

June 17, 2019



AGENDA ITEM 9

EXECUTIVE DIRECTOR'S REPORT

TYPE OF ITEM: Information

A status report on the activities of the Capital Region Transportation Planning Agency (CRTPA) will be provided including information on the following items:

- CRTPA Budget Report (***Attachment 1***)
- CRTPA Project Updates (***Attachment 2***)
- Update on the FDOT Office of the Inspector General (OIG) Audit (***Attachment 3***)

	FY 2018/19 FHWA - PL Jan - Mar 2019						Utilization
	Budget Amount	Previous Expenditures	Current Expenditures	Costs to Date	Balance		
Task 1.0 - Administration							
Personnel	\$ 182,241.00	\$ 79,213.80	\$ 25,751.08	\$ 104,964.89	\$ 77,276.11		57.6%
Travel	\$ 17,000.00	\$ 3,757.27	\$ 1,762.61	\$ 5,519.88	\$ 11,480.12		32.5%
Direct Expenses							
Administrative	\$ 88,900.00	\$ 42,590.17	\$ 22,998.94	\$ 65,589.11	\$ 23,310.89		73.8%
Contracted Expenses							
Audit	\$ 30,000.00	\$ -	\$ 10,734.86	\$ 10,734.86	\$ 19,265.14		35.8%
Legal	\$ 24,000.00	\$ 7,573.00	\$ 8,202.50	\$ 15,775.50	\$ 8,224.50		65.7%
Office	\$ 31,087.00	\$ 342.48	\$ 1,234.81	\$ 1,577.29	\$ 29,509.71		5.1%
Total	\$ 373,228.00	\$ 134,001.72	\$ 70,684.80	\$ 204,686.53	\$ 168,541.47		
Task 2.0 - Data Collection							
Personnel	\$ 15,160.00	\$ 7,896.58	\$ 5,800.83	\$ 13,697.41	\$ 1,462.59		90.4%
Consultant	\$ 10,000.00	\$ -	\$ -	\$ -	\$ 10,000.00		0.0%
Total	\$ 25,160.00	\$ 7,896.58	\$ 5,800.83	\$ 13,697.41	\$ 11,462.59		54.4%
Task 3.0 - Long Range Planning							
Personnel	\$ 58,975.00	\$ 24,188.97	\$ 16,714.73	\$ 40,903.70	\$ 18,071.30		69.4%
Task 4.0 - Short Range Planning							
Personnel	\$ 41,322.00	\$ 25,172.74	\$ 7,409.45	\$ 32,582.19	\$ 8,739.81		78.8%
Consultant	\$ 9,600.00	\$ -	\$ -	\$ -	\$ -		0.0%
Total	\$ 50,922.00	\$ 25,172.74	\$ 7,409.45	\$ 32,582.19	\$ 18,339.81		64.0%
Task 5.0 - Mobility Planning							
Personnel	\$ 57,610.00	\$ 42,225.71	\$ 9,359.29	\$ 51,585.00	\$ 6,025.00		89.5%
Task 6.0 - Public Involvement							
Personnel	\$ 46,974.00	\$ 24,174.94	\$ 7,986.78	\$ 32,161.72	\$ 14,812.28		68.5%
Task 7.0 -Special Projects							
Personnel	\$ 102,150.00	\$ 53,919.86	\$ 41,746.11	\$ 95,665.98	\$ 6,484.02		93.7%
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -		
Total	\$ 102,150.00	\$ 53,919.86	\$ 41,746.11	\$ 95,665.98	\$ 6,484.02		93.7%
Overall Totals	\$ 715,019.00	\$ 311,580.53	\$ 159,701.99	\$ 471,282.52	\$ 243,736.47		

Invoice Submitted to FDOT:	Reimbursed:	
Jul - Sep	11/14/2018	11/26/2018
Oct - Dec	2/12/2019	2/19/2019
Jan - Mar	5/21/2019	5/28/2019
Apr - Jun		

Itemized Expenditure Detail Report SU Funds Jan - Mar 2019						
	Budget Amount	Current Costs	Previous Payments	Costs to Date	Remaining Balance	
Task 1.0 Administration						
1.13 Audit Consultant	\$ 55,000.00	\$ 55,000.00	\$ -	\$ 55,000.00	\$ -	
Task 3.0 Long Range Planning						
3.3 LRTP 2045 Update Consultant	\$ 225,000.00	\$ -	\$ -	\$ -	\$ 225,000.00	
Task 4.0 Short Range Planning						
Other (TBD)	\$ 21,777.00	\$ -	\$ -	\$ -	\$ 21,777.00	
Task 5.0 - Mobility Planning						
5.7 Bicycle/Pedestrian Master Plan Update Consultant	\$ 166,560.00	\$ 30,715.00	\$ 80,360.00	\$ 111,075.00	\$ 55,485.00	
5.8 Wakulla County Bicycle/Pedestrian Master Plan Update Consultant	\$ 30,000.00	\$ -	\$ -	\$ -	\$ 30,000.00	
Other	\$ 150,000.00	\$ -	\$ -	\$ -	\$ 150,000.00	
Task 7.0 - Special Projects						
7.1 Southwest Area Transportation Plan Consultant	\$ 301,000.00	\$ 60,010.90	\$ 97,861.04	\$ 157,871.94	\$ 143,128.06	
7.2 Midtown Area Transportation Plan (Phase II) Consultant	\$ 150,000.00	\$ -	\$ -	\$ -	\$ 150,000.00	
7.3 Corridor Assessments Consultant	\$ 50,000.00	\$ 31,267.15	\$ -	\$ 31,267.15	\$ 18,732.85	
7.4 Corridor/Complete Streets Studies Consultant	\$ 350,000.00		\$ -	\$ -	\$ 350,000.00	
7.5 Monticello Trail Extension Feasibility Study Consultant	\$ 55,000.00	\$ 18,640.00	\$ 16,310.00	\$ 34,950.00	\$ 20,050.00	
7.6 US 27/Downtown Havana Corrdiro Study Consultant	\$ 50,000.00	\$ 20,000.00	\$ -	\$ 20,000.00	\$ 30,000.00	
7.6 Other Consultant	\$ 171,050.00	\$ -	\$ -	\$ -	\$ 171,050.00	
	\$ 1,775,387.00	\$ 215,633.05	\$ 194,531.04	\$ 410,164.09	\$ 1,365,222.91	
Invoice Submitted to FDOT						
Jul - Sep		11/9/18	11/15/18			
Oct - Dec		2/12/19	2/19/19			
Jan - Mar		5/17/19	5/28/19			
Apr - Jun						

Itemized Expenditure Detail Report					
Congestion Management (CM)					
1/1/2019 - 3/31/2019					
	Budget Amount	Previous Payments	Current Costs	Costs to Date	Remaining Balance
Task 5.0 - Mobility Planning					
5.26 Congestion Management Plan Update (Phase II)	\$ 125,000.00		\$ 18,426.60	\$ 18,426.60	\$ 106,573.40
5.27 Performance Measures	\$ 62,700.00	\$ -	\$ -	\$ -	\$ 62,700.00
5.29 ITS Master Plan Update (50/50 split w/TATMS)	\$ 55,000.00	\$ 12,330.00	\$ 2,672.50	\$ 15,002.50	\$ 39,997.50
Total	\$ 242,700.00	\$ 12,330.00	\$ 21,099.10	\$ 33,429.10	\$ 209,270.90
Invoice Submitted to FDOT					
Jul - Sep	-	-			
Oct - Dec	2/12/19	2/19/19			
Jan - Mar	5/17/19	5/28/19			
Apr - Jun					

Itemized Expenditure Detail Report					
SA					
1/1/2019 - 3/31/2019					
	Budget Amount	Previous Payments	Current Costs	Costs to Date	Remaining Balance
Task 3.0 Long Range Planning					
3.3 LRTP 2040 Update					
Consultant	\$ 375,000.00	\$ -	\$ -	\$ -	\$ 375,000.00
Task 7.0 Special Projects					
7.2 Midtown Area Transportation Plan					
Consultant	\$ 48,292.00	\$ -	\$ 25,553.25	\$ 25,553.25	\$ 22,738.75
Total					\$ 397,738.75
Invoice Submitted to FDOT					
Jul - Sep	-	-			
Oct - Dec	-	-			
Jan - Mar	5/17/19	5/28/19			
Apr - Jun					



CRTPA PROJECT UPDATE

Southwest Area Transportation Plan (SATP)

- Draft Orange Avenue Recommendations Report completed (March CRTPA meeting).
- Final Orange Avenue Report April 2019.
- South Lake Bradford HOA meeting (follow-up to February meeting). The South Lake Bradford Road HOA members were pleased with concepts that were presented to address speed, safety, increased congestion, maintaining neighborhood character, multimodal improvements, signage, and traffic calming concern.
- **North and South Lake Bradford and Springhill Road meeting on June 20, 2019 at Pineview Elementary School from 5:30 to 7:00 PM.**
- Draft Springhill Road, North Lake Bradford Road and South Lake Bradford Road in September 2019.

Leon County Bicycle and Pedestrian Master Plan (BPMP)

- Data Collection – Completed.
- Community Open House on April 18, 2019.
- Finalizing projects and preparing documentation – June 2019 through September 2019.
- Draft BPMP presented to CRTPA Board– September 2019.

CRTPA Long Range Transportation Plan (2045)

- Consultant Selection - February 2019.
- Contract Executed – June 2019.
- **Kick-off at CRTPA Board meeting – June 17, 2019.**

Midtown Phase II

- Initiated in February 2019.
- Phase focuses on public involvement to obtain input on the transportation needs in Midtown.
- Intense coordination with all efforts on-going in Midtown area.
- Kick-off at March 2019 CRTPA Meeting.
- Public meeting held at Senior Center on June 4, 2019. Attended by approximately 50 citizens to provide comments and suggestions on Thomasville Road and Monroe Street.
- Next phase of public meetings scheduled for Fall 2019.
- MetroQuest Survey went live on May 10, 2019, and as of June 12, 2019 had 600 responses.
- Projected Completion – March 2020.

US 27/Downtown Havana Assessment

- Project initiated in December 2018.
- Evaluating “road diet” opportunity in Havana along US 27 between 5th Avenue and 9th Avenue.
- Coordination with the Town of Havana and Florida Department of Transportation.
- Draft Report – Fall 2019.
- Final Recommendations – Fall 2019.

Monticello Bike Trail Extension ~~Jefferson County Trail~~

- Initiated in October 2018.
- Determining location of potential linkage between Jefferson County Middle/High School and existing trail.
- CRTPA Board Presentation – September 2019.
- Project Completion – Fall 2019.

South Adams Street (Orange Avenue to Bronough/Duval)

- Initiated in January 2019.
- Operational Analysis to determine capacity constraints and opportunities.
- Completion – January 2020.

Bannerman Road (Meridian Road to Thomasville Road)

- Initiated in March 2018.
- Operational Analysis to determine capacity constraints and opportunities.
- Completion anticipated January 2020.

Roads and Trails

Capital Circle, SW (Orange Avenue to Springhill Road)

- Widen to six lanes.
- Construction Scheduled for FY 2021 (\$55M).

Capital Circle, SW (Springhill Road to Crawfordville Road)

- Widen to six lanes.
- Right of Way scheduled for FY 19 (\$14M) and FY 20 (\$3M).
- Construction scheduled for FY 22 (\$32M).

Crawfordville Road (East Ivan to SR 267)

- Widen to four lanes.
- Construction scheduled for FY 20 (\$37M).

Coastal Trail (Surf Road to Tower Road)

- Design – Completed.
- No right of way needed.
- Construction scheduled for FY 20 (\$6.3M).

Coastal Trail (Tower Road to Crawfordville Road)

- Design – Completed.
- Right of way scheduled for FY 20 (\$1M).
- Construction scheduled for FY 22 (\$9.0M).

Coastal Trail (St. Marks Trail to Lighthouse Road)

- Design – Completed.
- No right of way needed.
- Construction in Draft Work Program for FY 24 (\$3.6M).

Completed Projects

Pensacola Street (Capital Circle, SW to Appleyard Drive)

- Initiated in January 2018.
- Operational Analysis to determine capacity constraints and opportunities.
- Presented at February 2019 CRTPA meeting.
- Prepared for incorporation into 2045 LRTP.

Tharpe Street (Capital Circle, NW to Ocala Road)

- Initiated in January 2018.
- Operational Analysis to determine capacity constraints and opportunities.
- Presented at February 2019 CRTPA meeting.
- Forwarded to Blueprint Intergovernmental Agency.



June 13, 2019

TO: CRTPA Members

FROM: Greg Slay, Executive Director

SUBJECT: Update on responses to FDOT Office of the Inspector General (OIG) Audit

Below is an update on the issues identified as part of the draft OIG Audit received in November 2018. As you will recall, we submitted our responses in early January and received the final OIG report in early February. There were no significant changes in the final report.

Updated responses are shown in red.

FDOT OIG Audit

The FDOT audit was received by the CRTPA staff on November 30. Some Management Responses are under development.

The Florida Department of Transportation's (department) Office of Inspector General (OIG) conducted an audit of the Capital Region Transportation Planning Agency (CRTPA or agency), a District 3 (district) subrecipient of the department, to determine if the agency complied with federal, state and contractual requirements for accurate fiscal and programmatic management over grant funds.

The scope of this engagement included Federal Transit Administration (FTA) and Federal Highway Administration (FHWA) funded contracts and reimbursements made to the CRTPA from July 1, 2016, through December 31, 2017.

Issues Identified

Governance. The CRTPA's Board of Directors board needs to strengthen its governance over fiscal activities. The CRTPA management team needs to establish adequate fiscal procedures and hire a person of appropriate skills and experience to perform required fiscal duties.

Updated Management Response: In order to improve the Board's ability to provide governance over fiscal activities, the following measures have been implemented:

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- *Provided Board members with an in-depth overview of their fiduciary responsibilities at their December 18, 2018 board meeting by Joe Maleszewski, City of Tallahassee Auditor. The overview covered topics related to the concept of governance, internal controls and the Board's role in financial oversight.*
- *Board members are now provided quarterly budget reports that include budget utilization and when invoices are submitted and reimbursed by FDOT.*
- *We plan to provide a more detail presentation on the CRTPA's Annual Financial Statements when they are finalized.*

On the suggestion of hiring additional staff, I feel we are able to handle the requirements utilizing existing staff. I am currently training another staff member to develop the quarterly invoices and expect to hand those responsibilities over completely in the next few months.

Financial Management System. CRTPA did not maintain an adequate financial management system (defined as all processes, both automated and manual, used to meet federal recordkeeping requirements).

Indirect Costs and Staff Services Agreement. The Staff Services Agreement between the City of Tallahassee and CRTPA did not clearly define the terms for determining amounts owed by CRTPA. Instead, the city provided CRTPA with an annual indirect rate calculation unsupported by a written methodology. CRTPA charged this rate to the department as if it were its own rate, while direct charging other, internally incurred administrative costs.

Management Response: Effective July 1, 2018 the CRTPA eliminated the Indirect Cost rate. The Staff Services Agreement will be revised to establish a procedure to develop and document the rates charged for internal administrative costs (i.e. accounting, human resources, procurement etc.) on an annual basis.

Updated Management Response: The CRTPA Staff Services Agreement was updated at the June 17, 2019 CRTPA meeting to require a detailed estimate of internal administrative costs be included as part of the CRTPA's annual budget process.

Invoicing. During the audit period, the district rejected invoices submitted by CRTPA multiple times due to noncompliance, insufficient information, and incorrect data. Also, CRTPA did not submit its reimbursement requests for FHWA funds using consistent service periods (e.g., monthly or quarterly) in a timely manner.

Management Response: Over the past year, CRTPA staff has worked to address the issues related to accurate and timely billings. We have worked with the City of Tallahassee's Department of Financial Services to improve communication and coordination as it relates to the development of invoices. This was the most significant problem that led to the issues outlined in the OIG Report. As a result, the billings for the April-June and July-September were submitted and reimbursed within the timeframes specified in the respective contracts. For the new contract period (July 1, 2018 – June 30, 2020), we have established a goal to have all invoices submitted within 45 days of the end of the quarter. This was met for the first quarter (July-September 2018) of the new contract.

In our current process, the invoices are developed by the Financial Services Department then reviewed by the CRTPA Executive Director for accuracy. The Executive Director develops the required progress reports and other required documentation then submits the invoice package back to the Financial Services Department for final review. Submittal to FDOT is coordinated so that the reimbursements can be accurately tracked when received.

Updated Management Response: We have submitted every quarterly billing well within the 90-day requirement of our contract with FDOT for FY 19. Our goal is to have them submitted within 45 days. We have met that goal for two of the three quarters. The third quarter was submitted six days after the 45-day goal primarily due to a server issues that prevented us from finalizing the invoices.

Questioned Costs. CRTPA submitted reimbursement requests that included:

- \$19,118 in costs incurred prior to the execution of the MPO Agreement.
- \$1,393 in costs without sufficient supporting documentation.
- \$250 per month for an executive car allowance not supported by adequate documentation to confirm its allowability.

Management Response: The costs in question were incurred during the last two quarters of FY 2016 (January – June 2016) and were incorrectly charged to Contract GOD-29, which was effective July 1, 2016. During the final billing for GOD-29 (expired June 30, 2018) and the first billing for GOY-56 (effective July 1, 2018) charges were reviewed separately by the Financial Services Department and the Executive Director to ensure they were charged to the appropriate contract. The review included ensuring payroll is charged to the correct contract should a payroll period cover two contract periods. This will be the standard procedure for every contract transition period moving forward.

It should be noted the costs charged were all allowable costs, however, they were charged to the incorrect contract.

Updated Management Response: The Executive Director's employment contract as amended to remove the car allowance at the February 19, 2019 CRTPA meeting.

Timekeeping practices. CRTPA's timesheet practices did not align with the payroll policy adopted from the City of Tallahassee. Also, CRTPA did not have adequate documentation of time records.

Management Response: In July 2017, as part of an overhaul of the CRTPA's Unified Planning Work Program (UPWP), CRTPA's timesheets were revised to accurately reflect work performed under each task. Time entry was standardized to eliminate the issue of inconsistent input by employees. Timesheets were further revised in July 2018 to include a brief description of work activities for each day to ensure the correct tasks are charged.

Once input in Kronos by the Administrative Assistant, the timesheets are reviewed by the Program Manager for accuracy then approved by the Executive Director electronically.