Participation. For more details about this practice and recommendation, please see Section XI.

B. Tribal Coordination

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's tribal coordination activities substantially satisfy the federal requirements as outlined in 23 CFR 450.316(c).

C. Title VI and Related Requirements

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's Title VI and related activities substantially satisfy the federal requirements as outlined in 49 CFR 21, 49 CFR 27, 23 CFR 200, 23 CFR 450.316 and 336(a).

Section VII. Linking Planning and NEPA (23 CFR 450.318, 320, 324(f)(10), 324(g))

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's linking planning and NEPA activities substantially satisfy the federal requirements as outlined in 23 CFR 450.318, 320, 324(f)(10), and 324(g).

Section VIII. Congestion Management Process (CMP) (23 CFR 450.322)

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's congestion management process substantially satisfies the federal requirements as outlined in 23 CFR 450.322.

Section IX. Long Range Transportation Plan (23 CFR 450.324)

Current Document Title: Connections 2045 Regional Mobility Plan (RMP)

Date Adopted: November 19, 2020, with a re-adoption on February 16, 2021

A. Scope of LRTP

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The general scope of the MPO's LRTP substantially satisfies the federal requirements as outlined in 23 CFR 450.324.

B. Travel Demand Modeling/Data

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's travel demand modeling processes substantially satisfy the federal requirements as outlined in 23 CFR 450.324(e).

C. Financial Plan/Fiscal Constraint

Observations: The RMP addresses fiscal constraint in the narrative, tables, and in the Appendix. For estimated revenues, the RMP relies on FDOT estimates of federal and state revenue available of the life of the plan, as well as districtwide estimate of administrative, operations and maintenance costs over the life of the plan for the MPO to use. Other than Blueprint funds, the RMP does not provide an estimate of other local revenues or local operations and maintenance costs. The RMP identifies revenue

Capital Region Transportation Planning Agency

sources, project costs and project phases for most, but not all projects from the effective date of the plan through the plan's horizon year.

The CRTPA adopted the RMP on November 23, 2020, and approved the final RMP document on February 16, 2021. In reviewing the RMP, the Federal Review Team confirmed with the CRTPA staff that there were no substantive changes made in the February adoption but rather a reaffirmation of the previous adoption. During the desk audit, the FHWA/FTA noted a number of compliance issues with the RMP and shared them with the MPO via email on April 4, 2021. In part, the observed issues were: not including the first five years as part of the Cost Feasible Plan, not including transit, sidewalk/bike lane projects, and projects on non-state facilities, not identifying the full range of revenues used to fund the transportation network in the planning area, and a not having a financial plan that sufficiently demonstrated how the plan can be implemented. Some of these observations, such as exclusion of the first five years of projects and transit projects from the RMP, and projects inconsistently identified on the Needs and Cost Feasible Plan were discussed at the certification site review. The CRTPA stated that they were aware that transit was not included in the Cost Feasible Plan and noted that transit would be amended into the RMP following adoption of the Transit Development Plan. Although the Plan includes a table with some revenues and some projects by phase and by planning timeframe tiers, fiscal constraint is not sufficiently demonstrated in the CFP.

Finding: The MPO's 2045 Regional Mobility Plan does not fully satisfy the federal requirements as outlined in 23 CFR 450.324(f)(11).

Corrective Action: The Federal Review Team has identified one corrective action regarding LRTP Financial Plan/Fiscal Constraint. For more details about this corrective action, please see Section XI.

Section X. Transportation Improvement Program (TIP) (23 CFR 450.326, 328, 330, 332, 334)

Observations: This topic area was not selected for additional review based on the results of the risk assessment process. However, as part of FHWA's annual State Transportation Improvement Program (STIP) review, one project was identified in the STIP and TIP that was not consistent with what was reflected in the LRTP. FDOT presumed that this discrepancy would be addressed once the new LRTP was adopted in November. Instead, the project was taken out of the LRTP completely, furthering the inconsistency between the S/TIP and LRTP. In reviewing the readopted 2045 RMP, the Federal Review Team noted that all projects for the first five years of the planning timeframe had been removed from the LRTP, creating additional discrepancies for the S/TIP that could affect future S/TIP and project funding approvals.

Finding: The MPO's TIP does not fully satisfy the federal requirements as outlined in 23 CFR 450.326, 328, 330, 332, and 334.

Corrective Action: The Federal Review Team has identified one corrective action regarding the TIP. For more details about this corrective action, please see Section XI.

Section XI. Findings/Conclusions

The following items represent a compilation of the findings that are included in this 2021 certification review report. These findings, which are identified as noteworthy practices, corrective actions, and recommendations, are intended to not only ensure continuing regulatory compliance of the CRTPA's transportation planning process with federal planning requirements, but to also foster high-quality planning practices and improve the transportation planning program in this TMA. Corrective actions reflect required actions for compliance with the Federal Planning Regulations and must be completed within the timeframes noted. Recommendations reflect national trends or potential risks and are intended to assist the CRTPA in improving the planning process. Noteworthy practices highlight efforts that demonstrate innovative ideas or best practices for implementing the planning requirements.

A. Noteworthy Practices

1. **Transportation Planning Factors:** The CRTPA recognizes system constraints for capacity improvements and uses community and partner engagement to develop innovative and effective solutions to congestion, safety, and economic development. During the site visit, the CRTPA and their partners identified several successful strategies that have been used to address local needs using area wide studies (such as the Southwest Area Transportation Plan and Midtown Transportation Plan), Intelligent Transportation Systems (ITS) technology improvements, and innovative project financing. A primary example of innovative project financing used by CRTPA is a new 24-mile bike trail that represents the first non-road project that FDOT has ever funded using a State Infrastructure Bank (SIB) loan.
2. **Transit:** The Federal Review Team was impressed with the transit electronic fare technology, "Move It", that enables users the ability to download and access not only StarMetro services, but connect to first mile/last mile transportation sharing applications for scooters and ride sharing services.
3. **Transit:** StarMetro is an active partner in the transportation planning process, partnering with the local university to conduct ADA accessibility studies, receiving the HOPE grant for the realignment of routes on the southside, and using virtual public involvement such as the link for the "Design Your Own Transit System". These and other initiatives have resulted in increased transit ridership at a time when most transit agencies are struggling to do so.

4. **Outreach and Public Participation:** For the LRTP development, the CRTPA developed and circulated periodic electronic flyers, which they called *Traffic Jam*. The communicates informed the public about the LRTP and allowed the public to provide comments about the LRTP. *Traffic Jam* was a unique way involve, inform, engage, and educate the general public about the region, the transportation planning process, and the LRTP.

B. Corrective Actions

1. **LRTP Financial Plan/Fiscal Constraint:** In reviewing the LRTP adopted in November 2020, the Federal Review Team noted a number of critical deficiencies in the document related to fiscal constraint which did not comply with 23 CFR 450.324. Initial observations were conveyed at the site visit and written federal review comments provided to the CRTPA on April 4, 2021. These critical comments included the need for a financial plan that explains how the LRTP can be implemented for entire planning timeframe, addressing the entire multimodal transportation system network with all revenues and costs consistently identified. **The CRTPA must develop an action plan by July 30, 2021, to demonstrate how the LRTP will be brought into compliance with federal requirements with action time frames agreeable to the federal agencies and implemented accordingly.**
2. **Transportation Improvement Program (TIP):** In accordance with 23 CFR 450.326(a),(h), and (i), and as emphasized by the 2012 and 2018 LRTP Expectations letters, each project or project phase included in the TIP must be consistent with the metropolitan transportation plan, and those that are not of an appropriate scale for individual identification may be grouped. **The CRTPA must revise the TIP and/or LRTP by September 30, 2021 to demonstrate that the TIP projects are consistent with the LRTP.**

C. Recommendations

1. **UPWP:** The 2017 certification report recommended that the CRTPA review, update and approve new versions of the Internal Controls Guidelines and the Administrative Procedures Manual. This Policy governs financial activities for CRTPA's day-to-day operations. The CRTPA has developed a Finance Policy for Board review and approval. The policy has not yet been finalized and adopted. The Federal Review Team recommends that the CRTPA adopt the Finance Policy to update the internal guidelines and procedures for financial activities.
2. **Outreach and Public Participation:** The TIP & LRTP amendment processes listed in the CRTPA's Public Involvement Process Plan (PIPP) does not indicate the length of time the public has to comment on TIP or LRTP Amendments. The PIPP points the reader to *FDOT's Program Management*

Handbook Manual for details on the public-review timeframe for TIP & LRTP Amendments. The Federal Review Team recommends the MPO update the PIPP to specify the length of time the public has to comment on TIP and LRTP Amendments rather than refer the public to a document of another agency. The PIPP does specify public-comment requirements for the TIP and LRTP development, 14-day public review for the TIP and 30 days for the LRTP.

D. Training/Technical Assistance

At the conclusion of the site visit, the Federal Review Team asked the MPO staff if they had any training or technical assistance needs. The CRTPA identified technical assistance requests for the following topical areas: TPM and what other states are doing regarding TPM. FHWA and FTA will work with the MPO to provide resources in these areas.

E. Conclusion

Based on the overall findings of the certification review, the FHWA and FTA jointly certify that the transportation planning process of the Tallahassee Urban Area, which is comprised entirely by the CRTPA, substantially meets the federal planning requirements in 23 CFR 450 Subpart C subject to the MPO satisfactorily addressing the corrective actions stated in this report. The MPO is encouraged to provide the FHWA and FTA with evidence of satisfactory completion of the corrective actions in accordance with the noted deadlines. This certification will remain in effect until **June 2025**.

Appendix A. Summary of Risk Assessment

MPO: CRTPA
Date of Assessment: November 2020
Cert Review Report Date: June 2021

Topic Area	Selected for additional review?
Organization of MPO/TPO (23 CFR 450.310, 312, 314)	No
Transportation Performance Planning (23 CFR 306(a), 306(d), 314(h), 324(f), 326(c), 326(d))	Yes
Scope of the Planning Process (23 CFR 450.306) - Transportation Planning Factors	No
Scope of the Planning Process (23 CFR 450.306) - Air Quality	No
Scope of the Planning Process (23 CFR 450.306) - Bicycle and Pedestrian Planning Activities	No
Scope of the Planning Process (23 CFR 450.306) - Transit	Yes
Scope of the Planning Process (23 CFR 450.306) - Intelligent Transportation Systems (ITS)	No
Scope of the Planning Process (23 CFR 450.306) - Freight Planning	No
Scope of the Planning Process (23 CFR 450.306) - Security Considerations in the Planning Process	No
Scope of the Planning Process (23 CFR 450.306) - Safety Considerations in the Planning Process	No
Unified Planning Work Program (23 CFR 450.308)	No
Interested Parties (23 CFR 450.316) - Outreach and Public Participation	No
Interested Parties (23 CFR 450.316) - Tribal Coordination	No
Interested Parties (23 CFR 450.316) - Title VI and Related Requirements	No
Linking Planning and NEPA (23 CFR 450.318, 320, 324(f)(10), 324(g))	No
Congestion Management Process (23 CFR 450.322)	No
Long Range Transportation Plan (23 CFR 450.324)	No
Long Range Transportation Plan (23 CFR 450.324) - Travel Demand Modeling/Data	No
Long Range Transportation Plan (23 CFR 450.324) - Financial Plan/Fiscal Constraint	No
Transportation Improvement Program (23 CFR 450.326, 328, 330, 332, 334)	No

*Note: With the exception of Transit, if all areas are a "No", then the top 3 areas will be reviewed.

The additional areas are: UPWP and LRTP Financial Plan/Fiscal Constraint

Appendix B. Site Visit Participants

Federal Highway Administration (FHWA)

Cathy Kendall
Joseph Sullivan
Carlos A. Gonzalez
Jim Martin

Federal Transit Administration (FTA)

John Crocker

Florida Department of Transportation (FDOT)

Scott Phillips
Mark Reichert
Bryant Paulk
Donna Green
Erika Thompson

Capital Region Transportation Planning Agency (CRTPA)

Suzanne Lex
Greg Slay
Greg Burke
Yulonda Mitchell
John Kostrzewa

StarMetro

Andrea Rosser

MPOAC

Carl Mikyska

Appendix C. TMA Certification Site Visit Agenda

<p>Capital Region Transportation Planning Agency TMA Certification Review February 25, 2021 – February 26, 2021</p> <p>Final AGENDA</p>		
Federal Certification Team Members	Cathy Kendall (FHWA) Joseph Sullivan (FHWA)	Dr. John Crocker (FTA) Carlos Gonzalez (FHWA)
Thursday	February 25	Day One
	MS Teams Meeting: Click here to join the meeting	Audio only +1 850-792-4991, 576807121# United States, Tallahassee Phone Conference ID: 576 807 121#
8:30 a.m.	Welcome / Introductions <ul style="list-style-type: none"> ➤ Roles/Responsibilities/Key Activities of MPO and Transit Agency Staff 	Federal Team, MPO, FDOT
8:45 a.m.	Site Visit Overview <ul style="list-style-type: none"> ➤ Purpose of the Certification Process ➤ Discussion of Risk Assessment ➤ Review schedule and close-out process 	Federal Team
9:15 a.m.	Discussion of Previous Review Findings <ul style="list-style-type: none"> ➤ Federal TMA Certification 	Federal Team, MPO, FDOT
9:45 a.m.	MPO Overview including changes within MPO since last TMA Certification <ul style="list-style-type: none"> ➤ Demographics ➤ Boundaries ➤ Political ➤ Process Changes 	Federal Team, MPO, FDOT
10:00 a.m.	Issues and challenges MPO faces regarding process	Federal Team, MPO, FDOT
10:15 a.m.	Break	

Thursday	February 25, 2021	Day One
Time	Item	Lead
10:30 a.m.	Technical Topic: Transportation Performance Planning	Federal Team, MPO, FDOT
11:00 a.m.	Technical Topic: Transit/Transportation Disadvantaged; Transit/UPWP, Transit/Public Outreach, Transit/Technical Assistance & Training Needs	Federal Team, Transit, FDOT, MPO
12:00 p.m.	Technical Topic: Unified Planning Work Program	Federal Team, MPO, FDOT
12:30 p.m.	Wrap Up and End of Day One	Federal Team
Thursday	February 25, 2021	Day One
	Webex Mtg Link: https://talgov.webex.com/talgov/j.php?MTID=m2ad49446eac To Join by phone: +1-408-418-9388 United States toll	Meeting number (access code): 129 240 0171 Meeting password: m8EvWJ2MJi8
Time	Item	Lead
4:00 p.m.	MPO TMA Certification Review Public Meeting <ul style="list-style-type: none"> ➤ Greetings and Introductions of the Federal Review Team ➤ Why are we here? What is the purpose of the Federal TMA Certification Review process? ➤ Audience Input ➤ Closing Remarks 	Federal Team
Friday	February 26, 2021	Day Two
	MS Team Link: Click here to join the meeting	For Audio Access only: +1 850-792-4991 , 566686602# United States, Tallahassee Phone Conference ID: 566 686 602#
8:30 a.m.	Introductions & Recap of Day 1	
8:45 a.m.	Technical Topic: LRTP Fiscal Constraint	Federal Team, MPO, FDOT
9:45	Share Best Practices and Lessons Learned <ul style="list-style-type: none"> ➤ What is the MPO most proud of over the last four years? ➤ What challenges have you encountered and addressed 	MPO
10:15 a.m.	Break	
10:30 a.m.	Preliminary Findings Discussion Among Federal Team	Federal Team
11 a.m.	Preliminary Findings Discussion with MPO staff	Federal Team, MPO, FDOT
11:30 a.m.	Adjourn Site Visit	

Appendix D. Public Engagement Notice

CRTPA Public Meeting – Thursday, February 25 (4 pm to 5 pm)

CRTPA Hosts Certification Public Meeting
Thursday, February 25
4 pm to 5 pm
Tallahassee Commission Chambers (300 S. Adams Street)

As the region's Transportation Management Area, the CRTPA is formally certified every four (4) years by the Federal Highway Administration and the Federal Transit Administration to ensure that the agency is satisfactorily meeting federal planning requirements. The certification process consists of a review of the CRTPA's plans and processes, meetings with the CRTPA staff, and a public meeting to solicit input from the community. Input from the general public, local elected officials, and planning partners during the course of the review is an important part of the certification process.

To that end, a public meeting associated with the CRTPA's upcoming federal certification has been scheduled. The Federal Review Team wants to hear input from the community on the transportation planning process and specifically:

- Does the community receive the necessary information to become involved in the local transportation planning process?
- Is the way citizens can get involved clearly explained?
- Whether input from the community and citizens is considered and addressed by the CRTPA.

NOTE: Community members may attend the meeting in person or virtually. To attend virtually, please register before noon (12 pm) on Wednesday, February 24 at [EVENT BRITE](#). You will be contacted by CRTPA staff and provided with a link to virtually access the meeting.

Public input for the meeting may be provided in the following manner:

- Provide comments in person at the meeting. Speakers are requested to limit their comments to five (5) minutes; or
- Submit written comments prior to the meeting at <http://crtpa.org/contact-us/> by providing comments in the "Email Us" portion of the page. Comments received up to 12:00 p.m. on February 26th will be accepted and included in the official record of the certification meeting; or
- Provide live comments during the meeting via video conference by registering before noon (12 pm) on February 24 at <http://crtpa.org/contact-us/> and noting your desire to provide comments via video in the "Email Us" portion of the page. 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 five (5) minutes.

Quick Links

- [Meetings](#)
- [Projects](#)
- [Documents](#)
- [Our Board](#)
- [Links](#)

Upcoming Meetings

March 2, 2021 TAC Meeting (CANCELLED)
Meeting Type: TAC Meetings
Date and Time: March 2, 2021 9:00 am

March 2, 2021 CMAC Meeting (CANCELLED)
Meeting Type: CMAC Meetings
Date and Time: March 2, 2021 11:30 am

March 16, 2021 CRTPA Meeting
Meeting Type: CRTPA Board Meetings
Date and Time: March 16, 2021 1:30 pm
Location: City Of Tallahassee Commission Chambers

- Provide written comments after the meeting up until March 27. Such comments may be submitted to:
 - Federal Highway Administration
Attn: Cathy Kendall/Joseph Sullivan
3500 Financial Plaza, Suite 400
Tallahassee, FL 32312
via email:
Cathy.Kendall@dot.gov or Joseph.Sullivan@dot.gov

Join the CRTPA, Federal Highway Administration (FHWA) and the Federal Transit Agency (FTA) for a Public Meeting on Thursday, February 25, 2021 at 4:00 pm.

Federal regulations require that FHWA and FTA jointly certify that the CRTPA is satisfactorily meeting federal planning requirements. As part of the certification process, the CRTPA hosts a public meeting to solicit input from the general public and our planning partners.

This meeting provides the community an opportunity to comment on the CRTPA's transportation planning processes and public outreach activities. The meeting will be held at the [City Commission Chambers, Tallahassee City Hall, 300 S. Adams St., Tallahassee](#). (Note: Masks Required)

The meeting's purpose is to solicit comments on the [CRTPA](#) and such comments may be provided in the following manner:

Provide comments in person at the meeting. Speakers are requested to limit their comments to five (5) minutes; or submit written comments prior to the meeting at <http://crtpa.org/contact-us/> by providing comments in the "Email Us" portion of the page.

Comments received up to 12:00 p.m. on February 26th will be accepted and included in the official record of the certification meeting; or Provide live comments during the meeting via video conference by registering before noon (12 pm) on February 24 at <http://crtpa.org/contact-us/> and noting your desire to provide comments via video in the "Email Us" portion of the page. 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 [request](#) to limit their comments to five (5) minutes.

Please visit our website for more information on the [CRTPA Certification Meeting](#).

"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."

[Register](#)

Appendix E. Summary of Public Feedback

FHWA and FTA would like to thank everyone who participated in and contributed comments for the CRTPA TMA Certification Review. Public comments are a vital element of the certification review, as they allow citizens to provide direct input on the transportation planning process for their transportation planning area. The comments received during the public meeting praised CRTPA for extensively coordinating and partnering with the city of Tallahassee, StarMetro, and various civic groups throughout the region. No additional comments were received during the 30-day public comment period following the virtual site visit. We have reviewed all comments and have taken them into consideration throughout the writing of this report. Below begins the public meeting minutes and the public comments received.

Public Comments Received through the Certification Review Agenda item: MPO TMA Certification Review Public Meeting on February 25th, 2021:

Ms. Cathy Kendall, FHWA, provided introductory remarks. FHWA Presentation by Joseph Sullivan.

This was a Hybrid Public Meeting: CRTPA Staff & a few others were in person. The majority of attendees, including members of the public, FHWA, and FDOT participated via WebEx.

Attendees

CMAC Mary Kay Falconer
CMAC Marcus Thompkins
CMAC Roger Holdener
FDOT Donna Green - District Three Urban Liaison
FDOT Bryant Paulk - District Three Urban Planning Manager
FDOT Scott Philips - Statewide Metropolitan Planning Analyst
TAC Kwentin Eastberg - Transportation Planning Manager (Apalachee Regional Plng. Council)
TAC Pat Maurer - Commuter Assistance Coordinator, RideOn
TAC Lauren Cruz – Planner, Wakulla County Planning Department
TAC Josh Hollingsworth, Engineer, City of Tallahassee Regional Transportation Mgmt. Center
TAC Diane Quigley, Growth Management Director, Gadsden County
Chantell Smith, Citizen
Greg Slay, AICP, Executive Director, CRTPA
Jack Kostrezewa, Assistant Director, CRTPA
Greg Burke, AICP, Planning Manager, CRTPA
Suzanne Lex, Programs Manager, CRTPA
Yulanda Mitchell, Administrative Assistant, CRTPA
Andrea Rosser, StarMetro
FDOT Mark Reichert (Registered but Did Not Attend)

Capital Region Transportation Planning Agency

TMA Certification Public Meeting

Providing opportunities for public involvement is an essential part of the transportation planning process. To that end, FHWA and FTA, in cooperation with the CRTPA, held a public meeting as part of the TMA Certification review. The meeting, held Thursday, February 25, 2021 at 4:00 p.m. in the City of Tallahassee Commission Chambers, provided an opportunity for participation in person or via a virtual platform.

Notice of the meeting was distributed via email to the CRTPA's contact list and posted on the CRTPA's website. The notice informed the public that FHWA and FTA were soliciting input from the community on the transportation planning process. In addition, the announcement requested public input on whether the community receives the necessary information to become involved in the process; if the way citizens can be involved clearly explained; and, if input from the community and citizens is considered and addressed. Lastly, the notice explained how citizens could provide comment, whether in writing or during the meeting.

In addition to the FHWA, FTA and CRTPA staff members, the meeting was attended by representatives from the Florida Department of Transportation and by members of the CRTPA's Citizens Multimodal Advisory Committee (CMAC) and Technical Advisory Committee (TAC). Attendees present represented partner transportation planning agencies as well as three of the four member counties. A total of 11 participants, both in-person and via the virtual platform, attended the meeting.

After introductions, Federal Highway presented information about the metropolitan transportation planning process and then opened the floor for public comments.

First to speak was **Andrea Rosser, Star Metro Transit**. Ms. Rosser commented that she has participated in previous TMA Certifications of the CRTPA; however, in the past four years the communication and collaboration between StarMetro and the CRTPA has improved tremendously. Currently, the agencies are partnering on the update to the Transit Development Plan and Comprehensive Operational Analysis.

Josh Hollingsworth, City of Tallahassee's Regional Transportation Management Center (RTMC) introduced himself and the agency's role in operating the transportation network. Mr. Hollingsworth mentioned that the CRTPA recognizes the importance of technology in systems operations and actively supports this effort. The agencies have developed a strong working relationship throughout the transportation planning process. For example, the agencies recently partnered to complete the Intelligent Transportation System Master Plan and such coordination continues now in implementing recommendations from the study. As well, Mr. Hollingsworth mentioned that CRTPA always provides a seat at the table for planning and congestion management in our region.

Marcus Thompkins, CMAC member, spoke to the support that the CRTPA has provided to him and opportunities to be involved. He specifically spoke to the recent fatalities on West Tennessee Street, urging the CRTPA to support safety improvements for pedestrians and bicyclists for this corridor. Mr. Thompkins also suggested that the CRTPA develop a handbook for new members of the CMAC. About the Tennessee Street area said, “perhaps CRTPA can work to identify and implement a fast response for crashes related to pedestrian and bicyclists.”

Mary Kay Faulkner, CMAC member, spoke next and recognized the efforts of the CRTPA and the responsiveness of the agency and consultant during the development the recently adopted Long-range Transportation Plan. Ms. Faulkner encouraged the CRTPA to participate in local civic groups and to grow our presence in the community. Ms. Faulkner indicated “we can involve citizens much more. The information could be simplified and shared with citizens in layperson terms. Another point, she stated, there could be more involvement of pedestrians and bicyclists.

Pat Maurer with RideOn I’m excited to be on the Community Traffic Safety team...we serve as an extension arm for information about traffic congestion. We work with StarMetro to further collaborate and get the word out. Mr. Maurer discussed the partnership with the CRTPA and highlighted the safety initiatives underway. Ms. Maurer also praised the CRTPA’s efforts with reestablishing the Community Traffic Safety Team for Leon County. Next, Kwentin Eastberg from the Apalachee Regional Planning Council (ARPC) spoke about his agency’s role as the Transportation Disadvantaged Coordinator for all four counties and the strong partnership in regional planning between the two agencies.

Kwentin Eastberg, ARPC member – It’s been great working with CRTPA staff and Board members. Everyone knows Tallahassee is the economic engine of this area. Many folks surrounding counties travel to DT for various reasons and congestion is a big consideration for many. I’m also on the TAC and there is great information exchange between our agencies. Commuter assistance program is good.

The final speaker was **Bryant Paulk with FDOT**. Mr. Paulk commended the CRTPA that once a plan or study is completed, they then work to implement the recommendations and it is not just a report that is filed on the shelf.

This concluded the public comments and FHWA and the CRTPA staff thanked the audience for attending.

Public Comments Received within the 30-day comment period by Email Directly to CRTPA (sent forward by CRTPA staff) or comments sent directly to FHWA.

No Public Comments Received

Appendix F. Status of Previous Certification Findings

The following is a summary of the previous corrective actions and recommendations made by the Federal Review Team to the CRTPA. The MPO's last certification review report was published in 2017.

A. Corrective Actions

1. **Transit (Annual Listing of Obligated Projects):** In accordance with 23 CFR 450.332, the State, public transportation operator(s), and the MPO shall cooperatively develop a listing of projects for which federal funds were obligated in the preceding program year. Currently, no transit projects are included in the listing. Based on this requirement, CRTPA staff needs to coordinate with FDOT and the public transportation operator(s) to ensure that transit projects are included in the Annual Listing of Obligated Projects. **An Annual Listing of Obligated Projects for transit projects must be completed by July 31, 2017, making it available in a manner consistent with the CRTPA's Public Participation Process for the TIP.**

Update: The MPO took necessary actions to resolve the corrective action. FHWA/FTA sent formal correspondence on January 19, 2018 confirming that the corrective action had been satisfied.

2. **Public Participation:** In reviewing the current PPP, the Federal Review Team found that the requirements to describe explicit procedures and strategies, as described in 23 CFR 450.316(a)(1), were not met. The plan needs to describe how the TPA coordinates with statewide transportation planning public involvement and consultation processes. **TPA must update the PPP with the specific strategies that they use in the public engagement process by February 28, 2018.**

Update: The MPO took necessary actions to resolve the corrective action. FHWA/FTA sent formal correspondence on November 19, 2019 confirming that the corrective action had been satisfied.

3. **Title VI and Related Requirements:** The Federal Review Team reviewed a sample of federally-assisted contracts to determine whether DBE Assurance Language from 49 CFR 26.13 and Nondiscrimination Clauses from the Sub-recipient Assurance were included. We find that neither the Request for Qualifications (RFQ) nor General Planning Consultant (GPC) Agreements provided by CRTPA contain the required information. General nondiscrimination commitments as in Section 11 of the RFQ or Section 2 of the Agreement are insufficient to meet FHWA, FTA or FDOT requirements. The TPA could refer to the City of Tallahassee's procurement documents and procedures to the extent they comply with federal and related laws. The CRTPA must conduct a review of

its procurement processes **and documents, correcting those that fail to contain required legal language by September 30, 2017.**

Update: The MPO took necessary actions to resolve the corrective action. FHWA/FTA sent formal correspondence on January 19, 2018 confirming that the corrective action had been satisfied.

4. **Linking Planning and Environment:** In accordance with CFR 450.322(f)(7), the metropolitan transportation plan shall, at minimum, include a discussion of types of potential environmental mitigation activities and potential areas to carry out these activities, including activities that may have the greatest potential to restore and maintain the environmental functions affected by the metropolitan transportation plan. This discussion must expand beyond a general policy of avoidance and consider other strategies and activities that may be used, in the case that environmentally or socially sensitive areas cannot be avoided. **The CRTPA needs to include a discussion of potential environmental mitigation activities in the 2040 RMP by December 31, 2017.**

Update: The MPO took necessary actions to resolve the corrective action. FHWA/FTA sent formal correspondence on January 19, 2018 confirming that the corrective action had been satisfied.

5. **Congestion Management Process (CMP):** As identified by 23 CFR 450.320(c), the CMP is required to be developed and implemented as an integral part of the metropolitan planning process during the LRTP development. The TPA's CMP is not clearly utilized during the last two LRTP updates nor has an evaluation of the effectiveness of the CMP strategies been conducted. The evaluation measures must be used to provide feedback to determine the effectiveness of CMP strategies. **The CRTPA must develop a CMP by June 30, 2018, that specifically demonstrates how the process will be used in the 2045 LRTP update, identify evaluation measures, and using the CMP strategies, collect data to complete an evaluation by December 31, 2018.**

Update: The MPO took necessary actions to resolve the corrective action. FHWA/FTA sent formal correspondence on November 19, 2019 confirming that the corrective action had been satisfied.

6. **Transportation Improvement Program (TIP):** During the development of the FY 2016/17-2020/21 TIP, FHWA provided several critical comments related to fiscal constraint demonstration, public engagement process, and project details per 23 CFR 450.324(e, g, h, & i) and 23 CFR 450.316(a)(1)(vi). These comments were not subsequently addressed. Following the site visit, the CRTPA released the Draft FY 2017 /18-2021/22 TIP for public comment, which FHW A reviewed and found that the critical comments have now been addressed. **The CRTPA must provide documentation to FHW A/FT A that the Board adopted the TIP with the critical comments incorporated by August 1, 2017.**

Update: The MPO took necessary actions to resolve the corrective action. FHWA/FTA sent formal correspondence on January 19, 2018 confirming that the corrective action had been satisfied.

B. Recommendations

1. **MPO Planning Structure:** FHWA is not typically included in the composition of an MPO Board. The Federal Review Team recommends that the FHWA be removed as a non-voting advisory member of the CRTPA Policy Board.

Update: FHWA is not designated as a non-voting member in the bylaws. The LRTP and FHWA previously listed FHWA as a non-voting member incorrectly.

2. **Agreements:** The Federal Review Team encourages the CRTPA to periodically review, and update as necessary, all agreements to address any changes in coordination efforts. We also recommend that the CRTPA publish all current agreements on the website to increase transparency to the public.

Update: The Intergovernmental Coordination and Review (ICAR) Agreement between the CRTPA, FDOT, StarMetro and the Apalachee Regional Planning Council (ARPC) was updated in 2020. A revision to the Interlocal Agreement for the Creation of the MPO to remove the weighted voting requirement was approved by the CRTPA in early 2020. The agreement can be viewed here: <http://crtpa.org/crtpa-documents/>

3. **Intelligent Transportation System:** The Federal Review Team encourages the CRTPA to resume an active role as a partner with the City TATMS, FDOT and other partners, not only during RITSA updates and the development of the project priority lists, but also during its development of the Long Range Transportation Plan and Transportation Improvement Programs. This involvement will not only ensure that the projects the CRTPA adopts remain consistent with the RITSA but will lead to a more fully developed and robust ITS program within the region.

Update: The CRTPA partnered with TATMS in the funding as development of the ITS Master Plan (completed late 2020) as well as establishing an annual ITS Priority Project List (PPL) in September 2020. In FY 2021, the CRTPA allocated \$750,000 to fund the top ITS Priority. The CRTPA has also made supplemental funding for TATAMS a top priority on our Traffic Systems Management (TSM) PPL.

4. **Freight:** With the increased emphasis on freight in the FAST Act, and the resulting planning regulation's focus on the importance of incorporating providers of freight and freight stakeholders in the planning process, the Federal Review Team recommends that the CRTPA put forth a stronger effort to build

relationships with the retailers and freight and manufacturing industries within the region. The CRTPA is encouraged to seek opportunities to attend freight industry meetings and events to educate them on the MPO process and to help the industry understand that they too have a seat at the table and a stake in the transportation process.

Update: The CRTPA is involved in freight issues at the state level through the MPOAC Freight Subcommittee. In addition, CRTPA partnered with FDOT Freight Logistics and Passenger Operations Office and Florida State University to conduct a off-hours freight movement study. The study began in late 2019 and had been put on hold due to COVID-19.

5. **Freight:** The Federal Team recommends that during the development of the 2045 Long Range Transportation Plan, the CRTPA provide a more thorough analysis of multimodal freight within the region. This analysis should include the impacts of freight movement to the transportation system as well as the multimodal freight needs for the continued economic development and growth within the region. The CRTPA is reminded that local freight movement should be considered and is integral in goods movement within the CRTPA and needs to be included in this analysis and recommendations in the LRTP.

Update: CRTPA recognizes that local freight movements are integral in keeping the economy moving, which is something that was noticeable during the COVID-19 pandemic. The RMP approached the integration of freight through the project prioritization process and through Performance Measures. Areas of particular interest in the CRTPA region for freight include continued improvements to the I-10 corridor for more regional and statewide freight.

6. **Security:** Since the CRTPA moved its offices back into Tallahassee's City Hall, no tests of the COOP, other than those by City Hall, have been conducted. The Federal Review Team recommends that the CRTPA begin conducting its own tests of the COOP and its various elements specifically related to the TPA to ensure that the TPA is able to conduct normal business functions during long term or catastrophic events. This testing includes exploring the ability of staff to telework, ensure staff has access to its various systems while teleworking, and be able to process payroll and perform successful invoicing functions.

Update: The COOP was activated in March 2020 due to the COVID-19 pandemic. CRTPA staff has been working from home since that time with no impact to overall operations. We will be looking to update the COOP this year to reflect lessons learned during the pandemic and processes to improve the COOP.

7. **Safety:** The 2040 RMP does not include a specific summary of how the CRTPA's safety goals and objectives align with the SHSP. During the site visit discussions, it became evident that the TPA was supporting some of the SHSP emphasis

areas, but the TPA's documents do not demonstrate this link nor did the staff appear familiar with the SHSP. Since the CRTPA includes counties that are in the Top 20 Counties for fatalities in Florida, the Federal Review Team again strongly recommends that the CRTPA ensures that future Long Range Transportation Plans include a safety element that incorporates or summarizes the priorities, goals, countermeasures or projects for the TPA contained in the SHSP.

Update: The CRTPA Connections 2045 RMP reflects the goals, objectives, performance measures, and measures as they are available and described in other state and public transportation plans and processes; specifically, the Florida Strategic Highway Safety Plan (SHSP) and the Florida Highway Safety Improvement Program (HSIP). Safety is a component of Chapter 4: Project and Prioritization, specifically on Page 4-2 under the "Prioritization Criteria". This chapter is an overview of the process with further definition of the criteria and weighting of projects in Appendix D: Project Prioritization.

8. **Unified Planning Work Program (UPWP):** The Federal Review Team recommends that the CRTPA review, update and approve new versions of the Internal Controls Guidelines and the Administrative Procedures Manual. Furthermore, we recommend that the CRTPA conduct a documented review and analysis of the control environment, and complete a documented, regularly scheduled, annual or biennial risk assessment.

Update: CRTPA is currently working to develop a process and procedures manual as well as documenting our internal control guidelines. They anticipate having both completed before the end of 2021.

9. **Public Participation:** The Federal Review Team recommends that the CRTPA review the website to ensure that it is current and useful. Any outdated information should be removed or appropriately archived.

Update: The CRTPA website underwent a complete overhaul in 2018, along with the Public Participation Plan. Updates included a more streamlined user interface, a news and project update section as well as ADA compatibility. CRTPA reports that the website is reviewed on a routine basis to ensure information is up-to-date and complete. The CRTPA website appears to include update information about meetings, key documents, and their various boards and committees.

10. **Public Participation:** During the site visit and review, documentation demonstrating the evaluation of the measures of the effectiveness of its public participation activities was not available. While the staff does discuss the outcome of each event, there was little information provided as to what happens to the information and if the information is ever used by the staff to improve the planning process. The Federal Review Team recommends that staff take the

next step to more fully document these outcomes and how their PPP strategies have changed response to the evaluations as part of the PPP update.

Update: The CRTPA 2018 Public Involvement Plan has goals and objectives used as targets to measure how effective public involvement efforts are at reaching various publics, obtaining information from a diverse group of people, and considering the as the agency makes decisions about plans and projects. The Southwest Area Transportation Plan and the Midtown Area Transportation Plan demonstrate CRTPA's emphasis on documenting public involvement. Both efforts contained a significant amount of in-person and online efforts as well as detailed overviews of those efforts in the final reports. CRTPA plans to update its existing Public Involvement Plan in 2021.

11. **Title VI and Related Requirements:** CRTPA continues efforts to obtain better representation among underserved groups, including racial/ethnic minorities, those with disabilities, and college students, on its committees and in its outreach. This effort includes coordination with service groups that have more regular contact with these communities. The Federal Review Team encourages the TPA to partner with schools, social service groups, and community organizations when seeking committee members. Doing so provides broader, lasting representation that is not always possible when relying on individual community members.

Update: The CRTPA works to develop relationship during its planning and programming activities. During the Southwest Area Transportation Plan the CRTPA developed relationships with several groups. Staff worked with neighborhood groups including the Providence, Liberty Park as well as Pineview Elementary and Nims Middle Schools to obtain community-level input. The Public Involvement Plan has many outreach venues and seeks to provide equitable strategies to participate in the region's transportation planning process.

Appendix G. Acronym List

ADA – Americans with Disabilities Act	NHS – National Highway System
AQ – Air Quality	NTI – National Transit Institute
CAAA – Clean Air Act Amendments of 1990	PEA – Planning Emphasis Area
CFP – Cost Feasible Plan (of the LRTP)	PL – Metropolitan Planning Funds
CFR – Code of Federal Regulations	PPP – Public Participation Plan
CMAQ – Congestion Mitigation and Air Quality	RA – Regional Administrator
CMP – Congestion Management Process	RTIP – Regional Transportation Implementation Plan
DA – Division Administrator	RTP – Regional Transportation Plan
DBE – Disadvantaged Business Enterprises	SAFETEA-LU – Safe, Accountable, Efficient Transportation Equity Act: A Legacy for Users
DHHS – Department of Health and Human Services	RPC – Regional Planning Commission
EJ – Environmental Justice	SFY – State Fiscal Year
ETDM – Efficient Transportation Decision Making	SHA – State Highway Administration
EPA – Environmental Protection Agency	SHSP – Strategic Highway Safety Plan
FAST Act – Fixing America’s Surface Transportation Act	SIP – State Implementation Plan
FDOT – Florida Department of Transportation	SOP – Standard Operating Procedures
FHWA – Federal Highway Administration	SOV – Single Occupancy Vehicle
FTA – Federal Transit Administration	SPR – State Planning and Research
FY – Federal Fiscal Year	STIP – Statewide Transportation Improvement Program
GIS – Geographic Information Systems	STP – Surface Transportation Program
HSIP – Highway Safety Improvement Program	TAM – Transit Asset Management
HPMS Reviews – Highway Performance Monitoring System	TAMP – Transportation Asset Management Plan
ISTEA – Intermodal Surface Transportation Efficiency Act	TAZ – Transportation Analysis Zone
ITS – Intelligent Transportation Systems	TCM – Transportation Control Measure
LEP – Limited English Proficiency	TDM – Transportation Demand Management
LRTP – Long Range Transportation Plan	TEA-21 – Transportation Equity Act for the 21 st Century
M&O – Management and Operations	TIP – Transportation Improvement Program
MAP-21 – Moving Ahead for Progress in the 21 st Century	Title VI – Title VI of the 1964 Civil Rights Act
MOA – Memorandum of Agreement	TMA – Transportation Management Area
MOU – Memorandum of Understanding	TMIP – Travel Model Improvement Program
MPA – Metropolitan Planning Area Boundary	TPA – Transportation Planning Agency
MPO – Metropolitan Planning Organization	TPCB – Transportation Planning Capacity Building Program
MPOAC – Metropolitan Planning Organization Advisory Council	TPM – Transportation Performance Management
NAAQS-National Ambient Air Quality Standards	TPO – Transportation Planning Organization
NEPA – National Environmental Policy Act	UAB – Urban Area Boundary
NHI – National Highway Institute	UPWP – Unified Planning Work Plan
	U.S.C. – United States Code
	UZA – Urbanized Areas
	VMT – Vehicle Miles Traveled

2021 CRTPA Certification Review

Summary of Findings Tallahassee TMA



Cathy Kendall, AICP
FHWA Planning Team Lead

September 13, 2021

Overview

- o Virtual Site Visit & Public Meeting:
February 25-26, 2020
- o Review Team
 - o Cathy Kendall– Lead
 - o Joseph Sullivan
 - o Carlos Gonzalez
 - o Jim Martin
 - o Dr. John Crocker (FTA)
- o 4 NP, 2 CA, 2 Recs
- o Certification Report Issuance: June 2021

Summary of Risk Assessment

CRTPA Focus Topics for 2021 Review:

- Unified Planning Work Program
- LRTP Financial Plan/Fiscal Constraint
- Transportation Performance Management
- Transit

Noteworthy Practices

- o [Transportation Planning Factors](#) – Innovative and effective solutions to congestion, safety, and economic development
- o [Transit](#) – “Move-it” transit fare technology that connects users to connect to 1st mile/last mile applications (scooters, rideshare)
- o [Transit](#) – Using university partnerships, grants to improve routes, and new virtual public involvement techniques to improve ridership
- o [Outreach and Participation](#) – *Traffic Jam* flyers to inform public about LRTP development

Corrective Actions

- o Long Range Transportation Plan-Financial Plan/Fiscal Constraint - Many deficiencies, including 1st five years, as well as revenues and projects for non-state roads (including transit). Action plan by 7/30/21 to revise LRTP.
- o TIP – projects in TIP not consistent with the LRTP. Revise to be consistent by 9/30/21.

Recommendations

- o UPWP—review, update and approve new versions of the Internal Controls Guidelines and the Administrative Procedures Manual
- o Outreach and Public Participation—update the PIPP to specify the length of time the public has to comment on TIP and LRTP amendments

Questions?

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o 850-553-2225

Joseph Sullivan

o Joseph.Sullivan@dot.gov

o (850) 553-2248



AGENDA ITEM 6B

CRTPA FISCAL YEAR (FY) 2020 FINANCIAL STATEMENTS

TYPE OF ITEM: Action

STATEMENT OF ISSUE

The purpose of this item is to discuss and accept the CRTPA's FY 2020 Financial Statements.

CRTPA EXECUTIVE COMMITTEE

The CRTPA's Executive Committee reviewed the FY 2020 Financial Statements and received a presentation on the audit from James Moore and Company, the CRTPA's Audit Firm. No action was taken.

RECOMMENDED ACTION

Option 1: Recommend the CRTPA Board accept the CRTPA's FY 2020 Financial Statements.

BACKGROUND AND ANALYSIS

The CRTPA Auditors, James Moore and Co., conducted a Single Audit and completed the CRTPA FY 2020 Financial Statements (provided as **Attachment 1**). The CRTPA's management is responsible for the preparation and fair presentation of financial statements in accordance with accounting principles generally accepted in the United States of America. Additionally, the CRTPA grants require compliance with federal and state laws and regulations and the provisions of the grant agreements, including associated accounting and reporting requirements.

Summary of Auditor's Results

The Audit (see page 45 of **Attachment 1**) did not identify any material weaknesses or significant deficiencies in the CRTPA's "Internal Control over Financial Reporting" or in the "Internal Control over Major Programs." The Audit was submitted timely to the Federal Clearinghouse and the Florida Department of Transportation. Note, this is the second consecutive year that the CRTPA's Audit did not include any findings and was submitted on time.

The Audit was conducted in accordance with the attestation standards by the American Institute of Certified Public Accountants. Those standards require that the Auditor plan and perform the examination to obtain reasonable assurances about whether the agency complied with the requirements of Section 215.97 Florida Statutes (Florida Single Audit Act) and applicable requirements of Code of Federal Regulations, 2 CFR 200 for the year ending September 30, 2020.

RECOMMENDED ACTION

Option 1: Accept the CRTPA's FY 2020 Financial Statements.
(Recommended)

Option 2: As desired by the Board.

ATTACHMENT

Attachment 1: CRTPA's FY 2020 Financial Statements

CAPITAL REGION TRANSPORTATION PLANNING AGENCY

Annual Financial Statements

**For the Fiscal Year Ended
September 30, 2020**



PREPARED BY:

**Financial Services Department
Financial Reporting Division
City of Tallahassee, Florida**

Financial Statements

Capital Region

Transportation Planning Agency

Fiscal Year Ended September 30, 2020

with Independent Auditors' Report

**Capital Region Transportation Planning Agency
Financial Statements
Fiscal Year Ended September 30, 2020**

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FINANCIAL SECTION

THIS SECTION CONTAINS THE FOLLOWING SUBSECTIONS:

Independent Auditors' Report

Management's Discussion and Analysis

Basic Financial Statements

Notes to Financial Statements

INDEPENDENT AUDITORS' REPORT

To the Governing Board
of the Capital Region Transportation Planning Agency:

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of the Capital Region Transportation Planning Agency (the Agency), as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the Agency's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

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

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

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

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DeLand, FL 32724-4329
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2477 Tim Gamble Place, Suite 200
Tallahassee, FL 32308-4386
Telephone: 850-386-6184

Opinions

In our opinion, based on our audit, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Agency, as of September 30, 2020, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

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

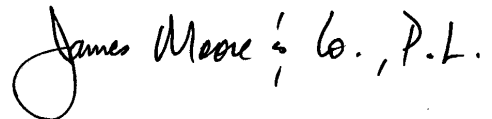
Other Information

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

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

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated June 25, 2021 on our consideration of Capital Region Transportation Planning Agency's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Agency's internal control over financial reporting and compliance.

A handwritten signature in black ink that reads "James Moore & Co., P.L.". The signature is written in a cursive, flowing style.

Tallahassee, Florida
June 25, 2021

CAPITAL REGION TRANSPORTATION AGENCY

Management's Discussion and Analysis

This section of CRTPA's annual financial report is designed to provide the reader with a better understanding of the financial activity for the fiscal year that ended September 30, 2020. Notes mentioned below are Notes to the Financial Statements, which follow the statements.

FINANCIAL HIGHLIGHTS

- Total assets and deferred outflows of resources of \$1,444,000 decreased by approximately \$116,000 from the prior year primarily due to the increase in OPEB related deferred outflows and accrued expenses and a decrease in Due From Other Governments. Total liabilities and deferred inflows of \$1,656,000 increased by \$1,000. When applicable, negative cash balance gets reclassified to "due to other governments" since the City is effectively temporarily loaning the cash to cover the Agency's expenses.
- Net position decreased by approximately \$117,000 during the fiscal year primarily due to the net effect of increased Pension liability and Other Post employment liability to recognize future obligations and decreases in Due From Other Governments and Accounts Payable and Accrued Expenses.
- Revenues of \$1,586,000, primarily operating grants, were received during the fiscal year, as compared to approximately \$1,610,000 in prior year. Expenses of \$1,703,000, primarily personnel expenses and contractual services, were incurred during the fiscal year, as compared to approximately \$1,729,000 in the prior year.

An Overview of the Financial Statements

Required Components of CRTPA's Annual Financial Report

Management's Discussion and Analysis

Basic Financial Statements

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

Required Supplementary Information

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

GOVERNMENT-WIDE STATEMENTS

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

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

FUND FINANCIAL STATEMENTS

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

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

GOVERNMENT-WIDE FINANCIAL STATEMENTS

The following table reflects the condensed Statement of Net Position compared to the prior year. Deferred inflows of resources decreased by \$136,000. CRTPA's net position decreased by approximately \$117,000 in fiscal year 2020. Total assets decreased by \$155,000 and total liabilities increased by approximately \$137,000.

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

	2020	2019	\$ Change
Assets			
Due from other governments	\$ 881	\$ 1,031	\$ (150)
Capital assets, net of accumulated depreciation	1	6	(5)
Total assets	<u>882</u>	<u>1,037</u>	<u>(155)</u>
Deferred outflows of resources			
Pension related deferred outflows	469	469	-
OPEB related deferred outflows	93	54	39
Total deferred outflows	<u>562</u>	<u>523</u>	<u>39</u>
Total assets and deferred outflows	<u>1,444</u>	<u>1,560</u>	<u>(116)</u>
Liabilities			
Current liabilities			
Accounts payable and accrued expenses	137	303	(166)
Due to other governments	542	549	(7)
Compensated absences	79	46	33
Total current liabilities	<u>758</u>	<u>898</u>	<u>(140)</u>
Noncurrent liabilities			
Net OPEB obligation	262	211	51
Net pension liability	608	374	234
Compensated absences	-	8	(8)
Total noncurrent liabilities	<u>870</u>	<u>593</u>	<u>277</u>
Total liabilities	<u>1,628</u>	<u>1,491</u>	<u>137</u>
Deferred inflows of resources			
Pension related inflows	12	147	(135)
OPEB related deferred inflows	16	17	(1)
Total deferred inflows	<u>28</u>	<u>164</u>	<u>(136)</u>
Total liabilities and deferred inflows	<u>1,656</u>	<u>1,655</u>	<u>1</u>
Net position			
Net investment in capital assets	1	6	(5)
Unrestricted	<u>(213)</u>	<u>(101)</u>	<u>(112)</u>
Total net position	<u>(212)</u>	<u>(95)</u>	<u>(117)</u>
Total Liabilities, deferred inflows, and net position	<u>\$ 1,444</u>	<u>\$ 1,560</u>	<u>\$ (116)</u>

CHANGES IN NET POSITION

In 2020, CRTPA's total revenues were \$1,586,000 and expenses were \$1,703,000, resulting in a decrease in net position of \$117,000. Revenues consisted primarily of operating grants and contributions; expenses consisted primarily of personnel costs and contractual services. The following table shows comparative revenues and expenses by sources and programs and the resulting change in net position:

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

	FINANCIAL STATEMENTS		
	2020	2019	\$ Change
Program revenues			
Operating grants and contributions			
Operating grants and contributions	\$ 1,584	\$ 1,602	\$ (18)
Increase in FMV of investments	2	5	(3)
Miscellaneous	-	3	(3)
Total program revenues	<u>1,586</u>	<u>1,610</u>	<u>(24)</u>
Expenses			
Transportation	1,698	1,726	(28)
Depreciation	5	3	2
Total expenses	<u>1,703</u>	<u>1,729</u>	<u>(26)</u>
Increase (Decrease) in net position	<u>\$ (117)</u>	<u>\$ (119)</u>	<u>\$ 2</u>

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

Table 3
Governmental Funds
Financial Analysis
(in thousands)

Fund	Fund Balances 9/30/2019	Sources	Uses	Sources Over (Under) Uses	Fund Balance 9/30/2020
General	\$ 151	\$ 844	\$ 844	\$ -	\$ 151
Special revenue	27	818	790	28	55
Total	<u>\$ 178</u>	<u>\$ 1,662</u>	<u>\$ 1,634</u>	<u>\$ 28</u>	<u>\$ 206</u>

BUDGETARY HIGHLIGHTS

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

CAPITAL ASSETS

The Agency's capital assets, net of accumulated depreciation, as of September 30, 2020, were \$1,000. See Note III.A. for more information about the CRTPA's capital assets.

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

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

FISCAL YEAR 2021 BUDGET

CRTPA's General Fund Budget for fiscal year 2021 totaling \$880,108 consists primarily of personnel costs and contractual services; funding for these expenses continues to be primarily from federal and state operating grants.

FINANCIAL CONTACT

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

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BASIC FINANCIAL STATEMENTS

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

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

Capital Region Transportation Planning Agency
Statement of Net Position
September 30, 2020
(in thousands)

Assets and deferred outflows of resources

Current assets:

Due from other governments	\$ 881
Total current assets	<u>881</u>

Capital assets:

Capital assets, net of accumulated depreciation	1
Total assets	<u>882</u>

Deferred outflows of resources:

Pension related deferred outflows	469
Other post-employment benefits related deferred outflows	93
Total deferred outflows of resources	<u>562</u>

Total assets and deferred outflows of resources	<u><u>\$ 1,444</u></u>
--	------------------------

Liabilities, deferred inflows of resources and net position

Current liabilities:

Accounts payable and accrued expenses	\$ 137
Due to other governments	542
Compensated absences	79
Total current liabilities	<u>758</u>

Noncurrent liabilities:

Net other post-employment benefits liability	262
Net pension liability	608
Total noncurrent liabilities	<u>870</u>
Total liabilities	<u>1,628</u>

Deferred inflows of resources:

Pension related deferred inflows	12
OPEB related deferred inflows	16
Total deferred inflows of resources	<u>28</u>
Total liabilities and deferred inflows of resources	<u>1,656</u>

Net position:

Net investment in capital assets	1
Unrestricted	(213)
Total net position	<u>(212)</u>

Total liabilities, deferred inflows of resources, and net position	<u><u>\$ 1,444</u></u>
---	------------------------

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

Capital Region Transportation Planning Agency
Statement of Activities
Year ended September 30, 2020
(in thousands)

Function/Programs	Expenses	Program Revenues			Net (Expenses) Revenues and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Primary Governmental Activities
Primary government:					
Transportation	\$ 1,698	\$ -	\$ 1,584	\$ -	\$ (114)
Depreciation	<u>5</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(5)</u>
Total primary government	<u>\$ 1,703</u>	<u>\$ -</u>	<u>\$ 1,584</u>	<u>\$ -</u>	<u>\$ (119)</u>
General revenues:					
Increase in fair value of investments					\$ <u>2</u>
Change in net position					<u>(117)</u>
Net position - October 1, 2019					<u>(95)</u>
Net position - September 30, 2020					<u>\$ (212)</u>

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

Capital Region Transportation Planning Agency
Balance Sheet
Governmental Funds
September 30, 2020
(in thousands)

	<u>General</u>	<u>Special Revenue</u>	<u>Total Governmental Funds</u>
Assets			
Due from other governments	\$ 464	\$ 417	\$ 881
Total assets	<u>\$ 464</u>	<u>\$ 417</u>	<u>\$ 881</u>
Liabilities and fund balance			
Accounts payable and accrued expenses	\$ 31	\$ 102	\$ 133
Due to other governments	<u>282</u>	<u>260</u>	<u>542</u>
Total liabilities	<u>313</u>	<u>362</u>	<u>675</u>
Fund balance:			
Committed	<u>151</u>	<u>55</u>	<u>206</u>
Total fund balance	<u>151</u>	<u>55</u>	<u>206</u>
Total liabilities and fund balance	<u>\$ 464</u>	<u>\$ 417</u>	<u>\$ 881</u>

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

**Capital Region Transportation Planning Agency
Reconciliation of the Governmental Funds Balance Sheet
to the Statement of Net Position
September 30, 2020
(in thousands)**

Total fund balance per the governmental fund financial statements	\$ 206
Amounts reported for governmental activities in the Statement of Net Position are different because:	
Deferred outflows of resources related to the pension liability and the Net OPEB liability are not receivable in the current period and are not reported in the governmental funds.	562
OPEB liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds.	(262)
Certain amounts related to the net pension liability are deferred and amortized over time and are not reported in the governmental funds.	(608)
Deferred inflows of resources related to the pension liability and the Net OPEB liability are not due and payable in the current period and are not reported in the governmental funds.	(28)
Compensated absences are not due and payable in the current period and, therefore, are not reported in the governmental funds.	(79)
Capital assets used in governmental activities are not current financial resources and, therefore, are not reported in the governmental funds.	1
Other miscellaneous adjustments	<u>(4)</u>
Total net position per the government-wide statement of net position	<u>\$ (212)</u>

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

Capital Region Transportation Planning Agency
Statement of Revenues, Expenditures, and
Changes in Fund Balance
Governmental Funds
Year ended September 30, 2020
(in thousands)

	<u>General</u>	<u>Special Revenue</u>	<u>Total Governmental Funds</u>
Revenues by source:			
Intergovernmental:			
Federal	\$ 758	\$ 758	\$ 1,516
State	-	26	26
Local	-	6	6
CRTPA Members	84	-	84
Increase in fair market value of investments	<u>2</u>	<u>-</u>	<u>2</u>
Total revenues	<u>844</u>	<u>790</u>	<u>1,634</u>
Expenditures:			
Current:			
Transportation:			
Personnel services	629	-	629
Operating expenses	106	790	896
Administrative charges	<u>81</u>	<u>-</u>	<u>81</u>
Total expenditures	<u>816</u>	<u>790</u>	<u>1,606</u>
Excess of revenues over (under) expenditures	<u>28</u>	<u>-</u>	<u>28</u>
Transfers In	-	28	28
Transfers Out	<u>(28)</u>	<u>-</u>	<u>(28)</u>
Total other financing sources (uses)	<u>(28)</u>	<u>28</u>	<u>-</u>
Net change in fund balance	-	28	28
Fund balances - October 1, 2019	<u>151</u>	<u>27</u>	<u>178</u>
Fund balances - September 30, 2020	<u>\$ 151</u>	<u>\$ 55</u>	<u>\$ 206</u>

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

Capital Region Transportation Planning Agency
Reconciliation of the Statement of Revenues, Expenditures and
Changes in Fund Balances of Governmental Funds
to the Statement of Activities
Year ended September 30, 2020
(in thousands)

Net change in fund balance per the governmental fund financial statements	\$ 28
Amounts reported for governmental activities in the Statement of Activities are different because:	
The net change in compensated absences, which is reported in the Statement of Activities, does not require the use of current financial resources and, therefore, is not reported as an expenditure in governmental funds.	(25)
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives.	(10)
Pension related items reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as an expenditure in the governmental funds.	(99)
OPEB related items reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as an expenditure in the governmental funds.	<u>(11)</u>
Change in net position per the government-wide Statement of Activities	<u>\$ (117)</u>

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

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NOTES TO THE FINANCIAL STATEMENTS

NOTE I- Summary of Significant Accounting Policies

NOTE II - Stewardship, Compliance, and Accountability

NOTE III - Detail Notes - All Funds

NOTE IV - Other Information

Capital Region Transportation Planning Agency
Notes to the Financial Statements
September 30, 2020

Note I SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

A. REPORTING ENTITY

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

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

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

B. GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

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

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

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

Capital Region Transportation Planning Agency
Notes to the Financial Statements
September 30, 2020

Note I SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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

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

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

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures generally are recorded when a liability is incurred.

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

The CRTPA reports the following major governmental funds:

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

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

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

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

Capital Region Transportation Planning Agency
Notes to the Financial Statements
September 30, 2020

Note I SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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

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

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

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

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

COMPENSATED ABSENCES – CRTPA employees have the choice of selecting either the City of Tallahassee's benefit options or those of Leon County. Currently, all staff members have selected to participate in the City of Tallahassee's compensated absences policy. Permanent employees earn vacation and sick leave starting with the first day of employment. Accumulated current and long-term vacation and sick leave amounts are accrued when earned in the government-wide financial statements. A liability for the accumulated vacation and sick leave is reported in the governmental funds only if it is expected to be paid as a result of employee resignation or retirement as of September 30, 2020.

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

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

**Capital Region Transportation Planning Agency
Notes to the Financial Statements
September 30, 2020**

Note I SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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

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

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

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

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

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

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

CRTPA's fund balance is all committed for transportation.

Capital Region Transportation Planning Agency
Notes to the Financial Statements
September 30, 2020

Note II STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

A. BUDGETARY INFORMATION

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

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

B. COMPLIANCE WITH FINANCE-RELATED LEGAL AND CONTRACTUAL PROVISIONS

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

NOTE III DETAIL NOTES - ALL FUNDS

A. CAPITAL ASSETS

Capital asset activity for the year ended September 30, 2020 was as follows (in thousands):

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental activities:				
Depreciable assets				
Equipment	\$ 29	\$ -	\$ -	\$ 29
Total depreciable assets	<u>29</u>	<u>-</u>	<u>-</u>	<u>29</u>
Less accumulated depreciation for:				
Equipment	23	5	-	28
Total capital assets, net	<u>\$ 6</u>	<u>\$ (5)</u>	<u>\$ -</u>	<u>\$ 1</u>

There was \$4,699 of depreciation expense during the year ended September 30, 2020.

B. INTERFUND TRANSFERS

In fiscal year ended September 30, 2020 interfund transfers were as follows:

	September 30, 2020	Transfers In	Transfers Out	Total
General Fund	\$ -	\$ -	\$ (28)	\$ (28)
Special Revenue Fund	28	-	-	28
Subtotal	<u>\$ 28</u>	<u>\$ -</u>	<u>\$ (28)</u>	<u>\$ -</u>

Capital Region Transportation Planning Agency
Notes to the Financial Statements
September 30, 2020

Note III Detail Notes - All Funds (CONTINUED)

C. RELATED PARTY TRANSACTIONS

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

In addition, due to the reimbursement nature of the grants which primarily fund the CRTPA, the City of Tallahassee provides up-front funding to the CRTPA; as of September 30, 2020 the net amount due from the CRTPA members was approximately \$90,505.

Certain general and administrative functions are charged to the CRTPA by the City of Tallahassee. For the year ended September 30, 2020, the amount of these charges was \$80,900.

NOTE IV OTHER INFORMATION

A. RISK MANAGEMENT PROGRAM

The CRTPA is exposed to various risks of loss. The CRTPA participates in the City's Risk Management Program (Program). This Program provides coverage for worker's compensation by self-insuring primary losses up to \$1,000,000. Losses above that amount are insured through an excess policy. General liability, automobile and employment liability are self-insured. General and automobile liability losses are statutorily limited by sovereign immunity of \$200,000 per person and \$300,000 per accident. Prior to October 2011, the statutory limit was \$100,000 per person and \$200,000 per accident. The Program also provides for Employment Practice Liability such as race, gender, and other discrimination or disparate treatment allegations. Liabilities for losses would be recorded when a loss occurs and the amount can be reasonably estimated. There were no such losses at September 30, 2020. In the past three years, there have been no claims.

B. PENSION PLAN OBLIGATIONS

RETIREMENT PLANS - Employees of the CRTPA participate in the City of Tallahassee benefits program. Employees in the City of Tallahassee (the City) program are eligible to participate in the City's General Employees' Pension Plan (The Plan).

	City of Tallahassee Plan
Plan Obligations and Expense (in thousands):	
Net pension liability	\$ 607
Pension related deferred outflows	\$ 469
Pension related deferred inflows	\$ (12)
Membership Statistical - 2019	
Retirees and beneficiaries of deceased retirees	-
Terminated employees entitled to benefits but not yet receiving benefits	-
Active employees	5

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

The Defined Benefit and Defined Contribution provisions are combined and reported as one plan in the City of Tallahassee's financial statements. The City does not issue a stand-alone financial report on the City Plan. The City's

Capital Region Transportation Planning Agency
Notes to the Financial Statements
September 30, 2020

Note IV Other Information (CONTINUED)

B. PENSION PLAN OBLIGATIONS (CONTINUED)

financial statements may be obtained by contacting the Financial Services Director at Mailbox A-29, 300 South Adams Street, Tallahassee, Florida 32301 or via the web at Patrick.Twyman@talgov.com.

1. DEFINED BENEFIT PROVISION

The Plan is established in Chapter 14 of the Municipal Code, through Parts A, B, C and D in Article II. for general employees with Parts A, B and C are closed to new participants. Effective April 1, 2013, the City Commission approved changes to the City's General Employees' Pension Plan creating Part D participants. Part D provides coverage to all new employees hired after that date. All members of the City Plan are covered by one of these parts depending upon employment date. These parts provide a detailed description of the various defined benefit provisions. These provisions include the types of employees covered, benefit provisions, employee eligibility requirements for normal, early and/or vested retirements, and the related benefits of these retirement, pre-retirement death benefits, and provisions for disability retirement. There are also post retirement cost-of-living adjustments (COLA) and health care supplements.

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

Capital Region Transportation Planning Agency
Notes to the Financial Statements
September 30, 2020

Note IV Other Information (CONTINUED)

B. PENSION PLAN OBLIGATIONS (CONTINUED)

1. DEFINED BENEFIT PROVISION (CONTINUED)

		City Plan	
		Part C—Employees hired prior to April 1, 2013	Part D—Employees hired after April 1, 2013
Normal Retirement Benefits:			
Disability	Five years of Credited Service for non-service connected disability. None for service connected disability. Benefit: The greater of 1) the member's accrued benefit to date of disability; and 2) the member's benefit with service projected to normal retirement date not to exceed 50% of AFC in effect on the date of disability.		
Contributions Rates – actuarially determined for the year ended September 30, 2020			
City	24.72%		
Employee	5.00%		

2. DEFINED CONTRIBUTION PROVISION

The City Plan's defined contribution provisions are described in Article V. All employees may elect to contribute a portion of their salary to the defined contribution plan, also known as the Matched Annuity Plan (MAP). Employees can contribute up to, but not exceed, the maximum amount allowed by the Internal Revenue Service. CRTPA contributes 5% to each employee's MAP account. Upon reaching normal retirement age or retiring, a participant shall be paid his contributions, together with accrued earnings. If an employee uses the contributions and accrued earnings to purchase an annuity contract, the Plan will increase the amount of funds (only on the CRTPA's 5%, employee flex matched contribution and employees' contribution up to the 5%) used by the participant by a factor of 50 percent. Employee and the employer's 5% contribution, plus accrued earnings thereon, are 100% refundable to the employee if the employee elects to terminate his vesting rights or is not vested at the date of employment termination.

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

Net Pension Liability – The total and net pension liability for the reporting period ending September 30, 2020 were determined as of September 30, 2019, as reported in the October 1, 2019 actuarial valuation.

The CRTPA's proportionate share of the City Plan is based on the covered payroll, since that was the basis for determining employer contributions. The CRTPA's portion of the net pension liability of the City Plan as of September 30, 2020 was as follows (in thousands):

Total pension liability	\$ 4,912
Plan fiduciary net position	4,305
Net pension liability	607
Plan fiduciary net position as a % of total pension liability	87.64%
CRTPA's proportion of the net pension liability	0.38%

Capital Region Transportation Planning Agency
Notes to the Financial Statements
September 30, 2020

Note IV Other Information (CONTINUED)

B. PENSION PLAN OBLIGATIONS (CONTINUED)

2. DEFINED CONTRIBUTION PROVISION (CONTINUED)

Actuarial Methods and Assumptions – The CRTPA's total pension liability and contribution rates was determined by an actuarial valuation as of October 1, 2019, using the following significant actuarial assumptions applied to all periods included in the measurement. The actuarially determined contribution rates are calculated as of October 1, 2019, which is two years prior to the end of the fiscal year in which contributions are reported. The actuarially determined contribution is projected to the contribution year using conventional actuarial projection methods.

	City Plan
Valuation Date	September 30, 2019
Actuarial Cost Method	Entry age, normal
Retirement Age	Experience - based table of rates that are specific to the type of eligibility condition.
Remaining Amortization Period	30 years
Asset Valuation Method	20% of the difference between expected actuarial value and market value is recognized annually with a 20% corridor around market value
Inflation rate	2.50%
Salary Increase, Including Inflation Rate	A range of 2.95% to 5%, depending on completed years of service including inflation.
Investment Rate of Return	7.50%
Mortality Rate:	RP-2000 Combined Healthy Participant Mortality Table (for pre-retirement mortality) and the RP-2000 Mortality Table for Annuitants (for postretirement mortality), with mortality improvements projected to all future years after 2000 using Scale BB. For males the base mortality rates include a 50% blue collar adjustment and a 50% white collar adjustment. For females, the base mortality rates include a 100% white collar adjustment.
Experience Study	Based on the last experience study dated June 24, 2016, new salary, retirement, employment separation, disability and administrative assumptions are being phased-in over a three-year period. The October 1, 2018 Actuarial Valuation (dated May 16, 2019) fully phased-in the new assumptions.

3. INVESTMENTS

Investments – Plan assets are managed in accordance with the City Plan's Pension Investment Policy. The table below presents the adopted asset allocation as of September 30, 2020.

Asset Class	Target Allocation Percentage	Long-Term Expected Real Rate of Return
Domestic equity	36%	4.5%
International equity	10%	5.0%
Emerging markets equity	5%	6.4%
Fixed income	19%	1.6%
Real estate	15%	5.0%
Private equity	5%	8.0%
Private credit	5%	6.8%
Timber	5%	4.7%
Total	100%	

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

Capital Region Transportation Planning Agency
Notes to the Financial Statements
September 30, 2020

Note IV Other Information (CONTINUED)

B. PENSION PLAN OBLIGATIONS (CONTINUED)

3. INVESTMENTS (CONTINUED)

purpose of providing benefits to members of the City Plan and their beneficiaries.

For the year ended September 30, 2020, the annual money-weighted rate of return on the City Plan's investments, net of investment expense, was 3.73%. The money-weighted rate of return takes into account cash flows into and from the various investments of the City Plan.

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

4. DISCOUNT RATES

Discount Rates – A single discount rate of 7.50% was used to measure the total pension liability for the City Plan. This single discount rate was based on the expected rate of return on pension plan investments of 7.50%. The projection of cash flows used to determine this single discount rate assumed that employee contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between the total actuarially determined contribution rates and the employee rate. Based on these assumptions, the City Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on investments (7.50%) was applied to all periods of projected benefits payments to determine the total pension liability.

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

CRTPA Net Pension Liability (Asset) – City Plan			
	1% Decrease (6.50%)	Current Discount Rate (7.50%)	1% Increase (8.50%)
City Plan	\$ 319,945	\$ 153,687	\$ 17,138
CRTPA'S Proportionate Share	\$ 1,263	\$ 607	\$ 68

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

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

Capital Region Transportation Planning Agency
Notes to the Financial Statements
September 30, 2020

Note IV Other Information (CONTINUED)

B. PENSION PLAN OBLIGATIONS (CONTINUED)

4. DISCOUNT RATES (CONTINUED)

- ◆ Differences between expected and actual earnings on pension plan investments are amortized over five years.

For the year ended September 30, 2020, CRTPA recognized pension expense of \$197,000 for its proportionate share of the Plan. At September 30, 2020, CRTPA reported deferred outflows of resources and deferred inflows of resources related to the Plan from the following sources (in thousands):

	Deferred Outflows of Resources	Deferred Inflows of Resources	Net Deferred Outflows (Inflows) of Resources
Differences between expected and actual experience	\$ 162	\$ -	\$ 162
Assumption Changes	175	-	175
Change in cost-sharing allocation percentage	33	(8)	25
Net difference between projected and actual earnings on pension plan investments	-	(4)	(4)
Total	<u>\$ 370</u>	<u>\$ (12)</u>	<u>\$ 358</u>

Deferred outflows of resources related to the City Plan in the amount of \$99,000 related to CRTPA contributions to the plan paid subsequent to the measurement date and prior to the employer's fiscal year end will be recognized as a reduction of the net pension liability in the fiscal year ending September 30, 2021. Other amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized as follows (in thousands):

Year Ending September 30,	
2021	\$ 96
2022	100
2023	96
2024	66
Total	<u>\$ 358</u>

C. OTHER POST-EMPLOYMENT BENEFITS (OPEB)

As discussed in Note IV.B., employees of the CRTPA have the option of participating in either the County's or the City's benefit programs. The CRTPA, through the City's Retiree Medical Insurance Plan (OPEB Plan), provides health insurance and prescription drug coverage to its active and retired employees. Pursuant to Section 112.0801, Florida Statutes, the CRTPA is required to permit participation in the health insurance program by retirees and their eligible dependents at a cost to the retiree that is no greater than the cost at which coverage is available for active employees. In addition, the CRTPA, via its participation in the City's program, has elected to provide a partial subsidy to its retirees to offset the cost of such health insurance. As of September 30, 2020, there were no employees of the CRTPA receiving benefits under the OPEB Plan. The City does not issue a stand alone financial report on the OPEB Plan. The City of Tallahassee's Other Post-Employment Benefit Plan is described in more detail in the City's Annual Financial Report along with the Schedule of Funding Progress. That report may be obtained by writing to Department of Financial Services, 300 South Adams Street, Tallahassee, Florida 32301 or by calling 850-891-8520.

Capital Region Transportation Planning Agency
Notes to the Financial Statements
September 30, 2020

Note IV Other Information (CONTINUED)

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

CRTPA's proportionate share of the City's OPEB Plan is 0.28% and was determined based on the amount of covered payroll as an estimate for determining each employer's proportionate share. The aggregate amounts, reported by the CRTPA as of September 30, 2020, of net OPEB liabilities, related deferred inflows and outflows of resources, and OPEB expenses using a valuation date and measurement date of September 30, 2019 are summarized as follows (in thousands):

OPEB Plan Obligations and Expenses	CRTPA Share of City Plan Amounts
Net OPEB Liability	\$262
OPEB Related Deferred Outflows	93
OPEB Related Deferred Inflows	16
OPEB Expense	24

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

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

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

Net OPEB Liability - At September 30, 2020, the CRTPA reported a liability of \$261,671 for its employees' proportionate share of the net OPEB liability. The net OPEB liability was measured as of September 30, 2019.

Capital Region Transportation Planning Agency
Notes to the Financial Statements
September 30, 2020

Note IV Other Information (CONTINUED)

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

The total OPEB liability and contribution rate was determined by an actuarial valuation as of September 30, 2019. The total OPEB liability was rolled forward one year. The significant assumptions used were as follows:

Actuarial Cost Method	Entry Age Normal
Normal Inflation	2.25%.
Discount Rate	2.81%, the resulting Single Discount Rate based on the expected rate of return on OPEB Plan investments as of September 30, 2019 at 7.50% and the long term municipal bond rate as of September 28, 2017 at 2.75%.
Salary Increases	2.95% to 6.40%, including inflation; varies by plan type and years of service.
Retirement Age	Experience based table of rates that are specific to the plan and type of eligibility condition.
Mortality	Mortality Tables used for Regular Class and Special Risk Class members in the July 1, 2018 actuarial valuation of the Florida Retirement System. They are based on the results of a statewide experience study covering the period 2008 through 2013.
Healthcare Cost Trend Rates	Based on the Getzen Model, with trend starting at 3.7% for 2020 (based on actual premium rates), followed by 6.25% for 2020, and gradually decreasing to an ultimate trend rate of 3.99% plus 0.46% increase to reflect the Excise Tax on High-Cost Employer Health Plans.
Aging factors and Expenses	Based on the 2013 SOA Study "Health Care Costs From Birth to Death; Investment expenses are net of the investment returns; and Administrative expenses are included in the per capita health costs
Other Information Notes:	There were no benefit changes during the year. Assumption changes reflect the following changes: <ul style="list-style-type: none"> - The Single Discount Rate from the beginning of the year at 3.88% is changed to the end of the year at 2.81%. - Per capita costs and premiums updated based on information provided. - Assumed ultimate rate of inflation was revised from 2.5% to 2.25 and the healthcare cost trend was revised to reflect that change.

Capital Region Transportation Planning Agency
Notes to the Financial Statements
September 30, 2020

Note IV Other Information (CONTINUED)

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

Sensitivity of net OPEB Liability to changes in the Single Discount Rate - The following presents the plan's net OPEB liability, calculated using a Single Discount Rate of 2.81%, as well as what the plan's net OPEB liability would be if it were calculated using a Single Discount Rate that is one percent lower or one percent higher (in thousands):

Current Single Discount Rate Assumption		
1% Decrease 1.81%	2.81%	1% Increase 3.81%
\$301	\$262	\$229

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

Current Healthcare Cost Trend Rate Assumption		
1% Decrease		1% Increase
\$236	\$262	\$293

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

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

Capital Region Transportation Planning Agency
Notes to the Financial Statements
September 30, 2020

Note IV Other Information (CONTINUED)

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

Based on a valuation date and measurement date of September 30, 2019, CRTPA recognized OPEB expenses of \$23,691 for the year ended September 30, 2020. At September 30, 2020, CRTPA reported deferred outflows of resources and deferred inflows of resources related to the OPEB Plan from the following sources (in thousands):

	Deferred Outflows of Resources	Deferred Inflows of Resources	Net Deferred Inflows of Resources
Change in Net OPEB Liability due to Change in Cost-Sharing Allocation Percentage	\$ 52	\$ -	\$ 52
Assumption Changes	28	11	17
Net difference between projected and actual earnings on OPEB plan investments	1	2	(1)
Net difference between projected and actual earnings on OPEB plan investments	-	3	(3)
Total	<u>\$ 81</u>	<u>\$ 16</u>	<u>\$ 65</u>

Deferred outflows of resources related to the plan of \$12,096, resulting from CRTPA contributions to the plan paid subsequent to the measurement date and prior to the CRTPA's fiscal year, will be recognized as a reduction of the net OPEB liability in the fiscal year ended September 30, 2021. Other amounts reported as OPEB related deferred outflows and inflows of resources will be recognized in future OPEB expense, as follows (in thousands):

Year Ending September 30	Net Amount
2021	\$ 11
2022	11
2023	11
2024	12
2025	13
Thereafter	7
Total	<u>\$ 65</u>

D. NON-CURRENT LIABILITIES

	Beginning Balance	Additions	Reductions	Ending Balance
Governmental activities (in thousands)::				
Compensated absences	\$ 8	\$ 32	\$ 40	\$ -
OPEB liability	211	76	25	262
Net pension liability	374	473	239	608
Total noncurrent liabilities	<u>\$ 593</u>	<u>\$ 581</u>	<u>\$ 304</u>	<u>\$ 870</u>

E. CONTINGENCIES

Amounts received or receivable from grant agencies are subject to audit and adjustment by grantor agencies, principally the Federal and State governments. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time although the CRTPA expects amounts, if any, to be immaterial.

**Capital Region Transportation Planning Agency
Notes to the Financial Statements
September 30, 2020**

Note IV Other Information (CONTINUED)

F. EVALUATION OF SUBSEQUENT EVENTS

The CRTPA has evaluated subsequent events through June 25, 2021, the date the financial statements were available to be issued.

**REQUIRED
SUPPLEMENTARY INFORMATION**

THIS SUBSECTION CONTAINS THE FOLLOWING:

Budgetary Comparison Schedule

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

Schedule of Contributions - City of Tallahassee Pension Plan

Schedule of Changes in the Net OPEB Liability and Related Ratio

Schedule of Contributions - OPEB

Capital Regional Transportation Planning Agency

**Budgetary Comparison Schedule
General Fund**

**Year ended September 30, 2020
(Unaudited)
(in thousands)**

	Budgeted Amounts		Actual Amounts	Variance with Final Budget
	Original	Final	(Budgetary Basis)	Positive (Negative)
Budgetary Fund Balance - October 1	\$ 8	\$ 8	\$ 8	\$ -
Resources				
Taxes	-	-	-	-
Intergovernment Revenues	833	833	842	9
Interest Earned	-	-	2	2
Miscellaneous	7	7	-	(7)
Amounts Available for Appropriations	<u>848</u>	<u>848</u>	<u>852</u>	<u>4</u>
Charges to Appropriations				
Transportation	<u>848</u>	<u>848</u>	<u>824</u>	<u>24</u>
Total Charges to Appropriations	<u>848</u>	<u>848</u>	<u>824</u>	<u>24</u>
Budgetary Fund Balance - September 30	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 28</u>	<u>\$ 28</u>

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

See Independent Auditors' Report.

**Capital Regional Transportation Planning Agency
Proportionate Share of Net Pension Liability
City of Tallahassee Pension Plan
Last Ten Fiscal Years
September 30, 2020
(Unaudited)
(in thousands)**

Measurement year ending September 30,	2019	2018	2017	2016	2015	2014
Net Pension Liability (Asset)	\$ 607	\$ 374.00	\$ 193.00	\$ 112.00	\$ 67.00	\$ 95.00
Plan Fiduciary Net Position as a Percentage of Total Pension Liability	87.64 %	92.12	95.02	95.86	97.48	95.86
Employer's Proportion of the Net Pension Liability	0.38 %	0.38	0.34	0.26	0.24	0.23
Covered Employee Payroll	400	389.00	389.00	380.00	294.00	257.00
Net Pension Liability as a Percentage of Covered Employee Payroll	151.75 %	96.14 %	49.61 %	29.47 %	22.79 %	36.00 %

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

See Independent Auditors' Report.

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

Fiscal year ending September 30,	Actuarially Determined Contribution	Actual Contribution	Contribution Deficiency (Excess)	Covered Payroll	Actual Contribution as a % of Covered Payroll
2014	\$ 37	\$ 37	\$ -	\$ 242	15.18
2015	39	39	-	257	15.18
2016	38	38	-	294	12.93
2017	50	50	-	380	13.16
2018	73	73	-	389	18.77
2019	82	82	-	400	20.50
2020	\$ 99	\$ 99	\$ -	\$ 417	23.74

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

Notes to the Schedule of Contributions

Valuation date: October 1, 2018
Measurement date: September 30, 2020

Notes: Actuarially determined contribution rates are calculated as of October 1, 2018, for the fiscal year ended September 30, 2020. Schedule is intended to show information for 10 years. Additional years will be displayed as the information becomes available.

Methods and assumptions used to determine contribution rates:

Actuarial cost method	Entry Age Normal
Amortization method	Level Percent of Pay (with 1.09% payroll growth assumption), Closed
Remaining amortization period	30 years
Asset valuation method	20% of the difference between expected actuarial value (based on assumed return) and market value is recognized each year with 20% corridor around market value
Inflation	2.5 %
Salary increases	A range of 2.95% to 5.00%, depending on completed years of service, including inflation
Investment rate of return	7.5%
Retirement age	Experience-based table of rates that are specific to the type of eligibility condition
Mortality	RP-2000 Combined Healthy Participant Mortality Table (for pre-retirement mortality) and the RP-2000 Mortality Table for Annuitants (for postretirement mortality) with mortality improvements projected to all future years after 2000 using Scale BB. For males, the base mortality rates include a 50% blue collar adjustment and a 50% white collar adjustment. For females, the base mortality rates include a 100% white collar adjustment.
Notes	See Discussion of Valuation Results in the October 1, 2018 Actuarial Valuation Report dated May 16, 2019.

See Independent Auditors' Report.

Capital Regional Transportation Planning Agency
Schedule of Changes in the Net OPEB Liability and Related Ratios
Last Ten Fiscal Years
(Based on measurement periods ending September 30)
(Unaudited)
(in thousands)

Measurement year ending September 30,	<u>2019</u>	<u>2018</u>	<u>2017</u>
Total OPEB Liability			
Service cost	\$ 5	\$ 6	\$ 5
Interest on the total OPEB liability	10	9	6
Actual and expected experience difference	(3)	-	-
Changes in assumptions	33	(7)	(10)
Changes in allocation percentages	20	43	-
Benefit payments	(13)	(12)	(8)
Net change in total OPEB liability	<u>52</u>	<u>39</u>	<u>(7)</u>
Total OPEB liability - beginning	<u>225</u>	<u>186</u>	<u>193</u>
Total OPEB liability - ending (a)	<u><u>277</u></u>	<u><u>225</u></u>	<u><u>186</u></u>
Plan Fiduciary Net Position			
Contribution - employer	6	5	4
Net investment income	1	3	2
Benefit payments	(6)	(7)	(5)
Net change in plan fiduciary net position	<u>1</u>	<u>1</u>	<u>1</u>
Plan fiduciary net position - beginning	<u>14</u>	<u>13</u>	<u>12</u>
Plan fiduciary net position - ending (b)	<u><u>15</u></u>	<u><u>14</u></u>	<u><u>13</u></u>
Net OPEB liability (a)-(b)	<u><u>\$ 262</u></u>	<u><u>\$ 211</u></u>	<u><u>\$ 173</u></u>
Plan fiduciary net position as a percentage of the total OPEB liability	5.07 %	9.62 %	8.04 %
Covered-employee payroll	\$ 400	\$ 389	\$ 294
Net OPEB liability as a percentage of covered-employee payroll	65.50 %	54.13 %	58.06 %

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

See Independent Auditors' Report.

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

Fiscal year ending September 30,	Actuarially Determined Contribution	Actual Contribution	Contribution Deficiency (Excess)	Covered Payroll	Actual Contribution as a % of Covered Payroll
2020	\$ 15	\$ (6)	\$ 9	\$ 400	1.50
2019	14	(5)	9	389	1.29
2018	\$ 10	\$ (4)	\$ 6	\$ 294	1.36

Notes to Schedule of Contributions

Actuarially determined contribution rates are calculated as of October 1, which is 12 months prior to the end of the fiscal year in which contributions are made and reported

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

Methods and assumptions used to determine contribution rates:

Actuarial cost method	Entry Age Normal
Amortization method	Level Percentage of Payroll, Closed
Remaining amortization period	26 years
Asset valuation method	Market Value
Inflation	2.5%
Salary increases	2.95% to 6.4% including inflation; varies by plan type and years of service
Investment rate of return	3.88%, net of OPEB plan expense, including inflation.
Retirement age	Experience?based table of rates that are specific to the plan and type of eligibility condition.
Mortality	RP-2000 Healthy Annuitant Mortality Table, with mortality improvements projected to all future years using Scale BB. For females, the base mortality rates include a 100% white collar adjustment. For males, the base mortality rates include a 50% white collar adjustment and a 50% blue collar adjustment for General Employees and a 10% white collar adjustment and a 90% blue collar adjustment for Police Officers and Firefighters. These are the same mortality rates currently in use for Regular and Special Risk Class members of the Florida Retirement System (FRS). They are based on the results of a statewide experience study covering the period 2008 through 2013.
Healthcare Cost Trend Rates	Based on the Getzen Model, with trend starting at 6.1% and gradually decreasing to an ultimate trend rate of 4.73% (including the impact of the excise tax).
Aging Factors	Based on the 2013 SOA Study "Health Care Costs - From Birth to Death".
Expenses	Investment returns are net of the investment expenses; and, Administrative expenses are included in the premium costs.

Other Information:

There were no benefit changes during the year.

See Independent Auditors' Report.

OTHER REPORTS

THIS SUBSECTION CONTAINS THE FOLLOWING:

Independent Auditors' Report on Internal Control Over Financial Reporting
and on Compliance and Other Matters Based on an Audit of Financial Statements
Performed in Accordance with *Government Auditing Standards*
Independent Auditors' Report on Compliance for Each Major Federal Program
and Report on Internal Control Over Compliance In Accordance with the Uniform Guidance
Schedule of Expenditures of Federal Awards
Schedule of Findings and Questioned Costs
Independent Accountants' Examination Report
Independent Auditor's Management Letter Required by the Office of the Auditor General

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

To the Governing Board
of the Capital Region Transportation Planning Agency:

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of the Capital Region Transportation Planning Agency (the Agency) as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the Agency's basic financial statements, and have issued our report thereon dated June 25, 2021.

Internal Control over Financial Reporting

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

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

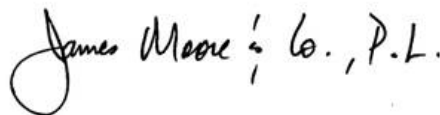
Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

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

Purpose of this Report

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

A handwritten signature in black ink that reads "James Moore & Co., P.L.". The signature is written in a cursive style with a large, looped initial "J".

Tallahassee, Florida
June 25, 2021

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL
PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE IN
ACCORDANCE WITH THE UNIFORM GUIDANCE**

To the Governing Board
of the Capital Region Transportation Planning Agency:

Report on Compliance for Each Major Federal Program

We have audited the Capital Region Transportation Planning Agency's (the Agency) compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Compliance Supplement* that could have a direct and material effect on each of the Agency's major federal programs for the year ended September 30, 2020. The Agency's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

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

Auditors' Responsibility

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

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

Opinion on Each Major Federal Program

In our opinion, the Agency complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended September 30, 2020.

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2477 Tim Gamble Place, Suite 200
Tallahassee, FL 32308-4386
Telephone: 850-386-6184

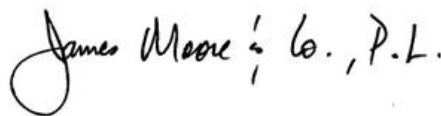
Report on Internal Control over Compliance

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

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

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

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

A handwritten signature in black ink that reads "James Moore & Co., P.L." The signature is written in a cursive, flowing style.

Tallahassee, Florida
June 25, 2021

**CAPITAL REGION TRANSPORTATION PLANNING AGENCY
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED SEPTEMBER 30, 2020**

Federal Agency / Pass-Through Entity / Federal Program	CFDA Number	Contract / Grant Number	Expenditures
<u>U.S. DEPARTMENT OF TRANSPORTATION</u>			
Pass through Florida Department of Transportation:			
Highway Planning and Construction	20.205	G0Y56	\$ 1,138,199
Highway Planning and Construction	20.205	G1L15	250,176
Total Highway Planning and Construction Cluster			<u>1,388,375</u>
Pass through Florida Department of Transportation:			
UMTA Technical Studies Grants	20.505	ARL-33	10,838
UMTA Technical Studies Grants	20.505	G1779	147,219
UMTA Technical Studies Grants	20.505	G1P57	92,455
			<u>250,512</u>
Total Federal Awards			<u><u>\$ 1,638,887</u></u>

NOTES:

(1) The accompanying Schedule of Expenditures of Federal Awards (the Schedule) presents the activity of all federal activity of all deferral programs of the CRTPA for the year ended September 30, 2020. All expenditure related to federal awards received directly from federal agencies, as well as federal awards passed through other governmental agencies are included in the accompanying Schedule. The information in this Schedule is presented in accordance with requirements of Title 2 U.S Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit requirements for Federal Awards (Uniform Guidance). Some amounts presented in this Schedule may differ from amounts presented in, or used in the preparation of the financial statements.

(2) The accompanying Schedule was prepared on the modified accrual basis of accounting.

(3) There were no transfers to subrecipients during the fiscal year.

(4) No federal assistance was expended in noncash assistance.

(5) The CRTPA has not elected to use the 10 percent de minimus indirect cost rate.

**CAPITAL REGION TRANSPORTATION PLANNING AGENCY
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED SEPTEMBER 30, 2020**

I. Summary of Auditors' Results:

Financial Statements:

Type of audit report issued on the basic financial statements: *Unmodified.*

Internal Control over Financial Reporting:

Material weakness(es) identified? _____ yes X no

Significant deficiency(ies) identified? _____ yes X none reported

Noncompliance material to financial statements noted? _____ yes X no

Federal Awards:

Internal Control over Major Programs:

Material weakness(es) identified? _____ yes X no

Significant deficiency(ies) identified? _____ yes X none reported

Type of report issued on compliance for each major federal program: *Unmodified.*

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? _____ yes X none reported

Auditee qualified as a low-risk auditee? _____ yes X no

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

Major program identification:

<u>CFDA Number</u>	<u>Program Name</u>
20.205	Highway Planning and Construction Cluster

II. Financial Statement Findings: None.

III. Federal Award Findings and Questioned Costs: None.

IV. Summary Schedule of Prior Audit Findings: Not applicable as no findings were reported in the prior audit.

V. Corrective Action Plan: Not applicable as no findings have been reported.

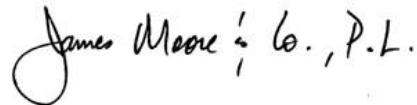
INDEPENDENT ACCOUNTANTS' EXAMINATION REPORT

To the Governing Board
of the Capital Region Transportation Planning Agency:

We have examined the Capital Region Transportation Planning Agency's (the Agency) compliance with Section 218.415, Florida Statutes, *Local Government Investment Policies*, for the year ended September 30, 2020. Management is responsible for the Agency's compliance with those requirements. Our responsibility is to express an opinion on the Agency's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the Agency complied with Section 218.415, Florida Statutes, *Local Government Investment Policies*, for the year ended September 30, 2020, in all material respects. An examination involves performing procedures to obtain evidence about the Agency's compliance with those requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of risks of material noncompliance with those requirements, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

In our opinion, the Agency complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2020.



Tallahassee, Florida
June 25, 2021

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Daytona Beach, FL 32114-1180
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**INDEPENDENT AUDITORS' MANAGEMENT LETTER REQUIRED
BY OFFICE OF THE AUDITOR GENERAL**

To the Governing Board
of the Capital Region Transportation Planning Agency:

Report on the Financial Statements

We have audited the basic financial statements of the Capital Region Transportation Planning Agency (the Agency), as of and for the fiscal year ended September 30, 2020, and have issued our report thereon dated June 25, 2021.

Auditors' Responsibility

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

Other Reporting Requirements

We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*; Independent Auditors' Report on Compliance for Each Major Federal Program and Report on Internal Control over Compliance in accordance with the Uniform Guidance; Schedule of Findings and Questioned Costs; and Independent Accountant's Examination Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports and schedule, which are dated June 25, 2021, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. There were no findings or recommendations made in the preceding annual financial audit report.

Official Title and Legal Authority

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The legal authority for the primary government and component units of the reporting entity is disclosed in Note 1 of the basic financial statements.

Financial Condition and Management

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

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

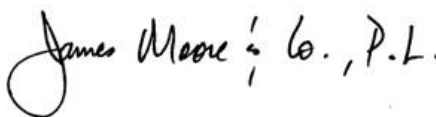
Additional Matters

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

Purpose of this Letter

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

Tallahassee, Florida
June 25, 2021

A handwritten signature in black ink that reads "James Moore & Co., P.L.". The signature is written in a cursive, flowing style. The "J" is large and loops around the "M". The "&" is written as a simple ampersand. The "Co." is written in a cursive script, and "P.L." is written in a similar style at the end.

September 13, 2021



AGENDA ITEM 6C

THOMASVILLE ROAD MULTI-USE PATH FEASIBILITY STUDY

STATEMENT OF ISSUE

Capital Region Transportation Planning Agency (CRTPA) staff and Kimley-Horn and Associates (the Project Team) will be making a presentation regarding the Thomasville Road Multi-Use Path.

CRTPA COMMITTEE ACTIONS

The CRTPA Technical Advisory Committee and the Citizen's Multimodal Advisory Committee met on September 7, 2021 with the questions below relating to the Thomasville Road Multi-Use Path. This also includes the comments made by citizens at the meetings.

Technical Advisory Committee (TAC)

- Coordination with Live Oak Plantation residents regarding the path location.
- Coordination with the Florida Department of Transportation relating to the use of the right of way along Interstate 10.
- Coordination with Leon County Schools and the City of Tallahassee on the use of the utility easement crossing Gilchrist Elementary School.
- Suggested reaching out to the businesses on the north side of Timberlane Road as it relates to the sidewalk and crosswalk in front of Gilchrist Elementary School.

Citizens Multimodal Advisory Committee (CMAC)

- Treating Trescott Drive with signage and sharrows instead of a path.
- Suggest the Alleyway/Post Road behind businesses on Thomasville Road east as an option.
- Concerns about the capacity that McCord Park's paved path can withstand.
- The pursuit of a sidewalk on the west side of Thomasville Road.
- Speed and safety concerns on the Thomasville Road corridor and the construction of a physical barrier between the path and traffic.
- Burying power lines on Thomasville Road.
- Driveway and intersection safety for trail users.
- In favor of removing bike lanes since Thomasville Road is a main connection with few options that are safe and provide connectivity.
- Any issues with the placement of a path on top of the covered ditch (Trescott Ditch option).

- Concerns regarding the number of driveways and its impact on choosing the east side or west side.
- Contact with Live Oak Plantation Road residents.
- Maintenance costs.

Citizen Comments from CMAC Meeting

Tom O'Steen, resident of Trescott Drive – Foresees user type conflict along McCord Park existing path and Trescott Ditch and believes path through McCord Park is not feasible at its current width for accommodating higher traffic/use. Has concerns about crossing Thomasville road at Woodgate Way. Crossing the road at Woodgate Way eliminates opportunities for connecting to the Goose Pond Trail. Voiced support for analysis of the Alleyway/Post Road option associated with Segment 1.

Jonette Sawyer, resident of Winthrop Way – Emphasized that there would be significant safety issues in McCord Park related to conflict between different user types. Visibility is limited due to the winding nature of the path and vegetation. Supports the effort for park connectivity, however, McCord Park is the only park within the Midtown area that will be traversed by the route, and this will impact the essence of McCord Park. Voiced support for analysis of the Alleyway/Post Road option associated with Segment 1.

Kim Shafer, resident of Leewood Drive – Concerned about the addition of a multi-use path on Thomasville Road will encourage cyclists to mow down pedestrians. Voiced support for emphasizing park and trail connectivity. Pointed out lack of emphasis on where exactly the path is connecting to in Midtown and Market District. Supports more bike friendly areas but wants to make sure that pedestrians are protected as well.

INTRODUCTION

In 2019, the CRTPA was engaged in the development of the [Connections 2045 Regional Mobility Plan \(RMP\)](#) and the [Tallahassee-Leon County Bike and Pedestrian Master Plan \(BPMP\)](#). In both of these projects the Thomasville Road Multi-Use Path (Thomasville Road MUP) was incorporated due to its regional and local connections, as well as the corridor being highly ranked project by the Blueprint Intergovernmental Agency through the [Greenways Master Plan](#).

From a regional perspective, the Thomasville Road MUP is critical to linking several regional trail networks together. Such connections include projects evaluating shared-use paths along Maclay Road to Meridian Road and along Meridian Road to the Town of Havana via the Orchard Pond Greenway in Leon County and Iron Bridge Road in Gadsden County. To the south, the Cascades Park Trail leads to smaller Neighborhood Network (identified in the BPMP) projects and links to Midtown including a proposed multi-use trail on Thomasville Road south of Betton Road as identified in the Midtown Area Transportation Plan.

From a local perspective, the Thomasville Road MUP provides a linkage from the Market District to Midtown as Thomasville Road serves as a commuter and recreational route for many pedestrians and bicyclists. These linkages also lead into subdivisions, schools, parks, businesses, and other trails such as the Goose Pond Trail.

The intent of the Feasibility Study is to evaluate the multimodal connectivity of the Thomasville Road corridor from the Market District to Midtown and to what extent, considering costs and impacts, can a multi-use path be accommodated along the corridor from Betton Road to Maclay Road.

This agenda item is being presented to provide an update to the Board, including the alternatives, prior to the second round of Public Engagement which is scheduled to begin in mid-September and ending in mid-November.

Project Goals

The following seven (7) goals were developed for the Thomasville Road MUP:

- Safety – provide safe connections between destinations along Thomasville Road, and beyond.
- Accessibility – create a facility that is accessible to a variety of user types and is appropriate for at least three of the four bicycle comfort levels.
- Network Connectivity -grow network connectivity by providing opportunities to access destinations along and beyond Thomasville Road.
- Positive Network Experience – ensure positive network experience by incorporating natural features, creative design, and ADA compliance.
- Equitable – make the facility available to people with disabilities, low-income areas, aging populations and areas of low vehicle ownership.
- Multimodal – accommodate a variety of modes on the facility.
- Health and Recreation provide opportunities for extended trips to recreate and exercise.

Feasibility Plan

The Feasibility Plan contains the following three (3) elements described below:

- **Existing Conditions** - To determine the feasibility of this multi-use path, existing right-of-way was documented (using the Leon County Property Appraiser maps) along with environmental or physical opportunities and barriers. The Feasibility Study included field visits for data collection to develop an inventory of corridor constraints which formed the basis for developing solutions for consideration by the project team.
- **Public Engagement** - In addition to data collection, a Public Engagement phase was incorporated after the collection of existing data was underway. Efforts in this phase included meetings with neighborhood associations and homeowner associations (coordinated with City of Tallahassee Neighborhood Services), businesses, and citizens in a variety of formats to both gather and disseminate information. This phase also included meetings with local government departments and agencies such as City of Tallahassee Underground Utilities, Real Estate, Parks

and Recreation, Leon County School Board, Leon County Public Works, Tallahassee-Leon County Planning Department, Florida Department of Transportation (Central Office and District 3), and the Blueprint Intergovernmental Agency.

- **Alternative Alignments** - The third component of the project focuses on alternative alignments of the multi-use path within the corridor. This is accomplished using the existing conditions, opportunities and barriers that were noted during the collection of the existing data and the input provided by citizens, businesses, and neighborhood associations/homeowner associations. These alternative alignments will be presented to the CRTPA Board on September 13, 2021.

After the CRTPA Board meeting on September 13, 2021, the Project Team will initiate the second round of Public Engagement that will end in mid-November. With this input, the alignment will be refined and presented to the CRTPA Board for final approval at their January 2022 meeting.

Alternatives Summary

To assist in providing guidance to the alternatives for the Thomasville Road MUP please refer to bullets below to find the specific page for each alternative.

Betton Road to Armistead Road (2 options) – page 10

1. Thomasville Road (west side) – page 11
2. Thomasville Road (east side) – page 13
3. Trescott Ditch McCord Park – page 15
4. Trescott Drive – Page 17

Armistead Road to Metropolitan Boulevard – page 19

- Removing bike lanes (both sides) – page 19
- Armistead Road to Woodgate Way – east side of the road – page 21
- Crossover east side to west side at Woodgate Way – page 22
- Woodgate Way to Metropolitan Boulevard – west side of the road – page 23

Market District Connection

South of Interstate 10 (3 options) – page 24

1. Live Oak Plantation Road – page 25
2. Metropolitan Corporate Center – page 26
3. FDOT right of way – page 27

North of Interstate 10 – page 29

- Timberlane School Road to Timberlane Road – page 29
- Timberlane Road (Timberlane School Road to Maclay Road) – page 31

COVID-19

The Thomasville Road MUP Feasibility Study began in January 2020 and was impacted by the COVID-19 virus. This was noticeable in the Public Engagement component as public safety protocols did not allow for in-person meetings. However, the Project Team took a pro-active approach by employing various methods of engaging the public that relied on technology to conduct meetings, project rooms and Q&A sessions in a virtual environment. The project team is hopeful that the second round of Public Engagement can be held in-person. Our experience from the use of various virtual opportunities during the past year has shown that we can engage the public through both methods and have greater participation.

PROJECT PHASES

The remainder of this agenda provides further details regarding Existing Conditions, Public Engagement and Alternatives development.

Existing Conditions

The first task of the Thomasville Road MUP was to collect data including locations and information regarding the existing conditions of the corridor. This is done to identify unique corridor opportunities and barriers and to ensure that project development can be accomplished. This step also identifies information to feed into the Public Engagement phase as citizens become involved in the process. This data collection effort began in December of 2019 and continues throughout the existing conditions phase as various opportunities and barriers are investigated.

The [Existing Conditions Report](#) details various data sets including the following:

- Roadway - pages 7 – 11
- Crash Data - pages 12 and 13
- Right of Way - pages 14 – 17
- Driveways - page 18 – 21
- Trees – pages 22 – 28
- Easements – pages 29 - 31
- Environmental Characteristics - pages 32 - 35
- Historic and Cultural Resources, Grade & Elevation and Network Connectivity – pages 36 and 37
- Existing Projects - pages 38 and 39.

Public Engagement

The contract for this project was executed prior to COVID-19 and included in-person meetings and larger events to gather input from citizens and businesses along the Thomasville Road corridor and beyond, as necessary. Protocols that were put in place eliminated the in-person format from occurring for the first round of the Public Engagement phase. Based on this limitation the Project Team used a multi-faceted approach that used social media, virtual meetings with the citizens, businesses and other city and county organizations. The following pages outline this approach.

- CRTPA Website and Facebook

Prior to the initiation of the Public Engagement phase the Project Team established a presence on Facebook ([Thomasville Road Multi-Use Path | Facebook](#)) and a webpage on the CRTPA.org website ([Thomasville Road Multi-Use Path | CRTPA](#)) to provide information regarding meetings, updates, etc.. The links to these two platforms have been incorporated into the materials distributed for reaching out the public.

- Neighborhood Association/Homeowner Association Meetings

The Project Team met with staff from the City of Tallahassee Neighborhood Services to provide information about the Neighborhood Associations (NA's)/Homeowner Associations (HOA's) along the corridor for contact purposes. This is list of [HOAs and NAs](#) that were contacted along with others that were contacted after the original request for meetings was made in November and December 2020. The initial request for HOA/NA meetings was distributed on November 17, 2020 (including an [informational flyer](#)) with the first HOA/NA meeting was held on January 7, 2021 (Waverly Hills) and continuing into the summer of 2021 with the last meeting on August 12, 2021 (Charleston Place).

- Stakeholder Meetings

In addition to residential meetings the Project Team met with businesses, schools, government agencies/departments relating to either the Thomasville Road MUP or the connections to Betton Hills and/or the Market District. The [Stakeholder list](#) provides the date (s) that the meetings occurred. These contacts helped shapes many areas of the Thomasville Road MUP particularly North of Live Oak Plantation and south of Winthrop Way.

- Virtual Project Page

An extensive Virtual Project page was developed for the project since there could be no public meetings during the initial phase of Public Engagement. The list of HOAs and NAs were used to send out links to the Virtual room along with any individual contacts that had submitted emails for project contact. The [Virtual Room materials](#) included:

- The significance of the corridor as a pedestrian and bike facility
- The "Types of Users" from the Tallahassee-Leon County Bike and Pedestrian Master Plan
- Project Limits
- Connecting to Midtown and the Market District (Project Coordination)
- Project Goals
- Additional Design Considerations
- Frequently Asked Questions
- Existing Conditions Assessment
- Completed Activities
- The 9 C's of Bicycling
- Stakeholder Feedback and Information
- Project Timeline

Visitors could visit the virtual “room” materials in any order that they wanted or were interested in pursuing additional information for. Overall, there were 211 unique individuals that visited the site while it was open from April 27, 2020 to May 25, 2020. The “unique” visitor could have revisited the room several times but that would only count as a single unique visitor the first time. Originally, the room was intended to be open for a two-week period, but that was extended to May 25, 2021 for additional input.

- Question and Answer Sessions

While the Virtual Room was open, the Project Team held three Question and Answer sessions that allowed for live feedback on comments or questions that were asked regarding the project. These sessions were held on Thursday, April 29, 2021, Monday, May 3, 2021, and Monday, May 24, 2021, with 5, 9 and 28 participants, respectively. The extension of the Virtual Room time period (to May 24, 2021) also included an additional Question and Answer Session on May 24, 2021. These sessions were recorded and posted to the CRTPA.org website along with the transcripts for review and can be found using the following links:

- [Q&A Session #1 Transcripts](#)
- [Q&A Session #1 Video](#)
- [Q&A Session #2 Transcripts](#)
- [Q&A Session #2 Video](#)
- [Q&A Session #3 Transcript](#)
- [Q&A Session #3 Video](#)

- Emails Announcing Virtual Project Room

In advance of the opening of the Virtual Project Room the Project Team sent out an email announcing the times and dates of the Virtual Project Room. The email included a link to the first [Thomasville Road Multi-Use Newsletter](#) to provide some basic information regarding the project.

- Leon County Link

The Leon County Link provide the citizens of Leon County a preview of upcoming events from month to month. The [April 2021](#) edition included an announcement for the Thomasville Road Multi-Use Path as well as the US 90 trail project.

- USPS Mailouts

In addition to the emails that were sent out to known HOAs and NAs, regarding the Virtual Project Room, there were other neighborhoods and property owners requiring contact about the how to access the information. Therefore, those properties related to the extension to the Market District (Live Oak Plantation Road, Timberlane School Road and Timberlane Road) were sent notices through USPS.

The extension of the time period for the Virtual Room and an additional Question and Answer Session also included a [mailout](#) announcing the inclusion of the session. These mailouts (236 in total) were sent out along Thomasville Road from Betton Road to Metropolitan Boulevard to all properties within a 300 foot buffer.

- Comments from the Public

From the very beginning of the project the Project Team created a spreadsheet to note the comments that were provide via email directly through staff, through the CRTPA website “Contact Us” tab, or by Facebook. The [Comment Log](#) is updated as comments are made so the linked provided reflects those comments received as of August 16, 2021.

In general, the **OPPOSED** comments revolved around both traffic on Thomasville Road and the path, proper. The Thomasville Road comments were related to the drivers’ speed, traffic noise and air pollution. The comments associated to the path referred to conflicts with bike and pedestrians using the same space and at different speeds, and safety for those such as the elderly, children and pets. Others spoke to difficulty accessing and exiting driveways with traffic on Thomasville Road being heavy and fast combined with a higher number of bikes and pedestrians on the path. Lastly, any tree removal was a concern.

A sampling of comments **OPPOSED** to the project include:

- Because of very high traffic volume on Thomasville Rd., many intersections without traffic lights and an ignorance of/failure to comply with right of way rules by drivers, user safety is a serious concern (Comment Log, comment 31).
- Noise and fumes produced by said traffic make user experience and health concerns poor (Comment Log, comment 31 and comment 42).
- Having foot and bike traffic sharing the same path is a safety concern (Comment Log, comment 31).
- Major tree removal (Comment Log, comment 47 and 64).
- Accessing and exiting properties along the corridor, both residential and commercial, will become more difficult than it already is (comments from virtual meeting with several HOAs).

The **SUPPORTING** comments bike and pedestrian safety, connectivity and multimodal options. In terms of connections, remarks involved connections to improving connections to neighborhoods and activity centers. From a safety perspective, others saw the traffic issues on Thomasville Road as being a barrier to the use of the current facility (and current condition of sidewalk) and a path being a better multimodal option for commuting and recreation.

A sampling of comments **IN SUPPORT** of the project include:

- Would love to be involved in making a Thomasville corridor happen as it would be nice to ride and buy groceries... rather than car (Comment Log, comment 3).
- Provide better connections to neighborhoods along the corridor (Comment Log, comment 4).

- The Thomasville Road multi-use path will be an essential multi-modal connector for two Blueprint place making projects that have multi-modal transportation featured, Midtown and Market Square. The current infrastructure along Thomasville Road for cyclists and walkers is unsafe, (Comment Log, comment 13).
- Want a trail for bikes and pedestrians joining the north area of town to midtown. Preferably not on the road (Comment Log, comment 16).
- I am a frequent cyclist, but I never cycle on this stretch of road because it is far too dangerous. However, my family would be able to commute by bike to work, school and activities if this project happens (Comment Log, comment 17).

Collectively, the Project Team received substantial feedback regarding the Thomasville Road MUP both for and against the project. More importantly, the integration of these comments with the Existing Conditions Report assists in providing guidance to the CRTPA on potential improvements that can be made in the corridor and others that will require phases beyond the Feasibility Study to address should the project move forward.

Thomasville Road MUP Alternatives

The alternatives for the Thomasville Road MUP are contained in the following three (3) distinct segments:

1. Betton Road to Armistead Road
2. Armistead Road to Live Oak Plantation Road
3. Live Oak Plantation Road to Maclay Commerce Boulevard

Segment 1 - Betton Road to Armistead Road

In this section of the project there are four (4) feasible options for the path, shown as **Figure 1**. Two of the options include the use of the path in McCord Park and the other two options are located on Thomasville Road.

Figure 1 – Thomasville Road Multi-Use Path (Armistead Road to Betton Road)



Thomasville Road West Side

The Thomasville Road West side section, shown as **Figure 2**, from Betton Road to Armistead Road is not feasible as a feasible option given the limited right of way. In some instances, the available right of way is less than 8', as shown in **Figure 3**.

Figure 2 – Thomasville Road Multi-Use Path (Thomasville Road West Side)



Disadvantages to this option:

- Right of way is very limited with the back to the existing sidewalk being the edge of the right of way to approximately North Ride.
- To accommodate a 10' path, construction would take the path the "back of the curb" and considering the target users (identified in the Tallahassee-Leon County Bike and Pedestrian Master Plan) being more of beginning to intermediate bike riders and walkers being young children to the elderly this would not be an ideal situation.

- A future multi-use path from Betton Road to 7th Avenue is intended to be constructed on the east side of Thomasville Road which would force this segment of the trail to cross Thomasville Road either at Betton Road or at some point south towards 7th Avenue.

Figure 3 – Thomasville Road Multi-Use Path Limited Right of Way



Thomasville Road East Side

The Thomasville Road East side, shown as **Figure 4**, section from Betton Road to Armistead Road would be located in the FDOT right of way.

Figure 4 – Thomasville Road Multi-Use Path (Thomasville Road East Side)



Advantages to this option:

- The path would utilize FDOT right of way.
- A direct link to any future trail connection south of Betton Road along Thomasville Road.
- The segment from Betton Road to Post Road has sufficient right of way to accommodate a 10 to 12 foot path with a buffer between the back of curb and the path.

Disadvantages to this option:

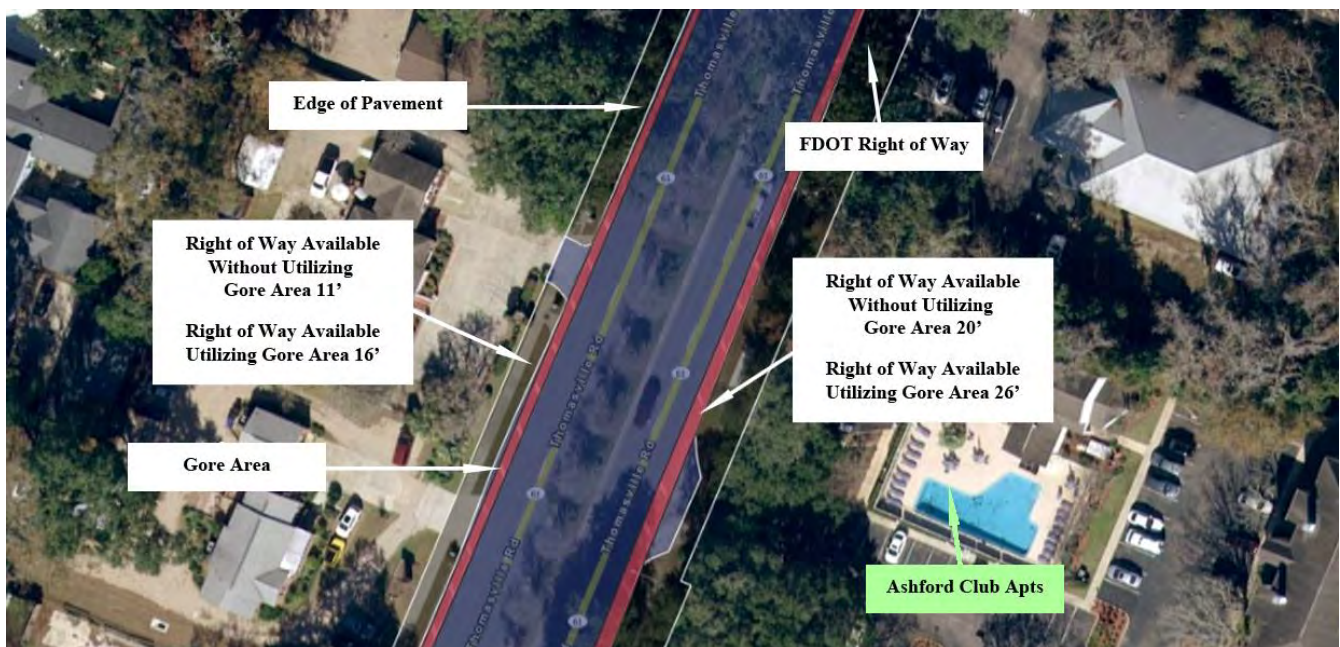
- Right of way is limited from Post Road to the southwest corner of McCord Park which require either a smaller path or potential removal of trees.

- The Post Road to southwest McCord Park is not an ideal situation for safety considering the target users (identified in the Tallahassee-Leon County Bike and Pedestrian Master Plan) being more of beginning to intermediate bike riders and walkers being young children to the elderly.

Gore Areas

There are several gore areas that channel traffic along the outside lanes in the section from Betton Road to Armistead Road that could be used for adding width to the path as shown in **Figure 5**. Gore Areas are locations that have asphalt painted to channel drivers onto, for example, on and off ramps, or areas to paint lanes for consistent width. Removing these areas would create 12' travel lanes and add space for the multi-use path.

Figure 5 – Thomasville Road Gore Areas (Betton Road to Armistead Road)



Trescott Ditch

Similar to Trescott Drive (shown as **Figure 6 and Figure 7**), the first access off of Thomasville Road is adjacent to Armistead Road with access to McCord Park the same as Option 1. Over the years, path has developed along the drainage easements (Existing Conditions Report, page 29 - 31), south of McCord Park to the Betton Nature Center Trail. The current path is currently located on private property. The utilization of the path in McCord Park for approximately 900' to the west side of the bridge. From the bridge, the path would travel along the drainage ditch (not on top of) approximately 1,400' cross the ditch and then travel 1,500' on top of the future covered Trescott ditch to be constructed by the City of Tallahassee.

Figure 6 – Thomasville Road Multi-Use Path (McCord Park/Trescott Ditch)



Advantages to this option:

- The path in McCord Park varies in width from 8' to 10' and can accommodate a wide range of users and a path along Trescott Ditch to Betton Road would have similar characteristics.

- This route is much safer than placing the path along Thomasville Road when considering the target users (identified in the Tallahassee-Leon County Bike and Pedestrian Master Plan) being more of beginning to intermediate bike riders and walkers being young children to the elderly.
- Provides a traffic free and tree covered experience for a short distance.
- There would be minimum to no tree impacts.
- The sidewalk adjacent to Armistead Drive would be reconstructed to become ADA compliant.

Disadvantages to this option:

- Residents in Betton Hills do not want a path due to concerns regarding safety and crime (access to the back of the property).
- Residents feel that there will be impacts to McCord Park mostly associated with speeding bicyclists mixed with elderly residents, children and pets utilizing the path that may not be able to react fast enough to avoid conflicts.
- The sidewalk adjacent to Armistead Drive would be require property from McCord Park.

Figure 7 – Thomasville Road Multi-Use Path (Trescott Ditch Looking South)



Trescott Drive

This option, shown as **Figure 8**, utilizes the sidewalk on the southside of Armistead Road to the entrance of McCord Park directly across from Armstrong Road. From the entrance, the path inside of McCord Park would be utilized to Trescott Drive. Trescott Drive has sufficient right of way to construct a path on the east side of the road (the west side has an existing sidewalk) from the trail connection to Betton Road at which point the actuated signal would provide the opportunity to cross Betton Road.

Figure 8 – Thomasville Road Multi-Use Path (McCord Park/Trescott Drive)



Advantages to this option:

- The existing path in McCord Park varies in width from 8' to 10' and can accommodate a wide range of users and so can a path along Trescott Drive (the right of way varies from 10' to 25').
- The direct linkage to the actuated signal at Betton Road provides a safe passage across Betton Road and then down to Winthrop Park, Mitchell Avenue or Thomasville Road.

- This route is much safer than placing the path along Thomasville Road when considering the target users being more of beginning to intermediate bike riders and walkers being young children to the elderly.
- The sidewalk adjacent to Armistead Drive would be reconstructed to become ADA compliant.

Disadvantages to this option:

- Residents in Betton Hills, in particular, along Trescott Drive, do not want a path due to concerns regarding safety, difficulties entering and leaving their property, crime, and an increase in bike and pedestrian traffic in their neighborhood.
- Residents feel that there will be impacts to McCord Park mostly associated with speeding bicyclists mixed with elderly residents, children and pets utilizing the path that may not be able to react fast enough to avoid conflicts.
- Would require removal of some small trees to accommodate the path.
- There are 23 properties that will require driveway cuts along the path.
- The sidewalk adjacent to Armistead Drive would require property from McCord Park.

While this option is feasible, the number of driveways cuts will make the installation of the path difficult and has the potential to create safety issues on Trescott Drive. Therefore, the Project Team has removed this option from consideration.

Betton Hills Neighborhood Association

The Betton Hills Neighborhood Association provided the Project Team with a [position statement](#) regarding the Thomasville Road Multi-Use Path and McCord Park. This relates to both the Trescott Drive Path and the Trescott Ditch options.

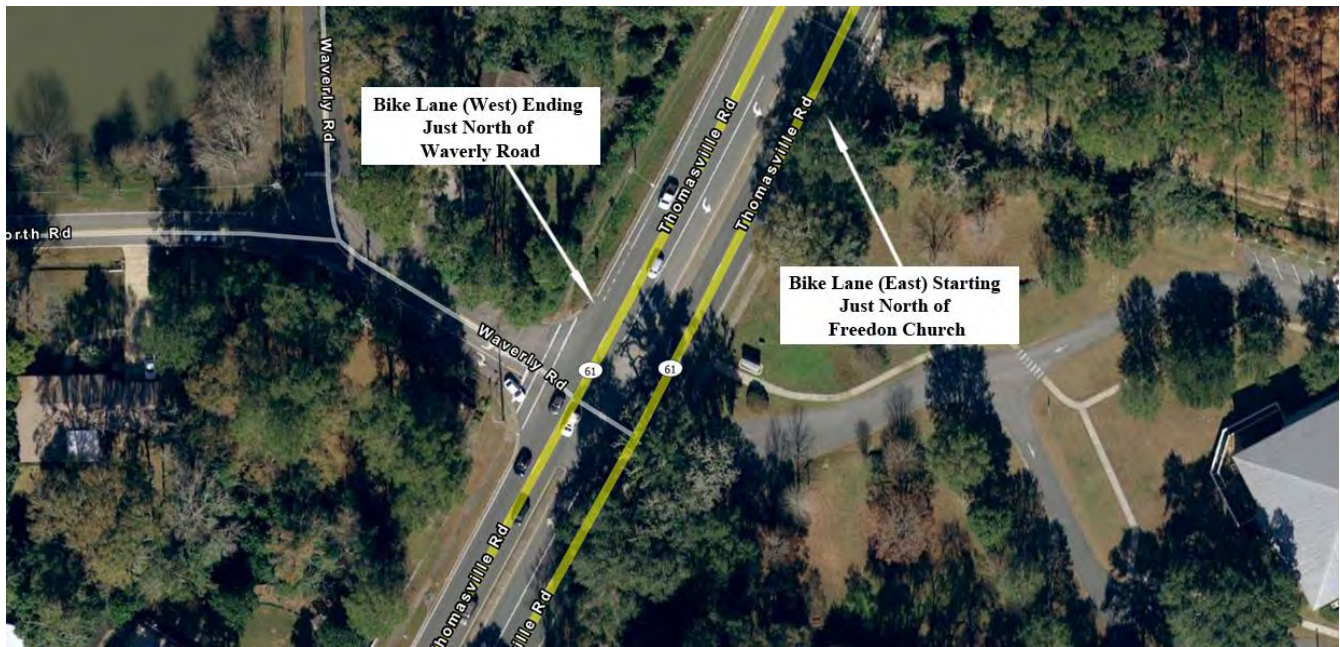
Armistead Road to Metropolitan Boulevard

This segment of the path would be in the FDOT right of way. Beginning at Armistead Road the path would be located on the east side of the road to Woodgate Way. At Woodgate Way the path would cross at the signalized intersection from the east side to the west side of Thomasville Road at the signalized crossing. From Woodgate Way the path would continue north, on the west side of the road, to Live Oak Plantation Road. Further discussion of this alignment is provided below.

Thomasville Road Bike Lanes

The bike lanes on Thomasville Road (**Figure 9**) end just north of Waverly Road (west side of Thomasville Road) and begin north of Freedom Church (on the east side of Thomasville Road) and continue beyond Interstate 10. During the Public Engagement phase several citizens (experienced bicyclists) commented on how they won't travel in the bike lane on this section of Thomasville Road due to the speed and volume of traffic. Additionally, there were consistent questions from citizens asking if the study would look at reducing the speed on Thomasville Road. Based on these questions and the need to provide safety along the corridor, on the path and with bicyclists, the Project Team is recommending the removal of the bike lanes (both sides of the road) on Thomasville Road from just north of Waverly Road and the Freedom Church to Metropolitan Boulevard.

Figure 9 – Bike Lanes at Waverly Road (West Side) and Freedom Church (East Side)



The removal of these lanes would:

- Reduce the outside lane of Thomasville Road to 12' on both the east and west side of the road,
- Increase the right of way for the multi-use trail by 4'.
- Potentially reduce the speed of vehicles on Thomasville Road.
- Eliminate any need for additional right of way in this portion of the path.
- Provides an additional space to subdivisions and businesses that have limited sight distance.

- Provide consistency for the multi-use trail from Metropolitan Boulevard to Betton Road.
- Increase the safety of pedestrian and bicyclists by having a wider buffer between Thomasville Road and the multi-use path.

Examples of these changes are shown **Figure 10** and **Figure 11**.

Figure 10 – Bike Lane Removal around Asbury Hills and Thomasville Road

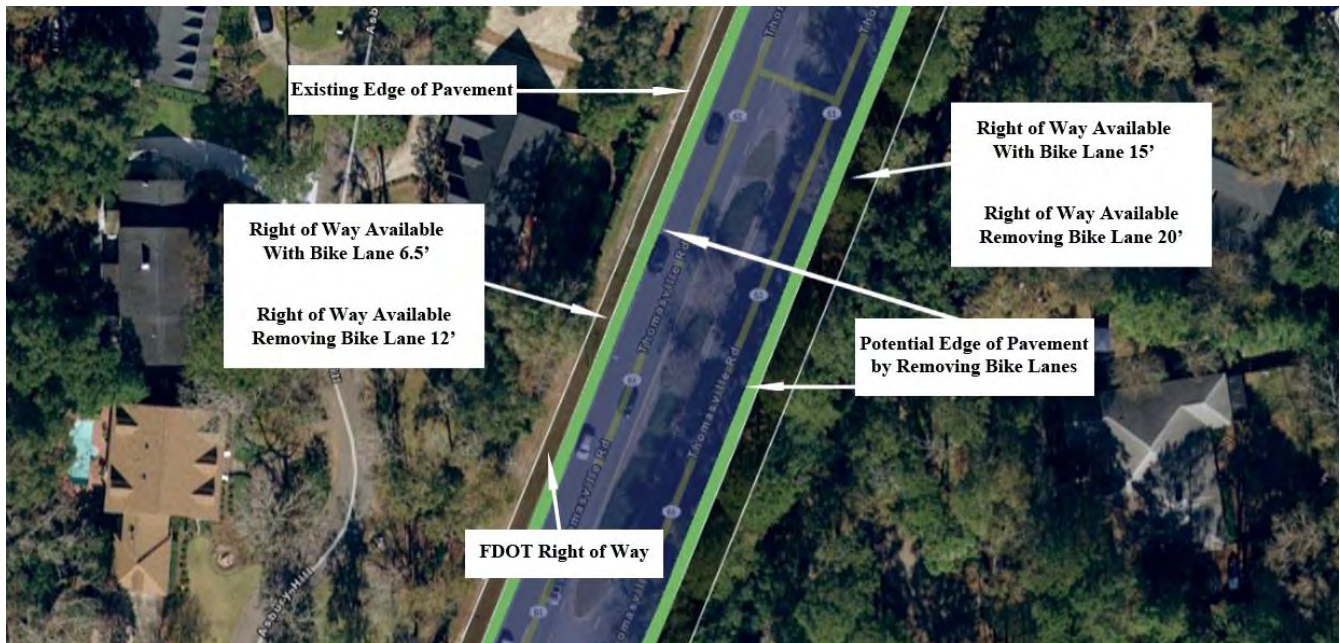


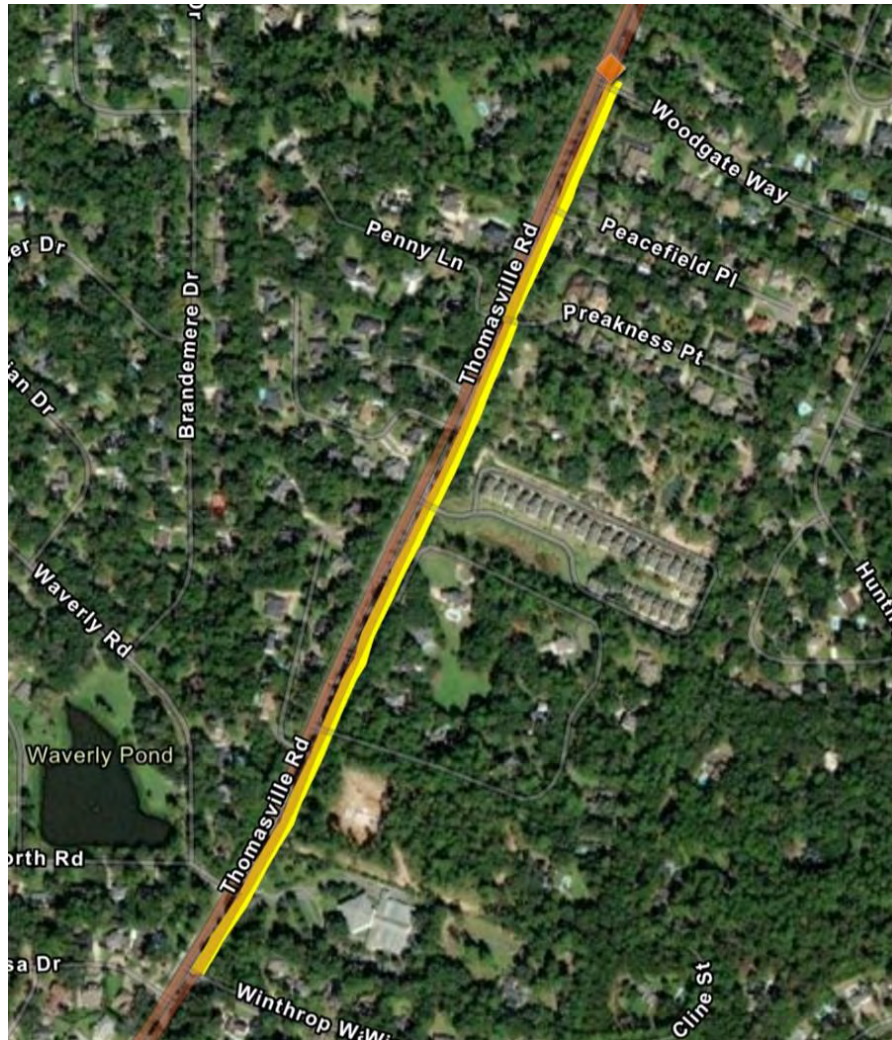
Figure 11 – Bike Lane Removal around Braemore Way and Thomasville Road



Armistead Road to Woodgate Way (East Side)

The Project Team reviewed the opportunities along the east side and west side of Thomasville Road for the multi-use path between Armistead Road to Woodgate Way, shown as **Figure 12**.

Figure 12 – Thomasville Road Multi-Use Path (Armistead Road to Woodgate Way)



The Project Team opted for the east side as opposed to the west side for the following reasons:

- There is more right of way on the east side and coupled with an additional 4' from the bike lane, the path would have more separation from the traffic on Thomasville Road providing a safer environment for pedestrians and bikes.
- This would maximize the width of the path allowing space for users traveling in different directions.
- The additional 4' from the bike lane would provide additional space to improve sight distances for adjacent subdivisions and businesses while exiting or accessing their respective driveways or roads.

- The east side is ADA compliant which wouldn't require as much earthwork and rebuilding as the west side of Thomasville Road.
- The east side has better connectivity for the segment south of Armistead Road and south of Betton Road.
- There are significantly less tree impacts on the east side in this section versus the west side.

Woodgate Way Crossing

There were several crossings that were reviewed for making the east to west movement. The purpose for moving to the west is to provide a better linkage to the Market District as well as avoid situations with limited right of way on the east side such as around Dorothy B. Owen Park. The Woodgate Way at Thomasville Road intersection, shown as **Figure 13**, has less conflicts than the Hermitage Boulevard at Thomasville Road intersection, does not have free flow right-hand turn lanes, and has three legs instead of four which makes the crossing of Thomasville Road safer. Additionally, by installing the crossing on the south side of the intersection, there are no conflicts with right hand turns heading north on Thomasville Road from Woodgate Way.

Figure 13 – Thomasville Road at Woodgate Way Intersection

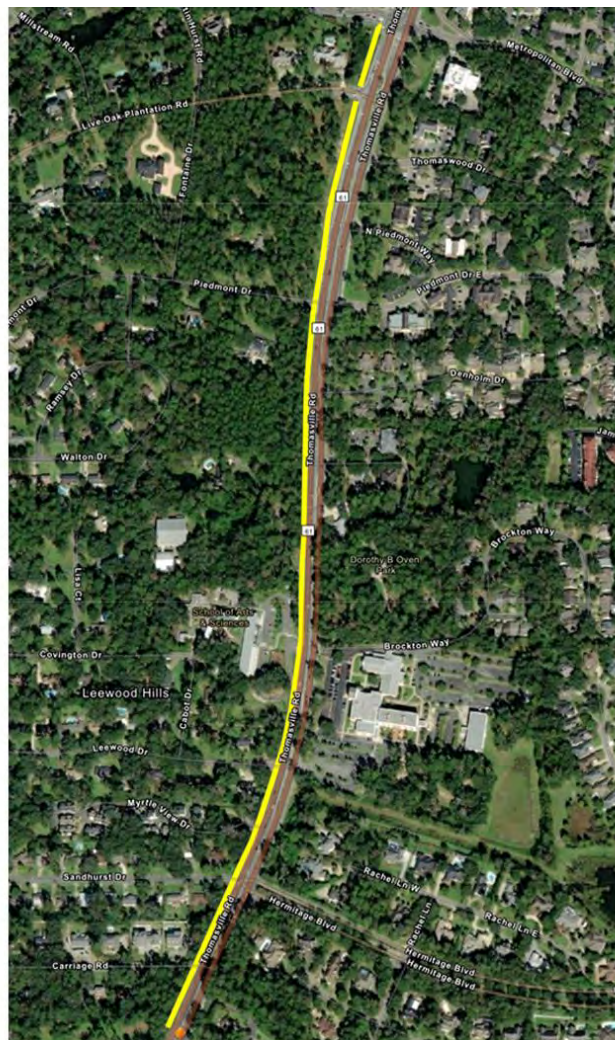


Woodgate Way to Metropolitan Boulevard (West Side)

The path is better suited for the west side of Thomasville Road in this section, shown as **Figure 14**, as opposed to the east side for several reasons:

- Avoids the crossing of the path at the Hermitage Boulevard at Thomasville Road intersection which has multiple conflict points.
- The additional 4' from the bike lane provides sufficient right of way for separation from the traffic on Thomasville Road allowing for a safer environment for pedestrians and bikes.
- Due to minimal right of way, this option avoids impact to several large trees in Dorothy B. Owen Park that are located on the back of the existing sidewalk.
- The west side provide a more direct connections to the Market District options.

Figure 14 – Thomasville Road Multi-Use Path (Woodgate Way to Metropolitan Boulevard)



Market District Connection (South of Interstate 10)

There are three (3) options relating to the Thomasville Road MUP (South of Interstate 10) from Live Oak Plantation Road to south of Interstate 10 that are shown in **Figure 15** and detailed below. The Market District Connection (north and south) would be beyond the CRTPA's jurisdiction since these are local roads, and would require coordination with the City of Tallahassee, Leon County and Blueprint as part of the Market District Placemaking project.

Figure 15 – Market District Connections (South of Interstate 10)



Live Oak Plantation Road (Thomasville Road to Timberlane School Road to Interstate 10)

The first option investigated by the Project Team begins at the southwest corner of the Thomasville Road at Live Oak Plantation Road intersection, shown as **Figure 16**. From Thomasville Road the path would move west to the intersection of Live Oak Plantation Road at Timberlane School Road and then north under Interstate 10.

**Figure 16 – Market District Connections (South of Interstate 10)
Live Oak Plantation Road/Timberlane School Road**



Advantages to using Live Oak Plantation Road and Timberlane School Road include:

- Avoids the intersection of Live Oak Plantation Road at Thomasville Road since the path would begin south of the intersection (meeting the needs of the users for safety purposes).
- Available right of way along Live Oak Plantation Road and Timberlane School Road.
- The most direct route staying on the existing road system.
- Tree shade and less traffic.
- Avoids any impact to the conservation area associated with the Metropolitan Corporate Center Conservation Easements and Gas Transmission Easement.

- Recently installed speed humps and raised intersections have slowed traffic down along Live Oak Plantation Road.

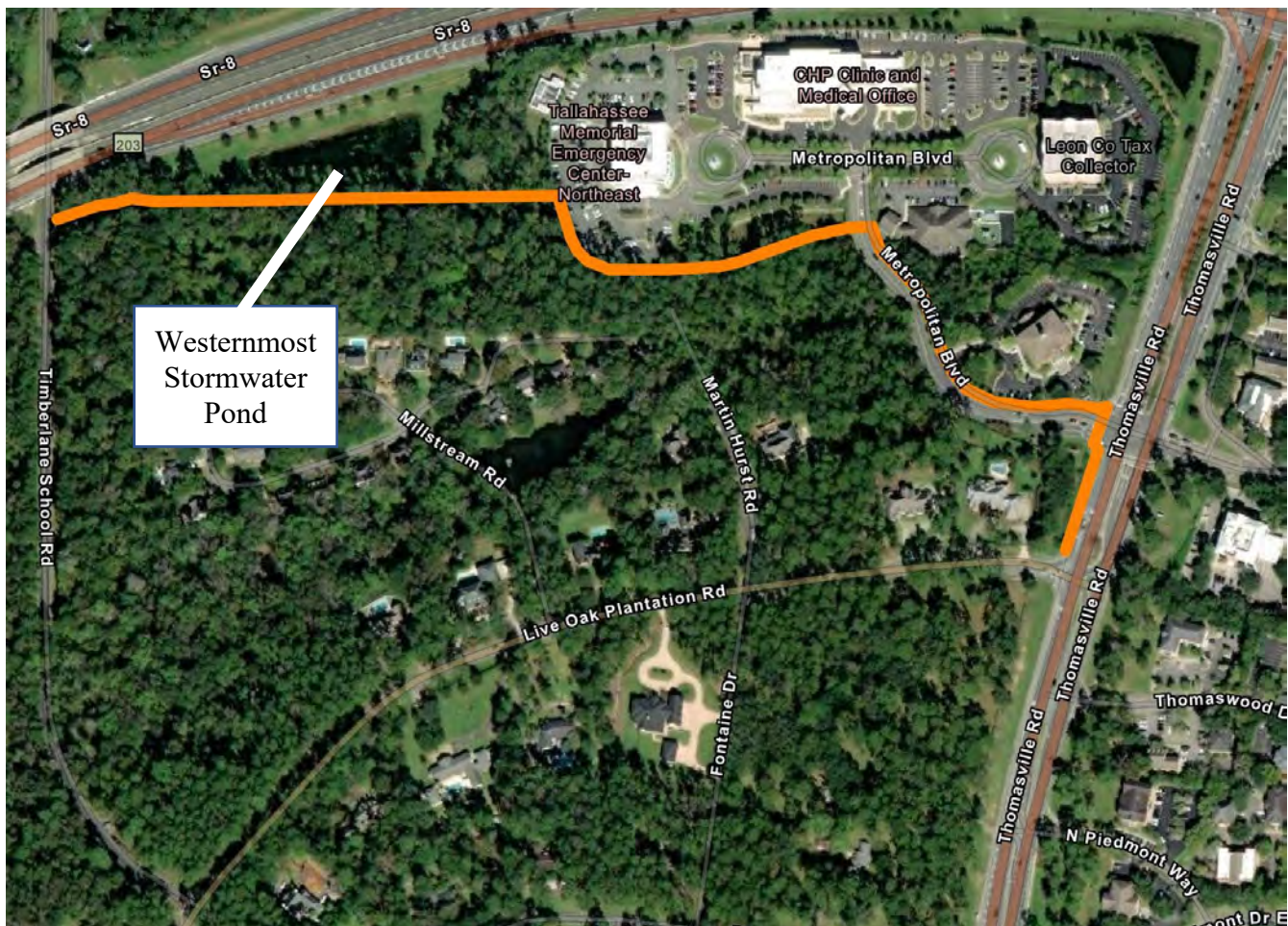
Disadvantages to using Live Oak Plantation Road include:

- Residents have historically been opposed to any bike and pedestrian improvement along the road (whether a smaller portion the corridor being used for the path would be viewed differently has yet to be determined).

Metropolitan Corporate Center (Thomasville Road to Timberlane School Road)

The last option begins at Thomasville Road and utilizes Metropolitan Boulevard (west) into the Metropolitan Corporate Center, then heads west behind a stormwater facility and parking lot tying into the FDOT right of way and down to Timberlane School Road. This route is shown as **Figure 17**.

Figure 17 – Metropolitan Corporate Center (South of Interstate 10)



Advantages to using Metropolitan Corporate Center include:

- Avoids the Interstate 10 interchange (meeting the needs of the users for safety purposes).

- Tree shaded with very little traffic.
- Avoids any impact to the Metropolitan Corporate Center Conservation Easements.

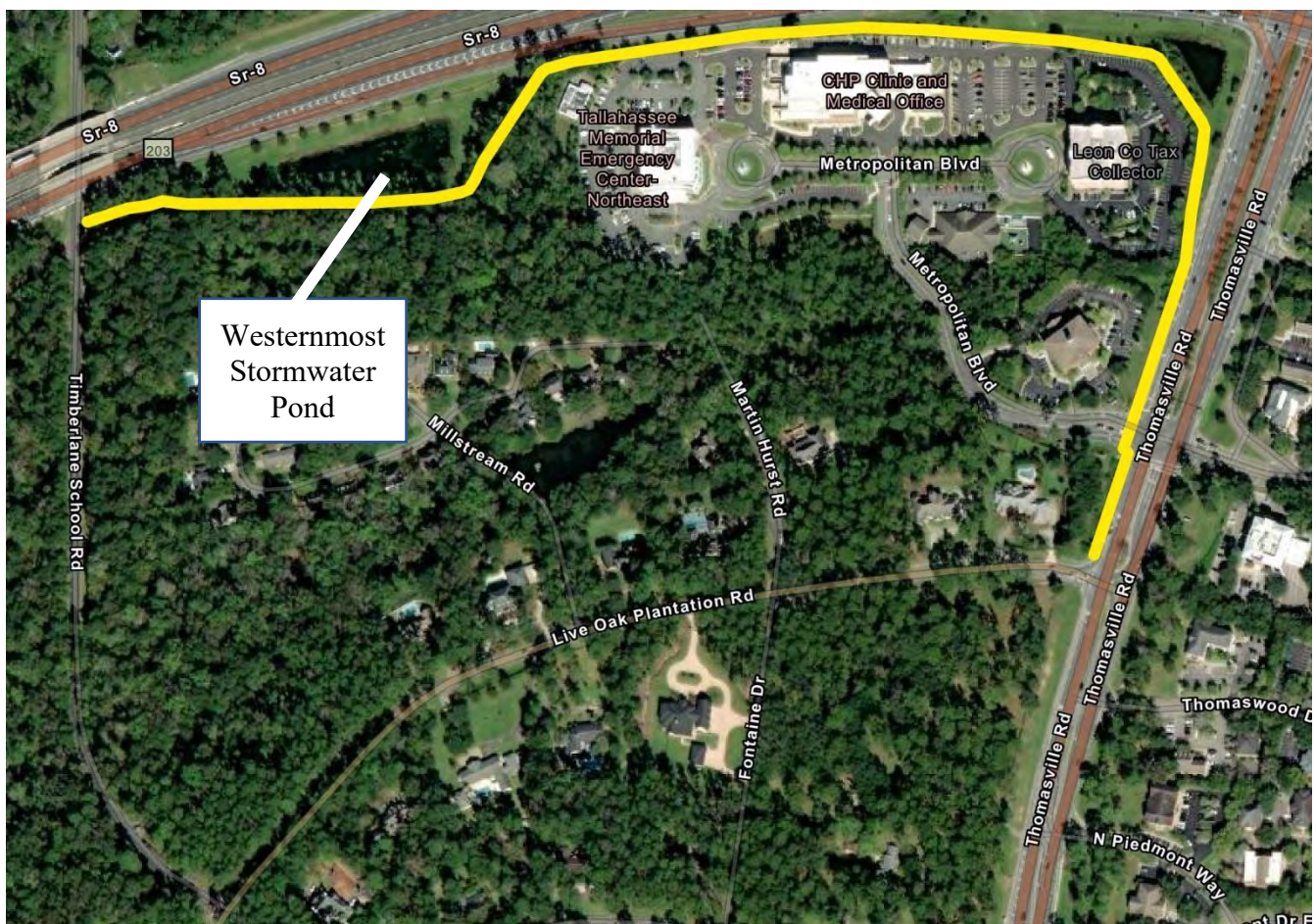
Disadvantages to using the Metropolitan Corporate Center include:

- There are crash issues that have been identified by FDOT at the intersection of Live Oak Plantation Road and Thomasville Road. These issues are related to the left-hand turn movement from Live Oak Plantation to northbound Thomasville Road that makes crossing this intersection particularly dangerous.
- Further discussions must occur with TMH, CHP, FDOT and Florida Gas Transmission.
- Elevation challenges as the path moves from the westernmost stormwater pond to Timberlane School Road.

FDOT Right of Way (Thomasville Road to Timberlane School Road)

The second option investigated by the Project Team begins at Metropolitan Boulevard and follows Thomasville north to the stormwater facility and the southwest corner of the intersection. From the stormwater facility the path heads west around the Metropolitan Corporate Center and then down to Timberlane School Road. This route is shown as **Figure 18**.

Figure 18 – FDOT Right of Way (South of Interstate 10)



Advantages to using FDOT ROW include:

- Avoids the Interstate 10 interchange (meeting the needs of the users for safety purposes).
- Available right of way along Interstate 10.
- Avoids trees.
- Avoids any environmental issues associated with the Metropolitan Corporate Center Conservation Easements and Gas Transmission Easement.

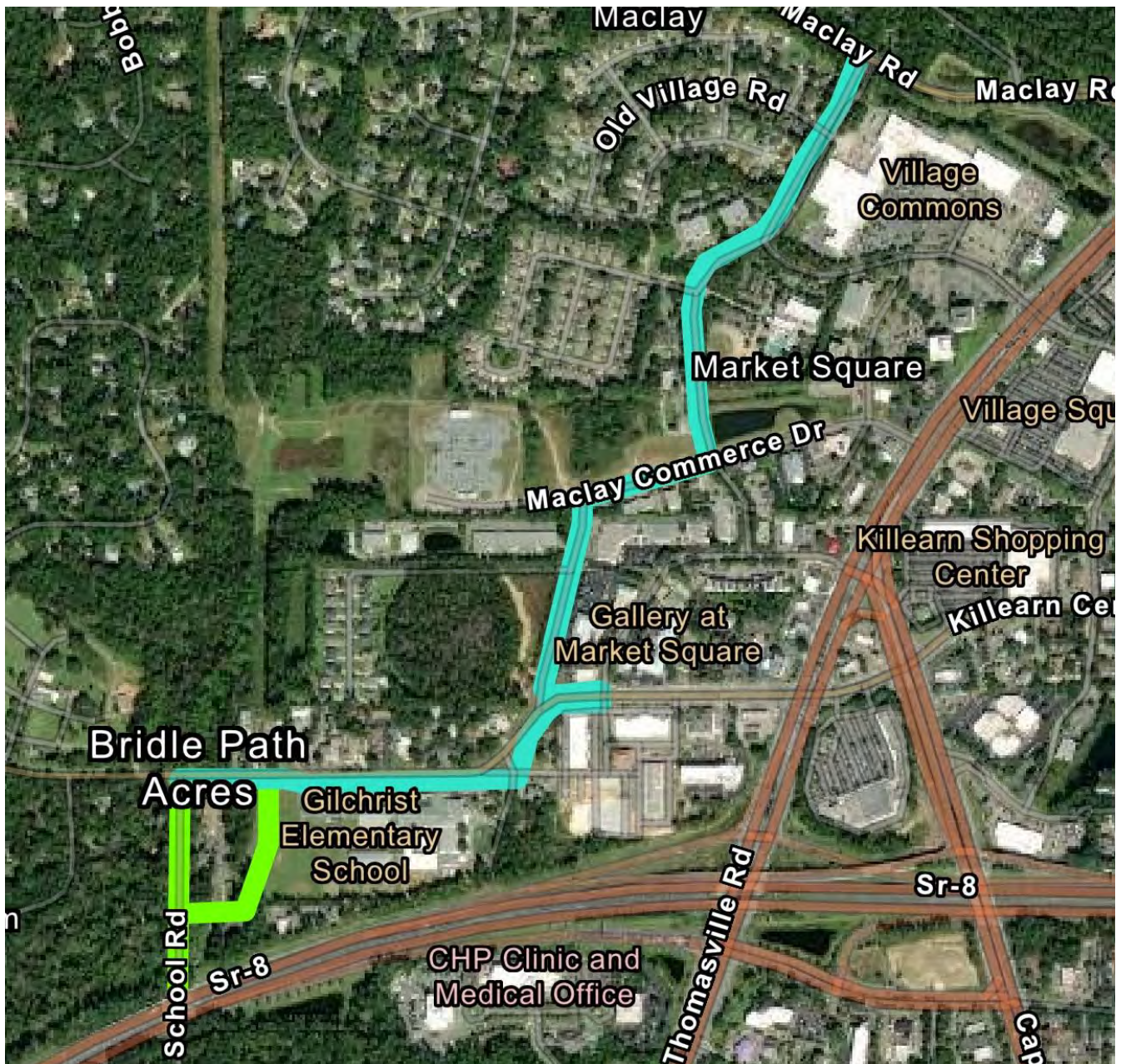
Disadvantages to using the FDOT right of way include:

- There are crash issues that have been identified by FDOT at the intersection of Live Oak Plantation Road and Thomasville Road. These issues are related to the left-hand turn movement from Live Oak Plantation to northbound Thomasville Road that makes crossing this intersection particularly dangerous.
- It is the most circuitous of the three options.
- There will be elevation challenges as the path moves from the westernmost stormwater pond to Timberlane School Road.

Market District Connection (North of Interstate 10)

There are three (2) options relating to the Thomasville Road MUP (North of Interstate 10) from Interstate 10 to Maclay Road that are shown in **Figure 19** and detailed below.

Figure 19 – Market District Connection (North of Interstate 10)



Timberlane School Road (Interstate 10 to Timberlane Road)

Moving to the north side of Interstate 10, the path along Timberlane School Road could take two routes: one toward Timberlane Road and the other to a utility Easement on the western side of Gilchrist Elementary School, shown as **Figure 20**. The path that heads towards Timberlane Road will

put users at the bottom of a very steep climb towards Gilchrist Elementary School that many will find extremely challenging. The use of the utility easement puts the path at the sidewalk along Timberlane Road with a slight climb up the hill. Given the two options, the Project Team would recommend the path that utilizes the utility easement.

Figure 20 – Timberlane School Road (Interstate 10 to Timberlane Road)



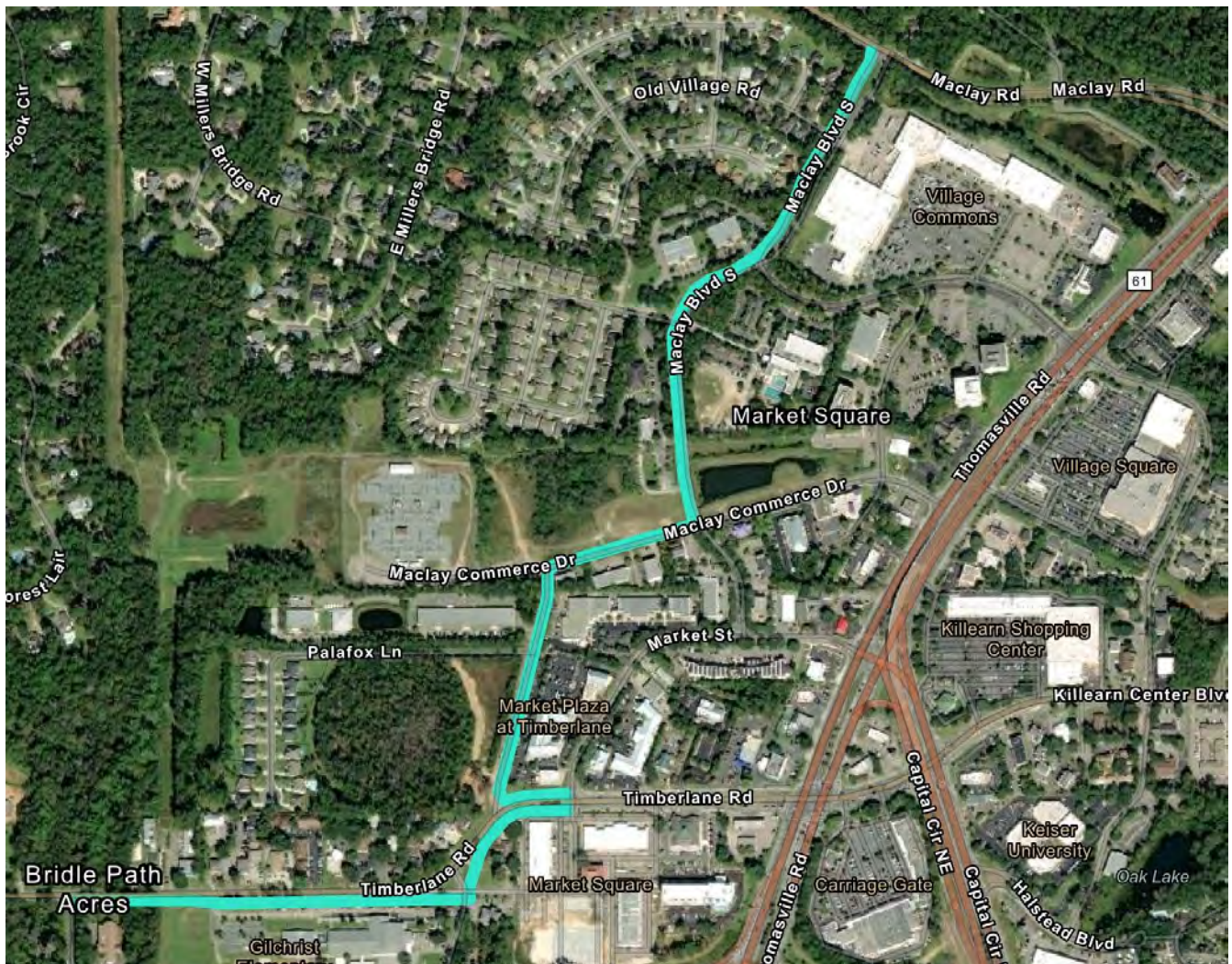
Advantages to using Timberlane School Road and utility easement include:

- Avoids the Interstate 10 interchange (meeting the needs of the users for safety purposes).
- Tree shaded with very little traffic.
- Easements with utilities can be attained (as discussed with City of Tallahassee Real Estate).
- Eliminates the ascent up Timberlane Road.

Timberlane Road (Timberlane School Road to Maclay Road)

This section, shown as **Figure 21**, relies on existing infrastructure that would potentially be rebuilt to accommodate the path including the sidewalk in front of Gilchrist Elementary School (south side of Timberlane Road), as well as the sidewalk that parallels Timberlane Road to the intersection of Market Street.

Figure 21 – Timberlane Road (Timberlane School Road to Maclay Road)



Advantages to using Timberlane Road and utility easement include:

- Avoids the Interstate 10 interchange (meeting the needs of the users for safety purposes).
- Builds upon existing system that is already established.
- Provides connection to Blueprint's Market District Park.
- Provides connection to Maclay Road which in turn will connect to the Meridian Road trail.

Disadvantages to using Timberlane Road include:

- Potential limitations of width of the facility on Martin Hurst Road and Timberlane Road in front of Gilchrist Elementary school.

Alternatives Summary

In summary, there are several alternatives for the various segments of the Thomasville MUP. Below summarizes the alternatives that will be presented to citizens in the second round of Public Engagement. The two alternatives that won't be presented include the following:

1. Betton Road to Armistead Road - Thomasville Road (west side) and Trescott Drive Path.
2. Betton Road to Armistead Road – Trescott Drive Path.

Other segments still being evaluated include the following.

Betton Road to Armistead Road (2 options)

1. Thomasville Road (east side)
2. Trescott Ditch McCord Park

Armistead Road to Metropolitan Boulevard

- Removing bike lanes (both sides)
- Crossover east side to west side at Woodgate Way
- Armistead Road to Woodgate Way – east side of the road
- Woodgate Way to Metropolitan Boulevard – west side of the road

Market District Connection

South of Interstate 10 (3 options)

1. Live Oak Plantation Road
2. Metropolitan Corporate Center
3. FDOT right of way

North of Interstate 10

- Timberlane School Road to Timberlane Road
- Timberlane Road (Timberlane School Road to Maclay Road)

NEXT STEPS

After the CRTPA Board meeting, the second round of Public Engagement will be initiated. This will include virtual meetings, virtual project materials (similar to the virtual project room for the first round of Public Engagement) and planned in-person meetings. From mid-September to the end of October meetings with NA's and HOA's, businesses, individuals will be held as well as three (3) virtual Question and Answer (Q & A) meetings that are tentatively scheduled for October 14, 21, and 25. In

November, in-person meetings will be held barring any issues related COVID-19 (locations still to be determined).

After the second round of Public Engagement is completed (approximately November 15), the Project Team will focus on identifying a preferred route for the Thomasville Road MUP. This final route is anticipated to be presented at the January 2022 CRTPA Board meeting.



Existing sidewalk on east side of Thomasville Road



Thomasville Road **MULTI-USE PATH** Feasibility Study



Existing sidewalk on west side of Thomasville Road

**CRTPA
BOARD
MEETING**

9/13/2021

Project Background



Thomasville Road
**MULTI-USE
PATH** Feasibility Study

THOMASVILLE ROAD MULTI-USE PATH TIMELINE

Thomasville Road is first identified as a project in the 2013 Greenways Master Plan

City and County Commission adopt the 2013 Greenways Master Plan

Thomasville Road is prioritized as the #4 project

Thomasville Road is included in 2015 update of Greenways Master Plan

Blueprint IA approved funding for the 2015 Greenways Master Plan in annual allocations and prioritized Thomasville Road Trail

Thomasville Road is included in the Tallahassee-Leon County Bicycle-Pedestrian Master Plan 2019 Update and is identified as a *top tier project*

CRTPA initiated the Thomasville Road Multi-Use Path Feasibility Study

2013

2015

2017

2019

2020

Year

Local Trails Network

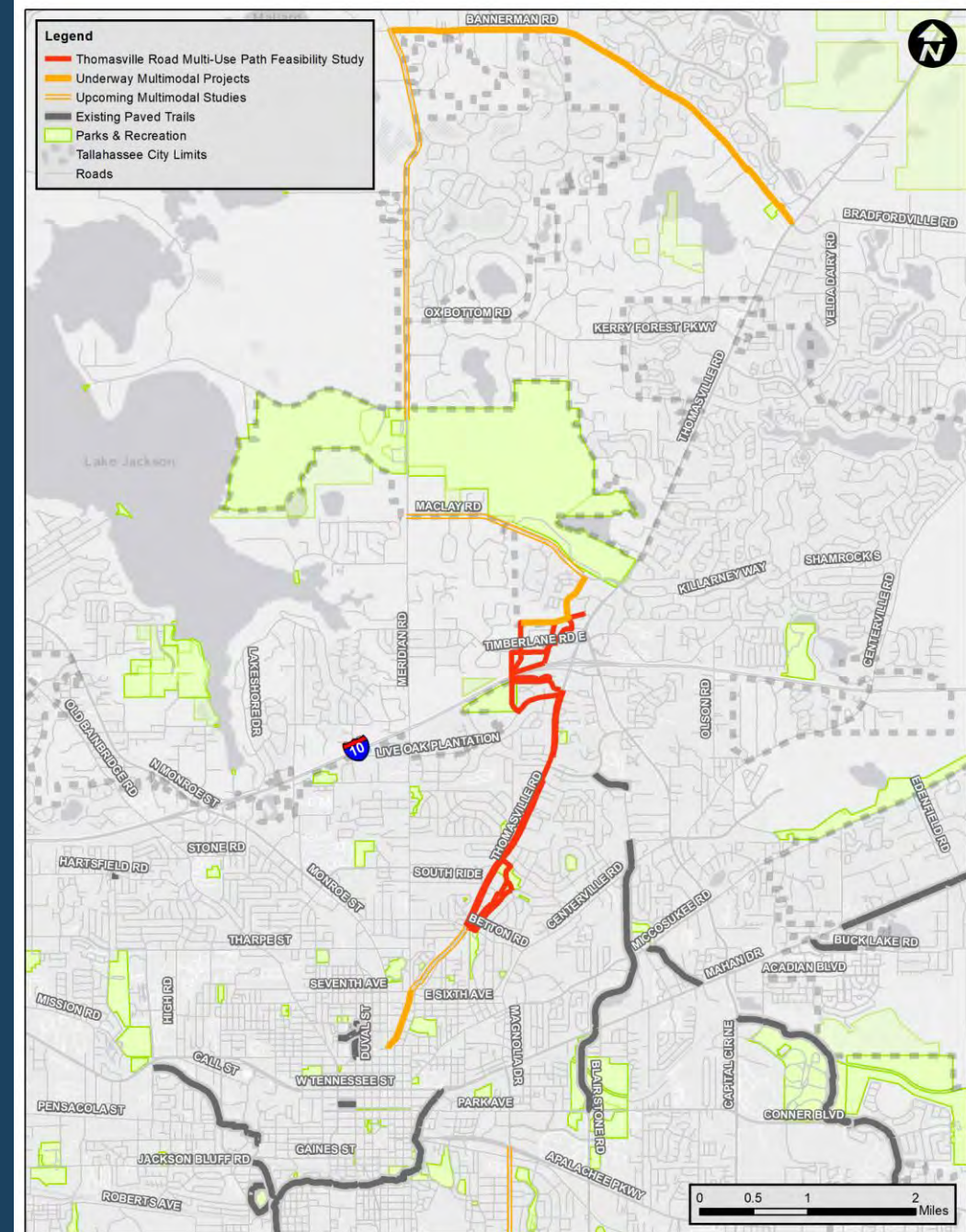
Thomasville Road will provide local connections and fill a major north-south gap within the bicycle and pedestrian network



The Thomasville Road Multi-Use Path provides opportunities for connections to destinations throughout Tallahassee, including Cascades Park



Thomasville Road
**MULTI-USE
PATH** Feasibility Study



Existing Conditions Analysis



<u>Data</u>	<u>Source</u>	<u>Year</u>
Average Annual Daily Traffic (AADT), Number of Lanes, Speed Limit	Florida Department of Transportation (FDOT) via Tallahassee-Leon County GIS (TLCGIS)	2019
Signal Four Analytics Crash Data	University of Florida GeoPlan Center	2015 - 2021
Preliminary Right-of-Way	Leon County Property Appraiser	2019
Utility Pole Locations	City of Tallahassee	2020
Tree Locations/Conditions	ESRI Aerial Imagery, Field Verification	2020-21
Driveways	ESRI Aerial Imagery, Field Verification	2020-21
Cultural Structures, Bridges Cemeteries, and Surveys	State Historic Preservation Office (SHPO) via Florida Geographic Data Library (FGDL)	2021
FEMA Flood Zones	Federal Emergency Management Agency (FEMA) via FGDL	2019
Wetlands	National Wetlands Inventory (NWI)	2020
Species Data	Florida Fish and Wildlife Conservation Commission (FWC), United States Fish and Wildlife Service (USFWS)	Various

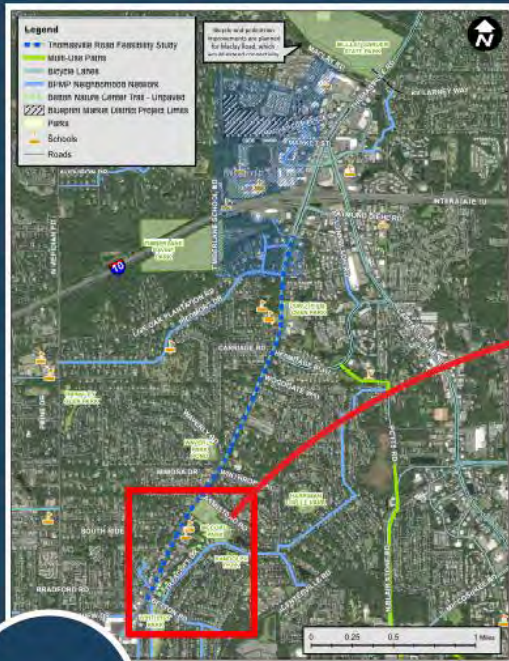


Existing sidewalk on west side of Thomasville Road, south of the School of Arts and Sciences

Initial Public Engagement



Thomasville Road Multi-Use Path | Public Engagement Opportunity



The CRTPA is seeking your input on potential alignments between Betton Road and Armistead Road!



- Stakeholder Meetings
- Neighborhood Association Meetings
 - January 2021 — August 2021
- Virtual Public Meetings
 - Virtual Room (April 26th — May 25th)
 - Live Question & Answer Sessions
 - April 29th
 - May 3rd
 - May 24th

Postcard advertising public engagement opportunity to comment on potential trail alignment between Betton Road and Armistead Road

Completed Public Engagement



Neighborhood Association Meetings

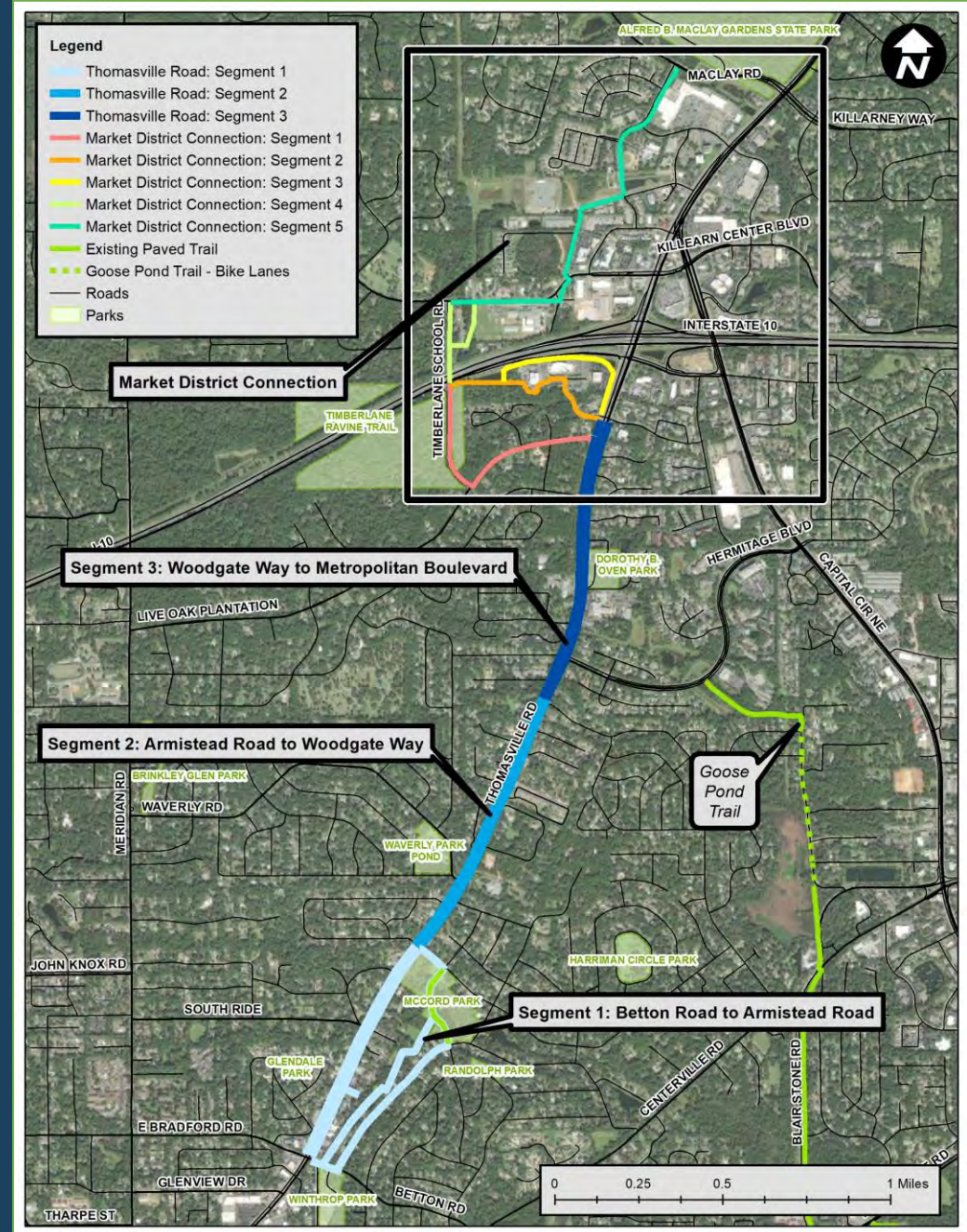
- Waverly Hills HOA
- Betton Hills NA
- Lafayette Park NA, Inc.
- Rose Hollow HOA
- Leewood Hills HOA
- Charleston Place of Tallahassee

Public Meeting	Date	Participants
Virtual Meeting Room	April 26th, 2021 through May 25, 2021	211
Live Question & Answer Session #1	April 29 th , 2021	5
Live Question & Answer Session #2	May 3 rd , 2021	9
Live Question & Answer Session #3	May 24 th , 2021	28

In addition to live meetings, input regarding this project has been received through emails, social media, and digital comment forms. As of August 31st, the following comments had been received via these specific channels:

- 11 were in opposition of the project
- 43 were in support of the project
- 31 were requests for more information or a recommendation for the project team to consider

Alternatives Analysis

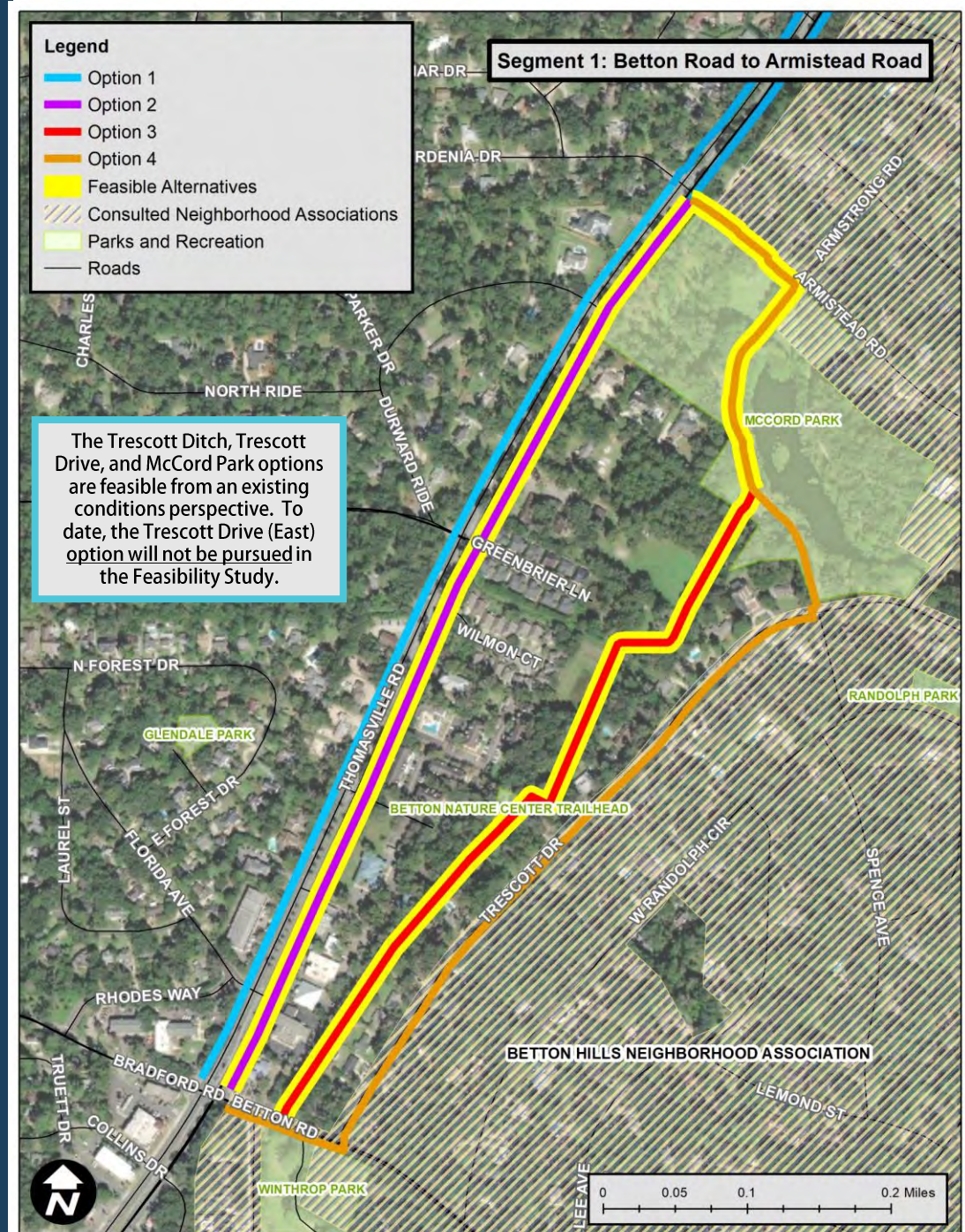


Segment 1: Betton Road to Armistead Road

Data	Driveways & Intersections	Significant Trees	Approximate right-of-way for multi-use path as is*	Approximate right-of-way with corridor retrofitting*
<u>Option 1:</u> Thomasville Road West	22	2	+/- 8 — 35 ft	+/- 10 — 37 ft
<u>Option 2:</u> Thomasville Road East	19	10	+/- 20 — 68 ft	+/- 22 — 70 ft
<u>Option 3:</u> Trescott Ditch	0	N/A	N/A	N/A
<u>Option 4:</u> Trescott Drive	35	N/A	+/- 18 — 25 ft	N/A

*These are right-of-way approximations obtained from Leon County Property Appraiser and will be further evaluated as the study continues.

Additional public engagement will be conducted to determine preferred alternative.



Segment 1: Betton Road to Armistead Road

To achieve additional space for the multi-use path, the following roadway components may be altered in this segment:

- Removal of the slip lane
- Removal of the gore areas
- Reduction in travel lane width



Gore areas along Thomasville Road



Existing slip lane on Thomasville Road near the intersection of Post Road.

Segment 2: Armistead Road to Woodgate Way

Data	Driveways & Intersections	Significant Trees	Available right-of-way for multi-use path as is*	Available right-of-way with corridor retrofitting*
<u>Option 1:</u> Thomasville Road East	8	3	+/- 13 — 90 ft	+/- 20 — 90 ft
<u>Option 2:</u> Thomasville Road West	8	9	+/- 6 — 25 ft	+/- 13 — 32 ft

**These are right-of-way approximations obtained from Leon County Property Appraiser and will be further evaluated as the study continues.*

PREFERRED:
THOMASVILLE ROAD EAST



Segment 2: Armistead Road to Woodgate Way

To achieve additional space for the multi-use path, the following roadway components may be altered in this segment:

- Removal bicycle lanes
- Reduction in travel lane width

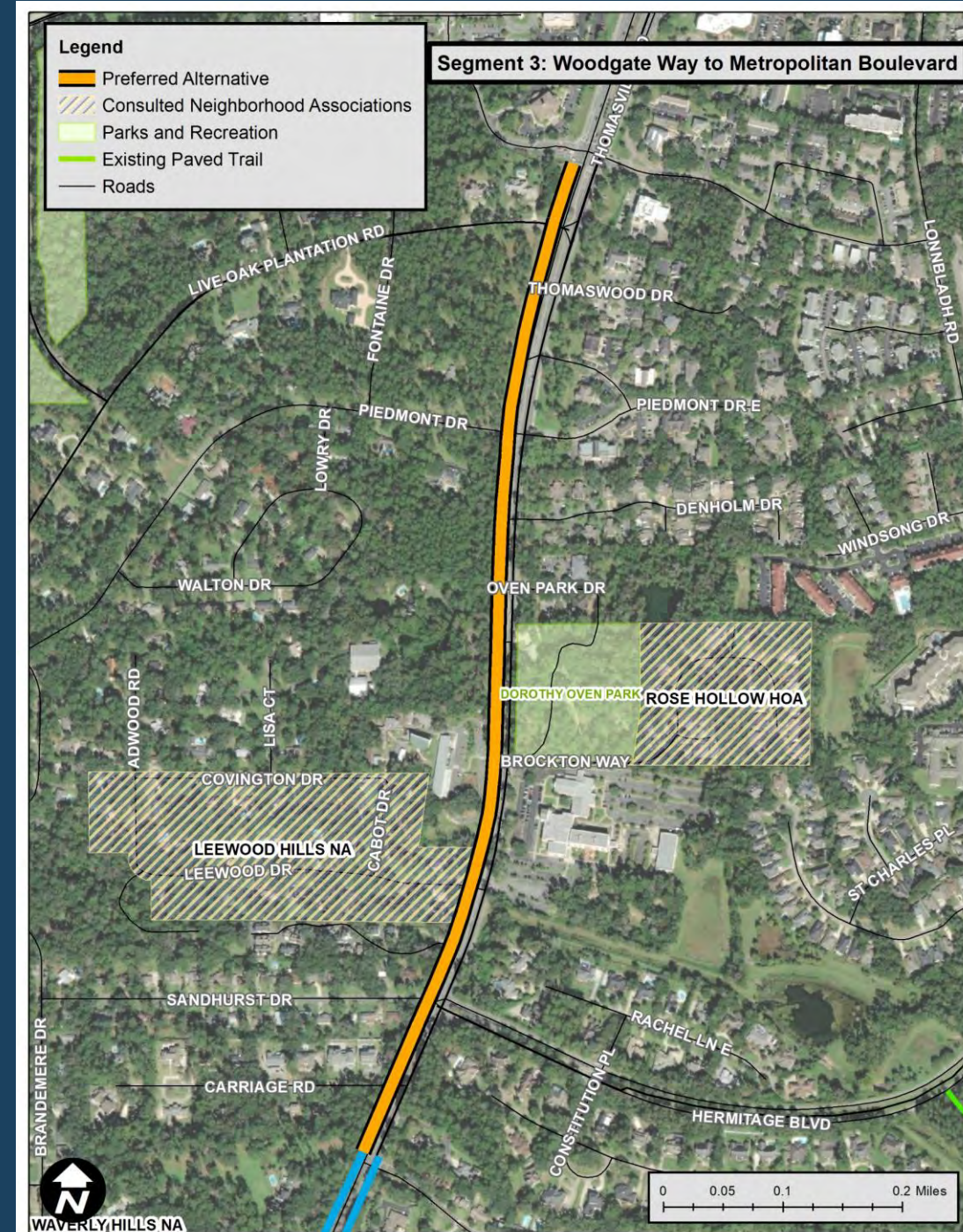


Segment 3: Woodgate Way to Metropolitan Boulevard

Data	Driveways & Intersections	Trees	Available right-of-way for multi-use path as is*	Available right-of-way with corridor retrofitting*
<u>Option 1:</u> Thomasville Road East	8	9	+/- 12 — 82 ft	+/- 19 — 89 ft
<u>Option 2:</u> Thomasville Road West	10	6	+/- 6 - 56 ft	+/- 13 — 63 ft

**These are right-of-way approximations obtained from Leon County Property Appraiser and will be further evaluated as the study continues.*

PREFERRED:
THOMASVILLE ROAD WEST



Segment 3: Woodgate Way to Metropolitan Boulevard

To achieve additional space for the multi-use path, the following roadway components may be altered in this segment:

- Removal bicycle lanes
- Reduction in travel lane width



Bicycle lanes along Thomasville Road



Thomasville Road west near the intersection of Piedmont Drive .Bicycle lanes and a narrowing slip lane could be reallocated to provide additional space for a multi-use path.

Crossing Location

Hermitage Boulevard	Woodgate Way
<ul style="list-style-type: none">✗ Major collector✓ Connects two major corridors (Capital Circle NE and Thomasville Road)✓ Allows connectivity to bicycle lanes on Hermitage Boulevard and Goose Pond Trail✗ Free flow right turn lanes✗ 4-way intersection	<ul style="list-style-type: none">✓ Minor collector✓ Neighborhood entrance✓ 3-way intersection✓ Opportunity to provide options for connectivity to Goose Pond Trail via spur trail

PREFERRED CROSSING: Woodgate Way



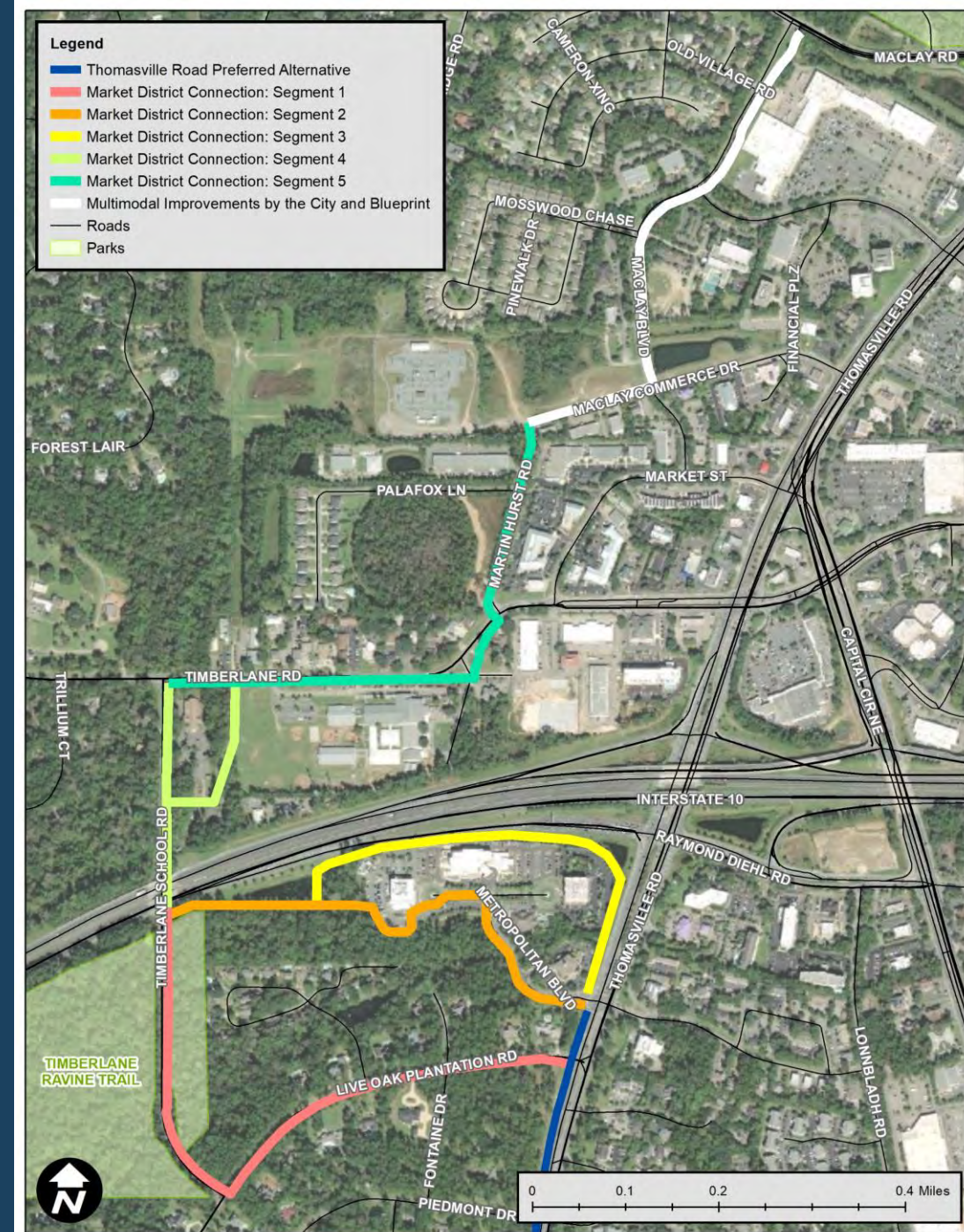
Market District Connection

Market District Connection Alternatives

Feasible

- Live Oak Plantation Road
- Metropolitan Boulevard
- FDOT right-of-way south of I-10
- Timberlane School Road
- Electric Easement — Gilchrist Elementary School
- Timberlane Road
- Martin Hurst Road (Timberlane Road to Maclay Commerce Drive)

Additional public engagement will be conducted to determine preferred alternative.



Market District Connection – Segment 1

Live Oak Plantation Road

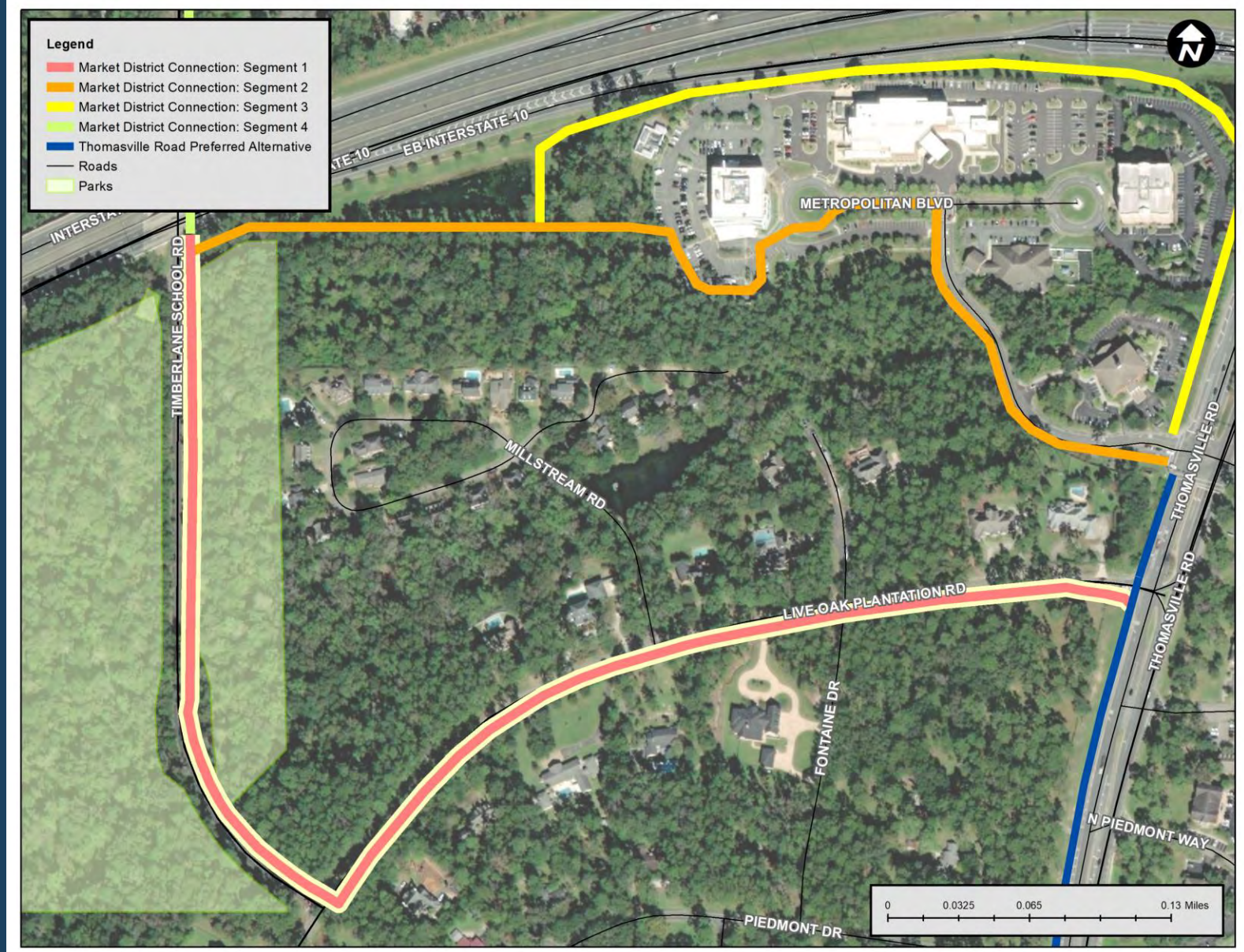
- Existing sidewalk on north side of corridor
- Traffic calming — speed bumps
- Available right-of-way on south side for a sidewalk/multi-use path: +/- 10 — 25 feet

Timberlane School Road (south of I-10)

- No existing bicycle or pedestrian amenities
- Connectivity to trail system within Timberlane Ravine Park
- Abundant right-of-way on either side of the roadway to accommodate a path

SUGGESTED ROUTE:

- South side of Live Oak Plantation Road
- East side of Timberlane School Road



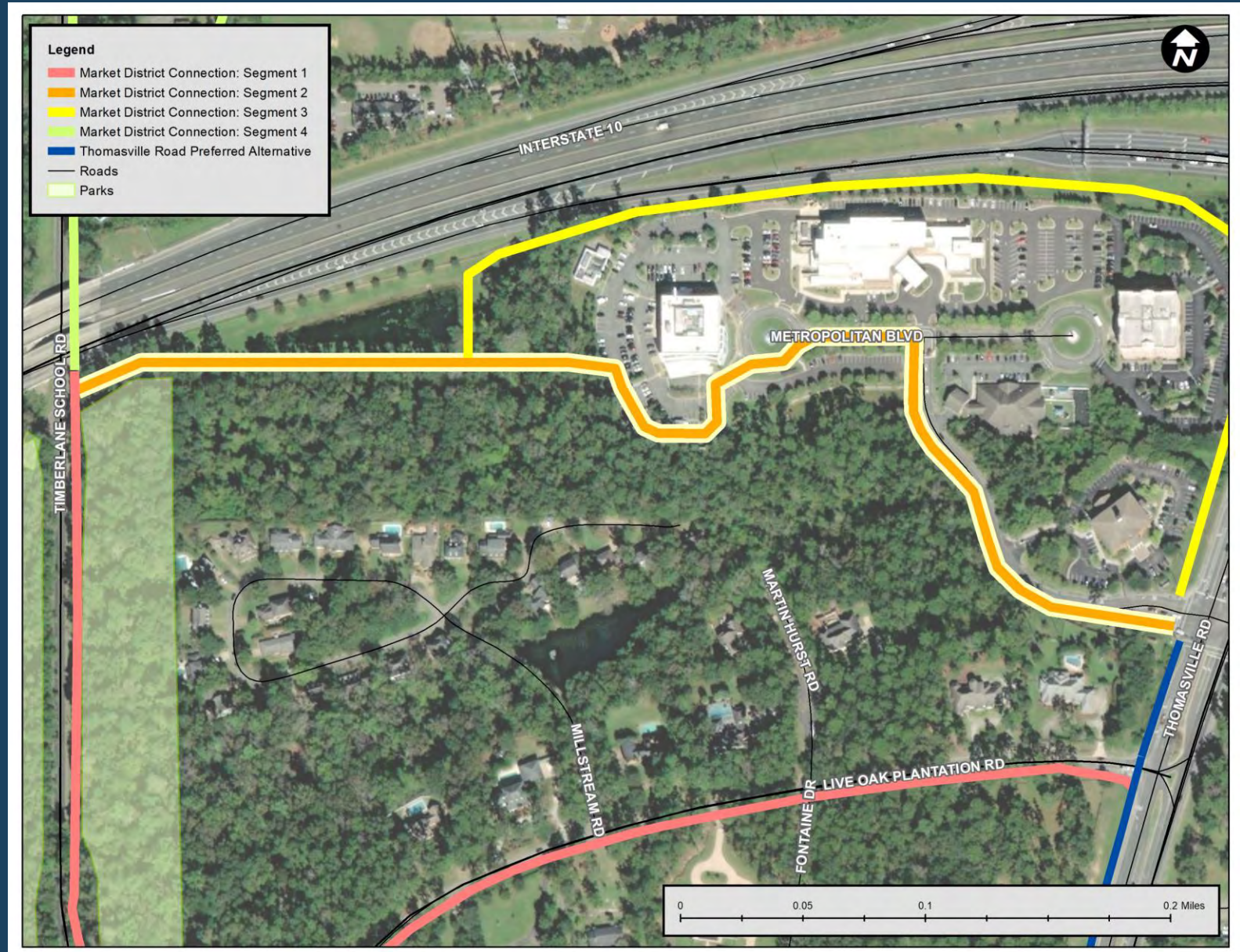
Market District Connection – Segment 2

Metropolitan Boulevard

- On-street bicycle lanes
- Sidewalk on north/east side of corridor
- Available right-of-way on south side for a sidewalk/multi-use path: +/- 15 – 17 feet with removal of bicycle lane

SUGGESTED ROUTE:

- South side of Metropolitan Boulevard
- Follow the edge of the paved parking lot until FDOT R/W



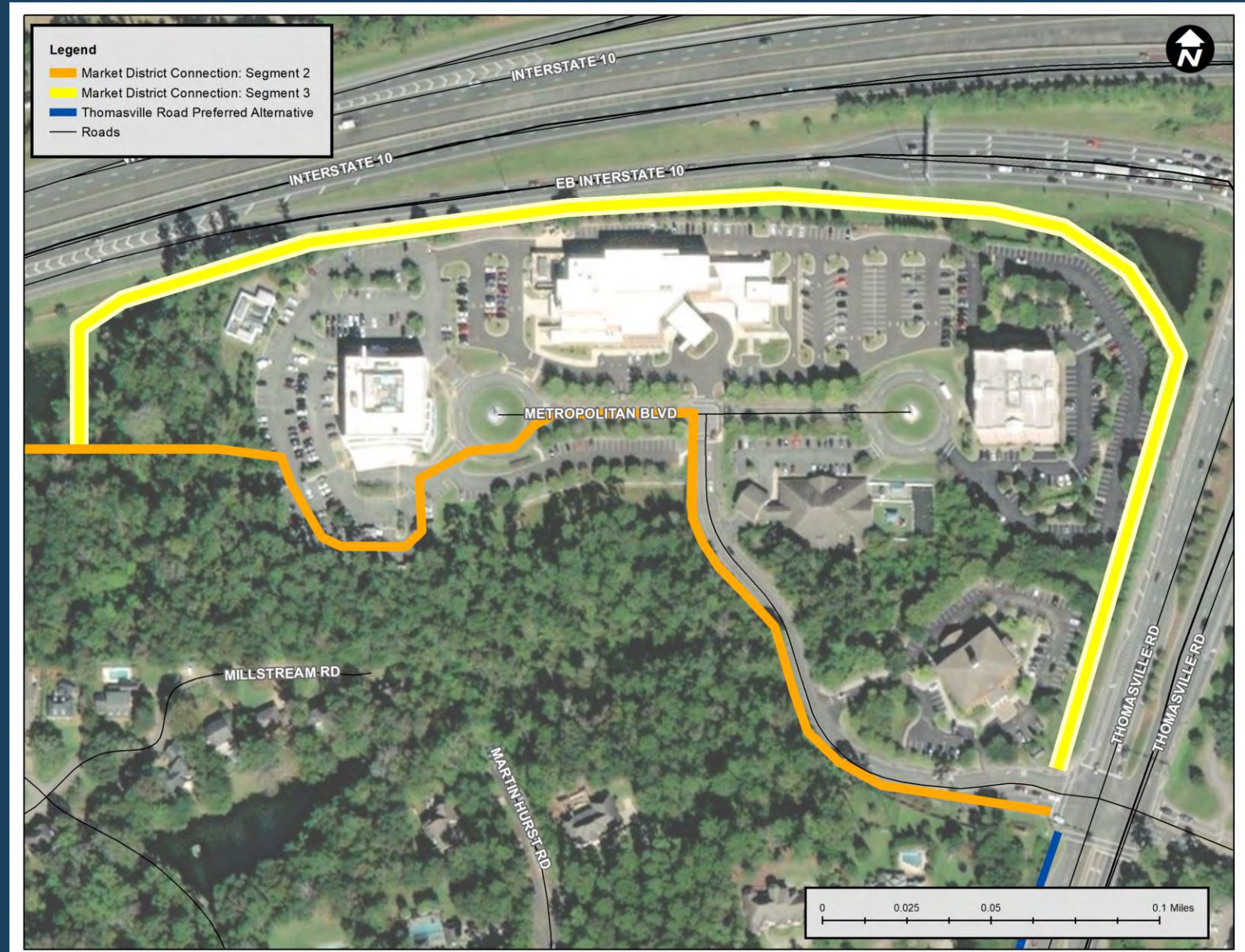
Market District Connection – Segment 3

FDOT right-of-way

- Preliminary conversations with FDOT indicated that a trail within this area would be permitted if the route was selected
- Abundant right-of-way

SUGGESTED ROUTE:

- Crossing at Live Oak Plantation Road and Metropolitan Boulevard
- Remain within the FDOT until Timberlane School Road



Market District Connection – Segment 4

Timberlane School Road (north of I-10)

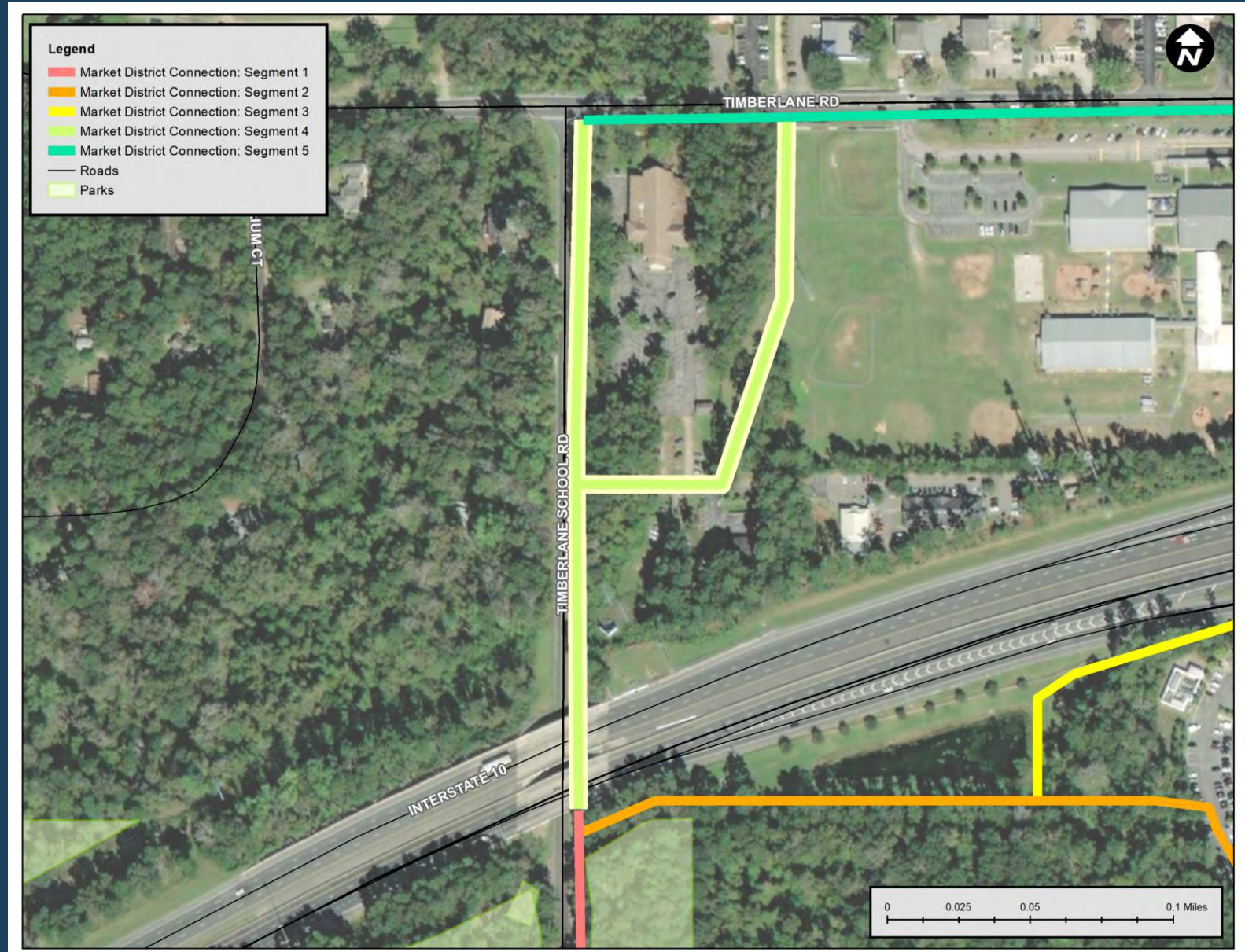
- No existing bicycle or pedestrian amenities
- Connectivity to trail system within Timberlane Ravine Park
- Abundant right-of-way on either side of the roadway to accommodate a path

Electric Easement

- Preliminary coordination with Leon County School Board and City of Tallahassee Real Estate indicated that easement could support multi-use path

SUGGESTED ROUTE:

Electric Easement



Market District Connection – Segment 5

Timberlane Road (north of I-10)

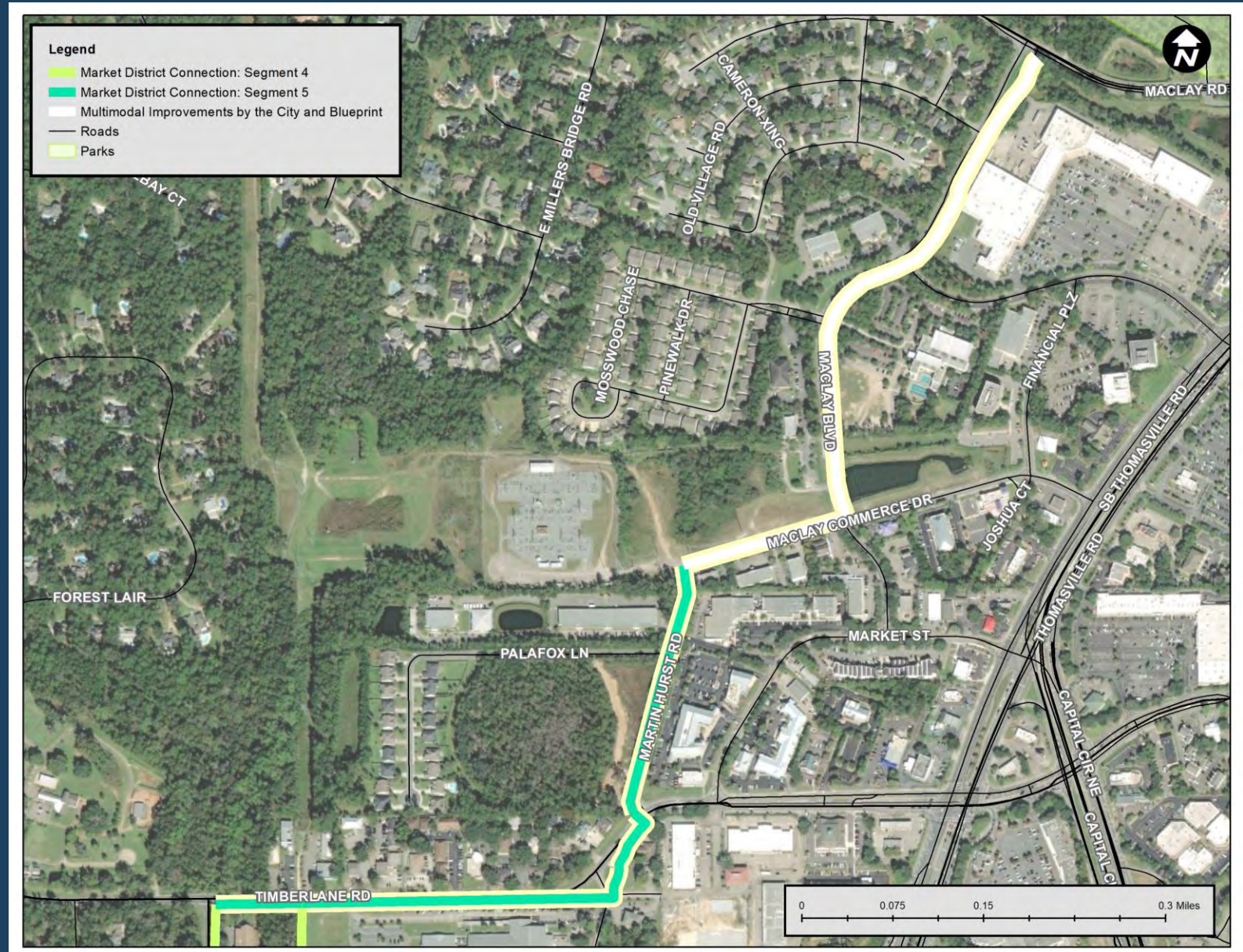
- Existing sidewalk on south side

Martin Hurst Road

- Sidewalk on west side of the corridor
- Connects directly to Blueprint and City of Tallahassee improvements within the Market District

SUGGESTED ROUTE:

- South side of Timberlane Road
- West side of Martin Hurst Road



Next Steps



- Additional Public Engagement
 - Neighborhood Association Meetings
 - Virtual Engagement
 - Live Question & Answer Sessions
 - In-Person Public Meetings*
- Finalize Feasibility Report

Mail outs advertisement for upcoming additional engagement will be expanded throughout the project corridor.



Existing sidewalk on east side of Thomasville Road, near Tallahassee Nurseries

**dependent on covid-19 pandemic*



AGENDA ITEM 6D

CRTPA AMENDED FISCAL YEAR (FY) 2023 – 2027 ROADWAY PROJECT PRIORITY LIST

TYPE OF ITEM: Action

STATEMENT OF ISSUE

The purpose of this item is to discuss and approve an amendment to the CRTPA's Adopted FY 2023 - FY 2027 Roadway Roadways Project Priority List (PPL).

CRTPA COMMITTEE ACTIONS

The CRTPA Technical Advisory Committee and the Citizen's Multimodal Advisory Committee met on September 7, 2021. Both Committees recommended the CRTPA Board adopt the CRTPA Amended FY 2023 – FY 2027 Regional Mobility Plan Roadways PPL; and request the FDOT revise Work Program Project No. 220495-3 consistent with the CRTPA Amended FY 2023 – FY 2027 Roadway PPL.

RECOMMENDED ACTION

Option 1: Recommend the Board adopt the CRTPA Amended FY 2023 – FY 2027 Regional Mobility Plan Roadways PPL; and request the FDOT revise Work Program Project No. 220495-3 consistent with the CRTPA Amended FY 2023 – FY 2027 Roadway PPL.

BACKGROUND AND ANALYSIS

Annually the CRTPA adopts PPLS for which the agency is seeking transportation funding. The lists provide the FDOT guidance as that agency proceeds with development of the Annual State Work Program. At the June 15, 2021 CRTPA Meeting, the Board approved the Regional Mobility Plan Roadways PPL. (**Attachment No. 1**) In addition, at that meeting, the Board directed staff to revise Roadways Project Priority No. Three to be consistent with the project limits in the adopted 2045 Regional Mobility Plan.

Currently, roadway capacity Project Priority No. Three seeks right-of-way acquisition and construction funding for the Crawfordville Road segment from Lost Creek Bridge to East Ivan Road (Work Program Project No. 220495-3). As amended, the segment is divided into two projects. (**Attachment 2**) The limits for the southern project are from Lost Creek Bridge to Wakulla Arran Road. The northern project extends from Wakulla Arran Road to the East Ivan Road termini.

BACKGROUND AND ANALYSIS (cont.)

This modification divides the 4.4 mile segment roughly into two equal sections with the northern piece proposed as Roadway Project Priority No. Three and the southern piece as Project Priority No. Four. The intent of this change is to facilitate funding the higher priority northern segment, including improvements at the Crawfordville Road and Wakulla Arran Road intersection.

RECOMMENDED ACTION

Option 1: Recommend the Board adopt the CRTPA Amended FY 2023 – FY 2027 Regional Mobility Plan Roadways PPL; and request the FDOT revise Work Program Project No. 220495-3 consistent with the CRTPA Amended FY 2023 – FY 2027 Roadway PPL.
(Recommended)

Option 2: As desired by the Board.

ATTACHMENTS

Attachment 1: Adopted FY 2023 - FY 2027 Regional Mobility Plan Regional Roadways PPL (*June 2021*)

Attachment 2: Amended FY 2023 - FY 2027 Regional Mobility Plan Regional Roadways PPL (*Sep 2021*)



FY 23 - FY 27 Roadway PPL

Priority Rank	Project Name/Limits	FDOT WP #	Programmed Funding						Project/Strategy	County	Length	Phase ** Funding Sought
1	Woodville Highway ¹ (Capital Circle, SE to Gaile Ave.) (Gaile Ave. to Paul Russell Rd.)	424009-4 424009-5	Phase	2022	2023	2024	2025	2026	Widen to 4 lanes	Leon	2.1	CST (\$19.5M) CST (\$8.7M)
2	Capital Circle, Southwest ² (Crawfordville Rd. to Springhill Rd.)	219749-2	Phase	2022	2023	2024	2025	2026	Widen to 6 lanes	Leon	2.34	CST (\$32.1M)
			CST									
3	Crawfordville Road (Lost Creek Bridge to East Ivan Rd.)	220495-3	Phase	2022	2023	2024	2025	2026	Widen to 4 lanes	Wakulla	4.4	ROW(\$33.99M) CST (\$43.8M)
4	Crawfordville Road (N. of Alaska Way to Lost Creek Bridge)	220495-6	Phase	2022	2023	2024	2025	2026	Widen to 4 lanes	Wakulla	3.6	ROW (\$31.09M) CST (\$50.5M)
			ROW		\$2.6 M							
5	Orange Avenue ² (N Lake Bradford Road to Monroe St) (Capital Circle, SW to N. Lake Bradford Rd)	437902-4	Phase	2022	2023	2024	2025	2026	Widen to 4 lanes	Leon	4.3	ROW (19.1M) PE (\$3.2 M)
			PE	\$1.9 M								
6	Thomasville Road (Midtown Plan) ³ (Seventh Ave. to Monroe St.)		Phase	2022	2023	2024	2025	2026	Corridor Improvements	Leon	0.5	PE
7	Mahan Drive and Capital Circle, NE (Intersection Improvements)		Phase	2022	2023	2024	2025	2026	Intersection Improvements	Leon	0	FS
8	Pensacola Street (West Side Student Corridor Gateway ¹)		Phase	2022	2023	2024	2025	2026	Widen to 4 lanes	Leon	0.8	PD&E (1.6)



FY 23 - FY 27 Roadway PPL

Priority Rank	Project Name/Limits	FDOT WP #	Programmed Funding						Project/Strategy	County	Length	Phase ** Funding Sought
9	Crawfordville Road LL Wallace Rd to beginning of 4-lane Wakulla County Line to LL Wallace Rd		Phase	2022	2023	2024	2025	2026	Widen to 4 lanes	Leon	1.7 2.1	PE
10	Lake Bradford Road/Springhill Road ¹ Capital Circle SW to Gaines St		Phase	2022	2023	2024	2025	2026	Corridor Improvements	Leon	3.8	PE
11	Tharpe Street ² Capital Circle NW to Ocala Rd		Phase	2022	2023	2024	2025	2026	Widen to 4 lanes	Leon	2.7	PD&E
12	Thomasville Road (Midtown Plan) ³ Bradford/Betton Rds to Seventh Ave.		Phase	2022	2023	2024	2025	2026	Corridor Improvements	Leon	0.9	PE
13	Bannerman Road ² Preservation Rd to Qual Commons Dr		Phase	2022	2023	2024	2025	2026	Widen to 4 lanes w/ enhancements	Leon	1.7	CST
14	Northeast Gateway, Welaunee Blvd Extension ¹ Fleischmann Rd to Roberts Rd.	444999-1	Phase	2022	2023	2024	2025	2026	New 4 lane road	Leon	6.5	PE/CST
			LAR		\$1.5 M							
15	Welaunee Blvd./I-10 Interchange		Phase	2022	2023	2024	2025	2026	New Interchange	Leon	-	IJR



FY 23 - FY 27 Roadway PPL

Priority Rank	Project Name/Limits	FDOT WP No.	Programmed Funding						Project Strategy	County	Length	Phase & Funding Sought
1	Woodville Highway ¹ (Capital Circle, SE to Gaile Ave.) (Gaile Ave. to Paul Russell Rd.)	424009-4 424009-5	Phase	2022	2023	2024	2025	2026	Widen to 4 lanes	Leon	2.1	CST (\$19.5M) CST (\$8.7M)
2	Capital Circle, Southwest ² (Crawfordville Rd. to Springhill Rd.)	219749-2	Phase	2022	2023	2024	2025	2026	Widen to 6 lanes	Leon	2.3	CST (\$32.1M)
3	Crawfordville Road (Wakulla Arran Road to East Ivan Road)	220495-3	Phase	2022	2023	2024	2025	2026	Widen to 4 lanes	Wakulla	2.1	ROW (\$33.99M) CST 43.8M
4	Crawfordville Road (Lost Creek Bridge to Wakulla Arran Road)	220495-3	Phase	2022	2023	2024	2025	2026	Widen to 4 lanes	Wakulla	2.3	ROW (\$33.99M) CST 43.8M
5	Crawfordville Road (N. of Alaska Way to Lost Creek Bridge)	220495-6	Phase	2022	2023	2024	2025	2026	Widen to 4 lanes	Wakulla	3.6	ROW (\$31.09M) CST (\$50.5M)
			ROW		\$2.6 M							
6	Orange Avenue ² (N Lake Bradford Road to Monroe St) (Capital Circle, SW to N. Lake Bradford Rd)	437902-4	Phase	2022	2023	2024	2025	2026	Widen to 4 lanes	Leon	4.3	PE (\$3.2 M) ROW (19.1M)**
			PE	\$1.9 M								
7	Thomasville Road (Midtown Plan) ³ (Seventh Ave. to Monroe St.)	0.5	Phase	2022	2023	2024	2025	2026	Corridor Improvements	Leon	0.5	PE
8	Mahan Drive and Capital Circle, NE (Intersection Improvements)	0	Phase	2022	2023	2024	2025	2026	Intersection Improvements	Leon	0	FS
9	Pensacola Street (West Side Student Corridor Gateway ¹)	0.8	Phase	2022	2023	2024	2025	2026	Widen to 4 lanes	Leon	0.8	PD&E (\$1.6)



FY 23 - FY 27 Roadway PPL

Priority Rank	Project Name/Limits	FDOT WP No.	Programmed Funding						Project Strategy	County	Length	Phase & Funding Sought
10	Crawfordville Road LL Wallace Rd to beginning of 4-lane Wakulla County Line to LL Wallace Rd		Phase	2022	2023	2024	2025	2026	Widen to 4 lanes	Leon	1.7 2.1	PE
11	Lake Bradford Road/Springhill Road ¹ Capital Circle SW to Gaines St		Phase	2022	2023	2024	2025	2026	Corridor Improvements	Leon	3.8	PE
12	Tharpe Street ² Capital Circle NW to Ocala Rd		Phase	2022	2023	2024	2025	2026	Widen to 4 lanes	Leon	2.7	PD&E
13	Thomasville Road (Midtown Plan) ³ Bradford/Betton Rds to Seventh Ave.		Phase	2022	2023	2024	2025	2026	Corridor Improvements	Leon	0.9	PE
14	Bannerman Road ² Preservation Rd to Qual Commons Dr		Phase	2022	2023	2024	2025	2026	Widen to 4 lanes w/ enhancements	Leon	1.7	CST
15	Northeast Gateway, Welaunee Blvd Extension ¹ Fleischmann Rd to Roberts Rd.	444999-1	Phase	2022	2023	2024	2025	2026	New 4 lane road	Leon	6.5	PE/CST
			LAR		\$1.5 M							
16	Welaunee Blvd./I-10 Interchange		Phase	2022	2023	2024	2025	2026	New Interchange	Leon	-	IJR

Additional Information Roadway Projects

ABBREVIATIONS:

FS - Feasibility Study
 PD&E - Project Development & Environment Study
 ROW - Right of Way
 PE - Preliminary Engineering
 CST - Construction
 IJR - Interchange Justification Report
 (FDOT provides long-range estimate.)

[1 Blueprint Gateway Project](#)
[2 Blueprint Regional Mobility Project](#)
[3 BP Midtown Placemaking, CRTPA Midtown Area Transportation Plan](#)



AGENDA ITEM 6E

CRTPA FISCAL YEAR (FY) 2022 BUDGET

TYPE OF ITEM: Action

STATEMENT OF ISSUE

The purpose of this item is to discuss and approve the FY 2022 CRTPA Budget.

CRTPA EXECUTIVE COMMITTEE

The CRTPA's Executive Committee reviewed a draft of the CRTPA's FY 2022 Budget at the August 24, 2021 meeting. No action was taken.

RECOMMENDED ACTION

Option 1: Approve the CRTPA's FY 2022 Budget.

BACKGROUND AND ANALYSIS

The Fiscal Year (FY) 2022 draft budget (***Attachment 1***) is developed for review and approval. For comparison purposes, the FY 21 approved and amended budgets are also included. As with any budget, there are increases in some areas and decreases in others. Overall, the budget reflects an increase of 6.68 percent in FY 2022.

The FY 2022 budget includes for the first time a line item for an annual rent cost, as in FY 2022 the City will begin charging the agency rent consistent with the terms of the recently executed CRTPA/COT Staff Services Agreement. The annual rental cost has not been finalized so the budgeted amount is still an estimate. The operating budget reflects an increase due to newly introduced rental costs, as well as increases in the Revenue Collection and Information Systems services accounts. Staff was able to offset some of the increase in the operating budget by reducing costs in other categories. These decreases are due to having expended funds for computer equipment and adjustments to budget line items based on prior years' costs.

Additionally, the FY 2022 budget also includes a 4.5% cost-of-living adjustment in the salary budget. Personnel cost increases are due to rising health insurance costs and salary enhancements. There may be slight adjustments to the CRTPA budget as the City of Tallahassee finalizes its budget. Project Budgets are included and reflect the approved work tasks in the CRTPA's FY 2021 – FY 2022 Unified Planning Work Program.

RECOMMENDED ACTION

Option 1: Approve the CRTPA's FY 2022 Budget.

Option 2: As desired by the Board.

ATTACHMENT

Attachment 1: CRTPA FY 2022 Operating and Project Budgets

ATTACHMENT 1

Fund	Dept	Account	Description	2021 Approved Budget	2022 Proposed Budget	Net Change FY21 to FY22	2021 Amended Budget
870	460101	511000	Salaries	439,378.00	452,422.00	2.88%	439,378.00
870	460101	511300	Salary Enhancements	13,181.00	20,424.00	35.46%	13,181.00
870	460101	512400	Other Salary Items	1,560.00	1,560.00	0.00%	1,560.00
870	460101	515000	Pension- Current	87,500.00	89,000.00	1.69%	116,000.00
870	460101	515100	Pension- MAP	25,648.00	26,757.00	4.14%	25,648.00
870	460101	515600	Mandatory Medicare	6,597.00	6,879.00	4.10%	6,597.00
870	460101	516000	Health Benefits	69,506.00	79,000.00	12.02%	69,506.00
870	460101	516100	Flex Benefits	9,840.00	9,840.00	0.00%	9,840.00
PERSONNEL SERVICES: TOTAL				\$ 653,210.00	\$ 685,882.00	4.76%	\$ 681,710.00
870	460101	521010	Advertising	9,000.00	3,200.00	-181.25%	3,200.00
870	460101	521030	Reproduction	3,000.00	500.00	-500.00%	500.00
870	460101	521040	Unclassified Professional	500.00	500.00	0.00%	500.00
870	460101	521100	Equipment Repairs	795.00	795.00	0.00%	795.00
870	460101	521160	Legal Services	32,000.00	39,000.00	17.95%	35,000.00
870	460101	521180	Unclassified Contractual	32,000.00	35,000.00	8.57%	32,000.00
870	460101	521190	Computer Software	15,000.00	15,000.00	0.00%	15,000.00
870	460101	522080	Telephone	3,750.00	1,750.00	-114.29%	1,750.00
870	460101	523020	Food	1,750.00	1,000.00	-75.00%	250.00
870	460101	523050	Postage	750.00	250.00	-200.00%	250.00
870	460101	523060	Office Supplies	13,000.00	8,000.00	-62.50%	3,000.00
870	460101	523080	Unclassified Supplies	1,512.00	500.00	-202.40%	512.00
870	460101	524010	Travel & Training	10,000.00	15,000.00	33.33%	5,000.00
870	460101	524020	Journals & Books	600.00	600.00	0.00%	0.00
870	460101	524030	Memberships	3,000.00	3,000.00	0.00%	2,500.00
870	460101	524050	Rent Expense- Building & Office*		36,000.00	100.00%	0.00
870	460101	541040	Insurance	18,000.00	17,500.00	-2.86%	15,900.00
870	460101	550040	Computer Equipment	18,000.00	5,000.00	-260.00%	18,000.00
OPERATING EXPENDITURES: TOTAL				\$162,657.00	\$182,580.62	12.25%	\$134,157.00
870	460101	560010	Human Resource Expense	8,300.00	9,803.00	15.33%	8,300.00
870	460101	560020	Accounting Expense	23,250.00	21,835.00	-6.48%	23,250.00
870	460101	560030	Purchasing Expense	3,000.00	3,742.00	19.83%	3,000.00
870	460101	560040	Information Systems Expense	28,000.00	37,671.00	25.67%	28,000.00
870	460101	560070	Revenue Collection	810.00	1175.00	31.06%	810.00
870	460101	560082	Facilities and Environmental	850.00	850.00	0.00%	850.00
870	460101	560090	Vehicle Garage Expense	30.00	12.00	-150.00%	30.00
870	460101	611300	Debt Service Transfer	5,853.00	5,853.00	0.00%	5,853.00
870	460101	612400	Inter-Fund Ops Transfer	\$0.00	\$0.00	0.00%	\$0.00
INTERNAL SERVICES: TOTAL				\$70,093	\$80,940	13.40%	\$70,093
FY 22 BUDGET TOTAL				\$ 885,960	\$ 949,403	6.68%	\$ 885,960

Revenues 2022			
Revenues	Amount	Contractual	Non-Contractual
PL	\$520,644.00		\$520,644.00
SU	\$797,000.00	\$550,000.00	\$247,000.00
CM	\$176,880.00	\$176,880.00	
FTA	\$360,838.00		\$360,838.00
TOTAL	\$1,855,362.00	\$726,880.00	\$1,128,482.00

FY 2022 Consultant Budget		
	SU Funds	CM Funds
Task 3.0 Long-Range Planning		
3.0 Consultant Support Work	\$30,000.00	
Task 3 TOTAL	\$30,000.00	
Task 4.0 Short-Range Planning		
4.0 Long-Range Planning	\$30,000.00	
Task 4 TOTAL	\$30,000.00	
Task 5.0 Mobility Planning		
5.0. Consultant Support Work	\$30,000.00	
5.9 Wakulla Springs (SR 267) Feasibility Study	\$100,000.00	
5.10 Apalachee Pkwy Trail Feasibility Study	\$60,000.00	
5.11 Oak Ridge Road Trail Feasibility Study	\$75,000.00	
5.19 Regional Transit Study Update	\$60,000.00	
5.25 Congestion Management Plan Process Phase II		\$ 186,880.00
5.29 Iron Bridge Road Trail Feasibility Study	\$100,000.00	
Other (TBD)	\$35,000.00	
Task 5.0 TOTAL	\$460,000.00	\$176,880.00
Task 6.0 Public Involvement		
6.0 Consultant Support Work	\$ 30,000.00	
Task 6 TOTAL	\$30,000.00	
SUBTOTAL	\$550,000.00	\$176,880.00
TOTALS	\$726,880.00	

September 13, 2021



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.

September 13, 2021



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) will be provided.



September 13, 2021

AGENDA ITEM 9 A

FUTURE MEETINGS

TYPE OF ITEM: CRTPA Information

Meeting Date	Meeting Type	Location
October 19	Retreat/Workshop	Location TBD, 9:00 am-1:00 pm
November 16	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
December 21	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm

September 13, 2021



AGENDA ITEM 9B

CRTPA FISCAL YEAR (FY) 2021 – FY 2025 TRANSPORTATION IMPROVEMENT PROGRAM ADMINISTRATIVE AMENDMENT AND FY 2022 - FY 2026 TRANSPORTATION IMPROVEMENT PROGRAM MODIFICATION

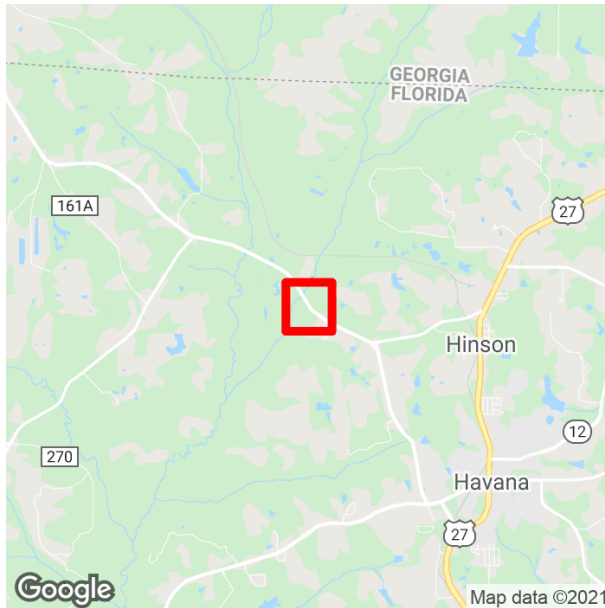
TYPE OF ITEM: Informational Item

The purpose of this item is to update the Board on recent changes to the CRTPA's FY 2021 – FY 2025 and FY 2022 – FY 2026 Transportation Improvement Programs.

The following projects in the CRTPA's FYs 2021 – 2025 and FYs 2022 – 2026 TIPs are revised as follows:

- **FY 2021 – FY 2025 TIP Amendment Project No. 439374-1:** Provide funding for the Environmental Phase in FY 22 for the replacement of the CR 159 Salem Road Bridge over Swamp Creek, Bridge No. 500032. (Gadsden County) *Administratively Amended, June 2021 (Attachment 1)*
- **FY 2021 – FY 2025 TIP Amendment Project No. 439366-1:** Provide increased funding in FY 22 for the Rail and Utilities Phase of the CR 259 over SCL Railroad Bridge Project, Bridge No. 540027. *Administratively Amended, June 2021 (Attachment 2)*
- **FY 2022 – FY 2026 TIP Modification Project No. 439374-1:** Provide increased funding for the Construction Phase in FY 2022 for the replacement of the CR 159 Salem Road Bridge over Swamp Creek. The TIP modification ensures that the project costs are consistent in both the FY 2021 – FY 2025 and the FY 2022 – FY 2026 TIPs. *Administratively Modified, August 2021 (Attachment 3)*

CR 159 SALEM ROAD OVER SWAMP CREEK BRIDGE NO. 500032
4393741 SIS



Prior Year Cost: 955,553

Future Year Cost: 0

Total Project Cost: 5,112,832

LRTP: 2045 RMP Appendix B, Table 10 –

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Project Description: BRIDGE REPLACEMENT

Notes: The Environmental Phase (ENV) of this project was Administratively Amended into the TIP in July 2021.

Lead Agency: MANAGED BY FDOT

From:

County: GADSDEN

To:

Length: .674

Phase Group: PRELIMINARY ENGINEERING, RIGHT OF WAY, CONSTRUCTION

Phase	Fund Code	PRIOR YEAR	2021	2022	2023	2024	2025	2026	Total
PE	ACBZ	116,125	0	0	0	0	0	0	116,125
PE	BRTZ	747,428	0	0	0	0	0	0	747,428
ROW	ACBZ	90,000	0	0	0	0	0	0	90,000
CST	ACBR	0	0	519,024	0	0	0	0	519,024
CST	ACBZ	0	0	3,512,722	0	0	0	0	3,512,722
ENV	ACBZ			127,533					127,533
		953,553		4,159,279					5,112,832

CR 259 OVER SCL RAILROAD BRIDGE NO. 540027
4393661 SIS



Project Description: BRIDGE REPLACEMENT

Notes: The Railroad and Utilities Phase was administratively amended into the TIP in July 2021.

Lead Agency: MANAGED BY FDOT

From:

County: JEFFERSON

To:

Length: .028

Phase Group: CONSTRUCTION, PRELIMINARY ENGINEERING, RIGHT OF WAY, RAILROAD & UTILITIES

Phase	Fund Code	PRIOR YEAR	2021	2022	2023	2024	2025	2026	Total
CST	ACBR	0	0	3,428,910	0	0	0	0	3,428,910
PE	ACBR	150,187	0	0	0	0	0	0	150,187
PE	NHBR	705,751	0	0	0	0	0	0	705,751
ROW	ACBR	105,000	0	0	0	0	0	0	105,000
RRU	ACBR			83,255					83,255
		960,938		3,512,165					4,473,103

Prior Year Cost: 960,938

Future Year Cost: 0

Total Project Cost: 4,473,103

LRTP: 2045 RMP Appendix B, Table 10 –

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CR 159 SALEM ROAD OVER SWAMP CREEK BRIDGE NO. 500032
4393741 Non-SIS



Project Description: BRIDGE REPLACEMENT

Lead Agency: MANAGED BY FDOT

County: GADSDEN

Length: 0.674

Phase Group: PRELIMINARY ENGINEERING, RIGHT OF WAY, CONSTRUCTION, ENVIRONMENTAL

From:

To:

Phase	Fund Code	2022	2023	2024	2025	2026	Total
CST	ACBZ	6,661,778	0	0	0	0	6,661,778
ENV	ACBZ	127,533	0	0	0	0	127,533
		6,789,311					6,789,311

Notes: Funding was added to the Construction Phase and approved as an Amendment to the TIP in August 2021. The modification ensures project construction costs are consistent with costs in CRTPA's FY 2021 - FY 2025 TIP.

Prior Year Cost: 955,553

Future Year Cost: 0

Total Project Cost: 7,742,864

LRTP: 2045 RMP Appendix B, Table 10 -

Page 9

September 13, 2021



AGENDA ITEM 9 C

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

TYPE OF ITEM: CRTPA Information

STATEMENT OF ISSUE

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

TAC and CMAC: The committees each met on September 7, 2021. Due to the deadlines associated with development of the CRTPA agenda, the committee meetings were not conducted prior to agenda mailout. Committee recommendations will be provided prior to the meeting.



September 13, 2021

AGENDA ITEM 9 D

CRTPA PROJECT UPDATES

TYPE OF ITEM: CRTPA Information

STATEMENT OF ISSUE

The following page provides an update on CRTPA Projects.



CRTPA PROJECT UPDATE

US 90 Trail Feasibility Study

- Began in the late 2019.
- Evaluating the feasibility of connecting Tallahassee to Monticello through the construction of a multi-use trail.
- WFSU News story on project ([September 2020](#)).
- Outreach efforts have included meetings with the Lafayette Oaks, The Vineyards neighborhood association and Hilltop County Store.
- Virtual public meeting room opened April 6 to May 7, 2021. Two (2) live Q&A sessions conducted (April 8 and April 12).
- Project Update CRTPA Committee and Board: January 2022
- Next round of public engagement: Early 2022

Thomasville Road Multi-Use Path Feasibility Study

- Began in October 2019.
- Evaluating the feasibility of constructing a paved 12-foot multi-use path on Thomasville Road between Betton Road and Metropolitan Boulevard.
- Public Engagement began in November 2021.
- To date, virtual meetings have been held with homeowner associations and stakeholders.
- Virtual public meeting room opened April 27 to May 25, 2021.
- Public Engagement included three (3) Q&A sessions (April 29, May 4 and May 24, 2021)
- Completed Draft Existing Conditions Report
- Project Update to CRTPA Committee and Board: September 2021
- Next round of public engagement: Fall 2021

Stadium Drive/Gaines Street/Lake Bradford Road Intersection Operational Analysis

- Began in Spring 2021.
- Intersection operational evaluation with coordination between FSU, the City of Tallahassee and the Blueprint Intergovernmental Agency.

Capital Circle, SW (Orange Avenue to Springhill Road)

- Widen to six lanes.
- Construction Scheduled for FY 2022 (\$58M).

Capital Circle, SW (Springhill Road to Crawfordville Road)

- Widen to six lanes.

- Project deleted from Draft FY 22 – 26 Work Program

Crawfordville Road (SR 267 to Leon County Line)

- Widen to four lanes.
- Under construction (beginning June 26, 2018).
- 928 of 1086 days used (85.45% completed).

Crawfordville Road (East Ivan Road to SR 267)

- Widen to four lanes.
- Under construction (beginning April 16, 2020)
- 277 of 1351 days used (20.50% completed)

Coastal Trail (Tower Road to Crawfordville Road)

- Design – Completed.
- Construction scheduled for FY 21 (\$7.8M).

Coastal Trail (St. Marks Trail to Lighthouse Road)

- Design – Completed.
- No right of way needed.
- Construction in Draft Work Program for FY 24 (\$3.6M).

Monticello Bike Trail Extension

- Initiated in October 2018.
- Determining location of potential linkage between Jefferson County Middle/High School and existing trail.
- Project accepted by the CRTPA Board at their [September 2019](#) meeting.
- Project Development and Environment (PD&E) Study funded in FY 21; design funded in FY 23.

Completed Projects

Coastal Trail (Surf Road to Tower Road)

- Under construction (beginning January 6, 2020).
- 370 of 479 days used (77.24% completed).

Connections 2045 Regional Mobility Plan

- Project Initiated at the [June 2019](#) CRTPA Board meeting.
- Update to the [Connections 2040 RMP](#).
- Adopted by CRTPA Board at their [November 2020](#) meeting.

Midtown Phase II

- Initiated in February 2019.
- Phase focuses on public involvement to obtain input on the transportation needs in Midtown.
- Kick-off at [March 2019](#) CRTPA Meeting.
- Approved by the CRTPA Board at their [October 2020](#) meeting.
- FDOT installation of 3 rapid rectangular flashing beacons completed May 2021.

Tallahassee-Leon County Bicycle and Pedestrian Master Plan (BPMP)

- Initiated in February 2018.
- Updated the 2004 BPMP.
- Approved by the CRTPA Board at their [June 2020](#) meeting.

US 27/Downtown Havana Assessment

- Project initiated in December 2018.
- Evaluating “road diet” opportunity in Havana along US 27 between 5th Avenue and 9th Avenue.
- Coordination with the Town of Havana and Florida Department of Transportation.
- Adopted by the CRTPA Board at their [February 2020](#) meeting.

Southwest Area Transportation Plan

- The Study Began in October 2017
- Orange Avenue Recommendations Report completed ([April 2019](#) CRTPA meeting).
- Final Corridor Reports ([South Lake Bradford Road](#), [Lake Bradford Road](#), and [Springhill Road](#).) accepted by the CRTPA Board at their [September 2019](#) meeting.

Pensacola Street (Capital Circle, SW to Appleyard Drive)

- Initiated in January 2018.
- Operational Analysis to determine capacity constraints and opportunities.
- Presented at [February 2019](#) CRTPA meeting.
- Prepared for incorporation into 2045 LRTP.

Tharpe Street (Capital Circle, NW to Ocala Road)

- Initiated in January 2018.
- Operational Analysis to determine capacity constraints and opportunities.
- Presented at [February 2019](#) CRTPA meeting.
- Forwarded to Blueprint Intergovernmental Agency.



September 13, 2021

AGENDA ITEM 10

ITEMS FROM MEMBERS