



CRTPA EXECUTIVE COMMITTEE

MEETING OF MONDAY, MARCH 17, AT 1:30 PM

TALLAHASSEE CITY HALL
CRTPA CONFERENCE ROOM (3RD 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 December 2, 2024, Executive Committee Meeting

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. CRTPA Audit Contract

This item seeks approval to award and execute a contract for external auditing services to James Moore and Company.

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.

B. CRTPA Performance Measures Update (PM2 & PM3)

This item seeks approval of adjustments to the CRTPA's 2025 performance targets for the following performance measures (PM): (1) PM2/Bridge & Pavement; and, (2) PM3/System Performance & Freight Movement.

C. Sun Trails Agreements

This item seeks approval of a resolution authorizing execution of Sun Trails agreements between the CRTPA and the Florida Department of Transportation by the Executive Director associated with the Tallahassee to Havana Trail and the US 90 West Feasibility Study.

D. StarMetro Transit Development Plan (TDP) and Transit Asset Management (TAM) Plan

This item seeks CRTPA acceptance of Star Metro's TDP and TAM. A brief presentation by Star Metro staff will be provided.

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

March 17, 2025



EXECUTIVE COMMITTEE AGENDA ITEM 3 A

MINUTES

TYPE OF ITEM: Action

STATEMENT OF ISSUE

The minutes from the December 2, 2024, Executive Committee Meeting are provided as ***Attachment 1***.

RECOMMENDED ACTION

Option 1: Approve the minutes of the December 2, 2024, Executive Committee Meeting.

ATTACHMENTS

Attachment 1 – December 2, 2024, Meeting Minutes



CRTPA EXECUTIVE COMMITTEE

MEETING OF MONDAY, DECEMBER 2, 2024, AT 10:00 AM

TALLAHASSEE CITY HALL
 CRTPA CONFERENCE ROOM (3RD FLOOR)
 300 S. ADAMS STREET
 TALLAHASSEE, FL 32301

MEETING MINUTES

Members Present: Commissioner Quincee Messersmith, Chair
 Commissioner Dianne Williams-Cox, Vice Chair
 Commissioner Rick Minor, Past Chair

Staff Present: Greg Slay, CRTPA Executive Director; Greg Burke, CRTPA; Suzanne Lex, CRTPA;
 Yulonda Mitchell, CRTPA; Kaylor Collins, FDOT

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 10:10 am with a roll call.

2. AGENDA MODIFICATIONS

There were no agenda modifications.

3. CONSENT AGENDA

- A. Minutes of the September 5, 2024, Executive Committee Meeting
- B. CRTPA 2025 Calendar

Committee Action: Commissioner Williams-Cox made a motion to approve the consent agenda. Commissioner Minor seconded the motion. The motion was unanimously passed.

4. CRTPA EXECUTIVE COMMITTEE ACTION

A. Functional Classification Maps

The Functional Classification Maps for the CRTPA region have been updated for adoption.

Mr. Slay outlined the Functional Classification Maps. He stated subsequent to the U.S. Census Bureau designation of the urbanized area staff has completed the update of the functional classification maps in the region. Mr. Slay noted that the adjusted urbanized required that adjustments needed to be completed. He stated there were minimal changes to the region and the recommended updates were

sent to each of the CRTPA counties public works and planning departments. Mr. Slay noted that there were few comments were received back from the counties in the region. He explained the roadways and maps are used to determine what cleanups will be paid subsequent to an official disaster declaration and that a roadway designated above a rural collector would be paid by FEMA after a disaster.

Committee Action: Commissioner Minor made a motion to approve the Functional Classification Maps as presented. Commissioner Williams-Cox seconded the motion. The motion was unanimously passed.

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

This item seeks roll call approval of a resolution amending the FY 2025 – FY 2029 TIP to reflect the following:

- 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)

Ms. Lex outlined the Fiscal Year (FY) 2025– FY 2029 Transportation Improvement Program (TIP) Amendments. She explained the request from FDOT for the addition to the FY 25-FY 29 TIP of the referenced projects. She explained the remaining funds on the Capital Circle and Crawfordville Road projects were unauthorized and therefore rolled forward for approval in FY 2025 . The next project adds funding for a safety improvement- on West Tennessee St. Lighting will be installed from Aenon Church Rd to Blountstown Hwy. Once approved, a Joint Participation Agreement (JPA) between the City of Tallahassee and FDOT would be entered into, and the City would complete the project.

Ms. Lex explained the Federal Transit Administration (FTA) now requires FDOT to include in the State Transportation Improvement Program (STIP) transit projects awarded federal funds from a discretionary grant. The addition of funds would be provided to StarMetro for the following projects: StarMetro FY 2023 Section 5339(b) Buses and Bus Facilities Discretionary Grant and the StarMetro Section 5339(c) Low or No Emission Discretionary Grant. Requested the approval of the Resolution Number 2024-12-4B by the Executive Committee.

Committee Action: Commissioner Williams-Cox made a motion to approve the Fiscal Year (FY) 2025–FY 2029 Transportation Improvement Program (TIP) Amendments. Commissioner Minor seconded the motion. The motion was unanimously passed.

5. CRTPA CITIZEN COMMENT

There were no citizen comments.

6. EXECUTIVE DIRECTOR'S REPORT

Mr. Slay thanked members for attending the meeting to get the time-sensitive approvals completed and noted these items would be on the February 2024 Board Agenda. He provided an update on a number of issues and noted that he was requested to present updates on the CRTPA's SS4A Action Plan to the Tallahassee City Commission. Mr. Slay also discussed that an update to the CRTPA's SS4A Plan will soon be initiated and will evaluate ten corridors for counter measures. He next noted that funding was not awarded for the CRTPA's SS4A grant submittal for a West Tennessee planning study from Aeon Church to Monroe St. Mr. Slay stated that there would be an analysis of Tennessee Street from Aeon Church Road to Junco Court, where there were six pedestrian fatalities in that area in recent years. He also discussed the crashes on the one-way pairs of Bronough Street and Duval Street and are mostly side swipes. Mr. Slay next provided an update on the Pensacola Street resurfacing project by FDOT noting that the project would be completed early next year and would include pedestrian improvements. He discussed the High Visibility Enforcement (HVE) program funded by FDOT via the University of North Florida. Mr. Slay stated that the corridors selected to conduct HVE efforts are consistent with the CRTPA's High Injury Network.

7. ITEMS FROM CRTPA EXECUTIVE COMMITTEE MEMBERS

Commissioner Williams-Cox discussed the Florida legislative agenda. She noted she spoke with Senator Simon and wanted to know if there was anything CRTPA wanted to discuss with the senator. Mr. Slay noted there wasn't any issues at this time.

Commissioner Minor stated he was drafting a letter with a Commissioner in Okaloosa County and noted the letter would be sent to local elected officials for signatures to show how much support there was for the joining of the Southern Rail Commission. Commissioner Minor stated he would ask members to sign the letter at the next CRTPA Board meeting. Mr. Slay noted the Emerald Coast RPC has submitted applications for passenger rail to refurbish rail stations in Crestview and Pensacola.

8. ADJOURNMENT

The meeting was adjourned at 10:53 am.

March 17, 2025



EXECUTIVE COMMITTEE AGENDA ITEM 4A

EXTERNAL AUDITING SERVICES AWARD AND CONTRACT APPROVAL

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

This item seeks award and approval of a contract, subject to final legal review, with the Certified Public Accountant (CPA) firm, James Moore and Co., for external auditing services and completion of the CRTPA Annual Single Audit.

BACKGROUND

A Request for Supplier Qualifications for external auditing services was released on February 6, 2025. James Moore and Co. was the sole respondent. A notice of less than two responses and the intent to negotiate with James Moore and Co. was posted on March 3, 2025. The contract term is for three years with the option to renew for two years. Consistent with the previous pricing structure, the contract establishes a set rate by year for completion of the annual Single Audit and the CRTPA's Financial Statements. The pricing structure, as set forth in the Engagement Letter, is provided in Attachment A. The solicitation and contract also contain provisions for additional services should these be warranted.

For the past five years James Moore and Co. have provided auditing services to the CRTPA. The CPA firm has a demonstrated history of commitment to customer satisfaction and providing quality accounting services. James Moore and Co. has an established record of performance with the CRTPA. Continuing audit services with this firm and management team is an optimal result.

Staff will continue to work with legal counsel and James Moore and Co. to finalize the contract for execution by the CRTPA Chair and a copy will be included as an informational item at the next Board meeting.

RECOMMENDED OPTIONS

Option 1: Approve the contract award and the Chair to execute the contract for audit services with James Moore and Company, contingent upon final legal approval.

ATTACHMENTS

Attachment 1: Contract Fee Schedule

Fee Schedule for Auditor services for the annual Single Audit and Financial Statement for Fiscal Years (FYs) 2024 through 2026. The terms of the contract allow for a two-year extension of auditor services for FY 2027 and FY 2028.

FY2024: \$25K

FY2025: \$27K

FY2026: \$29K

FY2027: \$31K

FY2028: \$33K

March 17, 2025



EXECUTIVE COMMITTEE AGENDA ITEM 4B

CRTPA PERFORMANCE MEASURES UPDATE

TYPE OF ITEM: Action

STATEMENT OF ISSUE

This item adjusts the CRTPA's 2025 performance targets associated with the following required performance measure (PM) Categories for all public roads:

- PM2/Bridge & Pavement; and,
- PM3/System Performance & Freight Movement

The update is required due to the Florida Department of Transportation's (FDOT) recent adjustment of several of the 2025 targets for PM2 & PM3. As a result, the CRTPA, which in 2023 adopted a resolution to support the FDOT's 2025 PM2 & PM3 targets, must now update its targets to be consistent with the FDOT's adjusted targets.

RECOMMENDED ACTION

- Option 1: Adopt by resolution the FDOT adjusted targets for the Pavement and Bridge Conditions Performance Measures (PM2) and for the System Performance & Freight Movement Measures (PM3) for 2025 for the CRTPA region, as shown in ***Attachment 1***.

BACKGROUND

The Moving Ahead for Progress in the 21st Century Act (MAP-21) and the Fixing America's Surface Transportation Act (FAST Act) transformed the federal-aid highway and transit programs by establishing new performance-based planning requirements for state departments of transportation (DOT), metropolitan planning organizations (MPO), and providers of public transportation services.

Specifically, the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), mandate that the CRTPA adopt targets for the following federal performance measures:

PM1 Highway Safety	PM2 Bridge & Pavement	PM3 System Performance & Freight Movement	Transit Asset Management (TAM)	Transit Safety
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Within regards to **PM2 (Bridge & Pavement)** and **PM3 (System Performance & Freight Movement)**, the CRTPA adopted its targets for the *first reporting period* in September 2018. The CRTPA chose to adopt the targets established by the FDOT (the CRTPA could either support the statewide targets or set their own targets).

Subsequently, in May 2023, the CRTPA adopted new targets for the *second reporting period (2025)* for PM2 & PM3. Specifically, the CRTPA adopted 2025 targets for six (6) bridge and pavement condition measures and for three (3) system performance measures. As in the past, the CRTPA agreed to support the statewide targets for the MPO’s planning area.

Most recently, in 2024, the FDOT adjusted some of the targets for 2025 associated with PM2 & PM3, as shown below:

Performance Measures	Current 2025 Targets	New 2025 Targets
PM2: % of NHS Bridges in Poor Condition (By Deck Area)	≤ 10.0%	≤ 5.0%
PM3: % of Person-Miles traveled on the Interstate that are reliable	≥ 70.0%	≥ 75.0%
PM3: % of Person-Miles traveled on the non-Interstate NHS that are reliable	≥ 50.0%	≥ 60.0%

As a result of FDOT’s adjustment to the above targets, the CRTPA must now revise its adopted targets to be consistent with the State of Florida’s targets. The CRTPA deadline to complete the update is March 30, 2025.

More information related to the CRTPA’s PM2 & PM3 targets may be found in [the May 22, 2023 agenda item](#).

OPTIONS

- Option 1: Adopt by resolution the FDOT adjusted targets for the Pavement and Bridge Conditions Performance Measures (PM2) and for the System and Freight Performance Measures (PM3) for 2025 for the CRTPA region, as shown in ***Attachment 1.***
(Recommended)
- Option 2: CRTPA Board Discretion.

ATTACHMENT

Attachment 1: Resolution

CRTPA RESOLUTION 2024-03-4B

**A RESOLUTION OF THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA)
ADJUSTING TARGETS FOR BRIDGE AND PAVEMENT (PM2) AND SYSTEM PERFORMANCE MEASURES
(PM3)**

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 Infrastructure Investment and Jobs Act, continuing the Fixing Americas Surface Transportation Act’s overall performance management approach, requires state Department of Transportation’s to establish performance measures in a number of areas, including setting targets; and

Whereas, the Florida Department of Transportation (FDOT) has developed targets for Bridge and System Performance and the CRTPA adopted Bridge and System Performance targets on May 22, 2023; and

Whereas, the FDOT has adjusted the four-year targets (2025) in its Mid-Performance Period Progress Report; and

Whereas, the CRTPA wishes to adjust its 2025 targets for bridge and system performance measures consistent with those of the Florida Department of Transportation; and agrees to work with them to address areas of concern for performance-based planning within the metropolitan planning area.

NOW, THEREFORE LET IT BE RESOLVED:

The CRTPA adopts the following adjusted targets for bridge and pavement measures (PM2) and system performance (PM3) measures:

PM2: Bridge		2025 Target
Percent of NHS Bridges classified in Poor condition by deck area		≤ 5.0%
PM3: System Performance		2025 Target
Percent of Person-Miles Traveled on the Interstate that are Reliable		≥75.0%
Percent of Person-Miles Traveled on the Non- Interstate that are Reliable		≥60.00%

Passed and duly adopted by the Capital Region Transportation Planning Agency on this 17th day of March 2025.

Capital Region Transportation Planning Agency

Attest:

By: _____
Dianne Williams-Cox, Chair

Greg Slay, Executive Director

March 17, 2025



EXECUTIVE COMMITTEE AGENDA ITEM 4C

SUN TRAILS AGREEMENTS

TYPE OF ITEM: Action

STATEMENT OF ISSUE

This item seeks approval of a resolution authorizing the CRTPA's executive director to sign grant agreements with the Florida Department of Transportation (FDOT) associated with the CRTPA's recent award of Sun Trails funding for the Tallahassee to Havana Trail and the US 90 West Trail, as provided in **Attachment 1**.

RECOMMENDED ACTION

- Option 1: Adopt a resolution authorizing the CRTPA executive director to sign grant agreements between the FDOT and the CRTPA associated with the receipt of Sun Trails funding for the Tallahassee to Havana Trail and the US 90 West Trail.

BACKGROUND

In late 2023, the CRTPA applied for Sun Trails funding for several multi-use trail projects in the region that are on the Florida Department of Environmental Protection's Land Priorities Trail network. Among the regional trails for which funding was sought were the following two (2) CRTPA trail projects: the [Tallahassee to Havana Trail](#) and the US 90 West Trail.

In late 2024, the CRTPA was informed that funding was awarded for several of the projects for which Sun Trails funding was sought. Relatedly, at the [February 18 CRTPA meeting](#), members approved a TIP amendment reflecting the CRTPA's recent receipt of Sun Trails funding for several multi-use trails, including the Tallahassee to Havana Trail and the US West 90 Trail (Gadsden/Jackson County Line to SR 12). Specially, funding for a project development & environment (PD&E) study for the Leon County portion of the Tallahassee to Havana Trail was awarded as was funding for a feasibility study associated with the US 90 West Trail.

Associated with the receipt of Sun Trails funding is a requirement to complete agreements (see **Attachment 2**) between the CRTPA and the FDOT allowing the CRTPA to proceed with the funded activities. The agreements include a related resolution authorizing the CRTPA executive director to execute the agreements.

The agreements, upon execution, will allow the CRPTA to move forward with the funded phases of these 2 regional trail projects.

OPTIONS

- Option 1: Adopt a resolution authorizing the CRTPA executive director to sign grant agreements between the FDOT and the CRTPA associated with the receipt of Sun Trails funding for the Tallahassee to Havana Trail and the US 90 West Trail. (Recommended)

- Option 2: CRTPA Board Discretion.

ATTACHMENT

- Attachment 1: Resolution for the Tallahassee to Havana Trail & US 90 West Feasibility Study
- Attachment 2: Sample Grant Agreement

CRTPA RESOLUTION 2025-03-4C

**A RESOLUTION OF THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA)
AUTHORIZING EXECUTION OF FLORIDA SHARED-USE NONMOTORIZED TRAIL NETWORK PROGRAM
AGREEMENTS FOR THE TALLAHASSEE TO HAVANA TRAIL & US 90 WEST TRAIL**

Whereas, the purpose of the Capital Region Transportation Planning Agency is to "Create an integrated regional multimodal transportation network that provides the most options for moving people and goods economically, effectively and safely while protecting the environment, promoting economic development and maintaining a high quality of life with sustainable development patterns"; and

Whereas, the Tallahassee to Havana Trail & the US 90 West Trail are integral links in the Florida Department of Environmental Protection’s Greenways & Trails System Plan and are a Priority Corridor on the SUN Trails Network; and

Whereas, the development of the Tallahassee to Havana Trail & the US 90 West Trail will continue the expansion of the regional trail system and provide safety and economic benefits; and

Whereas, the Tallahassee to Havana Trail & the US 90 Trail are priorities on the CRTPA’s Regional Trail Priority Project List; and

Whereas, the CRTPA has received SUN Trails funding for the Project Development and Environment (PD&E Study) phase of the Leon County portion of the Tallahassee to Havana Trail and the feasibility study phase of the US 90 West Trail.

NOW, THEREFORE LET IT BE RESOLVED:

The CRTPA enters into Florida Shared-Use Nonmotorized Trail Network Program Agreements (FPN: 455411-1 (Tallahassee to Havana Trail) & FPN: 455418-1 (US 90 West Trail Feasibility Study)) with the Florida Department of Transportation and hereby authorizes Greg Slay, the CRTPA’s Executive Director, to sign the agreements on its behalf.

Passed and duly adopted by the Capital Region Transportation Planning Agency on this 17th day of March 2025.

Capital Region Transportation Planning Agency

Attest:

By: _____

Dianne Williams-Cox, Chair

By: _____

Greg Slay, Executive Director

STATE OF FLORIDA Department OF TRANSPORTATION
**FLORIDA SHARED-USE NONMOTORIZED TRAIL NETWORK PROGRAM
 AGREEMENT**

Financial Project No: <u>455411-1-24-01</u>	Contract No. _____	Vendor No.: <u>F596000435134</u>	CSFA No. and Title: <u>55.038</u> Florida Shared-Use Nonmotorized (SUN) Trail Network Program
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THIS FLORIDA SHARED-USE NONMOTORIZED TRAIL NETWORK PROGRAM GRANT AGREEMENT (“Agreement”) is entered into this _____ day of _____ 20_____, by and between the State of Florida Department of Transportation, (“Department”), and CRTPA, (“Recipient”). The Department and the Recipient are sometimes referred to in this Agreement as a “Party” and collectively as the “Parties”.

RECITALS

- A. The Department is authorized under Section 339.81, Florida Statutes, to enter into this Agreement.
- B. The Florida Shared-Use Nonmotorized Trail Network Program is included in the Department’s work program for the purposes of funding and maintaining projects within the network.
- C. The purpose of this Agreement is to provide for the Department’s participation in **CR 153 (Old Bainbridge Road) PD&E Study from the Leon County Line to Orchard Pond Greenway Trailhead**, as further described in **Exhibit “A”, Project Description and Responsibilities** (“Project”), state the terms and conditions upon which Department funds will be provided, and to set forth the manner in which the Project will be undertaken and completed. The Project is or shall be a component of the Florida Shared-Use Nonmotorized Trail Network and it would be more practical, expeditious, and economical for the Recipient to perform the Project.
- D. The Recipient by Resolution No. _____ adopted on _____, 20_____, a copy of which is attached hereto and made a part hereof as **Exhibit “E”, Recipient Resolution**, authorizes the proper officials to enter into this Agreement.

NOW, THEREFORE, in consideration of the mutual benefits to be derived from joint participation on the Project, the Parties agree to the following:

- 1. **Incorporation of Recitals:** The recitals set forth above are true and correct and are incorporated into this Agreement.
- 2. **Term of Agreement:** This Agreement shall commence upon full execution by both Parties (“Effective Date”) and continue through **March 5, 2027**. If the Recipient does not complete the Project within this time period, this Agreement will expire on the last day of the scheduled completion as provided in this paragraph unless an extension of the time period is requested by the Recipient and granted in writing by the Department prior to the expiration of this Agreement. Expiration of this Agreement will be considered termination of the Project. The cost of any work performed prior to the Effective Date or after the expiration date of this Agreement will not be reimbursed by the Department. Unless terminated earlier, work on the Project shall commence no later than: **May 5, 2025** or within (**NA**

[Type here]

STATE OF FLORIDA Department OF TRANSPORTATION
**FLORIDA SHARED-USE NONMOTORIZED TRAIL NETWORK PROGRAM
AGREEMENT**

PD&E Study) days of the issuance of the Notice to Proceed for the construction phase of the Project (if the Project involves construction), whichever date is earlier. The Department shall have the option to immediately terminate this Agreement should the Agency fail to meet the above-required dates.

- 3. Amendments, Extensions and Assignment:** This Agreement may be amended or extended upon mutual written agreement of the Parties. This Agreement shall not be renewed. This Agreement shall not be assigned, transferred or otherwise encumbered by the Recipient under any circumstances without the prior written consent of the Department.
- 4. Termination or Suspension of Project:** The Department may, by written notice to the Recipient, suspend any or all of the Recipient's obligations under this Agreement for the Recipient's failure to comply with applicable law or the terms of this Agreement until such time as the event or condition resulting in such suspension has ceased or been corrected. The Department may also terminate this Agreement in whole or in part at any time the interest of the Department requires such termination.
 - a.** If the Department terminates the Agreement, the Department shall notify the Recipient of such termination in writing within thirty (30) days of the termination of the Agreement, with instructions to the effective date of termination or specify the stage of work at which the Agreement is to be terminated.
 - b.** The Parties to this Agreement may terminate this Agreement when its continuation would not produce beneficial results commensurate with the further expenditure of funds. In this event, the Parties shall agree upon the termination conditions.
 - c.** If the Agreement is terminated before performance is completed, the Recipient shall be paid only for that work satisfactorily performed for which costs can be substantiated. Such payment, however, may not exceed an amount which is the same percentage of the contract price as the amount of work satisfactorily completed is a percentage of the total work called for by this Agreement. All work in progress on the Department right-of-way will become the property of the Department and will be turned over promptly by the Recipient.
 - d.** In the event the Recipient fails to perform or honor the requirements and provisions of this Agreement, the Recipient shall promptly refund in full to the Department within thirty (30) days of the termination of the Agreement any funds that were determined by the Department to have been expended in violation of the Agreement.
- 5. Project Cost:**
 - a.** The estimated total cost of the Project is **\$976,480.00**. This amount is based upon the schedule of funding in **Exhibit "B", Schedule of Financial Assistance**. The schedule of funding may be modified by mutual agreement of the Parties.
 - b.** The Department agrees to participate in the Project cost up to the maximum amount of **\$976,480.00** and as more fully described in **Exhibit "B", Schedule of Financial Assistance**. The Parties agree that the Department's participation may be increased or reduced upon a determination of the actual bid amounts of the Project by the execution of a supplemental agreement. The Recipient agrees to bear all expenses in excess of the amount of the Department's participation and any cost overruns or deficits involved.
- 6. Compensation and Payment:**
 - a.** The Department shall reimburse the Recipient for costs incurred to perform services described in the Project Description and Responsibilities in **Exhibit "A"**, and as set forth in the Schedule of Financial Assistance in **Exhibit "B"**.

**FLORIDA SHARED-USE NONMOTORIZED TRAIL NETWORK PROGRAM
AGREEMENT**

- b. The Recipient shall provide quantifiable, measurable, and verifiable units of deliverables. Each deliverable must specify the required minimum level of service to be performed and the criteria for evaluating successful completion. The Project, identified as Financial Project Number **455411-1-24-01**, and the quantifiable, measurable, and verifiable units of deliverables are described more fully in **Exhibit "A"**, Project Description and Responsibilities. Any changes to the deliverables shall require written approval in advance by the Department.
- c. Invoices shall be submitted no more often than monthly by the Recipient in detail sufficient for a proper pre-audit and post-audit, based on the quantifiable, measurable and verifiable deliverables as established in **Exhibit "A"**. Deliverables must be received and accepted in writing by the Department's Project Manager prior to reimbursements. The Department will identify the Department's Project Manager to the Recipient in writing. Requests for reimbursement by the Recipient shall include an invoice, progress report and supporting documentation for the period of services being billed that are acceptable to the Department. The Recipient shall use the format for the invoice and progress report that is approved by the Department.
- d. Supporting documentation must establish that the deliverables were received and accepted in writing by the Recipient and must also establish that the required minimum level of service to be performed based on the criteria for evaluating successful completion as specified in **Exhibit "A"** has been met. All costs invoiced shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers evidencing in proper detail the nature and propriety of charges as described in **Exhibit H- Contract Payment Requirements**.
- e. Travel expenses are not compensable under this Agreement.
- f. Payment shall be made only after receipt and approval of deliverables and costs incurred unless advance payments are authorized by the Chief Financial Officer of the State of Florida under Chapters 215 and 216, Florida Statutes or the Department's Comptroller under s. 334.044 (29), Florida Statutes. If the Department determines that the performance of the Recipient is unsatisfactory, the Department shall notify the Recipient of the deficiency to be corrected, which correction shall be made within a time-frame to be specified by the Department. The Recipient shall, within five days after notice from the Department, provide the Department with a corrective action plan describing how the Recipient will address all issues of contract non-performance, unacceptable performance, failure to meet the minimum performance levels, deliverable deficiencies, or contract noncompliance. If the corrective action plan is unacceptable to the Department, the Recipient will not be reimbursed to the extent of the non-performance. The Recipient will not be reimbursed until the Recipient resolves the deficiency. If the deficiency is subsequently resolved, the Recipient may bill the Department for the unpaid reimbursement request(s) during the next billing period. If the Recipient is unable to resolve the deficiency, the funds shall be forfeited at the end of the Agreement's term.
- g. Recipients providing goods and services to the Department should be aware of the following time frames. Inspection and approval of goods or services shall take no longer than 20 days from the Department's receipt of the invoice. The Department has 20 days to deliver a request for payment (voucher) to the Department of Financial Services. The 20 days are measured from the latter of the date the invoice is received or the goods or services are received, inspected, and approved.

If a payment is not available within 40 days, a separate interest penalty at a rate as established pursuant to **Section 55.03(1), F.S.**, will be due and payable, in addition to the invoice amount, to the Recipient. Interest penalties of less than one (1) dollar will not be enforced unless the Recipient requests payment. Invoices that have to be returned to a Recipient because of

STATE OF FLORIDA Department OF TRANSPORTATION

**FLORIDA SHARED-USE NONMOTORIZED TRAIL NETWORK PROGRAM
AGREEMENT**

Recipient preparation errors will result in a delay in the payment. The invoice payment requirements do not start until a properly completed invoice is provided to the Department.

A Vendor Ombudsman has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for Agencies who may be experiencing problems in obtaining timely payment(s) from a state agency. The Vendor Ombudsman may be contacted at (850) 413-5516.

- h. The Recipient shall maintain an accounting system or separate accounts to ensure funds and projects are tracked separately. Records of costs incurred under the terms of this Agreement shall be maintained and made available upon request to the Department at all times during the period of this Agreement and for five years after final payment is made. Copies of these documents and records shall be furnished to the Department upon request. Records of costs incurred include the Recipient's general accounting records and the project records, together with supporting documents and records, of the contractor and all subcontractors performing work on the project, and all other records of the Contractor and subcontractors considered necessary by the Department for a proper audit of costs.
- i. Upon request, the Recipient agrees to provide progress reports to the Department in the standard format used by the Department and at intervals established by the Department. The Department will be entitled at all times to be advised, at its request, as to the status of the Project and of details thereof.
- j. If, after Project completion, any claim is made by the Department resulting from an audit or for work or services performed pursuant to this Agreement, the Department may offset such amount from payments due for work or services done under any agreement which it has with the Recipient owing such amount if, upon demand, payment of the amount is not made within 60 days to the Department. Offsetting any amount pursuant to this paragraph shall not be considered a breach of contract by the Department.
- k. The Recipient must submit the final invoice on the Project to the Department within 120 days after the completion of the Project. Invoices submitted after the 120-day time period may not be paid.
- l. The Department's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. If the Department's funding for this Project is in multiple fiscal years, a notice of availability of funds from the Department's project manager must be received prior to costs being incurred by the Recipient. See **Exhibit "B"** for funding levels by fiscal year. Project costs utilizing these fiscal year funds are not eligible for reimbursement if incurred prior to funds approval being received. The Department will notify the Recipient, in writing, when funds are available.
- m. In the event this Agreement is in excess of \$25,000 and has a term for a period of more than one year, the provisions of Section 339.135(6)(a), Florida Statutes, are hereby incorporated:

"The Department, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. The Department shall require a statement from the comptroller of the Department that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding 1 year, but any contract so made shall be executory only for the value of the services to be rendered or

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agreed to be paid for in succeeding fiscal years, and this paragraph shall be incorporated verbatim in all contracts of the Department which are for an amount in excess of \$25,000 and which have a term for a period of more than 1 year."

- n. Any Project funds made available by the Department pursuant to this Agreement which are determined by the Department to have been expended by the Recipient in violation of this Agreement or any other applicable law or regulation shall be promptly refunded in full to the Department. Acceptance by the Department of any documentation or certifications, mandatory or otherwise permitted, that the Recipient files shall not constitute a waiver of the Department's rights as the funding agency to verify all information at a later date by audit or investigation.
- o. In determining the amount of the payment, the Department will exclude all Project costs incurred by the Recipient prior to the execution of this Agreement, costs incurred after the expiration of the Agreement, costs which are not provided for in the latest approved schedule of funding in **Exhibit "B"** for the Project, costs agreed to be borne by the Recipient or its contractors and subcontractors for not meeting the Project commencement and final invoice time lines, and costs attributable to goods or services received under a contract or other arrangements which have not been approved in writing by the Department.

7. General Requirements:

The Recipient shall complete the Project with all practical dispatch in a sound, economical, and efficient manner, and in accordance with the provisions in this Agreement and all applicable laws.

- a. In the event the Recipient proceeds with any phase of the Project utilizing its own forces, the Recipient will only be reimbursed for direct costs (this excludes general overhead).
- b. The Recipient shall certify to Department that the Recipient's design consultant and/or construction contractor has secured the necessary permits. If the Recipient fails to provide such certification to Department by **(N/A PD&E Study)**, the Department may, at its discretion, terminate this Agreement.
- c. The Recipient shall provide to the Department certification and a copy of appropriate documentation substantiating that all required right-of-way necessary for the Project has been obtained.
- d. In the event the cost of the Project is greater than \$250,000.00 and the Project involves construction on the Department's right-of-way, the Recipient shall provide the Department with written notification of either its intent to:
 - i. Award the construction of the Project to a Department prequalified contractor which is the lowest and best bidder in accordance with applicable state and federal statutes, rules, and regulations. The Recipient shall then submit a copy of the bid tally sheet(s) and awarded bid contract, or
 - ii. Construct the Project utilizing existing Recipient employees, if the Recipient can complete said Project within the time frame set forth in this Agreement.
- e. The Recipient shall be responsible for assuring that the Project complies with all applicable Federal, State and Local laws, rules, regulations, guidelines and standards.
- f. The Recipient shall have the sole responsibility for resolving claims and requests for additional work for the Project. The Recipient will make best efforts to obtain the Department's input in its decisions.

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- g. If this box is selected, then the following provision is incorporated into this Agreement:

A portion of the Project will be located on the Department's right-of-way and the Recipient shall be responsible for ensuring that the construction work under this Agreement is performed in accordance with the approved construction documents, and that it will meet all applicable Department standards and that the work is performed in accord with **Exhibit "F", Terms and Conditions of Construction**, attached to and incorporated into this Agreement.

8. Contracts of the Recipient

- a. Except as otherwise authorized in writing by the Department, the Recipient shall not execute any contract or obligate itself in any manner requiring the disbursement of Department funds, including consultant or construction contracts or amendments thereto, with any third party with respect to the Project without the written approval of the Department. Failure to obtain such approval shall be sufficient cause for nonpayment by the Department. The Department specifically reserves the right to review the qualifications of any consultant or contractor and to approve or disapprove the employment of such consultant or contractor.
- b. It is understood and agreed by the parties to this Agreement that participation by the Department in a project with the Recipient, where said project involves a consultant contract for engineering, architecture or surveying services, is contingent on the Recipient's complying in full with provisions of Section 287.055, Florida Statutes, Consultants' Competitive Negotiation Act. In all cases, the Recipient shall certify to the Department that selection has been accomplished in compliance with the Consultants' Competitive Negotiation Act.

9. Design and Construction Standards and Required Approvals: In the event the Project includes construction the following provisions are incorporated into this Agreement:

- a. The Recipient shall hire a qualified contractor using the Recipient's normal bid procedures to perform the construction work for the Project. The Recipient must certify that the installation of the Project is completed by a Contractor prequalified by the Department as required by Section 2 of the Standard Specifications for Road and Bridge Construction (2016), as amended, unless otherwise approved by the Department in writing or exhibit past project experience in the last five years that are comparable in scale, composition, and overall quality of the site identified within the scope of services of this Project.
- b. Construction Engineering Inspection (CEI) services will be provided by the Recipient by hiring a Department prequalified consultant firm including one individual that has completed the Advanced Maintenance of Traffic Level Training, unless otherwise approved by the Department in writing. The CEI staff shall be present on the Project at all times that the contractor is working. Administration of the CEI staff shall be under the responsible charge of a State of Florida Licensed Professional Engineer who shall provide the certification that all design and construction for the Project meets the minimum construction standards established by Department.. The Department shall approve all CEI personnel. The CEI firm shall not be the same firm as that of the Engineer of Record for the Project. The Department shall have the right, but not the obligation, to perform independent assurance testing during the course of construction of the Project.
- c. The Recipient understands that it is responsible for the preparation of all design plans for the Project. The Recipient shall hire a qualified consultant for the design phase of the Project using the Recipient's normal procurement procedures to perform the design services for the Project.
- d. Execution of this Agreement by both Parties shall be deemed a Notice to Proceed to the Recipient for the design phase or other non-construction phases of the Project. If the Project

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involves a construction phase, the Recipient shall not begin the construction phase of the Project until the Department issues a Notice to Proceed for the construction phase. Prior to commencing the construction work described in this Agreement, the Recipient shall request a Notice to Proceed from the Department's Construction Project Manager, **(N/A PD&E Study)** _____, at (____) ____-____ or from an appointed designee. **Any work performed prior to the execution of this Agreement is not subject to reimbursement.**

- e. The Recipient will provide one (1) copy of the final design plans and specifications and final bid documents to the Department's Construction Project Manager prior to commencing construction of the Project.
- f. The Recipient shall require the Recipient's contractor to post a payment and performance bond in accordance with Section 337.18(1), Florida Statutes.
- g. The Recipient shall be responsible to ensure that the construction work under this Agreement is performed in accordance with the approved construction documents, and that it will meet all applicable Recipient and Department standards.
- h. Upon completion of the work authorized by this Agreement, the Recipient shall notify the Department in writing of the completion of construction of the Project; and for all design work that originally required certification by a Professional Engineer, this notification shall contain an Engineers Certification of Compliance, signed and sealed by a Professional Engineer, the form of which is attached hereto and incorporated herein as **Exhibit "C", Engineers Certification of Completion**. The certification shall state that work has been completed in compliance with the Project construction plans and specifications. If any deviations are found from the approved plans, the certification shall include a list of all deviations along with an explanation that justifies the reason to accept each deviation.

10. Maintenance Obligations: The following provisions are incorporated into this Agreement:

- a. The Recipient has agreed by resolution to execute a Maintenance Memorandum of Agreement ("MMOA") in which Recipient agrees to maintain the entire Project as depicted in the construction plans and specifications for the useful life of the Project, and such resolution is attached and incorporated into this Agreement as **Exhibit "E"**. The Recipient shall execute the MMOA concurrently with execution of this Agreement. The MMOA is attached and incorporated into this Agreement as **Exhibit "G"**. The terms of the MMOA, **Exhibit "G"**, shall survive the termination of this Agreement. The Parties acknowledge and agree that the design plans for the Project may not yet be finalized and are subject to review by the Department. Upon completion of the Project, the Parties shall amend the MMOA to attach the latest version of the construction plans for the Project to the MMOA in order to show the extent of the Project to be maintained.

11. State Single Audit: The administration of resources awarded through the Department to the Recipient by this Agreement may be subject to audits and/or monitoring by the Department. The following requirements do not limit the authority of the Department to conduct or arrange for the conduct of additional audits or evaluations of state financial assistance or limit the authority of any state agency inspector general, the Auditor General, or any other state official. The Recipient shall comply with all audit and audit reporting requirements as specified below.

- a. In addition to reviews of audits conducted in accordance with Section 215.97, Florida Statutes, monitoring procedures to monitor the Recipient's use of state financial assistance may include but not be limited to on-site visits by Department staff and/or other procedures including, reviewing any required performance and financial reports, following up, ensuring corrective action, and issuing management decisions on weaknesses found through audits when those findings pertain to state financial assistance awarded through the Department by this

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Agreement. By entering into this Agreement, the Recipient agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. The Recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Department, the Department of Financial Services (DFS) or the Auditor General.

- b. The Recipient, a nonstate entity as defined by Section 215.97(2), Florida Statutes, as a recipient of state financial assistance awarded by the Department through this Agreement is subject to the following requirements:
 - i. In the event the Recipient meets the audit threshold requirements established by Section 215.97, Florida Statutes, the Recipient must have a State single or project-specific audit conducted for such fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. **Exhibit “D”** to this Agreement indicates state financial assistance awarded through the Department by this Agreement needed by the Recipient to further comply with the requirements of Section 215.97, Florida Statutes. In determining the state financial assistance expended in a fiscal year, the Recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department by this Agreement, other state agencies and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.
 - ii. In connection with the audit requirements, the Recipient shall ensure that the audit complies with the requirements of Section 215.97(8), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
 - iii. In the event the Recipient does not meet the audit threshold requirements established by Section 215.97, Florida Statutes, the Recipient is exempt for such fiscal year from the state single audit requirements of Section 215.97, Florida Statutes. However, the Recipient must provide a single audit exemption statement to the Department at FDOTSingleAudit@dot.state.fl.us no later than nine months after the end of the Recipient’s audit period for each applicable audit year. In the event the Recipient does not meet the audit threshold requirements established by Section 215.97, Florida Statutes, in a fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the Recipient’s resources (i.e., the cost of such an audit must be paid from the Recipient’s resources obtained from other than State entities).
 - iv. In accordance with Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, copies of financial reporting packages required by this Agreement shall be submitted to:

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Florida Department of Transportation
Office of Comptroller, MS 24
605 Suwannee Street
Tallahassee, FL 32399-0405
Email: FDOTSingleAudit@dot.state.fl.us

And

State of Florida Auditor General
Local Government Audits/342
111 West Madison Street, Room 401
Tallahassee, FL 32399-1450
Email: flaudgen_localgovt@aud.state.fl.us

- v. Any copies of financial reporting packages, reports or other information required to be submitted to the Department shall be submitted timely in accordance with Section 215.97, Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.
 - vi. The Recipient, when submitting financial reporting packages to the Department for audits done in accordance with Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date the reporting package was delivered to the Recipient in correspondence accompanying the reporting package.
 - vii. Upon receipt, and within six months, the Department will review the Recipient's financial reporting package, including corrective action plans and management letters, to the extent necessary to determine whether timely and appropriate corrective action on all deficiencies has been taken pertaining to the state financial assistance provided through the Department by this Agreement. If the Recipient fails to have an audit conducted consistent with Section 215.97, Florida Statutes, the Department may take appropriate corrective action to enforce compliance.
 - viii. As a condition of receiving state financial assistance, the Recipient shall permit the Department, or its designee, DFS or the Auditor General access to the Recipient's records including financial statements, the independent auditor's working papers and project records as necessary. Records related to unresolved audit findings, appeals or litigation shall be retained until the action is complete or the dispute is resolved.
- c. The Recipient shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of five years from the date the audit report is issued and shall allow the Department, or its designee, DFS or the Auditor General access to such records upon request. The Recipient shall ensure that the audit working papers are made available to the Department, or its designee, DFS or the Auditor General upon request for a period of five years from the date the audit report is issued unless extended in writing by the Department.

12. Notices and Approvals:

- a. All notices (except invoices) pertaining to this Agreement are in effect upon receipt by either Party, shall be in writing, and shall be transmitted either by personal hand delivery; United States Post Office, return receipt requested; or, overnight express mail delivery. E-mail and facsimile may be used if the notice is also transmitted by one of the preceding forms of delivery. The addresses and the Agreement Administrators set forth below for the respective Parties shall be the places where notices shall be sent, unless prior written notice of change of address is given.

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STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

**TANYA BRANTON, SUN TRAIL COORDINATOR
1074 HIGHWAY 90 EAST
CHIPLEY, FLORIDA 32428
(850) 330-1550
TANYA.BRANTON@DOT.STATE.FL.US**

RECIPIENT:

**CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA)
300 SOUTH ADAMS STREET, A-19
TALLAHASSEE, FL 32301
850-891-8630
GREG.SLAY@CRTPA.ORG**

- b.** All approvals referenced in this Agreement must be obtained in writing from the Parties' respective Administrators or their designees.

13. Restrictions, Prohibitions, Controls and Labor Provisions:

- a.** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
- b.** In accordance with Section 287.134, Florida Statutes, an entity or affiliate who has been placed on the Discriminatory Vendor List, kept by the Florida Department of Management Services, may not submit a bid on a contract to provide goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity.
- c.** An entity or affiliate who has had its Certificate of Qualification suspended, revoked, denied or have further been determined by the Department to be a non-responsible contractor may not submit a bid or perform work for the construction or repair of a public building or public work on a contract with the Recipient.
- d.** No funds received pursuant to this Agreement may be expended for lobbying the Florida Legislature, judicial branch, or any state agency, in accordance with Section 216.347, Florida Statutes.
- e.** The Department shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation will be cause for unilateral cancellation of this Agreement.

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- f. The Recipient shall comply and require its contractors and subcontractors to comply with all terms and conditions of this Agreement and all federal, state, and local laws and regulations applicable to this Project.

14. Indemnification and Insurance:

- a. It is specifically agreed between the Parties executing this Agreement that it is not intended by any of the provisions of any part of this Agreement to create in the public or any member thereof, a third party beneficiary under this Agreement, or to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Agreement. The Recipient guarantees the payment of all just claims for materials, supplies, tools, or labor and other just claims against the Recipient or any subcontractor, in connection with this Agreement. Additionally, the Recipient agrees to include the following indemnification in all contracts with contractors/subcontractors and consultants/subconsultants who perform work in connection with this Agreement:

“To the fullest extent permitted by law, the Recipient's contractor/consultant shall indemnify and hold harmless the Recipient and the State of Florida, Department of Transportation, including the Department's officers and employees, from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness or intentional wrongful misconduct of the contractor/consultant and persons employed or utilized by the contractor/consultant in the performance of this Agreement.

This indemnification shall survive the termination of this Agreement. Nothing contained in this paragraph is intended to nor shall it constitute a waiver of the State of Florida and the Recipient's sovereign immunity.”

- b. The Recipient shall provide Workers' Compensation Insurance in accordance with Florida's Workers' Compensation law for all employees. If subletting any of the work, ensure that the subcontractor(s) and subconsultants have Workers' Compensation Insurance for their employees in accordance with Florida's Workers' Compensation law. If using “leased employees” or employees obtained through professional employer organizations (“PEO's”), ensure that such employees are covered by Workers' Compensation insurance through the PEO's or other leasing entities. Ensure that any equipment rental agreements that include operators or other personnel who are employees of independent Contractors, sole proprietorships or partners are covered by insurance required under Florida's Workers' Compensation law.
- c. If the Recipient is a state agency or subdivision of the State of Florida and elects to self-perform the Project, then the Recipient may self-insure. If the Recipient is not a state agency or subdivision of the State of Florida or if the Recipient is a state agency or subdivision of the State of Florida that elects to hire a contractor or consultant to perform the Project, then the Recipient shall, or cause its contractor or consultant to carry Commercial General Liability insurance providing continuous coverage for all work or operations performed under the Agreement. Such insurance shall be no more restrictive than that provided by the latest occurrence form edition of the standard Commercial General Liability Coverage Form (ISO Form CG 00 01) as filed for use in the State of Florida. Cause the Department to be made an Additional Insured as to such insurance. Such coverage shall be on an “occurrence” basis and shall include Products/Completed Operations coverage. The coverage afforded to the Department as an Additional Insured shall be primary as to any other available insurance and shall not be more restrictive than the coverage afforded to the Named Insured. The limits of coverage shall not be less than \$1,000,000 for each occurrence and not less than a

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\$5,000,000 annual general aggregate, inclusive of amounts provided by an umbrella or excess policy. The limits of coverage described herein shall apply fully to the work or operations performed under the Agreement and may not be shared with or diminished by claims unrelated to the Agreement. The policy/ies and coverage described herein may be subject to a deductible. Pay all deductibles as required by the policy. No policy/ies or coverage described herein may contain or be subject to a Retention or a Self-Insured Retention unless the Recipient is a state agency or subdivision of the State of Florida that elects to self-perform the Project. Prior to the execution of the Agreement, and at all renewal periods which occur prior to final acceptance of the work, the Department shall be provided with an ACORD Certificate of Liability Insurance reflecting the coverage described herein. The Department shall be notified in writing within ten days of any cancellation, notice of cancellation, lapse, renewal, or proposed change to any policy or coverage described herein. The Department's approval or failure to disapprove any policy/ies, coverage, or ACORD Certificates shall not relieve or excuse any obligation to procure and maintain the insurance required herein, nor serve as a waiver of any rights or defenses the Department may have.

- d. When the Agreement includes the construction of a railroad grade crossing, railroad overpass or underpass structure, or any other work or operations within the limits of the railroad right-of-way, including any encroachments thereon from work or operations in the vicinity of the railroad right-of-way, you shall, in addition to the insurance coverage required pursuant to 7-13.2 above, procure and maintain Railroad Protective Liability Coverage (ISO Form CG 00 35) where the railroad is the Named Insured and where the limits are not less than \$2,000,000 combined single limit for bodily injury and/or property damage per occurrence, and with an annual aggregate limit of not less than \$6,000,000. The railroad shall also be added along with the Department as an Additional Insured on the policy/ies procured pursuant to paragraph 15.C above. Prior to the execution of the Agreement, and at all renewal periods which occur prior to final acceptance of the work, both the Department and the railroad shall be provided with an ACORD Certificate of Liability Insurance reflecting the coverage described herein. The insurance described herein shall be maintained through final acceptance of the work. Both the Department and the railroad shall be notified in writing within ten days of any cancellation, notice of cancellation, renewal, or proposed change to any policy or coverage described herein. The Department's approval or failure to disapprove any policy/ies, coverage, or ACORD Certificates shall not relieve or excuse any obligation to procure and maintain the insurance required herein, nor serve as a waiver of any rights the Department may have. The Railroad Protective Liability Coverage described above is not required if the Recipient is a government entity that elects to self-perform the Project and utilizes self-insurance.
- e. When the Agreement involves work on or in the vicinity of utility-owned property or facilities, the utility shall be added along with the Department as an Additional Insured on the policy/ies procured pursuant to paragraph 11.c above. This provision does not apply if the Recipient is a government entity that elects to self-perform the Project and utilizes self-insurance.

15. Miscellaneous:

- a. The Recipient will be solely responsible for compliance with all applicable environmental regulations, for any liability arising from non-compliance with these regulations, and will reimburse the Department for any loss incurred in connection therewith. The Recipient will be responsible for securing any applicable permits. The Recipient shall include in all contracts and subcontracts for amounts in excess of \$150,000, a provision requiring compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387).
- b. The Department shall not be obligated or liable hereunder to any individual or entity not a party to this Agreement.

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- c. In no event shall the making by the Department of any payment to the Recipient constitute or be construed as a waiver by the Department of any breach of covenant or any default which may then exist on the part of the Recipient and the making of such payment by the Department, while any such breach or default shall exist, shall in no way impair or prejudice any right or remedy available to the Department with respect to such breach or default.
- d. If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected. In such an instance, the remainder would then continue to conform to the terms and requirements of applicable law.
- e. The Recipient and the Department agree that the Recipient, its employees, contractors, subcontractors, consultants, and subconsultants are not agents of the Department as a result of this Agreement.
- f. By execution of the Agreement, the Recipient represents that it has not paid and, also agrees not to pay, any bonus or commission for the purpose of obtaining an approval of its application for the financing hereunder.
- g. Nothing in the Agreement shall require the Recipient to observe or enforce compliance with any provision or perform any act or do any other thing in contravention of any applicable state law. If any of the provisions of the Agreement violate any applicable state law, the Recipient will at once notify the Department in writing in order that appropriate changes and modifications may be made by the Department and the Recipient to the end that the Recipient may proceed as soon as possible with the Project.
- h. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute the same Agreement. A facsimile or electronic transmission of this Agreement with a signature on behalf of a party will be legal and binding on such party.
- i. If the Project is procured pursuant to Chapter 255 for construction services and at the time of the competitive solicitation for the Project 50 percent or more of the cost of the Project is to be paid from state-appropriated funds, then the Recipient must comply with the requirements of Section 255.0991, Florida Statutes. The Recipient shall:
 - i. Utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Recipient during the term of the contract; and
 - ii. Expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.
- j. The Department reserves the right to unilaterally cancel this Agreement for failure by the Recipient to comply with the provisions of Chapter 119, Florida Statutes. The Recipient shall:
 - i. Keep and maintain public records required by the Department to perform the service.
 - ii. Upon request from the Department's custodian of public records, provide the Department with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.

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- iii. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if the Recipient does not transfer the records to the Department.
- iv. Upon completion of the Agreement, transfer, at no cost, to the Department, all public records in possession of the Recipient or keep and maintain public records required by the Department to perform the service. If the Recipient transfers all public records to the Department upon completion of the Agreement, the Recipient shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Recipient keeps and maintains public records upon completion of the Agreement, the Recipient shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Department, upon request from the Department's custodian of public records, in a format that is compatible with the information technology systems of the Department.
- v. Failure by the Recipient to comply with Chapter 119, Florida Statutes, shall be grounds for immediate unilateral cancellation of this Agreement by the Department.
- vi. IF THE RECIPIENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE RECIPIENT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: **District Three** (Enter appropriate District Contact)
- k. The Recipient agrees to comply with Section 20.055(5), F.S., and to incorporate in all subcontracts the obligation to comply with Section 20.055(5), F.S.
- l. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. In the event of a conflict between any portion of the contract and Florida law, the laws of Florida shall prevail. The Recipient agrees to waive forum and venue and that the Department shall determine the forum and venue in which any dispute under this Agreement is decided.

16. Exhibits.

- a. Exhibits A, B, C, D, E, G and H are attached to and incorporated into this Agreement.
- b. A portion or all of the Project will utilize the Department's right-of-way and therefore Exhibit F, Terms and Conditions of Construction, is attached and incorporated into this Agreement.

c. Exhibit List

Exhibit A: Project Description and Responsibilities
Exhibit B: Schedule of Financial Assistance Schedule
Exhibit C: Engineer's Certification of Compliance
Exhibit D: Audit Requirements for Awards of State Financial Assistance
Exhibit E: Recipient Resolution
*Exhibit F: Terms and Conditions of Construction
Exhibit G: Maintenance Memorandum of Agreement- N/A PD&E Study
Exhibit H: Contract Payment Requirements

*Indicates that the Exhibit is only attached and incorporated if applicable box is selected.

STATE OF FLORIDA Department OF TRANSPORTATION
**FLORIDA SHARED-USE NONMOTORIZED TRAIL NETWORK PROGRAM
AGREEMENT**

IN WITNESS WHEREOF, the Parties have executed this Agreement on the day and year written above.

RECIPIENT CRTPA

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

By: _____
Name: Greg Slay
Title: Executive Director

By: _____
Name: Tim Smith, P.E.
Title: Transportation Development Director

Legal Review:

STATE OF FLORIDA Department OF TRANSPORTATION
FLORIDA SHARED-USE NONMOTORIZED TRAIL NETWORK PROGRAM AGREEMENT

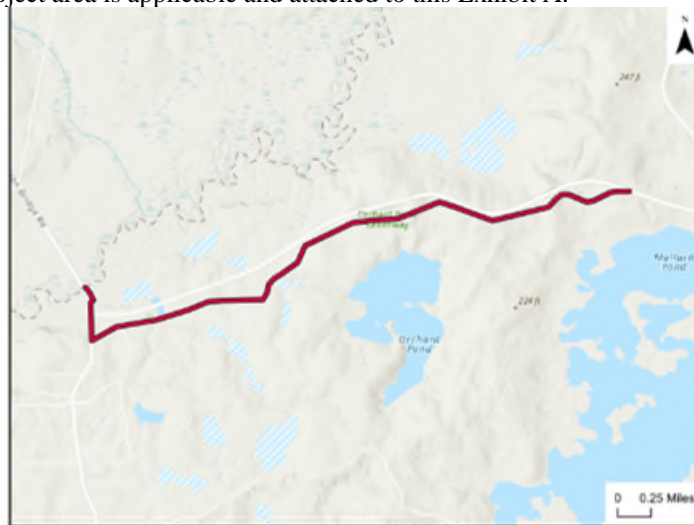
EXHIBIT A
PROJECT DESCRIPTION AND RESPONSIBILITIES

This exhibit forms an integral part of the Florida Shared-Use Nonmotorized Trail Network Program Agreement between the State of Florida, Department of Transportation and **CRTPA**.

A. Project Description (description of Agency's project to provide context, description of project components funded via this Agreement (if not the entire project)): **CR 153 (Old Bainbridge Road) PD&E Study from the Leon County Line to Orchard Pond Greenway Trailhead**

B. Project Location (limits, city, county): **From the Leon County Line to Orchard Pond Greenway Trailhead, Leon County**

Illustration/graphic/map of project area is applicable and attached to this Exhibit A.



C. Project Scope (allowable costs: describe project components, improvement type/service type, approximate timeline, project schedule, project size): **CR 153 (Old Bainbridge Road) PD&E Study from the Leon County Line to Orchard Pond Greenway Trailhead, 4.051 miles**

D. Deliverable(s): PD&E Study from the Leon County Line to Orchard Pond Greenway Trailhead

The project scope identifies the ultimate project deliverables. Deliverables for requisition, payment and invoice purposes will be the incremental progress made toward completion of project scope elements. Supporting documentation will be quantifiable, measurable, and verifiable, to allow for a determination of the amount of incremental progress that has been made, and provide evidence that the payment requested is commensurate with the accomplished incremental progress and costs incurred by the Agency.

E. Unallowable Costs (including but not limited to): **Any change orders not pre-approved by the Department will not be reimbursable. Any funds expended outside of the scope of contract.**

FLORIDA SHARED-USE NONMOTORIZED TRAIL NETWORK PROGRAM AGREEMENT

EXHIBIT B

SCHEDULE OF FINANCIAL ASSISTANCE

A. Fund Type and Fiscal Year:

Financial Management Number	Fund Type	FLAIR Category	State Fiscal Year	Object Code	CSFA/CFDA Number	CSFA/CFDA Title or Funding Source Description	Funding Amount
<u>455411-1-24-01</u>	GRTR	088849	2025	751000	55.038	Florida Shared-Use Nonmotorized (SUN) Trail Program – Wheels on Road Fund	\$976,480
Total Financial Assistance							\$976,480

B. Estimate of Project Costs by Grant Phase:

Phases*	State	Local	Federal	Totals	State %	Local%	Federal %
Land Acquisition	\$	\$	\$	\$			
Planning	\$	\$	\$	\$			
Environmental/Design/Construction	\$976,480	\$	\$	\$976,480	100 %		
Totals	\$976,480	\$	\$	\$976,480	100 %		

*Shifting items between these grant phases requires execution of an Amendment to the Florida Shared-Use Nonmotorized Trail Network Program Grant Agreement.

BUDGET/COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

I certify that the cost for each line-item budget category (grant phase) has been evaluated and determined to be allowable, reasonable, and necessary as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.

Tanya Sanders

District SUN Trail Coordinator

Department Grant Manager Name

Tanya Sanders Branton

01/13/2025 | 3:57 PM EST

Signature

Date

STATE OF FLORIDA Department OF TRANSPORTATION
FLORIDA SHARED-USE NONMOTORIZED TRAIL NETWORK PROGRAM AGREEMENT

EXHIBIT C

ENGINEER'S CERTIFICATION OF COMPLIANCE

NOTICE OF COMPLETION

FLORIDA SHARED-USE NONMOTORIZED (SUN) TRAIL PROGRAM
GRANT AGREEMENT
Between
THE STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION
and CRTPA

PROJECT DESCRIPTION: CR 153 (Old Bainbridge Road) PD&E Study from the Leon County Line to Orchard Pond Greenway Trailhead

FINANCIAL MANAGEMENT ID# 455411-1-24-01

In accordance with the Terms and Conditions of the Shared-Use Nonmotorized (SUN) Trail Program Grant Agreement, the undersigned provides notification that the work authorized by this Agreement is complete as of _____, 20__.

By: _____

Name: _____

Title: _____

ENGINEER'S CERTIFICATION OF COMPLIANCE

In accordance with the Terms and Conditions of the Shared-Use Nonmotorized (SUN) Trail Program Grant Agreement, the undersigned certifies that all work which originally required certification by a Professional Engineer has been completed in compliance with the Project construction plans and specifications. If any deviations have been made from the approved plans, a list of all deviations, along with an explanation that justifies the reason to accept each deviation, will be attached to this Certification. Also, with submittal of this certification, the Agency shall furnish FDOT a set off final plans certified by the Engineer of Record/CEI.

By: _____, P.E.

SEAL: Name: _____

Date: _____

STATE OF FLORIDA Department OF TRANSPORTATION
FLORIDA SHARED-USE NONMOTORIZED TRAIL NETWORK PROGRAM AGREEMENT

EXHIBIT D

AUDIT REQUIREMENTS FOR AWARDS OF STATE FINANCIAL ASSISTANCE

THE STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

SUBJECT TO SECTION 215.97, FLORIDA STATUTES:

Awarding Agency: Florida Department of Transportation

State Project Title: FLORIDA SHARED-USE NONMOTORIZED (SUN) TRAIL NETWORK PROGRAM

CSFA Number: 55.038

***Award Amount:** \$976,480

*The award amount may change with supplemental agreements.

Specific project information for CSFA Number 55.038 is provided at: <https://apps.fldfs.com/fsaa/searchCatalog.aspx>

COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT:

State Project Compliance Requirements for CSFA Number 55.038 are provided at:
<https://apps.fldfs.com/fsaa/searchCompliance.aspx>

The State Projects Compliance Supplement is provided at: <https://apps.fldfs.com/fsaa/compliance.aspx>

STATE OF FLORIDA Department OF TRANSPORTATION
FLORIDA SHARED-USE NONMOTORIZED TRAIL NETWORK PROGRAM AGREEMENT

EXHIBIT E

AGENCY RESOLUTION

PLEASE SEE ATTACHED

STATE OF FLORIDA Department OF TRANSPORTATION
FLORIDA SHARED-USE NONMOTORIZED TRAIL NETWORK PROGRAM AGREEMENT

EXHIBIT G

MAINTENANCE MEMORANDRUM OF AGREEMENT

N/A , PD&E Study

FLORIDA SHARED-USE NONMOTORIZED TRAIL NETWORK PROGRAM AGREEMENT

EXHIBIT H

CONTRACT PAYMENT REQUIREMENTS

Florida Department of Financial Services, Reference Guide for State Expenditures Cost Reimbursement Contracts

Invoices for cost reimbursement contracts must be supported by an itemized listing of expenditures by category (salary, travel, expenses, etc.). Supporting documentation shall be submitted for each amount for which reimbursement is being claimed indicating that the item has been paid. Documentation for each amount for which reimbursement is being claimed must indicate that the item has been paid. Check numbers may be provided in lieu of copies of actual checks. Each piece of documentation should clearly reflect the dates of service. Only expenditures for categories in the approved agreement budget may be reimbursed. These expenditures must be allowable (pursuant to law) and directly related to the services being provided.

Listed below are types and examples of supporting documentation for cost reimbursement agreements:

Salaries: Timesheets that support the hours worked on the project or activity must be kept. A payroll register, or similar documentation should be maintained. The payroll register should show gross salary charges, fringe benefits, other deductions and net pay. If an individual for whom reimbursement is being claimed is paid by the hour, a document reflecting the hours worked times the rate of pay will be acceptable.

Fringe benefits: Fringe benefits should be supported by invoices showing the amount paid on behalf of the employee, e.g., insurance premiums paid. If the contract specifically states that fringe benefits will be based on a specified percentage rather than the actual cost of fringe benefits, then the calculation for the fringe benefits amount must be shown. Exception: Governmental entities are not required to provide check numbers or copies of checks for fringe benefits.

Travel: Reimbursement for travel must be in accordance with s. 112.061, F.S., which includes submission of the claim on the approved state travel voucher along with supporting receipts and invoices.

Other direct costs: Reimbursement will be made based on paid invoices/receipts and proof of payment processing (cancelled/processed checks and bank statements). If nonexpendable property is purchased using state funds, the contract should include a provision for the transfer of the property to the State when services are terminated. Documentation must be provided to show compliance with DMS Rule 60A-1.017, F.A.C., regarding the requirements for contracts which include services and that provide for the contractor to purchase tangible personal property as defined in s. 273.02, F.S., for subsequent transfer to the State.

Indirect costs: If the contract stipulates that indirect costs will be paid based on a specified rate, then the calculation should be shown. Indirect costs must be in the approved agreement budget and the entity must be able to demonstrate that the costs are not duplicated elsewhere as direct costs. All indirect cost rates must be evaluated for reasonableness and for allowability and must be allocated consistently.

Contracts between state agencies may submit alternative documentation to substantiate the reimbursement request, which may be in the form of FLAIR reports or other detailed reports.

The Florida Department of Financial Services, online Reference Guide for State Expenditures can be found at this web address <https://www.myfloridacfo.com/Division/AA/Manuals/documents/ReferenceGuideforStateExpenditures.pdf>.

March 17, 2025



EXECUTIVE COMMITTEE AGENDA ITEM 4D

**TRANSIT DEVELOPMENT PLAN & TRANSIT ASSET MANAGEMENT PLAN
ACCEPTANCE**

TYPE OF ITEM: Action

STATEMENT OF ISSUE

This item seeks CRTPA acceptance of Star Metro's Transit Development Plan (TDP) & Transit Asset Management (TAM) Plan.

RECOMMENDED ACTION

Option 1: Accept StarMetro's Transit Development Plan and Transit Asset Management Plan.

BACKGROUND

StarMetro has requested that the CRTPA accept the StarMetro's TDP and TAM plans to satisfy state and federal requirements. The following provides more detail on each of the plans.

Transit Development Plan

StarMetro, as a department within the City of Tallahassee, must prepare a major update to the Transit Development Plan (TDP) every five (5) years as part of state requirements to secure state and federal funding. Between each major update, staff must prepare minor updates annually to provide information on projects that were completed, changed, or removed. The TDP is considered one of the transit system's major plans, providing direction of development and change. Rule 14-73.001 F.A.C. was revised in July 2024 and calls for increased coordination between transit agencies and Metropolitan Planning Organizations (MPOs). Acceptance of the TDP and its updates by the CRTPA board satisfies this requirement.

The TDP includes several basic elements about the community and transit in general such as an appraisal of transit demand, the effects of land use and other local transportation plans on transit, peer review, and current system performance. It establishes agency goals and a ten-year implementation plan for service enhancements based on available funding. The plan is developed with feedback from the public and discussions with key stakeholders. The projects listed in the TDP will be eligible for federal and state funds to help offset startup capital and operating costs. The TDP is a living document that can and will change over the next five years in response to changing conditions and needs of the community. This submission is intended to capture the projects and service designs that will best advance transit in the region but not obligate the agency to any set of plans or alternatives. The Moving Ahead for Progress in the 21st Century Act (MAP-21) and the Fixing

America’s Surface Transportation Act (FAST Act) transformed the federal-aid highway and transit programs by establishing new performance-based planning requirements for state departments of transportation (DOT), metropolitan planning organizations (MPO), and providers of public transportation services.

Transit Asset Management Plan

StarMetro is committed to using its assets to the greatest efficiency while adhering to the highest safety standard. StarMetro is currently operating as an FTA-defined Tier II transit operator in compliance with (49 CFR § 625.45 (b)(1)). Tier II transit providers are those transit agencies that do not operate rail fixed-guideway public transportation systems and have either 100 or fewer vehicles in fixed-route revenue service during peak regular service or have 100 or fewer vehicles in general demand response service during peak regular service hours.

The TAM plan outlines how StarMetro will assess, monitor, and report the physical condition of assets utilized in the operation of the public transportation system. StarMetro’s approach to accomplish a State of Good Repair (SGR) includes the strategic and systematic process of operating, maintaining, and improving physical assets, with a focus on identifying a structured sequence of maintenance, preservation, repair, rehabilitation, and replacement actions that will achieve and sustain a desired state of good repair over the lifecycle of the assets at a minimum practicable cost. This TAM plan covers a “horizon period” of time fiscal years 2025 through 2028. The TAM plan cycle should coincide, to the extent possible, with the State and metropolitan planning cycle for the development of the State Transportation Improvement Program (STIP) and local Transportation Improvement Program (TIP). Acceptance of this TAM plan will satisfy all state and federal requirements.

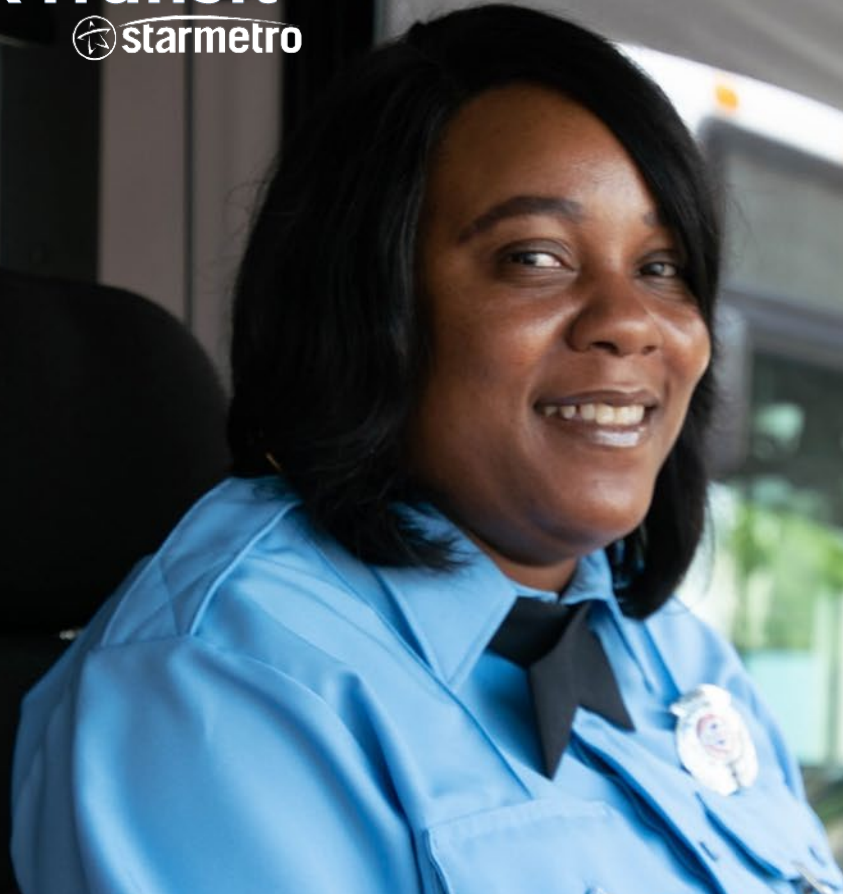
RECOMMENDED ACTION

- Option 1: Accept StarMetro’s Transit Development Plan and Transit Asset Management Plan.
(Recommended)

- Option 2: CRTPA Board Discretion.

ATTACHMENT

- Attachment 1: StarMetro Transit Development Plan - Annual Progress Report
- Attachment 2: StarMetro Transit Asset Management Plan



Transit Development Plan

Annual Progress Report

March 2025

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Table 12 Maintain Existing Network Scenario: Operating Expenses (in millions)**Error! Bookmark not defined.**

Table 13 Maintain Existing Network Scenario: Capital Expenses (in millions)**Error! Bookmark not defined.**

Table 14 Maintain Existing Network Scenario: Operating Revenues (in millions)**Error! Bookmark not defined.**

Table 15 Maintain Existing Network Scenario: Capital Revenues (in millions)**Error! Bookmark not defined.**

SECTION 1. INTRODUCTION & REQUIREMENTS OF THE TRANSIT DEVELOPMENT PLAN

Introduction

The State of Florida Public Transit Block Grant Program was enacted by the Florida Legislature to provide a source of State funding for public transportation. The Block Grant Program requires public transit service providers to develop and adopt a 10-year Transit Development Plan (TDP). Major TDP Updates and annual Progress Reports must be submitted to the Florida Department of Transportation (FDOT) by September 1st of the year they are due.

The TDP Major Update, required every five years, was last adopted by the City of Tallahassee Commissioners on July 7, 2021, as well as presenting the completed TDP to the Metropolitan Planning Organization (MPO), Capital Regional Transportation Planning Agency (CRTPA), on October 19, 2021. Annual Progress Reports are subsequently required in the interim years. The TDP is the source for determining the types of projects and their priority in the public transportation component of the CRTPA’s Transportation Improvement Program (TIP). The plan must also be consistent with the approved local government comprehensive plans and the CRPTA’s Long Range Transportation Plan (Connections 2045).

Requirements of the Annual Progress Report

This document serves as the 2025 TDP Annual Update. Rule 14-73.001, F.A.C., sets forth the requirements for the TDP Annual Update, as stated verbatim below. Annual updates shall be in the form of a progress report on the ten-year implementation program, and shall include a list of where the objectives are found in this report (Table 1):

Table 1 TDP Annual Update Checklist

TDP Annual Update Requirements	Page Number(s)
TDP Progress Report Checklist (Table 1)	5
System Overview (Figures 1-2 and Tables 2-3)	6-8
Goals from Previous TDP Major Update (Table 4)	9
Previous Year Accomplishments/Progress Report (Tables 5-10)	10-18
TDP Goals, Objectives, and Policies Assessment (Table 11)	19
Revised implementation program for the tenth year	20
Added recommendations for the new tenth year of the updated plan;	21
A revised financial plan; (Tables 12-15)	21-24
A revised list of projects or services needed to meet the goals and objectives, including projects for which funding may not have been identified	N/A

SECTION 2. OVERVIEW OF THE SYSTEM

Overview of the System

The information in the Annual Progress Report (APR) identifies the activities and accomplishments of StarMetro during the implementation of the Major Update. It represents the Study Area shown in Figure 1, the route system characteristics shown in Tables 2 and 3 and the system map in Figure 2 below.

Figure 1 Map of Study Area

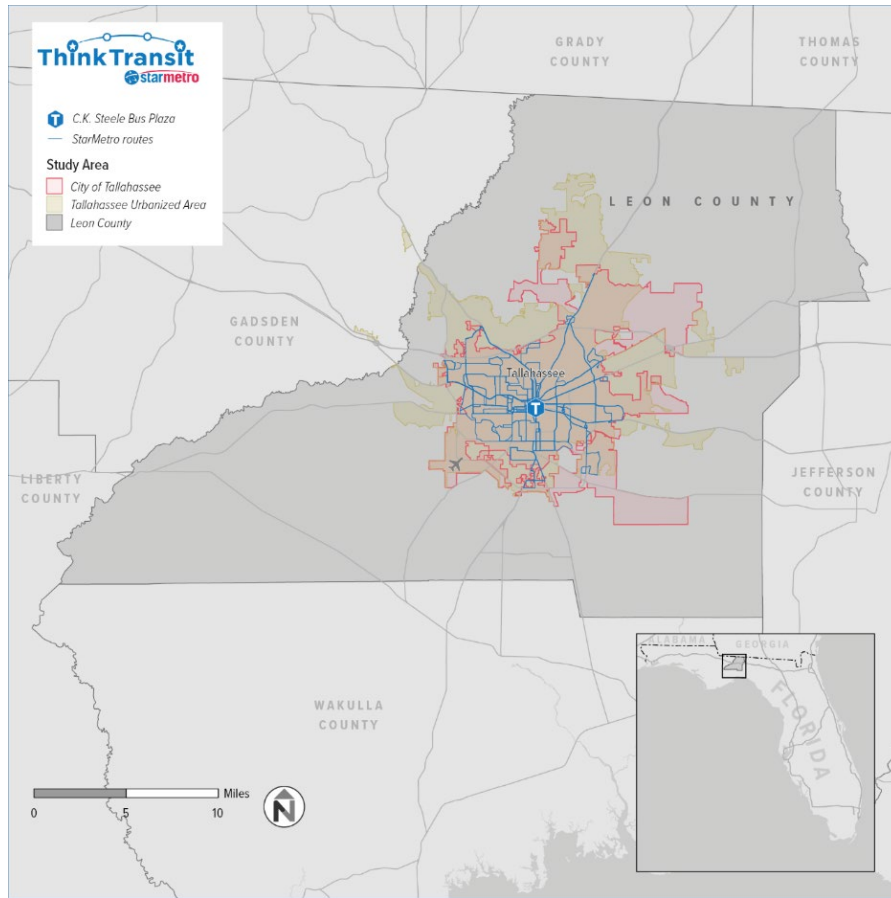


Table 2 Fixed Route System Characteristics

Service Day	Days Schedule Operated	Vehicles Operated in Max Service	Passenger Trips	Revenue Miles	Revenue Hours	Passengers per Revenue Mile	Passengers per Revenue Hour
Weekday	252	55	8,414	5,399	517	1.6	16.3
Saturday	52	20	3,186	2,752	245	1.2	13.0
Sunday	60	7	574	472	44	1.2	13.1

Source: FY2024 NTD Annual Report Form S-10

Table 3 Weekday Fixed Route Service Overview

Route	Name	Destinations	Frequency (minutes)		Service Span
			Peak	Off-Peak	
A	Azalea	Commonwealth Boulevard, Tennessee Street, C.K. Steele Plaza, Fallschase Shopping Center	30	30/60*	6 a.m. - 6:30 p.m.
B	Big Bend	Lake Jackson Town Center, Monroe Street, C.K. Steele Plaza, Capital Circle SE	30	30/60**	6 a.m. - 6:30 p.m.
D	Dogwood	C.K. Steele Plaza, Innovation Park	60	60	6 a.m. - 7:00 p.m.
E	Evergreen	TCC, Tharpe Street, C.K. Steele Plaza, Park Avenue, Apalachee Parkway Walmart	60	60	6 a.m. - 6:30 p.m.
F	Forest	Lake Jackson Town Center, TCC, StarMetro Offices, C.K. Steele Plaza	60	60	5:32 a.m. - 6:52 p.m.
G	Gulf	Ridge Road, C.K. Steele Plaza, Hospital - TMH, Hospital - CRMC	60	60	5:30 a.m. - 6:30 p.m.
H	Hartsfield	Commonwealth Boulevard, Hartsfield Road, Raab Middle School, C.K. Steele Plaza	60	60	5:30 a.m. - 6:30 p.m.
K	Killearn	Kerry Forest Walmart, Midtown, C.K. Steele Plaza	60	60	6:30 a.m. - 6:30 p.m.
L	Live Oak	Pensacola Street, Innovation Park, Orange Avenue, Blair Stone Road, Apalachee Parkway Walmart	45	45	5:40 a.m. - 6:25 p.m.
M	Moss	Frenchtown, C.K. Steele Plaza, Bond Community, Orange Avenue	30	60	5:08 a.m. - 6:30 p.m.
R	Red Hills	C.K. Steele Plaza, Koger Center, Capital Circle NE, Village Commons	60	60	6:30 a.m. - 6:30 p.m.
S	San Luis	Macon Community, Hospital - TMH, C.K. Steele Plaza	60	60	6 a.m. - 6:30 p.m.
T	Tall Timbers	TCC, Gaines Street, CollegeTown, C.K. Steele Plaza	30	60	5:49 a.m. - 6:30 p.m.
W	Southwood	C.K. Steele Plaza, Koger Center, Southwood Town Center	40	Breaks in service from 9:40-3:35 p.m.	6:20 a.m. - 6:20 p.m., breaks from 9:40 a.m. - 3:35 p.m.

* 30 min west side / 60 min east side, all day

** 60 min off-peak north side, 10 a.m. - 2 p.m.

*** Morning only

SECTION 3. PREVIOUS YEAR ACCOMPLISHMENTS/PROGRESS SUMMARY

Ridership Trends

System ridership decreased from 2,449,136 in FY23 to 2,320,412 in FY24, a decrease of 5.26 percent. StarMetro experienced a downward trend in ridership activity during the last two quarters of FY24. Contributing factors include a reduction of frequency and service hours of its day routes.

Goals and Objectives from the 2022-2031 StarMetro TDP

StarMetro’s goals and objectives guide the selection of projects to be developed over the next ten years. They also serve as a framework to evaluate future opportunities and decisions, charting a course to achieve important targets identified by stakeholders.

Development of StarMetro’s goals and objectives as part of the TDP Major Update began with a review of the agency’s previous efforts, with consideration of additions or revisions that were incorporated during the Annual Updates to the TDP. The overarching goals from the TDP are outlined in Table 4 below, with notation of the agency’s progress toward each goal as of the 2024 Annual Progress Report (APR) found in Tables 5-10.

Table 4 TDP Goals & Progress

Goals from Previous TDP Major Update
Goal 1: Provide Safe and Reliable Multimodal Mobility for All and Create Access to Opportunities by Connecting People, Places, and Mobility Services
Goal 2: Link Multimodal Mobility and Land Use to Support Economic Development, Livability, and Sustainability
Goal 3: Leverage Resources, Investments, and Infrastructure
Goal 4: Enhance and Expand Fiscal Capacity for Future Mobility Investments
Goal 5: Ensure Citizens the Opportunity to Provide Input in the Transit Planning Process
Goal 6: Capture New Markets

Significant shifts and unique events have occurred since the development of the goals and objectives of the TDP Major Update. This includes a focus on transitioning from expanding service to improving existing services. Frequency of service was modified on several routes in the Summer and Fall of 2024 to match ridership levels with the level of service provided. The goals and objectives outlined in this chapter are intended to guide StarMetro in navigating whatever opportunities and challenges may present themselves over the next decade.

Table 5 StarMetro Goal 1 - Identified Projects

Identified Project	Implementation Year	FY 2024	Notes
Goal ID	Goal 1 - Provide Safe and Reliable Multimodal Mobility for All and Create Access to Opportunities by Connecting People, Places, and Mobility Services		
1A1	Redevelopment Plan for C.K. Steele Plaza	2025	Funding has been secured for upgrades Focus has shifted to upgrading the existing structure to include added ADA accommodations
1A2	Automated and connected vehicle feasibility study	2028	On Hold Preliminary feasibility meetings with city staff have taken place
1B1	Travel Trainer program to provide virtual and on-site instruction on how to use the StarMetro system	2021	On-going Full time Travel Trainer hired
1B2	Partner with RideOn Commuter Services in support of employer outreach efforts, including implementation of an Employee Ridership Program with the Leon County Government	2021	On-going On-going
1C	Investigate transit's role in supporting Tallahassee International Airport's (TIA) economic impact	2021	Completed StarMetro has researched the proposal for the TIA development, as well as completed internal feasibility work

Table 6 StarMetro Goal 2 - Identified Projects

Identified Project		Implementation Year	FY 2024	Notes
Goal ID	Goal 2 Link Multimodal Mobility and Land Use to Support Economic Development, Livability, and Sustainability			
2A1	Fully implement STAR K-12 bus pass program	2019	Complete	Fully implemented
2A2	Strengthen relationship with Leon County Schools by participating in targeted events (e.g., “Teach-In” events and job shadowing programs)	2022	On-going	StarMetro staff participate in career fairs and provide targeted lessons for K-12 and higher education during orientation
2A3	Conduct outreach to workforce training programs (e.g., Tallahassee Community College, others) to identify transportation challenges and outline action plan	2022	On-going	Workforce training is included in the 2023 Low-No grant
2A4	Launch/Continue bulk pass purchase program/ridership agreements with Human Services agencies	2021	On-going	The bulk pass program policy has been updated and human service organizations have new procedures
2A5	Outline and implement a plan to strengthen partnerships with the area’s universities and colleges (e.g., U-PASS Partnership, etc.)	2021	On-going	The process has been started and a robust outreach plan is scheduled for summer of 2025
2B1	Establish StarMetro representation on Affordable Housing committees and task forces	2024 (target)	On-going	Planning for interdepartmental engagement with Housing and Community Services department (FY2025)
2B2	Recommend policies that more closely tie housing decisions to transportation costs (both on the development side and an individual’s personal choice)	2023 (target)	No change	Will be pursued upon completion of 2B1
2B3	Launch communications campaign that emphasizes the connection between transit access and housing affordability	2024 (target)	No change	Internal discussion on collaborating with the Neighborhood Affairs Department

Identified Project		Implementation Year	FY 2024	Notes
2C1	Highlight multimodal transportation access to medical or wellness centers through marketing and partnerships	2023	On-going	StarMetro's work on the TDP major update, COA, ThinkTransit Campaign, and Sustainable Southside Transit Center outreach as well as the H.O.P.E. grant-funded study for route optimization all have a significant medical component from strategic design to education. The next steps include specific marketing during and after SSTC comes online
2C2	Incorporate locations of community health and wellness resources as optional map layers in multimodal trip planner	2023	Removed	Goal has been removed

Table 7 StarMetro Goal 3 - Identified Projects

Identified Project		Implementation Year	FY 2024	Notes
Goal ID	Goal 3 Leverage Resources, Investments, and Infrastructure			
3A1	Enhance recruitment, onboarding, and retention practices for operators	2022	Complete	StarMetro's Career Advancement Program discontinued
3A2	Survey employee satisfaction at intervals to track impact and issues	2022	On-going	Surveys are provided to employees periodically through At-A-Glance
3A3	Host Employee Solutions Committees to provide outlet to address concerns and discuss issues	2022	Complete	The Employee Solutions Committee meets once a month
3A4	Implement mentorship program to provide professional development opportunities	2024	Complete	StarMetro's mentorship program connections employees with staff and leaders in the organization to provide opportunities for collaboration and engagement

Identified Project		Implementation Year	FY 2024	Notes
3A5	Encourage networking and participation in leadership development programs for management team	2022	Complete	Several management, supervisory, and leadership trainings are available including Transit Leadership, Certified Public Manger (CPM) training and other offering from the City
3B1	Use technology internally for more effective project management and delegation (e.g., WRIKE, One-Note, and other platforms)	2022	On-going	StarMetro administration staff use SharePoint for file sharing, real-time document work and meeting updates
3B2	Calibrate data collected from implementation of new technologies to ensure effective application (e.g., fareboxes, APCs, mobile fare payment)	2022	On-going	StarMetro Planning and Finance teams cross-check data between APCs, Fareboxes, and mobile fares. Currently, each department is crosschecking its respective data and sources
3C1	Create internal performance dashboard to highlight key performance indicators and monitor performance	2021	On-going	StarMetro has created dashboards which are monitored daily
3C2	Complete TDP Major Update	2020	Removed	New TDP requirements have shifted the due date for the next major updated to 2027
3C3	Complete Comprehensive Operational Analysis, which includes tracking of performance measures	2021	Complete	Complete
3C4	Apply recommendations from COA	2022	No change	This will be tied to the current H.O.P.E. route redesign study and Sustainable Southside Transit Center so citizens will have only one system change to learn
3C5	Maintain database of job descriptions, an organizational chart, and standard operating procedures (SOPs) to support cross-training and management oversight	2019	On-going	Job descriptions are being maintained city-wide by Human Resources. StarMetro org chart has been completed and maintained in SharePoint. SOPs have been developed

Identified Project		Implementation Year	FY 2024	Notes
				and ongoing updates and improvement of the structure continue and include access to SharePoint
3C6	Establish system for Transit Advertising contracts and fulfillment procedures	2024	Removed	Removed
3D1	Provide monthly financial reports in a timely manner	2022	Complete	
3D2	Effectively apply grant funds to project expenses	2022	Complete	
3D3	Better manage scheduling assignments to reduce overtime expenses	2020	Complete	
3D4	Enhance cash management process	2022	Complete	
3D5	Increase cashless fare transactions	2022	On-going	With the deployment of StarMetro's mobile ticketing and trip planning app, cashless fare transactions have increased. Public education is ongoing

Table 8 StarMetro Goal 4 - Identified Projects

Identified Project		Implementation Year	FY 2024	Notes
Goal ID	Goal 4 Enhance and Expand Fiscal Capacity for Future Mobility Investments			
4A1	Establish targets for an efficient and effective Transit Level of Service (LOS), based on recommendations from the COA and other planning efforts	2024	On Hold	LOS targeting is planned to take place after the completion of the H.O.P.E route optimization study
4A2	Outline a plan to reach the target Transit LOS, addressing fleet and staffing needs	2025	On Hold	Will begin after the completion of 4A1. Initial focus on frequency and staffing needs
4B1	Provide reliable and timely transit service with an on-time performance goal of 90%	2019	On-going	This goal has been modified to 85% OTP as directed by the COT Strategic Plan.
4B2	Continue efforts to establish a Sustainable Southside Transit Center	2021	On-going	Funding has been secured through the 2023 RAISE Grant at approximately \$15 million and an additional \$5 million in matching funds. Construction started in August 2024.
4B3	Establish a policy for prioritizing placement of amenities at bus stops and other facilities (i.e., I-Location bus stop policy)	2021	Complete	
4B4	Implement improvements to bus stops (e.g., installation of reflective bus stop signage), partnering as needed to introduce amenities	2021	On-going	This project has been started and outdated signs are being strategically replaced with reflective vinyl
4B5	Introduce and support technologies that support multimodal trip planning, booking, and payment (e.g., Moovit)	2019	Complete	
4B6	Complete construction of the Sustainable Southside Transit Center	2025	On-going	Construction is scheduled to be completed in 2026

Identified Project		Implementation Year	FY 2024	Notes
4C1	Coordinate with other city departments (e.g., Planning) to review new developments, capital improvement plans, and other project priority lists that impact transit riders and service	2018	Completed	
4C2	Develop a plan to identify and mitigate sidewalk gaps that impact access to transit	2025	On-going	Coordinating with UUPI sidewalk improvement committee
4D1	Continue plans to transition to a fully electric fleet	2018	On-going	Currently, StarMetro has 24 Battery Electric Buses (BEBs) for fixed route, and 1 new cutaway EV for DAR which is being tested in partnership with FDOT.
4D2	Introduce/Maintain sustainability-focused practices at existing facilities (e.g., charging stations, solar-powered lighting at transit stops, etc.)	2018	On-going	All shelters being purchased have solar lighting. Older shelters are being retrofitted where applicable.

Table 9 StarMetro Goal 5 - Identified Projects

Identified Project	Implementation Year	FY 2024	Notes
Goal ID Goal 5 Ensure Citizens the Opportunity to Provide Input in the Transit Planning Process			
5.1	Develop partnerships and build credibility and trust amongst all participants through regular and project specific communications as well as regular meetings and workshops.	2018	On-going StarMetro holds a regularly scheduled meeting with the Transit Advisory Committee to discuss the operation and opportunities associated with the system. Through the HOPE study, StarMetro and the consultant have held numerous in person and virtual meetings.
5.2	Provide clear, accurate, timely, and useful information which can be transmitted through a variety of ways, including a website, fact sheets, presentation materials at public meetings, electronic mail inquiries, and other methods to reach and exchange information with all citizens, the business community, and community leadership.	2021	On-going StarMetro has increased participation through the Think Transit site, StarMetro’s social media page, and posters.
5.3	Provide convenient, full public access, and timely public notice of dates, times and places for public meetings.	2024	On-going StarMetro has increased participation through the Think Transit site, StarMetro’s social media page, and posters.
5.4	Develop easy to access channels of communication and specific opportunities to reach out and obtain input from a broad and diverse spectrum of stakeholders, including the traditionally underserved populations that may not consistently participate in planning processes.	2022	On-going StarMetro has increased participation through the Think Transit site, StarMetro’s social media page, and posters.
5.5	Engage riders and the community regarding planned changes to service before decisions are implemented.	2022	On-going StarMetro has increased participation through the Think Transit site, StarMetro’s social media page, and posters.

Table 10 StarMetro Goal 6 - Identified Projects

Identified Project		Implementation Year	FY 2024	Notes
Goal ID	Goal 6 Capture New Markets			
6	Inter-city travel, population clusters without service, and new planned developments should all be reviewed as potential areas for service expansion. Several specific areas identified were the Thomasville Road corridor, and the Centre of Tallahassee (formerly Tallahassee Mall) redevelopment.		Removed	StarMetro has refocused its efforts to improve existing service before looking to expand to new markets

SECTION 4. ASSESSMENT OF THE GOALS, OBJECTIVES & POLICIES OF THE 2022-2031 ADOPTED TRANSIT DEVELOPMENT PLAN

This section documents the progress StarMetro has made within each goal.

Table 11 Goals, Objectives & Policies Assessment

Goal	Implementation Assessment
Goal 1: Provide Safe and Reliable Multimodal Mobility for All and Create Access to Opportunities by Connecting People, Places, and Mobility Services	80% complete/ongoing. Automated and connected vehicle feasibility study is being performed by another City Department and was removed.
Goal 2: Link Multimodal Mobility and Land Use to Support Economic Development, Livability, and Sustainability	70% completed/ongoing. Incorporate locations of community health and wellness resources as optional map layers in multimodal trip planner was removed as current vendor is unable to accommodate
Goal 3: Leverage Resources, Investments, and Infrastructure	100% complete/ongoing. Two goals were removed TDP major update and Transit Advertising contracts and fulfillment.
Goal 4: Enhance and Expand Fiscal Capacity for Future Mobility Investments	83% complete/ongoing. Two Objectives are on hold pending the opening of the SSTC
Goal 5: Ensure Citizens the Opportunity to Provide Input in the Transit Planning Process	100% complete/On-going
Goal 6: Capture New Markets	Goal Removed – StarMetro has focused efforts to improve existing service before looking to expand to new markets

SECTION 5. REVISED IMPLEMENTATION FOR THE COMING YEAR (2025)

Overview

This section documents revisions to the 2022-2031 TDP's implementation program. Recommended transit service improvements for the next 10 years were determined based on input from the public, consultants, and StarMetro staff and the evaluation of transit needs identified previously.

Funding for the Sustainable Southside Transit Center has been secured through the \$15 million RAISE Grant. Also, \$20 million has been secured through the 5339 (b) Low-No grant for infrastructure at Appleyard for fleet electrification.

Capital/Infrastructure/Policy Improvements

There are no other changes to the capital/infrastructure/policy improvements adopted in the Major Update for 2022-2031 which include:

- Sustainable Southside Transit Center – Construction started in August 2024
- Infrastructure electrification at Appleyard to support overnight charging is starting. The Low-No grant is entered in TrAMS and awaiting approval of FTA to move forward.

SECTION 6. RECOMMENDATIONS FOR THE NEW 10TH YEAR AND REVISED FINANCIAL PLAN

The purpose of this section is to examine the factors that would influence extending the TDP horizon out an additional year, effectively, a new 10th year of the required 10-year implementation and financial plan.

Planning Considerations

The Transit Element of the Connections 2045 LRTP along with the Major Update of the associated 2022-2031 TDP.

The Ten-Year Financial Plan

Assumptions made for operating and capital costs and revenues for fixed route and complementary ADA services were based on a variety of factors, including trend ridership data, anticipated federal and state funding levels, recent changes to the bus frequency on several routes, previous TDPs, and City budget.

Cost and Revenue Assumptions

Adjustments were made to the 10-Year Financial Plan as shown in the tables below to reflect updates for anticipated expenditures and revenues in the coming 10-year horizon.

Table 12 Maintain Existing Network Scenario: Operating Expenses

Alternative	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Service											New 10th Year
Fixed Route Service	24,524,649	25,260,388	26,018,200	26,798,746	27,602,709	28,430,790	29,283,713	30,162,225	31,067,092	31,999,104	32,959,077
Dial-A-Ride Service	3,142,312	3,173,735	3,205,472	3,237,527	3,269,902	3,302,601	3,335,628	3,368,984	3,402,674	3,436,700	3,471,067
Operating Expense Total	\$27,666,961	\$28,434,124	\$29,223,673	\$30,036,273	\$30,872,611	\$31,733,391	\$32,619,341	\$33,531,209	\$34,469,765	\$35,435,805	\$36,430,145

Table 13 Maintain Existing Network Scenario: Capital Expenses

Alternative	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Infrastructure											New 10th Year
New Transit Facility	1,555,930	2,736,377									
Electrification Infrastructure	-	1,000,000	11,190,000	1,000,000							
Revenue Vehicles	2,191,566	9,373,640									
Service Vehicles	210,453	157,153	157,153	157,153	157,153	157,153	157,153	157,153	157,153	157,153	157,153
Transit Amenities	-	612,500	612,500	612,500	612,500	612,500	612,500	612,500	612,500	612,500	612,500
Admin Building & C.K. Steele Plaza	173,473										
Technology	9,149	500,000	500,000	500,000	500,000	500,000	0.00	0.00	0.00	0.00	0.00
Capital Expense Total	\$4,140,571	\$14,379,670	\$12,459,653	\$2,269,653	\$1,269,653	\$1,269,653	\$769,653	\$769,653	\$769,653	\$769,653	\$769,653
Grand Total Expenses	\$31,807,532	\$42,813,794	\$41,683,326	\$32,305,926	\$32,142,264	\$33,003,044	\$33,388,994	\$34,300,862	\$35,239,418	\$36,205,458	\$37,199,798

Table 14 Maintain Existing Network Scenario: Operating Revenues

Revenue Source	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
											New 10th Year
Directly Generated Funds	7,842,783	7,921,211	8,000,423	8,080,427	8,080,427	8,080,427	8,080,427	8,080,427	8,080,427	8,080,427	8,080,427
Local Government Funds	14,909,863	15,357,159	15,817,874	16,292,410	16,781,182	17,284,618	17,803,156	18,337,251	18,887,368	19,453,989	20,037,609
State Funds	1,862,764	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Federal Funds	3,051,551	3,051,551	3,051,551	3,051,551	3,051,551	3,051,551	3,051,551	3,051,551	3,051,551	3,051,551	3,051,551
Operating Revenue Total	27,666,961	28,329,921	28,869,848	29,424,388	29,913,160	30,416,596	30,935,134	31,469,229	32,019,346	32,585,967	33,169,587
	-	(104,203)	(353,825)	(611,885)	(959,451)	(1,316,796)	(1,684,207)	(2,061,980)	(2,450,419)	(2,849,837)	(3,260,558)

Table 15 Maintain Existing Network Scenario: Capital Revenues

Revenue Source	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
											New 10th Year
Directly Generated Funds	-	-	-	-	-	-	-	-	-	-	-
Local Government Funds	53,300	1,477,088	2,112,500	712,500	712,500	712,500	712,500	712,500	712,500	712,500	712,500
State Funds	599,999	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000
Federal Funds	3,330,119	3,330,119	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000
Capital Revenue Total	3,983,418	5,407,207	6,012,500	4,612,500	4,612,500	4,612,500	4,612,500	4,612,500	4,612,500	4,612,500	4,612,500
Grand Total Revenue	31,650,379	33,737,128	34,882,348	34,036,888	34,525,660	35,029,096	35,547,634	36,081,729	36,631,846	37,198,467	37,782,087
	(157,153)	(9,076,666)	(6,800,978)	\$1,730,962	\$2,383,396	\$2,026,051	\$2,158,640	\$1,780,867	\$1,392,428	\$993,010	\$582,289

CITY OF TALLAHASSEE - STARMETRO

TRANSIT ASSET MANAGEMENT PLAN

(FISCAL YEAR 2025 – 2028)



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AGENCY INFORMATION

AGENCY NAME	<i>City of Tallahassee - StarMetro</i>
ACCOUNTABLE EXECUTIVE	<i>Chief Transit Officer</i>
TAM PLAN APPROVAL BOARD	<i>Capital Region Transportation Planning Agency</i>
FIRST ADOPTION DATE OF THE TAM PLAN	<i>April 18, 2018</i>
EFFECTIVE DATE	<i>November 30, 2024</i>
EXPIRATION DATE	<i>September 30, 2028</i>

REVISION HISTORY

Last Modified By (Name)	Last Modified (Date)	Comment
Cassidy Kearney	Jul 9, 2024	Edits; Added statement in Section 5; Added column to table in Appendix C
Jaime Mendez Emily Schieferdecker Cassidy Kearney	Oct 4, 2024	Major Update: Updated all table information within the TAM PLAN; added narrative to Section 2 and Section 3; edits to all sections.

APPROVAL

DOCUMENT REVIEWED AND APPROVED BY ACCOUNTABLE EXECUTIVE (OR DESIGNEE)

Dominique Maddox

Dominique Maddox, Transit Services Manager

11/14/2024

Date

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TRANSIT ASSET MANAGEMENT PLAN

CITY OF TALLAHASSEE – STARMETRO
555 APPELYARD DRIVE
TALLAHASSEE, FLORIDA 32304

“StarMetro’s mission is to provide a friendly, efficient, and effective transportation system to meet the needs of the Tallahassee community while creating a culture of accountability and respect within the organization.”

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INTRODUCTION

EXECUTIVE SUMMARY

The Federal Transit Administration requires that each transit agency develop a Transit Asset Management (TAM) Plan if it owns, operates, or manages capital assets used to provide public transportation and receives federal financial assistance under 49 U.S.C. Chapter 53 as a recipient or subrecipient. Transit asset management (TAM) is a business model that uses the condition of assets to guide the optimal prioritization of funding at agencies to keep transit systems in a State of Good Repair (SGR). An asset not being in a State of Good Repair can result in several consequences: safety risks (i.e., accidents per 100,000 revenue miles), decreased system reliability (i.e., on-time performance), higher maintenance costs; and/or lower system performance (i.e., missed trips due to breakdowns).

The City of Tallahassee-StarMetro owns, operates, and manages several capital assets as a part of its public transportation system. As of 2024, StarMetro owns 87 revenue vehicles including 68 buses for fixed route service. As of FY2024, approximately 47% of the fixed route fleet has met or exceeded its useful life in years, including 90% of all 40-foot diesel buses. StarMetro also operates 19 demand response vehicles; of which, 53% have met or exceeded its useful life in years as of FY2024. Additionally, the agency manages several facilities including a 47-year-old administrative and maintenance facility (Appleyard) and a 40-year-old passenger facility (C.K. Steele Plaza).

StarMetro has prepared the following TAM Plan to aide in monitoring the condition and performance of its assets, identifying safety risks, and balancing resources to improve and maintain a State of Good Repair. FTA requires agencies to update their TAM Plan in its entirety every four years. StarMetro's Transit Asset Management Plan was originally developed April 2018 during the first implementation of this federal program and is refreshed periodically through an internal review process.

AGENCY OVERVIEW

HISTORY

Transit in Tallahassee began with Cities Transit, which was a small chain of transit operators active in several cities. The City of Tallahassee purchased the Tallahassee franchise of Cities Transit in 1973 and named the new city department TalTran. In 1977 the operations, maintenance, and administrative facility was built on Appleyard Drive. In 1985, the central bus terminal was constructed on the corner of Tennessee and Adams Streets and named for civil rights leader Reverend Dr. Charles Kenzie Steele. In 2005, the agency was rebranded as StarMetro. StarMetro went through a major route restructuring in 2011 that saw the historical hub-and-spoke system leftover from its early TalTran days changed to a decentralized, grid-like pattern. Since 2019, StarMetro has aggressively pursued a full fleet transition to Battery Electric Buses (BEBs) and associated infrastructure. As of 2024, the agency has 24 BEBs, six depot chargers, and three in-route opportunity chargers.

WHAT WE DO

StarMetro provides fixed route, flex route, and paratransit services to a population of over 201,731 (2022) and across a service area of 103 square miles. For fixed route services, StarMetro runs fourteen weekday intracity routes, twelve Saturday routes, and four night and Sunday routes. StarMetro also operates a specialized transit service called Seminole Express that runs on and around the Florida University campus and includes seven weekday routes and one night route. Transit services are provided 363 days a year with approximately 2.4 million boardings annually (2023).

Through its complementary Dial-A-Ride (DAR) program, StarMetro provides demand response services to disabled persons and seniors (60+) within three-quarters of a mile from a fixed bus route, in compliance with the Americans with Disabilities Act (ADA). The agency also serves as the Community Transportation Coordinator (CTC) for Leon County and manages DAR services to residents in non-urbanized areas that have limited mobility choices. Dial-A-Ride provides approximately 121,000 trips annually (2023).

Overall, StarMetro operates 47 buses in peak service and is responsible for the placement and maintenance of nearly 950 bus stops, including more than 200 bus shelters and benches. StarMetro's award-winning maintenance division performs maintenance and repairs on buses at the Appleyard maintenance facility, including paint and body work. Upkeep and replacement of its bus stops and transit amenities are also managed in-house. Due to the dedication of the maintenance division, StarMetro is on the cutting edge of battery electric bus (BEB) deployment and high-voltage electric vehicle maintenance.

SECTION 1: TRANSIT ASSET MANAGEMENT

StarMetro, as a department within the City of Tallahassee, is committed to using its assets to the greatest efficiency while adhering to the highest safety standard. Transit Asset Management (TAM) is an administrative management process that combines the components of investment (available funding), rehabilitation and replacement actions, and performance measures with the outcome of operating assets in the parameters of a State of Good Repair (SGR).

StarMetro has prepared this TAM PLAN to aide in:

- (1) assessment of the current condition of capital assets;
- (2) determine what the condition and performance of its assets should be (if they are not currently in a State of Good Repair);
- (3) identify the unacceptable risks, including safety risks, in continuing to use an asset that is not in a State of Good Repair; and

- (4) deciding how to best balance and prioritize reasonably anticipated funds (revenues from all sources) towards prioritizing safety critical assets, improving asset condition, and achieving a sufficient level of performance within those means.

APPLICABILITY

StarMetro is currently operating as a Tier II transit operator in compliance with (49 CFR § 625.45 (b)(1)), as defined by the Federal Transit Administration (FTA). Tier II transit providers are agencies that do not operate rail fixed-guideway public transportation systems and have either 100 or fewer vehicles in fixed-route revenue service during peak regular service or have 100 or fewer vehicles in general demand response service during peak regular service hours.

This Transit Asset Management Plan provides an outline of how StarMetro will assess, monitor, and report the physical condition of assets utilized in the operation of an agency's public transportation system. StarMetro's approach to accomplish an SGR includes the strategic and systematic process of operating, maintaining, and improving physical assets to identify a structured sequence of maintenance, preservation, repair, rehabilitation, and replacement actions that will achieve and sustain a desired SGR over the lifecycle of the assets at a minimum practicable cost, emphasizing analysis based upon data quality. The original TAM Plan covered a five-year "horizon period" from Fiscal Year (FY) 2019 to FY 2024 (10/1/2018 to 9/30/2024) beginning with the creation and full implementation of the TAM Plan in FY 2019, ending five years later in FY 2024. The current Plan horizon shall be from FY2025 to FY2028 (11/30/2024 to 9/30/2028). The TAM Plan shall be amended annually during the five-year horizon no later than September 30th of each fiscal year.

THE ACCOUNTABLE EXECUTIVE

Per FTA TAM requirements, each transit operator receiving FTA funding shall designate an "Accountable Executive" to implement the TAM Plan. The Agency's Accountable Executive shall be the Chief Operating Officer. The Agency's Accountable Executive must balance transit asset management, safety, day-to-day operations, and expansion needs in approving and carrying out the TAM Plan and a Public Transportation Agency Safety Plan (PTASP).

The Accountable Executive shall be responsible to ensure the development and implementation of the TAM Plan, in accordance with §625.25 (*Transit Asset Management Plan requirements*) to ensure the reporting requirements, in accordance with both § 625.53 (*Recordkeeping for Transit Asset Management*) and § 625.55 (*Annual Reporting for Transit Asset Management*) are completed. Furthermore, the Accountable Executive shall approve the annual asset performance targets, TAM PLAN document, and SGR Policy. These required approvals shall be self-certified by the Chief Transit Officer via the annual FTA Certifications and Assurances forms in the Transit Asset Management System (TrAMS).

TAM PLAN ELEMENTS

As a Tier II public transportation provider, StarMetro has developed and implemented a TAM Plan containing the following elements:

- (1) Asset Inventory Portfolio: An inventory of the number and type of capital assets to include Rolling Stock, Facilities, and Equipment.
- (2) Asset Condition Assessment: A condition assessment of those inventoried assets for which the Agency has direct ownership and capital responsibility.
- (3) Decision Support Tools & Management Approach: A description of the analytical processes and decision-support tools that the Agency uses to estimate capital investment needs over time and develop its investment prioritization.
- (4) Investment Prioritization: The Agency's project-based prioritization of investments, developed in accordance with §625.33.

DEFINITIONS

Word	Definition
Accountable Executive	A single, identifiable person who has ultimate responsibility for carrying out the safety management system of a public transportation agency; responsibility for carrying out transit asset management practices; and control or direction over the human and capital resources needed to develop and maintain both the agency's public transportation agency safety plan, in accordance with 49 U.S.C. 5329(d), and the agency's transit asset management plan in accordance with 49 U.S.C. 5326.
Asset Category	A grouping of asset classes, including a grouping of equipment, a grouping of rolling stock, a grouping of infrastructure, and a grouping of facilities.
Asset Class	A subgroup of capital assets within an asset category. For example, buses, trolleys, and cutaway vans are all asset classes within the rolling stock asset category.
Asset Inventory	A register of capital assets, and information about those assets.
Capital Asset	A unit of rolling stock, a facility, a unit of equipment, or an element of infrastructure used for providing public transportation.
Decision Support Tool	An analytic process or methodology: (1) To help prioritize projects to improve and maintain the state of good repair of capital assets within a public transportation system, based on available condition data and objective criteria; or (2) To assess financial needs for asset investments over time.
Direct Recipient	An entity that receives Federal financial assistance directly from the Federal Transit Administration.
Equipment	An article of nonexpendable, tangible property having a useful life of at least one year.
Exclusive-Use Maintenance Facility	A maintenance facility that is not commercial and either owned by a transit provider or used for servicing their vehicles.

Facility	A building or structure that is used in providing public transportation.
Full Level of Performance	The objective standard established by FTA for determining whether a capital asset is in a state of good repair.
Horizon Period	The fixed period of time within which a transit provider will evaluate the performance of its TAM plan. FTA standard horizon period is four years.
Implementation Strategy	A transit provider's approach to carrying out TAM practices, including establishing a schedule, accountabilities, tasks, dependencies, and roles and responsibilities.
Infrastructure	The underlying framework or structures that support a public transportation system.
Investment Prioritization	A transit provider's ranking of capital projects or programs to achieve or maintain a state of good repair. An investment prioritization is based on financial resources from all sources that a transit provider reasonably anticipates will be available over the TAM plan horizon period.
Key Asset Management Activities	A list of activities that a transit provider determines are critical to achieving its TAM goals.
Life-Cycle Cost	The cost of managing an asset over its whole life.
Performance Measure	An expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets (<i>e.g.</i> , a measure for on-time performance is the percent of trains that arrive on time, and a corresponding quantifiable indicator of performance or condition is an arithmetic difference between scheduled and actual arrival time for each train).
Performance Target	A quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the Federal Transit Administration (FTA).
Public Transportation System	The entirety of a transit provider's operations, including the services provided through contractors.
Public Transportation Agency Safety Plan	Also known as the PTASP, this represents a transit provider's documented comprehensive agency safety plan that is required by 49 U.S.C. 5329.
Recipient	An entity that receives Federal financial assistance under 49 U.S.C. Chapter 53, either directly from FTA or as a Subrecipient.
Rolling Stock	A revenue vehicle used in providing public transportation, including vehicles used for carrying passengers on fare-free services.
Safety-Critical Asset	A transit asset, sub-system, or component whose failure may cause serious injury or death to human beings, loss or severe damage to property, or environmental harm. Criticality will be calculated using the capital investment prioritization scores used by the SGR condition standard by Asset Category. A Safety-Critical Asset must be given a SGR condition standard score of "4" or higher. For buildings using the TERM rating scale, a Safety-Critical Asset must be given a SGR condition standard score of "4" or higher.
Service Vehicle	A unit of equipment that is used primarily either to support maintenance and repair work for a public transportation system or for delivery of materials, equipment, or tools.

State of Good Repair (SGR)		The condition in which a capital asset is able to operate at a full level of performance.
Subrecipient		An entity that receives Federal transit grant funds indirectly through a State or direct recipient.
TERM Scale		The five (5) category rating system used in the Federal Transit Administration’s Transit Economic Requirements Model (TERM) to describe the condition of an asset: 5.0—Excellent, 4.0—Good, 3.0—Adequate, 2.0—Marginal, and 1.0—Poor.
Tier I Provider		A recipient that owns, operates, or manages either (1) one hundred and one (101) or more vehicles in revenue service during peak regular service across all fixed route modes or in any one non-fixed route mode, or (2) rail transit.
Tier II Provider		A recipient that owns, operates, or manages (1) one hundred (100) or fewer vehicles in revenue service during peak regular service across all non-rail fixed route modes or in any one non-fixed route mode, (2) a Subrecipient under the 5311 Rural Area Formula Program, (3) or any American Indian tribe.
Transit Asset Management (TAM)		The strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation.
Transit Asset Management (TAM) Plan		A plan that includes an inventory of capital assets, a condition assessment of inventoried assets, a decision support tool, and a prioritization of investments.
Transit Asset Management (TAM) Policy		A transit provider’s documented commitment to achieving and maintaining a state of good repair for all of its capital assets. The TAM policy defines the transit provider’s TAM objectives and defines and assigns roles and responsibilities for meeting those objectives.
Transit Asset Management (TAM) Strategy		The approach a transit provider takes to carry out its policy for TAM, including its objectives and performance targets.
Transit Asset Management (TAM) System		A strategic and systematic process of operating, maintaining, and improving public transportation capital assets effectively, throughout the life cycles of those assets.
Transit (provider)	Provider	A recipient or Subrecipient of Federal financial assistance under 49 U.S.C Chapter 53 that owns, operates, or manages capital assets used in providing public transportation.
Useful life		Either the expected life cycle of a capital asset or the acceptable period of use in service determined by FTA.
Useful Life Benchmark (ULB)		The expected life cycle or the acceptable period of use in service for a capital asset, as determined by a transit provider, or the default benchmark provided by FTA.

STATE OF GOOD REPAIR (SGR) STANDARDS POLICY

StarMetro’s SGR policy is as follows:

A capital asset is in a state of good repair (SGR) when each of the following objective standards is met:

- (1) If the asset is in a condition sufficient for the asset to operate at a full level of performance. An individual capital asset may operate at a full level of performance regardless of whether or not other capital assets within a public transportation system are in an SGR;
- (2) The asset is able to perform its manufactured design function;
- (3) The use of the asset in its current condition does not pose an identified unacceptable safety risk and/or deny accessibility; and
- (4) The assets life-cycle investment needs have been met or recovered, including all scheduled maintenance, rehabilitation, and replacements (ULB).

The TAM PLAN allows StarMetro to predict the impact of its policies and investment justification decisions on the condition of its assets throughout the asset’s life cycle and enhances the ability to maintain an SGR by proactively investing in an asset before its condition deteriorates to an unacceptable level.

USEFUL LIFE BENCHMARK

The Useful Life Benchmark (ULB) is defined as the expected lifecycle of a capital asset for a particular transit provider’s operating environment, or the acceptable period of use in service for a particular transit provider’s operating environment. ULB criteria are user defined in that an agency’s ULB considers a provider’s unique operating environment (service frequency, weather, and/or geography). When developing Useful Life Benchmarks (ULB), the Agency recognized and considered the local operating environment of its assets within the service area, historical maintenance records, manufacturer guidelines, and the default asset ULB derived from the FTA. In most cases, if an asset exceeds its ULB, then it is a strong indicator that it may not be in a state of good repair.

NTD Maximum useful life is determined by years of service or accumulation of miles by asset type in Table 1.

Vehicle Type	Default ULB (in Years)
AB Articulated bus	14
AG Automated guideway vehicle	31
AO Automobile	8
BR Over-the-road bus	14
BU Bus	14
CC Cable car	112
CU Cutaway bus	10
DB Double decked bus	14
FB Ferryboat	42
HR Heavy rail passenger car	31
IP Inclined plane vehicle	56
LR Light rail vehicle	31
MB Minibus	10

MO	Monorail vehicle	31
MV	Minivan	8
	Other rubber tire vehicles	14
RL	Commuter rail locomotive	39
RP	Commuter rail passenger coach	39
RS	Commuter rail self-propelled passenger car	39
RT	Rubber-tired vintage trolley	14
SB	School bus	14
	Steel wheel vehicles	25
SR	Streetcar	21
SV	Sport utility vehicle	8
TB	Trolleybus	13
TR	Aerial tramway	12
VN	Van	8
VT	Vintage Trolley	58

Table 1: NTD Abbreviation and ULB Chart

CONDITION ASSESSMENT

The physical condition of an asset is rated as an SGR performance measure because it is a direct reflection of its ability to perform its intended function. As part of the TAM Plan’s SGR Standards, the Agency requires each vehicular asset and facility meeting FTA’s criteria to have a physical condition assessment conducted on an annual basis, where applicable. The condition assessments use a rating scale to rate the current physical appearance, maintenance requirements, safety, and accessibility of an asset “as it currently sits”.

SGR PERFORMANCE MEASURES & TARGETS

SGR performance measures use the physical condition to create metrics from which asset performance targets can be derived on an annual basis. These performance measures are directly related to asset lifecycle (ULB and condition) and maintenance needs. By the time an asset meets or exceeds its assigned ULB, it should have reached its prescribed mileage, maintenance, and condition requirements. FTA-defined SGR performance measures include:

- **Revenue Vehicles:** (Age) The SGR performance measure is the percentage of revenue vehicles (fixed route & paratransit) within a particular asset class that have either met or exceeded their ULB.
- **Equipment (non-revenue service vehicles):** (Age) The SGR performance measure for non-revenue, support-service and maintenance vehicle equipment is the percentage of those vehicles that have either met or exceeded their ULB.
- **Facilities:** (Condition) The SGR performance measure for facilities is the percentage of facilities within an asset class, rated below condition three on the FTA rating scale.

STARMETRO PERFORMANCE MEASURES

- **Revenue Vehicles:** Percent within a particular asset class that have an age and mileage that exceeds FTA standards for that asset class (see Appendix D - Condition Rating Scales for more information).
- **Equipment:** Percent within a particular asset class that have an age that exceeds FTA or manufacturers' standards for that asset class or a condition rating below 3.0 on that rating scale (see Appendix D - Condition Rating Scales for more information).
- **Facilities:** Percent within a particular asset class with a condition rating below 3.0 on the FTA Transit Economic Requirements Model (TERM) Scale (see Appendix D - Condition Rating Scales for more information).

Table 2: Performance Measures & Targets (Updated 10/3/2024)

Asset Category - Asset Class Performance Measure		Jan. 2025 Target	Jan. 2026 Target	Jan. 2027 Target	Jan. 2028 Target	Jan. 2029 Target
Revenue Vehicles						
AGE	<i>BU2 - Bus, Diesel, 35'</i>	100%	100%	100%	100%	100%
	<i>BU3 - Bus, Diesel, 40'</i>	89%	100%	100%	100%	100%
	<i>BU4 - Bus, CNG, 30'</i>	0%	0%	0%	100%	100%
	<i>BU5 - Bus, CNG, 35'</i>	0%	0%	0%	0%	0%
	<i>BU6 - Bus, Electric, 35'</i>	0%	17%	15%	15%	15%
	<i>BU7 - Bus, Electric, 40'</i>	0%	0%	0%	0%	0%
	<i>CU1 - Cutaway Bus, Gasoline</i>	0%	0%	0%	0%	0%
	<i>CU2 - Cutaway Bus, CNG</i>	91%	100%	100%	100%	100%
	<i>CU3 - Cutaway Bus, CNG, Low Floor</i>	100%	100%	100%	100%	100%
	<i>CU4 - Cutaway Bus, Electric</i>	0%	0%	0%	0%	0%
	<i>VN1 - Van, ADA</i>	0%	0%	100%	100%	100%
	<i>VN2 - Van, ADA, Electric</i>	0%	0%	0%	0%	0%
Equipment						
AGE/ CONDITION	<i>NRA - Non-Revenue Service Auto</i>	0%	0%	0%	0%	0%
	<i>TRK - Trucks/Rubber Tire Vehicles</i>	0%	0%	0%	0%	0%
	<i>CF1 - Contingency Fleet</i>	100%	100%	100%	100%	100%
	<i>VAN - Van, Non-ADA</i>	0%	0%	0%	0%	0%
	<i>MEQ - Maintenance Equipment</i>	0%	0%	0%	0%	0%
	<i>CFC - Charger, Fast Charge</i>	0%	0%	0%	0%	0%
	<i>CDC -Charger, Depot Charger</i>	0%	0%	0%	0%	0%
Facilities						
Condition	<i>Administration & Maintenance Facility</i>	0%	0%	0%	0%	100%
	<i>Passenger Facilities</i>	0%	0%	0%	0%	0%
	<i>Lifts</i>	0%	0%	0%	0%	0%
	<i>Fueling Facility</i>	0%	0%	0%	0%	0%

SECTION 2: ASSET INVENTORY PORTFOLIO

REVENUE VEHICLES

StarMetro owns 87 revenue vehicles, averaging an age of seven years. An assets inventory summary is presented in Table 3. The average replacement value for a vehicle within the fleet is \$708,583.33. Notably, this figure includes both StarMetro's fixed and demand response fleets. StarMetro is composed of 68 fixed route revenue vehicles, averaging eight years of age with an average replacement cost of \$1,200,000 each. StarMetro is also composed of 19 demand response vehicles, averaging five years of age with an average replacement cost of \$214,167.

EQUIPMENT

StarMetro owns several pieces of equipment including non-revenue vehicles, maintenance equipment, and bus chargers (Table 3). The average age of the non-revenue vehicle fleet is six years, with an average replacement cost of \$34,333. The average age of StarMetro's contingency fleet and training bus is 18 years. StarMetro's maintenance equipment has an average age of five years and an average replacement cost of \$80,000. The average age of StarMetro's fast chargers are seven years, with an average replacement cost of \$1,000,000. The average age of StarMetro's depot chargers are six years with an average replacement cost of \$120,000.

FACILITIES

StarMetro owns several major facilities, including its administrative and maintenance facility, its downtown transfer center, a fueling facility, a bus wash station, and lifts (Table 3). Currently, its administrative and maintenance facility is 47 years old and has an estimated replacement cost of \$5,000,000. Its main passenger facility, CK Steele Plaza, is 40 years old and has an estimated replacement cost of \$5,000,000. StarMetro anticipates the completion of two additional facilities prior to the expiration of this TAM PLAN in 2030.

The first facility, currently known as the Sustainable Southside Transit Center (SSTC), will be located at the northwest corner of Orange and Meridian Road. The SSTC is anticipated to enter revenue service in 2026 and will have an anticipated useful life of 30 years and an anticipated replacement cost of \$20,000,000 in FY2024 dollars.

The second facility, known as the electric infrastructure project, will construct a canopy that will facilitate large-scale battery electric bus charging at StarMetro's bus yard. This canopy will provide at minimum 32 chargers, with the opportunity to construct additional charging bays during future phases. The canopy is anticipated to have a useful life of 20 years and an anticipated replacement cost of approximately \$15,000,000 in FY2024 dollars.

Table 3: Asset Inventory Portfolio (Updated 10/3/2024)

Asset Category/Class	Asset Code	Total Number	Avg Age	Avg Mileage	Average Replacement Value
Revenue Vehicles		87	7	189,341	\$708,583.33
<i>BU2 - Bus, Diesel, 35'</i>	BU2	11	14	447,990	\$1,200,000.00
<i>BU3 - Bus, Diesel, 40'</i>	BU3	21	14	558,848	\$1,200,000.00
<i>BU4 - Bus, CNG, 30'</i>	BU4	3	9	327,906	\$1,200,000.00
<i>BU5 - Bus, CNG, 35'</i>	BU5	9	6	279,920	\$1,200,000.00
<i>BU6 - Bus, Electric, 35'</i>	BU6	20	6	86,942	\$1,200,000.00
<i>BU7 - Bus, Electric, 40'</i>	BU7	4	1	9,608	\$1,200,000.00
<i>CU1 - Cutaway Bus, Gasoline</i>	CU1	0	-	-	\$163,000.00
<i>CU2 - Cutaway Bus, CNG</i>	CU2	11	7	196,735	\$300,000.00
<i>CU3 - Cutaway Bus, CNG, Low Floor</i>	CU3	4	7	66,889	\$300,000.00
<i>CU4 - Cutaway Bus, Electric</i>	CU4	1	0	1,466	\$300,000.00
<i>VN1 - Van, ADA</i>	VN1	3	5	106,452	\$120,000.00
<i>VN2 - Van, ADA, Electric</i>	VN2	0	-	-	\$120,000.00
Equipment		61	9	N/A	\$186,142.86
<i>Non-Revenue / Service Automobile</i>	NRA	12	4	12,012	\$29,000.00
<i>Trucks and other Rubber Tire Vehicles</i>	TRK	10	6	54,176	\$45,000.00
<i>Contingency Fleet</i>	CF1	5	18	519,956	\$0.00
<i>Van, Non-ADA</i>	VAN	1	7	26,661	\$29,000.00
<i>Maintenance Equipment</i>	MEQ	20	5	N/A	\$80,000.00
<i>Electric Bus Chargers, Fast Charge</i>	CFC	3	7	N/A	\$1,000,000.00
<i>Electric Bus Chargers, Depot</i>	CDC	10	6	N/A	\$120,000.00
<i>Training Bus</i>	TNG	1	18	603,864	\$0.00
Facilities		7	31	N/A	\$2,135,000.00
<i>Administration & Maintenance</i>	AMB	1	47	N/A	\$5,000,000.00
<i>Passenger Facilities</i>	PAF	1	40	N/A	\$5,000,000.00
<i>Lifts</i>	LFT	3	22	N/A	\$75,000.00
<i>Fueling Facility</i>	FFA	1	24	N/A	\$200,000.00
<i>Bus Wash Structure</i>	WSH	1	24	N/A	\$400,000.00

See Appendix A (Asset Register) for the asset inventory listing.

SECTION 3: ASSET CONDITION ASSESSMENT

It is essential that StarMetro understands the conditions of its assets. Having such information allows the agency to allocate funds based on needs. Table 4 below lists useful information including the average mileage, average condition, and Useful Life Benchmark (ULB) to determine where assets are in their lifespan.

REVENUE VEHICLES

FIXED ROUTE FLEET

Approximately 47% of StarMetro's fixed route fleet has met or exceeded its useful life in years and approximately 29% of the fixed route fleet has met its useful life in revenue miles. The fixed route fleet has an average lifetime mileage of 285,202 out of 500,000 miles. Notably, when the new electric 2023 and 2024 vehicles are excluded from this average, the average lifetime mileage is 347,226. All 35-foot diesel buses have met or exceeded their ULB as of 2024. Approximately 90% of all 40-foot diesel buses have met or exceeded their ULB as of 2024. Prior to the expiration of this TAM Plan, all diesel vehicles, approximately 75% of all CNG buses, and approximately 17% of all electric vehicles will have met or exceeded their ULB.

DEMAND RESPONSE FLEET

Approximately 69% of the demand response fleet has met its useful life in years and approximately 53% of the demand response fleet has met its useful life in revenue miles. The average condition of the demand response fleet is seven. Prior to the expiration of this TAM PLAN, all demand response vehicles will have met or exceeded their ULB.

EQUIPMENT

StarMetro's equipment have varying ULBs. Equipment is ranked on a scale from one to ten, with ten being high. Equipment includes both vehicles and other major equipment items.

VEHICLES

The contingency fleet and training buses are buses that have met their useful life and have been pulled from day-to-day revenue service. These buses can be used in the event of emergencies or if there are failures in the operation of an electric bus. These buses are disposed of as "new" contingency buses are phased out from StarMetro's spare bus fleet. These vehicles have an average age of 20 years; 561,910 lifetime miles; and an average condition of four.

The non-revenue service vehicles, trucks, and non-ADA vans are vehicles that are used in a non-revenue capacity, such as trucks for servicing bus stops; supervisor vehicles; and other service vehicles. These

vehicles have an average age of six years; 30,950 lifetime miles; and an average condition of eight. The average ULB these non-revenue vehicles is six years.

EQUIPMENT

The equipment, including maintenance equipment, fast chargers, and depot chargers, have an average condition of eight. The maintenance equipment has a ULB of three years, while the charging equipment has a ULB of twelve years. The average age of the maintenance equipment is five years. The average age of the charging equipment is six years. Prior to the expiration of this TAM PLAN, almost all equipment will have met or exceeded its useful life.

FACILITIES

StarMetro's facilities have varying ULBs. Facilities are ranked on a separate scale from vehicles. While vehicles' conditions are ranked on a scale from one to ten, with ten being high, facilities are ranked on a scale from one to five, with five being high.

StarMetro's administration and maintenance facility, also known as Appleyard, has a condition rating of four. Notably, the Appleyard facility will surpass its ULB prior to the expiration of this TAM PLAN. StarMetro's main passenger facility, CK Steele Plaza, has a condition rating of three. CK Steele Plaza will surpass its ULB in 2034. Several facilities are located within the Appleyard facility, such as the lifts, fueling facility, and the bus wash structure. The lifts have a condition rating of five; the fueling facility has a condition rating of four; and the bus wash structure has a condition rating of five. All three of these facilities average age of 23 years and have a ULB of 40 years.

Table 4: Asset condition assessment (Updated 10/3/2024)

Asset Category	Total Number	Avg Age	Avg Mileage	Avg Condition	Useful Life Benchmark	% At or Past ULB (Current)
Revenue Vehicles	87	7	208,276	7		47%
<i>BU2 - Bus, Diesel, 35'</i>	11	14	447,990	6	12	100%
<i>BU3 - Bus, Diesel, 40'</i>	21	14	558,848	6	12	90%
<i>BU4 - Bus, CNG, 30'</i>	3	9	327,906	6	12	0%
<i>BU5 - Bus, CNG, 35'</i>	9	7	279,920	7	12	0%
<i>BU6 - Bus, Electric, 35'</i>	20	6	86,942	7	12	0%
<i>BU7 - Bus, Electric, 40'</i>	4	1	9,608	-	12	0%
<i>CU1 - Cutaway Bus, Gasoline</i>	0	-	-	-	5	-
<i>CU2 - Cutaway Bus, CNG</i>	11	8	196,735	6	5	100%
<i>CU3 - Cutaway Bus, CNG, Low Floor</i>	4	7	66,889	6	5	100%
<i>CU4 - Cutaway Bus, Electric</i>	1	1	1,466	10	7	75%
<i>VN1 - Van, ADA</i>	3	5	106,452	7	8	0%
<i>VN2 - Van, ADA, Electric</i>	0	-	-	-	5	-
Equipment	53	9	243,334	7		30%
<i>NRA - Non-Revenue Svc Auto</i>	12	4	12,012	9	8	0%
<i>TRK - Trucks / Rubber Tire Vehicles</i>	10	6	54,176	8	8	20%
<i>CF1 - Contingency Fleet</i>	5	20	519,956	4	12	100%
<i>VAN - Van, Non-ADA</i>	1	7	26,661	7	3	0%
<i>MEQ - Maintenance Equipment</i>	20	5	N/A	9	3	0%
<i>CFC - Chargers, Fast Charge</i>	3	7	N/A	8	12	0%
<i>CDC - Chargers, Depot Charge</i>	6	6	N/A	8	12	17%
<i>TNG - Training Bus</i>	1	20	603,864	5	12	100%
Facilities	7	31		4		0%
<i>Administration & Maintenance</i>	1	47	N/A	4	50	0%
<i>Passenger Facilities</i>	1	40	N/A	3	50	0%
<i>Lifts</i>	3	22	N/A	5	40	0%
<i>Fueling Facility</i>	1	24	N/A	4	40	0%
<i>Bus Wash Structure</i>	1	24	N/A	5	40	0%

See Appendix B (Asset Condition Data) for individual asset condition listing

SECTION 4: DECISION SUPPORT TOOLS & MANAGEMENT APPROACH

StarMetro utilizes many processes and tools to aid in decision-making and management of assets in its transit system. Table 5 below describes the function of each tool or process employed to monitor assets system-wide. By cross-referencing all tools and processes, StarMetro identifies and prioritizes areas of need to guide funding, repair, and operational decisions.

Table 5: Decision Support Tools & Management Approach

Process / Tool	Decision Support Tools
AssetWorks	A maintenance software package that, through various reports, provides pertinent maintenance information to make informed decisions on rolling stock condition and performance as well as failure analysis.
Funding	Determination of the various funding sources and funds availability from those sources by the TAM Plan Committee.
TERM Scale Condition Rating	Inspection checklist performed by a qualified inspector providing TERM Scale Condition ratings.
Vehicle Rating Scale	Inspection checklist performed by a qualified inspector, providing Condition ratings.
Bus Replacement Schedule	Replacement Schedule spreadsheets are used to assist with a broad view of the fleet needs based on ULB and federal interest remaining.
Maintenance Plan	StarMetro's Maintenance Plan for the Fleet and Facilities outlines the entire PM program for the fleet and facilities assets. It is updated as changes occur within the fleet or in procedures.
Public Transportation Agency Safety Plan (PTASP)	StarMetro's PTASP outlines all safety requirements to maintain StarMetro's vehicles, equipment, and facilities in a State of Good Repair (SGR).

SECTION 5: PRIORITIZED LIST OF INVESTMENTS

INVESTMENT PRIORITIZATION

The City of Tallahassee – StarMetro’s assets are maintained to keep the assets operational, safe, and accessible for passenger use until they have met or exceeded their useful life. Semi-annual meetings held by the TAM Plan Committee will be held to introduce and discuss projects necessary to continue to provide and improve accessible, safe, and dependable transportation for the public. The committee is comprised of representation by Finance, Planning, Operations, Grants, and Maintenance.

Safety critical assets will be reviewed and prioritized for replacement/repair before non-safety critical assets during the TAM Committee and TAM Working Group meetings. The TAM Committee and Working Group will utilize the procedures and tools described in Section 4: Decision Support Tools & Management Approach, Table 5: Decision Support Tools & Management Approach to assess safety-critical needs and make updates to the project prioritization matrix proposed in Appendix C.

Non-revenue vehicles will be rotated from the City of Tallahassee motor pool fleet as needed to support the Facilities Maintenance and Transit Amenities crews in their maintenance efforts.

SECTION 6: MAINTENANCE STRATEGY

Outlined in Table 6 below are StarMetro’s standards for preventative maintenance frequency, including revenue vehicles, equipment, and facilities. StarMetro’s maintenance strategy includes maintenance frequencies ranging from daily to semi-annually to ensure preventative upkeep on all assets.

Table 6: Maintenance Strategy

Asset Category	Maintenance Activity	Frequency
Revenue Vehicles		
BU*	Preventative Maintenance Inspection	6000 Miles
BU*	Annual Safety and Condition Rating Inspection	Annual
BU*	Clean Interior, Wash, and Fuel	Daily
CU*	Preventative Maintenance Inspection	5000 Miles
CU*	Annual Safety and Condition Rating Inspection	Annual
CU*	Clean Interior, Wash, and Fuel	Daily
VN*	Preventative Maintenance Inspection	5000 Miles
VN*	Condition Rating Inspection	Annual
VN*	Clean Interior, Wash, and Fuel	Daily
Equipment		
Non-Revenue/Service Automobile	Preventative Maintenance Inspection	5000 Miles
Non-Revenue/Service Automobile	Condition Rating Inspection	Annual
Trucks and other Rubber Tire Vehicles	Preventative Maintenance Inspection	5000 Miles
Trucks and other Rubber Tire Vehicles	Condition Rating Inspection	Annual
Contingency Fleet	Preventative Maintenance Inspection	Semi-Annual
Contingency Fleet	Condition Rating Inspection	Annual
Maintenance Equipment	Preventative Maintenance Inspection	Quarterly
Maintenance Equipment	Condition Rating Inspection	Annual
Electric Bus Chargers, Fast Charge	Preventative Maintenance Inspection	Monthly
Electric Bus Chargers, Fast Charge	Condition Rating Inspection	Annual
Electric Bus Chargers, Depot	Preventative Maintenance Inspection	Monthly
Electric Bus Chargers, Depot	Condition Rating Inspection	Annual
Facilities		
Administration & Maintenance	Term Scale Condition Rating	Annual
Passenger Facilities	Term Scale Condition Rating	Annual
Lifts	Preventative Maintenance Inspection	Semi-Annual
Lifts	Condition Rating Inspection	Annual

SECTION 7: CONCLUSION

Helping transit agencies maintain bus systems in a State of Good Repair is one of the Federal Transit Administration's highest priorities. Keeping revenue vehicles and other capital assets in a State of Good Repair limits safety risks; increases system reliability & accessibility; lowers maintenance costs; and increases system performance.

Transit Asset Management is a critical practice to preserving and expanding transit investments. It informs funding prioritizations and supports strategic planning. Through TAM, the City of Tallahassee-StarMetro will continue to monitor the physical condition of assets employed in the operation of its public transportation system. Implementing this TAM Plan will ensure the agency remains equipped to meet its mission and capable of providing sustainable, efficient, and effective transportation options to the Tallahassee community.

REFERENCES AND RESOURCES

FTA Facility Condition Assessment Guidebook, <https://www.transit.dot.gov/regulations-and-guidance/asset-management/proposed-facility-condition-assessment-guidebook>

Federal Register Vol. 81 No.143, Pg 48964, §625.25, Part (b2), July 26, 2016
<https://www.transit.dot.gov/regulations-and-guidance/asset-management/tam-rulemaking>

FTA Q&A TAM Final Rule and Small Systems Webinars; July/August 2016
<https://www.transit.dot.gov/TAM/rulemaking/QAFinalRuleAndSmallSystems>

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APPENDIX A – ASSET REGISTER

Last updated: 9/16/2024

Asset Category	Asset Class	Asset Name	Make	Model	Qty.	ID/Serial No.	Title Holder	Federal Interest	Acq. Year	Vehicle Miles	Replacement Cost/Value
Revenue Vehicles	BU2	SB0901	Gillig	G27B102N4	1	15GGB271691176702	COT-SM	100%	2009	358,696	\$1,200,000
Revenue Vehicles	BU2	SB0902	Gillig	G27B102N4	1	15GGB271891176703	COT-SM	100%	2009	349,376	\$1,200,000
Revenue Vehicles	BU2	SB0903	Gillig	G27B102N4	1	15GGB271X91176704	COT-SM	100%	2009	433,518	\$1,200,000
Revenue Vehicles	BU2	SB0904	Gillig	G27B102N4	1	15GGB271191176705	COT-SM	100%	2009	360,104	\$1,200,000
Revenue Vehicles	BU2	SB0905	Gillig	G27B102N4	1	15GGB271391176706	COT-SM	100%	2009	586,443	\$1,200,000
Revenue Vehicles	BU2	SB0906	Gillig	G27B102N4	1	15GGB271591176707	COT-SM	100%	2009	560,350	\$1,200,000
Revenue Vehicles	BU2	SB0907	Gillig	G27B102N4	1	15GGB271791176708	COT-SM	100%	2009	591,873	\$1,200,000
Revenue Vehicles	BU2	SB0908	Gillig	G27B102N4	1	15GGB271991176709	COT-SM	100%	2009	618,466	\$1,200,000
Revenue Vehicles	BU2	SB1101	Gillig	G27D102N4	1	15GGB2710B1180198	COT-SM	100%	2011	366,828	\$1,200,000
Revenue Vehicles	BU2	SB1102	Gillig	G27D102N4	1	15GGB2712B1180199	COT-SM	100%	2011	351,073	\$1,200,000
Revenue Vehicles	BU2	SB1103	Gillig	G27D102N4	1	15GGB2715B1180200	COT-SM	100%	2011	351,159	\$1,200,000
Revenue Vehicles	BU3	SB0703	Gillig	G29D102N4	1	15GGD291371077243	COT-SM	100%	2007	673,147	\$1,200,000
Revenue Vehicles	BU3	SB0704	Gillig	G29D102N4	1	15GGD291571077244	COT-SM	100%	2007	672,671	\$1,200,000
Revenue Vehicles	BU3	SB0707	Gillig	G29D102N4	1	15GGD271571078395	COT-SM	100%	2007	623,096	\$1,200,000
Revenue Vehicles	BU3	SB0709	Gillig	G29D102N4	1	15GGD271971078397	COT-SM	100%	2007	574,113	\$1,200,000
Revenue Vehicles	BU3	SB1001	Gillig	G27D102N4	1	15GGD2719A1177857	COT-SM	100%	2010	549,930	\$1,200,000
Revenue Vehicles	BU3	SB1002	Gillig	G27D102N4	1	15GGD2710A1177858	COT-SM	100%	2010	532,752	\$1,200,000
Revenue Vehicles	BU3	SB1004	Gillig	G27D102N4	1	15GGD2719A1177860	COT-SM	100%	2010	752,583	\$1,200,000
Revenue Vehicles	BU3	SB1005	Gillig	G27D102N4	1	15GGD2710A1177861	COT-SM	100%	2010	597,096	\$1,200,000
Revenue Vehicles	BU3	SB1006	Gillig	G27D102N4	1	15GGD2712A1177862	COT-SM	100%	2010	634,791	\$1,200,000
Revenue Vehicles	BU3	SB1007	Gillig	G27D102N4	1	15GGD2714A1177863	COT-SM	100%	2010	589,131	\$1,200,000
Revenue Vehicles	BU3	SB1008	Gillig	G27D102N4	1	15GGD2716A1177864	COT-SM	100%	2010	626,215	\$1,200,000
Revenue Vehicles	BU3	SB1009	Gillig	G27D102N4	1	15GGD2718A1177865	COT-SM	100%	2010	523,367	\$1,200,000
Revenue Vehicles	BU3	SB1010	Gillig	G27D102N4	1	15GGD271XA1177866	COT-SM	100%	2010	590,474	\$1,200,000
Revenue Vehicles	BU3	SB1011	Gillig	G27D102N4	1	15GGD2711A1177867	COT-SM	100%	2010	375,847	\$1,200,000
Revenue Vehicles	BU3	SB1012	Gillig	G27D102N4	1	15GGD2713A1177868	COT-SM	100%	2010	612,362	\$1,200,000
Revenue Vehicles	BU3	SB1104	Gillig	G27D102N4	1	15GGD2718B1180363	COT-SM	100%	2011	531,620	\$1,200,000
Revenue Vehicles	BU3	SB1105	Gillig	G27D102N4	1	15GGD271XB1180364	COT-SM	100%	2011	555,271	\$1,200,000
Revenue Vehicles	BU3	SB1201	Gillig	G27D102N4	1	15GGD2717C1180405	COT-SM	100%	2012	442,806	\$1,200,000
Revenue Vehicles	BU3	SB1202	Gillig	G27D102N4	1	15GGD2719C1180406	COT-SM	100%	2012	468,363	\$1,200,000
Revenue Vehicles	BU3	SB1301	Gillig	G27D102N4	1	15GGD2712D1183052	COT-SM	100%	2013	431,252	\$1,200,000
Revenue Vehicles	BU3	SB1302	Gillig	G27D102N4	1	15GGD2714D1183053	COT-SM	100%	2013	378,916	\$1,200,000
Revenue Vehicles	BU4	SB1501	Gillig	G27E102N4	1	15GGE2719F1092957	COT-SM	100%	2015	312,284	\$1,200,000
Revenue Vehicles	BU4	SB1502	Gillig	G27E102N4	1	15GGE2710F1092958	COT-SM	100%	2015	314,217	\$1,200,000
Revenue Vehicles	BU4	SB1503	Gillig	G27E102N4	1	15GGE2712F1092959	COT-SM	100%	2015	357,216	\$1,200,000
Revenue Vehicles	BU5	SB1701	Gillig	G31B102N4	1	15GGB3111H3190668	COT-SM	100%	2017	351,837	\$1,200,000
Revenue Vehicles	BU5	SB1702	Gillig	G31B102N4	1	15GGB3113H3190669	COT-SM	100%	2017	303,098	\$1,200,000
Revenue Vehicles	BU5	SB1703	Gillig	G31B102N4	1	15GGB311XH3190670	COT-SM	100%	2017	246,288	\$1,200,000
Revenue Vehicles	BU5	SB1704	Gillig	G31B102N4	1	15GGB3111H3190671	COT-SM	100%	2017	295,835	\$1,200,000

Revenue Vehicles	BU5	SB1705	Gillig	G31B102N4	1	15GGB3113H3190672	COT-SM	100%	2017	270,330	\$1,200,000
Revenue Vehicles	BU5	SB1706	Gillig	G31B102N4	1	15GGB3115H3190673	COT-SM	100%	2017	346,339	\$1,200,000
Revenue Vehicles	BU5	SB1801	Gillig	G31B102N4	1	15GGB3112J3192905	COT-SM	100%	2018	248,841	\$1,200,000
Revenue Vehicles	BU5	SB1802	Gillig	G31B102N4	1	15GGB3114J3192906	COT-SM	100%	2018	244,978	\$1,200,000
Revenue Vehicles	BU5	SB1803	Gillig	G31B102N4	1	15GGB3116J3192907	COT-SM	100%	2018	211,730	\$1,200,000
Revenue Vehicles	BU6	SBE002	Proterra	BE-35	1	1M9TG16J3CS816012	COT-SM	100%	2012	102,884	\$1,200,000
Revenue Vehicles	BU6	SBE003	Proterra	BE-35	1	1M9TG16J5CS816013	COT-SM	100%	2012	92,194	\$1,200,000
Revenue Vehicles	BU6	SBE004	Proterra	BE-35	1	1M9TG16J4DS816022	COT-SM	100%	2013	147,749	\$1,200,000
Revenue Vehicles	BU6	SBE005	Proterra	BE-35	1	1M9TG16J6DS816023	COT-SM	100%	2013	114,912	\$1,200,000
Revenue Vehicles	BU6	SB1901	Proterra	XR Plus	1	7JZTG11J3KS000041	COT-SM	0%	2019	79,718	\$1,200,000
Revenue Vehicles	BU6	SB1902	Proterra	XR Plus	1	7JZTG11J5KS000042	COT-SM	0%	2019	92,542	\$1,200,000
Revenue Vehicles	BU6	SB1903	Proterra	XR Plus	1	7JZTG11J5KS000043	COT-SM	0%	2019	78,787	\$1,200,000
Revenue Vehicles	BU6	SB1904	Proterra	XR Plus	1	7JZTG11J9KS000044	COT-SM	0%	2019	80,025	\$1,200,000
Revenue Vehicles	BU6	SB1905	Proterra	XR Plus	1	7JZTG11J0KS000045	COT-SM	0%	2019	77,341	\$1,200,000
Revenue Vehicles	BU6	SB1906	Proterra	XR Plus	1	7JZTG11J2KS000046	COT-SM	0%	2019	98,486	\$1,200,000
Revenue Vehicles	BU6	SB1907	Proterra	XR Plus	1	7JZTG11J4KS000047	COT-SM	0%	2019	89,897	\$1,200,000
Revenue Vehicles	BU6	SB1908	Proterra	XR Plus	1	7JZTG11J6KS000048	COT-SM	100%	2019	87,986	\$1,200,000
Revenue Vehicles	BU6	SB1909	Proterra	XR Plus	1	7JZTG11J8KS000049	COT-SM	0%	2019	72,002	\$1,200,000
Revenue Vehicles	BU6	SB1910	Proterra	XR Plus	1	7JZTG11J4KS000050	COT-SM	0%	2019	77,425	\$1,200,000
Revenue Vehicles	BU6	SB1911	Proterra	XR Plus	1	7JZTG11J4KS000051	COT-SM	0%	2019	94,608	\$1,200,000
Revenue Vehicles	BU6	SB1912	Proterra	XR Plus	1	7JZTG11J4KS000052	COT-SM	0%	2019	67,918	\$1,200,000
Revenue Vehicles	BU6	SB1913	Proterra	XR Plus	1	7JZTG11J4KS000053	COT-SM	0%	2019	89,380	\$1,200,000
Revenue Vehicles	BU6	SB1914	Proterra	XR Plus	1	7JZTG11J4KS000054	COT-SM	0%	2019	76,521	\$1,200,000
Revenue Vehicles	BU6	SB1915	Proterra	XR Plus	1	7JZTG11J4KS000055	COT-SM	0%	2019	88,163	\$1,200,000
Revenue Vehicles	BU6	SB2301	Proterra	ZX5 Plus	1	7JZTG12J1PS000755	COT-SM	80%	2023	30,304	\$1,200,000
Revenue Vehicles	BU7	SB2302	Proterra	ZX5 MAX	1	7JZTH12J1PS000753	COT-SM	80%	2023	17,627	\$1,200,000
Revenue Vehicles	BU7	SB2303	Proterra	ZX5 MAX	1	7JZTH12J3PS000754	COT-SM	80%	2023	13,569	\$1,200,000
Revenue Vehicles	BU7	SB2401	Gillig	G28D	1	15GGD2816R3199040	COT-SM	80%	2024	3,695	\$1,200,000
Revenue Vehicles	BU7	SB2402	Gillig	G28D	1	15GGD2816R3199041	COT-SM	100%	2024	3,542	\$1,200,000
Revenue Vehicles	CU2	SB1632	Turtle Top	Odyssey	1	1FD4FE4FS6GDC26182	COT-SM	100%	2016	207,265	\$390,000
Revenue Vehicles	CU2	SB1634	Turtle Top	Odyssey	1	1FD4FE4FSXGDC26184	COT-SM	100%	2016	191,492	\$390,000
Revenue Vehicles	CU2	SB1635	Turtle Top	Odyssey	1	1FD4FE4FS1GDC26185	COT-SM	100%	2016	194,380	\$390,000
Revenue Vehicles	CU2	SB1636	Turtle Top	Odyssey	1	1FD4FE4FS6GDC26389	COT-SM	100%	2016	243,618	\$390,000
Revenue Vehicles	CU2	SB1637	Turtle Top	Odyssey	1	1FD4FE4FS0GDC27392	COT-SM	100%	2016	206,817	\$390,000
Revenue Vehicles	CU2	SB1638	Turtle Top	Odyssey	1	1FD4FE4FS2GDC27393	COT-SM	100%	2016	193,534	\$390,000
Revenue Vehicles	CU2	SB1639	Turtle Top	Odyssey	1	1FD4FE4FS4GDC28335	COT-SM	100%	2016	167,124	\$390,000
Revenue Vehicles	CU2	SB1640	Turtle Top	Odyssey	1	1FD4FE4FS0GDC33452	COT-SM	100%	2016	198,619	\$390,000
Revenue Vehicles	CU2	SB1642	Turtle Top	Odyssey	1	1FD4FE4FS4GDC33454	COT-SM	100%	2016	230,224	\$390,000
Revenue Vehicles	CU2	SB1644	Turtle Top	Odyssey	1	1FD4FE4FS8GDC33456	COT-SM	100%	2016	217,341	\$390,000
Revenue Vehicles	CU2	SB1931	Champion	Challenger	1	1FD4FE4FS2KDC14054	COT-SM	100%	2019	113,675	\$390,000
Revenue Vehicles	CU3	SB1645	Champion	LF Transport	1	1FD4FE4FS0FDA30415	COT-SM	100%	2017	96,595	\$390,000
Revenue Vehicles	CU3	SB1646	Champion	LF Transport	1	1FD4FE4FS9FDA30414	COT-SM	100%	2017	53,894	\$390,000
Revenue Vehicles	CU3	SB1647	Champion	LF Transport	1	1FD4FE4FS8FDA27603	COT-SM	100%	2017	76,492	\$390,000

Revenue Vehicles	CU3	SB1648	Champion	LF Transport	1	1FD4E4FS7FDA30413	COT-SM	100%	2017	40,575	\$390,000
Revenue Vehicles	CU4	SB2131	Turtletop	Terra Transit	1	1FDEF4FNXMDC35098	COT-SM	100%	2021	1,466	\$390,000
Revenue Vehicles	VN1	SB1932	Champion	Transit 350	1	1FDVU4XM8JKB25968	COT-SM	100%	2019	107,117	\$133,000
Revenue Vehicles	VN1	SB1933	Champion	Transit 350	1	1FDVU4XMJKB25969	COT-SM	100%	2019	109,781	\$133,000
Revenue Vehicles	VN1	SB1934	Champion	Transit 350	1	1FDVU4XM6JKB25970	COT-SM	100%	2019	102,457	\$133,000
Facilities	AMB	Appleyard	Admin/Maint	Admin/Maint	1	N/A	COT-SM	80%	1977	N/A	\$5,000,000
Facilities	PAF	C.K. Steele	Passenger	Terminal	1	N/A	COT-SM	80%	1984	N/A	\$5,000,000
Facilities	LFT	Parts Lift	Parts Lift	Parts Lift	1	N/A	COT-SM	80%	1977	N/A	\$60,000
Facilities	LFT	SE0005	Steril	Diamond 64-13	1	214J-300113	COT-SM	80%	2015	N/A	\$60,000
Facilities	LFT	SE0006	Steril	Diamond 64-13	1	214J-300112	COT-SM	80%	2015	N/A	\$60,000
Facilities	FFA	SE0002	Fuel Island	Fuel Island	1	N/A	COT-SM	80%	2000	N/A	\$200,000
Equipment	CDC	DC1	Eaton	EV-60	1	135977480	COT-SM	80%	2012	N/A	\$60,000
Equipment	CDC	DC2	Proterra	RES-DCVC60-480	1	E030327	COT-SM	80%	2019	N/A	\$60,000
Equipment	CDC	DC3	Proterra	RES-DCVC60-480	1	E030330	COT-SM	80%	2019	N/A	\$60,000
Equipment	CDC	DC4	Proterra	RES-DCVC60-480	1	E030339	COT-SM	80%	2019	N/A	\$60,000
Equipment	CDC	DC5	Proterra	RES-DCVC60-480	1	E030321	COT-SM	80%	2019	N/A	\$60,000
Equipment	CDC	DC6	Proterra	RES-DCVC60-480	1	E030325	COT-SM	80%	2019	N/A	\$60,000
Equipment	CDC	EVC003	Chargepoint	CPF25	1	191041008162	COT-SM	0%	2020	N/A	\$10,000
Equipment	CDC	EVC004	Chargepoint	CPF25	1	191041008166	COT-SM	0%	2020	N/A	\$10,000
Equipment	CDC	EVC005	Chargepoint	CPF25	1	184241026299	COT-SM	0%	2020	N/A	\$10,000
Equipment	CDC	EVC006	Chargepoint	CPF25	1	160441000662	COT-SM	0%	2020	N/A	\$10,000
Equipment	CFC	FC1	Eaton	ORCS	1	3002005001	COT-SM	80%	2012	N/A	\$350,000
Equipment	CFC	FC2	Proterra	ORCS	1	EK401BJJ60	COT-SM	80%	2019	N/A	\$350,000
Equipment	CFC	FC3	Proterra	ORCS	1	EM421BBA60	COT-SM	80%	2019	N/A	\$350,000
Equipment	NRA	21098	Ford	Escape	1	1FMCU0F75JUB76389	COT-SM	0%	2018	17,106	\$29,000
Equipment	NRA	20052	Nissan	Leaf	1	1N4AZ1CP4KC-317179	COT-SM	0%	2019	11,958	\$29,000
Equipment	NRA	20053	Nissan	Leaf	1	1N4AZ1CP3KC-317318	COT-SM	0%	2019	25,174	\$29,000
Equipment	NRA	20054	Nissan	Leaf	1	1N4AZ1CPXKC-317283	COT-SM	0%	2019	12,687	\$29,000
Equipment	NRA	20055	Nissan	Leaf	1	1N4AZ1CP5KC-317224	COT-SM	0%	2019	17,200	\$29,000
Equipment	NRA	22071	Toyota	Prius	1	JTDKARFU1K3084982	COT-SM	80%	2019	17,758	\$29,000
Equipment	NRA	22072	Toyota	RAV4 LE	1	JTMLWRFV7KD517147	COT-SM	80%	2019	11,276	\$29,000
Equipment	NRA	22073	Toyota	RAV4 XLE	1	JTMRWRFV7KJ017856	COT-SM	80%	2019	10,714	\$29,000
Equipment	NRA	20094	Chevrolet	Bolt	1	1G1FX6S09P4122289	COT-SM	0%	2023	4,842	\$30,290
Equipment	NRA	20095	Chevrolet	Bolt	1	1G1FX6S04P4122698	COT-SM	0%	2023	9,239	\$30,290
Equipment	NRA	20096	Chevrolet	Bolt	1	1G1FX6S06P4121827	COT-SM	0%	2023	3,815	\$30,290
Equipment	NRA	20097	Chevrolet	Bolt	1	1G1FX6S07P4122338	COT-SM	0%	2023	2,369	\$30,290
Equipment	TRK	SS2048	Ford	F-250	1	1FTBF2A64GEB43150	COT-SM	0%	2016	96,946	\$45,000
Equipment	TRK	23009	Chevrolet	Silverado	1	1GC3YLE78PF232110	COT-SM	0%	2023	2,697	\$53,300
Equipment	TRK	22074	Ford	Ranger	1	1FTER1EH9KLA39252	COT-SM	80%	2019	66,222	\$45,000
Equipment	TRK	22075	Ford	F-150	1	1FTEW1C57KFC32466	COT-SM	80%	2019	66,858	\$45,000
Equipment	TRK	22076	Chevrolet	Silverado	1	1GCUYYAEF0KZ377634	COT-SM	80%	2019	72,463	\$45,000
Equipment	TRK	22077	Chevrolet	Silverado	1	1GCUYDED9KZ374599	COT-SM	80%	2019	32,866	\$45,000
Equipment	TRK	22078	Chevrolet	Silverado	1	1GCUYAEF3KZ376719	COT-SM	80%	2019	35,345	\$45,000

Equipment	TRK	22079	Chevrolet	Silverado	1	1GCUYDED2KZ368031	COT-SM	80%	2019	91,087	\$45,000
Equipment	TRK	22080	Chevrolet	Silverado	1	1GCUYAEF2KZ376677	COT-SM	80%	2019	45,278	\$45,000
Equipment	TRK	22081	Ford	F-350	1	1FTRF3D69KEE67140	COT-SM	80%	2019	32,000	\$45,000
Equipment	VAN	21093	Ford	Transit 150	1	1FMZK1CM4HKA73339	COT-SM	0%	2017	26,661	\$29,000
Equipment	TNG	Training Bus	GILLIG	G29B102N4	1	15GGB291051074869	COT-SM	80%	2005	603,864	\$0
Equipment	MEQ	SE0019	HYUNDAI	33D-9	1	HHKHHN14HJ0000659	COT-SM	0%	2018	N/A	\$35,000
Equipment	MEQ	SE0020	Interclean	LYUS-XJF	1	XJ404FW	COT-SM	80%	2019	N/A	\$300,200
Equipment	MEQ	SE0004	Dwyer	Mark 2	1	Paint Booth	COT-SM	80%	2001	N/A	\$400,000
Equipment	MEQ	SE0008	Stertil	ST1082R	1	SET 2	COT-SM	80%	2002	N/A	\$45,000
Equipment	MEQ	SE0036	Stertil	ST1085 2FRA	1	38227535-15	COT-SM	80%	2020	N/A	\$45,000
Equipment	MEQ	SE0017	Genie	GS1930	1	GS3014A-127595	COT-SM	80%	2014	N/A	\$10,000
Equipment	MEQ	SE0021	Hunter	TCX645HD	1	IOG301297K	COT-SM	80%	2018	N/A	\$25,000
Equipment	MEQ	SE0022	Hunter	TCX57W	1	IOF767069	COT-SM	80%	2018	N/A	\$15,000
Equipment	MEQ	SE0023	Hunter	GSP9600HD	1	HCC3189	COT-SM	80%	2018	N/A	\$20,000
Equipment	MEQ	SE0027	Fall Protection	Fall Protection	1	Fall Protection	COT-SM	80%	2019	N/A	\$5,000
Equipment	MEQ	SE0029	Robinaire	34788NI-H	1	19440432	COT-SM	80%	2020	N/A	\$5,000
Equipment	MEQ	SE0030	Robinaire	34888HD	1	19452732	COT-SM	80%	2020	N/A	\$5,000
Equipment	MEQ	SE0031	Robinaire	34888HD	1	19452832	COT-SM	80%	2020	N/A	\$5,000
Equipment	MEQ	SE0032	Genfare	Receiver	1	300768	COT-SM	80%	2020	N/A	\$100,000
Equipment	MEQ	SE0033	Genfare	TVM	1	TVM02506	COT-SM	80%	2020	N/A	\$500,000
Equipment	MEQ	SE0034	RKI Instruments	200	1	2020X3	COT-SM	80%	2020	N/A	\$2,500
Equipment	MEQ	SE0035	Spika	Scaffold	1	110706	COT-SM	80%	2020	N/A	\$95,000
Equipment	MEQ	SE0037	V.I.S.-Shine	Polisher	1	71	COT-SM	80%	2020	N/A	\$6,000
Equipment	MEQ	SE0038	Nilfisk	Pressure Wash	1	1N9BU1114MFBU1007	COT-SM	80%	2021	N/A	\$10,000
Equipment	MEQ	SE0039	Ingersol Rand	Air Compressor	1	S0057358	COT-SM	0%	2022	N/A	\$50,000

APPENDIX B - ASSET CONDITION REGISTER

B1 – REVENUE VEHICLE ASSETS

Asset Category	Asset Class	Asset Name	Make	Model	Qty.	ID/Serial No.	Title Holder	Federal Interest	Acq. Year	Vehicle Miles	Replacement Cost/Value
Revenue Vehicles	BU2	SB0901	Gillig	G27B102N4	1	15GGB271691176702	COT-SM	100%	2009	358,696	\$1,200,000
Revenue Vehicles	BU2	SB0902	Gillig	G27B102N4	1	15GGB271891176703	COT-SM	100%	2009	349,376	\$1,200,000
Revenue Vehicles	BU2	SB0903	Gillig	G27B102N4	1	15GGB271X91176704	COT-SM	100%	2009	433,518	\$1,200,000
Revenue Vehicles	BU2	SB0904	Gillig	G27B102N4	1	15GGB271191176705	COT-SM	100%	2009	360,104	\$1,200,000
Revenue Vehicles	BU2	SB0905	Gillig	G27B102N4	1	15GGB271391176706	COT-SM	100%	2009	586,443	\$1,200,000
Revenue Vehicles	BU2	SB0906	Gillig	G27B102N4	1	15GGB271591176707	COT-SM	100%	2009	560,350	\$1,200,000
Revenue Vehicles	BU2	SB0907	Gillig	G27B102N4	1	15GGB271791176708	COT-SM	100%	2009	591,873	\$1,200,000
Revenue Vehicles	BU2	SB0908	Gillig	G27B102N4	1	15GGB271991176709	COT-SM	100%	2009	618,466	\$1,200,000
Revenue Vehicles	BU2	SB1101	Gillig	G27D102N4	1	15GGB2710B1180198	COT-SM	100%	2011	366,828	\$1,200,000
Revenue Vehicles	BU2	SB1102	Gillig	G27D102N4	1	15GGB2712B1180199	COT-SM	100%	2011	351,073	\$1,200,000
Revenue Vehicles	BU2	SB1103	Gillig	G27D102N4	1	15GGB2715B1180200	COT-SM	100%	2011	351,159	\$1,200,000
Revenue Vehicles	BU3	SB0703	Gillig	G29D102N4	1	15GGD291371077243	COT-SM	100%	2007	673,147	\$1,200,000
Revenue Vehicles	BU3	SB0704	Gillig	G29D102N4	1	15GGD291571077244	COT-SM	100%	2007	672,671	\$1,200,000
Revenue Vehicles	BU3	SB0707	Gillig	G29D102N4	1	15GGD271571078395	COT-SM	100%	2007	623,096	\$1,200,000
Revenue Vehicles	BU3	SB0709	Gillig	G29D102N4	1	15GGD271971078397	COT-SM	100%	2007	574,113	\$1,200,000
Revenue Vehicles	BU3	SB1001	Gillig	G27D102N4	1	15GGD2719A1177857	COT-SM	100%	2010	549,930	\$1,200,000
Revenue Vehicles	BU3	SB1002	Gillig	G27D102N4	1	15GGD2710A1177858	COT-SM	100%	2010	532,752	\$1,200,000
Revenue Vehicles	BU3	SB1004	Gillig	G27D102N4	1	15GGD2719A1177860	COT-SM	100%	2010	752,583	\$1,200,000
Revenue Vehicles	BU3	SB1005	Gillig	G27D102N4	1	15GGD2710A1177861	COT-SM	100%	2010	597,096	\$1,200,000
Revenue Vehicles	BU3	SB1006	Gillig	G27D102N4	1	15GGD2712A1177862	COT-SM	100%	2010	634,791	\$1,200,000
Revenue Vehicles	BU3	SB1007	Gillig	G27D102N4	1	15GGD2714A1177863	COT-SM	100%	2010	589,131	\$1,200,000
Revenue Vehicles	BU3	SB1008	Gillig	G27D102N4	1	15GGD2716A1177864	COT-SM	100%	2010	626,215	\$1,200,000
Revenue Vehicles	BU3	SB1009	Gillig	G27D102N4	1	15GGD2718A1177865	COT-SM	100%	2010	523,367	\$1,200,000
Revenue Vehicles	BU3	SB1010	Gillig	G27D102N4	1	15GGD271XA1177866	COT-SM	100%	2010	590,474	\$1,200,000
Revenue Vehicles	BU3	SB1011	Gillig	G27D102N4	1	15GGD2711A1177867	COT-SM	100%	2010	375,847	\$1,200,000
Revenue Vehicles	BU3	SB1012	Gillig	G27D102N4	1	15GGD2713A1177868	COT-SM	100%	2010	612,362	\$1,200,000
Revenue Vehicles	BU3	SB1104	Gillig	G27D102N4	1	15GGD2718B1180363	COT-SM	100%	2011	531,620	\$1,200,000
Revenue Vehicles	BU3	SB1105	Gillig	G27D102N4	1	15GGD271XB1180364	COT-SM	100%	2011	555,271	\$1,200,000
Revenue Vehicles	BU3	SB1201	Gillig	G27D102N4	1	15GGD2717C1180405	COT-SM	100%	2012	442,806	\$1,200,000
Revenue Vehicles	BU3	SB1202	Gillig	G27D102N4	1	15GGD2719C1180406	COT-SM	100%	2012	468,363	\$1,200,000
Revenue Vehicles	BU3	SB1301	Gillig	G27D102N4	1	15GGD2712D1183052	COT-SM	100%	2013	431,252	\$1,200,000
Revenue Vehicles	BU3	SB1302	Gillig	G27D102N4	1	15GGD2714D1183053	COT-SM	100%	2013	378,916	\$1,200,000
Revenue Vehicles	BU4	SB1501	Gillig	G27E102N4	1	15GGE2719F1092957	COT-SM	100%	2015	312,284	\$1,200,000
Revenue Vehicles	BU4	SB1502	Gillig	G27E102N4	1	15GGE2710F1092958	COT-SM	100%	2015	314,217	\$1,200,000
Revenue Vehicles	BU4	SB1503	Gillig	G27E102N4	1	15GGE2712F1092959	COT-SM	100%	2015	357,216	\$1,200,000
Revenue Vehicles	BU5	SB1701	Gillig	G31B102N4	1	15GGB3111H3190668	COT-SM	100%	2017	351,837	\$1,200,000

Revenue Vehicles	BU5	SB1702	Gillig	G31B102N4	1	15GGB3113H3190669	COT-SM	100%	2017	303,098	\$1,200,000
Revenue Vehicles	BU5	SB1703	Gillig	G31B102N4	1	15GGB311XH3190670	COT-SM	100%	2017	246,288	\$1,200,000
Revenue Vehicles	BU5	SB1704	Gillig	G31B102N4	1	15GGB3111H3190671	COT-SM	100%	2017	295,835	\$1,200,000
Revenue Vehicles	BU5	SB1705	Gillig	G31B102N4	1	15GGB3113H3190672	COT-SM	100%	2017	270,330	\$1,200,000
Revenue Vehicles	BU5	SB1706	Gillig	G31B102N4	1	15GGB3115H3190673	COT-SM	100%	2017	346,339	\$1,200,000
Revenue Vehicles	BU5	SB1801	Gillig	G31B102N4	1	15GGB3112J3192905	COT-SM	100%	2018	248,841	\$1,200,000
Revenue Vehicles	BU5	SB1802	Gillig	G31B102N4	1	15GGB3114J3192906	COT-SM	100%	2018	244,978	\$1,200,000
Revenue Vehicles	BU5	SB1803	Gillig	G31B102N4	1	15GGB3116J3192907	COT-SM	100%	2018	211,730	\$1,200,000
Revenue Vehicles	BU6	SBE002	Proterra	BE-35	1	1M9TG16J3CS816012	COT-SM	100%	2012	102,884	\$1,200,000
Revenue Vehicles	BU6	SBE003	Proterra	BE-35	1	1M9TG16J5CS816013	COT-SM	100%	2012	92,194	\$1,200,000
Revenue Vehicles	BU6	SBE004	Proterra	BE-35	1	1M9TG16J4DS816022	COT-SM	100%	2013	147,749	\$1,200,000
Revenue Vehicles	BU6	SBE005	Proterra	BE-35	1	1M9TG16J6DS816023	COT-SM	100%	2013	114,912	\$1,200,000
Revenue Vehicles	BU6	SB1901	Proterra	XR Plus	1	7JZTG11J3KS000041	COT-SM	0%	2019	79,718	\$1,200,000
Revenue Vehicles	BU6	SB1902	Proterra	XR Plus	1	7JZTG11J5KS000042	COT-SM	0%	2019	92,542	\$1,200,000
Revenue Vehicles	BU6	SB1903	Proterra	XR Plus	1	7JZTG11J5KS000043	COT-SM	0%	2019	78,787	\$1,200,000
Revenue Vehicles	BU6	SB1904	Proterra	XR Plus	1	7JZTG11J9KS000044	COT-SM	0%	2019	80,025	\$1,200,000
Revenue Vehicles	BU6	SB1905	Proterra	XR Plus	1	7JZTG11J0KS000045	COT-SM	0%	2019	77,341	\$1,200,000
Revenue Vehicles	BU6	SB1906	Proterra	XR Plus	1	7JZTG11J2KS000046	COT-SM	0%	2019	98,486	\$1,200,000
Revenue Vehicles	BU6	SB1907	Proterra	XR Plus	1	7JZTG11J4KS000047	COT-SM	0%	2019	89,897	\$1,200,000
Revenue Vehicles	BU6	SB1908	Proterra	XR Plus	1	7JZTG11J6KS000048	COT-SM	100%	2019	87,986	\$1,200,000
Revenue Vehicles	BU6	SB1909	Proterra	XR Plus	1	7JZTG11J8KS000049	COT-SM	0%	2019	72,002	\$1,200,000
Revenue Vehicles	BU6	SB1910	Proterra	XR Plus	1	7JZTG11J4KS000050	COT-SM	0%	2019	77,425	\$1,200,000
Revenue Vehicles	BU6	SB1911	Proterra	XR Plus	1	7JZTG11J4KS000051	COT-SM	0%	2019	94,608	\$1,200,000
Revenue Vehicles	BU6	SB1912	Proterra	XR Plus	1	7JZTG11J4KS000052	COT-SM	0%	2019	67,918	\$1,200,000
Revenue Vehicles	BU6	SB1913	Proterra	XR Plus	1	7JZTG11J4KS000053	COT-SM	0%	2019	89,380	\$1,200,000
Revenue Vehicles	BU6	SB1914	Proterra	XR Plus	1	7JZTG11J4KS000054	COT-SM	0%	2019	76,521	\$1,200,000
Revenue Vehicles	BU6	SB1915	Proterra	XR Plus	1	7JZTG11J4KS000055	COT-SM	0%	2019	88,163	\$1,200,000
Revenue Vehicles	BU6	SB2301	Proterra	ZX5 Plus	1	7JZTG12J1PS000755	COT-SM	80%	2023	30,304	\$1,200,000
Revenue Vehicles	BU7	SB2302	Proterra	ZX5 MAX	1	7JZTH12J1PS000753	COT-SM	80%	2023	17,627	\$1,200,000
Revenue Vehicles	BU7	SB2303	Proterra	ZX5 MAX	1	7JZTH12J3PS000754	COT-SM	80%	2023	13,569	\$1,200,000
Revenue Vehicles	BU7	SB2401	Gillig	G28D	1	15GGD2816R3199040	COT-SM	80%	2024	3,695	\$1,200,000
Revenue Vehicles	BU7	SB2402	Gillig	G28D	1	15GGD2818R3199041	COT-SM	100%	2024	3,542	\$1,200,000
Revenue Vehicles	CU2	SB1632	Turtletop	Oddessy	1	1FDFE4FS6GDC26182	COT-SM	100%	2016	207,265	\$390,000
Revenue Vehicles	CU2	SB1634	Turtletop	Oddessy	1	1FDFE4FSXGDC26184	COT-SM	100%	2016	191,492	\$390,000
Revenue Vehicles	CU2	SB1635	Turtletop	Oddessy	1	1FDFE4FS1GDC26185	COT-SM	100%	2016	194,380	\$390,000
Revenue Vehicles	CU2	SB1636	Turtletop	Oddessy	1	1FDFE4FS6GDC26389	COT-SM	100%	2016	243,618	\$390,000
Revenue Vehicles	CU2	SB1637	Turtletop	Oddessy	1	1FDFE4FS0GDC27392	COT-SM	100%	2016	206,817	\$390,000
Revenue Vehicles	CU2	SB1638	Turtletop	Oddessy	1	1FDFE4FS2GDC27393	COT-SM	100%	2016	193,534	\$390,000
Revenue Vehicles	CU2	SB1639	Turtletop	Oddessy	1	1FDFE4FS4GDC28335	COT-SM	100%	2016	167,124	\$390,000
Revenue Vehicles	CU2	SB1640	Turtletop	Oddessy	1	1FDFE4FS0GDC33452	COT-SM	100%	2016	198,619	\$390,000
Revenue Vehicles	CU2	SB1642	Turtletop	Oddessy	1	1FDFE4FS4GDC33454	COT-SM	100%	2016	230,224	\$390,000
Revenue Vehicles	CU2	SB1644	Turtletop	Oddessy	1	1FDFE4FS8GDC33456	COT-SM	100%	2016	217,341	\$390,000
Revenue Vehicles	CU2	SB1931	Champion	Challenger	1	1FDFE4FS2KDC14054	COT-SM	100%	2019	113,675	\$390,000

Revenue Vehicles	CU3	SB1645	Champion	LF Transport	1	1FDFE4FS0FDA30415	COT-SM	100%	2017	96,595	\$390,000
Revenue Vehicles	CU3	SB1646	Champion	LF Transport	1	1FDFE4FS9FDA30414	COT-SM	100%	2017	53,894	\$390,000
Revenue Vehicles	CU3	SB1647	Champion	LF Transport	1	1FDFE4FS8FDA27603	COT-SM	100%	2017	76,492	\$390,000
Revenue Vehicles	CU3	SB1648	Champion	LF Transport	1	1FDFE4FS7FDA30413	COT-SM	100%	2017	40,575	\$390,000
Revenue Vehicles	CU4	SB2131	Turtletop	Terra Transit	1	1FDEF4FNXMDC35098	COT-SM	100%	2021	1,466	\$390,000
Revenue Vehicles	VN1	SB1932	Champion	Transit 350	1	1FDVU4XM8JKB25968	COT-SM	100%	2019	107,117	\$133,000
Revenue Vehicles	VN1	SB1933	Champion	Transit 350	1	1FDVU4XMXJKB25969	COT-SM	100%	2019	109,781	\$133,000
Revenue Vehicles	VN1	SB1934	Champion	Transit 350	1	1FDVU4XM6JKB25970	COT-SM	100%	2019	102,457	\$133,000
Facilities	AMB	Appleyard	Admin/Maint	Admin/Maint	1	N/A	COT-SM	80%	1977	N/A	\$5,000,000
Facilities	PAF	C.K. Steele	Passenger	Terminal	1	N/A	COT-SM	80%	1984	N/A	\$5,000,000
Facilities	LFT	Parts Lift	Parts Lift	Parts Lift	1	N/A	COT-SM	80%	1977	N/A	\$60,000
Facilities	LFT	SE0005	Stertil	Diamond 64-13	1	214J-300113	COT-SM	80%	2015	N/A	\$60,000
Facilities	LFT	SE0006	Stertil	Diamond 64-13	1	214J-300112	COT-SM	80%	2015	N/A	\$60,000
Facilities	FFA	SE0002	Fuel Island	Fuel Island	1	N/A	COT-SM	80%	2000	N/A	\$200,000
Equipment	CDC	DC1	Eaton	EV-60	1	135977480	COT-SM	80%	2012	N/A	\$60,000
Equipment	CDC	DC2	Proterra	RES-DCVC60-480	1	E030327	COT-SM	80%	2019	N/A	\$60,000
Equipment	CDC	DC3	Proterra	RES-DCVC60-480	1	E030330	COT-SM	80%	2019	N/A	\$60,000
Equipment	CDC	DC4	Proterra	RES-DCVC60-480	1	E030339	COT-SM	80%	2019	N/A	\$60,000
Equipment	CDC	DC5	Proterra	RES-DCVC60-480	1	E030321	COT-SM	80%	2019	N/A	\$60,000
Equipment	CDC	DC6	Proterra	RES-DCVC60-480	1	E030325	COT-SM	80%	2019	N/A	\$60,000
Equipment	CDC	EVC003	Chargepoint	CPF25	1	191041008162	COT-SM	0%	2020	N/A	\$10,000
Equipment	CDC	EVC004	Chargepoint	CPF25	1	191041008166	COT-SM	0%	2020	N/A	\$10,000
Equipment	CDC	EVC005	Chargepoint	CPF25	1	184241026299	COT-SM	0%	2020	N/A	\$10,000
Equipment	CDC	EVC006	Chargepoint	CPF25	1	160441000662	COT-SM	0%	2020	N/A	\$10,000
Equipment	CFC	FC1	Eaton	ORCS	1	3002005001	COT-SM	80%	2012	N/A	\$350,000
Equipment	CFC	FC2	Proterra	ORCS	1	EK401BJJ60	COT-SM	80%	2019	N/A	\$350,000
Equipment	CFC	FC3	Proterra	ORCS	1	EM421BBA60	COT-SM	80%	2019	N/A	\$350,000
Equipment	NRA	21098	Ford	Escape	1	1FMCU0F75JUB76389	COT-SM	0%	2018	17,106	\$29,000
Equipment	NRA	20052	Nissan	Leaf	1	1N4AZ1CP4KC-317179	COT-SM	0%	2019	11,958	\$29,000
Equipment	NRA	20053	Nissan	Leaf	1	1N4AZ1CP3KC-317318	COT-SM	0%	2019	25,174	\$29,000
Equipment	NRA	20054	Nissan	Leaf	1	1N4AZ1CPXKC-317283	COT-SM	0%	2019	12,687	\$29,000
Equipment	NRA	20055	Nissan	Leaf	1	1N4AZ1CP5KC-317224	COT-SM	0%	2019	17,200	\$29,000
Equipment	NRA	22071	Toyota	Prius	1	JTDKARFU1K3084982	COT-SM	80%	2019	17,758	\$29,000
Equipment	NRA	22072	Toyota	RAV4 LE	1	JTMLWRFV7KD517147	COT-SM	80%	2019	11,276	\$29,000
Equipment	NRA	22073	Toyota	RAV4 XLE	1	JTMRWRFV7KJ017856	COT-SM	80%	2019	10,714	\$29,000
Equipment	NRA	20094	Chevrolet	Bolt	1	1G1FX6S09P4122289	COT-SM	0%	2023	4,842	\$30,290
Equipment	NRA	20095	Chevrolet	Bolt	1	1G1FX6S04P4122698	COT-SM	0%	2023	9,239	\$30,290
Equipment	NRA	20096	Chevrolet	Bolt	1	1G1FX6S06P4121827	COT-SM	0%	2023	3,815	\$30,290
Equipment	NRA	20097	Chevrolet	Bolt	1	1G1FX6S07P4122338	COT-SM	0%	2023	2,369	\$30,290
Equipment	TRK	SS2048	Ford	F-250	1	1FTBF2A64GEB43150	COT-SM	0%	2016	96,946	\$45,000
Equipment	TRK	23009	Chevrolet	Silverado	1	1GC3YLE78PF232110	COT-SM	0%	2023	2,697	\$53,300
Equipment	TRK	22074	Ford	Ranger	1	1FTER1EH9KLA39252	COT-SM	80%	2019	66,222	\$45,000

Equipment	TRK	22075	Ford	F-150	1	1FTEW1C57KFC32466	COT-SM	80%	2019	66,858	\$45,000
Equipment	TRK	22076	Chevrolet	Silverado	1	1GCUYAEF0KZ377634	COT-SM	80%	2019	72,463	\$45,000
Equipment	TRK	22077	Chevrolet	Silverado	1	1GCUYDED9KZ374599	COT-SM	80%	2019	32,866	\$45,000
Equipment	TRK	22078	Chevrolet	Silverado	1	1GCUYAEF3KZ376719	COT-SM	80%	2019	35,345	\$45,000
Equipment	TRK	22079	Chevrolet	Silverado	1	1GCUYDED2KZ368031	COT-SM	80%	2019	91,087	\$45,000
Equipment	TRK	22080	Chevrolet	Silverado	1	1GCUYAEF2KZ376677	COT-SM	80%	2019	45,278	\$45,000
Equipment	TRK	22081	Ford	F-350	1	1FTRF3D69KEE67140	COT-SM	80%	2019	32,000	\$45,000
Equipment	VAN	21093	Ford	Transit 150	1	1FMZK1CM4HKA73339	COT-SM	0%	2017	26,661	\$29,000
Equipment	TNG	Training Bus	GILLIG	G29B102N4	1	15GGB291051074869	COT-SM	80%	2005	603,864	\$0
Equipment	MEQ	SE0019	HYUNDAI	33D-9	1	HHKHHN14HJ0000659	COT-SM	0%	2018	N/A	\$35,000
Equipment	MEQ	SE0020	Interclean	LYUS-XJF	1	XJ404FW	COT-SM	80%	2019	N/A	\$300,200
Equipment	MEQ	SE0004	Dwyer	Mark 2	1	Paint Booth	COT-SM	80%	2001	N/A	\$400,000
Equipment	MEQ	SE0008	Stertil	ST1082R	1	SET 2	COT-SM	80%	2002	N/A	\$45,000
Equipment	MEQ	SE0036	Stertil	ST1085 2FRA	1	38227535-15	COT-SM	80%	2020	N/A	\$45,000
Equipment	MEQ	SE0017	Genie	GS1930	1	GS3014A-127595	COT-SM	80%	2014	N/A	\$10,000
Equipment	MEQ	SE0021	Hunter	TCX645HD	1	I0G301297K	COT-SM	80%	2018	N/A	\$25,000
Equipment	MEQ	SE0022	Hunter	TCX57W	1	I0F767069	COT-SM	80%	2018	N/A	\$15,000
Equipment	MEQ	SE0023	Hunter	GSP9600HD	1	HCC3189	COT-SM	80%	2018	N/A	\$20,000
Equipment	MEQ	SE0027	Fall Protection	Fall Protection	1	Fall Protection	COT-SM	80%	2019	N/A	\$5,000
Equipment	MEQ	SE0029	Robinaire	34788NI-H	1	19440432	COT-SM	80%	2020	N/A	\$5,000
Equipment	MEQ	SE0030	Robinaire	34888HD	1	19452732	COT-SM	80%	2020	N/A	\$5,000
Equipment	MEQ	SE0031	Robinaire	34888HD	1	19452832	COT-SM	80%	2020	N/A	\$5,000
Equipment	MEQ	SE0032	Genfare	Receiver	1	300768	COT-SM	80%	2020	N/A	\$100,000
Equipment	MEQ	SE0033	Genfare	TVM	1	TVM02506	COT-SM	80%	2020	N/A	\$500,000
Equipment	MEQ	SE0034	RKI Instruments	200	1	2020X3	COT-SM	80%	2020	N/A	\$2,500
Equipment	MEQ	SE0035	Spika	Scaffold	1	110706	COT-SM	80%	2020	N/A	\$95,000
Equipment	MEQ	SE0037	V.I.S.-Shine	Polisher	1	71	COT-SM	80%	2020	N/A	\$6,000
Equipment	MEQ	SE0038	Nilfisk	Pressure Wash	1	1N9BU1114MFBU1007	COT-SM	80%	2021	N/A	\$10,000
Equipment	MEQ	SE0039	Ingersol Rand	Air Compressor	1	S0057358	COT-SM	0%	2022	N/A	\$50,000

B2 – EQUIPMENT ASSETS

Last updated: 10/3/2024

Asset Category	Asset Class	Asset Name	Qty.	ID/Serial No.	In Ser Date	Age (Yrs)	Condition Rating	Vehicle Mileage	Replacement Cost/Value	ULB	Past ULB
Equipment	Charger, Depot Charger	DC1	1	135977480	6/14/2012	12	6	N/A	\$60,000.00	12	Y
Equipment	Charger, Depot Charger	DC2	1	E030327	2/20/2020	5	8	N/A	\$60,000.00	12	N
Equipment	Charger, Depot Charger	DC3	1	E030330	2/20/2020	5	8	N/A	\$60,000.00	12	N
Equipment	Charger, Depot Charger	DC4	1	E030339	2/20/2020	5	8	N/A	\$60,000.00	12	N
Equipment	Charger, Depot Charger	DC5	1	E030321	2/20/2020	5	8	N/A	\$60,000.00	12	N
Equipment	Charger, Depot Charger	DC6	1	E030325	2/20/2020	5	9	N/A	\$60,000.00	12	N
Equipment	Charger, Fast Charger	FC1	1	3002005001	7/29/2013	11	7	N/A	\$500,000.00	12	N
Equipment	Charger, Fast Charger	FC2	1	EK401BJJ60	5/14/2019	5	8	N/A	\$500,000.00	12	N
Equipment	Charger, Fast Charger	FC3	1	EM421BBA60	5/14/2019	5	8	N/A	\$500,000.00	12	N
Equipment	Non-Revenue Automobile	21098	1	1FMCU0F75JUB76389	4/6/2018	6	8	12,810	\$29,000.00	8	N
Equipment	Non-Revenue Automobile	20052	1	1N4AZ1CP4KC-317179	6/16/2020	4	9	8,387	\$29,000.00	8	N
Equipment	Non-Revenue Automobile	20053	1	1N4AZ1CP3KC-317318	6/16/2020	4	9	20,193	\$29,000.00	8	N
Equipment	Non-Revenue Automobile	20054	1	1N4AZ1CPXKC-317283	6/16/2020	4	8	10,319	\$29,000.00	8	N
Equipment	Non-Revenue Automobile	20055	1	1N4AZ1CP5KC-317224	6/16/2020	4	9	15,025	\$29,000.00	8	N
Equipment	Non-Revenue Automobile	22071	1	JTDKARFU1K3084982	10/1/2019	5	9	9,602	\$29,000.00	8	N
Equipment	Non-Revenue Automobile	22072	1	JTMLWRFV7KD517147	10/1/2019	5	9	9,034	\$29,000.00	8	N
Equipment	Non-Revenue Automobile	22073	1	JTMRWRFV7KJ017856	10/1/2019	5	9	9,047	\$29,000.00	8	N
Equipment	Non-Revenue Automobile	20094	1	1G1FX6S09P4122289	5/23/2023	1	10	1,017	\$30,290.00	8	N
Equipment	Non-Revenue Automobile	20095	1	1G1FX6S04P4122698	5/23/2023	1	10	1,620	\$30,290.00	8	N
Equipment	Non-Revenue Automobile	20096	1	1G1FX6S06P4121827	5/23/2023	1	10	959	\$30,290.00	8	N
Equipment	Non-Revenue Automobile	20097	1	1G1FX6S07P4122338	5/23/2023	1	10	456	\$30,290.00	8	N
Equipment	Van - Non-ADA	21093	1	1FMZK1CM4HKA73339	4/20/2017	7	7	21,871	\$29,000.00	8	N
Equipment	Truck/Rubber Tire Veh.	SS2048	1	1FTBF2A64GEB43150	12/22/2015	9	5	89,159	\$45,000.00	8	Y
Equipment	Truck/Rubber Tire Veh.	22074	1	1FTER1EH9KLA39252	10/1/2019	5	9	55,331	\$45,000.00	8	N
Equipment	Truck/Rubber Tire Veh.	22075	1	1FTEW1C57KFC32466	10/1/2019	5	8	62,712	\$45,000.00	8	N
Equipment	Truck/Rubber Tire Veh.	22076	1	1GCUYYAEF0KZ377634	10/1/2019	5	9	59,521	\$45,000.00	8	N
Equipment	Truck/Rubber Tire Veh.	22077	1	1GCUYDED9KZ374599	10/1/2019	5	8	23,080	\$45,000.00	8	N
Equipment	Truck/Rubber Tire Veh.	22078	1	1GCUYAEF3KZ376719	10/1/2019	5	9	24,552	\$45,000.00	8	N
Equipment	Truck/Rubber Tire Veh.	22079	1	1GCUYDED2KZ368031	10/1/2019	5	9	14,978	\$45,000.00	8	N
Equipment	Truck/Rubber Tire Veh.	22080	1	1GCUYAEF2KZ376677	10/1/2019	5	8	75,691	\$45,000.00	8	N
Equipment	Truck/Rubber Tire Veh.	22081	1	1FTRF3D69KEE67140	10/1/2019	5	8	32,000	\$45,000.00	8	N
Equipment	Truck/Rubber Tire Veh.	SS3003	1	1FDXF46R38EC52703	3/3/2008	17	5	88987	\$45,000.00	8	Y
Equipment	Maintenance Equipment	SE0004	1	Paint Booth	6/28/2016	8	5	N/A	\$300,000.00	20	N
Equipment	Maintenance Equipment	SE0008	1	32704037-10	12/17/2020	4	7	N/A	\$45,000.00	15	N
Equipment	Maintenance Equipment	SE0017	1	GS3014A-127595	1/23/2014	11	7	N/A	\$10,000.00	15	N
Equipment	Maintenance Equipment	SE0019	1	HHKHNN14HJ0000659	12/3/2018	6	9	N/A	\$35,000.00	15	N
Equipment	Maintenance Equipment	SE0020	1	XJ404FW	2/4/2019	6	9	N/A	\$300,800.00	10	N
Equipment	Maintenance Equipment	SE0021	1	I0G301297K	12/20/2018	6	8	N/A	\$25,000.00	15	N
Equipment	Maintenance Equipment	SE0022	1	I0F767069	12/20/2018	6	8	N/A	\$15,000.00	15	N
Equipment	Maintenance Equipment	SE0023	1	HCC3189	12/20/2018	6	8	N/A	\$20,000.00	15	N
Equipment	Maintenance Equipment	SE0027	1	Fall Protection	8/14/2019	5	9	N/A	\$5,000.00	15	N
Equipment	Maintenance Equipment	SE0029	1	19440432	3/18/2020	4	9	N/A	\$5,000.00	15	N
Equipment	Maintenance Equipment	SE0030	1	19452732	3/18/2020	4	9	N/A	\$5,000.00	15	N
Equipment	Maintenance Equipment	SE0031	1	19452832	8/26/2020	4	9	N/A	\$5,000.00	15	N
Equipment	Maintenance Equipment	SE0032	1	300768	9/24/2020	4	8	N/A	\$100,000.00	15	N
Equipment	Maintenance Equipment	SE0033	1	TVM02506	10/9/2020	4	10	N/A	\$500,000.00	15	N
Equipment	Maintenance Equipment	SE0034	1	2020X3	10/9/2020	4	10	N/A	\$2,500.00	15	N
Equipment	Maintenance Equipment	SE0035	1	110706	3/12/2021	4	10	N/A	\$95,000.00	15	N

Equipment	Maintenance Equipment	SE0036	1	38227535-15	12/28/2020	4	10	N/A	\$45,000.00	15	N
Equipment	Maintenance Equipment	SE0037	1	71	3/15/2021	4	10	N/A	\$6,000.00	5	N
Equipment	Maintenance Equipment	SE0038	1	1N9BU1114MFBU1007	8/17/2021	3	9.5	N/A	\$10,000.00	10	N
Equipment	Maintenance Equipment	SE0039	1	S0057358	12/31/2021	3	9	N/A	\$50,000.00	12	N
Equipment	Training Bus	SB0908									
Equipment	Contingency Fleet	SB0501	1	15GGB291351074863	3/4/2005	20	4	561,032	N/A	12	Y
Equipment	Contingency Fleet	SB0503	1	15GGB291751074865	3/1/2005	20	5	603,535	N/A	12	Y
Equipment	Contingency Fleet	SB0505	1	15GGB291051074867	3/4/2005	20	5	595,866	N/A	12	Y

B3 – FACILITIES ASSETS

Last updated: 10/3/2024

Asset Category	Asset Class	Asset Name	Qty.	ID/Serial No.	Age (Yrs)	TERM Scale Condition	Replacement Cost/Value
Facilities	ADM	Administration and Maintenance	1	N/A	47	4	\$5,000,000.00
Facilities	LFT	Stationary Bus Lifts (North)	1	214J-300112 / 3	9	5	\$75,000.00
Facilities	LFT	Stationary Bus Lifts (South)	1	214J-300112 / 3	9	5	\$75,000.00
Facilities	LFT	Freight / Parts Lift	1	N/A	47	5	\$75,000.00
Facilities	PAS	Passenger Terminal	1	N/A	40	3	\$5,000,000.00
Facilities	FFA	Fueling Facility	1	N/A	24	4	\$200,000.00
Facilities	WSH	Bus Wash Facility (Shell)	1	N/A	24	5	\$400,000.00

APPENDIX C - PROPOSED INVESTMENT PROJECT LIST

Project year is the year StarMetro wishes to implement or start a project.

Last updated: 10/4/2024

Project Year	Project Name	Asset Category	Cost	Fund Source	Priority
2022					
2022	Replace 2 Diesel Buses with Battery Electric Bus	Revenue Vehicles	\$3,000,000	Sec. 5307	High
2023					
2023	Replace 8 Diesel Buses with Battery Electric Bus	Revenue Vehicles	\$9,600,000	Low-No	High
2023	Rehabilitate transit bus diesel engines	Revenue Vehicles	\$200,000	Sec. 5339	High
2023	Stop Improvements	Facilities - Pass	\$612,500	Sec. 5339	High
2023	Southside Transit Center	Facilities-Adm	\$10,000,000	RAISE Grant	High
		Facilities-Adm	\$4,000,000	Local Match	High
		Facilities-Adm	\$1,000,000	State	High
2023	Charging Infrastructure Project Phase 1 (16 bus charging equipment and strategy)	Equipment	\$12,500,000	Low-No	High
2024					
2024	Replace 2 Demand Response Cutaway Vans	Revenue Vehicles	\$780,000	Low-No	High
2024	Replace 6 Diesel Buses with Battery Electric Bus	Revenue Vehicles	\$7,800,000	Low-No	High
2024	Replace 2 Demand Response Vans	Revenue Vehicles	\$250,000	Sec. 5310/5339	High
2024	Replace 6 Cutaway Demand Response	Revenue Vehicles	\$1,000,000	Sec. 5310/5339	High
2024	Stop Improvements	Facilities - Pass	\$612,500	Blueprint	High
2024	Travel Trainer Program	Facilities-Adm	\$30,000	Sec. 5310	Med
2024	CK Steele Audio/Display	Facilities - Pass	\$240,000	FDOT SD 25'	Med
2024	Route Optimization Study	Facilities-Adm	\$400,000	HOPE	Med
2024	Sewer Line Replacement at StarMetro HQ	Facilities-Adm	\$500,000		High
2024	Concrete work at CK Steele Plaza	Facilities - Pass	\$600,000		High
2024	Charging Infrastructure Project Phase 2 (16 bus charging equipment and strategy)	Equipment	\$5,000,000	Low-No	High
2025					
2025	Replace 3 Diesel Buses with Battery Electric Bus	Revenue Vehicles	\$3,600,000	Local	High
2025	Replace 1 Demand Response Vans	Revenue Vehicles	\$400,000	Sec. 5339	High
2025	Travel Trainer Program	Facilities-Adm	\$30,000	Sec. 5310	Med
2025	Transit Signal Priority	Technology	\$400,000	ARP	Med
2025	Stop Improvements	Facilities - Pass	\$612,500	Blueprint	High
2026					
2026	Replace 3 Diesel Buses with Battery Electric Bus	Revenue Vehicles	\$3,600,000	Local	High
2026	Replace 1 Demand Response Vans	Revenue Vehicles	\$400,000	Sec. 5339	High
2026	Travel Trainer Program	Facilities-Adm	\$30,000	Sec. 5310	Med
2026	TDP/Major Update	Facilities-Adm	\$150,000	Sec. 5307	Med

2026	Stop Improvements	Facilities - Pass	\$612,500	Blueprint	High
2026	CK Steele Redevelopment Study	Facilities-Adm	\$750,000	ARP	High
2027					
2027	Replace 4 Diesel Buses with Battery Electric Bus	Revenue Vehicles	\$4,800,000	Local	High
2027	Replace 1 Demand Response Vans	Revenue Vehicles	\$400,000	Sec. 5339	High
2027	CK Steele Redevelopment Construction	Facilities-Adm	\$17,500,000	Blueprint	High
2028					
2028	Replace 3 Diesel Buses with Battery Electric Bus	Revenue Vehicles	\$3,600,000	Local	High
2028	Replace 1 Demand Response Vans	Revenue Vehicles	\$400,000	Sec. 5339	High

REVENUE VEHICLE CONDITION RATING SCALE

SCORE	RATING	DESCRIPTION
10	Excellent	New asset; No visible defects.
7-9	Good	Some slightly worn / deteriorated components. Operationally sound and safe.
4-6	Moderate	Some moderately worn / deteriorated components. Operationally sound and safe.
1-3	Poor	May require frequent major repairs due to severely worn / deteriorated components. May have operational restrictions but safe to operate.
0	Unsafe / Inoperable	In need of immediate repair or replacement; Item poses a safety hazard; May have critically damaged components.

ELECTRIC BUS CHARGER CONDITION RATING SCALE

SCORE	RATING	DESCRIPTION
10	Excellent	New asset; No visible defects.
7-9	Good	Some slightly worn / deteriorated components. Operationally sound and safe.
4-6	Moderate	Some moderately worn / deteriorated components. Operationally sound and safe.
1-3	Poor	Will require frequent major repairs (severely worn / deteriorated components)
0	Unsafe / Inoperable	In need of immediate repair or replacement; Item poses a safety hazard; May have critically damaged components.

NON-REVENUE VEHICLE CONDITION RATING SCALE

SCORE	RATING	DESCRIPTION
10	Excellent	New asset; No visible defects.
7-9	Good	Some slightly worn / deteriorated components. Operationally sound and safe.
4-6	Moderate	Some moderately worn / deteriorated components. Operationally sound and safe.
1-3	Poor	May require frequent major repairs due to severely worn / deteriorated components. May have operational restrictions but safe to operate.
0	Unsafe / Inoperable	In need of immediate repair or replacement; Item poses a safety hazard; May have critically damaged components.

FTA TERM Condition Assessment Scale

Score	Rating	Description
5	Excellent	No visible defects, new or near new condition, may still be under warranty if applicable
4	Good	Good condition, but no longer new, may be slightly defective or deteriorated, but is overall functional
3	Adequate	Moderately deteriorated or defective; but has not exceeded useful life
2	Marginal	Defective or deteriorated in need of replacement; exceeded useful life
1	Poor	Critically damaged or in need of immediate repair; well past useful life

APPENDIX E - STARMETRO ROLLING STOCK (BUS) REPLACEMENT SCHEDULE ACTIVE FLEET

Report Data 9/16/2024 (Last Updated 9/18/2024)

Useful Life Benchmark (Time)(Year)	Actual Service (Year)	Remaining Years	Remaining % Based on Years	Actual Mileage	Useful Life Benchmark (Miles)	Remaining % Based on Miles	Federal Investment	Remaining Federal Interest based on Years	Remaining Federal Interest Based on Miles	Projected Replacement Year
12	15	(3)	-25.0%	358,696	500,000	28.26%	\$389,225	(\$97,306.17)	\$109,998.01	2022
12	15	(3)	-25.0%	349,376	500,000	30.12%	\$389,225	(\$97,306.17)	\$117,253.16	2022
12	15	(3)	-25.0%	433,518	500,000	13.30%	\$389,225	(\$97,306.17)	\$51,752.87	2026
12	15	(3)	-25.0%	360,104	500,000	27.98%	\$389,225	(\$97,306.17)	\$108,901.95	2026
12	15	(3)	-25.0%	586,443	500,000	-17.29%	\$386,389	(\$96,597.17)	(\$66,801.20)	2026
12	15	(3)	-25.0%	560,350	500,000	-12.07%	\$386,389	(\$96,597.17)	(\$46,637.11)	2028
12	15	(3)	-25.0%	591,873	500,000	-18.37%	\$386,389	(\$96,597.17)	(\$70,997.38)	2028
12	15	(3)	-25.0%	618,466	500,000	-23.69%	\$386,389	(\$96,597.17)	(\$91,547.85)	2028
12	12	0	0.0%	366,828	500,000	26.63%	\$406,306	\$0.00	\$108,217.17	2032
12	12	0	0.0%	351,073	500,000	29.79%	\$406,306	\$0.00	\$121,019.87	2032
12	12	0	0.0%	351,159	500,000	29.77%	\$406,306	\$0.00	\$120,949.98	2032
12	17	(5)	-41.7%	673,147	500,000	-34.63%	\$340,970	(\$142,070.80)	(\$118,075.84)	2023
12	17	(5)	-41.7%	672,671	500,000	-34.53%	\$340,970	(\$142,070.80)	(\$117,751.24)	2023
12	16	(4)	-33.3%	623,096	500,000	-24.62%	\$359,673	(\$119,890.98)	(\$88,548.60)	2022
12	16	(4)	-33.3%	574,113	500,000	-14.82%	\$359,673	(\$119,890.98)	(\$53,312.88)	2024
12	14	(2)	-16.7%	549,930	500,000	-9.99%	\$375,873	(\$62,645.54)	(\$37,534.70)	2025
12	14	(2)	-16.7%	532,752	500,000	-6.55%	\$375,873	(\$62,645.54)	(\$24,621.20)	2029
12	14	(2)	-16.7%	752,583	500,000	-50.52%	\$375,873	(\$62,645.54)	(\$189,878.38)	2025
12	14	(2)	-16.7%	597,096	500,000	-19.42%	\$375,873	(\$62,645.54)	(\$72,991.57)	2030
12	14	(2)	-16.7%	634,791	500,000	-26.96%	\$375,873	(\$62,645.54)	(\$101,328.66)	2027
12	14	(2)	-16.7%	589,131	500,000	-17.83%	\$375,873	(\$62,645.54)	(\$67,003.91)	2027
12	14	(2)	-16.7%	626,215	500,000	-25.24%	\$375,873	(\$62,645.54)	(\$94,881.68)	2029
12	14	(2)	-16.7%	523,367	500,000	-4.67%	\$375,873	(\$62,645.54)	(\$17,566.06)	2025
12	14	(2)	-16.7%	590,474	500,000	-18.09%	\$379,024	(\$63,170.58)	(\$68,583.54)	2029
12	14	(2)	-16.7%	375,847	500,000	24.83%	\$379,024	(\$63,170.58)	\$94,113.81	2027
12	14	(2)	-16.7%	612,362	500,000	-22.47%	\$368,873	(\$61,478.83)	(\$82,894.62)	2027
12	12	0	0.0%	531,620	500,000	-6.32%	\$413,323	\$0.00	(\$26,138.55)	2030
12	12	0	0.0%	555,271	500,000	-11.05%	\$413,323	\$0.00	(\$45,689.55)	2030
12	12	0	0.0%	442,806	500,000	11.44%	\$413,998	\$0.00	\$47,356.40	2031
12	12	0	0.0%	468,363	500,000	6.33%	\$413,998	\$0.00	\$26,195.31	2031
12	10	2	16.7%	431,252	500,000	13.75%	\$458,730	\$76,455.00	\$63,073.54	2031
12	10	2	16.7%	378,916	500,000	24.22%	\$458,730	\$76,455.00	\$111,089.73	2025
10	9	1	10.0%	312,284	350,000	10.78%	\$413,998	\$41,399.80	\$44,612.42	2029
10	9	1	10.0%	314,217	350,000	10.22%	\$413,998	\$41,399.80	\$42,325.97	2030
10	9	1	10.0%	357,216	350,000	-2.06%	\$413,998	\$41,399.80	(\$8,535.46)	2033
12	7	5	41.7%	351,837	500,000	29.63%	\$512,497	\$213,540.42	\$151,866.19	2033

12	7	5	41.7%	303,098	500,000	39.38%	\$512,497	\$213,540.42	\$201,823.37	2033
12	7	5	41.7%	246,288	500,000	50.74%	\$512,497	\$213,540.42	\$260,053.28	2033
12	7	5	41.7%	295,835	500,000	40.83%	\$512,497	\$213,540.42	\$209,267.90	2034
12	7	5	41.7%	270,330	500,000	45.93%	\$512,497	\$213,540.42	\$235,410.37	2034
12	6	6	50.0%	346,339	500,000	30.73%	\$512,497	\$256,248.50	\$157,501.60	2034
12	5	7	58.3%	248,841	500,000	50.23%	\$543,464	\$317,020.67	\$272,991.75	2035
12	5	7	58.3%	244,978	500,000	51.00%	\$543,464	\$317,020.67	\$277,190.55	2035
12	5	7	58.3%	211,730	500,000	57.65%	\$543,464	\$317,020.67	\$313,328.73	2035
12	12	0	0.0%	102,884	500,000	79.42%	\$1,200,000	\$0.00	\$953,078.40	2036
12	12	0	0.0%	92,194	500,000	81.56%	\$1,200,000	\$0.00	\$978,734.40	2036
12	11	1	8.3%	147,749	500,000	70.45%	\$950,000	\$79,166.67	\$669,276.90	2036
12	11	1	8.3%	114,912	500,000	77.02%	\$950,000	\$79,166.67	\$731,667.20	2036
12	5	7	58.3%	79,718	500,000	84.06%	\$568,190	\$331,444.17	\$477,600.06	2037
12	5	7	58.3%	92,542	500,000	81.49%	\$568,190	\$331,444.17	\$463,027.12	2037
12	6	6	50.0%	78,787	500,000	84.24%	\$568,190	\$284,095.00	\$478,658.03	2037
12	5	7	58.3%	80,025	500,000	84.00%	\$568,190	\$331,444.17	\$477,251.19	2037
12	5	7	58.3%	77,341	500,000	84.53%	\$568,190	\$331,444.17	\$480,301.23	2037
12	5	7	58.3%	98,486	500,000	80.30%	\$568,190	\$331,444.17	\$456,272.48	2037
12	4	8	66.7%	89,897	500,000	82.02%	\$568,190	\$378,793.33	\$466,032.85	2037
12	4	8	66.7%	87,986	500,000	82.40%	\$568,190	\$378,793.33	\$468,204.47	2037
12	5	7	58.3%	72,002	500,000	85.60%	\$568,190	\$331,444.17	\$486,368.37	2037
12	5	7	58.3%	77,425	500,000	84.52%	\$568,190	\$331,444.17	\$480,205.78	2037
12	4	8	66.7%	94,608	500,000	81.08%	\$568,190	\$378,793.33	\$460,679.36	2037
12	4	8	66.7%	67,918	500,000	86.42%	\$568,190	\$378,793.33	\$491,009.34	2037
12	4	8	66.7%	89,380	500,000	82.12%	\$568,190	\$378,793.33	\$466,620.36	2037
12	4	8	66.7%	76,521	500,000	84.70%	\$568,190	\$378,793.33	\$481,233.07	2037
12	4	8	66.7%	88,163	500,000	82.37%	\$568,190	\$378,793.33	\$468,003.33	2037
12	1	11	91.7%	30,304	500,000	93.94%	\$882,052	\$808,547.67	\$828,592.59	2035
12	1	11	91.7%	17,627	500,000	96.47%	\$999,317	\$916,040.58	\$964,087.08	2035
12	1	11	91.7%	13,569	500,000	97.29%	\$999,317	\$916,040.58	\$972,197.54	2035
12	0	12	100.0%	3,695	500,000	99.26%	\$997,233	\$997,233.00	\$989,863.45	2036
12	0	12	100.0%	3,542	500,000	99.29%	\$997,233	\$997,233.00	\$990,168.60	2036
5	8	(3)	-60.0%	207,265	150,000	-38.18%	\$120,349	(\$72,209.40)	(\$45,945.24)	2021
5	7	(2)	-40.0%	191,492	150,000	-27.66%	\$120,349	(\$48,139.60)	(\$33,290.14)	2021
5	8	(3)	-60.0%	194,380	150,000	-29.59%	\$120,349	(\$72,209.40)	(\$35,607.26)	2021
5	8	(3)	-60.0%	243,618	150,000	-62.41%	\$120,349	(\$72,209.40)	(\$75,112.22)	2021
5	8	(3)	-60.0%	206,817	150,000	-37.88%	\$120,349	(\$72,209.40)	(\$45,585.79)	2021
5	8	(3)	-60.0%	193,534	150,000	-29.02%	\$120,349	(\$72,209.40)	(\$34,928.49)	2021
5	7	(2)	-40.0%	167,124	150,000	-11.42%	\$120,349	(\$48,139.60)	(\$13,739.04)	2021
5	7	(2)	-40.0%	198,619	150,000	-32.41%	\$120,349	(\$48,139.60)	(\$39,008.32)	2021
5	8	(3)	-60.0%	230,224	150,000	-53.48%	\$120,349	(\$72,209.40)	(\$64,365.85)	2021
5	8	(3)	-60.0%	217,341	150,000	-44.89%	\$120,349	(\$72,209.40)	(\$54,029.48)	2021
5	5	0	0.0%	113,675	150,000	24.22%	\$107,680	\$0.00	\$26,076.51	2025

5	7	(2)	-40.0%	96,595	150,000	35.60%	\$189,714	(\$75,885.60)	\$67,544.51	2021
5	7	(2)	-40.0%	53,894	150,000	64.07%	\$189,714	(\$75,885.60)	\$121,551.02	2021
5	7	(2)	-40.0%	76,492	150,000	49.01%	\$189,714	(\$75,885.60)	\$92,969.98	2021
5	7	(2)	-40.0%	40,575	150,000	72.95%	\$189,714	(\$75,885.60)	\$138,396.36	2021
5	0	5	100.0%	1,466	200,000	99.27%	\$264,849	\$264,849.00	\$262,907.66	2026
5	5	0	0.0%	107,117	150,000	28.59%	\$70,995	\$0.00	\$20,296.52	2025
5	5	0	0.0%	109,781	150,000	26.81%	\$70,995	\$0.00	\$19,035.65	2025
5	5	0	0.0%	102,457	150,000	31.70%	\$70,995	\$0.00	\$22,502.10	2025

APPENDIX F – REVISION HISTORY OF TAM PLAN SINCE INITIAL IMPLEMENTATION

Last Modified By (Name)	Last Modified (Date)	Comment
Walter Kirkland	June 10, 2018	Updated Tables
Walter Kirkland	Aug. 27, 2018	Completed for approval
Walter Kirkland	March 7, 2022	Updated Tables
Walter Kirkland	Sept. 26, 2022	Updated Tables
Ronnie Shelly, Jr.	Sept. 29, 2022	Updated Written Plan
Ronnie Shelly, Jr.	Sept. 12, 2023	Updated definitions, expanded Safety Critical and prioritization, updated document text
Walter Kirkland / Michael Vaughan	Sept. 14, 2023	Updated all table information within the TAM PLAN.
Ronnie Shelly, Jr.	Sept. 27, 2023	Completed for approval
Roger Godwin	Nov. 9, 2023	Updated Vehicle Tables
Cassidy Kearney	July 9, 2024	Edits; Added statement in Section 5; Added column to table in Appendix C
Jaime Mendez / Emily Schieferdecker / Cassidy Kearney	Oct 21, 2024	Major Update: Updated all table information within the TAM PLAN; added narrative to Section 2 and Section 3; edits to all sections.