



CRTPA BOARD

MEETING OF MONDAY, FEBRUARY 18, 2025 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 **Monday, February 17**. 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 **Monday, February 17** at <http://crtpa.org/contact-us/> and noting your desire to provide comments via video in the "Email Us" portion of the page along with the agenda item or issue you wish to discuss. You will be contacted by CRTPA staff and provided with a link to virtually access the meeting and provide your comment during the meeting. Speakers are requested to limit their comments to three (3) minutes.

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

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

"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.

4. **CONSENT AGENDA**
 - A. Minutes of the September 16, 2024, CRTPA Meeting
 - B. CRTPA 2025 Meeting Calendar
 - C. CRTPA General Planning Consultant (GPC) Contract Extension
 - D. Executive Director's Timesheet Approval (July - September & October – December, 2024)
 - E. Unified Planning Work Program (UPWP) Modifications
5. **CONSENT ITEMS PULLED FOR DISCUSSION**
6. **ROLL CALL VOTE AGENDA ITEMS**

- A. **Fiscal Year (FY) 2025 – FY 2029 Transportation Improvement Program (TIP) Amendment Ratification**

This item seeks Board ratification of an amendment to the FY 2025– FY 2029 Transportation Improvement Program (TIP) that was approved by the Executive Committee on December 2, 2024, to include the following projects:

- SR 369 (US 319) from S of East Ivan Road to SR 267 (Bloxham Cutoff Road) (Project No. 220495-7): Provide \$726,873 in funding in FY 25 to add lanes and reconstruct roadway [Construction Phase] (Wakulla County)
- SR 263 Capital Circle from CR 2203 Springhill Rd to SR 371 Orange Avenue (Project No. 415782-9): Provide \$5,231,199 in funding in FY 25 to add lanes and reconstruct roadway [Construction Phase] (Leon County)
- SR 10 (US 90) West Tennessee Street from CR 1581 Aenon Church Road to SR 20 (Blountstown Street) (Project No. 454522-1): Provide \$100,000 in funding in FY 25 to add roadway lighting (Leon County)

- StarMetro FY 2023 Section 5339(b) Buses and Bus Facilities Discretionary Grant (Project No. 456181-1): Provides StarMetro with \$20,370,792 in FY 2023 FTA money and \$3,911,546 in matching local monies from the City of Tallahassee (COT). The project funds the purchase of battery-electric buses, supports charging infrastructure and the development of a workforce training program for its mechanics and operators to maintain the fleet. The project will help reduce emissions and improve service and reliability for riders in and around Tallahassee (Leon County)
- StarMetro Section 5339(c) Low or No Emission Discretionary Grant (Project No. to be assigned): Provides \$ 10,702,365 in FY 2024 FTA funding, \$646,687 in State funds (toll credits) and \$1,200,000 (COT) local funds to StarMetro to buy new battery-electric buses to replace older vehicles and install charging equipment. The project will reduce emissions, improve service and reliability, and help the city achieve its goal for 100% battery electric bus transportation by 2035 (Leon County)

B. Fiscal Year (FY) 2025 – FY 2029 Transportation Improvement Program (TIP) Amendment

This item seeks Board ratification of an amendment to the FY 2025– FY 2029 Transportation Improvement Program (TIP) to include the following project:

- US 90/SR10 from Gadsden County/Jackson County Line to SR 12 (Project No. 455418-1): Provides \$221,180 in SUN Trail funding in FY 25 for a Multi-use Path Feasibility Study (Gadsden County)
- Iron Bridge Road/CR 153 from the Gadsden County Line to Salem Road/CR 159 (Project No. 455420-1): Provides \$659,412 in SUN Trail funding in FY 25 for the Design (PE) Phase for a Multi-use Trail (Gadsden County)
- Old Bainbridge Road/CR 153 from the Leon County Line to Orchard Pond Greenway Trail Head (Project No. 455411-1): Provides \$976,480 in SUN Trail funding in FY 25 for the Project Development and Environment (PD&E) Phase for a Multi-use Trail (Leon County)
- Bloxham Cutoff Road/SR 267 from Wakulla Springs Park to St. Marks Trail Head (Project No. 410172-2): Provide \$822,714 in SUN Trail funding in FY 25 for the Design (PE) Phase for a Multi-use Trail (Wakulla County)

7. CRTPA ACTION

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

A. CRTPA Safety Targets

This item seeks adoption of the 2025 CRTPA Safety Performance Targets for safety performance measures that the CRTPA is required to annually address.

B. Interstate 10 Safety Discussion

This item relates to a discussion at the September 2024 CRTPA Board meeting whereby staff was requested to bring back information regarding crashes along Interstate 10.

8. FLORIDA DEPARTMENT OF TRANSPORTATION REPORT

A status report on FDOT activities will be provided.

9. EXECUTIVE DIRECTOR'S REPORT

A status report on CRTPA activities will be provided.

10. CRTPA INFORMATION

A. Future Meeting Dates (Next Board Meeting March 17, 2025)

B. CRTPA Committee Actions

C. Utilization Report (April-June 2024)

D. CRTPA Title VI Policy

11. ITEMS FROM CRTPA BOARD MEMBERS

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

12. ADJOURNMENT

February 18, 2025



AGENDA ITEM 4 A

MINUTES

TYPE OF ITEM: Consent

The minutes from the September 16, 2024, CRTPA Meeting are provided as ***Attachment 1***.

RECOMMENDED ACTION

Option 1: Approve the minutes of the September 16, 2024, CRTPA Meeting.

ATTACHMENT

Attachment 1: Minutes of the September 16, 2024, CRTPA Meeting



CRTPA BOARD

MEETING OF MONDAY, SEPTEMBER 16, 2024, AT 1:30 PM

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

Meeting Minutes

Members Present:

Commissioner Quincee Messersmith, Chair, Wakulla County
Commissioner Diane Williams-Cox, Vice Chair, City of Tallahassee
Commissioner Kimblin Nesmith, Gadsden County
Commissioner Austin Hosford, Jefferson County
Commissioner Nick Maddox, Leon County
Commissioner Rick Minor, Leon County
Commissioner David O'Keefe, Leon County
Commissioner Jeremy Matlow, City of Tallahassee
Commissioner Curtis Richardson, City of Tallahassee

Staff Present: Greg Slay, CRTPA; Jack Kostrzewa, CRTPA; Greg Burke, CRTPA; Suzanne Lex, CRTPA; Yulonda Mitchell, CRTPA; Bryant Paulk, FDOT; Kaylor Collins, FDOT; Andrea Rosser, StarMetro; Casey Johns, FDOT; Mark Brock, FDOT; Brian Powers, RS&H; Zach Chalifour, CPA, James Moore & Company; Franco Saraceno, Kittelson & Associates; Tyrone Scorsone, Kittelson & Associates; Casey Johns, Florida Department of Transportation, District 3

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 1:30 p.m. with a roll call and a quorum present.

2. AGENDA MODIFICATIONS

There were no modifications to the agenda.

3. PUBLIC COMMENT ON ITEMS NOT APPEARING ON THE AGENDA

There were no public comments provided.

4. CONSENT AGENDA

- A. Minutes of the June 17, 2024, CRTPA Meeting**
- B. Executive Director's Evaluation**
- C. Executive Director's Timesheet Approval (April-June)**
- D. CRTPA Attorney Contract**

Board Action: Commissioner Williams-Cox made a motion to approve the consent agenda as presented. Commissioner Richardson seconded the motion, and the motion was unanimously passed.

5. CONSENT ITEMS PULLED FOR DISCUSSION

There were no agenda items pulled from consent.

6. CRTPA ACTION**A. Florida Transportation Plan (FTP) Update**

The Florida Department of Transportation provided an update on the development of the 2055 FTP.

Ms. Casey Johns, Florida Department of Transportation, District 3, outlined the schedule for the update to the FTP and the opportunities for engagement. She stated there will be a steering committee consisting of key partners and stakeholders that will provide input and guidance on the FTP update. Ms. Johns also stated there will be focus groups, state webinars, regional workshops, and virtual open houses to receive public engagement and feedback. She noted that the plan will be developed over the next 18 months and will be completed in November 2025. Lastly, Ms. Johns stated more information may be found at the website: www.floridaftp.com to learn more about the plan and how to participate.

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

B. CRTPA Fiscal Year (FY) 2023 Financial Statements

A presentation on the findings of the annual audit of the CRTPA was provided.

Ms. Lex introduced the CRTPA FY 2023 Financial Statements and the auditing consultant. She noted this was the fifth year with no findings in the audit. Ms. Lex stated there was a recommendation from last year to provide ongoing reconciliation and noted the issue has been addressed by staff. Lastly, she noted there were no additional recommendations for this fiscal year.

Mr. Zach Chalifour, CPA, James Moore & Company, provided information on the CRTPA Annual Audit – FY 2023 Financial Statements. Mr. Chalifour provided an overview of the audit process and explained the required communications in relationship to the Financial Statements. He discussed the Auditor's

responsibilities stating the primary objective is to review the financial statements and provide an opinion on the CRTPA's internal controls. Continuing, he stated there were no audit corrections or adjustments and there were no issues with performing the FY 2023 Audit.

Mr. Chalifour discussed the Audit Reports and the Audit Opinion on Financials Statements. He noted an unmodified opinion was issued, which indicated financial statements were fairly presented in all material respects. With respect to the report on Internal Controls and Compliance there were no items identified. He next discussed the Federal Single Audit and noted this report is required, due to the CRTPA's receipt of grant funding and that no issues of non-compliance were identified in the single audit. Finally, Mr. Chalifour outlined the Revenues and Total Fund Balances and noted the negative balance in the governmental activities-unrestricted deficit was due to the Net Pension Liability.

Board Action: Commissioner Minor made a motion to approve the CRTPA Fiscal Year (FY) 2023 Financial Statements. Commissioner Williams-Cox seconded the motion, and the motion was unanimously passed.

A. CRTPA Fiscal Year (FY) 2025 Budget

The CRTPA's budget for Fiscal Year 2025 was developed for discussion and approval. This discussion included the proportional share payments.

Ms. Lex provided information on the CRTPA Fiscal Year FY 2025 Budget, stating overall the CRTPA's increase in the operating budget was up 2.7% due to the decrease in personnel costs and the COLA pay increase of 4.2%, versus last year's 5% COLA. She outlined the budget for the annual operating expenses noting increases in food expense and in unclassified supplies for promotional materials for the Long Range Transportation Plan (LRTP) public engagement. Ms. Lex discussed the increase in the Internal Services Expense, explaining the increase to Accounting Services for services provided by the Finance and Grants Departments, working together on the oversight of the CRTPA's finances. Lastly, she provided an overview of the budget for the projects for the upcoming year noting a total project budget of \$1,685,445 for the upcoming year.

Board Action: Commissioner Maddox made a motion to approve the CRTPA Fiscal Year (FY) 2025 Budget. Commissioner Minor seconded the motion, and the motion was unanimously passed.

B. CRTPA Year 2050 Long Range Transportation Plan (LRTP) Kickoff

The initiation of the development of the CRTPA's long range transportation plan was discussed.

Mr. Kostrzewa introduced the CRTPA Year 2050 Long Range Transportation Plan (LRTP) Kickoff and the LRTP Consultant. Additionally, he noted this project started in August (2024) with the first phase being a massive data collection and public engagement effort. In terms of public engagement, Mr. Kostrzewa stated that there will be plenty of opportunities for public input throughout the project.

Mr. Franco Saraceno with Kittelson & Associates provided an overview of the process for the 2050 LRTP. He introduced the project management team: Franco Saraceno, Project Manager, Kittelson and Associates; Tyrone Scorsone, Deputy Project Manager, Kittelson and Associates and Elle Tedder, Public Engagement Professional, BowStern; and outlined their duties as relating to the LRTP.

Mr. Saraceno provided information on the project approach for the LRTP. He noted that one goal of the plan was to maximize public engagement by utilizing community workshops, community events and online surveys. Next, he discussed the needs assessment and noted this would be a performance-based process. From a financial perspective he noted that the Cost Feasible Plan was a federal requirement that has to be cost /revenue balanced. Lastly, he briefly discussed the guiding principles, plan development, and cost feasible plan tasks of the project and that the LRTP would be adopted in November 2025.

Commissioner Richardson asked if the plan would identify projects. Mr. Saraceno noted the federal requirement for LRTPs included the identification of projects and revenue projections that would ultimately lead to a cost feasible plan.

Mr. Slay noted this would be the first time where there will be less revenue for the update than the previous update and noted less funding would create additional challenges. He also noted staff would be meeting with FDOT several times during the development of the plan.

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

C. N. Monroe Street Safety Implementation Plan

The North Monroe Street Safety Implementation Plan was developed for CRTPA approval. The plan was developed to identify potential safety improvements along the N. Monroe corridor and included development of a federal grant application.

Mr. Slay stated the CRTPA applied for a Safe Streets for All (SS4A) Grant for N. Monroe and noted the CRTPA received a partial award of \$198,000 which was about 1% of the actual total of the submitted SS4A application. Mr. Burke introduced the N. Monroe Street Safety Implementation Plan and introduced the consultant Mr. Brian Powers, RS&H.

Mr. Brian Powers, RS&H, provided information on the N. Monroe Street Safety Implementation Plan and stated that the purpose was to improve safety along the corridor of Monroe Street (Tharpe to

Capital Circle, NW) including identifying strategies to improve safety. He noted the corridor was identified in the SS4A Safety Action Plan as being on the High Injury Network and that the corridor included businesses, historically disadvantaged populations, and unhoused populations in the area. Mr. Powers outlined the tasks which included a review of past efforts, safety analysis, walking safety audit, camera count analysis, grant development, potential improvements and planning level costs and potential improvements and costs.

Commissioner Minor stated the City of Tallahassee applied for SS4A funding and received \$9.6 million dollars for the Jake Gaither Neighborhood. He noted the CRTPA only received a portion of the total in the grant application and noted that a meeting has been scheduled with the USDOT to receive feedback on the application. Commissioner Minor requested the information be provided at the next CRTPA Board Meeting and noted the ability to reapply for the SS4A grant. He noted that the City of Tallahassee's project received the grant award after a second attempt. Finally, he stated he would work with Blueprint Intergovernmental Agency related to the application's match if the project is resubmitted for funding consideration.

Board Action: Commissioner Minor made a motion to approve the N. Monroe Street Safety Implementation Plan. Commissioner Maddox seconded the motion, and the motion was unanimously passed.

Mr. Slay stated the meeting with USDOT regarding the N Monroe grant was scheduled for September 25, 2024. Commissioner Williams-Cox asked if today's presentation could be provided to USDOT to improve the possibility of receiving additional grant funds. Mr. Slay stated that there wasn't a way to present to USDOT as a part of the grant process. Commissioner Williams-Cox discussed using the media, including social media, to spread the word and highlight the importance of the project.

7. FLORIDA DEPARTMENT OF TRANSPORTATION REPORT

A status report on FDOT activities was provided. Mr. Paulk introduced the new FDOT District 3 Urban Liaison Kaylor Collins. He discussed two projects that are scheduled for bidding. First, Mr. Paulk discussed the Pensacola Street resurfacing project (from the Railroad Overpass to Stadium Drive) scheduled for construction bids in the fall of this year. He next discussed the second project which involves construction of a sidewalk on the west side of N. Monroe (John Knox Road to Lakeshore Drive) with bids for constructions occurring in the December of this year. Mr. Paulk stated more information on these projects may be found at the website: www.nwflroads.com.

Commissioner Richardson stated the City of Tallahassee was also completing improvements on Pensacola Street. Commissioner Williams-Cox stated there was a public meeting called by a developer in the Pensacola Street area and noted this would be welcomed news. She discussed pedestrian safety in the Cactus Street and Dupree Street area. Mr. Slay noted mid-block crossings and additional lighting will be included in the Pensacola Street project and were an outcome of the roadway safety audit conducted a few years ago.

8. EXECUTIVE DIRECTOR'S REPORT

A status report on CRTPA activities was provided including information related to the CRTPA's Apportionment Plan. Mr. Slay noted, as a part of the agenda item 10 D, a letter from the Governor's office accepting the CRTPA's apportionment plan has been included. He also noted the CRTPA was working with City of Tallahassee and Leon County staff aimed at updating the adopted SS4A Plan with the goal of assisting local governments in developing SS4A grant applications. Lastly, he noted the First Bike Day was scheduled for October 5, 2024, 10:00 a.m. -1:00 p.m. at the St. Marks Trailhead.

10. CRTPA INFORMATION

A. Future Meeting Dates (Next Board Meeting Tuesday, October 15, 2024)

B. CRTPA Committee Actions

C. Utilization Report

D. Correspondence

Mr. Slay noted the October meeting date was likely to be cancelled but staff would let the board know in a couple weeks if the meeting is cancelled.

11. ITEMS FROM CRTPA BOARD MEMBERS

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

Commissioner O'Keefe discussed crashes occurring on Interstate 10 in Leon County and requested information on this issue. Mr. Paulk stated that crashes on I-10 were regular occurrences in the entire panhandle on I-10 and noted planned I-10 widening improvements scheduled for Leon, Gadsden, and Jefferson counties. Mr. Slay noted that such improvements were several years away for construction.

12. ADJOURNMENT

The meeting was adjourned at 2:45 p.m.



February 18, 2025

AGENDA ITEM 4B

2025 MEETING CALENDAR

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

The 2025 CRTPA Meeting Calendar has been developed for board adoption.

RECOMMENDED ACTION

Option 1: Approve the 2025 CRTPA Meeting Calendar.

Meeting Date	Meeting Type	Location
Jan 21 (Tuesday)	Retreat	TSC Center for Innovation, Room 101 10:00 AM-1:00 PM
Feb 18 (Tuesday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
Mar 17 (Monday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
Apr 15 (Tuesday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
May 19 (Monday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
Jun 16 (Monday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
Sept 16 (Tuesday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
Oct 21 (Tuesday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
Nov 17 (Monday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
Dec 16 (Tuesday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm

February 18, 2025



AGENDA ITEM 4C

GENERAL PLANNING CONSULTANT (GPC) CONTRACT EXTENSION

TYPE OF ITEM: CONSENT

STATEMENT OF ISSUE

At the January 31, 2022 meeting the Board approved the GPC contract with the three top-ranking consultant firms, Kimley-Horn & Associates, Inc. (KHA), Reynolds, Smith and Hill (RS&H) and Halff. The CRTPA staff is requesting that the Board approve the optional two-year extension to the GPC contracts.

HISTORY AND ANALYSIS

In October 2021 the CRTPA solicited Requests for Qualifications (RFQ) for GPC services. Seven firms responded to the RFQ. The Selection Committee scored and ranked the consultants' proposals and oral presentations, recommending KHA, RS&H, and Halff be awarded consultant services contracts. The contracts, executed in late February and early March of 2022, are for a term of three years with a two-year renewal option. The CRTPA staff is seeking approval for the two-year contract extensions and authorization for the Executive Director to notify the three GPC firms.

NEXT STEPS

Once approved the Executive Director will send a letter notifying each firm of the two-year contract extension. All subsequent work is completed through a Task Work Order detailing the scope of services and cost.

RECOMMENDED OPTIONS

Option 1: Authorize the Executive Director to notify the GPC Consultant firms, KHA, RS&H and Halff that the CRTPA Board approved a two-year contract extension.

February 18, 2025



AGENDA ITEM 4D

EXECUTIVE DIRECTOR'S QUARTERLY TIMESHEETS APPROVAL

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

This item seeks Board approval of the Executive Director's timesheets for the two last fiscal quarters of July 1, 2024, through September 30, 2024, and October 1, 2024, through December 31, 2024.

RECOMMENDED ACTION

Option 1: Approve Executive Director's timesheets for the period July 1, 2024, through September 30, 2024, and October 1, 2024, through December 31, 2024.

BACKGROUND

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

As a result, staff is seeking Board approval of Greg Slay's timesheets for July 1, 2024, through September 30, 2024, and October 1, 2024, through December 31, 2024.

OPTIONS


Option 1: Approve Executive Director's timesheets for the period of July 1, 2024, through September 30, 2024, and October 1, 2024, through December 31, 2024
(Recommended)

Option 2: CRTPA Board Discretion

ATTACHMENTS

Attachment 1: Executive Director's Timesheets for July 1, 2024, through September 30, 2024


Attachment 2: Executive Director's Timesheets for October 1, 2024, through December 31, 2024

EMP NAME: Greg Slay		PAYROLL DATE: 7/19/24		
EMP # 14156	DATE RANGE: 7/1/24		7/12/24	
DEPT: 460101				
CRTPA EMPLOYEE TIME SHEET				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	7/1/24			
Tues	7/2/24			
Wed	7/3/24	8		
Thurs	7/4/24			8 Holiday
Fri	7/5/24	8		
Mon	7/8/24			
Tues	7/9/24			
Wed	7/10/24			
Thurs	7/11/24			
Fri	7/12/24			
Comments:				
By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.				
			July 12, 2024	
EMPLOYEE SIGNATURE			DATE	

CRTPA TASK SHEET

Employee Name	Greg Slay		
Employee Number	14156		
Department	CRTPA VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK		
Payroll Date	07/19/24		
Payroll Range	07/01/24	thru	07/12/24


		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects		
Day	Date	701	989	703	990	706	705	995	Hours	Activity
Mon	07/01/24	2	3		1			2	8	Admin, staff meetings, crash data, SS4A
Tues	07/02/24	2	4			1		1	8	Admin, U-SDK, regional trails, SS4A
Wed	07/03/24	8							8	8 Personal Leave
Thurs	07/04/24	8							8	8 Holiday
Fri	07/05/24	8							8	8 Personal Leave
Mon	07/08/24	2	2	2		2			8	Admin, staff meetings,
Tues	07/09/24	2	1	1	1	2	1		8	Admin, audit, crash data, regional trails, website, SS4A,
Wed	07/10/24	1	3		2	2			8	Admin, MPOAC, RMP, US 90 trail, Starmetro
Thurs	07/11/24	2	3	1		1	1		8	Admin,crash data, regional trails,
Fri	07/12/24	3	4	1					8	Admin, U-SDK, RMP, Functional class

EMP NAME:	Greg Slay	PAYROLL DATE:	8/2/24	
EMP #	14156	DATE RANGE:	7/15/24	7/26/24
DEPT:	460101			
CRTPA EMPLOYEE TIME SHEET				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	7/15/24			
Tues	7/16/24			
Wed	7/17/24			
Thurs	7/18/24			
Fri	7/19/24			
Mon	7/22/24			
Tues	7/23/24			
Wed	7/24/24			
Thurs	7/25/24			
Fri	7/26/24			
Comments:				
<p>By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  </div> <div style="text-align: right;"> <p>July 26, 2024</p> </div> </div>				
EMPLOYEE SIGNATURE			DATE	

CRTPA TASK SHEET

Employee Name	Greg Slay		
Employee Number	14156		
Department	CRTPA VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK		
Payroll Date	08/02/24		
Payroll Range	07/15/24	thru	07/26/24

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects		
Day	Date	701	989	703	990	706	705	995	Hours	Activity
Mon	07/15/24	8							8	FHWA Peer Exchange - Kansas City
Tues	07/16/24	8							8	FHWA Peer Exchange - Kansas City
Wed	07/17/24	8							8	FHWA Peer Exchange - Kansas City
Thurs	07/18/24	8							8	FHWA Peer Exchange - Kansas City
Fri	07/19/24	3		2		1		2	8	Admin, RMP, regional trails, N. Monroe
Mon	07/22/24	3		1		1		3	8	Admin, staff meeting, audit, RMP, SS4A, SRTS
Tues	07/23/24	8							8	MPOAC/FBT
Wed	07/24/24	8							8	MPOAC/FBT
Thurs	07/25/24	8							8	MPOAC/FBT
Fri	07/26/24	8							8	Admin, MPOAC/FBT

EMP NAME:	Greg Slay	PAYROLL DATE:	8/16/24	
EMP #	14156	DATE RANGE:	7/29/24	8/9/24
DEPT:	460101			
CRTPA EMPLOYEE TIME SHEET				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	7/29/24			
Tues	7/30/24			
Wed	7/31/24	2		
Thurs	8/1/24			
Fri	8/2/24			
Mon	8/5/24			
Tues	8/6/24		4	
Wed	8/7/24			
Thurs	8/8/24			
Fri	8/9/24			
Comments:				
<p>By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  </div> <div style="text-align: right;"> 8/9/2024 </div> </div>				
EMPLOYEE SIGNATURE			DATE	

CRTPA TASK SHEET

Employee Name

Greg Slay

Employee Number

14156

Department

CRTPA

VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK

Payroll Date

08/16/24


Payroll Range

07/29/24

thru

08/09/24


		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects	Hours	Activity
Day	Date	701	989	703	990	706	705	995		
Mon	07/29/24	2	2	1		1		2	8	Admin, crash data, RMP, ITS, SS4A
Tues	07/30/24	2		1	1	2		2	8	Staff meeting, regional trails (Dale Allen), SS4A, N. Monroe
Wed	07/31/24	4		1				3	8	Admin, personal leave, SS4A, N. Monroe
Thurs	08/01/24	2		6					8	Admin, D3 Priorities meeting
Fri	08/02/24	2	2			2		2	8	Admin, U-SDK, regional trails, SS4A
Mon	08/05/24	8							8	Hurricane Debby
Tues	08/06/24	6		2					8	Admin, sick leave, Functional classification
Wed	08/07/24	2	1	1		1	1	2	8	Admin, audit, crash data, regional trails, website, SS4A, N. Monroe
Thurs	08/08/24	1	1		1			5	8	Admin, crash data, N. Monroe, SS4A
Fri	08/09/24		4			1		3	8	U-SDK, crash data, N. Monroe, SS4A

EMP NAME:	Greg Slay	PAYROLL DATE:	8/30/24	
EMP #	14156	DATE RANGE:	8/12/24	8/23/24
DEPT:	460101			
CRTPA EMPLOYEE TIME SHEET				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	8/12/24			
Tues	8/13/24			
Wed	8/14/24	4		
Thurs	8/15/24	8		
Fri	8/16/24	8		
Mon	8/19/24	8		
Tues	8/20/24	8		
Wed	8/21/24	8		
Thurs	8/22/24	8		
Fri	8/23/24	8		
Comments:				
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EMPLOYEE SIGNATURE			DATE	

CRTPA TASK SHEET

Employee Name	Greg Slay		
Employee Number	14156		
Department	CRTPA VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK		
Payroll Date	08/30/24		
Payroll Range	08/12/24	thru	08/23/24

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects		
Day	Date	701	989	703	990	706	705	995	Hours	Activity
Mon	08/12/24	2				1	1	4	8	Admin, staff meeting, Title VI, SS4A, N, Monroe
Tues	08/13/24	1	2		1	1		3	8	Admin, U-SDK, crash data, N, Monroe, SS4A
Wed	08/14/24	4		2				2	8	Personal leave, RMP, Downtown sidewalks, SS4A
Thurs	08/15/24	8							8	Personal Leave
Fri	08/16/24	8							8	Personal Leave
Mon	08/19/24	8							8	Personal Leave
Tues	08/20/24	8							8	Personal Leave
Wed	08/21/24	8							8	Personal Leave
Thurs	08/22/24	8							8	Personal Leave
Fri	08/23/24	8							8	Personal Leave

EMP NAME:	Greg Slay	PAYROLL DATE:	9/13/24	
EMP #	14156	DATE RANGE:	8/26/24	9/6/24
DEPT:	460101			
CRTPA EMPLOYEE TIME SHEET				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	8/26/24	8		
Tues	8/27/24	8		
Wed	8/28/24	8		
Thurs	8/29/24	5		
Fri	8/30/24	4		
Mon	9/2/24			8 - Holiday
Tues	9/3/24			
Wed	9/4/24			
Thurs	9/5/24			
Fri	9/6/24			
Comments:				
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EMPLOYEE SIGNATURE			DATE	

CRTPA TASK SHEET

Employee Name

Greg Slay

Employee Number

14156

Department

CRTPA

VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK

Payroll Date

09/13/24


Payroll Range

08/26/24

thru

09/06/24

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects	Hours	Activity
Day	Date	701	989	703	990	706	705	995		
Mon	08/26/24	8							8	Personal leave
Tues	08/27/24	8							8	Personal leave
Wed	08/28/24	8							8	Personal leave
Thurs	08/29/24	8							8	Admin, Personal leave
Fri	08/30/24	8							8	Admin, Agenda review, budget, personal leave
Mon	09/02/24	8							8	Labor Day
Tues	09/03/24	4		1		2		1	8	Admin, TAC/CMAC, RMP, N. Monroe
Wed	09/04/24	3	2		2			1	8	Staff meeting, crash data, SS4A
Thurs	09/05/24	4				1		3	8	Admin, EC, FHWA Billing review, regional trails, SS4A, N. Monroe
Fri	09/06/24	2	1					5	8	Admin, crash data, SS4A, N. Monroe

EMP NAME:	Greg Slay	PAYROLL DATE:	9/27/24	
EMP #	14156	DATE RANGE:	9/9/24 9/20/24	
DEPT:	460101			
CRTPA EMPLOYEE TIME SHEET				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	9/9/24			
Tues	9/10/24			
Wed	9/11/24			
Thurs	9/12/24			
Fri	9/13/24			
Mon	9/16/24			
Tues	9/17/24			
Wed	9/18/24			
Thurs	9/19/24			
Fri	9/20/24			
Comments:				
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EMPLOYEE SIGNATURE		DATE		

CRTPA TASK SHEET

Employee Name

Greg Slay

Employee Number

14156

Department

CRTPA

VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK

Payroll Date

09/27/24


Payroll Range

09/09/24

thru

09/20/24

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects	Hours	Activity
Day	Date	701	989	703	990	706	705	995		
Mon	09/09/24	3						5	8	Admin, staff meeting, N. Monroe, SS4A
Tues	09/10/24	2	1	1				4	8	Crash data, RMP, SS4A, N. Monroe
Wed	09/11/24	1		4	1			2	8	Functional classification, RMP PIP, SS4A
Thurs	09/12/24	1	2	1	1	1		2	8	Admin, safety meeting, RMP, regional trail, SS4A
Fri	09/13/24	4	2	1				1	8	Admin, Briefing - Minor, FHWA Certification, U-SDK, RMP, SS4A
Mon	09/16/24	4		2		1		1	8	Admin, Board meeting, staff meeting, RMP, SS4A
Tues	09/17/24		2	3	1	2			8	U-SDK, RMP, Functional Classification, US 90 Trail
Wed	09/18/24		3	1	1	1		2	8	Leon CTST, U-SDK, Functional class, Starmetro, SS4A
Thurs	09/19/24	3		2	1	2			8	Admin, MPOAC, RMP, US 90 trail, Starmetro
Fri	09/20/24	2	2	2		2			8	Admin, U-SDK, RMP, Functional class, regional trails

EMP NAME:	Greg Slay	PAYROLL DATE:	10/11/24	
EMP #	14156	DATE RANGE:	9/23/24	10/4/24
DEPT:	460101			
CRTPA EMPLOYEE TIME SHEET				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	9/23/24			
Tues	9/24/24			
Wed	9/25/24			4 - Wellness
Thurs	9/26/24			
Fri	9/27/24			
Mon	9/30/24			
Tues	10/1/24			
Wed	10/2/24			
Thurs	10/3/24			
Fri	10/4/24			
Comments:				
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EMPLOYEE SIGNATURE			DATE	

CRTPA TASK SHEET

Employee Name

Greg Slay

Employee Number

14156

Department

CRTPA

VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK

Payroll Date

10/11/24


Payroll Range

09/23/24

thru

10/04/24

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects	Hours	Activity
Day	Date	701	989	703	990	706	705	995		
Mon	09/23/24	2	2	2				2	8	Admin, safety data, RMP, Functional classification, SS4A
Tues	09/24/24	3	1			2		2	8	Admin, staff meeting, performance measures, ITS, regional trails, N. Monroe
Wed	09/25/24	4	4						8	Wellness leave, St. Marks helmet fitting
Thurs	09/26/24	8							8	Hurricane Helene
Fri	09/27/24	8							8	Hurricane Helene
Mon	09/30/24	2	2			2		2	8	Admin, staff meeting, ITS, SS4A
Tues	10/01/24	1	1	1	1	1		3	8	Admin, performances measures, ITS, N. Monroe, SS4A
Wed	10/02/24	2		1	1	1		3	8	Admin, RMP, N. Monroe, SRTS SS4A
Thurs	10/03/24	2		1		4		1	8	Admin, Legislative issues, FDOT Economic Analysis - Trails, Dale Allen, SS4A
Fri	10/04/24		2	1		3		2	8	Safety data, TMC, ITS grants, SS4A

EMP NAME:	Greg Slay	PAYROLL DATE:	10/25/24	
EMP #	14156	DATE RANGE:	10/7/24	10/18/24
DEPT:	460101			
CRTPA EMPLOYEE TIME SHEET				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	10/7/24			
Tues	10/8/24			
Wed	10/9/24			
Thurs	10/10/24			
Fri	10/11/24	4		
Mon	10/14/24			
Tues	10/15/24			
Wed	10/16/24			
Thurs	10/17/24			
Fri	10/18/24			
Comments:				
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EMPLOYEE SIGNATURE			DATE	

CRTPA TASK SHEET

Employee Name

Greg Slay

Employee Number

14156

Department

CRTPA

VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK

Payroll Date

10/25/24


Payroll Range

10/07/24

thru

10/18/24

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects	Hours	Activity
Day	Date	701	989	703	990	706	705	995		
Mon	10/07/24	3		1		3		1	8	Admin, staff meeting, RMP, ITS grant opportunities, SS4A
Tues	10/08/24	2	1	2	1	2			8	Admin, crash data, functional classification, RMP, ITS
Wed	10/09/24	5			1	2			8	Admin, file management, legislative issues, ITS
Thurs	10/10/24	5		1			1	1	8	Admin, file management, RMP, SRTS
Fri	10/11/24	5			1	1		1	8	Admin, personal leave, regional trails, SRTS
Mon	10/14/24	2		2	1	2		1	8	Admin, RMP, ITS, regional trail, N. Monroe
Tues	10/15/24	3	2			2		1	8	Admin, U-SDK, enforcement, staff meeting, crash data, RMP, ITS
Wed	10/16/24	2		1	1	1		3	8	Admin, MPOAC, functional classification, SS4A
Thurs	10/17/24	2		1		2		3	8	Admin, FHWA Audit, RMP, SS4A, SRTS
Fri	10/18/24		2		2	2		2	8	U-SDK, ITS, Starmetro, SS4A

EMP NAME:	Greg Slay	PAYROLL DATE:	11/8/24	
EMP #	14156	DATE RANGE:	10/21/24	11/1/24
DEPT:	460101			
CRTPA EMPLOYEE TIME SHEET				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	10/21/24			
Tues	10/22/24			
Wed	10/23/24			
Thurs	10/24/24			
Fri	10/25/24			
Mon	10/28/24			
Tues	10/29/24			
Wed	10/30/24			
Thurs	10/31/24			
Fri	11/1/24			
Comments:				
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EMPLOYEE SIGNATURE			DATE	

CRTPA TASK SHEET

Employee Name

Greg Slay

Employee Number

14156

Department

CRTPA

VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK

Payroll Date

11/08/24


Payroll Range

10/21/24

thru

11/01/24

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects	Hours	Activity
Day	Date	701	989	703	990	706	705	995		
Mon	10/21/24	3		1		2		2	8	Admin, staff meeting, RMP, SRTS, SS4A
Tues	10/22/24	1		1	1	1		4	8	Admin, RMP, TIP, regional trails, SRTS, SS4a
Wed	10/23/24	8							8	FMPP, MPOAC travel
Thurs	10/24/24	8							8	MPOAC
Fri	10/25/24	8							8	MPOAC
Mon	10/28/24	3	1		1	1	1	1	8	Admin, U-SDK, ITS, website, N. Magnolia
Tues	10/29/24	3				2		3	8	Admin, Staff meeting, SunTrails, SS4A
Wed	10/30/24	2	1			1		4	8	Admin, U-SDK, SS4A
Thurs	10/31/24	1	1	4		1		1	8	Admin, U-SDK,ARPC, SS4A
Fri	11/01/24		2	1	1	1		3	8	U-SDK, RMP, SunTrails, SS4A, SRTS

EMP NAME:	Greg Slay	PAYROLL DATE:	11/22/24	
EMP #	14156	DATE RANGE:	11/4/24	11/15/24
DEPT:	460101			
CRTPA EMPLOYEE TIME SHEET				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	11/4/24			8 - Personal Day
Tues	11/5/24			
Wed	11/6/24			
Thurs	11/7/24			
Fri	11/8/24			
Mon	11/11/24			
Tues	11/12/24			
Wed	11/13/24			
Thurs	11/14/24			
Fri	11/15/24			
Comments:				
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EMPLOYEE SIGNATURE			DATE	

CRTPA TASK SHEET

Employee Name

Greg Slay

Employee Number

14156

Department

CRTPA

VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK

Payroll Date

11/22/24


Payroll Range

11/04/24

thru

11/15/24


		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects	Hours	Activity
Day	Date	701	989	703	990	706	705	995		
Mon	11/04/24	8							8	Personal Day
Tues	11/05/24	8							8	Holiday
Wed	11/06/24	2	1	2				3	8	Admin, RMP, SS4A
Thurs	11/07/24		1	1	1	2		3	8	Crash data, RMP, regional trails, SS4A
Fri	11/08/24	2	4	1		1			8	Admin, Crash data, regional trails
Mon	11/11/24	8							8	Holiday
Tues	11/12/24	3	3	1		1			8	Admin, staff meeting, U-SDK, ped crash data, RMP
Wed	11/13/24	1	5	1	1				8	Admin, Ped crash data, RMP, PPLs
Thurs	11/14/24	2	2	1	1	1		1	8	Admin, Ped crash data, FDOT WP update, N. Monroe
Fri	11/15/24	2	4	1				1	8	Admin, Ped crash data, RMP, N. Monroe

EMP NAME:	Greg Slay	PAYROLL DATE:	12/6/24	
EMP #	14156	DATE RANGE:	11/18/24 11/29/24	
DEPT:	460101			
CRTPA EMPLOYEE TIME SHEET				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	11/18/24			
Tues	11/19/24			
Wed	11/20/24			
Thurs	11/21/24			
Fri	11/22/24			
Mon	11/25/24			
Tues	11/26/24			
Wed	11/27/24	8		
Thurs	11/28/24			8 - Holiday
Fri	11/29/24			8 - Holiday
Comments:				
<p>By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.</p> 				
EMPLOYEE SIGNATURE		DATE		

CRTPA TASK SHEET

Employee Name	Greg Slay		
Employee Number	14156		
Department	CRTPA VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK		
Payroll Date	12/06/24		
Payroll Range	11/18/24	thru	11/29/24


[illegible]

EMP NAME:	Greg Slay	PAYROLL DATE:	12/20/24	
EMP #	14156	DATE RANGE:	12/2/24	12/13/24
DEPT:	460101			
CRTPA EMPLOYEE TIME SHEET				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	12/2/24			
Tues	12/3/24			
Wed	12/4/24			
Thurs	12/5/24			
Fri	12/6/24			
Mon	12/9/24			
Tues	12/10/24			
Wed	12/11/24			
Thurs	12/12/24			
Fri	12/13/24			
Comments:				
<p>By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  </div> <div style="text-align: right;"> <p>December 13, 2024</p> </div> </div>				
EMPLOYEE SIGNATURE			DATE	

CRTPA TASK SHEET

Employee Name	Greg Slay		
Employee Number	14156		
Department	CRTPA VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK		
Payroll Date	12/20/24		
Payroll Range	12/02/24	thru	12/13/24

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects	Hours	Activity
Day	Date	701	989	703	990	706	705	995		
Mon	12/02/24	3	3	1				1	8	Admin, Ex. Com., Crash data, N. Monroe
Tues	12/03/24	2	2	1	1			2	8	Staff meeting, crash data, RMP, SRTS
Wed	12/04/24	2	1	1		2	1	1	8	Admin, crash data, RMP, ITS, WTXL, SS4A
Thurs	12/05/24	1	2	1	1	2		1	8	Admin, crash data, Wakulla RAISE projects, regional trails, SRTS
Fri	12/06/24		2	2	1			3	8	Crash data, RMP, SRTS
Mon	12/09/24	2	3	1		1		1	8	Admin, COT agenda meeting, crash data, RMP, SS4A
Tues	12/10/24	2	2	1	1			2	8	Staff meeting, crash data, RMP, SRTS
Wed	12/11/24	2	3			1	1	1	8	Crash data, Title VI, SS4A
Thurs	12/12/24	2		3	1	1		1	8	Admin, FHWA Certification, RMP, regional trails, SS4A
Fri	12/13/24	2		6					8	Admin, Winterfest (flex from 12/7)

EMP NAME:	Greg Slay	PAYROLL DATE:	1/3/25	
EMP #	14156	DATE RANGE:	12/16/24	12/27/24
DEPT:	460101			
CRTPA EMPLOYEE TIME SHEET				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	12/16/24			
Tues	12/17/24			
Wed	12/18/24			
Thurs	12/19/24			
Fri	12/20/24	4		
Mon	12/23/24	6		
Tues	12/24/24			8 - wellness leave
Wed	12/25/24			8 - holiday
Thurs	12/26/24			
Fri	12/27/24	4		
Comments:				
<p>By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  </div> <div style="text-align: right;"> December 27, 2024 </div> </div>				
EMPLOYEE SIGNATURE			DATE	

CRTPA TASK SHEET

Employee Name

Greg Slay

Employee Number

14156

Department

CRTPA

VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK

Payroll Date

01/03/25

Payroll Range

12/16/24

thru

12/27/24

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects	Hours	Activity
Day	Date	701	989	703	990	706	705	995		
Mon	12/16/24	2	3	1		1		1	8	Admin, FHWA certification, crash data, RMP, regional trails, SS4A
Tues	12/17/24	2	3		1	1		1	8	Admin, crash data, U-SDK, PPLs, SRTS
Wed	12/18/24		2	2	1	1		2	8	Crash data, RMP, regional trails, SS4A
Thurs	12/19/24	2		2		2		2	8	RMP, Regional trails, SS4A
Fri	12/20/24	6						2	8	Admin, Audit scope, personal leave, SS4A
Mon	12/23/24	8							8	Admin, personal leave
Tues	12/24/24	8							8	Wellness leave
Wed	12/25/24	8							8	Holiday
Thurs	12/26/24	3	2	1		1		1	8	Admin, audit, crash data, RMP, regional trails, SS4A
Fri	12/27/24	6	2						8	Admin, personal leave, crash data,

February 18, 2025



AGENDA ITEM 4E

UNIFIED PLANNING WORK PROGRAM (UPWP) FISCAL YEAR 2024/25 – FISCAL YEAR 2025/26

TYPE OF ITEM: CONSENT

STATEMENT OF ISSUE

The purpose of this item is to approve an update to the CRTPA's adopted Fiscal Year (FY) 2024/25 – FY 2025/2026 Unified Planning Work Program Subtask 7.1 (**Attachment 1**), Supplemental Study to Safe Streets for All Safety Action Plan (SS4A) as detailed in 7.1.3. (**Attachment 2**).

BACKGROUND

Subtask 7.1.3 outlines the supplemental planning activities evaluating two one-way corridors on the High Injury Network, Duval Street and Bronough Street. The scope of the project includes additional data collection and analysis on identified corridors. The study will drill down to understand the existing conditions and the contributing factors, evaluate crash cluster locations, and identify challenges and opportunities for improvement, including recommendations for construction, operational and educational responses. In the adopted UPWP \$250,000 was originally budgeted for this task. As Subtask 7.1.3 final project cost is \$208,320, the task budget is revised accordingly (**Attachment 3**).

Recommendation

Option 1: Approve the modification updating the project detail as Subtask 7.1.3 in the CRTPA FY 2024/25 – FY 2025/2026.

ATTACHMENT

Attachment 1: FY 2024/25 – FY 2025/2026 UPWP Subtask 7.1

Attachment 2: FY 2024/25 – FY 2025/2026 UPWP Subtask 7.1.3

Attachment 3: Task Budget


Subtask 7.1: Supplemental Study to Safe Streets for All Safety Action Plan

Responsible Agency: CRTPA (Consultant support will be used to complete this task.)

Purpose: Complete supplemental planning activities in support of SS4A Action Plan through additional data collection and analysis of corridors and intersection identified on the High Injury Network. The study will drill down to understand the existing conditions and the contributing factors, evaluate crash cluster locations, and identify challenges and opportunities for improvement, including recommendations for construction, operational and educational responses.

Required Activity	End Products	Completion Date
Engage SS4A Task Force and stakeholders. Compile additional/supplemental data (crash and speed data, field review, environmental justice, community surveys and site geometry).	SS4A Task Force and of stakeholders list. Meeting schedules, materials, and summaries. Data collected by location.	Identified with project scope.
Analyze and summarize data collected. Identify any supplemental information to be collected.	Analysis of data collected by location and supplemental data if identified.	
Solicit input from the public and stakeholders to create transportation compatibility with community context.	Documentation and summary of public involvement and stakeholder meetings.	
Draft and Final Report to include short, medium, and long-term recommendations for project implementation.	Draft and Final Report that connects to, and enhances, an Action Plan Study	

As a supplemental study and/or implementation plan is initiated the UPWP will be updated to include the schedule and specific area on the High Injury Network.

Subtask 7.1.3: Safe Streets for Safety (SS4A) - High Injury Network Supplemental Implementation Plan		
REQUIRED ACTIVITIES	END PRODUCTS	COMPLETION DATE
The project will update the historical crash analysis at 10 sites from the previously identified high-injury network and develop site-specific safety countermeasures in support of a potential SS4A Implementation Grant application by partner agencies.	Implementation Plan	Summer 2025
Site Specific Crash Analysis		
The Consultant will analyze the five-year crash history on the priority segments and/or priority intersections for crash patterns, including crash types, crash directions, and contributing factors. Data will be presented tabular and graphical formats updating the historical crash analysis.	Data and Analysis	Spring 2025
Countermeasure Development and Memoranda		
Using industry resources the Consultant will: 1) identify site-specific safety countermeasures; 2) develop planning-level cost estimates; 3) prepare individual site memoranda for each location. Memoranda shall include a crash summary, field review photos and notes, and recommended safety improvements. As applicable may include site improvement rendering and benefit-cost analysis.	Memoranda Countermeasure Rendering(s) Benefit-Cost Analyses	Summer 2025
<p><i>Project corridors are on the SS4A High Injury Network identified in the CRTPA's Safety Action Plan approved by the Board on June 19, 2023 meeting.</i></p> 		

ESTIMATED TASK BUDGET AND FUNDING SOURCES TASK 7.0 - FISCAL YEAR 2025

Task 7 Special Projects					
2025					
Funding Source	FHWA				FY 2025 Total
Contract Number	G2U25				
Source Level	PL	SU	CMAQ	Total	
MPO Budget Reference					
Lookup Name	2025 FHWA G2U25 (PL)	2025 FHWA G2U25 (SU)	2025 FHWA G2U25 (CMAQ)	FHWA G2U25 (Total)	
Personnel (salary and benefits)					
Salaries and Fringe	\$ 38,251	\$ 20,730		-	\$ 58,981
				-	\$ -
Personnel (salary and benefits) Subtotal	\$ 38,251	\$ 20,730	\$ -	\$ 58,981	\$ 58,981
Consultant					
7.0 Consultant Support Task 7 Activities		\$ 21,530		-	\$ 21,530
7.1 SS4A Implementation		\$ 41,680			\$ 41,680
7.1.1 SS4A Implementation Plan N.	\$ 20,730	\$ 19,270		-	\$ 40,000
7.1.2 SS4 US 90 Tennessee St. SS4A Corridor SAP		\$ 10,000		-	\$ 10,000
7.1.3*SS4A Implementation [HIN] Corridor Studies		\$ 208,320		-	\$ 208,320
7.2 Safe School Access	\$ 24,220	\$ 50,000			\$ 74,220
*Updated as UPWP Modification					
Consultant Subtotal	\$ 44,950	\$ 350,800	\$ -	\$ 395,750	\$ 395,750
Direct Expenses					
				-	\$ -
				-	\$ -
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies					
				-	\$ -
Supplies Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment					
				-	\$ -
Equipment Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -

A minimum of \$20,000 of FY24 PL funding must be expended on Safe School Access Study.



February 18, 2025

AGENDA ITEM 6A

FISCAL YEAR 2025 - FISCAL YEAR 2029

TRANSPORTATION IMPROVEMENT PROGRAM

AMENDMENTS

TYPE OF ITEM: ROLL CALL

STATEMENT OF ISSUE

The purpose of this item is to ratify an amendment to the CRTPA Fiscal Year (FY) 2025 – FY 2029 Transportation Improvement Program adopted by the Executive Committee at the December 2, 2024 meeting. Adopted Resolution No. 2024-12-4B (Attachment 1) approved the time-sensitive TIP Amendment to add the following projects and funding:

- SR369 (US319) from S of East Ivan Road to SR267 (Bloxham Cutoff Road) (Project No. 220495-7): Provides \$726,873 in funding in FY 25 to add lanes and reconstruct roadway [Construction Phase] (Wakulla County) (**Attachment 2**)
- SR263 Capital Circle from CR2203 Springhill Rd to SR371 Orange Avenue (Project No. 415782-9): Provides \$5,231,199 in funding in FY 25 to add lanes and reconstruct roadway [Construction Phase]. (Leon County) (**Attachment 3**)
- SR 10 (US 90) West Tennessee Street from CR 1581 Aeonon Church Road to SR 20 (Blountstown Street) (Project No. 454522-1): Provides \$100,000 in funding in FY 25 to add roadway lighting. (Leon County) (**Attachment 4**)
- StarMetro FY 2023 Section 5339(b) Buses and Bus Facilities Discretionary Grant (Project No. 456181-1): Provides StarMetro with \$20,370,792 in FY 2023 Federal Transit Authority (FTA) money and \$3,911,546 in matching local monies from the City of Tallahassee (COT). The project funds the purchase of battery-electric buses, supports charging infrastructure and the development of a workforce training program for its mechanics and operators to maintain the fleet. The project will help reduce emissions and improve service and reliability for riders in and around Tallahassee. (Leon County) (**Attachment 5**)
- StarMetro Section 5339(c) Low or No Emission Discretionary Grant (Project No. to be assigned): Provides \$ 10,702,365 in FY 2024 FTA funding, \$646,687 in State funds (toll credits) and \$1,200,000 (COT) local funds to StarMetro to buy new battery-electric buses to replace older vehicles and install charging equipment. The project will reduce emissions, improve service and reliability, and help the city achieve its goal for 100% battery electric bus transportation by 2035. (Leon County) (**Attachment 6**)

HISTORY AND ANALYSIS

Adopted annually, the CRTPA's TIP reflects those projects in the region that have received state and federal funding in the Florida Department of Transportation (FDOT) Work Program. After adoption, changes to a project, or the addition of a project, can require an amendment to the CRTPA's TIP. In order for the projects to be amended into the State Transportation Improvement Program and subsequently authorized by the Federal Highway Administration (FHWA), or the Federal Transit Administration (FTA), the projects must be reflected in the CRTPA's current FY 2025- FY 2029 TIP.

FDOT requested the CRTPA amend the FY 2025 - FY 2029 TIP to add the highway improvement projects and funding in FY 2025. The first two capacity projects rolled forward from the previous TIP as the funding was not authorized in the prior year. The Tennessee Street lighting improvement is a new project.

In FY 2023 StarMetro was awarded a Bus and Bus Facilities 5339(b) competitive grant which provides funding to state and local governmental authorities for the purchase or lease of zero-emission and low-emission transit buses as well as acquisition, construction, and leasing of required supporting facilities. The FTA 5339 grant also requires a portion of the award be spent on training and workforce development. Originally the FY 2023 FTA project was amended into the CRTPA FY 2024 – FY 2028 as two separate projects, however, were not subsequently amended into the State TIP. Therefore, the project was amended into the current FY 2025 – FY 2029 TIP as one single project consistent with the project as programmed by FDOT,

In addition, Star Metro was awarded a FY 2024 Low or No Emission 5339(c) competitive grant to buy new battery-electric buses to replace older vehicles and install charging equipment. The project will reduce emissions, improve service and reliability, and help the city achieve its goal for 100% battery electric bus transportation by 2035.

The Executive Committee is authorized to approve time-sensitive items pursuant to Section IV. CRTPA Bylaws, Subsection D.4.c., Duties of the Executive Committee. The CRTPA By-laws Section IV.D. is provided as Attachment 7. After the Executive Committee approval, the FY 2025 - 2029 TIP was updated to reflect the amendments and transmitted, along with Resolution 2024-01-4A, to the FDOT.

Timely approval allowed FDOT and StarMetro to initiate funding authorization for the respective projects.

RECOMMENDED ACTION (ROLL CALL)

Option 1: Ratify Resolution No. 2024-12-4B (Attachment 1) approving the time-sensitive TIP Amendment adding the following projects to the CRTPA Fiscal Year (FY) 2025 – FY 2029 Transportation Improvement Program:

- SR369 (US319) from S of East Ivan Road to SR267 (Bloxham Cutoff Road) (Project No. 220495-7): Provides \$726,873 in funding in FY 25 to add lanes and reconstruct roadway [Construction Phase] (Wakulla County)
- SR263 Capital Circle from CR2203 Springhill Rd to SR371 Orange Avenue (Project No. 415782-9): Provides \$5,231,199 in funding in FY 25 to add lanes and reconstruct roadway [Construction Phase]. (Leon County)
- SR 10 (US 90) West Tennessee Street from CR 1581 Aenon Church Road to /SR 20 (Blountstown Street) (Project No. 454522-1): Provides \$100,000 in funding in FY 25 to add roadway lighting. (Leon County)
- StarMetro FY 2023 Section 5339(b) Buses and Bus Facilities Discretionary Grant Discretionary Grant (Project No. 456181-1): Provides StarMetro with \$20,370,792 in FY 2023 FTA money and \$3,911,546 in matching local monies from the City of Tallahassee (COT). The project funds the purchase of battery-electric buses, supports charging infrastructure and the development of a workforce training program for its mechanics and operators to maintain the fleet. The project will help reduce emissions and improve service and reliability for riders in and around Tallahassee. (Leon County)
- StarMetro Section 5339(c) Low or No Emission Discretionary Grant (Project No. to be assigned): Provides \$10,702,365 in FY 2024 FTA funding, \$646,687 in State funds (toll credits) and \$1,200,000 [COT] local funds to StarMetro to buy new battery-electric buses to replace older vehicles and install charging equipment. The project will reduce emissions, improve service and reliability, and help the city achieve its goal for 100% battery electric bus transportation by 2035. (Leon County)

ATTACHMENTS

Attachment 1: CRTPA Executive Committee Resolution No. 2024-12-4B

Attachment 2: Amended CRTPA FYs 2025-2029 TIP Project Page, Project No. 220495-7

Attachment 3: Amended CRTPA FYs 2025-2029 TIP Project Page, Project No. 415782-9

Attachment 4: Amended CRTPA FYs 2025-2029 TIP Project Page, Project No. 454522-1

Attachment 5: Amended CRTPA FYs 2025-2029 TIP Project Page, Project No. 456181-1

Attachment 6: Amended CRTPA FYs 2025-2029 TIP Project Page, Project No. *To Be Assigned*

Attachment 7: CRTPA Bylaws (Adopted September 2023) Section IV.D

CRTPA RESOLUTION 2024-12-4B

**A RESOLUTION OF THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA) EXECUTIVE COMMITTEE ENDORSING
THE AMENDMENTS TO THE FY 2025 – FY 2029 TRANSPORTATION IMPROVEMENT PROGRAM**

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

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

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

Whereas, The Executive Committee is authorized to approve time-sensitive documents pursuant to Section IV. CRTPA Bylaws, Subsection D.4.c., Duties of the Executive Committee;

Whereas, authorization for federal funding of projects within an urbanized area cannot be obtained unless the projects are included in the CRTPA's TIP, and required for the authorization of the federal funding for Projects in Federal FY 2025.

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

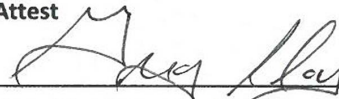
The CRTPA amends the FY 2025 – FY 2029 Transportation Improvement Programs to reflect:

- SR369 (US319) from S of East Ivan Road to SR267 (Bloxham Cutoff Road) (Project No. 220495-7): Provide \$726,873 in funding in FY 25 to add lanes and reconstruct roadway [Construction Phase] (Wakulla County)
- SR263 Capital Circle from CR2203 Springhill Rd to SR371 Orange Avenue (Project No. 415782-9): Provide \$5,231,199 in funding in FY 25 to add lanes and reconstruct roadway [Construction Phase]. (Leon County)
- SR 10 (US 90) West Tennessee Street from CR 1581 Aeon Church Road to SR 20 (Blountstown Street) (Project No. 454522-1): Provide \$100,000 in funding in FY 25 to add roadway lighting. (Leon County)
- StarMetro FY 2023 Section 5339(b) Buses and Bus Facilities Discretionary Grant (Project No. 456181-1): Provides StarMetro with \$20,370,792 in FY 2023 FTA money and \$3,911,546 in matching local monies from the City of Tallahassee (COT) to fund the purchase of battery-electric buses, to support charging infrastructure and the development of a workforce training program for its mechanics and operators to maintain the fleet. The project will help reduce emissions and improve service and reliability for riders in and around Tallahassee. (Leon County)
- StarMetro Section 5339(c) Low or No Emission Discretionary Grant (Project No. 456181-2): Provides \$10,702,365 in FY 2024 FTA funding, \$646,687 in State funds (toll credits) and \$1,200,000 (COT) local funds to StarMetro to buy new battery-electric buses to replace older vehicles and install charging equipment. The project will reduce emissions, improve service and reliability, and help the city achieve its goal for 100% battery electric bus transportation by 2035. (Leon County)

Passed and duly adopted by the Capital Region Transportation Planning Agency on this 2nd day of December 2024.

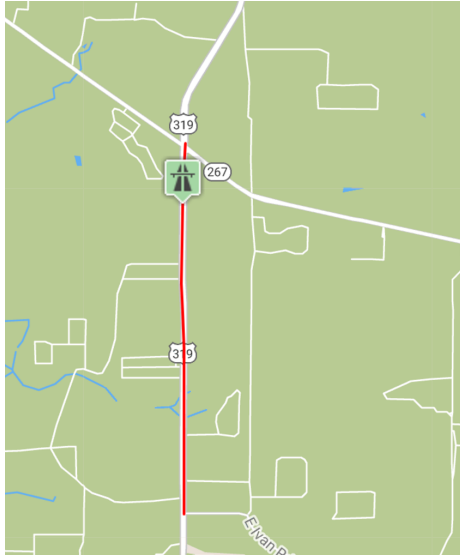
Capital Region Transportation Planning Agency

By: 
Quincee Messersmith, Chair

Attest

Greg Slay, Executive Director

SECTION D - MAJOR CAPACITY

Capital Region TPA Transportation Improvement Program - FY 2024/25 - FY 2028/2029

CRAWFORDVILLE RD (SR 369/US 319) FROM EAST IVAN RD TO N OF BLOXHAM CUTOFF ROAD (SR 267)
2204957 Non-SIS**Project Description:** ADDLANES AND RECONSTRUCT - FUTURE CAPACITY**Lead Agency:** MANAGED BY FDOT**From:** EAST IVAN ROAD**County:** WAKULLA**To:** N OF SR 267 BLOXHAM
CUTOFF ROAD**Length:** 3.87**Phase Group:** CONSTRUCTION

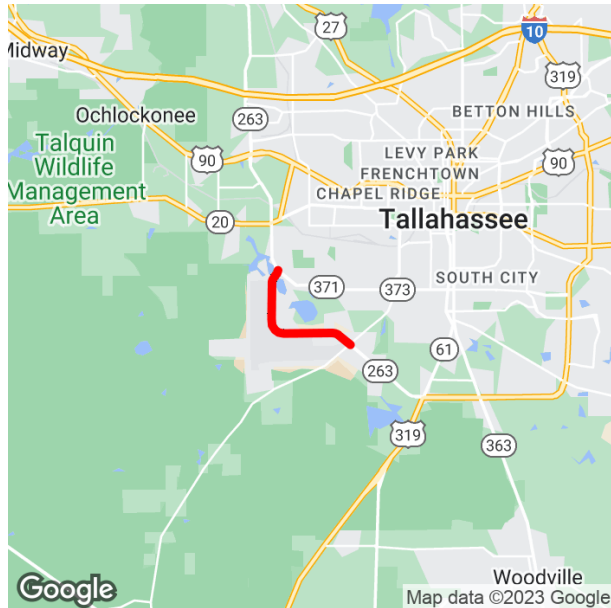
Phase	Fund Code	2025	2026	2027	2028	2029	Total
CST	ACNP	723,600	0	0	0	0	723,600
CST	NHPP	3,273	0	0	0	0	3,273
		726,873					726,873

This project was amended into the TIP at the December 2, 2024 Executive Committee meeting.

Prior Year Cost: 133,781,781**Future Year Cost: 0****Total Project Cost: 134,508,654****LRTP: 2045 RMP Cost Feasible Roadway Plan - Page 5-4**

SECTION D - MAJOR CAPACITY

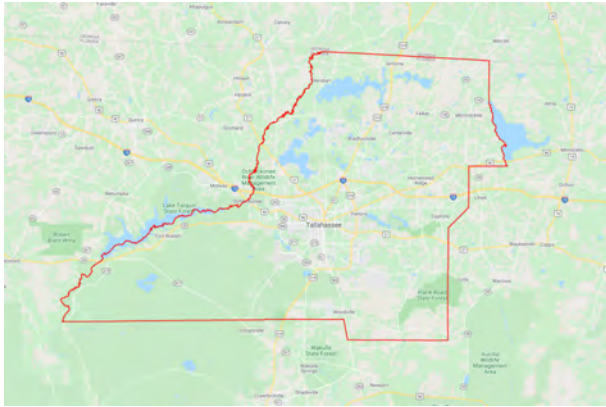
Capital Region TPA Transportation Improvement Program - FY 2024/25 - FY 2028/2029

SR 263 CAPITAL CIRCLE FROM CR 2203 SPRINGHILL RD TO SR 371 ORANGE AVE
4157829 SIS
**Project Description:** ADD LANES & RECONSTRUCT**Lead Agency:** MANAGED BY FDOT**From:** CR 2203 SPRINGHILL RD**County:** LEON**To:** SR 371 ORANGE AVE**Length:** 4.47**Phase Group:** PRELIMINARY ENGINEERING, RAILROAD & UTILITIES, CONSTRUCTION, ENVIRONMENTAL

Phase	Fund Code	2025	2026	2027	2028	2029	Total
CST	LF	5,193,456	0	0	0	0	1,300,000
CST	ACNP	37,743	0	0	0	0	37,743
		5,231,199					5,231,199

Prior Year Cost: 81,034,894**Future Year Cost: 0****Total Project Cost: 86,228,350****LRTP: 2045 RMP Page 5-4- CFP Table 5-2**

This project was amended into the TIP at the December 2, 2024 Executive Committee meeting.

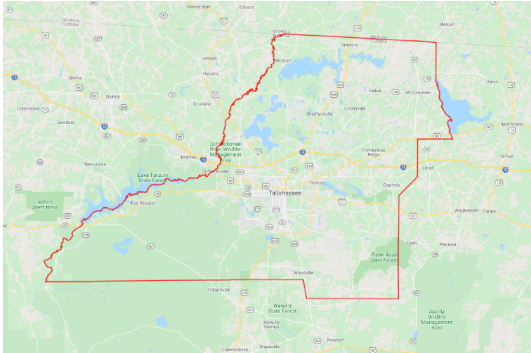
SR 10 TENNESSEE ST FROM AENON CHURCH ROAD (CR 1581) TO BLOUNTSTOWN ST (SR 20)**454522-1 NON-SIS****Project Description:** LIGHTING IMPROVEMENTS**Lead Agency:** MANAGED BY CITY OF TALLAHASSEE**County:** LEON**Length:** 1.816 MI**Phase Group:** Construction (Utilities)**From:** AENON CHURCH ROAD (CR 1581)**To:** BLOUNTSTOWN ST (SR 20)

Phase	Fund Code	2025	2026	2027	2028	2029	Total
RRU	ACSS	100,000	0	0	0	0	100,000
		100,000					100,000

This project was amended into the TIP at the December 2, 2024 Executive Committee Meeting.

Prior Year Cost: 0**Future Year Cost: 0****Total Project Cost: 100,000****LRTP: 2045 RMP Page 5-8 - Table 5-4**

**STAR METRO 5339(B)BUS AND BUS FACILITIES DISCRETIONARY GRANT
4561811 Non-SIS**



Project Description: 5339(b) BUS AND BUS FACILITIES DISCRETIONARY GRANT

County: LEON

Length:

Phase Group: CAPITAL & OPERATIONS

Phase	Fund Code	2025	2026	2027	2028	2029	Total
CAP	FTA	20,370,792	0	0	0	0	20,370,792
CAP	LF	3,911,546	0	0	0	0	3,911,546
		24,282,338					24,282,338

Prior Year Cost: 0

Future Year Cost: 12,549,052

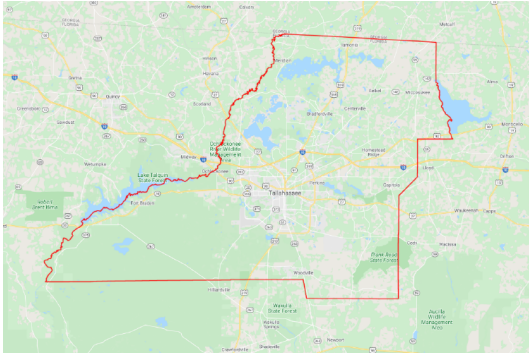
Total Project Cost: 36,831,390 LRTP:

2045 RMP Page 5-11- Table 5-10

This project was amended at the December 2, 2024 Executive Committee Meeting to add the project and associated project costs.

FY 2023 FTA money and matching local monies from the City of Tallahassee (COT) to fund the purchase of battery-electric buses, to support charging infrastructure and the development of a workforce training program for its mechanics and operators to maintain the fleet. The project will help reduce emissions and improve service and reliability for riders in and around Tallahassee.

**STAR METRO 5339(C) LOW OR NO EMISSION DISCRETIONARY
GRANT 4561812**



Project Description: 5339(c) LOW OR NO EMISSIONS GRANT

County: LEON

Length:

Phase Group: CAPITAL

Phase	Fund Code	2025	2026	2027	2028	2029	Total
CAP	FTA	10,702,365	0	0	0	0	10,702,365
CAP	LF	1,200,000	0	0	0	0	1,200,000
		12,549,052					12,549,052

Prior Year Cost: 24,282,338

Future Year Cost:

Total Project Cost: 36,831,390 LRTP:

2045 RMP Page 5-10 - Table 5-11

This project was amended at the December 2, 2024 Executive Committee Meeting to add the project and associated project costs.

Provides \$10,702,365 in FY 2024 FTA funding, \$646,687 in State funds (toll credits) and \$1,200,000 (COT) local funds to StarMetro to buy new battery-electric buses to replace older vehicles and install charging equipment. The project will reduce emissions, improve service and reliability, and help the city achieve its goal for 100% battery electric bus transportation by 2035.

IV. CRTPA Bylaws

§D. Administration

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

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



February 18, 2025

AGENDA ITEM 6B

FISCAL YEAR 2025 - FISCAL YEAR 2029 TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENTS

TYPE OF ITEM: ROLL CALL

STATEMENT OF ISSUE

The purpose of this item is to adopt Resolution No. 2025-02-6B (**Attachment 1**) amending the CRTPA FY 2025 - FY 2029 TIP to reflect the addition of the following projects and funding:

- US 90/SR10 from Gadsden County/Jackson County Line to SR 12 (Project No. 455418-1): Provides \$221,180 in SUN Trail funding in FY 25 for a Multi-use Path Feasibility Study. (Gadsden County) (**Attachment 2**)
- Old Bainbridge Road from the Gadsden County Line to Salem Road/CR 159 (Project No. 455420-1): Provides \$659,412 in SUN Trail funding in FY 25 for the Design (PE) Phase for a Multi-use Trail. (Gadsden County) (**Attachment 3**)
- Old Bainbridge Road/CR 153 from the Leon County Line to Orchard Pond Greenway Trail Head (Project No. 455411-1): Provides \$976,480 in SUN Trail funding in FY 25 for the Project Development and Environment (PD&E) Phase for a Multi-use Trail. (Leon County) (**Attachment 4**)
- SR 267 Bloxham Cutoff Road from Wakulla Springs Park to St. Marks Trail Head (Project No. 410172-2): Provide \$822,714 in SUN Trail funding in FY 25 for the Design (PE) Phase for a Multi-use Trail. (Wakulla County) (**Attachment 5**)

CRTPA COMMITTEE MEETINGS

At the March 4, 2025 Technical Advisory Committee and Citizens Multi-Modal Advisory Committee meetings the TIP Amendment will be presented for ratification.

HISTORY AND ANALYSIS

Adopted annually, the CRTPA's TIP reflects those projects in the region that have received state and/or federal funding in the Florida Department of Transportation (FDOT) Work Program. After adoption, changes to a project or the addition of a project can require an amendment to the CRTPA's TIP. In order for the projects to be amended into the State Transportation Improvement Program and to receive authorization by FDOT and/or the Federal Highway Administration they must be in the TIP.

In May 2023, the Florida Legislature passed SB106, a bill that expanded and strengthened the existing SUN Trails Network legislation and doubled the annual earmark funding for the program from \$25 million to \$50 million. In addition, SB106 designated a one-time infusion of \$200 million to plan, design and construct projects on the SUN Trail Network. The four projects that received SUN Trails funding reflect the CRTPA's Regional Trails FY 2025 – 2029 Project Priorities Nos. 2, 3 (2 segments) and 4.

RECOMMENDED ACTION (ROLL CALL)

Option 1: Adopt Resolution No. 2025-02-6B amending the CRTPA FY 2025 - FY 2029 TIP to reflect the addition of the following project and funding as follows::

- US 90/SR10 from Gadsden County/Jackson County Line to SR 12 (Project No. 455418-1): Provides \$221,180.00 in SUN Trail funding in FY 25 for a Multi-use Path Feasibility Study. (Gadsden County) **(Attachment 2)**
- Old Bainbridge Road from the Gadsden County Line to Salem Road/CR 159 (Project No. 455420-1): Provides \$659,412 in SUN Trail funding in FY 25 for the Design (PE) Phase for a Multi-use Trail. (Gadsden County) **(Attachment 3)**
- Old Bainbridge Road/CR 153 from the Leon County Line to Orchard Pond Greenway Trail Head (Project No. 455411-1): Provides \$976,480 in SUN Trail funding in FY 25 for the Project Development and Environment (PD&E) Phase for a Multi-use Trail. (Leon County) **(Attachment 4)**
- SR 267 Bloxham Cutoff Road from Wakulla Springs Park to St. Marks Trail Head (Project No. 410172-2): Provide \$822,714 in SUN Trail funding in FY 25 for the Design (PE) Phase for a Multi-use Trail. (Wakulla County) **(Attachment 5)**

Option 2: Board discretion.

ATTACHMENTS

Attachment 1: CRTPA Resolution No. 2025-02-6B

Attachment 2: Amended CRTPA FYs 2025-2029 TIP Project Page, Project No. 455418-1

Attachment 3: Amended CRTPA FYs 2025-2029 TIP Project Page, Project No. 455420-1

Attachment 4: Amended CRTPA FYs 2025-2029 TIP Project Page, Project No. 455411-1

Attachment 5: Amended CRTPA FYs 2025-2029 TIP Project Page, Project No. 410172-2

**CRTPA RESOLUTION 2025-02-6B ENDORSING THE AMENDMENTS TO
THE FY 2025 – FY 2029 TRANSPORTATION IMPROVEMENT PROGRAM**

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

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

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

Whereas, authorization for federal funding of projects, and regionally significant projects, within an urbanized area cannot be obtained unless the projects are included in the CRTPA's TIP, and required for the authorization of the state and federal funding.

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

The CRTPA amends the FY 2025 – FY 2029 Transportation Improvement Programs to reflect:

- US 90/SR10 from Gadsden County/Jackson County Line to SR 12 (Project No. 455418-1): Provides \$221,180 in SUN Trail funding for the Design (PE) funding in FY 25 for a Multi-use Path Feasibility Study. (Gadsden County)
- Old Bainbridge Road/CR 153 from the Gadsden County Line to Salem Road/CR 159 (Project No. 455420-1): Provides \$659,412 in SUN Trail funding in FY 25 for the Design (PE) Phase for a Multi-use Trail. (Gadsden County)
- Old Bainbridge Road/CR 153 from the Leon County Line to Orchard Pond Greenway Trail Head (Project No. 455411-1): Provides \$976,480 in SUN Trail funding in FY 25 for the Project Development and Environment (PD&E) Phase for a Multi-use Trail. (Leon County)
- Bloxham Cutoff Road/SR 267 from Wakulla Springs Park to St. Marks Trail Head (Project No. 410172-2): Provide \$822,714 in SUN Trail and Urban Attributable (SU) funding in FY 25 for the Design (PE) Phase for a Multi-use Trail. (Wakulla County)

Passed and duly adopted by the Capital Region Transportation Planning Agency on this 18th day of February 2025.

Capital Region Transportation Planning Agency

By: _____

Diane Williams-Cox, Chair

Attest

Greg Slay, Executive Director

US 90/SR 10 FROM GADSDEN/JACKSON CO LINE TO SR 12**4554181 Non-SIS****Project Description:** BIKE PATH/TRAIL**Extra Description:** FEASIBILITY STUDY - SUN TRAIL PROJECT**Notes:** This project was amended into the CRTPA TIP at the February 18, 2025 meeting.**Lead Agency:** MANAGED BY THE CRTPA**From:** SR 12/QUINCY BYPASS**County:** GADSDEN**To:** GADSDEN CO/JACKSON CO LINE**Length:** 20.62**Phase Group:** PLANNING

Phase	Fund Code	2025	2026	2027	2028	2029	Total
PLN	GRTR	221,180	0	0	0	0	221,180
		221,180					221,180

Prior Year Cost: 0**Future Year Cost: 0****Total Project Cost: 221,180****LRTP: 2045 Page 5-11 - Table 5-9**

OLD BAINBRIDGE RD/CR 153 FROM THE GADSDEN CO LINE TO SALEM RD/CR 159**4554201 Non-SIS****Project Description:** BIKE PATH/TRAIL**Extra Description:** SUN TRAIL PROJECT**Notes:** This project was amended into the CRTPA TIP at the February 18, 2025 meeting.**Lead Agency:** MANAGED BY GADSDEN COUNTY**From:** OLD BAINBRIDGE RD/CR 153

BOCC

To: SALEM RD/CR 159 AT SR 12**County:** GADSDEN**Length:** 4.74**Phase Group:** PRELIMINARY ENGINEERING

Phase	Fund Code	2025	2026	2027	2028	2029	Total
PE	GRTR	659,412	0	0	0	0	659,412
		659,412					659,412

Prior Year Cost: 0**Future Year Cost: 0****Total Project Cost: 659,412****LRTP: 2045 Page 5-11 - Table 5-9**

OLD BAINBRIDGE RD/CR 153 AT THE GADSDEN COUNTY LINE TO ORCHARD POND GREENWAY EASTERN TRAIL HEAD
4554111 Non-SIS



Project Description: BIKE PATH/TRAIL

Extra Description: SUN TRAIL PROJECT

Notes: This project was amended into the CRTPA TIP at the February 18, 2025 meeting.

Lead Agency: MANAGED BY THE CRTPA

County: LEON

Length: 4.051

Phase Group: P D & E

From: OLD BAINBRIDGE RD/CR 153 FROM LEON
CO LINE

To: ORCHARD POND GREENWAY TRAIL HEAD

Phase	Fund Code	2025	2026	2027	2028	2029	Total
PDE	GRTR	976,480	0	0	0	0	976,480
		976,480					976,480

Prior Year Cost: 0

Future Year Cost: 0

Total Project Cost: 976,480

LRTP: 2045 Page 5-11 - Table 5-9

[illegible]

Phase	Fund Code	2025	2026	2027	2028	2029	Total
PE	SU	32,344	0	0	0	0	32,344
PE	GRTR	790,370	0	0	0	0	790,370
		822,714					822,714

B-13

February 18, 2025



AGENDA ITEM 7 A

**CRTPA ANNUAL SAFETY TARGETS
ADOPTION**

TYPE OF ITEM: Action

STATEMENT OF ISSUE

Required annually by the Federal Highway Administration (FHWA), this item seeks adoption by resolution of the CRTPA's 2025 Safety Performance Targets for the following five (5) safety performance measures for public roads in the CRTPA region:

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

Additionally, the item maintains a recommendation of continuing the CRTPA's adoption of a long-term safety goal of zero fatalities and serious injuries for the CRTPA region, consistent with the Florida Department of Transportation (FDOT) Target Zero initiative, to eliminate all road traffic fatalities and serious injuries by the year 2040.

CRTPA COMMITTEE ACTIONS

The CRTPA's Technical Advisory Committee and Citizen's Multimodal Advisory Committee met on February 4 and both committees voted to recommend the CRTPA adopt the recommended 2025 CRTPA Safety Targets and the long-term safety goal of zero fatalities and serious injuries for the CRTPA region to be achieved by the year 2040.

RECOMMENDED ACTION

- Option 1: Adopt by resolution the 2025 CRTPA Safety Targets and a long-term safety goal of zero fatalities and serious injuries for the CRTPA region to be achieved by the year 2040, as shown on **Attachment 1**.

BACKGROUND

As a Metropolitan Planning Organization (MPO), the CRTPA is required by the federal government to annually adopt safety targets for the following five (5) safety performance measures for all public roads:

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

In the development of the annual adoption of safety targets, the CRTPA (like other MPOs within the State of Florida) has the option to:

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

CRTPA SAFETY TARGETS HISTORY

Although achieving zero traffic deaths is a long-term safety goal of the CRTPA region, the FHWA has encouraged MPOs to set realistic goals in the development of safety targets. As a result, the CRTPA has chosen to develop and adopt the agency’s own safety targets since it first adopted safety targets in 2018.

Since 2022, the methodology used by the CRTPA to develop safety targets has remained consistent and involves using the previous year’s adopted targets as a baseline with the addition of **reduction factor**. Specifically, a reduction factor of five percent (5%) has been used and applied annually to the CRTPA’s targets, consistent with CRTPA Board direction.

RECOMMENDATION

The CRTPA’s draft 2025 safety targets have been developed consistent with CRTPA Board direction to *annually apply a 5% reduction factor* to each of the agency’s safety targets.

Additionally, staff is recommending maintaining the CRTPA’s adoption of a long-term safety goal of zero fatalities and serious injuries for the CRTPA region, consistent with the FDOT’s long term goal of

Target Zero, as the CRTPA works towards reducing serious injuries and fatalities on the region's roadways with achievement of this goal by the year 2040.

2025 Proposed Safety Targets

The targets proposed for adoption for 2025 are as follows:

2025 PROPOSED Safety Performance Measures	
Number of fatalities (1)	47
Rate of fatalities per 100 Million Vehicle Miles Traveled (VMT) (2)	1.036
Number of serious injuries (3)	205
Rate of serious injuries per 100 Million VMT (4)	4.489
Number of non-motorized fatalities and non-motorized serious injuries (5)	34

Source: FDOT office of Transportation Data and Analytics

(1) The average number of fatalities per year is the sum of the annual total fatalities for each year in the range divided by 5.

(2) The average fatality rate is an average of the yearly rate figures for the years in the range, to three decimal places.

(3) The average number of serious injuries per year is the sum of the annual total serious injuries for each year in the range divided by 5.

(4) The average serious injury rate is an average of the yearly rate figures for the years in the range, to three decimal places. Each yearly rate is calculated by dividing the total number of serious injuries for the year by the total traffic volume for the year.

(5) The average number of combined fatalities and serious injuries for bicyclists and pedestrians is per year is the sum of the annual total bicyclist and pedestrian fatalities and total bicyclist and pedestrian serious injuries for each year in the range divided by 5

Adopted Targets Analysis

Annual development of safety targets provides the CRTPA an opportunity to assess the region's progress towards meeting its adopted safety targets using the official data* provided annually by the FDOT. **Attachment 2** summarizes the agency's achievement of its adopted safety targets since the CRTPA began adopting such measures in 2018 including for the most recently available data (year 2023).

Most recent FDOT data identify that for 2023, the CRTPA has not met its adopted 2023 safety targets, as shown below.

SAFETY PERFORMANCE MEASURE	ADOPTED Target 2023	Reported 2023	Target Met?
Number of fatalities	52	62.2	No
Rate of fatalities per 100 Million Vehicle Miles Traveled (VMT)	1.148	1.394	No
Number of serious injuries	227	232	No
Rate of serious injuries per 100 Million VMT	4.975	5.195	No
Number of non-motorized fatalities and non-motorized serious injuries	38	43.8	No

* **Note:** The annual provision of FDOT data to the CRTPA contains a two (2) year lag (for example, as shown above, the most recent data provided is for year 2023).

The data provided annually by the FDOT is based off a 5-year rolling average for each of the measures. As a result, the most recent data provided to the CRTPA reflects averages from 2019 – 2023.

Latest Safety Data

Due to the 2-year lag in provision of FDOT data, the CRTPA also makes use of more recently obtained data from [Signal Four Analytics](#) & [Florida Highway Safety and Motor Vehicles \(FLHSMV\)](#) to obtain the most recent safety data.

Such data reflects that, for 2024*:

- **Total fatalities** (65) *decreased* from the previous year (67 in 2023).
- **Total serious injuries** (185) also *decreased* in the CRTPA region compared to the previous year (210 in 2023).
- **Pedestrian fatalities** *decreased* in 2024 (15) versus year 2023 (16).
- **Pedestrian serious injuries** *increased* (26) compared to 2023 (23).
- **Bicyclist fatalities** *decreased* in 2024 (3) compared to 2023 (4).
- **Bicyclist serious injuries** *increased* (6) in 2024 compared to 2023 (4).

*Information obtained through Signal Four Analytics & FLHSMV. For 2024, serious injury data reflects (January 1 to December 5), the most recently available from Signal Four Analytics at the time of agenda development.

CRTPA Long-Term Safety Trends

Utilizing the annual data provided by the FDOT as well as more recent data from Signal Four Analytics and FLHSMV provides a view of the CRTPA region's safety trends.

For Serious Injuries & Fatalities and Bicycle & Pedestrian Serious Injuries & Fatalities, the following charts identify long-term trends in the CRTPA region:

Serious Injuries & Fatalities

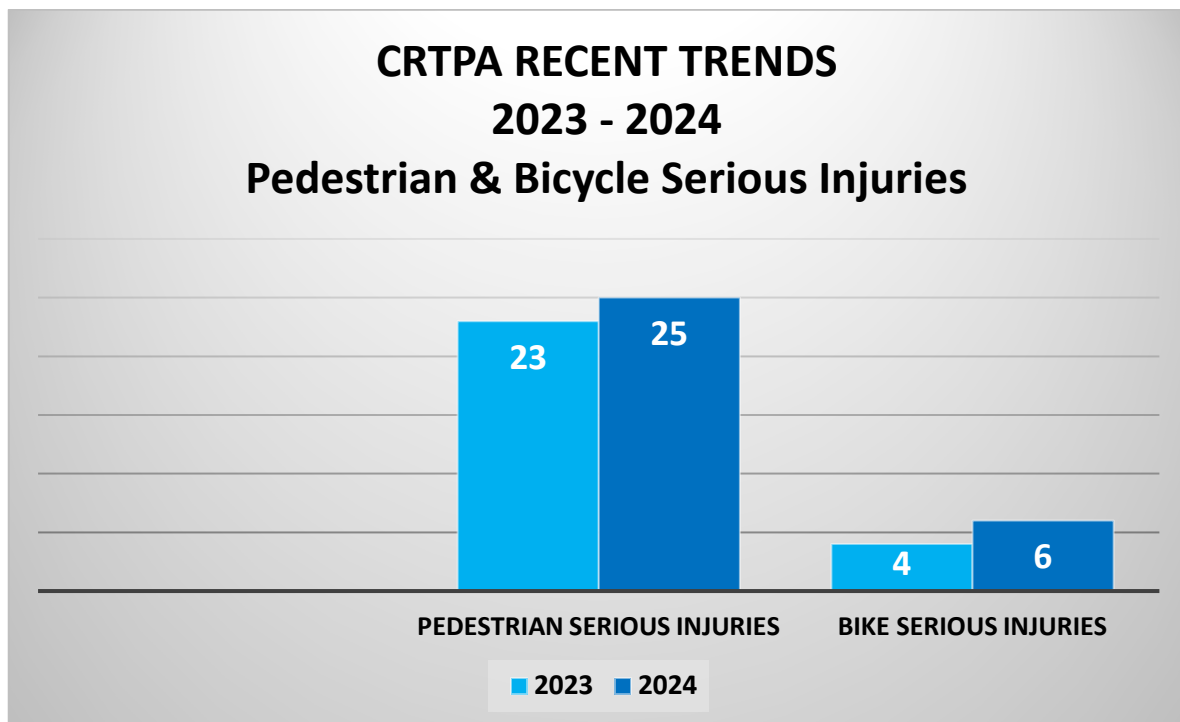
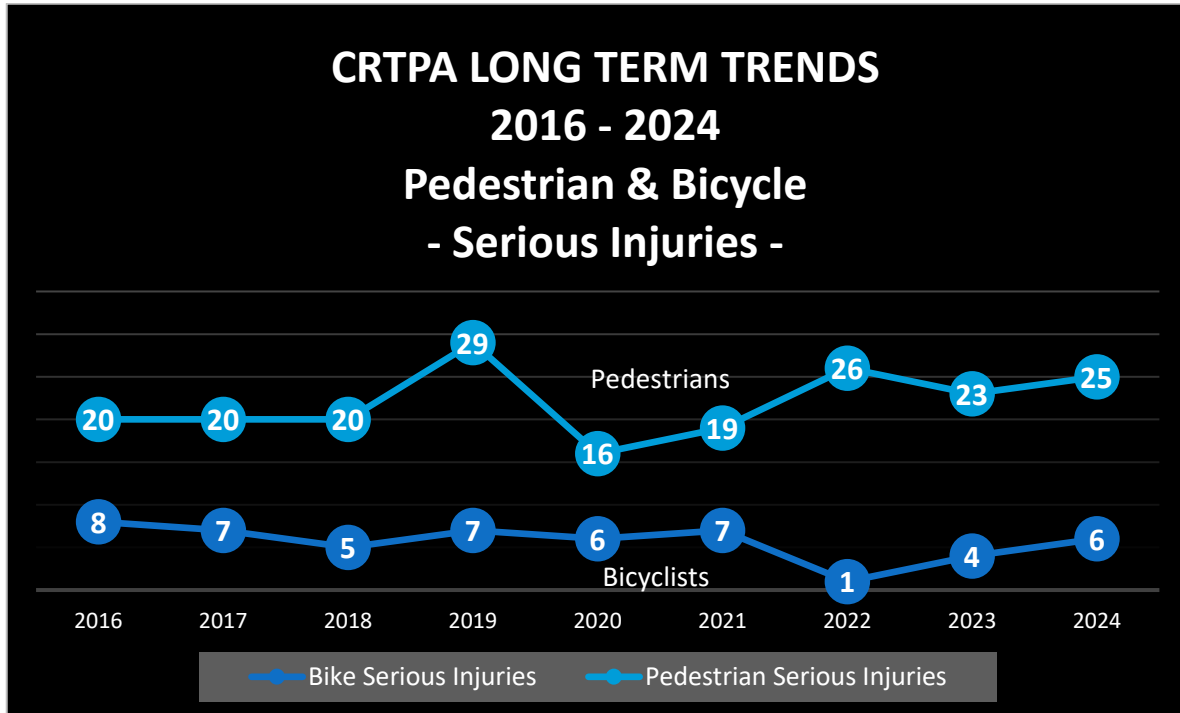


As is seen in the above chart, **serious injuries** in the CRTPA region have been generally declining from a high of 580 in 2008 to a low of 185* in 2024. **Fatalities** in the region have remained more consistent over time and most recently decreased in 2024 (65) from the previous year (67 in year 2023).

*Note: Serious Injury data for 2024 not finalized and represents January 1 to November 26.

The following analysis identifies the long-term trends for some of the C RTPA region's most vulnerable users of the transportation network: pedestrians and bicyclists:

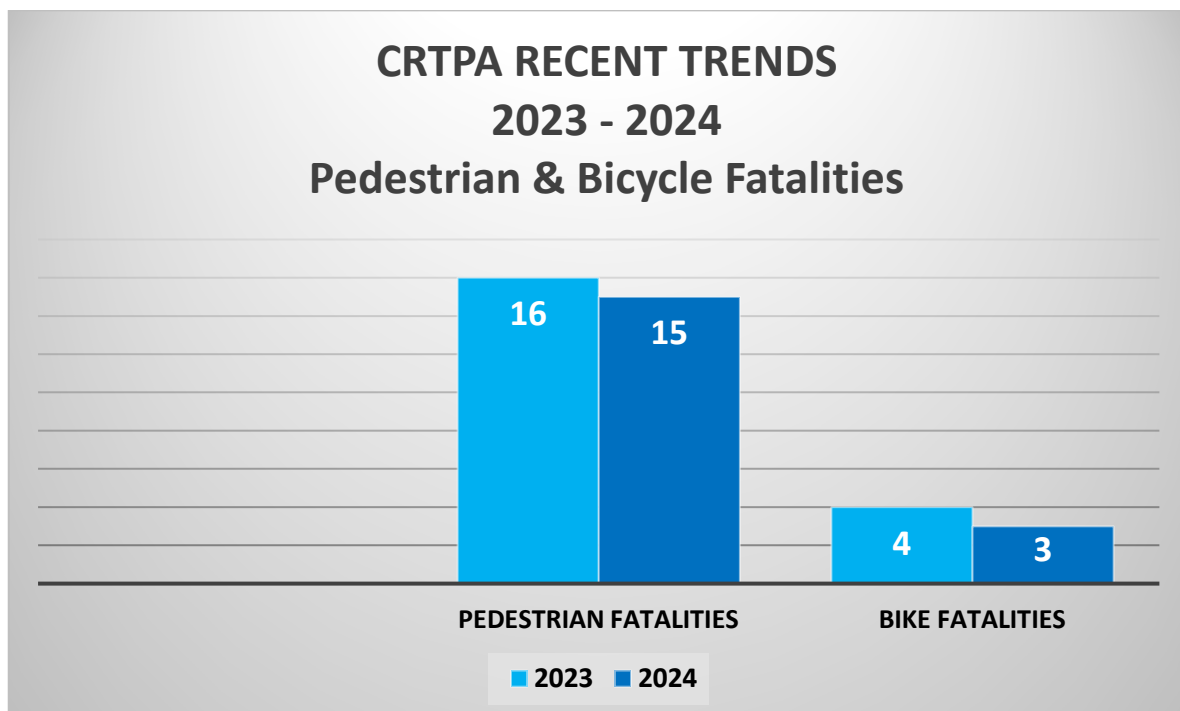
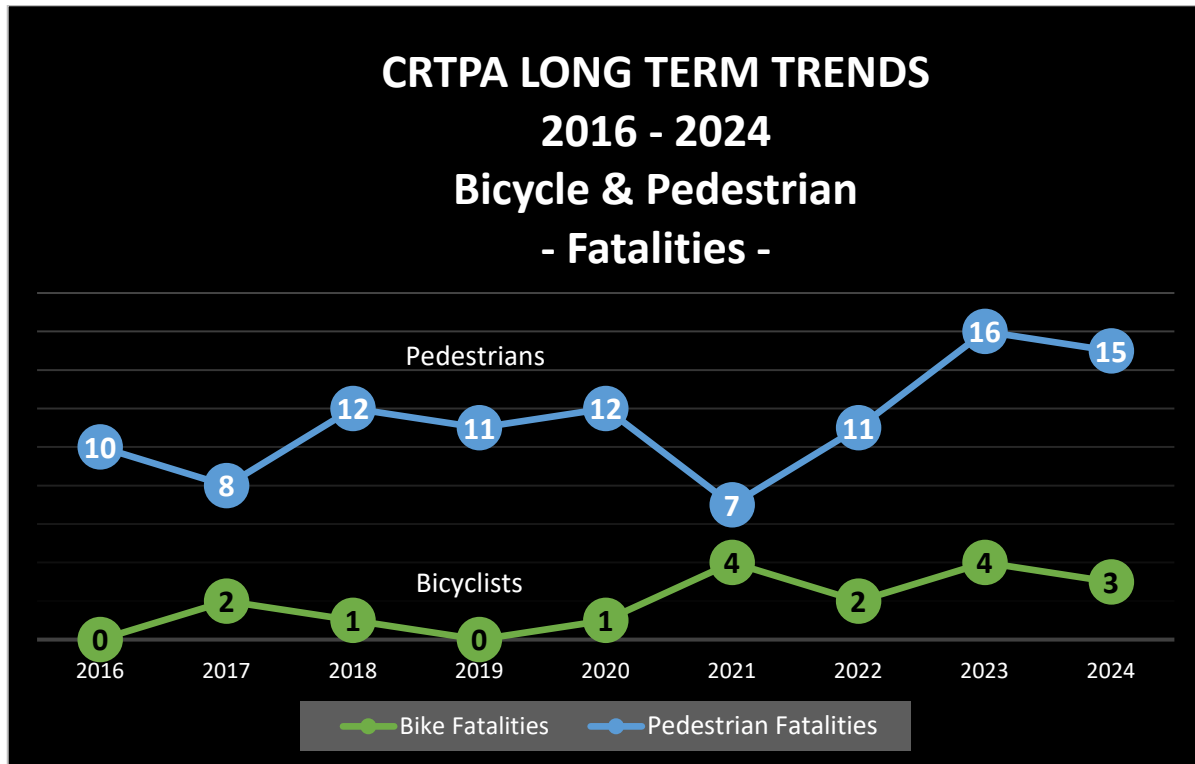
Pedestrian & Bicycle Serious Injuries



The above chart reflects an increase in **pedestrian serious injuries** for 2024 (25)* compared to 2023 (23). **Bicycle serious injuries** also increased to 6 in 2024 from 4 the previous year (2023).

***Note:** Signal Four Analytics data used to identify recent (2023 & 2024) bicycle & pedestrian serious injuries. Signal Four data for 2024 not yet finalized and represents January 1 to December 5.

Pedestrian & Bicycle Fatalities



As identified in the above chart, **bicycle fatalities** in 2024 (3) decreased from the previous year 2023 (4). **Pedestrian fatalities** (15**) in 2024 also decreased from the previous year 2023 (16)***.

NOTES:

***Note:** Signal Four Analytics & Florida Highway Safety and Motor Vehicles (FLHSMV) data used to identify recent (2023 & 2024) bicycle & pedestrian fatalities. Signal Four data for 2024 is not finalized and represents January 1 to December 5.

****Note:** FLHSMV data identifies 14 pedestrian fatalities in 2024; however, 1 fatality is misidentified as a pedestrian.

*****Note:** Reported 2023 pedestrian fatalities (16) were revised downwards from a previous reported number of 18.

ENHANCING SAFETY THROUGHOUT THE CRTPA REGION

Annual adoption of the CRTPA's safety targets provides an opportunity to both assess how the CRTPA region is performing as well as highlight efforts underway in the CRTPA region to enhance safety. As seen below, enhancing safety is integrated throughout the CRTPA planning process and includes development of plans and programs, identification and implementation of projects, and safety program coordination with the CRTPA's partner agencies. The following contains highlighted examples of such efforts:

Key Sidewalk & Safety Projects

- **Waverly Road** (Meridian Road to Thomasville Road (1.23 miles)) (City of Tallahassee) Construction funded (\$3.5 million – Transportation Alternatives (TA funds) in FY 2026 (Leon County)
- **Dr MLK, Jr Memorial Blvd** (Rehwinkel Road to Mallard Pond Circle (1.1 miles)) Construction funded (\$1 million – TA funds) in FY 2026 (Wakulla County)
- **N. Monroe Street** (Lakeshore Drive to John Knox Road (.896 miles)) (FDOT/CRTPA) This project is funded (\$5.6 million) with construction to begin in mid-2025 (Leon County)
- **Paul Russell Road** (Monday Road to Apalachee Parkway (1.2 miles)) Construction funded (\$2.9 million – TA funds*); scheduled to begin in early 2026 (*Transportation Alternatives) (Leon County)
- **Old St. Augustine Road** (Lafayette Street to Paul Russell Road (.95 miles)) Construction (\$1.4 million) to begin in early 2026 (Leon County)
- **Callen Street** (Walcott Street to Pottsdamer Street) (Sabal Palm Elementary) Design & Construction funded (\$677,000) in FY 26 & FY 28 (Safe Routes to School) (Leon County)
- **Sabal Palm Elementary Vicinity Sidewalks** (City of Tallahassee) Construction funded (\$510,000) in FY 26 (Safe Routes to School) (Leon County)
- **Fairview Middle School Vicinity Sidewalks** (City of Tallahassee) Construction funded (\$455,000) in FY 28 (Safe Routes to School) (Leon County)
- **Pensacola Street** (Railroad Overpass to Stadium Drive) Resurfacing project that includes construction of 2 midblock crossings and lighting enhancements. Construction funded (\$14 million) in FY 25 (Leon County)

- **Tennessee Street (US 90)** (Aenon Church Road to Blountstown Street) (1.8 miles) Lighting enhancements (\$100,000) in FY 25 (Leon County)
- **Tennessee Street at Stadium Drive** Signal, signing, & striping upgrade/update (\$1.2 million) in FY 26 (Leon County)

CRTPA Community Events Conducted

- **Helmet Fitting Events** – CRTPA staff and partners conducted several helmet fitting events in the region over the last year that included helmet giveaways.
- **CRTPA Region Festivals**– CRTPA staff attends festival and events to provide information on the agency and its projects.

Safety Studies Initiated & Adopted

- **Safe Streets and Roads for All (SS4A) Action Plan** – Adopted in June 2023, the plan identified roadways on the High Injury Network (HIN). The following efforts have pursued funding for projects on HIN for implementation by CRTPA & its partners:
 - **N. Monroe Street Safety Implementation Plan & Grant** (Tharpe Street to Capital Circle, NW) Improvements identified to improve safety for vulnerable roadway users. Grant submitted by CRTPA in 2024 seeking \$21 million. Partial (minor) funding awarded; coordinating with partner agency to resubmit.
 - **Jake Gaither Community Pedestrian and Street Safety Improvements Project** – City of Tallahassee SS4A funded project received \$9.6 in late 2024 that includes sidewalk construction.
 - **W. Tennessee Street SS4A Planning Grant Submission** (Aenon Church Road to Monroe Street) – Submitted in Fall 2024; will resubmit in 2025.
 - **SS4A Plan Update** – 2025 CRTPA initiating updating the adopted SS4A to identify countermeasures to improve safety on identified HIN locations.

Regional Trail Expansion through studies and Sun Trail Funding

- Expanding the CRTPA’s regional trail network through development of trail project studies and pursuit of SUN Trail funding opportunities continues in the region. Phases of the following trail projects were recently funded:
 - **Wakulla Springs Trail** (Wakulla County – Preliminary Engineering (PE) funded)
 - **Tallahassee to Havana Trail** (Leon County segment PD&E funded & Gadsden County segment Design (PE) funded)
 - **US 90 West Trail** (Gadsden County – Planning Study funded)

Urban SDK Data Platform

- The CRTPA employs the Urban SDK Traffic Management data platform to gather, analyze, and visualize traffic conditions and reporting. Associated with Urban SDK is the recent development of a CRTPA dashboard that is currently being refined to provide the public information related to traffic conditions on key segments of major corridors and crash and congestion data for the Capital Region. Ultimately, the dashboard will be placed on the CRTPA webpage. Additionally, the CRTPA has been coordinating with local police agencies related to their use of the Urban SDK data platform particularly with regards to speed data information.

High Visibility Enforcement (HVE)

- High Visibility Enforcement is a FDOT program designed to increase awareness of, and compliance with, traffic laws and regulations that protect the safety of pedestrians and bicyclists on Florida’s roadways. Within the CRTPA region, Leon County is amongst the top 25 counties with the highest representation of crashes resulting in pedestrian and bicyclist serious injuries and fatalities. Continued HVE efforts are underway in Leon County by the Tallahassee Police Department (TPD) & Leon County Sheriff’s Office (LCSO) along the following high crash location corridors associated with pedestrians and bicyclists:

W Pensacola Street	N Monroe Street
W Gaines Street	Orange Avenue
Apalachee Parkway	Blair Stone Road
E & W Tennessee Street	Miccosukee Road
Capital Circle, SE	Thomasville Road

Focus on Safety Page

- Since 2023 the CRTPA’s safety page (“[Focus on Safety](#)”) has highlighted safety efforts in the CRTPA region. The following pages provide selected screenshots:

Focus on Safety

THE LATEST:

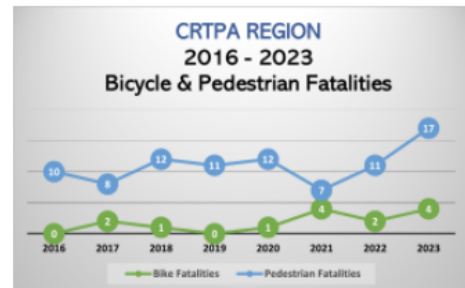
- [New vehicle requirements](#) proposed to reduce pedestrian deaths (September 2024)
- W. Tennessee Street [grant application](#) to fund identification of corridor safety improvement submitted by the CRTPA (August 2024)
- [National safety trends](#) reflect pedestrian fatalities are increasing (June 2024).
- The CRTPA adopted the agency's annual safety targets at the February 19, 2024 CRTPA Meeting. For more information, [click here](#).

The goal of safety in the transportation planning process is to reduce fatalities and serious injuries on all public roads. Advancing safety requires a collaborative and integrated approach bringing together partners to leverage resources for a common goal: increasing safety on our roadways.





As the transportation planning agency for the CRTPA region (Gadsden, Jefferson, Leon & Wakulla counties), safety in the transportation planning process is our top priority. Unfortunately, recent federal data identifies that [pedestrians deaths in the United States increased 77 percent from 2010 to 2021](#).

Relatedly, the most recent data for the CRTPA region, like the United States, also identifies an increase in fatalities for some of the most [vulnerable users](#): pedestrians and bicyclists. Although data varies from year to year, *pedestrians and bicyclist fatalities* in the CRTPA region increased between 2022 and 2023, as shown on the graph to the right (Data source: [Signal Four Analytics](#)).

In terms of all roadway users (including pedestrians and bicyclists), statewide every day 8 people are killed and 49 people are seriously injured [on Florida's roadways](#). Data from the Florida Department of Transportation (FDOT) reflect that within the CRTPA region both *serious injuries and fatalities* slightly decreased between 2021 and 2022, as shown below (source: FDOT State Safety Office's Crash Analysis Reporting (CAR) database).



So what is the CRTPA doing to help ensure our roadways are safe? A number of efforts are underway ranging from seeking to better balance the region's roadways for all modes to education efforts focusing attention on safety's importance. The below identifies some of the initiatives in which the agency is involved, including cooperative efforts:

INITIATIVE		DETAILS	MORE INFORMATION
W. Tennessee Street Safety Plan Grant Application		A grant to fund the identification of corridor safety improvements was submitted by the CRTPA in August 2024.	Learn More
N. Monroe Street Safety Implementation Plan & Grant Application		A study to identify & prioritize safety improvements for vulnerable users along the corridor was completed in 2024.	Learn More
Key Sidewalks Funded for Construction		The CRTPA has recently received construction funding for several urban sidewalks in the region.	Learn More
Helmet Fitting Events		Most recently, on October 5, 2024, the CRTPA participated in a helmet fitting event as part of a continuing effort to increase cycling safety in the CRTPA region.	Learn More

OPTIONS

- Option 1: Adopt by resolution the 2025 CRTPA Safety Targets and a long-term safety goal of zero fatalities and serious injuries for the CRTPA region to be achieved by the year 2040, as shown on ***Attachment 1***.
(Recommended)
- Option 2: CRTPA Board Discretion.

ATTACHMENT

Attachment 1: Adoption Resolution

Attachment 2: Summary of Historical CRTPA Safety Measures

CRTPA RESOLUTION 2025-02-7A

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

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

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

Whereas, the Florida Department of Transportation, as part of their annual development of the State Highway Safety Improvement Plan has developed safety targets for each of the five safety performance measures; and each Metropolitan Planning Organization shall establish safety targets for each state by February 27, 2024 and report progress over time in reaching the adopted target; and

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

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

The CRTPA adopts the following targets for Safety Performance Measures for 2025:

2025 Safety Performance Measures	
Number of fatalities	47
Rate of fatalities per 100 Million Vehicle Miles Traveled (VMT)	1.036
Number of serious injuries	205
Rate of serious injuries per 100 Million VMT	4.489
Number of non-motorized fatalities and non-motorized serious injuries	34

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

Passed and duly adopted by the Capital Region Transportation Planning Agency on this 18th day of February 2025.

Capital Region Transportation Planning Agency

Attest:

By: _____

Dianne Williams-Cox, Chair

By: _____

Greg Slay, Executive Director

**CRTPA ADOPTED SAFETY PERFORMANCE TARGETS & REPORTED DATA
2018 to 2025**

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

SAFETY PERFORMANCE MEASURE	ADOPTED Target 2022	Reported 2022	ADOPTED Target 2023	Reported 2023	ADOPTED Target 2024	Reported 2024 ²	PROPOSED Target 2025	Reported 2025 ²
Number of fatalities	55	63	52	62.2	49	Not Reported	47	Not Reported
Rate of fatalities per 100 Million Vehicle Miles Traveled (VMT)	1.209	1.39	1.148	1.394	1.091		1.036	
Number of serious injuries	239	222	227	232	216		205	
Rate of serious injuries per 100 Million VMT	5.237	4.91	4.975	5.195	4.726		4.489	
Number of non-motorized fatalities and non-motorized serious injuries	40	47	38	43.8	36		34	

* - **Bolded** numerals in "Reported" columns reflect a failure to meet adopted CRTPA target for that measure

1 - Based upon reported annual data (source: Annual Safety Data for FHWA Performance Measures by MPO provided by the Florida Department of Transportation)

2 - Data not yet available ("FDOT Annual Safety Data for FHWA Performance Measures by MPO")



AGENDA 7 B

INTERSTATE 10 SAFETY DISCUSSION

TYPE OF ITEM: Action

STATEMENT OF ISSUE

This item relates to a discussion at the September 2024 CRTPA Board meeting whereby staff was requested to bring back information regarding crashes along Interstate 10.

BACKGROUND

At the September 16, 2024 CRTPA Board meeting, staff was requested to bring back an agenda item regarding crashes along [Interstate 10 \(I-10\)](#) due to an increase of crashes in 2024.

Interstate 10 Safety

The evaluation of Interstate 10 (I-10) utilized Signal4Analytics crash reports from 2021, 2022, and 2023, specifically looking at incidents that resulted in a serious injury or fatal crash along the 75 miles of interstate in the CRTPA region. Bulleted below are some of general highlights of the evaluation:

- There were 69 crashes including 24 fatal and 45 serious injury crashes. These 69 crashes produced 28 fatalities and 75 serious injuries.
- Of the 69 crashes, 45 were single vehicles, of which 15 were fatal crashes and 30 were serious injury crashes.
- There were 21 crashes that ended with a vehicle hitting a tree. Of the 21 crashes, 11 were fatal and 10 serious injury crashes.
- Clear weather was a noted condition in 40 crashes, rain in 22 and cloudy in seven crashes.
- There were 51 crashes (74%) during the “daytime hours”.
- Of the 69 crashes, 16 (23%) involved “Commercial Vehicles”.

Influencing Factors

A crash may have multiple factors influencing the driver’s actions including Distracted Driving, Aggressive Driving, Alcohol or Drugs. For example, a crash report may provide data to indicate that the driver was “aggressively driving while being distracted and found to have alcohol and drugs in their system” in a single crash event. At least one of these factors was noted in 19 of the 24 fatal crashes, and 15 of the 45 serious injury crashes.

Observations

There are a few observations noted in the review of the I-10 crash data, which is detailed below.

Wet Conditions

Wet conditions were a factor in 26 of 69 crashes, including eight fatal and 18 serious injury crashes. Of these 26 crashes, 24 of the 26 were lane departures, ten were noted as speeding and aggressive driving, four commercial vehicles, two alcohol-related, and two distracted driving.

The “typical” wet conditions crash occurred during the day and was a single vehicle (14 times). The crash reports consistently mentioned “losing control”, “hydroplaning”, and “over-corrected” as an action that took place to initiate the crash. There were 24 vehicles traveling 70 mph, or less, and still lost control, hydroplaned, and overcorrected their vehicles. Therefore, when doing the speed limit, or less, vehicles were driven too fast to safely meet the conditions at that time.

It should also be noted that two of the crashes occurred due to poor tire tread conditions and another (a commercial vehicles) had its front tire blow out.

Additionally, three of the crash reports noted “Travel-Polished Surface” which indicates that the road is smooth or shiny making it difficult for vehicles under wet conditions.

Lastly, there are several resurfacing projects in the FY 25 – FY 29 Transportation Improvement Program (TIP) that may resolve of the issues related to “Travel-Polished Surface” issues, including:

- I-10 from Olson Road to Mahan Drive – Scheduled for FY 2025
- I-10 from Old Bainbridge Road to Olson Road – Scheduled for 2026
- I-10 from SR 267 to US 90 (Midway) – Scheduled for 2027

Seat Belt Usage

The crash reports include information seat belt usage in crashes. Included in this data is the use by the vehicle that initiated the crash, as well as, all other vehicles. This information is broken down by individuals in each vehicle so there is an accurate recording of the people involved in each and every crash.

For the vehicles (64)* that initiated the crash there was a total of 113 people with 95 people using seats belts for a usage of 84%. **Table 2** breaks down the 113 people by the severity of their injuries.

Table 2 – Seat Belt Usage by Severity of Injury of the Vehicle that Initiated the Crash

Severity of Injury	Occupants	Seat Belted Occupants	Percentage
Fatal	22	16	73%
Serious Injury	61	51	84%
Non-Incapacitating	14	12	86%
None	16	16	100%
Total	113	95	84%

*- There were two crashes not included due to a “hit and run”, with the other vehicle driver outside of their vehicle. Additionally, there were three motorcycle crashes that included two with helmets and one without, but they were not included in the totals because helmets are not “restraint” devices and are not required safety equipment.

There was a total of 31 vehicles involved that did not initiated the crash with 60 total occupants. Of the 60 people, 55 had their seat belts on for usage of 92%. **Table 3** provide details of the “other” vehicles seat belt usage.

Table 3 – Seat Belt Usage by Severity of Injury of “Other” Vehicles in Crash

Severity of Injury	Occupants	Seat Belted Occupants	Percentage
Fatal	5	4	80%
Serious Injury	11	9	82%
Non-Incapacitating	6	5	83%
Possible	9	9	100%
None	29	28	97%
Total	60	55	92%



February 18, 2025

AGENDA ITEM 10A

FUTURE MEETINGS

TYPE OF ITEM: CRTPA Information

Meeting Date	Meeting Type	Location
Mar 17 (Monday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
Apr 15 (Tuesday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
May 19 (Monday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
Jun 16 (Monday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
Sept 16 (Tuesday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
Oct 21 (Tuesday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
Nov 17 (Monday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
Dec 16 (Tuesday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm

Note: Future meetings subject to approval of Item 4B (CRTPA 2025 Meeting Calendar)



AGENDA ITEM 10 B

**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 February 4, 2025, and acted on the following:

- **Minutes of the September 3, 2024, Meetings**
 - **TAC Action:** Approved.
 - **CMAC Action:** Approved.
- **2025 Committee Meetings Calendar**
 - **TAC Action:** Approved.
 - **CMAC Action:** Approved.
- **Transportation Improvement Program (TIP) Amendments**
 - **TAC Action:** Recommended Approval.
 - **CMAC Action:** Recommended Approval.
- **CRTPA Safety Targets**
 - **TAC Action:** Recommended Approval, with one (1) member voting in opposition.
 - **CMAC Action:** Recommended Approval.
- **Regional Mobility Plan Update**
 - **TAC Action:** Information only; no action taken.
 - **CMAC Action:** Information only; no action taken.

February 18, 2025



AGENDA ITEM 10C

UTILIZATION REPORT

APRIL THROUGH SEPTEMBER 2024

TYPE OF ITEM: Information

With the beginning of the second year of the UPWP contract, any remaining funds from the previous year are rolled into the current year budget. Therefore, the utilization of some line items may reflect a decrease from the previous report.

A status report on the April through June 2024 and July through September 2024, Unified Planning Work Program budget utilization is provided for the following:

- CRTPA Budget Report PL Funds April-June 2024 (***Attachment 1***)
- CRTPA Budget Report SU Funds April-June 2024 (***Attachment 2***)
- CRTPA Budget Report CM Funds July-September 2024 (***Attachment 3***)
- CRTPA Budget Report PL Funds July-September 2024 (***Attachment 4***)
- CRTPA Budget Report SU Funds July-September 2024 (***Attachment 5***)

Unified Planning Work Program - Fiscal Years 2022/23-2023/24 Invoice #: G2782 (PL-8)					FPID# 439323-4-14-01
Final Invoice					Invoice Period: 4/1/2024 through 6/30/2024
Task 1.0 - Administration					Budget Utilization
EXPENDITURE CATEGORY AND DESCRIPTION	REMAINDER FY 23 + FY 2024 FHWA (PL) Budgeted Amount	FY 2024 FHWA (PL) Previous Payments	2024 FHWA (PL) Current Cost	2023/2024 FHWA (PL) Remaining Balance	
Personnel Services					
Salaries and Fringe	\$303,956.00	\$280,089.74	\$23,348.98	\$517.28	99.8%
Sub Total:	\$303,956.00	\$280,089.74	\$23,348.98	\$517.28	
Consultant Services					
Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00	
1.7 Professional Services WCOT	\$3,056.25	\$1,100.00	\$1,650.00	\$306.25	90%
1.12 Professional Services Audit	\$20,500.00	\$20,500.00	\$0.00	\$0.00	100%
1.16 Professional Services Legal	\$21,574.50	\$21,574.50	\$0.00	\$0.00	100%
Sub Total:	\$45,130.75	\$43,174.50	\$1,650.00	\$306.25	
Travel/Training					
Travel/Training	\$4,778.57	\$4,414.64	\$0.00	\$363.93	92.4%
Sub Total:	\$4,778.57	\$4,414.64	\$0.00	\$363.93	
Direct Expenses					
Operational Expenses (Tel/Ins/Ads/Postage/Profess Fees)	\$22,108.40	\$21,826.98	-\$400.00	\$681.42	96.9%
Computer Software	\$2,276.37	\$1,200.00	\$0.00	\$1,076.37	52.7%
Staff Services	\$59,242.40	\$55,831.51	\$0.00	\$3,410.89	94.2%
Sub Total:	\$83,627.17	\$78,858.49	-\$400.00	\$5,168.68	
Supplies and Equipment					
Office Supplies	\$5,529.97	\$329.55	\$203.63	\$4,996.79	9.6%
Computer Equipment	\$0.07	\$0.00	\$0.00	\$0.07	0%
Sub Total:	\$5,530.04	\$329.55	\$203.63	\$4,996.86	
Total:	\$443,022.53	\$406,866.92	\$24,802.61	\$11,353.00	
Task 2.0 - Data Collection					Budget Utilization
EXPENDITURE CATEGORY AND DESCRIPTION	REMAINDER FY 23 + FY 2024 FHWA (PL) Budgeted Amount	FY 2024 FHWA (PL) Previous Payments	2024 FHWA (PL) Current Cost	2023/2024 FHWA (PL) Remaining Balance	
Personnel Services					
Salaries and Fringe	\$6,987.00	\$6,987.00	\$0.00	\$0.00	100%
Sub Total:	\$6,987.00	\$6,987.00	\$0.00	\$0.00	
Consultant Services					
Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Direct Expense					
Transportation Data Mangement	\$32,500.33	\$32,500.00	\$0.00	\$0.33	100%
Sub Total:	\$32,500.33	\$32,500.00	\$0.00	\$0.33	
Total:	\$39,487.33	\$39,487.00	\$0.00	\$0.33	
Task 3.0 - Long Range Planning					Budget Utilization
EXPENDITURE CATEGORY AND DESCRIPTION	REMAINDER FY 23 + FY 2024 FHWA (PL) Budgeted Amount	FY 2024 FHWA (PL) Previous Payments	2024 FHWA (PL) Current Cost	2023/2024 FHWA (PL) Remaining Balance	
Personnel Services					
Salaries and Fringe	\$66,593.40	\$66,593.40	\$0.00	\$0.00	100%
Sub Total:	\$66,593.40	\$66,593.40	\$0.00	\$0.00	
Consultant Services					
Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Total:	\$66,593.40	\$66,593.40	\$0.00	\$0.00	
Task 4.0 - Short-Range Planning					Budget Utilization
EXPENDITURE CATEGORY AND DESCRIPTION	REMAINDER FY 23 + FY 2024 FHWA (PL) Budgeted Amount	FY 2024 FHWA (PL) Previous Payments	2024 FHWA (PL) Current Cost	2023/2024 FHWA (PL) Remaining Balance	
Personnel Services					
Salaries and Fringe	\$44,206.66	\$32,573.82	\$10,000.00	\$1,632.84	96.3%
Sub Total:	\$44,206.66	\$32,573.82	\$10,000.00	\$1,632.84	
Consultant Services					
Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Other Direct Expenses					
TIP Software	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Total:	\$44,206.66	\$32,573.82	\$10,000.00	\$1,632.84	

Unified Planning Work Program - Fiscal Years 2022/23-2023/24			Contract# G2782 (PL FUNDS)	
Invoice #: G2782 (PL-8)		Invoice Period: 4/1/2024 through 6/30/2024		FPID# 439323-4-14-01
Task 5.0 - Mobility Planning				
EXPENDITURE CATEGORY AND DESCRIPTION	Remainder FY 23 + FY 2024 FHWA (PL) Budgeted Amount	FY 2024 FHWA (PL) Previous Payments	2024 FHWA (PL) Current Cost	2023/2024 FHWA (PL) Remaining Balance
Personnel Services				
Salaries and Fringe	\$56,530.49	\$46,577.59	\$5,542.99	\$4,409.91
Sub Total:	\$56,530.49	\$46,577.59	\$5,542.99	\$4,409.91
Consultant Services				
5.0 Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00
5.7 Tallahassee to Havana Trail Feasibility Study	\$1,014.75	\$0.00	\$0.00	\$1,014.75
5.8 SR267 Bloxham Cutoff Trail Feasibility Study	\$0.00	\$0.00	\$0.00	\$0.00
5.20 Congestion Management Plan Update	\$13,959.31	\$1,664.88	\$10,474.70	\$1,819.73
5.22 CMP Implement. Studies	\$0.00	\$0.00	\$0.00	\$0.00
5.26 Other Mobility Studies TBD	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total:	\$14,974.06	\$1,664.88	\$10,474.70	\$2,834.48
Total:	\$71,504.55	\$48,242.47	\$16,017.69	\$7,244.39
Task 6.0 - Public Involvement				
EXPENDITURE CATEGORY AND DESCRIPTION	Remainder FY 23 + FY 2024 FHWA (PL) Budgeted Amount	FY 2024 FHWA (PL) Previous Payments	2024 FHWA (PL) Current Cost	2023/2024 FHWA (PL) Remaining Balance
Personnel Services				
Salaries and Fringe	\$30,789.39	\$17,659.17	\$11,284.98	\$1,845.24
Sub Total:	\$30,789.39	\$17,659.17	\$11,284.98	\$1,845.24
Consultant Services				
Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00
Total:	\$30,789.39	\$17,659.17	\$11,284.98	\$1,845.24
Task 7.0 - Special Projects				
EXPENDITURE CATEGORY AND DESCRIPTION	Remainder FY 23 + FY 2024 FHWA (PL) Budgeted Amount	FY 2024 FHWA (PL) Previous Payments	2024 FHWA (PL) Current Cost	2023/2024 FHWA (PL) Remaining Balance
Personnel Services				
Salaries and Fringe	\$88,814.26	\$65,042.08	\$21,368.41	\$2,403.77
Sub Total:	\$88,814.26	\$65,042.08	\$21,368.41	\$2,403.77
Consultant Services				
7.0 Consultant Support Task 7 Activities	\$0.00	\$0.00	\$0.00	\$0.00
7.1 Telecommute Study	\$0.00	\$0.00	\$0.00	\$0.00
7.2 Regional Freight Study	\$0.00	\$0.00	\$0.00	\$0.00
7.3 Other Mobility Studies (TBD)	\$0.00	\$0.00	\$0.00	\$0.00
7.4 SS4A Safety Action Plan	\$0.00	\$0.00	\$0.00	\$0.00
7.5 SS4A Safety Action Plan High Injury Network (HIN) Safety Studies	\$0.00	\$0.00	\$0.00	\$0.00
7.5.1 SS4A HIN North Monroe Street	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00
Total:	\$88,814.26	\$65,042.08	\$21,368.41	\$2,403.77
Rounding Adjustment				
G 2782 PL-8				
GRAND TOTAL EXPENDITURE	\$784,418.12	\$676,464.86	\$83,473.66	\$24,479.56
DETAIL :				

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Budget Utilization

92.2%

0%

87%

94%

97.3%

Unified Planning Work Program - Fiscal Years 2022/23-2023/24				Contract# G2782 (SU FUNDS)	
Invoice #:		Final Invoice		FPID# 439323-4-14-02	
G2782 (SU-8)		Invoice Period:		4/1/2024 through 6/30/2024	
Task 1.0 - Administration					
EXPENDITURE CATEGORY AND DESCRIPTION		Remainder FY 23 + FY 2024 FHWA (SU) Budgeted Amount	FY 2024 FHWA (SU) Previous Payments	2024 FHWA (SU) Current Cost	2023/2024 FHWA (SU) Remaining Balance
Personnel Services					
Salaries and Fringe		\$37,494.72	\$0.00	\$37,494.72	\$0.00
Sub Total:		\$37,494.72	\$0.00	\$37,494.72	\$0.00
Consultant Services					
Contract/Consultant Services		\$0.00	\$0.00	\$0.00	\$0.00
1.7 Professional Services WCOT		\$0.00	\$0.00	\$0.00	\$0.00
1.12 Professional Services Audit		\$19,500.00	\$0.00	\$18,000.00	\$1,500.00
1.16 Professional Services Legal		\$36,000.00	\$14,046.50	\$16,342.50	\$5,611.00
Sub Total:		\$55,500.00	\$14,046.50	\$34,342.50	\$7,111.00
Travel/Training					
Travel/Training		\$18,000.00	\$1,844.42	\$5,857.43	\$10,298.15
Sub Total:		\$18,000.00	\$1,844.42	\$5,857.43	\$10,298.15
Direct Expenses					
Operational Expenses		\$40,000.00	\$0.00	\$1,906.26	\$38,093.74
Computer Software		\$5,000.00	\$1,523.63	\$0.00	\$3,476.37
Staff Services		\$18,690.00	\$0.00	\$18,535.08	\$154.92
Sub Total:		\$63,690.00	\$1,523.63	\$20,441.34	\$41,725.03
Supplies and Equipment					
Computer Equipment		\$4,000.00	\$0.00	\$0.00	\$4,000.00
Sub Total:		\$4,000.00	\$0.00	\$0.00	\$4,000.00
Total:		\$178,684.72	\$17,414.55	\$98,135.99	\$63,134.18
Task 2.0 - Data Collection					
EXPENDITURE CATEGORY AND DESCRIPTION		Remainder FY 23 + FY 2024 FHWA (SU) Budgeted Amount	FY 2024 FHWA (SU) Previous Payments	2024 FHWA (SU) Current Cost	2023/2024 FHWA (SU) Remaining Balance
Personnel Services					
Salaries and Fringe		\$47,184.69	\$39,666.00	\$5,595.44	\$1,923.25
Sub Total:		\$47,184.69	\$39,666.00	\$5,595.44	\$1,923.25
Consultant Services					
Contract/Consultant Services		\$0.00	\$0.00	\$0.00	\$0.00
Sub Total:		\$0.00	\$0.00	\$0.00	\$0.00
Direct Expenses					
2.7 Transportation Data Management		\$33,041.67	\$32,500.00	\$0.00	\$541.67
Sub Total:		\$33,041.67	\$32,500.00	\$0.00	\$541.67
Total:		\$80,226.36	\$72,166.00	\$5,595.44	\$2,464.92
Task 3.0 - Long Range Planning					
EXPENDITURE CATEGORY AND DESCRIPTION		Remainder FY 23 + FY 2024 FHWA (SU) Budgeted Amount	FY 2024 FHWA (SU) Previous Payments	2024 FHWA (SU) Current Cost	2023/2024 FHWA (SU) Remaining Balance
Personnel Services					
Salaries and Fringe		\$85,558.68	\$50,202.63	\$30,390.67	\$4,965.38
Sub Total:		\$85,558.68	\$50,202.63	\$30,390.67	\$4,965.38
Consultant Services					
Contract/Consultant Services		\$0.00	\$0.00	\$0.00	\$0.00
Long-Range Transportation Plan		\$0.00	\$0.00	\$0.00	\$0.00
Sub Total:		\$0.00	\$0.00	\$0.00	\$0.00
Total:		\$85,558.68	\$50,202.63	\$30,390.67	\$4,965.38
Task 4.0 - Short-Range Planning					
EXPENDITURE CATEGORY AND DESCRIPTION		Remainder FY 23 + FY 2024 FHWA (SU) Budgeted Amount	FY 2024 FHWA (SU) Previous Payments	2024 FHWA (SU) Current Cost	2023/2024 FHWA (SU) Remaining Balance
Personnel Services					
Salaries and Fringe		\$10,000.00	\$0.00	\$5,153.12	\$4,846.88
Sub Total:		\$10,000.00	\$0.00	\$5,153.12	\$4,846.88
Consultant Services					
Contract/Consultant Services		\$24,500.00	\$0.00	\$0.00	\$24,500.00
Sub Total:		\$24,500.00	\$0.00	\$0.00	\$24,500.00
Other Direct Expenses					
TIP Software		\$14,155.00	\$12,000.50	\$0.00	\$2,154.50
Sub Total:		\$14,155.00	\$12,000.50	\$0.00	\$2,154.50
Total:		\$48,655.00	\$12,000.50	\$5,153.12	\$31,501.38
Page 1 of 2					

Unified Planning Work Program - Fiscal Years			Contract# G2782 (SU FUNDS)		
Invoice #:		FPID# 439323-4-14-02			
G2782 (SU-8) Invoice Period:		4/1/2024 through 6/30/2024			
Task 5.0 - Mobility Planning					
EXPENDITURE CATEGORY AND DESCRIPTION	Remainder FY 23 + FY 2024 FHWA (SU) Budgeted Amount	FY 2024 FHWA (SU) Previous Payments	2024 FHWA (SU) Current Cost	2023/2024 FHWA (SU) Remaining Balance	
Personnel Services					
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Consultant Services					
5.0 Consultant Support Task 5 Activities	\$21,666.00	\$0.00	\$0.00	\$21,666.00	0%
5.7 Tallahassee Havana Trail Feasibility Study	\$2,178.25	\$0.00	\$0.00	\$2,178.25	0%
5.7.1 Tallahassee Havana Trail Feasibility Study	\$0.00	\$0.00	\$0.00	\$0.00	
5.8 SR 267 Bloxham Cutoff Trail Feasibility Study	\$5,939.99	\$5,939.98	\$0.00	\$0.01	100%
5.8.1 SR 267 Bloxham Cutoff Trail Feasibility Study	\$2,496.37	\$2,495.70	\$0.00	\$0.67	100%
5.20 Congestion Management Plan Update	\$10,721.00	\$7,546.11	\$0.00	\$3,174.89	70%
5.22 Mobility Planning (CMP Studies)	\$0.00	\$0.00	\$0.00	\$0.00	
5.26 Other Mobility Studies (TBD)	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$43,001.61	\$15,981.79	\$0.00	\$27,019.82	
Total:	\$43,001.61	\$15,981.79	\$0.00	\$27,019.82	
Task 6.0 - Public Involvement					
EXPENDITURE CATEGORY AND DESCRIPTION	Remainder FY 23 + FY 2024 FHWA (SU) Budgeted Amount	FY 2024 FHWA (SU) Previous Payments	2024 FHWA (SU) Current Cost	2023/2024 FHWA (SU) Remaining Balance	
Personnel Services					
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Consultant Services					
Contract/Consultant Services	\$30,000.00	\$0.00	\$0.00	\$30,000.00	0%
Sub Total:	\$30,000.00	\$0.00	\$0.00	\$30,000.00	
Total:	\$30,000.00	\$0.00	\$0.00	\$30,000.00	
Task 7.0 - Special Projects					
EXPENDITURE CATEGORY AND DESCRIPTION	Remainder FY 23 + FY 2024 FHWA (SU) Budgeted Amount	FY 2024 FHWA (SU) Previous Payments	2024 FHWA (SU) Current Cost	2023/2024 FHWA (SU) Remaining Balance	
Personnel Services					
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Consultant Services					
7.0 Consultant Support Task 7 Activities	\$24,000.00	\$0.00	\$0.00	\$24,000.00	0%
7.1 Telecommute Study	\$81,000.00	\$46,575.00	\$34,425.00	\$0.00	100%
7.2 Regional Freight Study	\$166,000.00	\$105,000.00	\$21,000.00	\$40,000.00	76%
7.3 Other Mobility Studies (TBD)	\$74,250.00	\$0.00	\$0.00	\$74,250.00	0%
7.4 SS4A Safety Action Plan	\$91,812.20	\$62,447.20	\$0.00	\$29,365.00	68%
7.5 SS4A Safety Action Plan High Injury Network	\$0.00	\$0.00	\$0.00	\$0.00	
7.5.1 SS4A HIN North Monroe Street	\$208,523.00	\$24,876.00	\$151,329.00	\$32,318.00	85%
7.6 Safe Routes to School Report Update	\$500,000.00	\$79,113.48	\$28,848.82	\$392,037.70	22%
7.7 Thomasville Rd. Safety abd Access Study	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$1,145,585.20	\$318,011.68	\$235,602.82	\$591,970.70	
Total:	\$1,145,585.20	\$318,011.68	\$235,602.82	\$591,970.70	
G2782 SU-8	\$1,611,711.57	\$485,777.15	\$374,878.04	\$751,056.38	
* G2782 SU-8					
GRAND TOTAL EXPENDITURE DETAIL :	\$1,611,711.57	\$485,777.15	\$374,878.04	\$751,056.38	

Unified Planning Work Program - Fiscal Years 2024/25 & 2025/26 Contract # G2U25 Invoice #: CM 1				CM-1	Invoice Period: July 1, 2024 through September 30, 2024	FPID# 439323-5-1-03
Task 1.0 - Administration						
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2024 FHWA (CM) Budgeted Amount	FY 2024 FHWA (CM) Previous Payments	FY 2024 FHWA (CM) Current Cost	FY 2024 FHWA (CM) Remaining Balance		
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
1.7 Professional Services WCOT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
1.12 Professional Services Audit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
1.16 Professional Services Legal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Travel/Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Operational Expenses (Tel/Ins/Ads/Postage/Profess Fees)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Computer Software	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Staff Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Computer Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Task 2.0 - Data Collection						
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2024 FHWA (CM) Budgeted Amount	FY 2024 FHWA (CM) Previous Payments	FY 2024 FHWA (CM) Current Cost	FY 2024 FHWA (CM) Remaining Balance		
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
2.0 Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
2.1 Transportation Data Mangement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Task 3.0 - Long Range Planning						
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2024 FHWA (CM) Budgeted Amount	FY 2024 FHWA (CM) Previous Payments	FY 2024 FHWA (CM) Current Cost	FY 2024 FHWA (CM) Remaining Balance		
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
3.0 Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
3.5 Connections 2045 RMP	\$450,000.00	\$0.00	\$28,600.70	\$421,399.30	\$421,399.30	
Sub Total:	\$450,000.00	\$0.00	\$28,600.70	\$421,399.30	\$421,399.30	
Total:	\$450,000.00	\$0.00	\$28,600.70	\$421,399.30	\$421,399.30	
Task 4.0 - Short-Range Planning						
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2024 FHWA (CM) Budgeted Amount	FY 2024 FHWA (CM) Previous Payments	FY 2024 FHWA (CM) Current Cost	FY 2024 FHWA (CM) Remaining Balance		
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
4.0 Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
4.4 TIP Software	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
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Unified Planning Work Program - Fiscal Years 2024/25 & 2025/26			FPID#	439323-5-1-03
Invoice #:		CM-1	Invoice Period: July 1, 2024 through September 30, 2024	
Task 5.0 - Mobility Planning				
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2024 FHWA (CM) Budgeted Amount	FY 2024 FHWA (CM) Previous Payments	FY 2024 FHWA (CM) Current Cost	FY 2024 FHWA (CM) Remaining Balance
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00
5.0 Contract/Consultant Services Support Task 5 Activities	\$0.00	\$0.00	\$0.00	\$0.00
5.7 Tallahassee to Havana Trail Feasibility Study	\$0.00	\$0.00	\$0.00	\$0.00
5.11 Congestion Management Plan Update	\$0.00	\$0.00	\$0.00	\$0.00
5.21 SR267 Bloxham Cutoff Trail Feasibility Study	\$0.00	\$0.00	\$0.00	\$0.00
5.22 Thomasville Road to Welaunee Grnwy SUP FS	\$0.00	\$0.00	\$0.00	\$0.00
5.23 US 90 West SUP FS	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00
Total:	\$0.00	\$0.00	\$0.00	\$0.00
Task 6.0 - Public Involvement				
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2024 FHWA (CM) Budgeted Amount	FY 2024 FHWA (CM) Previous Payments	FY 2024 FHWA (CM) Current Cost	FY 2024 FHWA (CM) Remaining Balance
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00
6.0 Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00
6.9 Public Involvement Software	\$0.00	\$0.00	\$0.00	\$0.00
6.9 Public Involvement Outreach	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00
Total:	\$0.00	\$0.00	\$0.00	\$0.00
Task 7.0 - Special Projects				
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2024 FHWA (CM) Budgeted Amount	FY 2024 FHWA (CM) Previous Payments	FY 2024 FHWA (CM) Current Cost	FY 2024 FHWA (CM) Remaining Balance
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00
7.0 Consultant Support Task 7 Activities	\$0.00	\$0.00	\$0.00	\$0.00
7.1 SS4A Implementation	\$0.00	\$0.00	\$0.00	\$0.00
7.1.1 SS4A Implementation Plan N. Monroe St.	\$0.00	\$0.00	\$0.00	\$0.00
7.1.1 SS4A US 90 Tennessee St. SS4A Corridor SAP	\$0.00	\$0.00	\$0.00	\$0.00
7.1 SS4A Implementation TBD	\$0.00	\$0.00	\$0.00	\$0.00
7.2 Safe School Access	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00
Total:	\$0.00	\$0.00	\$0.00	\$0.00
G2U25 GRAND TOTAL EXPENDITURE DETAIL :	\$450,000.00	\$0.00	\$28,600.70	\$421,399.30
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Budget Utilization

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Unified Planning Work Program - Fiscal Years 2024/25 & 2025/26 Contract # G2U25 Invoice #:					FPID# 439323-5-1-01
PL-1 Invoice Period: July 1, 2024 through September 30, 2024					
Task 1.0 - Administration					Budget Utilization
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2024 FHWA (PL) Budgeted Amount	FY 2024 FHWA (PL) Previous Payments	FY 2024 FHWA (PL) Current Cost	FY 2024 FHWA (PL) Remaining Balance	
Salaries and Fringe	\$336,817.00	\$0.00	\$104,942.96	\$231,874.04	31.16%
Sub Total:	\$336,817.00	\$0.00	\$104,942.96	\$231,874.04	
1.7 Professional Services WCOT	\$8,000.00	\$0.00	\$275.00	\$7,725.00	3.44%
1.12 Professional Services Audit	\$21,000.00	\$0.00	\$0.00	\$21,000.00	0.00%
1.16 Professional Services Legal	\$55,000.00	\$0.00	\$4,275.00	\$50,725.00	7.77%
Sub Total:	\$84,000.00	\$0.00	\$4,550.00	\$79,450.00	
Travel/Training	\$15,225.00	\$0.00	\$2,745.89	\$12,479.11	18.04%
Sub Total:	\$15,225.00	\$0.00	\$2,745.89	\$12,479.11	
Operational Expenses (Tel/Ins/Ads/Postage/Profess Fees)	\$66,166.00	\$0.00	\$132.74	\$66,033.26	0.20%
Computer Software	\$6,000.00	\$0.00	\$1,200.00	\$4,800.00	20.00%
Staff Services	\$79,674.00	\$0.00	\$20,384.41	\$59,289.59	25.58%
Sub Total:	\$151,840.00	\$0.00	\$21,717.15	\$130,122.85	
Office Supplies	\$3,250.00	\$0.00	\$30.94	\$3,219.06	0.95%
Sub Total:	\$3,250.00	\$0.00	\$30.94	\$3,219.06	
Computer Equipment	\$5,000.00	\$0.00	\$0.00	\$5,000.00	
Sub Total:	\$5,000.00	\$0.00	\$0.00	\$5,000.00	
Total:	\$596,132.00	\$0.00	\$133,986.94	\$462,145.06	
Task 2.0 - Data Collection					Budget Utilization
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2024 FHWA (PL) Budgeted Amount	FY 2024 FHWA (PL) Previous Payments	FY 2024 FHWA (PL) Current Cost	FY 2024 FHWA (PL) Remaining Balance	
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
2.0 Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
2.1 Transportation Data Mangement	\$75,500.00	\$0.00	\$75,500.00	\$0.00	100.00%
Sub Total:	\$75,500.00	\$0.00	\$75,500.00	\$0.00	
Total:	\$75,500.00	\$0.00	\$75,500.00	\$0.00	
Task 3.0 - Long Range Planning					Budget Utilization
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2024 FHWA (PL) Budgeted Amount	FY 2024 FHWA (PL) Previous Payments	FY 2024 FHWA (PL) Current Cost	FY 2024 FHWA (PL) Remaining Balance	
Salaries and Fringe	\$165,000.00	\$0.00	\$28,887.68	\$136,112.32	17.51%
Sub Total:	\$165,000.00	\$0.00	\$28,887.68	\$136,112.32	
3.0 Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00	
3.5 Connections 2045 RMP	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Total:	\$165,000.00	\$0.00	\$28,887.68	\$136,112.32	
Task 4.0 - Short-Range Planning					Budget Utilization
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2024 FHWA (PL) Budgeted Amount	FY 2024 FHWA (PL) Previous Payments	FY 2024 FHWA (PL) Current Cost	FY 2024 FHWA (PL) Remaining Balance	
Salaries and Fringe	\$52,538.00	\$0.00	\$5,872.98	\$46,665.02	11.18%
Sub Total:	\$52,538.00	\$0.00	\$5,872.98	\$46,665.02	
4.0 Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
4.4 TIP Software	\$13,516.00	\$0.00	\$0.00	\$13,516.00	0.00%
Sub Total:	\$13,516.00	\$0.00	\$0.00	\$13,516.00	
Total:	\$66,054.00	\$0.00	\$5,872.98	\$60,181.02	

Unified Planning Work Program - Fiscal Years 2024/25 & 2025/26 Invoice #:			PL-1	Invoice Period: July 1, 2024 through September 30, 2024		FPID#	439323-5-1-01
Task 5.0 - Mobility Planning							
EXPENDITURE CATEGORY AND DESCRIPTION		FY 2024 FHWA (PL) Budgeted Amount	FY 2024 FHWA (PL) Previous Payments	FY 2024 FHWA (PL) Current Cost	FY 2024 FHWA (PL) Remaining Balance		
Salaries and Fringe		\$66,019.00	\$0.00	\$2,916.16	\$63,102.84		
Sub Total:		\$66,019.00	\$0.00	\$2,916.16	\$63,102.84		
5.0 Contract/Consultant Services Support Task 5 Activities		\$0.00	\$0.00	\$0.00	\$0.00		
5.7 Tallahassee to Havana Trail Feasibility Study		\$0.00	\$0.00	\$0.00	\$0.00		
5.11 Congestion Management Plan Update		\$0.00	\$0.00	\$0.00	\$0.00		
5.21 SR267 Bloxham Cutoff Trail Feasibility Study		\$0.00	\$0.00	\$0.00	\$0.00		
5.22 Thomasville Road to Welaunee Grnwy SUP FS		\$0.00	\$0.00	\$0.00	\$0.00		
5.23 US 90 West SUP FS		\$0.00	\$0.00	\$0.00	\$0.00		
		\$0.00	\$0.00	\$0.00	\$0.00		
Sub Total:		\$0.00	\$0.00	\$0.00	\$0.00		
Total:		\$66,019.00	\$0.00	\$2,916.16	\$63,102.84		
Task 6.0 - Public Involvement							
EXPENDITURE CATEGORY AND DESCRIPTION		FY 2024 FHWA (PL) Budgeted Amount	FY 2024 FHWA (PL) Previous Payments	FY 2024 FHWA (PL) Current Cost	FY 2024 FHWA (PL) Remaining Balance		
Salaries and Fringe		\$45,500.00	\$0.00	\$4,907.61	\$40,592.39		
Sub Total:		\$45,500.00	\$0.00	\$4,907.61	\$40,592.39		
6.0 Contract/Consultant Services		\$0.00	\$0.00	\$0.00	\$0.00		
6.9 Public Involvement Software		\$1,000.00	\$0.00	\$0.00	\$1,000.00		
6.9 Public Involvement Outreach		\$5,000.00	\$0.00	\$0.00	\$5,000.00		
Sub Total:		\$6,000.00	\$0.00	\$0.00	\$6,000.00		
Total:		\$51,500.00	\$0.00	\$4,907.61	\$46,592.39		
Task 7.0 - Special Projects							
EXPENDITURE CATEGORY AND DESCRIPTION		FY 2024 FHWA (PL) Budgeted Amount	FY 2024 FHWA (PL) Previous Payments	FY 2024 FHWA (PL) Current Cost	FY 2024 FHWA (PL) Remaining Balance		
Salaries and Fringe		\$38,251.00	\$0.00	\$4,376.78	\$33,874.22		
Sub Total:		\$38,251.00	\$0.00	\$4,376.78	\$33,874.22		
7.0 Consultant Support Task 7 Activities		\$0.00	\$0.00	\$0.00	\$0.00		
7.1 SS4A Implementation		\$0.00	\$0.00	\$0.00	\$0.00		
7.1.1 SS4A Implementation Plan N. Monroe St.		\$20,730.00	\$0.00	\$20,730.00	\$0.00		
7.1.2 SS4A US 90 Tennessee St. SS4A Corridor SAP		\$0.00	\$0.00	\$0.00	\$0.00		
7.1 SS4A Implementation TBD		\$0.00	\$0.00	\$0.00	\$0.00		
7.2 Safe School Access		\$24,220.00	\$0.00	\$24,220.00	\$0.00		
		\$0.00	\$0.00	\$0.00	\$0.00		
		\$0.00	\$0.00	\$0.00	\$0.00		
Sub Total:		\$44,950.00	\$0.00	\$44,950.00	\$0.00		
Total:		\$83,201.00	\$0.00	\$49,326.78	\$33,874.22		
G2U25 GRAND TOTAL EXPENDITURE DETAIL :		\$1,103,406.00	\$0.00	\$301,398.15	\$802,007.85		
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Budget Utilization

Unified Planning Work Program - Fiscal Years 2024/25 & 2025/26		Contract # G2U25 Invoice #:		SU-1	Invoice Period: July 1, 2024 through September 30, 2024	FPID#	439323-5-1-02
Task 1.0 - Administration							
EXPENDITURE CATEGORY AND DESCRIPTION		FY 2024 FHWA (SU) Budgeted Amount	FY 2024 FHWA (SU) Previous Payments	FY 2024 FHWA (SU) Current Cost	FY 2024 FHWA (SU) Remaining Balance		
Salaries and Fringe		\$0.00	\$0.00	\$0.00	\$0.00		
Sub Total:		\$0.00	\$0.00	\$0.00	\$0.00		
Contract/Consultant Services		\$0.00	\$0.00	\$0.00	\$0.00		
1.7 Professional Services WCOT		\$0.00	\$0.00	\$0.00	\$0.00		
1.12 Professional Services Audit		\$0.00	\$0.00	\$0.00	\$0.00		
1.16 Professional Services Legal		\$0.00	\$0.00	\$0.00	\$0.00		
Sub Total:		\$0.00	\$0.00	\$0.00	\$0.00		
Travel/Training		\$0.00	\$0.00	\$0.00	\$0.00		
Sub Total:		\$0.00	\$0.00	\$0.00	\$0.00		
Operational Expenses (Tel/Ins/Ads/Postage/Profess Fees)		\$0.00	\$0.00	\$0.00	\$0.00		
Computer Software		\$0.00	\$0.00	\$0.00	\$0.00		
Staff Services		\$0.00	\$0.00	\$0.00	\$0.00		
Sub Total:		\$0.00	\$0.00	\$0.00	\$0.00		
Office Supplies		\$0.00	\$0.00	\$0.00	\$0.00		
Computer Equipment		\$0.00	\$0.00	\$0.00	\$0.00		
Sub Total:		\$0.00	\$0.00	\$0.00	\$0.00		
Total:		\$0.00	\$0.00	\$0.00	\$0.00		
Task 2.0 - Data Collection							
EXPENDITURE CATEGORY AND DESCRIPTION		FY 2024 FHWA (SU) Budgeted Amount	FY 2024 FHWA (SU) Previous Payments	FY 2024 FHWA (SU) Current Cost	FY 2024 FHWA (SU) Remaining Balance		
Salaries and Fringe		\$60,000.00	\$0.00	\$19,577.05	\$40,422.95		
Sub Total:		\$60,000.00	\$0.00	\$19,577.05	\$40,422.95		
2.0 Contract/Consultant Services		\$21,530.00	\$0.00	\$0.00	\$21,530.00		
Sub Total:		\$21,530.00	\$0.00	\$0.00	\$21,530.00		
2.1 Transportation Data Mangement		\$0.00	\$0.00	\$0.00	\$0.00		
Sub Total:		\$0.00	\$0.00	\$0.00	\$0.00		
Total:		\$81,530.00	\$0.00	\$19,577.05	\$61,952.95		
Task 3.0 - Long Range Planning							
EXPENDITURE CATEGORY AND DESCRIPTION		FY 2024 FHWA (SU) Budgeted Amount	FY 2024 FHWA (SU) Previous Payments	FY 2024 FHWA (SU) Current Cost	FY 2024 FHWA (SU) Remaining Balance		
Salaries and Fringe		\$0.00	\$0.00	\$0.00	\$0.00		
Sub Total:		\$0.00	\$0.00	\$0.00	\$0.00		
3.0 Contract/Consultant Services		\$0.00	\$0.00	\$0.00	\$0.00		
3.5 Connections 2045 RMP		\$0.00	\$0.00	\$0.00	\$0.00		
Sub Total:		\$0.00	\$0.00	\$0.00	\$0.00		
Total:		\$0.00	\$0.00	\$0.00	\$0.00		
Task 4.0 - Short-Range Planning							
EXPENDITURE CATEGORY AND DESCRIPTION		FY 2024 FHWA (SU) Budgeted Amount	FY 2024 FHWA (SU) Previous Payments	FY 2024 FHWA (SU) Current Cost	FY 2024 FHWA (SU) Remaining Balance		
Salaries and Fringe		\$0.00	\$0.00	\$0.00	\$0.00		
Sub Total:		\$0.00	\$0.00	\$0.00	\$0.00		
4.0 Contract/Consultant Services		\$21,530.00	\$0.00	\$0.00	\$21,530.00		
Sub Total:		\$21,530.00	\$0.00	\$0.00	\$21,530.00		
4.4 TIP Software		\$0.00	\$0.00	\$0.00	\$0.00		
Sub Total:		\$0.00	\$0.00	\$0.00	\$0.00		
Total:		\$21,530.00	\$0.00	\$0.00	\$21,530.00		
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Budget Utilization

32.63%

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Unified Planning Work Program - Fiscal Years 2024/25 & 2025/26			FPID#	439323-5-1-02
Invoice #:		SU-1	Invoice Period: July 1, 2024 through September 30, 2024	
Task 5.0 - Mobility Planning				
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2024 FHWA (SU) Budgeted Amount	FY 2024 FHWA (SU) Previous Payments	FY 2024 FHWA (SU) Current Cost	FY 2024 FHWA (SU) Remaining Balance
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00
5.0 Contract/Consultant Services Support Task 5 Activities	\$29,530.00	\$0.00	\$0.00	\$29,530.00
5.7 Tallahassee Havana SUP Feasibility Study	\$8,100.00	\$0.00	\$0.00	\$8,100.00
5.11 Congestion Management Plan Update	\$150,000.00	\$0.00	\$0.00	\$150,000.00
5.21 SR267 Bloxham Cutoff Trail Feasibility Study	\$200,000.00	\$0.00	\$0.00	\$200,000.00
5.22 Thomasville Road to Welaunee Grnwy SUP FS	\$125,000.00	\$0.00	\$0.00	\$125,000.00
5.23 US 90 West SUP FS	\$250,000.00	\$0.00	\$0.00	\$250,000.00
	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total:	\$762,630.00	\$0.00	\$0.00	\$762,630.00
Total:	\$762,630.00	\$0.00	\$0.00	\$762,630.00
Task 6.0 - Public Involvement				
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2024 FHWA (SU) Budgeted Amount	FY 2024 FHWA (SU) Previous Payments	FY 2024 FHWA (SU) Current Cost	FY 2024 FHWA (SU) Remaining Balance
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00
6.0 Contract/Consultant Services	\$21,530.00	\$0.00	\$0.00	\$21,530.00
6.9 Public Involvement Software	\$15,500.00	\$0.00	\$0.00	\$15,500.00
6.9 Public Involvement Outreach	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total:	\$37,030.00	\$0.00	\$0.00	\$37,030.00
Total:	\$37,030.00	\$0.00	\$0.00	\$37,030.00
Task 7.0 - Special Projects				
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2024 FHWA (SU) Budgeted Amount	FY 2024 FHWA (SU) Previous Payments	FY 2024 FHWA (SU) Current Cost	FY 2024 FHWA (SU) Remaining Balance
Salaries and Fringe	\$20,730.00	\$0.00	\$20,730.00	\$0.00
Sub Total:	\$20,730.00	\$0.00	\$20,730.00	\$0.00
7.0 Consultant Support Task 7 Activities	\$21,530.00	\$0.00	\$0.00	\$21,530.00
7.1 SS4A Implementation	\$0.00	\$0.00	\$0.00	\$0.00
7.1.1 SS4A Implementation Plan N. Monroe St.	\$19,270.00	\$0.00	\$10,365.00	\$8,905.00
7.1.2 SS4A US 90 Tennessee St. SS4A Corridor SAP	\$10,000.00	\$0.00	\$8,198.00	\$1,802.00
7.1 SS4A Implementation TBD	\$250,000.00	\$0.00	\$0.00	\$250,000.00
7.2 Safe School Access	\$50,000.00	\$0.00	\$6,372.40	\$43,627.60
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total:	\$350,800.00	\$0.00	\$24,935.40	\$325,864.60
Total:	\$371,530.00	\$0.00	\$45,665.40	\$325,864.60
G2U25 GRAND TOTAL EXPENDITURE DETAIL :	\$1,274,250.00	\$0.00	\$65,242.45	\$1,209,007.55
Page 2 of 2				



February 18, 2025

AGENDA ITEM 10D

CRTPA TITLE VI PLAN

TYPE OF ITEM: INFORMATIONAL ITEM

Statement of Issue

The purpose of this item is to provide notice of the opening of the minimum 45-day comment period for the update to the CRTPA's Title VI Plan (***Attachment 1***). The Title VI Plan outlines the process for handling grievances filed alleging violations of Title VI of the Civil Rights Act of 1964 and other nondiscrimination statutes, regulations, and authorities.

HISTORY AND ANALYSIS

Title VI of the Civil Rights Act of 1964 requires that all of its protected populations have input into transportation policy and projects affecting their neighborhoods. The MPO's planning process is conducted in accordance with the Civil Rights Act of 1964 and related statutes, regulations, and authorities. This implementation plan describes how the CRTPA effectuates nondiscrimination in the delivery of its federally assisted programs, services and activities. The Plan includes the structure of the CRTPA's Title VI/Nondiscrimination program as well as the policies, procedures and practices that the Department of Transportation uses to comply with nondiscrimination requirements.

NEXT STEPS

The Title VI Plan is posted on the CRTPA's website and shall be distributed for comment in accordance with the CRTPA's Public Involvement Plan. Also, staff will discuss the update at the February 19, 2025 Federal Review Certification Meeting. All comments will be documented and responses notated. At the April 15, 2025 Board Meeting the final Title VI Plan will be presented to the Board for approval.

RECOMMENDED ACTION

No action at this time.

ATTACHMENTS

Attachment 1: Draft Title VI Plan (English and Spanish)

**Capital Region Transportation Planning Agency
TITLE VI PLAN and GRIEVANCE PROCEDURE**



Adopted January 23, 2006

Reaffirmed April 15, 2025

By: _____
Chair Dianne Williams-Cox, Chairman

Attest: _____
Greg Slay, Executive Director

Capital Region Transportation Planning Agency

TITLE VI PLAN and GRIEVANCE PROCEDURE

Updated April 2025

CAPITAL REGION TRANSPORTATION PLANNING AGENCY

TITLE VI PLAN

Introduction

The Capital Region Transportation Planning Agency (CRTPA) is a Metropolitan Planning Organization (MPO) and a recipient of federal funds from the United States Department of Transportation (USDOT) through the Federal Highway Administration and Florida Department of Transportation (FDOT). All recipients of federal funding must comply with the requirements of Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the bases of race, color, and national origin. This Title VI Nondiscrimination Plan describes how the CRTPA complies with Title VI and other nondiscrimination statutes, regulations, and authorities in the delivery of its federally assisted programs, services, and activities. The Plan includes summary information on the structure of the CRTPA's Title VI Nondiscrimination Program as well as the policies, procedures, and practices that support nondiscrimination requirements.

The Plan is intended to be regularly reviewed and updated by the CRTPA to meaningfully reflect the program as it changes and grows. Anyone wishing to provide input into the CRTPA's Title VI Nondiscrimination Plan is encouraged to contact the Title VI Nondiscrimination Coordinator, Suzanne Lex at Suzanne.Lex@crtpa.org or (850) 891-8627 or (850) 891-8628 or in writing at 300 South Adams Street, Box A-19, Tallahassee, FL 32301.

Policy Statement

It is the policy of the CRTPA to comply with Title VI and all federal authorities requiring nondiscrimination, including but not limited to Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), the Age Discrimination Act of 1975, Executive Order 12898 (Environmental Justice), and Executive Order 13166 (Limited English Proficiency). The CRTPA does not and will not exclude from participation in; deny the benefits of; or subject anyone to discrimination on the basis of race, color, national origin, sex, age, disability, or income. In addition, in the delivery of its programs, services, or activities. The CRTPA complies with state authorities in accordance with the Florida Civil Rights Act of 1992 and does not permit discrimination on the basis of race, color, religion, sex, pregnancy, national origin, age, handicap, or marital status.

The CRTPA has adopted the FDOT's Title VI Nondiscrimination policy and ADA policy by reference Topic No.: 275-010-010-f – Title VI Program and Related Statutes. The FDOT Title VI Nondiscrimination policy and ADA policy statement may be found at: [FDOT Title VI Nondiscrimination Policy](#).

Title VI Coordinator Duties

The Title VI Coordinator is responsible for the development and implementation of the CRTPA's Title VI Program, and ensuring compliance with the provisions of Title VI of the Civil Rights Act of 1964 and other nondiscrimination authorities, including Executives Orders for Environmental Justice (EJ) and Limited English Proficiency (LEP). Program duties include:

- Preparing the Title VI Plan and maintain complainant log.
- Coordinating activities related to the effective and efficient implementation of the CRTPA's Title VI Program.
- Developing procedures and processes for preventing discrimination and addressing and resolving complaints of discrimination.
- Developing and publishing Title VI information for dissemination to the general public and as appropriate ensure that the information is translated in languages other than English.
- Implementing procedures for prompt processing and disposition of Title VI complaints.
- Assisting in obtaining public input, particularly in minority and traditionally underserved areas.
- Identifying opportunities for Title VI data gathering and/or training opportunities.
- Ensuring that meetings, hearings, and other public involvement events are held in accessible locations and at times to garner the best representation of the impacted community.
- Develop and maintain a Community Characteristics Inventory (race, color, sex, national origin, age, disability, the transportation disadvantaged, head of household status, poverty level, etc.) for the jurisdictional area.
- Review of solicitation and contract documents for inclusion of required nondiscrimination provisions as well as nondiscrimination in the selection of consulting firms.



CONTACT INFORMATION

CRTPA Title VI Coordinator: Suzanne Lex
Telephone: (850) 891-8627 or (850) 891-8628
Email address: suzanne.lex@crtpa.org
Mail: 300 South Adams Street, Box A-19
Tallahassee, FL 32031

Title VI Complaint Process

The CRTPA's planning process is conducted in accordance with Title VI of the Civil Rights Act of 1964 and related statutes. Any person or beneficiary who believes they have been discriminated against because of race, color, religion, sex, age, national origin, disability, or familial status may file a complaint with the CRTPA Title VI Coordinator Suzanne Lex at (850) 891-8627 or (850) 891-8628, in writing at 300 South Adams A-19, or by email at Suzanne.Lex@crtpa.org. If you are hearing or speech impaired call (800) 955-8770 Voice / (800) 955-8771 TTY.

1. Written [formal] complaints received by the CRTPA Title VI Coordinator shall be referred immediately to the FDOT District Three Title VI Coordinator for processing in accordance with approved State procedures.
2. Verbal and non-written [informal] complaints received by the CRTPA Title VI Coordinator shall be resolved informally by the Title VI Coordinator in accordance with sections 3-7 below. If the issue has not been satisfactorily resolved through informal means, or if at any time the person(s) request(s) to file a formal written complaint, the Complainant shall be referred immediately to the FDOT's District Three Title VI Coordinator for processing in accordance with approved State procedures.
3. For verbal and non-written complaints the CRTPA Title VI Coordinator will advise the FDOT's District Three Title VI Coordinator within five (5) calendar days of receipt of the allegations. The following information will be included in every notification to the FDOT's District Three Title VI Coordinator:
 - a) Name, address, and phone number of the Complainant.
 - b) Name(s) and address(es) of Respondent.
 - c) Basis of complaint (i.e., race, color, national origin, sex, age, disability, religion, or familial status)
 - d) Date of alleged discriminatory act(s).
 - e) Date of complaint received by the recipient.
 - f) A statement of the complaint.
 - g) Other agencies (state, local or Federal) where the complaint has been filed.
 - h) An explanation of the actions the recipient has taken or proposed to resolve the allegation(s) raised in the complaint.
4. Within ten (10) calendar days, the CRTPA Title VI Coordinator will acknowledge receipt of the complaint, inform the Complainant of action taken or proposed action to process the complaint, and advise the Complainant of other avenues of redress available, such as the FDOT District 3 Title VI Coordinator or the FDOT's Equal Opportunity Office (EOO).

Title VI Complaint Process (Cont.)

5. Within sixty (60) calendar days, the CRTPA Title VI Coordinator will conduct and complete a review of the verbal or non-written complaint and based on the information obtained, will render a recommendation for action in a report of findings to the CRTPA Executive Director.
6. Within ninety (90) calendar days of the receipt of a verbal or non-written complaint the CRTPA Executive Director will notify the Complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the Complainant of his/her right to file a formal complaint with the FDOT's EEO if they are dissatisfied with the final decision rendered by the CRPTA Executive Director. The CRTPA Title VI Coordinator will also provide the FDOT's District Three Title VI Coordinator with a copy of this decision and summary of findings.
7. The CRTPA Title VI Coordinator will maintain a log of all verbal and non-written Title VI complaints received by the CRTPA. The log will include the following information:
 - a) Name of Complainant.
 - b) Name of Respondent.
 - c) Basis of Complaint (i.e., race, color, national origin, sex, age, disability, religion, familial status, or retaliation)
 - d) Date verbal or non-written complaint was received by the CRTPA.
 - e) Date CRTPA notified the FDOT's District Three Title VI Coordinator of the verbal or non-written complaint.
 - f) Explanation of the actions the CRTPA has taken or proposed to resolve the issued in the complaint.

Attachments: Title VI Complaint Form (English)
CRTPA Title VI Assurance Statement (English)

**Capital Region Transportation Planning Agency
Title VI Program and Related Statutes Discrimination Complaint**

Complainant(s) Name:

Complainant(s) Address (Street No, P.O. Box, City, State, Zip Code):

Complainant(s) Phone Number:

Name of person(s) who allegedly discriminated against you, their position (if known), and name of agency:

Address (Street No, P.O. Box, Etc.) City, State, Zip Code:

Date of Alleged Incident:

Discrimination Because Of:

<input type="checkbox"/>	Race	<input type="checkbox"/>	Retaliation
<input type="checkbox"/>	Sex	<input type="checkbox"/>	Familial Status
<input type="checkbox"/>	Religion	<input type="checkbox"/>	Color
<input type="checkbox"/>	National Origin	<input type="checkbox"/>	Age
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Income Status
<input type="checkbox"/>	Other	<input type="checkbox"/>	

Please list the name(s) and phone number(s) of any person, if known, that the CRTPA could contact for additional information to support or clarify you allegation(s).

Please explain as clearly as possible how, why, when and where you believe you were discriminated against. Include as much background information as possible about the alleged acts of discrimination. Additional Pages may be attached if needed.

Complainant(s) Signature:

Date of Signature:

Mail to: Suzanne Lex, Programs Manager, Capital Region Transportation Planning Agency,
300 South Adams Street, Box A-15, Tallahassee, FL 32301
Or Email to: Suzanne.Lex@crtpa.org

(Please Print Except for Signature)

FLORIDA DEPARTMENT OF TRANSPORTATION
UNIFIED PLANNING WORK PROGRAM (UPWP)
STATEMENTS AND ASSURANCES

525-010-08
POLICY PLANNING
05/18


TITLE VI/ NONDISCRIMINATION ASSURANCE

Pursuant to Section 9 of US DOT Order 1050.2A, the Capital Region TPA assures the Florida Department of Transportation (FDOT) that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Florida Civil Rights Act of 1992 and other nondiscrimination authorities be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The Capital Region TPA further assures FDOT that it will undertake the following with respect to its programs and activities:

1. Designate a Title VI Liaison that has a responsible position within the organization and access to the Recipient's Chief Executive Officer.
2. Issue a policy statement signed by the Chief Executive Officer, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Recipient's organization and to the general public. Such information shall be published where appropriate in languages other than English.
3. Insert the clauses of *Appendices A and E* of this agreement in every contract subject to the Acts and the Regulations
4. Develop a complaint process and attempt to resolve complaints of discrimination against sub-recipients. Complaints against the Recipient shall immediately be forwarded to the FDOT District Title VI Coordinator.
5. Participate in training offered on Title VI and other nondiscrimination requirements.
6. If reviewed by FDOT or USDOT, take affirmative action to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) calendar days.
7. Have a process to collect racial and ethnic data on persons impacted by your agency's programs.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding. The person whose signature appears below is authorized to sign this assurance on behalf of the Recipient.


Name: Quincee Messersmith
Title: MPO Chairman (or designee)

May 21, 2024
Date

Agencia de Planificación de Transporte de la Región Capital

PLAN DEL TÍTULO VI y PROCEDIMIENTO DE QUEJAS



**Adoptada el 23 de Enero de 2006 y
Reafirmada el 15 de Abril de 2025**

Por: _____
Presidenta Dianne Williams-Cox

Atestiguar: _____
Greg Slay, Director Ejecutivo

**Agencia de Planificación de Transporte
de la Región Capital**

PLAN DEL TÍTULO VI y PROCEDIMIENTO DE QUEJAS

Actualizado en Abril de 2025

AGENCIA DE PLANIFICACIÓN DE TRANSPORTE DE LA REGIÓN CAPITAL

Introducción

La Agencia de Planificación del Transporte de la Región Capital (CRTPA) es una Organización de Planificación Metropolitana (MPO) y receptora de fondos federales del Departamento de Transporte de los Estados Unidos (USDOT) a través de la Administración Federal de Carreteras y el Departamento de Transporte de Florida (FDOT). Todos los receptores de fondos federales deben cumplir con los requisitos del Título VI de la Ley de Derechos Civiles de 1964, que prohíbe la discriminación por motivos de raza, color y origen nacional. Este Plan de No Discriminación del Título VI describe cómo la CRTPA cumple con el Título VI y otros estatutos, reglamentos y autoridades de no discriminación en la prestación de sus programas, servicios y actividades con asistencia federal. El Plan incluye información resumida sobre la estructura del Programa de No Discriminación del Título VI de la CRTPA, así como las políticas, procedimientos y prácticas que respaldan los requisitos de no discriminación.

Se pretende que el Plan sea revisado y actualizado periódicamente por la CRTPA para reflejar significativamente el programa a medida que cambia y crece. Se anima a cualquier persona que desee dar su opinión sobre el Plan de No Discriminación del Título VI de la CRTPA a que se comuniquen con la Coordinadora de No Discriminación del Título VI, Suzanne Lex, al Suzanne.Lex@crtpa.org o al (850) 891-8627 o por escrito a 300 South Adams Street, Box A-19, Tallahassee, FL 32301.

Declaración de política

Es política de la CRTPA cumplir con el Título VI y todas las autoridades federales que requieren no discriminación, incluidos, entre otros, el Título VI de la Ley de Derechos Civiles de 1964, la Ley de Restauración de los Derechos Civiles de 1987, la Sección 504 de la Ley de Rehabilitación de 1973, la Ley de Estadounidenses con Discapacidades de 1990 (ADA), la Ley de Discriminación por Edad de 1975, Orden Ejecutiva 12898 (Justicia Ambiental) y Orden Ejecutiva 13166 (Dominio Limitado del Inglés). La CRTPA no excluye ni excluirá de la participación en; negar los beneficios de; o someter a cualquier persona a discriminación por motivos de raza, color, nacionalidad, sexo, edad, discapacidad o ingresos. Además, en la entrega de sus programas, servicios o actividades. La CRTPA cumple con las autoridades estatales de acuerdo con la Ley de Derechos Civiles de Florida de 1992 y no permite la discriminación por motivos de raza, color, religión, sexo, embarazo, origen nacional, edad, discapacidad o estado civil.

La CRTPA ha adoptado la política de no discriminación del Título VI del FDOT y la política de la ADA por referencia al Tema No.: 275-010-010-f - Programa del Título VI y Estatutos Relacionados. La política de no discriminación del Título VI del FDOT y la declaración de política de la ADA se pueden encontrar en: [Política de no discriminación del Título VI del FDOT](#).

Deberes del Coordinador del Título VI

El Coordinador del Título VI es responsable del desarrollo y la implementación del Programa del Título VI de la CRTPA, y de garantizar el cumplimiento de las disposiciones del Título VI de la Ley de Derechos Civiles de 1964 y otras autoridades no discriminatorias, incluidas las Órdenes Ejecutivas de Justicia Ambiental (EJ) y Dominio Limitado del Inglés (LEP). Los deberes del programa incluyen:

- Preparar el Plan del Título VI y mantener el registro de reclamantes.
- Coordinar las actividades relacionadas con la implementación efectiva y eficiente del Programa del Título VI de la CRTPA.
- Desarrollar procedimientos y procesos para prevenir la discriminación y abordar y resolver quejas de discriminación.
- Desarrollar y publicar información sobre el Título VI para su difusión al público en general y, según corresponda, garantizar que la información se traduzca a otros idiomas además del inglés.
- Implementar procedimientos para el procesamiento y disposición rápidos de las quejas del Título VI.
- Ayudar a obtener la opinión del público, particularmente en áreas minoritarias y tradicionalmente desatendidas.
- Identificar oportunidades para la recopilación de datos del Título VI y/o oportunidades de capacitación.
- Asegurar que las reuniones, audiencias y otros eventos de participación pública se lleven a cabo en lugares accesibles y en horarios para obtener la mejor representación de la comunidad afectada.
- Desarrollar y mantener un Inventario de Características de la Comunidad (raza, color, sexo, origen nacional, edad, discapacidad, personas desfavorecidas en el transporte, condición de cabeza de familia, nivel de pobreza, etc.) para el área jurisdiccional.
- Revisión de los documentos de solicitud y contrato para la inclusión de las disposiciones requeridas contra la discriminación, así como la no discriminación en la selección de empresas consultoras.

INFORMACIÓN DE CONTACTO

Coordinadora del Título VI de CRTPA: Suzanne Lex

Teléfono: (850) 891-8627 o (850) 891-8628

Dirección de correo electrónico: suzanne.lex@crtpa.org

**Correo: 300 South Adams Street, Box A-19
Tallahassee, FL 32031**



Proceso de Quejas del Título VI

El proceso de planificación de la CRTPA se lleva a cabo de acuerdo con el Título VI de la Ley de Derechos Civiles de 1964 y los estatutos relacionados. Cualquier persona o beneficiario que crea que ha sido discriminado por motivos de raza, color, religión, sexo, edad, nacionalidad, discapacidad o estado familiar puede presentar una queja ante la Coordinadora del Título VI de CRTPA, Suzanne Lex, al (850) 891-8627 o (850) 891-8628, por escrito a 300 South Adams A-19 o por correo electrónico al Suzanne.Lex@crtpa.org. Si tiene problemas de audición o del habla, llame al (800) 955-8770 Voice / (800) 955-8771 TTY.

1. Las quejas escritas [formales] recibidas por el Coordinador del Título VI de la CRTPA se remitirán inmediatamente al Coordinador del Título VI del Distrito Tres del FDOT para su procesamiento de acuerdo con los procedimientos estatales aprobados.
2. Las quejas verbales e informales no escritas recibidas por el Coordinador del Título VI de la CRTPA serán resueltas informalmente por el Coordinador del Título VI de acuerdo con las secciones 3-7 a continuación. Si el problema no se ha resuelto satisfactoriamente a través de medios informales, o si en algún momento la(s) persona(s) solicita(n) presentar una queja formal por escrito, el Demandante será referido inmediatamente al Coordinador del Título VI del Distrito Tres del FDOT para su procesamiento de acuerdo con los procedimientos estatales aprobados.
3. Para quejas verbales y no escritas, el Coordinador del Título VI de CRTPA notificará al Coordinador del Título VI del Distrito Tres del FDOT dentro de los cinco (5) días calendario posteriores a la recepción de las acusaciones. La siguiente información se incluirá en cada notificación al Coordinador del Título VI del Distrito Tres del FDOT:
 - a) Nombre, dirección y número de teléfono del demandante.
 - b) Nombre(s) y dirección(es) del demandado.
 - c) Base de la queja (es decir, raza, color, nacionalidad, sexo, edad, discapacidad, religión o estado familiar)
 - d) Fecha del presunto acto o actos discriminatorios.
 - e) Fecha de recepción de la reclamación por parte del destinatario.
 - f) Una declaración de la queja.
 - g) Otras agencias (estatales, locales o federales) donde se haya presentado la queja.
 - h) Una explicación de las acciones que el destinatario ha tomado o propuesto para resolver las alegaciones planteadas en la queja.
4. Dentro de los diez (10) días calendario, el Coordinador del Título VI de la CRTPA acusará recibo de la queja, informará al Demandante de la acción tomada o la acción propuesta para procesar la queja e informará al Demandante de otras vías de reparación disponibles, como el Coordinador del Título VI del Distrito 3 del FDOT o la Oficina de Igualdad de Oportunidades (EOO) del FDOT.
5. Dentro de sesenta (60) días calendario, el Coordinador del Título VI de CRTPA llevará a cabo y completará una revisión de la queja verbal o no escrita y, con base en la información obtenida, hará una recomendación de acción en un informe de hallazgos al Director Ejecutivo de CRTPA.

Proceso de Quejas del Título VI

6. Dentro de los noventa (90) días calendario posteriores a la recepción de una queja verbal o no escrita, el Director Ejecutivo de CRTPA notificará al Demandante por escrito la decisión final alcanzada, incluida la disposición propuesta del asunto. La notificación informará al Demandante de su derecho a presentar una queja formal ante la EOO del FDOT si no está satisfecho con la decisión final dictada por el Director Ejecutivo de CRTPA. El Coordinador del Título VI de la CRTPA también proporcionará al Coordinador del Título VI del Distrito Tres del FDOT una copia de esta decisión y un resumen de los hallazgos.
7. El Coordinador del Título VI de la CRTPA mantendrá un registro de todas las quejas verbales y no escritas del Título VI recibidas por la CRTPA. El registro incluirá la siguiente información:
 - a) Nombre del denunciante.
 - b) Nombre del demandado.
 - c) Base de la queja (es decir, raza, color, nacionalidad, sexo, edad, discapacidad, religión, estado familiar o represalias)
 - d) Fecha en que la CRTPA recibió la queja verbal o no escrita.
 - e) Fecha: CRTPA notificó al Coordinador del Título VI del Distrito Tres del FDOT sobre la queja verbal o no escrita.
 - f) Explicación de las acciones que la CRTPA ha tomado o propuesto para resolver lo emitido en la queja.

Adjuntos: Formulario de Queja del Título VI (Español)
 Aseguramiento del Título VI de la CRTPA (English)

Agencia de Planificación de Transporte de la Región Capital
Queja de Discriminación del Programa del Título VI y Estatutos Relacionados

Nombre del (los) demandante(s):

Dirección del (los) demandante(s) (número de calle, apartado postal, ciudad, estado, código postal):

Número de teléfono del (los) demandante(s):

Nombre de la(s) persona(s) que presuntamente lo discriminó, su posición (si se conoce) y nombre de la agencia:

Dirección (Nº de calle, apartado de correos, etc.) Ciudad, Estado, Código Postal:

Fecha del presunto incidente:

Discriminación debido a:

<input type="checkbox"/>	Raza	<input type="checkbox"/>	Represalia
<input type="checkbox"/>	Sexo	<input type="checkbox"/>	Estado Familiar
<input type="checkbox"/>	Religión	<input type="checkbox"/>	Color
<input type="checkbox"/>	Origen Nacional	<input type="checkbox"/>	Edad
<input type="checkbox"/>	Discapacidad	<input type="checkbox"/>	Estado de ingresos
<input type="checkbox"/>	Otro	<input type="checkbox"/>	

Enumere el nombre y el número de teléfono de cualquier persona, si se conoce, con la que la CRTPA podría comunicarse para obtener información adicional que respalde o aclare sus acusaciones.

Por favor, explique lo más claramente posible cómo, por qué, cuándo y dónde cree que fue discriminado. Incluya la mayor cantidad posible de información de fondo sobre los presuntos actos de discriminación. Se pueden adjuntar páginas adicionales si es necesario.

Firma del (los) demandante(s):

Fecha de firma:

Envíe por correo a: Suzanne Lex, Gerente de Programas, Agencia de Planificación de Transporte de la Región Capital,
300 South Adams Street, Box A-15, Tallahassee, FL 32301
O envíe un correo electrónico a: Suzanne.Lex@crtpa.org

(Por favor, escriba en letra de imprenta excepto la firma)

FLORIDA DEPARTMENT OF TRANSPORTATION
UNIFIED PLANNING WORK PROGRAM (UPWP)
STATEMENTS AND ASSURANCES

525-010-08
POLICY PLANNING
05/18


TITLE VI/ NONDISCRIMINATION ASSURANCE

Pursuant to Section 9 of US DOT Order 1050.2A, the Capital Region TPA assures the Florida Department of Transportation (FDOT) that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Florida Civil Rights Act of 1992 and other nondiscrimination authorities be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The Capital Region TPA further assures FDOT that it will undertake the following with respect to its programs and activities:

1. Designate a Title VI Liaison that has a responsible position within the organization and access to the Recipient's Chief Executive Officer.
2. Issue a policy statement signed by the Chief Executive Officer, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Recipient's organization and to the general public. Such information shall be published where appropriate in languages other than English.
3. Insert the clauses of *Appendices A and E* of this agreement in every contract subject to the Acts and the Regulations
4. Develop a complaint process and attempt to resolve complaints of discrimination against sub-recipients. Complaints against the Recipient shall immediately be forwarded to the FDOT District Title VI Coordinator.
5. Participate in training offered on Title VI and other nondiscrimination requirements.
6. If reviewed by FDOT or USDOT, take affirmative action to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) calendar days.
7. Have a process to collect racial and ethnic data on persons impacted by your agency's programs.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding. The person whose signature appears below is authorized to sign this assurance on behalf of the Recipient.



Name: Quincee Messersmith
Title: MPO Chairman (or designee)

May 21, 2024

Date