



CRTPA BOARD

MEETING OF TUESDAY, MAY 19, 2026, AT 1:30 PM

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

MISSION STATEMENT

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

FINAL AGENDA

Citizens wishing to provide input at the CRTPA meeting may:

- (1) Provide comments in person at the meeting. Speakers are requested to limit their comments to three (3) minutes; or
- (2) Submit written comments prior to the meeting at <http://crtpa.org/contact-us/> by providing comments in the "Email Us" portion of the page before 5:00 p.m. on **Monday, May 18**. This will allow time for comments to be provided to CRTPA members in advance of the meeting. Comments submitted after this time (up to the time of the meeting) will be accepted and included in the official record of the meeting; or
- (3) Provide live comments during the meeting virtually by registering before 5:00 p.m. on **Monday, May 18** at <http://crtpa.org/contact-us/> and noting your desire to provide comments via video in the "Email Us" portion of the page along with the agenda item or issue your wish to discuss. You will be contacted by CRTPA staff and provided with a link to virtually access the meeting and provide your comment during the meeting. Speakers are requested to limit their comments to three (3) minutes.

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

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

"Public Participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who require special accommodations under the Americans With Disabilities Act, or persons who require translation services (free of charge) should contact the CRTPA Title VI Coordinator, Suzanne Lex, four days in advance of the meeting at 850-891-8627 (Suzanne.Lex@crtpa.org) and for the hearing impaired, telephone 711 or 800-955-8771 (TDY)."

"La participación pública se solicita sin distinción de raza, color, nacionalidad, edad, sexo, religión, discapacidad o estado familiar. Las personas que requieran adaptaciones especiales en virtud de la Ley de Americanos con Discapacidades, o las personas que requieran servicios de traducción (sin cargo) deben comunicarse con Suzanne Lex, CRTPA Coordinadora del Título VI, al 850-891-8627 (Suzanne.lex@crtpa.org) y para las personas con discapacidad auditiva, teléfono 711 o 800-955-8771 (TDY) cuatro días antes de la reunión.

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **AGENDA MODIFICATIONS**

4. **PUBLIC COMMENT ON ITEMS NOT APPEARING ON THE AGENDA**

This portion of the agenda is provided to allow for public input on general CRTPA issues that are not included on the meeting's agenda. Speakers are requested to limit their comments to three (3) minutes.

5. **CONSENT AGENDA**

- A. Minutes of the February 17, 2026, CRTPA Meeting
- B. Draft FY 2026/2027 – FY 2027/2028 Unified Planning Work Program (UPWP)
- C. Safe Street and Roads for All (SS4A) Grant Agreement Signature Authority & Resolution
- D. CRTPA Transportation Alternatives (TA) Project Priority List Adoption Ratification
- E. CRTPA Regionally Significant Roads Map & Transportation Regional Incentives (TRIP) Project Priority List Adoption Ratification
- F. CRTPA Finance Policy and Procedures Update Ratification
- G. Executive Director's Quarterly Timesheet & Travel Approval
- H. Fiscal Year (FY) 2026– FY 2030 Transportation Improvement Program (TIP) Amendments Ratification

6. **CONSENT ITEMS PULLED FOR DISCUSSION**

7. **ROLL CALL VOTE AGENDA ITEMS**

- NONE

8. CRTPA ACTION

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

A. N. Monroe Street Safety Study Phase II

This item provides an update on the N. Monroe Street Safety Study Phase II which provides an analysis related to the potential placement of controlled pedestrian crossings and intersection improvements on the corridor.

B. US 90 West Trail Feasibility Study

An update of the US 90 West Trail Feasibility Study that is being developed on US 90 from Chattahoochee east to SR 12 in Quincy will be provided.

C. Tallahassee to Havana Trail/Orchard Pond Greenway – Environment Impact and Alternatives Study

Recent efforts associated with the development of study initiated in late 2025 for the Leon County portion of the Tallahassee to Havana Trail will be discussed.

9. FLORIDA DEPARTMENT OF TRANSPORTATION REPORT

A status report on FDOT activities will be provided.

10. EXECUTIVE DIRECTOR'S REPORT

A status report on CRTPA activities will be provided.

11. CRTPA INFORMATION

A. Future Meeting Dates (Next Board Meeting June 15, 2026)

B. Budget Utilization (October 2025-December 2025)

12. ITEMS FROM CRTPA BOARD MEMBERS

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

13. ADJOURNMENT

May 19, 2026



AGENDA ITEM 5 A

MINUTES

TYPE OF ITEM: Consent

The minutes from the February 17, 2026, CRTPA Meeting are provided as ***Attachment 1***.

RECOMMENDED ACTION

Option 1: Approve the minutes of the February 17, 2026, CRTPA Meeting.

ATTACHMENT

Attachment 1: Minutes of the February 17, 2026, CRTPA Meeting



CRTPA BOARD

MEETING OF TUESDAY, FEBRUARY 17, 2026, AT 1:30 PM

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

Meeting Minutes

Members Present:

Commissioner Nick Maddox, Chair, Leon County
Commissioner Evelyn Riley-Goldwire, Vice-Chair, Gadsden Municipalities
Commissioner Rick Minor, Leon County
Commissioner David O'Keefe, Leon County
Commissioner Curtis Richardson, City of Tallahassee
Commissioner Dianne Williams-Cox, City of Tallahassee
Commissioner Jeremy Matlow, City of Tallahassee
Commissioner Quincee Messersmith, Wakulla County
Commissioner Laurie Cox, Leon County School Board

Staff Present:

Greg Slay, CRTPA; Jack Kostrzewa, CRTPA; Greg Burke, CRTPA; Suzanne Lex, CRTPA; Yulonda Mitchell, CRTPA; Thornton Williams, CRTPA Attorney; Bryant Paulk, FDOT; Kaylor Collins, FDOT; Chris Rietow, ARPC

1. CALL TO ORDER

The meeting was called to order at 1:32 PM.

2. ROLL CALL

The roll call was conducted, and a quorum was present.

3. AGENDA MODIFICATIONS

There were no agenda modifications.

4. PUBLIC COMMENT ON ITEMS NOT APPEARING ON THE AGENDA

There were no public speakers.

5. CONSENT AGENDA

- A. Minutes of the November 17, 2025, CRTPA Meeting and Regional Mobility Plan Public Hearing**
- B. Year 2050 Regional Mobility Plan Report**
- C. Executive Director's Timesheet and Travel Approval (October-December 2025)**
- D. Draft Fiscal Year 2027 & FY 2028 Unified Planning Work Program**
- E. Citizens Multimodal Advisory Committee (CMAC) Appointment**

Ms. Lex briefly explained that the Draft Fiscal Year 2027 & FY 2028 Unified Planning Work Program would be posted after the meeting. She next highlighted the addition of an organizational chart to the UPWP and discussed the schedule of projects. Finally, Ms. Lex stated final adoption was scheduled for the May 19, 2026, Board Meeting.

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

6. CONSENT ITEMS PULLED FOR DISCUSSION

There were no consent agenda items pulled for discussion.

7. ROLL CALL VOTE AGENDA ITEMS

There were no roll call vote agenda items.

8. CRTPA ACTION**A. CRTPA Safety Targets**

This item seeks adoption of the 2026 CRTPA Safety Performance Targets for safety performance measures that the CRTPA is required to annually address.

Mr. Burke introduced the CRTPA 2026 Safety Targets. He briefly provided background stating annually the CRTPA adopts the Safety Targets. Mr. Burke outlined the five safety performance measures:

- number of fatalities;
- rate of fatalities;
- number of serious injuries;
- rate of serious injuries; and,
- number of non-motorized fatalities and serious injuries.

Mr. Burke noted the CRTPA's long-term safety goal of achieving zero fatalities and serious injuries in the region for consistency with the Florida Department of Transportation's Target Zero initiative to eliminate all roadway deaths and serious injuries by 2040.

He next discussed the trends over the last five years and noted that fatalities have increased; serious injuries have decreased and ped/bike fatalities and serious injuries have also increased. Mr. Burke stated that in 2025, which has not been captured in the five-year average, a decrease in annual fatalities is shown.

Mr. Burke highlighted examples of safety enhancements throughout the CRTPA Region including newly funded projects. He discussed other programs to address safety within the region including the CRTPA's helmet fitting and training events, that include training of proper fitting of helmets and helmet giveaways in the community. Mr. Burke discussed safety studies that have been adopted by the CRTPA to enhance safety including the Safe Streets for All Plan, N. Monroe Street Safety Implementation grant award, W. Tennessee Street SS4A planning grant award and the N. Monroe Street Safety Study (Phase II). He discussed the coordination with law enforcement on the High Visibility Enforcement efforts, which increases awareness and compliance with traffic laws that protect the safety of pedestrians and cyclists on the region's roadways. Mr. Burke noted other enhancements to improve safety including speed zone cameras at school zones and regional trail expansions through the SUN Trails program. Finally, he stated that information may be found at the CRTPA's safety page "Focus on Safety", which highlights the safety efforts in the region.

Commissioner Maddox inquired about the process used for development of the annual safety targets. Mr. Burke stated that the annual reduction is five percent of the most recent adopted target. Mr. Slay provided historical information related to how the CRTPA initially developed its safety targets. He noted that when the SS4A action plan was initiated in 2023, there was a directive by the federal government for local governments to have zero fatalities by 2040 in their action plans. As the trends move up, we could always use actual numbers, but noted the nature of the fatalities tend to go up and down from year to year based on the 5-year rolling average.

Commissioner Matlow requested information related to crash data. Mr. Slay stated that staff can provide the data and noted the data was not available until 60 days after a crash, per state statute. Commissioner Matlow asked for additional data (location, e-bike, no sidewalk). Mr. Slay noted there were not really any crashes that were clustered and were mostly scattered. Mr. Kostrzewa noted that there are many reasons (phone distractions, external distractions, drug/alcohol) associated with crashes and there is no common thread since each crash is unique in some way. Mr. Kostrzewa noted that both drivers and pedestrians make some bad decisions and that each group is responsible for half of the crashes. Mr. Kostrzewa continued that some corridors have a higher number of crashes as noted in the High Injury Network and that the top five projects on the High Injury Network are under study or being implemented to include various safety features.

Commissioner Williams-Cox noted the FDOT Safety Office compiles the reports and that they may be the best place to get the data.

Board Action: Commissioner Williams-Cox made a motion to adopt the 2026 CRTPA Safety Performance Targets as presented. Leon County School Board member Laurie Cox seconded the motion, and the motion was unanimously passed.

9. FLORIDA DEPARTMENT OF TRANSPORTATION REPORT

Mr. Paulk provided a status report on FDOT activities. He noted there was a couple of projects that would be up for bid in March 2026. He noted that the project in Gadsden County, the realignment of Dover Road and US 90, includes a north and south realignment with additional left turn lanes at all approaches at the intersection. Estimated construction for the project is \$5.5 million. Mr. Paulk stated the second project was resurfacing Capital Circle, NE from Centerville Road to Thomasville Road. He stated that in addition to the resurfacing, there would be intersection lighting at six intersections along the segment with directional medians restrictions to improve the overall safety of the corridor. The estimated construction for the project is \$6.5 million.

Commissioner O'Keefe asked if those projects were available on the website for review. Mr. Paulk stated information the Capital Circle project details would be available at the www.nwflroads.com site and the Dover Road project details could be provided to members.

10. EXECUTIVE DIRECTOR'S REPORT

Mr. Slay provided a status report on CRTPA activities. He expressed appreciation to FDOT District 3 on the North Monroe resurfacing project noting that the implementation plan identified several modifications to medians (Lakeshore Drive to I-10) and that those improvements were incorporated into the resurfacing project. Commissioner Minor stated he attended the public meeting on the resurfacing and noted with those modifications being added to the resurfacing project and that they would free up some funds to move down the list and implement other improvements on the corridor. Commissioner Richardson asked for an update on the funding for Orange Avenue. Mr. Slay stated the design has been funded; however, right-of-way funds are still being sought and estimated at \$80 million. He noted construction funds were still needed and estimated at \$100 million.

11. CRTPA INFORMATION

- A. Future Meeting Dates (Next Scheduled Board Meeting: March 23, 2026)**
- B. CRTPA Committee Actions**
- C. Budget Utilization (July-September 2025)**

12. ITEMS FROM CRTPA BOARD MEMBERS

Mr. Slay noted the March meeting may be cancelled and a notice would be emailed to members.

13. ADJOURNMENT

The meeting was adjourned at 2:05 pm.

May 19, 2026



AGENDA ITEM 5 C

SAFE STREETS AND ROADWAYS FOR ALL (SS4A) GRANT AGREEMENT SIGNATURE AUTHORITY & RESOLUTION

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

This item requests approval of a resolution, provided as **Attachment 1**, authorizing the Executive Director to execute a grant agreement, currently under development, between the CRTPA and the Federal Highway Administration (FHWA) for receipt of a Safe Streets and Roads for All (SS4A) award to conduct a safety study on West Tennessee Street (“Tennessee Street Corridor & Safety Study”).

RECOMMENDED ACTION

- Option 1: Approve CRTPA Resolution 2026-05-05C authorizing the CRTPA Executive Director to execute the grant agreement between the CRTPA and the FHWA related to the awarding of funding for the Tennessee Street Corridor & Safety Study.

BACKGROUND

In December 2025, the CRTPA was notified of an award of funding through the SS4A grant program for the development of a safety study along West Tennessee Street, from Aenon Church Road to Monroe Street. The award includes \$600,000 in federal funds and \$150,000 in state matching funds, for a total project cost of \$750,000.

As part of the award, a grant agreement must be executed between the CRTPA and the Federal Highway Administration (FHWA). This agreement outlines the respective roles and responsibilities of both parties and includes provisions related to project delivery timelines and reimbursement requirements.

The grant agreement for the Tennessee Street Corridor & Safety Study is currently under development and will be reviewed by the CRTPA’s legal counsel. Upon final approval by the FHWA, the CRTPA will be able to initiate procurement of consultant services to carry out the study. Granting signature authority to the CRTPA Executive Director will help facilitate timely execution of the agreement and support the efficient advancement of the project.

At the April 20, 2026, CRTPA Executive Committee meeting, members approved the item authorizing the Executive Director to sign the grant agreement. However, subsequent to the meeting, an authorizing resolution has been added for Board approval.

ATTACHMENT

Attachment 1 – CRTPA Resolution 2026-05-05C

C RTPA RESOLUTION 2026-05-5C

**A RESOLUTION OF THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA)
AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A SAFETY STREETS AND ROADS FOR ALL
(SS4A) GRANT AGREEMENT WITH THE U.S. DEPARTMENT OF TRANSPORTATION, FEDERAL HIGHWAY
ADMINISTRATION RELATED TO THE TENNESSEE STREET CORRIDOR & SAFETY STUDY**

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 CRTPA applied for and was awarded a Fiscal Year 2025 Safe Streets and Roads for All (SS4A) Planning and Demonstration Grant through the United States Department of Transportation, Federal Highway Administration, to fund the development of a safety study for W. Tennessee from Aeon Church Road to Monroe Street; and,

Whereas, the study will analyze a six (6) mile stretch of W. Tennessee Street to identify potential improvements to enhance the safety of all users; and,

Whereas, the SS4A Grant Agreement establishes a total project cost of \$750,00, consisting of a \$600,000 federal share and a \$150,000 non-federal match;

Whereas, a grant agreement must be executed between the CRTPA and the Federal Highway Administration (FHWA) outlining the respective roles and responsibilities of both parties related to the award.

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

The CRTPA authorizes the CRTPA Executive Director to execute the grant agreement between the CRTPA and the FHWA related to the award of funding for the Tennessee Street Corridor & Safety Study.

Passed and duly adopted by the Capital Region Transportation Planning Agency on this 19th day of May 2026.

Capital Region Transportation Planning Agency

Attest:

By: _____

Nick Maddox, Chair

By: _____

Greg Slay, Executive Director



CRTPA AGENDA ITEM 5D
TRANSPORTATION ALTERNATIVES PROGRAM
PROJECT PRIORITY LIST
RATIFICATION

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

This item seeks ratification of the CRTPA FY 2028 – FY 2032 Transportation Alternatives (TA) Program Project Priority List (PPL) approved by the Executive Committee at the April 20, 2026 meeting. The TA PPL is provided as **Attachment 1**.

CRTPA COMMITTEE ACTIONS

Three members of the CRTPA's Technical Advisory Committee (TAC) and three from the Citizen's Multimodal Advisory Committee (CMAC) met as the TA Subcommittee on March 27, 2026 to review and score the submitted TA projects.

BACKGROUND

The Transportation Alternatives (TA) Program was created under the Moving Ahead for Progress in the 21st Century (MAP-21) Act to fund small-scale transportation improvements. This funding program supports projects such as bicycle and pedestrian facilities, trails, Safe Routes to School initiatives, and community enhancements including historic preservation, signage, and vegetation management.

For the CRTPA, a designated Transportation Management Area (i.e., Metropolitan Planning Organization with a population greater than 200,000), a competitive grant process is required. In accordance with this requirement, the CRTPA TA Program coordinates the solicitation and ranking of projects within the Capital Region. A call for applications is issued biennially and interested applicants submit their proposed projects and funding requests directly to the Florida Department of Transportation (FDOT). FDOT then provides the applications to the CRTPA for review and evaluation by the TA Subcommittee to establish the TA PPL. Following evaluation, projects are ranked based on their final scores. At the request of FDOT, the top three ranked projects are then placed on the TA PPL for CRTPA Board adoption, after which the approved list is formally submitted to the Florida Department of Transportation for funding consideration.

Projects are evaluated and scored by the TA Subcommittee using criteria approved by the CRTPA Board (**Attachment 2**), with an emphasis on safety, connectivity, and accessibility. The scoring system, totaling 100 points, considers factors such as the project's impact on non-motorized transportation, consistency with regional plans, and demonstrated community support. Additionally, the Board has adopted a policy limiting the maximum TA funding request per project to approximately twice the CRTPA's annual allocation. Currently, the CRTPA's annual TA allocation is \$610,000, for a total of approximately \$1.2 million over two years.

TRANSPORTATION ALTERNATIVES APPLICATIONS

Five (5) applications were submitted to FDOT for TA funding consideration; the requested funding amount and project cost are listed below. Applications submitted by the local government sponsors can be viewed at the links provided:

- [City of Chattahoochee - Greenway Trail](#) (Application later withdrawn)
Application Funding Request: \$346,456 Total Project Cost: \$346,456
- [City of Tallahassee - Wallis Street Sidewalk Project](#) (Sponsor aware of funding limit, requested application be scored.)
Application Funding Request: \$2,391,618 Total Project Cost: \$3,000,000
- [Leon County - Shelfer Road Sidewalk Project](#)
Application Funding Request: \$503,886 Total Project Cost: \$539,104
- [Wakulla County - Dr. Martin Luther King Jr. Memorial Road Phase II Shared Use Path](#)
Application Funding Request: \$1,197,444 Total Project Cost: \$1,251,873
- [Wakulla County - Spring Creek Phase I Shared Use Path \(Part 1 of 2\)](#)
[Wakulla County - Spring Creek Phase I Shared Use Path \(Part 2 of 2\)](#)
Application Funding Request: \$1,134,331 Total Project Cost: \$1,185,892

TA PROJECT PRIORITY EVALUATION

After a brief presentation from each of the local governments, a question and answer period provided reviewers an opportunity to clarify any information. Subcommittee members then evaluated the projects based on the six adopted criteria. The total score and ranking for each project is provided below. See **Attachment 3** for the individual scores for each project total.

TRANSPORTATION ALTERNATIVES PROGRAM MARCH 27, 2026 SUBCOMMITTEE MEETING FY 2028 - FY 2032 PROJECT PRIORITY EVALUATION		
RANK	PROJECT	TOTAL SCORE
1	Wakulla Co. Dr. MLK PH II Shared Use Path	529
2	City of Tall. Wallis St. Sidewalk	516
3	Wakulla Co. Spr. Cr. Ph I Shared Use Path	470
4	Leon County Shelfer Rd. Sidewalk	408

Note: The City of Chatahoochee agreed with the CRTPA that the application would not be reviewed and scored.

SOLICITATIONS AND PUBLIC INVOLVEMENT

Following the opening of the TA application period by FDOT District Three in November of 2025, the CRTPA announced the initiation of the CRTPA’s TA process for the development of the FY 2028 – FY 2032 PPL. The website was updated, the upcoming cycle was discussed at the committee meetings, and TA Subcommittee volunteers identified. Five applications were submitted to FDOT District Three for funding consideration prior to the January 16, 2026 deadline.

Information related to the development of the Draft FY 2028 – FY 2032 TA PPL and opportunities for public comment were placed on the [CRTPA’s TA page](#). Additionally, a widely distributed email was sent noting development of the draft TA PPL and opportunities to provide comment via email or at scheduled CRTPA Executive Committee meetings in April.

2025/ 2026 CRTPA TA Program Timeline

November 1, 2025	FDOT District 3 TA Solicitation Cycle Opens (FY 2028 – FY 2032)
January 16, 2026	TA Applications Due (Must be submitted to FDOT through the Florida GAP)
February 19, 2026	Draft FY 2028 – FY 2032 TA Project Priority List due to FDOT
March 27, 2026	CRTPA TA Subcommittee Mtg.- 9:00 am Renaissance Center, 435 N. Macomb Street TA applicants present projects which are scored and ranked at the meeting.
April 20, 2026	CRTPA Executive Committee 10:00 am, Florida Room, 300 S Adams St., City Hall Executive Committee approved the adoption of the FY 2028 – FY 2032 TA PPL.

RECOMMENDED ACTION

Option 1: Ratify the CRTPA FY 2028 – FY 2032 Transportation Alternatives (TA) Program Project Priority List.

Option 2: Board discretion.

ATTACHMENTS:

- Attachment 1: TA Program Project Priority List
- Attachment 2: TA Evaluation Criteria
- Attachment 3: TA Project Scoring

PRIORITY NO.	PROJECT NAME	1PHASE & FUNDING PROGRAMMED						LENGTH IN MILES	COUNTY	PROJECT PHASE(S)	COST ESTIMATE OF PHASE(S)
		PHASE	FY 27	FY 28	FY 29	FY 30	FY 31				
1	Dr. MLK Jr. Memorial Road SUP Phase II							1.6	Wakulla	<i>Requested Funding: \$1,197,443</i>	
	<i>Mallard Pond Circle to Pheasant Hill Trail</i>	-	-	-	-	-	-			CST, CEI	\$1.257M
	<i>(TA Project) Phase I from Rehwinkel Road to Mallard Pond Circle (1.6 miles) is a currently funded in FY 26.</i>						<i>Design phase (PE) completed.</i>				
2	Wallis Street Sidewalk Improvements							0.43	Leon	<i>Requested Funding: \$2,391,618</i>	
	<i>S Adams St to East of Lois Lane (dead-end)</i>	-	-	-	-	-	-			PE, CST, CEI	\$3M
	<i>Work includes landscaping, drainage, ADA, signage & pedestrian improvements.</i>						<i>Planning completed for the project.</i>				
3	Spring Creek Hwy SUP Phase I							1.14	Wakulla	<i>Requested Funding: \$1,134,331</i>	
	<i>Coastal Hwy/US98 to Parkland Drive</i>			-	-	-	-			CST, CEI	1.19
	<i>Completed project (8 miles) would connect to two major arterial roads and the Coastal Trail.</i>						<i>Design phase (PE) completed.</i>				

1 PROJECT PHASES

- (FS) Feasibility Study
- (PD&E) Project Development & Environmental
- (PE) Design

ACRONYMS

- (ROW) Right-of-Way
- (CST) Construction
- (CEI) Construction Engineering and Inspection
- ADA -Americans with Disabilities Act
- SUP - Shared Use Path

CRTPA TRANSPORTATION ALTERNATIVES EVALUATION CRITERIA		MAXIMUM POINTS
1	SAFETY (Describe how the project will improve public safety for all transportation users including addressing documented safety concerns)	20
2	CONNECTIVITY (Describe how the project facilitates or improves multimodal linkages)	20
3	ACCESS (Describe how the project improves access to communities as determined by the U.S. Census to include low-income residents and/or persons with disabilities, children, or older adults)	20
4	PUBLIC BENEFIT (Describe how the project improves the public travel experience and travel options, including benefits to the environment)	20
5	REGIONAL PLANS (Describe how the project relates to the adopted plans of the region)	10
6	COMMUNITY SUPPORT	10
Maximum Total Points		100

The CRTPA Board has adopted a policy limiting the maximum TA funding request per project to approximately twice the CRTPA's annual allocation. Currently, the CRTPA's annual TA allocation is \$610,000, for a total of approximately \$1.2 million over two years.

**TRANSPORTATION ALTERNATIVES PROGRAM
MARCH 27, 2026 SUBCOMMITTEE MEETING
FY 2028 - FY 2032 PROJECT PRIORITY EVALUATION**

RANK	PROJECT	REVIEWERS' EVALUATION SCORES						TOTALS
1	Wakulla Co. Dr. MLK PH II Shared Use Path	100	74	80	90	95	90	529
2	City of Tall. Wallis St. Sidewalk	95	100	100	84	85	52	516
3	Wakulla Co. Spr. Cr. Ph I Shared Use Path	95	77	60	76	80	82	470
4	Leon County Shelfer Rd. Sidewalk	90	82	90	60	60	26	408

Note: The City of Chatahoochee agreed with the CRTPA that the application would not be reviewed and scored.



May 19, 2026

AGENDA ITEM 5 E

**CRTPA REGIONALLY SIGNIFICANT ROADS MAP AND
FISCAL YEAR (FY) 2028 - FY 2032
TRANSPORTATION REGIONAL INCENTIVES PROGRAM (TRIP)
PRIORITY PROJECT LIST (PPL) ADOPTION
RATIFICATION**

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

This item seeks ratification of an update to the CRTPA Regionally Significant Roads Map (**Attachment 1**) and the FY 2028 - FY 2032 Transportation Regional Incentives Program Project Priority List (**Attachment 2**) approved by the Executive Committee at the April 20, 2026 meeting.

HISTORY AND ANALYSIS

The CRTPA Transportation Regional Incentive Program PPL identifies projects eligible for receipt of TRIP funding that are included on the CRTPA Regionally Significant Roads Map. In 2005, the Florida Legislature established the TRIP program as part of a major initiative to improve growth management planning and the provision of transportation infrastructure.

[According to the Florida Department of Transportation \(FDOT\):](#)

“TRIP was created to improve regionally significant transportation facilities in regional transportation areas. State funds are available throughout Florida to provide incentives for local governments and the private sector to help pay for critically needed projects that benefit regional travel and commerce. FDOT will pay up to 50 percent of the non-federal share of project costs for public transportation facility projects.”

CRTPA Regionally Significant Roads Map

One of the requirements of TRIP funding eligibility for a project is its inclusion on the CRTPA's Regionally Significant Transportation Map. On February 21, 2022 CRTPA adopted an updated Regionally Significant Roadway Map and a TRIP Project Priority List. The list included the Northeast Gateway - Welaunee Boulevard Project.

Draft FY 2028 - FY 2032 TRIP Priority Project List

The Draft FY 2028 - FY 2032 TRIP Priority Project List has been developed for adoption, reflecting the one TRIP project in the CRTPA region that has been submitted to FDOT for funding in this application cycle. Specifically, the following project is proposed to be submitted for TRIP funding consideration by the Blueprint Intergovernmental Agency:

- **Northeast Parkway: Welaunee Boulevard Extension** (N of I 10 and terminates at the Centerville Rd/Roberts Road intersection): New 4 lane Road (seeking funding for construction).

Previously Funded TRIP Projects

The following provide the projects that have previously received TRIP funding in the CRTPA region:

- **Weems Road Extension** (Capital Circle, Northeast to US 90): New 2 lane road (Received \$1 million in TRIP funding for construction in FY 18).
- **Welaunee Boulevard Extension** (Fleischmann Rd to Roberts Road): New 4 lane road (Received \$1.5 million in TRIP funding for design in FY 23).
- **Welaunee Boulevard Extension** (Roberts Road – I 10): New 4 lane road (Received \$2.5 million in TRIP funding for construction in FY 25).

NEXT STEPS

Subsequent to adoption of the CRTPA FY 2028 - FY 2032 TRIP PPL, the list will be provided to the Florida Department of Transportation for funding consideration.

OPTIONS

Option 1: Ratify the updated CRTPA Regionally Significant Roads Map and the FY 2028 - FY 2032 Transportation Regional Incentives Program Project Priority List.

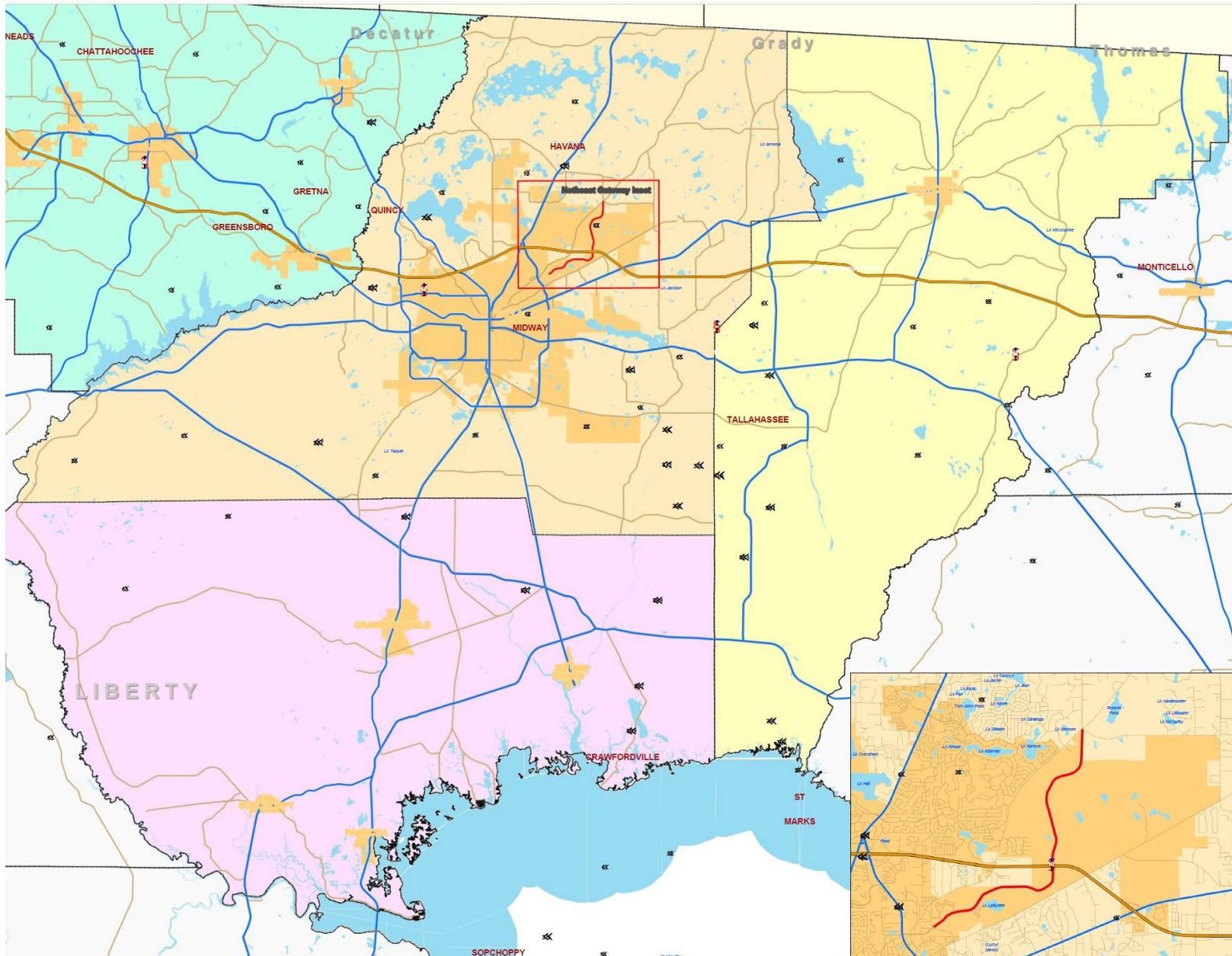
Option 2: Board discretion.

ATTACHMENTS

Attachment 1: Updated CRTPA Regionally Significant Roadways Map

Attachment 2: FY 2028 – FY 2032 TRIP Priority Project List

CRTPA Regionally Significant Roadways Map



Approved April 20, 2026

PRIORITY NO.	PROJECT NAME	1PHASE & FUNDING PROGRAMMED						LENGTH IN MILES	COUNTY	PROJECT PHASE(S)	COST ESTIMATE OF PHASE(S)
		PHASE	FY 27	FY 28	FY 29	FY 30	FY 31				
1	Welaunee Blvd. Phase II, Shamrock Extension							5	Leon	<i>Requested Funding: \$3M</i>	
	<i>N of I 10 to Centerville Rd/Roberts Road intersection</i>	-	-	-	-	-	-			CST, CEI	\$83.6M
							<i>Design phase (PE) completed.</i>				
<p>1 PROJECT PHASES</p> <p>(FS) Feasibility Study (ROW) Right-of-Way</p> <p>(PD&E) Project Development & Environmental (CST) Construction</p> <p>(PE) Design (CEI) Construction Engineering and Inspection</p>											

May 19, 2026



AGENDA ITEM 5 F

FINANCE POLICY AND PROCEDURES UPDATE

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

This item seeks ratification of updates to the CRTPA's adopted Finance Policy and Procedures approved by the Executive Committee at the April 20, 2026 meeting.

BACKGROUND AND ANALYSIS

In October 2022 and November 2025, the CRTPA Board approved updates to the agency's Finance Policy and Procedures. The Finance Policy establishes policies and procedures for the expenditure of the CRTPA grant funds and the internal operating practices for handling, procurement, CRTPA funds and vendor payments. **Attachment 1** is a clean copy which reflects the final document as revised. The proposed changes are provided in **Attachment 2** in a strike-through and underline format.

RECOMMENDED ACTION

Option 1: Ratify the updated CRTPA Finance Policy and Procedures.

Option 2: Board discretion.

ATTACHMENTS

Attachment 1: Revised Finance Policy and Procedures (Clean Copy)

Attachment 2: Revised Finance Policy and Procedures (Strike-through Underline Copy)

FINANCE POLICY GRANTS**APPROVED: April 20, 2026****REVIEW BY: Every two years prior to development of UPWP*****1. References and Terminology***

- a. Staff Services Agreement for administrative services between the City of Tallahassee and the Capital Region Transportation Planning Agency (CRTPA).
- b. State of Florida Department of Transportation (FDOT) and CRTPA Consolidated Planning Grant Agreement (CPGA) for PL funds [Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) funding].
- c. Vendor, contractor, and supplier are interchangeable terms and refer to an individual or company that sells goods or services to other businesses or consumers.
- d. Capital purchase shall be defined as office equipment and/or an allowable expense in excess of \$5,000 per item.
- e. “Competitive solicitation” means the process of requesting and receiving one or more sealed bids, proposals, or replies submitted by responsive vendors in accordance with the terms of a competitive process, regardless of the method of procurement.
- f. “Contractual service” means the rendering by a contractor of its time and effort and such services may include, but are not limited to, evaluations; consultations; maintenance; accounting; security; management systems; management consulting; educational training programs; research and development studies or reports on the findings of consultants engaged thereunder; and professional, technical services.
- g. “Request for Proposals” or “Request for a Statement of Qualifications” means a written or electronically posted solicitation for competitive sealed proposals.
- h. “Request for a quote” means an oral, electronic, or written request for written pricing or services information from a vendor for commodities or contractual services issued by Task Work Order or contract from that vendor.

2. Purpose and Scope

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

3. Budget

- a. **General Policies.** The Board shall review and approve the CRTPA's Unified Planning Work Program (UPWP) and operating budgets, programming, and expenditure of CRTPA funds. The annual operating budget is reviewed by the Executive Committee prior to being submitted to the Board.
- b. **Unified Planning Work Program.** The UPWP shall be developed biennially and approved by the CRTPA. The UPWP fiscal year is from July 1st to June 30th and shall include a detailed annual expenditure of grant and local funds by tasks, and revenues. A draft UPWP should be submitted to the Board for review no later than the March meeting and a final UPWP shall be submitted for approval by the Board no later than the May meeting. A copy is also provided to the City of Tallahassee Grants Management and Financial Management Departments.
- c. **Operating Budget.** The CRTPA Operating Budget shall be developed in accordance with the UPWP. The fiscal year for the operating budget is October 1st to September 30th. Staff shall prepare a detailed accounting of expenditures (operating and project budgets) and revenues, which is provided to the CRTPA's Budget Analyst and maintained within the City's Financial Management System. An initial draft budget is provided in mid-July annually and the final budget by the end of August.
- d. **Monitoring.** CRTPA staff shall monitor the approved budget in the UPWP and the City's Financial Management System and identify any necessary modifications, amendments, or adjustments to the operating and/or project budget.
- e. **UPWP Modifications.** Modifications to the UPWP do not revise the approved budget and/or the scope of a funded work task. Modifications do not require Board approval and shall be processed by CRTPA staff. The FDOT District Liaison, FHWA and FTA are advised of the modification via the UPWP Revision Form.
- f. **UPWP Amendments.** Amendments to the approved UPWP add, delete, or change the scope of a work task(s), and/or revise the total grant funding. Additionally, any singular transfer of \$200,000 or greater within the approved UPWP is also an amendment. Amendments are approved by the CRTPA Board, FDOT, FHWA and FTA.
- g. **Operating Budget Changes.** Changes to the CRTPA operating budget within the City's Financial Management System are processed through a Line Item Transfer (LIT). All LITs shall be approved by the CRTPA Executive Director or designee and be consistent with the approved UPWP. The City's Financial Management Department shall process the request. The City shall have no authority over approving changes to the CRTPA operating budget.
- h. **Invoices.** The CRTPA staff shall prepare and submit invoices to FDOT for reimbursement. The billing details are provided to the CRTPA by the Grants Department and the invoices are prepared by assigned CRTPA staff. Final invoices are reviewed by the Grants Department to verify all eligible charges are billed. The final invoice is approved by the CRTPA Executive Director.

4. *Purchasing*

- a. **Purpose and Scope.** The purpose and scope of this section is to specify requirements for the establishment, use, accountability, legal liability, and control of procurements and purchasing cards.
- b. **Single purchase order.** A purchase is the total amount of money encumbered by a single purchase order. It is unlawful to split purchases so as to appear to be authorized as a purchase that would not require competitive bidding.
- c. **Purchases \$1,000 - \$10,000** A one-time purchase for the day-to-day general operating needs of the office such as rentals, routine office supplies, minor office equipment and/or furniture costing less than \$1,000 may be processed with no further approval granted the expense is consistent with the adopted UPWP. For a one-time purchase between \$1,000 and \$10,000 quotes are encouraged but not required and shall be approved by the Executive Director or designee.
- d. **Purchases more than \$10,000 but less than \$35,000.** Purchases require the CRTPA staff to solicit and obtain a minimum of three competitive written quotations, except when the item is considered to be a sole source or is a Task Work Order issued under a General Planning Consultant contract. Purchase must be authorized by the CRTPA Executive Director and be consistent with the adopted UPWP.
- e. **Purchases over \$35,000.** Purchases are formally advertised and solicit sealed written competitive proposals. Solicitations will be advertised for a minimum of 7 days and final contracts approved by the CRTPA Board. A Task Work Order issued under a General Planning Consultant contract is exempt from this provision. Purchase must be authorized by the CRTPA Executive Director and be consistent with the adopted UPWP.
- f. **Capital Purchases.** Capital purchases shall be submitted for review and approval by FDOT, FTA and FHWA, and be reflected in the adopted UPWP, with final approval by the Executive Director.
- g. **Purchasing Card.** The CRTPA Executive Director shall be responsible for determining the need to assign an CRTPA staff member a purchasing card (P-Card). All P-Card statements shall be reviewed, along with supporting documentation, and signed by the P-Card holder and the Executive Director.
- h. **Purchase Orders.** CRTPA staff shall ensure that purchase order requisitions and vendor invoices are processed in a timely manner utilizing the City of Tallahassee's Procurement and Financial Systems. New vendors submit their contact information to the COT supplier's portal at suppliers@talgov.com. The Procurement Department processes the registration and assigns the vendor a supplier number. Once a vendor is registered, the CRTPA staff submits a requisition for the purchase order (PO) in the City's Financial System and the Procurement Department processes the PO, assigning it a number.
- i. **Purchase Order Payments:** A vendor's invoice is submitted to the Project Manager, Invoices@talgov.com and to the CRTPA Administrative Assistant. The CRTPA Project Manager or the Executive Director or designee shall approve the invoice for payment. Once approved, the Administrative Assistant shall process the invoice for payment within seven (7) workdays. CRTPA approval authorizes the City of Tallahassee's Finance Department to process the payment.

5. Payroll and Check Distribution

- a. **Purpose and Scope.** The purpose of this section is to standardize the collection of payroll information for entry into the City payroll system, and for the distribution of payroll checks and W-2s.
- b. **Timekeeping:** CRTPA staff shall be required to submit a completed payroll timesheet and task sheet for entry in the City's payroll system based on the City's payroll processing schedule. The Programs Manager and Administrative Assistant shall enter the hours worked by task, review the entries and confirm they are correct. Designated Managers shall be responsible for reviewing and signing off on staff's timecard prior to authorization of payment. The CRTPA Executive Director's timesheet shall be approved by the Assistant Director and all other timesheets shall be approved by the Executive Director or their designee in the event the Executive Director is not available. The CRTPA Executive Director shall be responsible for ensuring that staff follows this procedure.

6. Tangible Property/Assets

- a. **Purpose and Scope.** The purpose of this section is to provide a documented inventory of the CRTPA's property obtained through the expenditure of CRTPA grant funds.
- b. **CRTPA Property.** All materials purchased through the expenditure of CRTPA grant funds for the operation of the CRTPA office shall be considered CRTPA property. Expenditure of CRTPA grant funds for office supplies, upgrades and/or replacement of computer hardware and software that are included as part of the CRTPA's UPWP shall be considered authorized with the adoption of the UPWP budget. Purchases must be approved consistent with the policies and procedures set forth in Section 4. The CRTPA shall maintain an inventory list.

7. Types of Documents

- a. **Purpose.** The CRTPA is required to execute governmental documents related to administrative operations. In the interest of efficiency, this policy is being established to allow the CRTPA to delegate administrative functions of reimbursement requests and general operating contracts for services to the CRTPA Executive Director.
- b. **Fiscal.** The CRTPA, which is funded by Federal and State grants, submits invoices and progress reports on a quarterly basis for reimbursement of expenses incurred by the CRTPA.
- c. **Personnel.** The CRTPA Executive Director shall maintain appropriate staff to support and carry out the work products of the CRTPA. The CRTPA Executive Director shall be authorized to approve all forms and administrative documents related to maintaining the CRTPA functions.
- d. **Contracts.**
 - i. **Grant Agreements.** All Grant Agreements shall be approved by the CRTPA Governing Board.
 - ii. **Operating Contracts.** The CRTPA outsources services to both enhance productivity and to provide services that cannot be performed by staff. These contracts typically include printing services, copier contracts and other contracts necessary to perform the day-to-day operations of the CRTPA office. The CRTPA Executive Director shall be authorized to approve and execute contracts consistent with the requirements set forth in **Section 4**.

Types of Documents - Contracts (cont.)

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

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

5. This policy addresses two types of emergency situations:

- a. Time Deadlines.** Due to unforeseen circumstances, time constraints may dictate action on an item prior to the next CRTPA Board meeting. Under such circumstances, the CRTPA Executive Director shall confer with the CRTPA Chair, or in the Chair's absence or unavailability, the Vice-Chair on appropriate action to be taken. If the Chair or Vice-Chair is not available, the CRTPA Executive Director, using the Director's best judgment and in keeping with established CRTPA policies, shall be granted authority to make said decision. The CRTPA Executive Director shall report on the item at the next scheduled CRTPA meeting. This authority is limited to operational situations only, and under no circumstances is the CRTPA Executive Director authorized to approve any item that is related to establishing a policy or making a statement of position for the CRTPA Board without approval from the CRTPA Board.
- b. Natural/Man-made Disasters.** The CRTPA Executive Director shall be granted authorization to execute general governmental documents that are in the best interest of the CRTPA in the event of a natural or man-made disaster. The procedures followed under this type of emergency shall adhere to the guidelines established in the CRTPA's Continuity of Operations Plan (COOP).

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

SEE INTERNAL CONTROLS ATTACHMENT FOR ADDITIONAL DETAIL ON PROCESSES

FINANCE POLICY GRANTS

APPROVED: ~~October 18, 2022,~~

November 17, 2025; April 20, 2026

REVIEW BY: Every two years prior to development of UPWP

1. References and Terminology

- a. Staff Services Agreement for administrative services between the City of Tallahassee and the Capital Region Transportation Planning Agency (CRTPA).
- b. State of Florida Department of Transportation (FDOT) and CRTPA Consolidated Planning Grant Agreement (CPGA) for PL funds [Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) funding].
- ~~b. State of Florida Department of Transportation CRTPA Agreement for PL funds.~~
- c. Vendor and Supplier are interchangeable terms and refer to an individual or company that sells goods or services to other businesses or consumers.
- d. Capital purchase shall be defined as office equipment and/or office equipment in excess of \$5,000 per item.
- ~~e. State of Florida Department of Transportation 5305(d) Agreement for FTA funds.~~
- e. "Competitive solicitation" means the process of requesting and receiving two or more sealed bids, proposals, or replies submitted by responsive vendors in accordance with the terms of a competitive process, regardless of the method of procurement.
- f. "Contractor" means a person who contracts to sell commodities or contractual services to an agency.
- g. "Contractual service" means the rendering by a contractor of its time and effort rather than the furnishing of specific commodities. The term applies only to those services rendered by individuals and firms who are independent contractors, and such services may include, but are not limited to, evaluations; consultations; maintenance; accounting; security; management systems; management consulting; educational training programs; research and development studies or reports on the findings of consultants engaged thereunder; and professional, technical services.
- h. "Request for proposals" means a written or electronically posted solicitation for competitive sealed proposals
- d.i. "Request for a quote" means an oral, electronic, or written request for written pricing or services information from a vendor for commodities or contractual services available on a state term contract from that vendor

2. Purpose and Scope

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

3. Budget

- a. **General Policies.** The Board shall review and approve the CRTPA's Unified Planning Work Program (UPWP) and operating budgets, programming, and expenditure of CRTPA funds.

The annual operating budget ~~and new UPWP budget will be~~ is reviewed by the Executive Committee prior to being submitted to the Board.

- b. Unified Planning Work Program.** The UPWP shall be developed and approved by the CRTPA biennially. The ~~fiscal year of the~~ UPWP fiscal year shall be is from July 1st to June 30th. ~~and will detail the a~~ A detailed annual expenditure of grant and local funds by tasks, revenues. A draft UPWP should be submitted to the Board for review no later than the March meeting and a final UPWP shall be submitted for approval by the Board no later than the May meeting. ~~A copy is also provided to the City of Tallahassee Grants Management Department and Financial Management Departments. Operating and project budgets are maintained within the City's software program, PeopleSoft.~~

- c. ~~Operating Budget.~~ Operating Budget.** The CRTPA Operating Budget shall be developed in accordance with the UPWP. The fiscal year for the operating budget is October 1st to September 30th. Staff shall prepare a detailed accounting of expenditures (operating and project budgets) and revenues, which is provided to the CRTPA's Budget Analyst and maintained within the City's Financial Management System. An initial draft budget is provided in mid-July annually, and the final budget by the end of August.

~~The CRTPA Operating Budget shall be developed in accordance with the UPWP. For the Operating Budget the fiscal year shall be from October 1st to September 30th. A draft operating budget shall be submitted to the Financial Management Department in mid July of each year. The CRTPA staff shall prepare a detailed expenditure and revenue (operating and project budget) which is provided to the CRTPA's Budget Analyst and is maintained within the City's software program.~~

- ~~c. A draft operating budget shall be submitted to the Financial Management Department in mid July of each year. The City of Tallahassee operating budget approved at the City Commission meeting in September shall reflect the CRTPA revenues and expenditures.~~

- d. Monitoring.** CRTPA staff shall monitor the approved budgets in the UPWP and the City's Financial Management System and identify any necessary modifications, amendments, or ~~changes~~ adjustments to the operating and/or project budget.

- e. UPWP Modifications.** Modifications to the UPWP do not ~~change~~ revise the FHWA or FTA approved budget and ~~do not change~~ or the scope of ~~the a~~ funded work task(s). Modifications do not require Board approval and shall be processed by CRTPA staff ~~and presented to the Board~~. The FDOT District Liaison ~~and~~ FHWA and FTA are advised of the modification via the UPWP Revision ~~f~~ Form.

- f. UPWP Amendments.** Amendments to the approved UPWP add, delete, or change the scope of a work task(s), and/or revise the total grant funding. Additionally, any singular transfer of \$200,000 or greater within the approved UPWP is also an amendment. ~~All a~~ Amendments must be are approved by the CRTPA Board ~~and by~~ FDOT ~~and~~ FHWA and FTA.

- g. **Operating Budget Changes.** Changes to the CRTPA operating budget within the City's ~~finance software~~ Financial Management System ~~shall be~~ are processed through a Line Item Transfer (LIT). All LITs shall be approved by the CRTPA Executive Director or designee and be consistent with the approved UPWP. ~~with the exception of a LIT change that requires a UPWP amendment. The Board shall approve the LIT when approving the UPWP amendment. Upon approval, t~~ The City's Financial Management office Department shall process the request. The City shall have no authority over approving changes to the CRTPA operating budget.
- h. **Invoices.** The CRTPA staff shall prepare and submit invoices to ~~the State~~ FDOT for reimbursement ~~so that reimbursement is made back to the City of Tallahassee.~~ The billing details are provided to the CRTPA by the Grants Department and the invoices ~~shall be~~ are prepared ~~and reviewed~~ by assigned CRTPA ~~staff,~~ and Final invoices are reviewed by the Grants Department to verify all eligible charges are billed. ~~ultimately~~ The final invoice is approved by the CRTPA Executive Director.
- i. **Purchase Orders.** CRTPA staff shall ensure that purchase order requisitions and vendor invoices are processed in a timely manner utilizing the City of Tallahassee's Procurement and Financial Systems. New vendors submit their contact information to the COT supplier's portal at suppliers@talgov.com. The Procurement Department processes the registration and assigns the vendor a supplier number. Once a vendor is registered, the CRTPA staff submits a requisition for the purchase order (PO) in the City's Financial System and the Procurement Department processes the PO, assigning it a number.
- j. **Purchase Order Payments:** A vendor's invoice is submitted to the Project Manager, Invoices@talgov.com and to the CRTPA Administrative Assistant. The CRTPA Project Manager or the Executive Director or designee shall approve the invoice for payment. Once approved, the Administrative Assistant shall process the invoice for payment within seven (7) workdays. CRTPA approval authorizes the City of Tallahassee's Finance Department to process the payment.

4. **Purchasing**

- a. **Purpose and Scope.** The purpose and scope of this section is to specify requirements for the establishment, use, accountability, legal liability, and control of procurements and purchasing cards.
- b. **Single purchase order.** A purchase is the total amount of money encumbered by a single purchase order. It is unlawful to split purchases so as to appear to be authorized as a purchase that would not require competitive bidding.
- c. **~~Open market p~~Purchases \$1,000 - \$10,000** A one-time purchase for the day-to-day general operating needs of the office such as rentals, routine office supplies, minor office equipment and/or furniture costing less than \$1,000 may be processed with no further approval granted the expense if consistent with the adopted UPWP, ~~not covered by a CRTPA contract may be purchased on the open market.~~ For a one-time purchase between \$1,000 and \$10,000 ~~Quotes are always encouraged but not required and shall be approved by the Executive Director or designee.~~ Quotes are always encouraged but not required and shall be approved by the Executive Director or designee. ~~Purchases greater than \$1,000 but less~~

than \$10,000 require the CRTPA to contact at least three vendors to get written quotes.

- d. ~~General purchases less than \$10,000.~~ Purchases required for the day to day general operating needs of the office such as routine office supplies, minor office equipment and/or furniture costing less than \$10,000 (per item) may be authorized by the CRTPA Executive Director. If an item costs \$2,500 or more, it shall be supported by at least 3 price quotes, except in the case where the item is considered to be a sole source.
- e. **Purchases more than \$10,000 but less than \$~~25,000~~35,000.** Purchases require the CRTPA staff to solicit and obtain a minimum of three competitive written quotations, except when the item is considered to be a sole source or is a Task Work Order issued under a General Planning Consultant contract. Purchase must be authorized by the CRTPA Executive Director and be consistent with the adopted UPWP.
- f. **Purchases over \$~~25~~35,000.** Purchases are formally advertised and solicit sealed written competitive ~~bids~~proposals, Bids Solicitations will be advertised for a minimum of ~~14~~7 days and final contracts approved by the CRTPA Board. A Task Work Order issued under a General Planning Consultant contract is exempt from this provision.. Purchase must be authorized by the CRTPA Executive Director and be consistent with the adopted UPWP.
- g. **Capital Purchases.** ~~Capital purchase shall be defined as office equipment and/or office equipment in excess of \$5,000 per item.~~ Capital purchases shall be submitted for review and approval ~~of by~~ the FDOT and FHWA, and be reflected in the adopted UPWP, with final approval is by the Executive Director. A capital purchase may be made with a Purchasing Card (PCard) up to \$10,000. If the purchase amount is over \$10,000, a "purchase order" must be generated. The following steps outline the process for approval and payment. ***Purchase Order and Payment [Capital Equipment]:*** The vendor must submit a W-9 Form and a Vendor Information Form to establish the company as a vendor. For capital purchases Procurement Services sends the purchase order to the vendor. The purchase order will then be sent to the vendor to order the item. Upon receiving of the vendor's invoice (submitted to Invoices@talgov.com and to the CRTPA Administrative Assistant) the CRTPA staff shall receipt and confirm approval for payment within six (6) CRTPA workdays from receipt. CRTPA approval authorizes the City of Tallahassee's Finance Department to process the payment.
- h. **Purchasing Card.** The CRTPA Executive Director shall be responsible for determining the need to assign an CRTPA staff member a purchasing card (P-Card). All P-Card statements shall be reviewed, along with supporting documentation, and signed by the P-Card holder and the Executive Director. Including the exemptions stated in these Policies and Procedures, the CRTPA shall follow City of Tallahassee's policies, unless otherwise stated herein, related to:
 - 1) ~~Purchasing Card Policy~~
 - 2) ~~Procurement~~
 - 3) ~~Blanket Purchase Orders~~
 - 4) 1) Prompt Payment of Invoices

5. Payroll and Check Distribution

- a. **Purpose and Scope.** The purpose of this section is to standardize the collection of payroll information for entry into the City payroll system, and for the distribution of payroll checks and W-2s.
- b. **Timekeeping:** CRTPA staff shall be required to submit a completed payroll timesheet and task sheet for entry in the City's payroll system based on the City's payroll processing schedule. The Programs Manager and Administrative Assistant shall input enter the hours worked by task ~~and, review~~ the entries and confirm they are correct~~each other's entries.~~ Designated Managers shall be responsible for reviewing and signing off on staff's timecard prior to authorization of payment. The CRTPA Executive Director's timesheet shall be approved by the Assistant Director and all other timesheets shall be approved by the Executive Director or their designee in the event the Executive Director is not available.~~reviewed by the Programs Manager and once confirmed all entries are correct, approved by use of electronic signature, or email communication received from the City of Tallahassee Assistant City Manager.~~ The CRTPA Executive Director shall be responsible for ensuring that staff follows this procedure.

6. Tangible Property/Assets

- a. **Purpose and Scope.** The purpose of this section is to provide a documented inventory of the CRTPA's property obtained through the expenditure of CRTPA grant funds.
- b. **CRTPA Property.** All materials purchased through the expenditure of CRTPA grant funds for the operation of the CRTPA office shall be considered CRTPA property. ~~All property obtained through the~~ Expenditure of CRTPA grant funds for office supplies, upgrades and/or replacement of computer hardware and software that are included as part of the CRTPA's UPWP shall be considered authorized with the adoption of the UPWP budget. ~~Such p~~Purchases ~~must may~~ be approved ~~by the CRTPA Executive Director~~consistent with the policies and procedures set forth in Section 4. The CRTPA shall maintain an inventory list, ~~for physical review once a year by the City of Tallahassee Asset Management Department and by FDOT upon request. The CRTPA shall continue to use City of Tallahassee's Asset Management Department to monitor the removal and disposal of CRTPA property.~~

7. CRTPA Executive Director Approval Authority

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

a.b. Types of Documents

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

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

(3) Contracts.

(a) Grant Agreements. All ~~JPA~~ Grant Agreements shall be approved by the CRTPA Governing Board.

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

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

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

5. This policy addresses two types of emergency situations:

- a. Time Deadlines.** Due to unforeseen circumstances, time constraints may dictate action on an item prior to the next CRTPA Board meeting. Under such circumstances, the CRTPA Executive Director shall confer with the CRTPA Chair, or in the Chair's absence or unavailability, the Vice-Chair on appropriate action to be taken. If the Chair or Vice-Chair is not available, the CRTPA Executive Director, using the Director's best judgment and in keeping with established CRTPA policies, shall be granted authority to make said decision. The CRTPA Executive Director shall report on the item at the next scheduled CRTPA meeting. This authority is limited to operational situations only, and under no circumstances is the CRTPA Executive Director authorized to approve any item that is related to establishing a policy or making a statement of position for the CRTPA Board without approval from the CRTPA Board.

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

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

SEE INTERNAL CONTROLS ATTACHMENT FOR ADDITIONAL DETAIL ON PROCESSES

May 19, 2026



AGENDA ITEM 5 G

**EXECUTIVE DIRECTOR'S QUARTERLY TIMESHEET & TRAVEL APPROVAL
(JANUARY 1, 2026, THROUGH MARCH 31, 2026)**

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

This item seeks Board approval of the Executive Director's timesheets and travel for the last fiscal quarter of January 1, 2026, through March 31, 2026.

BACKGROUND

The Florida Department of Transportation (FDOT) annually evaluates and certifies the CRTPA program activities. A component of the certification review is monitoring fiscal records and procedures. Included in the monitoring of the items, the documentation that the Board or the Executive Committee has approved the Executive Director's timesheets and travel, at least quarterly, was requested.

As a result, staff is seeking Board approval of Greg Slay's timesheets and travel for January 1, 2026, through March 31, 2026.

OPTIONS

Option 1: Approve Executive Director's timesheets and travel for the period of January 1, 2026, through March 31, 2026.

Option 2: CRTPA Board Discretion.

ATTACHMENTS

Attachment 1: Executive Director's Timesheets for January 1, 2026, through March 31, 2026.

Attachment 2: Executive Director's Travel for January 1, 2026, through March 31, 2026.

CRTPA TASK SHEET

Employee Name *Greg Slay*
 Employee Number *14156*
 Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
 Payroll Date *02/13/26*
 Payroll Range *01/26/26 thru 02/06/26*

Day	Date	Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
		701	989	703	990	706	705	995
Mon	01/26/26	5				2		1
Tues	01/27/26	2	1	1	2	1		1
Wed	01/28/26	8						
Thurs	01/29/26	8						
Fri	01/30/26	8						
Mon	02/02/26	2	2		2			2
Tues	02/03/26	6		1	1			
Wed	02/04/26		2	2	1	2	1	
Thurs	02/05/26	2		3		1	2	
Fri	02/06/26		2	2		2		2

Hours	Activity
8	Admin, MPOAC, Staff meeting, regional trails,
8	Admin, U-SDK, US 90 Alliance, SS4A
8	MPOAC
8	MPOAC, TEAMFL, FMPP
8	MPOAC
8	Admin, crash data, N. Monroe, W. Tennessee St SS4A
8	Admin, Committee meetings, Crawfordville Road legeslative request, legislative review
8	Safety review,
8	Admin, ARPC meeting, N. Monroe resurfacing meeting
8	Crash data, RMP, ITS, N. Monroe

EMP NAME: Greg Slay PAYROLL DATE: 2/13/26

EMP # 14156 DATE RANGE: 1/26/26 2/6/26

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	1/26/26			
Tues	1/27/26			
Wed	1/28/26			
Thurs	1/29/26			
Fri	1/30/26			
Mon	2/2/26			
Tues	2/3/26			
Wed	2/4/26			
Thurs	2/5/26			
Fri	2/6/26			

Comments:

By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.



February 6, 2026

EMPLOYEE SIGNATURE

DATE

CRTPA TASK SHEET

Employee Name *Greg Slay*
 Employee Number *14156*
 Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
 Payroll Date *02/27/26*
 Payroll Range *02/09/26 thru 02/20/26*

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
Day	Date	701	989	703	990	706	705	995
Mon	02/09/26	2		1	2	3		
Tues	02/10/26	2	1	1	2	2		
Wed	02/11/26				2	3		3
Thurs	02/12/26	4			1	1		2
Fri	02/13/26			2	1	2	1	2
Mon	02/16/26	2			2	2		2
Tues	02/17/26	6	1					1
Wed	02/18/26	6				1		1
Thurs	02/19/26	8						
Fri	02/20/26	8						

Hours	Activity
8	Admin, N. Monroe resurfacing, ITS, CDA Drone & Tow SS4A
8	Admin, U-SDK, N. Monroe resurfacing, CDA Drone & Tow SS4A
8	Legislative review, T2H PD&E, GF&A Trail, N. Monroe
8	Admin, sick leave, regional trails, N. Monroe
8	RMP, regional trails, ITS, Woodville/S. Adams response, N. Monroe
8	Admin, regional trails, N. Monroe
8	Admin, FDOT Transportation Day, Board meeting, staff meeting, TLC-GIS, N. Monroe
8	Admin, personal leave, Orchard Pond PD&E, N. Monroe
8	Personal Leave
8	Personal Leave

EMP NAME: Greg Slay PAYROLL DATE: 2/27/26

EMP # 14156 DATE RANGE: 2/9/26 2/20/26

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	2/9/26			
Tues	2/10/26			
Wed	2/11/26			
Thurs	2/12/26		2	
Fri	2/13/26			
Mon	2/16/26			
Tues	2/17/26			
Wed	2/18/26	4		
Thurs	2/19/26	8		
Fri	2/20/26	8		

Comments:

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2/20/26

EMPLOYEE SIGNATURE

DATE

CRTPA TASK SHEET

Employee Name *Greg Slay*
 Employee Number *14156*
 Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
 Payroll Date *03/13/26*
 Payroll Range *02/23/26* thru *03/06/26*

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects	Hours	Activity
Day	Date	701	989	703	990	706	705	995		
Mon	02/23/26	8							8	Personal leave
Tues	02/24/26	8							8	Personal leave
Wed	02/25/26	8							8	Personal leave
Thurs	02/26/26	8							8	Personal leave
Fri	02/27/26	8							8	Personal leave
Mon	03/02/26	8							8	Personal leave
Tues	03/03/26	8							8	Personal leave
Wed	03/04/26	8							8	Personal leave
Thurs	03/05/26	8							8	Personal leave
Fri	03/06/26	8							8	Personal leave

EMP NAME: Greg Slay PAYROLL DATE: 3/13/26

EMP # 14156 DATE RANGE: 2/23/26 3/6/26

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	2/23/26	8		
Tues	2/24/26	8		
Wed	2/25/26	8		
Thurs	2/26/26	8		
Fri	2/27/26	8		
Mon	3/2/26	8		
Tues	3/3/26	8		
Wed	3/4/26	8		
Thurs	3/5/26	8		
Fri	3/6/26	8		

Comments:

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3-6-26

EMPLOYEE SIGNATURE

DATE

CRTPA TASK SHEET

Employee Name *Greg Slay*
 Employee Number *14156*
 Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
 Payroll Date *03/27/26*
 Payroll Range *03/09/26 thru 03/20/26*

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
Day	Date	701	989	703	990	706	705	995
Mon	03/09/26	5		1	1	1		
Tues	03/10/26	3	1	1	1	2		
Wed	03/11/26	3	2		1	1		1
Thurs	03/12/26	8						
Fri	03/13/26	2	3		1	1		1
Mon	03/16/26	2	2	1		1		2
Tues	03/17/26		2	1	1	1		3
Wed	03/18/26	2			2	2		2
Thurs	03/19/26	1	2	1		2		2
Fri	03/20/26	2	3		1	2		

Hours	Activity
8	Admin, staff meeting, US 90 Alliance
8	Admin, Gainesville MTPO, crash data, RMP, TA, US 90 W Trails
8	Admin, FDOT certification, crash data, legislative review, N. Monroe
8	Personal day
8	Admin, crash data, TA, ITS, N. Monroe
8	Admin, crash data, SE data, regional trails, N. Monroe
8	Crash data, TA apps, ITS, N. Monroe
8	Admin, legislative review, ITS Master Plan, N. Monroe
8	Admin, crash data, SE data, N. Monroe
8	Admin, Mallow crash report, crash data, T2H Trail

EMP NAME: Greg Slay PAYROLL DATE: 3/27/26

EMP # 14156 DATE RANGE: 3/9/26 3/20/26

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	3/9/26			
Tues	3/10/26			
Wed	3/11/26			
Thurs	3/12/26			8 - personal day
Fri	3/13/26			
Mon	3/16/26			
Tues	3/17/26			
Wed	3/18/26			
Thurs	3/19/26			
Fri	3/20/26			

Comments:

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3/20/26

EMPLOYEE SIGNATURE

DATE

CRTPA TASK SHEET

Employee Name *Greg Slay*
 Employee Number *14156*
 Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
 Payroll Date *04/10/26*
 Payroll Range *03/23/26 thru 04/03/26*

Day	Date	Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
		701	989	703	990	706	705	995
Mon	03/23/26	3		1	1	2		1
Tues	03/24/26	1	1		2	2	1	1
Wed	03/25/26	2	1		1	1	1	2
Thurs	03/26/26	2		2	1	2		1
Fri	03/27/26	2			5	1		
Mon	03/30/26	5				1		2
Tues	03/31/26	4			1	2		1
Wed	04/01/26	3	2		1	2		
Thurs	04/02/26	6	2					
Fri	04/03/26		3	2	1	1	1	

Hours	Activity
8	Admin, staff meeting, Woodville Hwy, TA, T2H Trail, ITS Master Plan
8	Admin, U-SDK, TA, Orchard Pond Trail, public record request, N. Monroe
8	Admin, Matlow crash data, TA, Orchard Pond Trail, N. Monroe
8	Admin, ARPC meeting, ITS Master Plan, HIN
8	Admin, TA prioritization meeting, ITS
8	Admin, MPOAC, SS4A Grant webinar, ITS,
8	Admin, staff meeting, MPOAC, Orchard Pond, W. Tenn
8	SS4A grant agreement, MPOAC,
8	Admin, MPOAC, crash data
8	Crash data, SE data, Branding/logo, website

EMP NAME: Greg Slay PAYROLL DATE: 4/10/26

EMP # 14156 DATE RANGE: 3/23/26 4/3/26

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	3/23/26			
Tues	3/24/26			
Wed	3/25/26			
Thurs	3/26/26			
Fri	3/27/26			
Mon	3/30/26			
Tues	3/31/26			
Wed	4/1/26			
Thurs	4/2/26			
Fri	4/3/26			

Comments:

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April 3, 2026

EMPLOYEE SIGNATURE

DATE

CRTPA TASK SHEET

Employee Name *Greg Slay*
 Employee Number *14156*
 Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
 Payroll Date *01/16/26*
 Payroll Range *12/29/25 thru 01/09/26*

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
Day	Date	701	989	703	990	706	705	995
Mon	12/29/25	2		1	1	2		2
Tues	12/30/25		2	2	2	2		
Wed	12/31/25	8						
Thurs	01/01/26	8						
Fri	01/02/26	8						
Mon	01/05/26	4	2					2
Tues	01/06/26	2	1	1	1	1		2
Wed	01/07/26	1	1	2	2		1	1
Thurs	01/08/26	2		1		1	3	1
Fri	01/09/26		2	1		1	2	2

Hours	Activity
8	Admin, census data, regional trails, N. Monroe
8	U-SDK, RMP, model update, legislative review, ITS
8	Admin, wellness leave
8	Holiday
8	Holiday
8	Admin, staff meeting, safety meeting, crash data, N. Monroe
8	Admin, U-SDK, Wakulla County update, regional trails, HIN
8	Admin, crash data, model data, Crawfordville Road response, legislative update, CCI, HIN
8	Admin, RMP, CCI, HIN
8	Crash data, census data, Wayfinding, CCI, HIN, N. Monroe

EMP NAME: Greg Slay PAYROLL DATE: 1/16/26

EMP # 14156 DATE RANGE: 12/29/25 1/9/26

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	12/29/25			
Tues	12/30/25			
Wed	12/31/25			6 - wellness
Thurs	1/1/26			Holiday
Fri	1/2/26			Holiday
Mon	1/5/26			
Tues	1/6/26			
Wed	1/7/26			
Thurs	1/8/26			
Fri	1/9/26			

Comments:

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January 9, 2026

EMPLOYEE SIGNATURE

DATE

ORACLE Expense Report

PeopleSoft Expenses EXC4500

Report 000000262	
Employee David Slay	Employee ID 14156
Reference	Business Purpose Workforce Training / Workshops

Expense Lines

Date	Expense Type	Non-Reimbursable	No Receipt	Receipt Required	Payment Type	Transaction Amount	Exchange Rate	Amount
Description			Additional Information		Merchant	Location		
01/26/2026	P-CARD TRAVEL EXPENSES	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Pay to Employee	158.45 USD	1.00	158.45 USD
Rental Car								
01/26/2026	P-CARD TRAVEL EXPENSES	<input checked="" type="checkbox"/>			Pay to Employee	616.00 USD	1.00	616.00 USD
Hotel								
01/26/2026	DINNER				Pay to Employee	33.00 USD	1.00	33.00 USD
Dinner						098		
01/27/2026	BREAKFAST		<input checked="" type="checkbox"/>		Pay to Employee	20.00 USD	1.00	20.00 USD
Breakfast						098		
01/27/2026	LUNCH				Pay to Employee	22.00 USD	1.00	22.00 USD
Lunch						098		
01/27/2026	DINNER				Pay to Employee	33.00 USD	1.00	33.00 USD
Dinner						098		
01/28/2026	BREAKFAST				Pay to Employee	20.00 USD	1.00	20.00 USD
Breakfast						098		

ORACLE Expense Report

PeopleSoft Expenses EXC4500

Report 0000000262	
Employee David Slay	Employee ID 14156
Reference	Business Purpose Workforce Training / Workshops

Expense Lines

Date	Expense Type	Non-Reimbursable	No Receipt	Receipt Required	Payment Type	Transaction Amount	Exchange Rate	Amount
Description			Additional Information		Merchant	Location		
01/28/2026	LUNCH				Pay to Employee	22.00 USD	1.00	22.00 USD
Lunch						098		
01/28/2026	DINNER				Pay to Employee	33.00 USD	1.00	33.00 USD
Dinner						098		
01/29/2026	BREAKFAST				Pay to Employee	20.00 USD	1.00	20.00 USD
Breakfast						098		
01/29/2026	LUNCH				Pay to Employee	22.00 USD	1.00	22.00 USD
Lunch						098		
01/29/2026	DINNER				Pay to Employee	33.00 USD	1.00	33.00 USD
Dinner						098		
01/30/2026	BREAKFAST				Pay to Employee	20.00 USD	1.00	20.00 USD
breakfast						098		
01/30/2026	LUNCH				Pay to Employee	22.00 USD	1.00	22.00 USD
lunch						098		
01/28/2026	FUEL				Pay to Employee	39.92 USD	1.00	39.92 USD
gas-personal card								

Employee Phone	Department	Entered By user	Receipt	Creation Date	Print Date	Page Number
	460101	MITCHELY		02/04/2026	4/28/2026	Page 2 of 3

ORACLE Expense Report

PeopleSoft Expenses EXC4500

Report 0000000262	
Employee David Slay	Employee ID 14156
Reference	Business Purpose Workforce Training / Workshops

Expense Lines

Date	Expense Type	Non-Reimbursable	No Receipt	Receipt Required	Payment Type	Transaction Amount	Exchange Rate	Amount
Description		Additional Information			Merchant	Location		
01/31/2026	FUEL				Pay to Employee	35.69 USD	1.00	35.69 USD
gas-personal card								
01/30/2026	TOLLS			<input checked="" type="checkbox"/>	Pay to Employee	10.50 USD	1.00	10.50 USD
tolls								

Employee Expenses	1,160.56 USD
Cash Advances Applied	0.00 USD
Non-Reimbursable Expenses	774.45 USD
Prepaid Expenses	0.00 USD
Amount Due to Supplier	0.00 USD
Amount Due to Employee	386.11 USD



May 19, 2026

AGENDA ITEM 5H

**FISCAL YEAR 2026 - FISCAL YEAR 2030
TRANSPORTATION IMPROVEMENT PROGRAM
AMENDMENT**

TYPE OF ITEM: CONSENT

STATEMENT OF ISSUE

This item seeks ratification of Resolution 2026-04-5A (**Attachment 1**) approved by the Executive Committee at the April 20, 2026 meeting amending the CRTPA Fiscal Year (FY) 2026 – FY 2030 Transportation Improvement Program (TIP) adding the following six projects and associated funding.

- Thomasville Road/SR 61 from N of Monroe St/SR63/US 27 to North of 9th Avenue (**Project No. 219668-2**) Provides \$2,497,516 in funding in FY 2027 for utility work and resurfacing of the roadway. (Leon County) (**Attachment 2**)
- N Monroe St/SR63/US 27 from Capital Circle NW/SR263 to Tharpe St (**Project No. 458076-1**) Provides \$21,000,000 in funding in FY 2026 for the construction of Safe Streets for All (SS4A) safety improvements. (Leon County) (**Attachment 3**)
- W Tennessee St/SR 10/US 90 from CR1581 Aenon Church Rd to Monroe St/ SR63/US 27 (**Project No. 458097-1**) Provides \$750,000 in planning funds in FY 2026 for a SS4A Safety Study and Implementation Plan. (Leon County) (**Attachment 4**)
- W Tennessee St/SR 10/US 90/ from CR1581 Aenon Church Rd to Blountstown Hwy./SR20 (**Project No. 454522-1**) Provides \$342,104 in safety funds in FY 2026 for a lighting improvement. (Leon County) (**Attachment 5**)
- Stearns Street R/R CROSSING #625675E Rail crossing safety project. (**Project No. 458260-1**) Provides \$137,393 in federal funding for the improvement. (**Attachment 6**)
- Myers Park Street R/R CROSSING #625675E Rail crossing safety project. (**Project No. 458259-1**) Provides \$103,278 in federal funding for the improvement. (**Attachment 7**)

BACKGROUND

Adopted annually, the CRTPA's TIP reflects those projects in the region that have received state and federal funding in the Florida Department of Transportation (FDOT) Work Program. After adoption, the addition of or changes to a project can require an amendment to the CRTPA's TIP. FDOT requested the CRTPA amend the FY 2026 - FY 2030 TIP to add six projects with funding in FY 2026 and FY 2027. In order for the projects to be amended into the State Transportation Improvement Program, and subsequently authorized by the Federal Highway Administration (FHWA), the projects must be reflected in the CRTPA's current FY 2026 - FY 2030 TIP.

The TIP Amendments were time sensitive as FDOT was seeking immediate authorization from FHWA for the safety projects. In addition, the SS4A Grant funded improvements are programmed for tracking purposes and to demonstrate the required match is programmed in advance of the grant agreements being executed with the managing agencies. Timely approval allows FDOT to initiate the projects. The Executive Committee is authorized to approve time-sensitive items pursuant to Section IV. CRTPA Bylaws, Subsection D.4.c., Duties of the Executive Committee. The CRTPA By-laws Section IV.D. is provided as **Attachment 8**. After the approval by the Executive Committee, the FY 2026 - 2030 TIP was updated to reflect the amendments and transmitted, along with Resolution 2026-04-5A, to the FDOT.

ANALYSIS

Project No. 219668-2: The Thomasville Rd resurfacing project was originally programmed with state funds. However, federal money has now been programmed on the project; federal authorization is scheduled for July 2026. To comply with the Federal FY, ending September 30th, the project must be in the CRTPA's FY 2026 – FY 2030 TIP. It will also be reflected in the upcoming FY 2027 – FY 2031 TIP slated for adoption in June of 2026. Note, the Blueprint Intergovernmental Agency is contributing \$86,202 in local funds towards to the utility and construction costs.

Project No. 458076-1: The CRTPA completed a Safety Implementation Plan for the N Monroe Street corridor, which is part of the SS4A High Injury Network. Subsequently, a 16.8M SS4A Federal Grant was awarded for pedestrian and bicycle safety improvements on N Monroe Street. The Blueprint Intergovernmental Agency is contributing \$4.2M in local funds, serving as the required local match. Construction will be completed by Leon County in coordination with the FDOT.

Project No. 458097-1: The CRTPA completed a SS4A Safety Study for the Capital Region. This section of Tennessee Street is identified as part of the SS4A High Injury Network. A SS4A Federal Planning Grant has been awarded to conduct a safety study and complete an implementation plan. FDOT is providing \$150,000 as the required local match and the federal award is \$600,000. The CRTPA will complete the study and implementation plan.

Project No. 454522-1: The FDOT D3 Safety Office completed a lighting analysis for this segment of West Tennessee Street and determined the lighting safety improvement is eligible for federal safety funds. The project cost is \$342,104 and will be delivered by the City of Tallahassee.

Project No. 458260-1: The Stearns Street R/R Crossing #625675E safety project provides \$137,393 in federal funding for an at grade crossing improvement.

Project No. 458259-1: The Myers Park Street R/R Crossing #625675E safety project provides \$103,278 in federal funding for an at grade crossing improvement.

RECOMMENDED ACTION

Option 1: The CRTPA ratify Resolution No. 2026-04-5A amending the CRTPA FY 2026 – FY 2030 TIP to reflect the addition of the following projects and associated funding as follows:

- Thomasville Road/SR 61 from N of Monroe St/SR63/US 27 to North of 9th Avenue **(Project No. 219668-2)** Provides \$2,497,516 in funding in FY 2027 for utility work and resurfacing of the roadway. (Leon County)
- N Monroe St/SR63/US 27 from Capital Circle NW/SR263 to Tharpe St **(Project No. 458076-1)** Provides \$21,000,000 in funding in FY 2026 for the construction of Safe Streets for All (SS4A) safety improvements. (Leon County)
- W Tennessee St/SR 10/US 90 from CR1581 Aenon Church Rd to Monroe St/ SR63/US 27 **(Project No. 458097-1)** Provides \$750,000 in planning funds in FY 2026 for a SS4A Safety Study and Implementation Plan. (Leon County)
- W Tennessee St/SR 10/US 90/ from CR1581 Aenon Church Rd to Blountstown Hwy./SR20 **(Project No. 454522-1)** Provides \$342,104 in safety funds in FY 2026 for a lighting improvement. (Leon County)
- Stearns Street R/R CROSSING #625675E Rail crossing safety project. **(Project No. 458260-1)** Provides \$137,393 in federal funding for the improvement.
- Myers Park Street R/R CROSSING #625675E Rail crossing safety project. **(Project No. 458259-1)** Provides \$103,278 in federal funding for the improvement.

Option 2: Board discretion.

ATTACHMENTS

Attachment 1: CRTPA Executive Committee Resolution No. 2026-04-5A
Attachment 2: FY 2026- FY 2030 TIP Project Page, Project No. 219668-2
Attachment 3: FY 2026- FY 2030 TIP Project Page, Project No. 458076-1
Attachment 4: FY 2026- FY 2030 TIP Project Page, Project No. 458097-1
Attachment 5: FY 2026- FY 2030 TIP Project Page, Project No. 454522-1
Attachment 6: FY 2026- FY 2030 TIP Project Page, Project No. 458260-1
Attachment 7: FY 2026- FY 2030 TIP Project Page, Project No. 458259-1
Attachment 8: CRTPA Bylaws (Adopted September 2023) Section IV.D

CRTPA RESOLUTION 2026-05-5A

**A RESOLUTION OF THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA) EXECUTIVE COMMITTEE ENDORSING
THE AMENDMENTS TO THE CRTPA FY 2026 – FY 2030 TRANSPORTATION IMPROVEMENT PROGRAM**

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

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

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

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

Whereas, authorization for federal funding of projects within an urbanized area cannot be obtained unless the projects are included in the CRTPA's TIP, and authorization of the federal funding is time sensitive.

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

The CRTPA amends the FY 2026 - FY 2030 Transportation Improvement Programs to reflect:

- SR 61 Thomasville Road from N of Monroe St/SR63/US 27 to North of 9th Avenue (**Project No. 219668-2**) Provides \$2,497,516 in funding in FY 2027 for utility work and resurfacing of the roadway. (Leon County)
- N Monroe St/SR63/US 27 from Capital Circle NW/SR263 to Tharpe St (**Project No. 458076-1**) Provides \$21,000,000 in funding in FY 2026 for the construction of Safe Streets for All (SS4A) safety improvements. (Leon County)
- SR 10 (US 90)/W Tennessee St from CR1581 Aenon Ch Rd to Monroe St/ SR63/US 27 (**Project No. 458097-1**) Provides \$750,000 in planning funds in FY 2026 for a SS4A Safety Study and Implementation Plan. (Leon County)
- SR 10 (US 90)/W Tennessee St from CR1581 Aenon Ch Rd to Blountstown Hwy./SR20 (**Project No. 454522-1**) Provides \$342,104 in safety funds in FY 2026 for a lighting improvement. (Leon County)
- Stearns Street R/R CROSSING #625675E Rail crossing safety project Provides \$137,393 (**Project No. 458260-1**)
- Myers Park Street R/R CROSSING #625675E Rail crossing safety project Provides \$103,278 (**Project No. 458259-1**)

Passed and duly adopted by the Capital Region Transportation Planning Agency Executive Committee on this 20th day of April 2026.

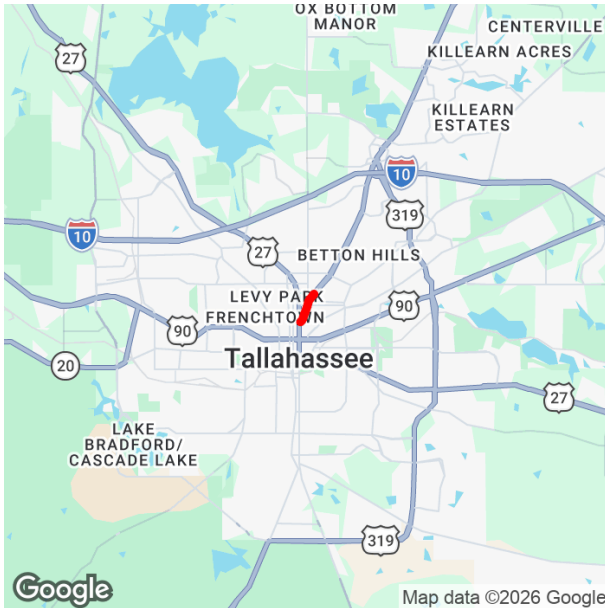
Capital Region Transportation Planning Agency

By: 
Evelyn Riley Goldwire, Vice Chairman

Attest:


Greg Slay, Executive Director

**THOMASVILLE HWY/SR61 FROM N OF MONROE ST/ SR 63/US 27 TO N OF 9TH AVE
2196682 SIS**



Project Description: RESURFACING

Notes: This project was added to the TIP at the April 2026 Executive Committee Meeting.

Lead Agency: MANAGED BY FDOT

From: N OF MONROE ST/ SR 63/US 27

County: LEON

To: N OF 9TH AVE

Length: .766

Phase Group: CONSTRUCTION, RAILROAD AND UTILITIES

Phase	Fund Code	2026	2027	2028	2029	2030	Total
CST	LF	0	3,602	0	0	0	3,602
CST	ACNR	0	2,085,967	0	0	0	2,085,967
RRU	LF	0	82,600	0	0	0	82,600
RRU	DS	0	50,000	0	0	0	50,000
CST	DIH	0	25,031	0	0	0	25,031
CST	ACNR	0	250,316	0	0	0	250,316
		2,497,516					2,497,516

Prior Year Cost: 0

Future Year Cost: 0

Total Project Cost: 2,497,516

LRTP: Year 2050 RMP Table 7-5/Page 7-11

N MONROE ST/ SR 63/US 27 SAFETY IMPROVEMENTS
4580761 SIS



Project Description: Safety improvements identified in SS4A N Monroe St Implementation Plan.
Notes: This project was amended into the TIP at the April 2026 Executive Committee Meeting.
Lead Agency: LEON COUNTY BOARD OF COUNTY COMMISSIONERS **From:** CAPITAL CIRCLE NW/SR 263
To: THARPE ST
County: LEON
Length: 6.878
Phase Group: CONSTRUCTION

Phase	Fund Code	2026	2027	2028	2029	2030	Total
CST	SS4A	16,800,000	0	0	0	0	16,800,000
CST	LF	4,200,000	0	0	0	0	4,200,000
		21,000,000					21,000,000

Prior Year Cost: 0
Future Year Cost: 0
Total Project Cost: 21,000,000
LRTP: Year 2050 RMP Table 7-5/Page 7-11

**W TENNESSEE ST/SR 10/US 90 SAFETY STUDY FROM MONROE ST TO AENON CHURCH RD
4580971 SIS**



Project Description: Study to develop the W Tennessee St. Safety Action Plan.
Extra Description: Safe Streets for All Safety and Implementation Plan.
Notes: This project was amended into the TIP at the April 2026 Executive Committee Meeting.
Lead Agency: CAPITAL REGION TRANSPORTATION PLANNING AGENCY
From: AENON CHURCH RD/CR1581
To: MONROE ST
County: LEON
Length: 5.968
Phase Group: PLANNING

Phase	Fund Code	2026	2027	2028	2029	2030	Total
PLN	SS4A	600,000	0	0	0	0	600,000
PLN	DS	150,000	0	0	0	0	150,000
		750,000					750,000

Prior Year Cost: 0
Future Year Cost: 0
Total Project Cost: 750,000
LRTP: Year 2050 RMP Table 7-5/Page 7-11

TENNESSEE ST/SR10/US90 LIGHTING IMPROVEMENT
454522 SIS



Project Description: Lighting safety improvement.
Extra Description: Identified as part of the High Injury Network in SS4A Plan.
Notes: This project was amended into the TIP at the April 2026 CRTPA Executive Committee Meeting.
Lead Agency: CITY OF TALLAHASSEE **From:** AENON CHURCH ROAD (CR 1581)
County: LEON **To:** BLOUNTSTOWN HWY (SR 20)
Length: 1.816
Phase Group: RAILROAD & UTILITIES

Phase	Fund Code	2026	2027	2028	2029	2030	Total
RRU	ACSS	342,104	0	0	0	0	342,104
		342,104					342,104

Prior Year Cost: 0
Future Year Cost: 0
Total Project Cost: 342,104
LRTP: Year 2050 RMP Table 7-5/Page 7-11

**STEARNS STREET R/R CROSSING #625675E
4582601 Non-SIS**



Project Description: Rail crossing safety project.

Extra Description: This project was amended into the FY2025 - FY2026 at the April 20, 2026 CRTPA Executive Committee.

Lead Agency: MANAGED BY FDOT

From:

County: LEON

To:

Length: .01

Phase Group: RAILROAD & UTILITIES

Phase	Fund Code	2026	2027	2028	2029	2030	Total
RRU	RHH	137,393	0	0	0	0	137,393
		137,393					137,393

Prior Year Cost: 0

Future Year Cost: 0

Total Project Cost: 137,393

LRTP: Year 2050 RMP Table 7-5/Page 7-11

**MYERS PARK DRIVE R/R CROSSING #625584Y
4582591 Non-SIS**



Project Description: Rail Crossing safety project.

Extra Description: This project was amended into the FY2025 - FY2026 TIP at the April 20, 2026 Executive Committee Meeting.

Lead Agency: MANAGED BY FDOT

From:

County: LEON

To:

Length: .01

Phase Group: RAILROAD AND UTILITIES

Phase	Fund Code	2026	2027	2028	2029	2030	Total
RRU	RHH	103,278	0	0	0	0	103,278
		103,278					103,278

Prior Year Cost: 0

Future Year Cost: 0

Total Project Cost: 103,278

LRTP: Year 2050 RMP Table 7-5/Page 7-11

IV. CRTPA Bylaws

§D. Administration

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

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



May 19, 2026

AGENDA ITEM 8 A

NORTH MONROE STREET SAFETY STUDY PHASE II

TYPE OF ITEM: Presentation

STATEMENT OF ISSUE

The Project Team will update the CRTPA Board on the progress of the mid-block crossings, estimated costs, and stakeholder coordination efforts.

BACKGROUND

The North Monroe Street Corridor (US 27) represents one of Tallahassee's and Leon County's major north-south corridors. The roadway is an Urban Principal Arterial, connecting suburban and rural communities in the north to downtown Tallahassee. The North Monroe Street Corridor is primarily bordered by commercial developments; however, cultural sites, schools, public sites, and residential neighborhoods are also located along the corridor. This effort will include locations within the seven-mile corridor between Tharpe Street and Capital Circle, NW.

In 2023, the CRTPA completed a Safe Streets and Roads for All (SS4A) Safety Action Plan for the region and the North Monroe Corridor and multiple intersections along the corridor were identified as part of the High Injury Network (HIN). It was this analysis that prompted the initiation of a safety study for North Monroe Street.

The first phase of the North Monroe Street Safety Study, the [North Monroe Street Implementation Plan](#), resulted in an SS4A application that sought to fund approximately \$21M for safety enhancements. The 2024 SS4A application resulted in the partial funding for minor roadway improvements. The grant award was not pursued since it only partially addressed the safety issues in the corridor and did not provide the necessary funding to complete these minor improvements. However, there was extremely positive feedback from the SS4A application reviewers for the CRTPA to continue coordinating with Leon County and the Blueprint Intergovernmental Agency to submit an SS4A grant application in 2025. In December of 2025 Leon County was notified that the project received an SS4A Implementation Grant for \$16.8M and a \$4.2M match from the Blueprint Intergovernmental agency.

To further detail potential pedestrian crossings and intersection improvements, staff initiated the North Monroe Street Safety Study Phase II. Phase II was initiated in August of 2025 and focuses on potential locations for [mid-block crossings](#) at eight (8) locations and [intersection analysis](#) at ten (10) locations, and stakeholder coordination. The following pages detail these efforts.

Mid-Block Crossing Analysis

The initial step in this process focused on data collection including pedestrian crossings, historic crash data (2019-2024), initial findings, cost development, and Benefit-Cost Ratio.

Crossings

It is important to know where people are crossing the corridor in respect to their origin or where bus stops are located to better provide solutions. The number of crossings is illustrated on **Table 1**.

Types of Crashes (2019-2024)

There was a total of 780 crashes (shown as **Attachment 1**) in the crossing areas as shown on Table 1 which range from left hand turns to sideswipes and rearend events. Understanding the crash types provides additional guidance relating to potential solutions. In terms of bike and pedestrians, there was 17 crashes involving bicycles and 24 crashes involving pedestrians.

Table 1 – Crossings on Monroe Street

Segment	Segment Limits	# of Crossings	Date of Data Collection
1	Fred George Road - Swatts Road	28	September 17, 2025
2	Spaulding Road – Hopkins Drive	4	October 2, 2025
3	Homewood Road - Sessions Road	12	October 23, 2025
4	Sessions Road - Okeeheepkee Road	13	October 22, 2025
5	Lakeshore Drive - Sharer Road	57	October 24, 2025
6	Sharer Road - Allen Road	37	October 1, 2025
7	John Knox Road - N MLK Jr. Boulevard	37	October 16, 2025
8	Northwood Center Boulevard – W Tharpe Street	28	September 18 ,2025

Initial Findings

Based on the data analysis, there are a number of initial findings (**Attachment 2**) that are being pursued for mid-block crossings, medians, and transit stops. These findings will be discussed with stakeholders, including the Florida Department of Transportation (FDOT) for inclusion in the project design phase.

Cost

After the initial findings were completed, the cost of pedestrian crossing improvements (**Attachment 3**) was calculated. These costs are exclusively for the crossing improvements. There are other cost estimates for sidewalk and intersection improvements.

Benefit-Cost

The Benefit-Cost analysis utilizes the Fatality, Serious Injury, Non-Incapacitating, Possible, and Property Damage Only perspective, data from crash reports and assigns values based on the Florida Design Manual (2026), with the values as shown on **Table 2**.

Table 2 – Crash Type Values

Crash type	Crash Cost (Per Crash)
Fatality	\$10,890,000
Serious Injury (Severe Injury)	\$888,030
Non-Incapacitating (Moderate Injury)	\$180,180
Possible (Minor Injury)	\$103,950
Property Damage Only	\$7,700

Based on the total costs of the improvements on the specific segment and the total of all Crash Type Values in the segment, a Benefit-Cost was calculated. As of May 1, the Benefit-Cost ratios (ordered by segment) are shown on **Table 3** and ordered by highest Benefit-Cost Ratio shown on **Table 4**.

Table 3 – Benefit-Cost By Segment

Segment	Segment Limits	Benefit-Cost Ratio
1	Fred George Road - Swatts Road	16.85
2	Spaulding Road - Hopkins Drive	0.75
3	Homewood Road - Sessions Road	3.26
4	Sessions Road - Okeeheepkee Road	17.38
5	Lakeshore Drive - Sharer Road	22.81
6	Sharer Road - Allen Road	1.56
7	John Knox Road - N MLK Jr. Boulevard	0.86
8	Northwood Center Boulevard - W Tharpe Street	20.16

Table 4 – Benefit-Cost By Highest Ratio

Segment	Segment Limits	Benefit-Cost Ratio
5	Lakeshore Drive - Sharer Road	22.81
8	Northwood Center Boulevard - W Tharpe Street	20.16
4	Sessions Road - Okeeheepkee Road	17.38
1	Fred George Road - Swatts Road	16.85
3	Homewood Road - Sessions Road	3.26
6	Sharer Road - Allen Road	1.56
7	John Knox Road - N MLK Jr. Boulevard	0.86
2	Spaulding Road - Hopkins Drive	0.75

This information was provided to project stakeholders and continues to be refined to ensure that the maximum number of improvements can be implemented.

Stakeholders

There have been two (2) stakeholder meetings for this effort. The stakeholders for this project include the following:

- Florida Department of Transportation
- Leon County (Public Works and Sheriff's Office)
- City of Tallahassee (Traffic Engineering, Traffic Management Center, and StarMetro)
- Tallahassee-Leon County Planning Department
- Blueprint Intergovernmental Agency

The first meeting occurred on October 30, 2025 to introduce the project as well as receive comments or suggestions and answer any questions regarding the project. The second meeting occurred on March 16, 2026 and focused on the data presented in this agenda item.

Since the second meeting, the Project Team has been working with the FDOT to determine any additional data needs required to move forward with the potential crossings along the corridor.

NEXT STEPS

The Project Team will continue to work with stakeholders to produce a final implementation plan. Once the plan is completed the Project Team will present the improvements to the CRTPA Board.

ATTACHMENTS

Attachment 1: Types of Crashes by Segment

Attachment 2: Initial Findings by Segment

Attachment 3: Cost for Improvement by Segment

North Monroe Street Safety Study Phase II - Crash Types

Segment	Segment limits	Crash Type											Total	
		Angle	Animal	Bicycle	Head On	Left Turn	Off-Road	Pedestrian	Rear End	Right Turn	Rollover	Sideswipe		Wheelchair
1	Fred George Road - Swatts Road	22	0	1	2	21	0	1	31	0	0	7	0	85
2	Spaulding Road – Hopkins Drive	4	1	0	0	0	3	1	6	0	0	1	0	16
3	Homewood Road - Sessions Road	2	0	0	0	1	0	1	13	1	0	8	0	26
4	Sessions Road - Okeeheepkee Road	4	1	0	1	7	7	3	28	2	0	7	0	60
5	Lakeshore Drive - Sharer Road	14	0	4	3	9	4	7	69	3	0	27	0	140
6	Sharer Road - Allen Road	19	0	3	2	33	7	6	62	8	1	20	1	162
7	John Knox Road - N MLK Jr. Boulevard	37	0	8	10	41	7	4	82	10	0	35	0	234
8	Northwood Center Boulevard – W Tharpe Street	5	0	1	2	10	0	1	27	2	0	9	0	57
	Total	107	2	17	20	122	28	24	318	26	1	114	1	780

Initial Findings for Improvements by Segment

Segment	Segment limits	Recommendation Type			
		Signalized Mid-Block Pedestrian Crossing	Pedestrian Fencing	Relocation of Transit Stops	Add a Transit Stop
1	Fred George Road - Swatts Road	Yes	Yes	Yes	No
2	Spaulding Road – Hopkins Drive	No	To Be Determined	No	No
3	Homewood Road - Sessions Road	No	Yes	To Be Determined	No
4	Sessions Road - Okeeheepkee Road	Yes	Yes	Yes	No
5	Lakeshore Drive - Sharer Road	Yes	Yes	Yes	No
6	Sharer Road - Allen Road	Yes	Yes	Yes	Yes
7	John Knox Road - N MLK Jr. Boulevard	Yes	No	Yes	No
8	Northwood Center Boulevard – W Tharpe Street	Yes	No	No	No

Cost of Project Improvements by Segment and Total Cost

Segment	Segment Limits	Cost of Improvements	Total Cost
1	Fred George Road - Swatts Road	\$875,100	\$875,100
2	Spaulding Road – Hopkins Drive	\$260,800	\$1,135,900
3	Homewood Road - Sessions Road	\$295,900	\$1,431,800
4	Sessions Road - Okeeheepkee Road	\$942,900	\$2,374,700
5	Lakeshore Drive - Sharer Road	\$768,700	\$3,143,400
6	Sharer Road - Allen Road	\$791,300	\$3,934,700
7	John Knox Road - N MLK Jr. Boulevard	\$377,900	\$4,312,600
8	Northwood Center Boulevard – W Tharpe Street	\$379,000	\$4,691,600



AGENDA ITEM 8 B

US 90 WEST TRAIL FEASIBILITY STUDY

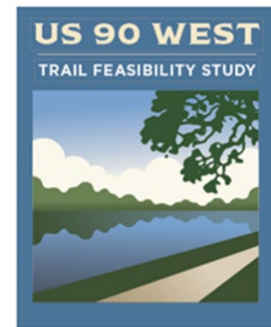
TYPE OF ITEM: Action

STATEMENT OF ISSUE

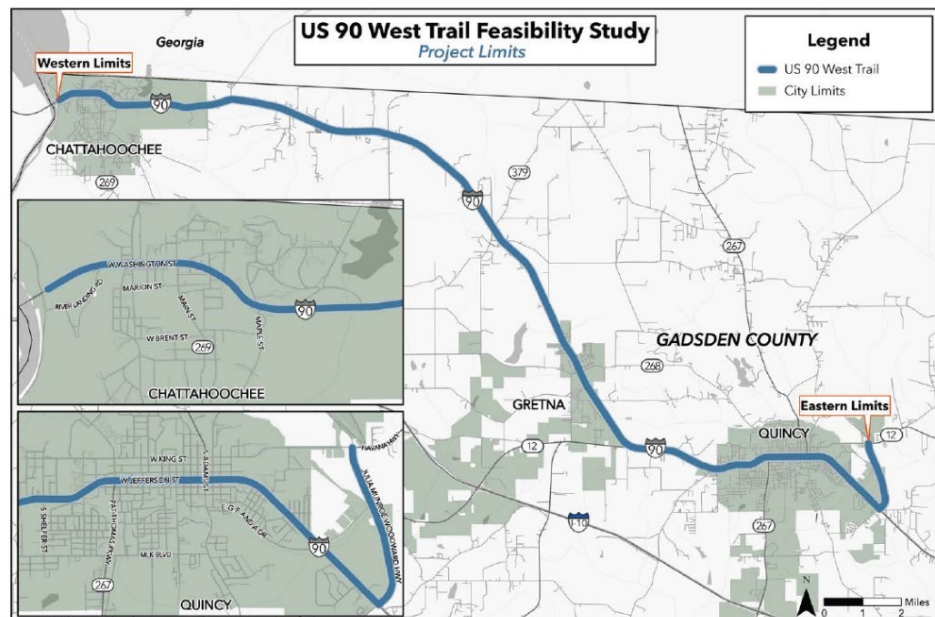
An update on the US 90 West Trail Feasibility Study, currently underway along US 90 from Chattahoochee east to SR 12 in Quincy, will be provided.

BACKGROUND

In late 2024, the CRTPA was awarded SUN Trail funding to conduct a feasibility study for a trail along US 90 in Gadsden County. This award followed the CRTPA’s successful grant application for the project, which is included on the Florida Department of Environmental Protection’s [Land Trail Priority Network](#).



The feasibility study is evaluating a trail along US 90 extending from the western limits of the City of Chattahoochee to the eastern limits of the City of Quincy. The approximately 22-mile corridor spans from the Jackson County line west of Chattahoochee to SR 12 at the Quincy Bypass/Julia Munroe Woodward Highway (SR 269) east of Quincy, as shown on the map to the right.



The study represents an important step in the westward expansion of the CRTPA region’s multiuse trail system. Ultimately, the construction of the US 90 West Trail will enhance connectivity to both existing and planned trails currently under development. For residents along the corridor, the trail will provide a safe, multimodal connection linking communities throughout Gadsden County. Additionally, given the trail’s length, the facility is expected to attract visitors from outside the region, supporting enhanced economic development within the Capital Region.

There are challenges associated with developing a multiuse trail, primarily due to the limited availability of right of way. This challenge is particularly true in the urban areas of US 90 as existing corridors are often constrained by adjacent development, utilities, roadways, and other infrastructure, leaving little space to accommodate a safe and continuous trail facility.

As a result of these challenges, potential trail alignments under development for the project will identify options reflecting alignments near US 90, particularly near both ends of the trail in downtown Quincy and Chattahoochee.

STORYMAP

An interactive project [StoryMap](#) (*shown to the right*) has been created to provide project details, including the project timeline and the regional connectivity the project will have with other existing and planned multiuse trail projects throughout the region.



EXISTING CONDITIONS REPORT

One of the initial tasks associated with the study has recently been completed and involved the development of an [Existing Conditions Report](#). The report documents existing conditions along the corridor, including potential issues to be addressed as the project moves forward. Also included in the report are the study's goals, *shown to the right*.

Additionally, the report provides detailed information related to the land uses along the project's corridor as well as information related to the presence of driveways, preliminary right of way availability, wetlands, flood zones, historical and cultural resources, and wildlife species along the corridor.

PROJECT GOALS

- Enhance Safety for All Users
- Establish Continuous Multimodal Connectivity from Chattahoochee to Quincy
- Provide alternative transportation and recreational opportunities for residents, businesses, and visitors along the US 90 corridor in Gadsden County
- Expand the SUN Trails Regional Network in the Capital Region
- Enhance Economic Development and Tourism

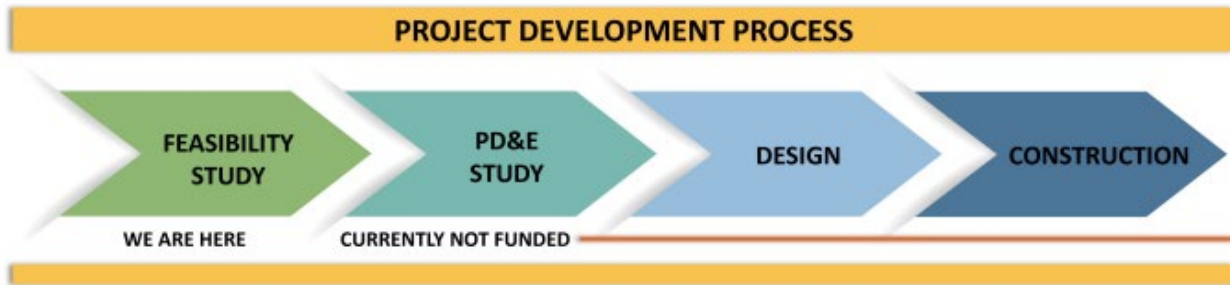
UPCOMING PUBLIC INVOLVEMENT

Public meetings to receive input are being scheduled currently. The meetings will be held on both ends of the project corridor (Chattahoochee and Quincy).

NEXT STEPS

Following completion of the upcoming public involvement, development of the project’s report will be completed before ultimate presentation to the CRTPA at the September 15 meeting for acceptance.

Once completed, funding for the next phases to advance the project will be sought (*below*).



May 19, 2026



AGENDA ITEM 8 C

TALLAHASSEE TO HAVANA TRAIL/ORCHARD POND GREENWAY ENVIRONMENTAL IMPACT AND ALTERNATIVES STUDY

TYPE OF ITEM: Action

STATEMENT OF ISSUE

An update on the [CRTPA Tallahassee to Havana Trail/Orchard Pond Greenway Environmental Impact and Alternatives Study](#) (“Study”), including upcoming public involvement opportunities related to this Leon County project, will be provided.



BACKGROUND

[The Tallahassee to Havana Trail Feasibility Study](#) was completed by the CRTPA in 2022 and evaluated a potential multi-use trail connection between Tallahassee and Havana. Specifically, the study analyzed the potential to construct a 10 to 12-foot multi-use trail between the Orchard Pond Parkway in Leon County and Salem Road in Gadsden County.

Additionally, the Study’s proposed improvements were identified in the [Tallahassee-Leon County Greenway Master Plan](#), adopted in 2015, which noted that the project “*will convert an approximately 3.6-mile segment of Orchard Pond Road to a 12’ wide, paved pedestrian and bicycle (bike-ped) trail.*”

Subsequent to approval of the CRTPA’s Tallahassee to Havana Trail Feasibility Study in 2022, the CRTPA applied for and was awarded [SUN Trails funding](#) to advance the next phases of the trail project. Specifically, the *Leon County* segment was awarded funding (\$976,000) for the development of a Project Development and Environment (PD&E) Study/Environmental Impact and Alternatives Study (which is being managed by CRTPA). Note: The *Gadsden County* segment was awarded design funding (\$678,000) and that phase is being managed by the Gadsden County.

THE STUDY

The Tallahassee to Havana Trail/Orchard Pond Greenway Environmental Impact and Alternatives Study was initiated in late summer 2025 subsequent to [CRTPA Board approval](#) of the selection of Half consultants to develop the Leon County study. The Study's limits are from Old Bainbridge Road (CR 153) at the Ochlockonee River to Orchard Pond Greenway at the eastern trailhead, a distance of approximately 4.6 miles, as reflected *below*:



Efforts associated with study development include the following:

- Engineering Analysis
 - Trail and Bridge Alternatives Analysis
 - Drainage Analysis
 - Traffic Analysis Technical Memorandum (Traffic Counts)
 - Preliminary Engineering Report
 - Limited Design Survey

- Environmental Analysis
 - Contamination Screening Evaluation Study (CSER)
 - Cultural Resource Assessment Survey (CRAS)
 - Natural Resources Evaluation Report (NRE)
 - Sociocultural Effects Evaluation (SCEE)
 - Section 4(f) Evaluation

- Public Involvement
 - Stakeholder Meetings
 - Direct Mailings to Property Owners, Stakeholders and Elected Officials
 - Informational Brochures
 - In-person Alternatives Public Meeting (scheduled for June 4)
 - Trail User Survey
 - Virtual Alternatives Public Meeting
 - Public Involvement Log
 - Comments and Coordination Report
 - CRTPA Board Meeting (Public Hearing) to select the Preferred Alternative

PROJECT PAGE

A [project page](#) for the Study has been developed which includes an interactive [Story Map](#) discussing the project as well as the project’s connectivity and context with regards to other regional trail projects. Additionally, a [survey](#) has recently been added to the page seeking public opinion on the project as well as multiuse trails in general.

UPCOMING PUBLIC INVOLVEMENT

An in-person alternatives public meeting, including a virtual option, has been scheduled for the following date and location:

- [Thursday, June 4](#) from 5:30 pm to 6:30 pm
- [Lake Jackson Community Center](#) (3840 N Monroe St, Huntington Oaks Center, Suite 301 Tallahassee, Florida)

NEXT STEPS

The Study is scheduled to be completed in late 2026 including a scheduled Public Hearing to be held in conjunction with the CRTPA’s September 2026 meeting.

Subsequent to completion of the Study, the CRTPA will actively seek funding for the next phase (design) of the project, *shown below*.





May 19, 2026

AGENDA ITEM 11 A

FUTURE MEETINGS

TYPE OF ITEM: CRTPA Information

Meeting Date	Meeting Type	Location
Jun 15 (Monday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
Sept 15 (Tuesday)* Sept 28 (Monday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
Oct 20 (Tuesday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
Nov 17 (Tuesday)** Nov 23 (Monday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
Dec 15 (Tuesday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm

*- September 15 meeting was changed due to a Leon County Board of County Commissioners conflict.

** - November 17 meeting was changed due to a Leon County Board of County Commissioners conflict.

May 19, 2026



AGENDA ITEM 11B

BUDGET UTILIZATION

OCTOBER THROUGH DECEMBER 2025

TYPE OF ITEM: Information

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

A status report on the October through December 2025, Unified Planning Work Program budget utilization is provided for the following:

- CRTPA Budget Report PL October through December 2025 (**Attachment 1**)
- CRTPA Budget Report SU Funds October through December 2025 (**Attachment 2**)
- CRTPA Budget Report CM Funds October through December 2025 (**Attachment 3**)

Unified Planning Work Program - Fiscal Years 2024/25 & 2025/26				FPID#	Utilization
Contract # G2U25 Invoice #: PL-6				439323-5-14-01	
Invoice Period: October 1, 2025 through December 31, 2025					
Task 1.0 - Administration					
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2026 FHWA (PL) Budgeted Amount	FY 2026 FHWA (PL) Previous Payments	FY 2026 FHWA (PL) Current Cost	FY 2026 FHWA (PL) Remaining Balance	
Salaries and Fringe	\$ 598,161.00	\$481,138.83	\$ 117,022.17	\$ -	100%
Sub Total:	\$ 598,161.00	\$ 481,138.83	\$ 117,022.17	\$ -	
1.7 Professional Services WCOT	\$16,000.00	\$1,512.50	\$ 275.00	\$ 14,212.50	11%
1.12 Professional Services Audit	\$52,000.00	\$ 25,000.00	\$ -	\$ 27,000.00	48%
1.16 Professional Services Legal	\$110,000.00	\$45,417.50	\$ 3,710.00	\$ 60,872.50	45%
Sub Total:	\$ 178,000.00	\$ 71,930.00	\$ 3,985.00	\$ 102,085.00	
Travel/Training	\$30,450.00	\$9,877.28	\$ 3,454.72	\$ 17,118.00	44%
Sub Total:	\$ 30,450.00	\$ 9,877.28	\$ 3,454.72	\$ 17,118.00	
Operational Expenses (Tel/Ins/Ads/Postage/Profess Fees)	\$104,445.00	\$23,625.16	\$ 25,345.34	\$ 55,474.50	47%
Computer Software/IT Services	\$12,000.00	\$4,334.42	\$ -	\$ 7,665.58	36%
Staff Services	\$168,674.00	\$101,744.05	\$ 20,804.52	\$ 46,125.43	73%
Sub Total:	\$ 285,119.00	\$ 129,703.63	\$ 46,149.86	\$ 109,265.51	
Office Supplies	\$ 6,500.00	\$525.46	\$ 104.37	\$ 5,870.17	10%
Sub Total:	\$ 6,500.00	\$ 525.46	\$ 104.37	\$ 5,870.17	
Computer Equipment	\$ 10,000.00	\$1,765.32	\$ -	\$ 8,234.68	18%
Sub Total:	\$ 10,000.00	\$ 1,765.32	\$ -	\$ 8,234.68	
Total:	\$ 1,108,230.00	\$ 694,940.52	\$ 170,716.12	\$ 242,573.36	
Task 2.0 - Data Collection					
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2026 FHWA (PL) Budgeted Amount	FY 2026 FHWA (PL) Previous Payments	FY 2026 FHWA (PL) Current Cost	FY 2026 FHWA (PL) Remaining Balance	
Salaries and Fringe	\$59,193.00	\$ 16,245.70	\$ 31,276.62	\$ 11,670.68	80%
Sub Total:	\$ 59,193.00	\$ 16,245.70	\$ 31,276.62	\$ 11,670.68	
2.0 Contract/Consultant Services	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
2.7 Transportation Data Mangement	\$ 151,000.00	\$ 151,000.00	\$ -	\$ -	
Sub Total:	\$ 151,000.00	\$ 151,000.00	\$ -	\$ -	
Total:	\$ 210,193.00	\$ 167,245.70	\$ 31,276.62	\$ 11,670.68	
Task 3.0 - Long Range Planning					
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2026 FHWA (PL) Budgeted Amount	FY 2026 FHWA (PL) Previous Payments	FY 2026 FHWA (PL) Current Cost	FY 2026 FHWA (PL) Remaining Balance	
Salaries and Fringe	\$ 165,727.00	\$ 164,627.05	\$ 1,099.94	\$ 0.01	100%
Sub Total:	\$ 165,727.00	\$ 164,627.05	\$ 1,099.94	\$ 0.01	
3.0 Contract/Consultant Services	\$ -	\$ -	\$ -	\$ -	
3.5 Connections 2045 RMP	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
Total:	\$ 165,727.00	\$ 164,627.05	\$ 1,099.94	\$ 0.01	
Task 4.0 - Short-Range Planning					
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2026 FHWA (PL) Budgeted Amount	FY 2026 FHWA (PL) Previous Payments	FY 2026 FHWA (PL) Current Cost	FY 2026 FHWA (PL) Remaining Balance	
Salaries and Fringe	\$ 70,366.00	\$38,710.99	\$ 10,276.70	\$ 21,378.31	70%
Sub Total:	\$ 70,366.00	\$ 38,710.99	\$ 10,276.70	\$ 21,378.31	
4.0 Contract/Consultant Services	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
4.4 TIP Software	\$ 13,516.00	\$ 13,470.00	\$ -	\$ 46.00	
Sub Total:	\$ 13,516.00	\$ 13,470.00	\$ -	\$ 46.00	
Total:	\$ 83,882.00	\$ 52,180.99	\$ 10,276.70	\$ 21,424.31	

Unified Planning Work Program - Fiscal Years 2024/25 & 2025/26			FPID# 439323-5-14-01		
Invoice #: PL-6			Invoice Period: October 1, 2025 through December 31, 2025		
Task 5.0 - Mobility Planning					
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2026 FHWA (PL) Budgeted Amount	FY 2026 FHWA (PL) Previous Payments	FY 2026 FHWA (PL) Current Cost	FY 2026 FHWA (PL) Remaining Balance	
Salaries and Fringe	\$ 78,270.00	\$32,961.79	\$ 11,310.26	\$ 33,997.95	57%
Sub Total:	\$ 78,270.00	\$ 32,961.79	\$ 11,310.26	\$ 33,997.95	
5.0 Consultant Support Task 5 Activities	\$ -	\$ -	\$ -	\$ -	
5.11 Congestion Management Plan Studies (Cont)	\$ -	\$ -	\$ -	\$ -	
5.21 SR267 Bloxham Cutoff SUP FS	\$ -	\$ -	\$ -	\$ -	
5.22 (Bradfordville Connect) Tville Rd to Wel FS	\$ -	\$ -	\$ -	\$ -	
5.23 US 90 West SUP FS (Cont)	\$ -	\$ -	\$ -	\$ -	
5.24.1 T2H Feasibility Study Public Involve.	\$ -	\$ -	\$ -	\$ -	
5.24.2 T2H Project Impact Assessment (Cont)	\$ -	\$ -	\$ -	\$ -	
*5.26 Context Based Planning/Complete Streets Planning TBD	\$ 22,000.00	\$ -	\$ -	\$ 22,000.00	0%
*Context Based Planning Requires an UPWP Amendment	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ 22,000.00	\$ -	\$ -	\$ 22,000.00	
Total:	\$100,270.00	\$32,961.79	\$11,310.26	\$55,997.95	
Task 6.0 - Public Involvement					
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2026 FHWA (PL) Budgeted Amount	FY 2026 FHWA (PL) Previous Payments	FY 2026 FHWA (PL) Current Cost	FY 2026 FHWA (PL) Remaining Balance	
Salaries and Fringe	\$ 46,342.00	\$30,876.39	\$ 9,473.73	\$ 5,991.88	87%
Sub Total:	\$ 46,342.00	\$ 30,876.39	\$ 9,473.73	\$ 5,991.88	
6.0 Contract/Consultant Services	\$1,000.00		\$ -	\$ 1,000.00	0%
6.9 Public Involvement Software	\$5,000.00		\$ -	\$ 5,000.00	0%
6.9 Public Involvement Outreach			\$ -	\$ -	0%
Sub Total:	\$6,000.00	\$ -	\$ -	\$ 6,000.00	
Total:	\$ 52,342.00	\$ 30,876.39	\$ 9,473.73	\$ 11,991.88	
Task 7.0 - Special Projects					
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2026 FHWA (PL) Budgeted Amount	FY 2026 FHWA (PL) Previous Payments	FY 2026 FHWA (PL) Current Cost	FY 2026 FHWA (PL) Remaining Balance	
Salaries and Fringe	\$ 117,372.00	\$88,774.63	\$ 28,597.36	\$ 0.01	100%
Sub Total:	\$ 117,372.00	\$ 88,774.63	\$ 28,597.36	\$ 0.01	
7.0 Consultant Support	\$ -	\$ -	\$ -	\$ -	
7.1 SS4A Implementation (TBD)	\$ 24,781.00	\$ -	\$ -	\$ 24,781.00	0%
7.1.1a SS4A Implement. Plan N. Monroe St.	\$ 20,730.00	\$ 20,730.00	\$ -	\$ -	100%
7.1.1b SS4A Implement. Pl. Update N Monroe (SS4A 25)	\$ -	\$ -	\$ -	\$ -	
7.1.1c SS4A Supplemental Analysis N Monroe (Int/Ped/Cross)	\$ -	\$ -	\$ -	\$ -	
7.1.2 SS4 US 90 Tennessee St. SS4A Corridor SAP	\$ -	\$ -	\$ -	\$ -	
7.1 *SS4A Implementation HIN Corridors	\$ -	\$ -	\$ -	\$ -	
7.2 Safe School Access	\$ 24,220.00	\$ 24,220.00	\$ -	\$ -	100%
7.3 Intelligent Trans. System Master Plan Update	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ 69,731.00	\$ 44,950.00	\$ -	\$ 24,781.00	
Total:	\$ 187,103.00	\$ 133,724.63	\$ 28,597.36	\$ 24,781.01	
G2U25 GRAND TOTAL EXPENDITURE DETAIL :	\$ 1,907,747.00	\$ 1,276,557.07	\$ 262,750.73	\$ 368,439.20	

Unified Planning Work Program - Fiscal Years 2024/25 & 2025/26
 Contract # G2U25 Invoice #: SU-6

FPID# 439323-5-14-02
 Invoice Period: October 1, 2025 through December 31, 2025

Task 1.0 - Administration					Utilization
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2026 FHWA (SU) Budgeted Amount	FY 2026 FHWA (SU) Previous Payments	FY 2026 FHWA (SU) Current Cost	FY 2026 FHWA (SU) Remaining Balance	
Salaries and Fringe	\$ 152,489.00	\$ -	\$ 3,942.46	\$ 148,546.54	3%
Sub Total:	\$ 152,489.00	\$ -	\$ 3,942.46	\$ 148,546.54	
Contract/Consultant Services	\$ -	\$ -	\$ -	\$ -	
1.7 Professional Services WCOT	\$ -	\$ -	\$ -	\$ -	
1.12 Professional Services Audit	\$ -	\$ -	\$ -	\$ -	
1.16 Professional Services Legal	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
Travel/Training	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
Operational Expenses (Tel/Ins/Ads/Postage/Profess Fees)	\$ -	\$ -	\$ -	\$ -	
Computer Software	\$ -	\$ -	\$ -	\$ -	
Staff Services	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
Office Supplies	\$ -	\$ -	\$ -	\$ -	
Computer Equipment	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
Total:	\$ 152,489.00	\$ -	\$ 3,942.46	\$ 148,546.54	
Task 2.0 - Data Collection					Utilization
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2026 FHWA (SU) Budgeted Amount	FY 2026 FHWA (SU) Previous Payments	FY 2026 FHWA (SU) Current Cost	FY 2026 FHWA (SU) Remaining Balance	
Salaries and Fringe	\$ 95,079.00	\$ 81,530.01	\$ -	\$ 13,548.99	86%
Sub Total:	\$ 95,079.00	\$ 81,530.01	\$ -	\$ 13,548.99	
2.0 Contract/Consultant Services	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
2.1 Transportation Data Mangement	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
Total:	\$ 95,079.00	\$ 81,530.01	\$ -	\$ 13,548.99	
Task 3.0 - Long Range Planning					Utilization
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2026 FHWA (SU) Budgeted Amount	FY 2026 FHWA (SU) Previous Payments	FY 2026 FHWA (SU) Current Cost	FY 2026 FHWA (SU) Remaining Balance	
Salaries and Fringe	\$ 84,057.00	\$ -	\$ 38,352.11	\$ 45,704.89	46%
Sub Total:	\$ 84,057.00	\$ -	\$ 38,352.11	\$ 45,704.89	
3.0 Contract/Consultant Services	\$ -	\$ -	\$ -	\$ -	0%
3.3 Connections 2045 RMP	\$ -	\$ -	\$ -	\$ -	
3.3 RMP updates to socio-economic data & the model	\$ 75,000.00	\$ -	\$ -	\$ 75,000.00	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
Total:	\$ 159,057.00	\$ -	\$ 38,352.11	\$ 120,704.89	
Task 4.0 - Short-Range Planning					Utilization
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2026 FHWA (SU) Budgeted Amount	FY 2026 FHWA (SU) Previous Payments	FY 2026 FHWA (SU) Current Cost	FY 2026 FHWA (SU) Remaining Balance	
Salaries and Fringe	\$ 9,456.00	\$ -	\$ -	\$ 9,456.00	0%
Sub Total:	\$ 9,456.00	\$ -	\$ -	\$ 9,456.00	
4.0 Contract/Consultant Services	\$ 21,530.00	\$ -	\$ -	\$ 21,530.00	0%
Sub Total:	\$ 21,530.00	\$ -	\$ -	\$ 21,530.00	
4.4 TIP Software	\$ 16,000.00	\$ -	\$ -	\$ 16,000.00	0%
Sub Total:	\$ 16,000.00	\$ -	\$ -	\$ 16,000.00	
Total:	\$ 46,986.00	\$ -	\$ -	\$ 46,986.00	

Task 5.0 - Mobility Planning					
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2026 FHWA (SU) Budgeted Amount	FY 2026 FHWA (SU) Previous Payments	FY 2026 FHWA (SU) Current Cost	FY 2026 FHWA (SU) Remaining Balance	
Salaries and Fringe	\$ 39,363.00	\$ -	\$ -	\$ 39,363.00	0%
Sub Total:	\$ 39,363.00	\$ -	\$ -	\$ 39,363.00	
5.0 Consultant Support Task 5 Activities	\$ 27,490.00	\$ -	\$ -	\$ 27,490.00	0%
5.7 Coastal Trail Wayfinding Signage Plan	\$ 60,000.00	\$ -	\$ -	\$ 60,000.00	0%
5.11 Congestion Management Plan Studies	\$ 150,000.00	\$ -	\$ -	\$ 150,000.00	0%
5.21 SR267 Bloxham Cutoff SUP FS	\$ 200,000.00	\$ -	\$ -	\$ 200,000.00	0%
5.23 US 90 West SUP FS (SUN Trails Contract)	\$ -	\$ -	\$ -	\$ -	
5.24.1 T2H Feasibility Study Public Involve.	\$ 10,140.00	\$ 10,138.00	\$ -	\$ 2.00	100%
5.24.2 T2H Project Impact Assessment	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00	0%
*5.26 Context Bast Planning/Complete Streets Planning TBD	\$ 149,954.00	\$ -	\$ -	\$ 149,954.00	0%
<i>*Context Based Planning Requires a UPWP Amendment</i>					
Sub Total:	\$ 622,584.00	\$ 10,138.00	\$ -	\$ 612,446.00	
Total:	\$ 661,947.00	\$ 10,138.00	\$ -	\$ 651,809.00	
Task 6.0 - Public Involvement					
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2026 FHWA (SU) Budgeted Amount	FY 2026 FHWA (SU) Previous Payments	FY 2026 FHWA (SU) Current Cost	FY 2026 FHWA (SU) Remaining Balance	
Salaries and Fringe	\$ 5,210.00	\$ -	\$ -	\$ 5,210.00	0%
Sub Total:	\$ 5,210.00	\$ -	\$ -	\$ 5,210.00	
6.0 Contract/Consultant Services				\$ -	
6.0.1 LEPP & Comm. Characteristics	\$ 21,530.00	\$ 15,154.90	\$ -	\$ 6,375.10	70%
6.9 Public Involvement Software	\$ 15,500.00	\$ -	\$ -	\$ 15,500.00	0%
6.9 Public Involvement Outreach				\$ -	
Sub Total:	\$ 37,030.00	\$ 15,154.90	\$ -	\$ 21,875.10	
Total:	\$ 42,240.00	\$ 15,154.90	\$ -	\$ 27,085.10	
Task 7.0 - Special Projects					
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2026 FHWA (SU) Budgeted Amount	FY 2026 FHWA (SU) Previous Payments	FY 2026 FHWA (SU) Current Cost	FY 2026 FHWA (SU) Remaining Balance	
Salaries and Fringe	\$ 92,460.00	\$ 40,730.00	\$ 3,699.02	\$ 48,030.98	48%
Sub Total:	\$ 92,460.00	\$ 40,730.00	\$ 3,699.02	\$ 48,030.98	
7.0 Consultant Support Task 7 Activities	\$ 21,530.00	\$ -	\$ -	\$ 21,530.00	0%
7.1 SS4A Implementation TBD	\$ 303,680.00	\$ -	\$ -	\$ 303,680.00	0%
7.1.1a SS4A Implementation Plan N. Monroe St.	\$ 19,270.00	\$ 10,365.00	\$ -	\$ 8,905.00	54%
7.1.1b SS4A Application Update N. Monroe St. (SS4A 25)	\$ 21,000.00	\$ 20,975.00	\$ -	\$ 25.00	100%
7.1.1c SS4A Supplemental Analysis N. Monroe St. (Int/Ped/Cross)	\$ 200,000.00	\$ 32,528.00	\$ 30,197.00	\$ 137,275.00	31%
7.1.2 SS4A US 90 Tennessee St. SS4A Corridor	\$ 14,000.00	\$ 8,198.00	\$ -	\$ 5,802.00	59%
7.1 SS4A Implementation HIN Corridors	\$ 208,320.00	\$ 88,965.00	\$ 17,143.50	\$ 102,211.50	51%
7.2 Safe School Access	\$ 93,000.00	\$ 92,779.70	\$ -	\$ 220.30	100%
7.3 Intelligent Transportation System Mster Plan Update	\$ 150,000.00	\$ -	\$ -	\$ 150,000.00	0%
Sub Total:	\$ 1,030,800.00	\$ 253,810.70	\$ 47,340.50	\$ 729,648.80	
Total:	\$ 1,123,260.00	\$ 294,540.70	\$ 51,039.52	\$ 777,679.78	
*G2U25 GRAND TOTAL EXPENDITURE DETAIL :	\$ 2,281,058.00	\$ 401,363.61	\$ 93,334.09	\$ 1,786,360.30	

Unified Planning Work Program - Fiscal Years 2024/25 & 2025/26				FPID#	439323-5-14-03
Contract # G2U25 Invoice #: CM-6		Invoice Period: October 1, 2025 through December 31, 2025			
Task 1.0 - Administration					
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2026 FHWA (CM) Budgeted Amount	FY 2026 FHWA (CM) Previous Payments	FY 2026 FHWA (CM) Current Cost	FY 2026 FHWA (CM) Remaining Balance	
Salaries and Fringe	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
Contract/Consultant Services	\$ -	\$ -	\$ -	\$ -	
1.7 Professional Services WCOT	\$ -	\$ -	\$ -	\$ -	
1.12 Professional Services Audit	\$ -	\$ -	\$ -	\$ -	
1.16 Professional Services Legal	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
Travel/Training	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
Operational Expenses (Tel/Ins/Ads/Postage/Profess Fees)	\$ -	\$ -	\$ -	\$ -	
Computer Software	\$ -	\$ -	\$ -	\$ -	
Staff Services	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
Office Supplies	\$ -	\$ -	\$ -	\$ -	
Computer Equipment	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
Total:	\$ -	\$ -	\$ -	\$ -	
Task 2.0 - Data Collection					
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2026 FHWA (CM) Budgeted Amount	FY 2026 FHWA (CM) Previous Payments	FY 2026 FHWA (CM) Current Cost	FY 2026 FHWA (CM) Remaining Balance	
Salaries and Fringe	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
2.0 Contract/Consultant Services	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
2.1 Transportation Data Mangement	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
Total:	\$ -	\$ -	\$ -	\$ -	
Task 3.0 - Long Range Planning					
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2026 FHWA (CM) Budgeted Amount	FY 2026 FHWA (CM) Previous Payments	FY 2026 FHWA (CM) Current Cost	FY 2026 FHWA (CM) Remaining Balance	
Salaries and Fringe	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
3.0 Contract/Consultant Services	\$ -	\$ -	\$ -	\$ -	
3.5 Connections 2045 RMP	\$ 450,000.00	\$ 329,289.00	\$ 30,251.80	\$ 90,459.20	
Sub Total:	\$ 450,000.00	\$ 329,289.00	\$ 30,251.80	\$ 90,459.20	
Total:	\$ 450,000.00	\$ 329,289.00	\$ 30,251.80	\$ 90,459.20	
Task 4.0 - Short-Range Planning					
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2026 FHWA (CM) Budgeted Amount	FY 2026 FHWA (CM) Previous Payments	FY 2026 FHWA (CM) Current Cost	FY 2026 FHWA (CM) Remaining Balance	
Salaries and Fringe	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
4.0 Contract/Consultant Services	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
4.4 TIP Software	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
Total:	\$ -	\$ -	\$ -	\$ -	

Utilization

80%

Unified Planning Work Program - Fiscal Years 2024/25 & 2025/26			FPID#	439323-5-14-03
Invoice #: CM-6		Invoice Period: October 1, 2025 through December 31, 2025		
Task 5.0 - Mobility Planning				
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2026 FHWA (CM) Budgeted Amount	FY 2026 FHWA (CM) Previous Payments	FY 2026 FHWA (CM) Current Cost	FY 2026 FHWA (CM) Remaining Balance
Salaries and Fringe	\$ -	\$ -	\$ -	\$ -
Sub Total:	\$ -	\$ -	\$ -	\$ -
5.0 Contract/Consultant Services Support Task 5 Activities	\$ -	\$ -	\$ -	\$ -
5.7 Tallahassee to Havana Trail Feasibility Study	\$ -	\$ -	\$ -	\$ -
5.11 Congestion Management Plan Update	\$ -	\$ -	\$ -	\$ -
5.21 SR267 Bloxham Cutoff Trail Feasibility Study	\$ -	\$ -	\$ -	\$ -
5.22 Thomasville Road to Welaunee Grnwy SUP FS	\$ -	\$ -	\$ -	\$ -
5.23 US 90 West SUP FS	\$ -	\$ -	\$ -	\$ -
Sub Total:	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -
Task 6.0 - Public Involvement				
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2026 FHWA (CM) Budgeted Amount	FY 2026 FHWA (CM) Previous Payments	FY 2026 FHWA (CM) Current Cost	FY 2026 FHWA (CM) Remaining Balance
Salaries and Fringe	\$ -	\$ -	\$ -	\$ -
Sub Total:	\$ -	\$ -	\$ -	\$ -
6.0 Contract/Consultant Services	\$ -	\$ -	\$ -	\$ -
6.9 Public Involvement Software	\$ -	\$ -	\$ -	\$ -
6.9 Public Involvement Outreach	\$ -	\$ -	\$ -	\$ -
Sub Total:	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -
Task 7.0 - Special Projects				
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2026 FHWA (CM) Budgeted Amount	FY 2026 FHWA (CM) Previous Payments	FY 2026 FHWA (CM) Current Cost	FY 2026 FHWA (CM) Remaining Balance
Salaries and Fringe	\$ -	\$ -	\$ -	\$ -
Sub Total:	\$ -	\$ -	\$ -	\$ -
7.0 Consultant Support Task 7 Activities	\$ -	\$ -	\$ -	\$ -
7.1 SS4A Implementation TBD	\$ -	\$ -	\$ -	\$ -
7.1.1a SS4A Implementation Plan N. Monroe St.	\$ -	\$ -	\$ -	\$ -
7.1.1b SS4A Application Update N. Monroe St.	\$ -	\$ -	\$ -	\$ -
7.1.1c SS4A Supplemental Analysis N. Monroe St.	\$ -	\$ -	\$ -	\$ -
7.1.2 SS4A US 90 Tennessee St. SS4A Corridor	\$ -	\$ -	\$ -	\$ -
7.1 SS4A Implementation HIN Corridors	\$ -	\$ -	\$ -	\$ -
7.2 Safe School Access	\$ -	\$ -	\$ -	\$ -
Sub Total:	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -
G2U25 GRAND TOTAL EXPENDITURE DETAIL :	\$ 450,000.00	\$ 329,289.00	\$ 30,251.80	\$ 90,459.20