



CRTPA EXECUTIVE COMMITTEE

MEETING OF THURSDAY, JANUARY 4, 2024 AT 1:30 PM

TALLAHASSEE CITY HALL
TALLAHASSEE ROOM (2ND FLOOR)
300 S. ADAMS STREET
TALLAHASSEE, FL 32301

MISSION STATEMENT

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

FINAL AGENDA

1. CALL TO ORDER AND ROLL CALL

2. AGENDA MODIFICATIONS

3. CONSENT AGENDA

A. Minutes of the August 22, 2023, Executive Committee Meeting

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

4. CRTPA EXECUTIVE COMMITTEE ACTION

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

A. Amendments to the FY 2024 – FY 2028 Transportation Improvement Programs (TIP) This item seeks, by Roll Call vote, approval of Resolution 2024-01-4A authorizing the following TIP amendments:

- SR 61 (US27) Monroe Street at Park Avenue (Project No. 454170-1) (Leon County): Provide \$388,300 in funds in FY 23/24 for mast arm replacement.
- SR 61 (US 319) from Timberwolf Crossing to Georgia State Line (Project No. 452940-1) (Leon County): Provide \$1,516,273 in design funds in FY 23/24 for resurfacing.

B. Local Governments' Proportionate Share Billing

This item presents for approval the local governments' proportionate share of operating costs over and above the expenses covered by federal and state grants for Fiscal Year 2023.

5. CRTPA CITIZEN COMMENT

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

6. EXECUTIVE DIRECTOR'S REPORT

7. ITEMS FROM CRTPA EXECUTIVE COMMITTEE MEMBERS

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

8. ADJOURNMENT



January 4, 2024

EXECUTIVE COMMITTEE AGENDA ITEM 3A

MINUTES

TYPE OF ITEM: Consent

The minutes from the August 22, 2023 Executive Committee meeting are provided as ***Attachment 1***.

RECOMMENDED ACTION

Option 1: Approve the minutes of the August 22, 2023 Executive Committee meeting.

ATTACHMENT

Attachment 1: Minutes of the August 22, 2023 Executive Committee meeting.



CRTPA EXECUTIVE COMMITTEE

MEETING OF TUESDAY, AUGUST 22, 2023, AT 1 PM

TALLAHASSEE CITY HALL
TALLAHASSEE ROOM (2ND FLOOR)
300 S. ADAMS STREET
TALLAHASSEE, FL 32301

Meeting Minutes

Members Present:

Commissioner Rick Minor, Chair
Commissioner Quincee Messersmith, Vice Chair
Commissioner Jeremy Matlow, Past Chair

Staff Present: Greg Slay, Executive Director, CRTPA; Jack Kostrzewa, CRTPA; Greg Burke, CRTPA; Suzanne Lex, CRTPA; Yulonda Mitchell, CRTPA; Linda Caines, Financial Reporting; Rita Stevens, Financial Reporting; Patrick Twyman, Financial Services; Roberta McManus, Grants & Enterprise Resources; Andrew Ferguson, James Moore & Company; Ben Clark, James Moore & Company

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order by the Chair at 1:02 with a quorum present.

2. AGENDA MODIFICATIONS

3. CONSENT AGENDA

A. Minutes of the August 15, 2022, Executive Committee Meeting

Committee Action: Commissioner Matlow made a motion to approve the consent agenda as presented. Commissioner Messersmith seconded the motion. The motion was unanimously passed.

4. CRTPA EXECUTIVE COMMITTEE ACTION

A. CRTPA Annual Audit – Fiscal Year 2022 Financial Statements

This item provides information related to the Annual Single Audit Report. Staff from James Moore and Company, and City of Tallahassee Financial Services and Grants Departments will be on hand for questions related to the FY 2022 Annual Financial Statements.

Mr. Ben Clark, CPA, James Moore & Company, provided information on the CRTPA Annual Audit – Fiscal Year 2022 Financial Statements. Mr. Clark provided an overview of the audit process and explained the required communications in relationship to the Financial Statements. He noted there were no significant or uncorrected audit adjustments for this year and there were no difficulties performing the audit. Next, he discussed the audit reports and provided an overview of the Report on Financial Statements, followed by the Report on Internal Control and Compliance. There were no material weaknesses identified in the audit. He discussed the Report on Compliance for Major Federal programs and noted there was unmodified opinion on this report as well. Next, the Independent Accountant's Examination Report was presented, in which the CRTPA was found to be compliance with the grant. Lastly, Mr. Clark discussed the management letter required by the Auditor General. The letter contained a recommendation for the CRTPA to work to reconcile the Grant Revenue with the expenditures on a more regular basis.

Ms. Lex stated the CRTPA and Grants staff was currently working to develop a process for quarterly reconciliation. She stated the expectation was to have a process in place this year.

Mr. Slay noted this item would be on the agenda for the September 19, 2023, CRTPA Meeting for approval by the Board.

Committee Action: Commissioner Messersmith made a motion to accept the CRTPA Annual Audit – Fiscal Year 2022 Financial Statements. Commissioner Matlow seconded the motion. The motion was unanimously passed.

A. Fiscal Year 2024 CRTPA Budget

The CRTPA's budget for Fiscal Year 2024 has been developed for Executive Committee discussion and approval.

Ms. Lex provided information on the Fiscal Year 2024 CRTPA Budget. She noted there were increases to the budget for the computer software line item. Mr. Slay explained the Urban SDK platform accounted for most of the increase on the line item. He noted CRTPA would be purchasing a higher tier for the platform and there was an increased cost to upgrade which will provide additional safety information for the region. Mr. Slay noted the cost was increased from \$32,500 to \$65,000. He explained the total in the line item would cover an 18-month period.

Committee Action: Commissioner Messersmith made a motion to approve the CRTPA FY 2024 Budget. Commissioner Matlow seconded the motion. The motion was unanimously passed.

B. Annual Evaluation of the Executive Director

The annual evaluation of the Executive Director will be discussed.

Executive Committee members provided written evaluations for the Executive Director. They each stated Mr. Slay was exceeding expectations and spoke of instances where Mr. Slay worked to resolve issues with citizens within the community.

Mr. Slay noted this item would be on the agenda for the September 19, 2023, CRTPA Meeting for approval by the Board. He requested the item be on the consent agenda. The Executive Committee agreed the item would be best suited for the consent agenda at the regular board meeting in September.

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

C. CRTPA Bylaws Update

This item seeks approval of the updated to the CRTPA Bylaws.

Ms. Lex stated the update to the CRTPA Bylaws would update the language in the current bylaws to reflect the increase to the Executive Director expenditure authority to a maximum of \$25,000 and provided the Executive Director the authority to approve minor amendments to the Unified Planning Work Program. She explained the update would also allow regular meetings to be conducted as a hybrid virtual meeting provided there was a quorum present at the meeting.

In addition, the update would clarify the process for notification to the local governments for the proportionate share cost. Ms. Lex briefly explained the billing of the local governments. She explained the local governments shall pay a proportionate share of the cost that is not covered by the Grants. Ms. Lex stated staff will be providing information to the local governments annually to follow the fiscal year and send out invoices for payment with the hopes of receiving payment by March of the following year and those revenues will be shown in the final audit reports when the audit is conducted.

Lastly, Ms. Lex explained the update removes the process associated with amending the Long Rang Transportation Plan.

Commissioner Minor recommended that the language relating to the hybrid virtual meetings be modified to mirror the language in the City of Tallahassee/Leon County's bylaws related to virtual meetings. Commissioner Matlow stated there was language relating to the individual attending virtually cannot be a deciding vote on any issue. He recommended leaving that language out of the developed language when mirroring the City of Tallahassee/Leon County's. Mr. Slay noted this change would be incorporated into the Bylaws update that will be presented at the September 19, 2023, CRTPA meeting for approval by the Board.

Committee Action: Commissioner Messersmith made a motion to approve the CRTPA Bylaws update with the development of language discussed to mirror the City of Tallahassee/Leon County's bylaws language as it relates to the hybrid virtual meetings. Commissioner Minor seconded the motion. The motion was unanimously passed.

D. Reapportionment Plan

A discussion of the CRTPA's reapportionment plan will be provided.

Mr. Slay explained the requirements associated with the Reapportionment Plan as it relates to population changes for the CRTPA region based on the 2020 Census Data. He noted overall the proportional population of each jurisdiction within the Region had very few changes compared to the 2010 Census Data.

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

E. Amendments to the Fiscal Year (FY) 2023 - FY 2027 and FY 2024 – FY 2028 Transportation Improvement Programs (TIP)

This item seeks, by Roll Call vote, approval of Resolution 2023-08-4F authorizing the two TIP amendments.

Ms. Lex provided information on the Amendments to the Fiscal Year (FY) 2023 - FY 2027 and FY 2024 – FY 2028 Transportation Improvement Programs (TIP). She stated the amendment adds the project CR 268/Adams St. from CR 274 Martin Luther King Jr Blvd. to Clark St. (Project No. 436992-1): (Gadsden County) Provide funding in FY 23 for the construction of a five-foot wide sidewalk on the west side of the road.

Committee Action: Commissioner Messersmith made a motion to approve the Amendments to the Fiscal Year (FY) 2023 - FY 2027 and FY 2024 – FY 2028 Transportation Improvement Programs (TIP). Commissioner Matlow seconded the motion. A roll call vote was conducted, and the motion unanimously passed.

5. CRTPA CITIZEN COMMENT

None

6. EXECUTIVE DIRECTOR'S REPORT

7. ITEMS FROM CRTPA EXECUTIVE COMMITTEE MEMBERS

None

8. ADJOURNMENT

The meeting was adjourned at 1:49 PM.



January 4, 2024

EXECUTIVE COMMITTEE AGENDA ITEM 4A

FISCAL YEAR 2024 - FISCAL YEAR 2028

TRANSPORTATION IMPROVEMENT PROGRAM

AMENDMENT

TYPE OF ITEM: ROLL CALL

STATEMENT OF ISSUE

The purpose of this item is to amend the CRTPA Fiscal Year (FY) 2024 – FY 2028 Transportation Improvement Program to add two projects and associated funding. This agenda item is time sensitive.

Staff is seeking approval of Resolution 2024-01-4A (Attachment 1) to add the following projects:

- SR 61 (US 27)/Monroe Street at Park Avenue (Project No. 454170-1): Provide funding \$388,330 in FY 24 for the replacement of the mast arm [Construction Phase] at the intersection. (Leon County) (***Attachment 2***)
- SR 61 (US 319)/Thomasville Rd. from Timberwolf Crossing to the Georgia State Line (Project No. 452940-1): Provide \$1,516,273 in funding in FY 24 for the Design Phase for the resurfacing. (Leon County) (***Attachment 3***)

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 can require an amendment to the CRTPA's TIP. The FDOT requested the CRTPA amend the FY 2024 - FY 2028 TIP to add two projects and funding in FY 2024.

In order for the projects to be amended into the State Transportation Improvement Program and subsequently authorized by the Federal Highway Administration (FHWA), the projects must be reflected in the CRTPA's current FY 2024- FY 2028 TIP. The TIP Amendment is time sensitive as FDOT is seeking immediate authorization from Federal Highway Administration (FHWA) for this project.

Timely approval allows FDOT to initiate the projects. The Executive Committee is authorized to approve time-sensitive items pursuant to Section IV. CRTPA Bylaws, Subsection D.4.c., Duties of the Executive Committee. The CRTPA By-laws Section IV.D. is provided as **Attachment 4**. After the Executive Committee approval, the FY 2024 - 2028 TIP will be updated to reflect the amendments and transmitted, along with Resolution 2024-01-4A to the FDOT.

RECOMMENDED ACTION (ROLL CALL)

Option 1: Recommend adoption of the Executive Committee Resolution No. 2024-01-4A amending the FY 2024 – FY 2028 Transportation Improvement Program to reflect the addition of projects and funding as follows:

- SR 61 (US 27)/Monroe St. at Park Avenue (Project No. 454170-1): Provide funding \$388,330 in FY 24 for the replacement of the mast arm [Construction Phase] at the intersection. (Leon County) (**Attachment 2**)
- SR 61 (US 319)/Thomasville Rd. from Timberwolf Crossing to the Georgia State Line (Project No. 452940-1): Provide \$1,516,273 in funding in FY 24 for the Design Phase for the resurfacing project. (Leon County) (**Attachment 3**)

Option 2: As desired by the Committee.

ATTACHMENTS

Attachment 1: CRTPA Executive Committee Resolution No. 2024-01-4A

Attachment 2: Amended CRTPA FYs 2024-2028 TIP Project Page, Project No. 454170-1

Attachment 3: Amended CRTPA FYs 2024-2028 TIP Project Page, Project No. 452940-1

Attachment 4: CRTPA Bylaws (Adopted September 2023) Section IV.D

CRTPA RESOLUTION 2024-01-4A

**A RESOLUTION OF THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA) EXECUTIVE COMMITTEE ENDORSING
THE AMENDMENTS TO THE FY 2024 – FY 2028 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 authorization of the federal funding for Projects Nos. 454170-1 and 452940-1 is time sensitive.

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

The CRTPA amends the FY 2024 – FY 2028 Transportation Improvement Programs to reflect:

- Project No. 454170-1 - SR 61 (US 27)/Monroe St. at Park Avenue: Provide funding \$388,330 in FY 24 for the replacement of the mast arm [Construction Phase] at the intersection. (Leon County)
- Project No. 452940-1 - SR 61 (US 319)/Thomasville Rd. from Timberwolf Crossing to the Georgia State Line: Provide \$1,516,273 in funding in FY 24 for the Design Phase for the resurfacing project. (Leon County)

Passed and duly adopted by the Capital Region Transportation Planning Agency Executive Committee on this 4th day of January 2024.

Capital Region Transportation Planning Agency

By: _____

Quincee Messersmith, Chair

Attest

Greg Slay, Executive Director

MONROE STREET AT PARK AVENUE INTERSECTION IMPROVEMENT**4541701 Non-SIS****Project Description:** INTERSECTION IMPROVEMENT**Lead Agency:** MANAGED BY CITY OF TALLAHASSEE**County:** LEON**Length:** 0.001**Phase Group:** CONSTRUCTION**From:** MONROE STREET**At:** PARK AVENUE

Phase	Fund Code	2024	2025	2026	2027	2028	Total
CST	ACPR	170,000	0	0	0	0	368,330
CST	DIH	338,330					388,330

Replace Mast Arm at intersection.

Prior Year Cost: 0**Future Year Cost: 0****Total Project Cost: 388,330****LRTP: 2045 RMP Page 5-8 - Table 5-4**

SR 61 (US 319) THOMASVILLE ROAD
452940-1 Non-SIS



Project Description: RESURFACING

Lead Agency: MANAGED BY FDOT

County: LEON

Length: 8.531

Phase Group: PRELIMINARY ENGINEERING

From: TIMBERWOLF CROSSING

To: GEORGIA STATE LINE

Phase	Fund Code	2024	2025	2026	2027	2028	Total
PE	DIH	170,000	0	0	0	0	170,000
PE	SA	1,346,273	0	0	0	0	1,346,273
		1,516,273					1,516,273

Prior Year Cost: 0

Future Year Cost: 0

Total Project Cost: 1,516,273

LRTP: 2045 RMP Page 5-8 - Table 5-4

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

January 4, 2024



EXECUTIVE COMMITTEE AGENDA ITEM 4B

LOCAL GOVERNMENTS' PROPORTIONATE SHARE BILLING

TYPE OF ITEM: Approval

STATEMENT OF ISSUE

This item presents for approval the local governments' proportionate share of operating costs over and above the expenses covered by federal and state grants for the period of July 1, 2022 through September 30, 2023.

BACKGROUND

The local governments' proportional share has been calculated for the state and federal contracts for the period of July 1, 2022 through September 30, 2023. The total unfunded cost for this period is \$7,849. This amount is associated with ineligible expenses pursuant to federal and state requirements. In addition, an estimate of the local governments' proportionate share contribution for FY 2024 is provided. (***Attachment 1***)

The Interlocal Agreement states it is the responsibility of the CRTPA to establish in the Bylaws procedures and operational policies governing funding allocations other than the federal money appropriated through the Florida Department of Transportation. Pursuant to the Interlocal Agreement (ILA), Section VII of the Bylaws (September 19, 2023) establishes that each member government shall pay a proportional share of unfunded costs based on population. The relevant sections of the ILA and Bylaws are provided in ***Attachment 2***. Member governments' population estimates are also included in ***Attachment 1***.

RECOMMENDED ACTION

Option 1: Recommend approval of the local governments' proportionate share of operating costs not covered by federal and state grants for the period of July 1, 2022 through September 30, 2023.

Option 2: As desired by the Committee.

ATTACHMENTS

Attachment 1: Local Governments' Proportionate Share Calculations FY 2023 and Estimates 2024
Attachment 2: Interlocal Agreement (2014) and CRTPA Bylaws (September 19, 2023)

2020 POPULATION ESTIMATE AND % OF TOTAL			FY23*	FY 24
			ACTUAL TOTAL	ESTIMATE
			\$ 7,849	\$ 5,500
Gadsden County	43,813	11.27%	\$ 885	\$ 620
Chattahoochee	2,741	6.26%	\$ 55	\$ 39
Greensboro	471	1.08%	\$ 10	\$ 7
Gretna	1,365	3.12%	\$ 28	\$ 19
Havana	1,777	4.06%	\$ 36	\$ 25
Midway	3,617	8.26%	\$ 73	\$ 51
Quincy	7,886	18.00%	\$ 159	\$ 112
Unincorporated	25,956	59.24%	\$ 524	\$ 367
	TOTAL	100.00%	\$ 885	\$ 620
Jefferson County	14,590	3.75%		\$ 206
	TOTAL	100.00%	\$ 295	\$ 206
Leon County	295,921	76.14%	\$ 5,976	\$ 4,188
Tallahassee (Paid)	198,371	67.04%	\$ 4,006	\$ 2,807
Unincorporated	97,550	32.96%	\$ 1,970	\$ 1,380
	TOTAL	100.00%	\$ 5,976	\$ 4,187
Wakulla County	34,311	8.83%	\$ 693	\$ 486
	TOTAL	100.00%	\$ 693	\$ 486
TOTALS	388,635		\$ 7,849	\$ 5,500

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

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

RECITALS

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

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

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

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

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

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

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

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

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

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

ARTICLE 7

FUNDING; INVENTORY REPORT; RECORD-KEEPING

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

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

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

ARTICLE 8 MISCELLANEOUS PROVISIONS

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

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

Section 8.03. Duration; withdrawal procedure.

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

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

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

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

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

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

Section 8.05. Interpretation.

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

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

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

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

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

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

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

Section 8.08. Effective date; Cost of recordation.

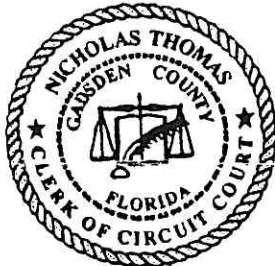
(a) Effective date. This Agreement shall become effective upon its filing in the Office of the Clerk of the Circuit Court of each county in which a party hereto is located. Any amendment hereto shall become effective only upon its filing in the Office of the Clerk of the Circuit Court for each county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


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

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

Signed, Sealed and Delivered in the presence of:

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




Douglas M. Croley, Chairperson
Board of County Commissioners

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

BY: Marcella Blocker, Deputy

APPROVED AS TO FORM:
GADSDEN COUNTY ATTORNEY

BY: 
Deborah Minnis, Esq.



CERTIFIED A TRUE COPY

NICHOLAS THOMAS, Clerk Circuit Court Gadsden County, Florida

By Marcella Blocker, Deputy
DEPUTY CLERK

(Signature Pages Continue)

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

Revised September 2023

- I. Organization Name**
- II. Preamble**
- III. Purpose**
- IV. CRTPA Bylaws**
- V. CRTPA General Policies**
- VI. CRTPA Specific Policies**
- VII. Funding**
- VIII. Notices**

I. Organization Name

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

II. Preamble

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

VII. Funding of the CRTPA

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