



CRTPA BOARD

MEETING OF TUESDAY, NOVEMBER 15, 2022 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 November 14. 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 November 14 at <http://crtpa.org/contact-us/> and noting your desire to provide comments via video in the "Email Us" portion of the page along with the agenda item or issue you wish to discuss. You will be contacted by CRTPA staff and provided with a link to virtually access the meeting and provide your comment during the meeting. Speakers are requested to limit their comments to three (3) minutes.

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

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

1. CALL TO ORDER AND ROLL CALL**2. AGENDA MODIFICATIONS****3. PUBLIC COMMENT ON ITEMS NOT APPEARING ON THE AGENDA**

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

4. CONSENT AGENDA

- A. Minutes of the October 18 CRTPA Meeting**
- B. CRTPA 2023 Calendar**
- C. CRTPA Fiscal Year 2021 Financial Statements**
- D. Unified Planning Work Program (UPWP) Amendment**

5. CONSENT ITEMS PULLED FOR DISCUSSION**6. ROLL CALL VOTE AGENDA ITEMS****A. Fiscal Year (FY) 2023– FY 2027 Transportation Improvement Program (TIP) Amendment**

The CRTPA FY 2023 – FY 2027 TIP is proposed to be amended to reflect the addition of the following projects:

- SR 20 (US 27/US 319) from east of Kaptain Drive to Madison County Line (Project 452212-1): Provide funding in FY 23 for a rumble strip pilot project (Jefferson County).
- SR 8 (I-10) Jefferson County Rest Area Truck Parking Availability (Project 452230-1): Provide funding in FY 23 associated with truck parking facilities (Jefferson County).

"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."

7. **CRTPA ACTION**

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

A. Tallahassee to Havana Trail Feasibility Study

A feasibility study evaluating potential multi-use trail connections between Tallahassee and Havana has been completed.

B. Stadium Drive at Lake Bradford Intersection Study

The Stadium Drive at Lake Bradford Intersection Study will be presented.

C. US 90 SUN Trails Application

This item seeks Board support of a resolution related to the CRTPA's upcoming solicitation of SUN Trails funding for the US 90 Multi-Use Trail.

D. Election of Chair/Vice Chair

Annually, CRTPA member elect a new Chair and Vice Chair to serve for the upcoming calendar year. Currently, Commissioner Kristin Dozier and Commissioner Betsy Barfield hold the CRTPA Chair and Vice Chair positions, respectively.

8. **FLORIDA DEPARTMENT OF TRANSPORTATION REPORT**

9. **EXECUTIVE DIRECTOR'S REPORT**

A status report on CRTPA activities will be provided.

"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.

10. CRTPA INFORMATION

A. Future Meeting Dates

B. Committee Actions (Citizen's Multimodal Advisory Committee & Technical Advisory Committee)

11. ITEMS FROM CRTPA BOARD MEMBERS

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

"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.



November 15, 2022

AGENDA ITEM 1

CALL TO ORDER AND ROLL CALL



November 15, 2022

AGENDA ITEM 2

AGENDA MODIFICATIONS



November 15, 2022

AGENDA ITEM 3

PUBLIC COMMENT ON ITEMS NOT APPEARING ON THE AGENDA

Comments may be provided in the following manner:

- (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 November 14. 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 November 14 at <http://crtpa.org/contact-us/> and noting your desire to provide comments via video in the "Email Us" portion of the page along with the agenda item or issue you wish to discuss. You will be contacted by CRTPA staff and provided with a link to virtually access the meeting and provide your comment during the meeting. Speakers are requested to limit their comments to three (3) minutes.



November 15, 2022

AGENDA ITEM 4 A

MINUTES

TYPE OF ITEM: Consent

The minutes from the October 18 CRTPA Meeting are provided as ***Attachment 1***.

RECOMMENDED ACTION

Option 1: Approve the minutes of the October 18, 2022, CRTPA Meeting.

ATTACHMENT

Attachment 1: Minutes of the October 18, 2022, CRTPA Meeting



CRTPA BOARD

MEETING OF TUESDAY, OCTOBER 18, 2022 AT 1:30 PM

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

Meeting Minutes

Members Present:

Commissioner Kristin Dozier, Leon County, Chair
Commissioner Betsey Barfield, Jefferson County
Commissioner Quincee Messersmith, Wakulla County
Commissioner Decorkus Allen, Gadsden Municipalities
Commissioner Dianne Williams-Cox, City of Tallahassee
Commissioner Curtis Richardson, City of Tallahassee
Commissioner Minor, Leon County

Staff Present: Greg Slay, CRTPA Executive Director; Jack Kostrzewa, CRTPA; Greg Burke, CRTPA; Suzanne Lex, CRTPA; Yulonda Mitchell, CRTPA, Ronnie Shelley, StarMetro

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 1:35 pm with a roll call.

2. AGENDA MODIFICATIONS

3. PUBLIC COMMENT ON ITEMS NOT APPEARING ON THE AGENDA

4. CONSENT AGENDA

- A. Minutes of the May 17 CRTPA Meeting
- B. Audit Contract Extension
- C. FY 2022 - FY 2026 Transportation Improvement Program (TIP) Amendment and FY 2023 – FY 2027 TIP Amendment
- D. Executive Director's Timesheets
- E. Fiscal Years 2023 – 2024 Unified Planning Work Program Modification
- F. Updated CRTPA Fiscal Policies and Procedures

Board Action: Commissioner Minor made a motion to approve the Consent Agenda as present by staff. Commissioner Williams-Cox seconded the motion. The motion was unanimously passed.

5. CONSENT ITEMS PULLED FOR DISCUSSION**6. ROLL CALL VOTE AGENDA ITEMS****A. FY 2023 – FY 2027 Transportation Improvement Program (TIP) Amendment**

The CRTPA FY 2023 – FY 2027 TIP is proposed to be amended to reflect the following projects:

- 451044-2 SR 10 (US 90) from Leon County Line to East of MLK Avenue (Jefferson County) – Add PD&E Funding
- 450513-2 Big Bend Transit - Federal Section 5311 CRRSAA Funding- Operating (Gadsden County) – Add Operating Funding
- 451243-1 City of Tallahassee- StarMetro – Federal Sect 5311 CRRSAA Funding – Operating (Leon County) – Add Operating Funding
- 439383-1 CR 268 High Bridge Rd Over Little River Bridge (Gadsden County) – Add new project
- 441188-1 Hanna Mill Pond Road Over Hanna Pond Bridge (Gadsden County) – Add new project
- 403931-3 SR 57 (US 19) FL GA Parkway from CR 57A to Martin Rd (Jefferson County) – Delete design funding

Ms. Lex introduced the FY 2023 – FY 2027 Transportation Improvement Program (TIP) Amendments. She explained that some of these projects are a result of additional funds that were received as a part of the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA). Ms. Lex next outlined each of the projects that are added, amended or deleted:

- Big Bend Transit - Federal Section 5311 of 2021 CRRSAA Funding - Operating (Project No. 450513-2): (Gadsden County) which provides \$884,126 in operating funding in FY 23 for transit services. She also noted that this project was in the Gadsden County section, however, funds can also be used in Jefferson County because both counties are serviced by Big Bend Transit.
- StarMetro Transit - Federal Section 5311 CRRSAA Funding – Operating (Project No. 451243-1): (Leon County) which provides \$309,228 in funding in FY 23 for operating expenses associated with transit services.
- High Bridge Road (CR 268) over Little River Bridge No. 504043 (Project 439383-1): (Gadsden County) which provides \$19,280,389 in funding in FYs 23 thru FY 26 for the Preliminary Engineering, Right-of-Way, Construction and Environmental Phases for the replacement of the bridge over the Little River.
- Hannah Mill Pond Road over Hanna Pond Bridge No. 500045 (Project 441188-1): (Gadsden

County) which provides \$13,882,847 in funding in FYs 23 thru FY 27 for the Preliminary Engineering, Right-of-Way, Construction and Environmental Phases for the replacement of the bridge over the Hannah Mill Pond.

Ms. Lex noted the projects will be initiated this year and construction would begin in FY 26 or FY 27.

- US 90 (SR10) from Leon County Line to East of MLK Avenue (Project 451044-2): (Jefferson County) which provides \$810,000 in funding in FY 23 for the Project Development and Environment Study phase of the US90 Multi-use Trail.

Ms. Lex noted these funds were SU Funds and that FDOT placed these funds on the segment from the Leon County Line to the City of Monticello of the US 90 Multi-use Trail.

She noted the amendment also included a deleted project:

- Florida- Georgia Parkway/US 19 (SR 57) from David Road CR 57A to Martin Road (Project 403931-3): (Jefferson County) which deletes from the FDOT Work Program and the CRTPA FY 2023 –FY 2027 TIP \$750,094 in funding for the Preliminary Engineering Phase of the Monticello Multi-Use Trail Extension.

Board Action: Commissioner Barfield made a motion to approve the FY 2023 – FY 2027 Transportation Improvement Program (TIP) Amendments. Commissioner Minor seconded the motion. A roll call vote was conducted, and the motion unanimously passed.

Mr. Slay explained that the cost estimates have substantially increased with some costs up 600%. He provided a list of construction materials and the corresponding prices in June 2021, and the increased prices in October 2022. Commissioner Minor asked if the materials pricing could potentially decrease. Mr. Slay stated the last time the construction materials were marked up significantly was in the early 2000s building boom. He stated he assumed that over time the construction materials cost will come down, he just wasn't sure what to expect as far as decreases in cost of materials. Commissioner Dozier asked if there were alternative construction materials that could be used and possibly reduce the cost. Mr. Paulk noted he was unaware of any construction materials that were "production ready", due to the volume needed by the Department. He noted that it would be hard to bring items to the market quickly that would have an impact statewide. Mr. Paulk explained the Department was working through the price increase, just as everyone else.

Agenda was modified to move items 7D, 7E, 7F forward for action due to members needing to leave early.

D. CRTPA Travel Policy

A resolution adopting the U.S. General Services Administration per diem rates for meals, incidental expense and mileage, and the CRTPA process travel in accordance with the City of Tallahassee Travel Policy has been developed for CRTPA adoption.

Ms. Lex introduced the CRTPA Travel Policy. She explained the CRTPA could adopt different travel rates but that they must be adopted by the Board via resolution. Commissioner Williams-Cox asked about potential policy changes to the COT Policy and how this would be addressed related to the CRTPA's adopted Travel Policy. Ms. Lex noted that the CRTPA's policy will be updated annually, and, therefore, any COT changes will be captured.

E. CRTPA Fiscal Year (FY) 2023 Budget

The CRTPA's budget for Fiscal Year 2023 has been developed for discussion and approval. This discussion will include the proportional share payments.

Ms. Lex discussed the CRTPA FY 23 Budget and explained the individual budgetary increases for FY 23.

Board Action: Commissioner Williams-Cox made a motion to approve the CRTPA Fiscal Year (FY) 2023 Budget. Commissioner Allen seconded the motion. The motion was unanimously passed.

F. Fiscal Year 2023 – 2024 Unified Planning Work Program (UPWP) Amendment

This item seeks approval of an amendment to the FY 2023- 2024 UPWP to add the Safe Streets for All (SS4A) Safety Action Plan project and associated budget in FY 2023.

Ms. Lex noted this item was approved by the Executive Committee; however, staff is bringing it the full Board for an explanation of the project and approval.

Mr. Kostrzewa stated there were grant opportunities from the Bipartisan Infrastructure Law. He noted there were two components for grant opportunities (1) development of an Action Plan Grant; and (2) Submission of an application to receive an Infrastructure Grant for projects within the Action Plan. He noted, due to timing and implementation, the potential grantee for the action plan, could miss some opportunities to apply for infrastructure grants that will be available. With this in mind, CRTPA opted to begin the Action Plan with current funds and have the Action Plan developed before June 2023. He noted by having the Action Plan completed, the CRTPA's local governments would be able to apply for infrastructure grants.

Mr. Barr, Kimley Horn and Associates, provided a brief presentation on the Safety Action Plan. Mr. Barr stated the Safety Action Plan was aimed at preventing and significantly reducing roadway fatalities and serious injuries for all users. The Safety Action Plan would also include the following: work with the Community Transportation Safety Team (CTSTs) in the area to provide leadership and goal setting; includes a comprehensive safety analysis; includes engagement and collaboration with the counties in the region and the general public; includes equity considerations to the underserved populations; includes policy and process changes; and lastly identify projects. Mr. Barr noted the project goals were safety, public health, multi-modalism, security, economic development and access. He noted these goals are in line with the Regional Mobility Plan Goals. He stated the next steps would include conducting safety and equity analysis; begin collecting project lists from the counties and attend the Winter Festival to receive input on the Safety Plan. Commissioner Williams-Cox noted the FAMU Homecoming and stated there would be a huge opportunity to gather information.

Board Action: Commissioner Richardson made a motion to approve the Fiscal Year 2023 – 2024 Unified Planning Work Program (UPWP) Amendment. Commissioner Minor seconded the motion. The motion was unanimously passed.

7. CRTPA ACTION

A. SIS Cost Feasible Plan Update

The Florida Department of Transportation will provide an update on the Strategic Intermodal System (SIS) Cost Feasible Plan.

Mr. Pettis outlined the SIS Cost Feasible Plan. He stated the purpose of the Cost Feasible Plan was to ensure consistency with the goals of the Florida Transportation Plan (FTP) and the objectives of the SIS Policy Plan. The Cost Feasible Plan also evaluates the SIS needs in light of future revenues and develops a phased plan for cost feasible improvements. The Cost Feasible Plan meets statutory requirements of Chapter 339.64(4)(d) F.S. Mr. Pettis provided a summary of the SIS Planning Process. He stated the Planning Process provides the framework for planning, programming, and implementing transportation projects and supports effective investment of limited transportation funds. Mr. Pettis noted that the 2050 SIS Cost Feasible Plan will reflect the projects deferred during the previous Work Program development cycles; the remaining project phases from the SIS 2045 Cost Feasible Plan; projects advanced from the SIS 2045 Multimodal unfunded needs plan; and new projects identified by MPOs, FDOT Districts and Executive Management as priorities. Mr. Pettis also discussed the Long-Range Transportation Plan adoption dates. The next adoption date for the CRTPA is November 23, 2025.

Commissioner Richardson asked if electronic vehicle use including charging stations. Mr. Pettis stated the FDOT was currently conducting a separate effort to locate charging stations for electric vehicles. Commissioner Williams-Cox asked about rail as a part of the Cost Feasible Plan. Mr. Pettis stated this specific plan was geared to roadways. He noted there was a separate plan from the FDOT Freight and Rail Office that provides and evaluates rail component.

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

B. CRTPA Fiscal Year (FY) 2021 Financial Statements

A presentation on the findings of the annual audit of the CRTPA will be provided.

Ms. Lex discussed the CRTPA Fiscal Year (FY) 2021 Financial Statements. She introduced the consultant, James Moore & Company.

Mr. Andrew Ferguson, Sr. Accountant, James Moore and Company provided information on the CRTPA Annual Audit FY 21 Financial Statements. Mr. Ferguson discussed the audit process. He stated annual audits are required by the federal government, with this type of interlocal agency and also required for the types of grants that CRTPA receives. Mr. Ferguson also outlined the required communications and the responsibilities of the Auditors and the audit reports.

Mr. Ferguson also noted that the CRTPA was now a Low-Risk Auditee. Further stating that means within the last two out of the last three years the CRTPA has had “No Significant Findings” and the CRTPA has submit the audit to the Federal Clearing house on time (June 30th each year).

Commissioner Minor stated Audits were a tremendous amount of work and thanked the entire team (Staff with the City, CRTPA, James Moore & Co.) who provided the service and the daily work of maintaining records for the audit to be completed.

Commissioner Dozier stated the Executive Committee approved the Audit in August, but the item would be voted on at the next meeting, due to lack of a quorum at this point in the meeting.

Board Action: Due to lack of a quorum, Mr. Slay stated this agenda item will be a part of the Consent Agenda at the next Meeting.

C. Congestion Management Process (CMP) Update

An update will be provided on the recently initiated CRTPA’s Congestion Management Process Update.

Mr. Burke introduced the item and the consultant for the CMP. He introduced Gary Phillips, Halff Associates and his team: Tim Smith, Halff and Associates and Tyrone Scrone, Kittleson Associates.

Mr. Phillips presented information on the Congestion Management Plan update. Mr. Phillips stated the purpose of the Congestion Management Plan (CMP) was to have a systematic and regionally accepted approach for managing congestion. A CMP is required in Metropolitan areas that have a population of 200K and is developed and implemented as a part of the MPO planning process. He noted there will be a list of operational strategies and projects; however, capacity projects are not the focus the CMP update.

Mr. Phillips also discussed the eight steps of the congestion management process:

- Develop congestion management objectives
- Identify area of application
- Define system network
- Develop performance measures
- System monitoring plan
- Identify /evaluate strategies
- Implementation of strategies
- Monitor strategies effectiveness

Mr. Phillips noted the scope of work will be a 16-month schedule for the project. He noted the first 5 tasks (Project Management and Coordination; Review and updated goals and objectives; Review CMP network; development of performance measures and data collection) will be discussed today and remaining tasks will be completed next year. The final Plan should be completed in September 2023.

Mr. Smith discussed the federal requirements related to development of the CMP. He noted that a CMP must address congestion management through a process that provides for safe and effective integrated management and operation of the multimodal transportation system. The CMP is intended to be an ongoing process continually evolving to address the results of performance measures, concerns of the community, new objectives and goals of the MPO and up-to-date information on congestion issues. The CMP also is integrated with other CRTPA Plans (LRTP, UPWP and TIP).

As a part of this update to the CMP, there will be a review and update of the CMP goals and objectives. The developed draft goals include incorporating multimodal options as strategies to reduce congestion in the CMP; increasing the connectivity of the network providing additional person trip alternatives; providing increased access to key destinations and modes of travel; and provide safety improvements through the CMP process. The updated CMP will also include updated to the CMP performance measures that will include a method to monitor and evaluate the performance of the multimodal transportation system. Mr. Smith noted that performance measures are used at two levels: the regional level-entire network and the local level-corridor/segment/intersection.

Mr. Scorsone stated the CMP is conducting a network analysis for the region. He stated the process included staff meeting with county/municipal representatives to discuss the data collection. The Hotspot/Site analysis identifies problematic spots with safety concerns. This analysis study's and identifies intersections with a higher history of crashes and identifies high accident locations along a particular segment by using the crash rate to rank the sites. From there a micro analysis of spots is conducted to identify cause of problem, location of problem and identify factors that may be contributing to the problem. Included in the analysis will be the system safety planning process by identifying target crash types (roadway departure, speeding related or fatal crashes).

Commissioner Dozier asked if the evaluation includes multiple modes or was the crash data only involving vehicles. Mr. Scorsone explained that the crash rates the data can be selected to include pedestrian/bike crashes. Mr. Slay noted CRTPA staff has been reviewing crash data to have information on pedestrian/bike crashes.

Mr. Phillips discussed next steps for the project which included: refining performance measures and benchmarks; preparing data catalogue; identification of critical congested corridors and safety hotspots; identification of strategies and projects; and, finally, development of an implementation plan. He noted that the Final Report should be completed in September 2023.

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

8. FLORIDA DEPARTMENT OF TRANSPORTATION REPORT

Mr. Paulk provided information on three of the Department's resurfacing projects that will host virtual project updates. The projects are located on US 19 (Jefferson County); Woodville Highway and Mahan Drive (Leon County). Mr. Paulk noted the Department tries to complete other improvements during resurfacing projects, when possible. The Department will be seeking comments from staff and board members on these projects.

9. EXECUTIVE DIRECTOR'S REPORT

Mr. Slay provided a status report on CRTPA activities including an update on the R. Frank Nims Middle School pedestrian safety project. Mr. Slay stated there have been a few changes since the March update which included a proposal to install overhead signals similar to the South Adams Street project. The cost estimates for the project at the time (March) was \$750,000 for both the design and construction phases. Subsequent, FDOT notified the CRTPA that the cost estimates have increased to \$1.2 million. As a result, CRTPA, FDOT and City of Tallahassee staff met to identify other options and are pursuing the installation of rectangular Rapid Flashing Beacons (RFBs) similar to Thomasville Road at the Holton Street and Orange Avenue intersection. He noted there was still work to be completed including the signing of various agreements.

Mr. Slay also noted that the CRTPA, Blueprint, StarMetro and Leon County jointly submitted a Reconnect Communities Grant application for Tharpe Street (Ocala Street to Capital Circle NW) for the development of a PD&E study to include a 30% design phase. The application was submitted by October 13, 2022 and CRTPA would have award information in March 2023. If successful, the CRTPA would need to be LAP certified to complete the PD&E.

Lastly, Mr. Slay pointed out the public message signage that was present at the meeting and had been provided to the CRTPA from the FDOT. He stated the signage will be used at the public meetings that will be held for the Safe Streets for All project as well as other public meetings.

10. CRTPA INFORMATION

- A. Future Meeting Dates**
- B. Committee Actions (Citizen's Multimodal Advisory Committee & Technical Advisory Committee)**
- C. Correspondence**

11. ITEMS FROM CRTPA BOARD MEMBERS

Commissioner Minor briefly discussed the Tallahassee-Leon County E-Bike Expo that is scheduled to occur on October 26, 2022 at 5:30 pm at the Anita Favors Plaza at Lake Anita, Tallahassee, FL.

Commissioner Barfield stated new HAWK devices were installed in the City of Monticello near the Opera House.

12. ADJOURNMENT

Meeting was adjourned at 3:18 pm.



November 15, 2022

AGENDA ITEM 4 B
2023 MEETING CALENDAR

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

The 2023 CRTPA Meeting Calendar has been developed for board adoption.

RECOMMENDED ACTION

Option 1: Approve the 2023 CRTPA Meeting Calendar.

Meeting Date	Meeting Type	Location
January 17 (Tuesday)	Retreat	9:00 AM-1:00 PM Location: TBD
February 28 (Tuesday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
March 20 (Monday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
April 18 (Tuesday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
May 22 (Monday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
June 19 (Monday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
September 19 (Tuesday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
October 17 (Tuesday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
November 21 (Tuesday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
December 19 (Tuesday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm

November 15, 2022



AGENDA ITEM 4 C

CRTPA FISCAL YEAR (FY) 2021 FINANCIAL STATEMENTS

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

The purpose of this item is to accept the CRTPA's FY 2021 Financial Statements.

CRTPA EXECUTIVE COMMITTEE AND BOARD

The CRTPA Executive Committee met on August 15, 2022. At the meeting staff presented the FY 2021 Financial Statements. After some discussion, the Executive Committee voted to accept the FY 2021 Financial Statements. At the October 18, 2022 CRTPA Meeting the Board considered this item and received a presentation from the Auditor, James Moore and Company. However, as a quorum was not present. Therefore, the FY 2021 Financial Statements are presented for acceptance by the Board.

BACKGROUND AND ANALYSIS

The CRTPA's management is responsible for the preparation and fair presentation of financial statements in accordance with US Generally Accepted Accounting Principles. Additionally, the CRTPA must comply with federal and state laws and regulations, provisions of grant agreements, and accounting and reporting requirements associated with such grants. Auditors with James Moore and Company prepared the CRTPA FY 2021 Annual Financial Statements which is provided as **Attachment 1**.

The audit was conducted in accordance with the attestation standards by the American Institute of Certified Public Accountants. Those standards require that the Auditor plan and perform the examination to obtain reasonable assurances about whether the agency complied with the requirements of Section 215.97 Florida Statutes (Florida Single Audit Act) and applicable requirements of Code of Federal Regulations, 2 CFR 200 for the year ending September 30, 2021.

Summary of Auditor's Results

The CRTPA FY 2021 audit did not identify any material weaknesses or significant deficiencies in the CRTPA's "Internal Control over Financial Reporting" or in the "Internal Control over Major Programs." The audit was submitted timely to the Federal Clearinghouse and the Florida Department of Transportation. It is important to note that this is now the third consecutive year that the CRTPA has submitted the Audit on-time, and no material weaknesses or deficiencies were identified in the Audit Report. As a result of the CRTPA is now categorized as a low-risk auditee consistent the criteria established in the Code of Federal Regulation § 2CFR 200.520 (***Attachment 2***).

RECOMMENDED ACTION

Option 1: Accept the CRTPA's FY 2021 Financial Statements.
(Recommended)

Option 2: As desired by the Board.

ATTACHMENTS

Attachment 1: CRTPA's FY 2021 Financial Statements

Attachment 2: Code of Federal Regulation § 2CFR 200.520

CAPITAL REGION TRANSPORTATION PLANNING AGENCY

Annual Financial Statements

**For the Fiscal Year Ended
September 30, 2021**



PREPARED BY:

**Financial Services Department
Financial Reporting Division
City of Tallahassee, Florida**

Financial Statements

Capital Region

Transportation Planning Agency

Fiscal Year Ended September 30, 2021

with Independent Auditors' Report

**Capital Region Transportation Planning Agency
Financial Statements
Fiscal Year Ended September 30, 2021**

Contents

I. Financial Section

Independent Auditors' Report.....	4
Management's Discussion and Analysis.....	7

Basic Financial Statements

Government-wide Financial Statements:

Statement of Net Position.....	14
Statement of Activities.....	15

Fund Financial Statements:

Balance Sheet, Governmental Funds.....	16
Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position.....	17
Statement of Revenues, Expenditures, and Changes in Fund Balances, Governmental Funds.....	18
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities.....	19

Notes to the Financial Statements

Note I - Summary of Significant Accounting Policies.....	22
Note II - Stewardship, Compliance, and Accountability.....	26
Note III - Detail Notes - All Funds.....	26
Note IV - Other Information.....	27

II. Required Supplementary Information

Budgetary Comparison Schedule.....	38
Note to Budgetary Comparison Schedule.....	39
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities.....	40
Schedule of Contributions - City of Tallahassee Pension Plan.....	41
Schedule of Changes in the Net OPEB Liability and Related Ratios.....	42
Schedule of Contributions-OPEB.....	43

III. Other Reports

Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	44
Independent Auditors' Report on Compliance for Each Major Program and Report on Internal Control Over Compliance Required by the Uniform Guidance.....	46
Schedule of Expenditures of Federal Awards.....	48
Schedule of Findings and Questioned Costs.....	49
Independent Accountants' Examination Report.....	50
Independent Auditors' Management Letter Required by Office of the Auditor General.....	51

This page intentionally left blank.

FINANCIAL SECTION

THIS SECTION CONTAINS THE FOLLOWING SUBSECTIONS:

Independent Auditors' Report

Management's Discussion and Analysis

Basic Financial Statements

Notes to Financial Statements



INDEPENDENT AUDITORS' REPORT

To the Governing Board
of the Capital Region Transportation Planning Agency:

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of the Capital Region Transportation Planning Agency (the Agency), as of and for the year ended September 30, 2021, and the related notes to the financial statements, which collectively comprise the Agency's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

The Agency's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, based on our audit, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Agency, as of September 30, 2021, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that management's discussion and analysis and required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

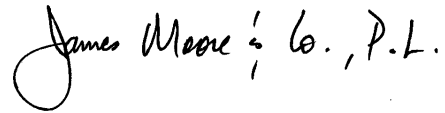
Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Agency's basic financial statements. The schedule of expenditures of federal awards as required by the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The schedule of expenditures of federal awards is the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated June 27, 2022, on our consideration of the Agency's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Agency's internal control over financial reporting and compliance.

A handwritten signature in black ink that reads "James Moore & Co., P.L.". The signature is written in a cursive, flowing style.

Tallahassee, Florida
June 27, 2022

CAPITAL REGION TRANSPORTATION AGENCY

Management's Discussion and Analysis

This section of CRTPA's annual financial report is designed to provide the reader with a better understanding of the financial activity for the fiscal year that ended September 30, 2021. Notes mentioned below are Notes to the Financial Statements, which follow the statements.

FINANCIAL HIGHLIGHTS

- Total assets and deferred outflows of resources of \$1,323,000 decreased by approximately \$121,000 from the prior year primarily due to the decrease in Due From Other Governments. Total liabilities and deferred inflows of \$1,588,000 decreased by \$68,000 primarily due to a decrease in current liabilities. When applicable, negative cash balance gets reclassified to "Due to Other Governments" since the City is effectively temporarily loaning the cash to cover the Agency's expenses.
- Net position decreased by approximately \$53,000 during the fiscal year due to current year operations.
- Revenues of \$1,494,000, primarily operating grants, were received during the fiscal year, as compared to approximately \$1,586,000 in prior year. Expenses of \$1,547,000, primarily personnel expenses and contractual services, were incurred during the fiscal year, as compared to approximately \$1,703,000 in the prior year.

An Overview of the Financial Statements

Required Components of CRTPA's Annual Financial Report

Management's Discussion and Analysis	
Basic Financial Statements	
Government-wide Financial Statements	Fund Financial Statements
Notes to the Financial Statements	
Required Supplementary Information	

The focus of the financial statements is on both CRTPA's overall financial status and the major individual funds. The following briefly describes the component parts.

GOVERNMENT-WIDE STATEMENTS

The government-wide financial statements are designed to report information about CRTPA as a whole using accounting methods similar to those used by private-sector companies. The Statement of Net Position combines all of CRTPA's current financial resources with capital assets and long-term obligations. Net position, the difference between CRTPA's assets and liabilities, is one way to measure its financial health.

CRTPA is considered a single-function government with all activities classified as governmental rather than business-type. Consequently, the government-wide financial statements include only governmental activities. These are services that are financed primarily from Federal and State grants and contributions from member governments. Business-type activities by definition include services for which specific fees are charged, which are meant to cover the cost of providing those services. The CRTPA does not have these types of activities.

FUND FINANCIAL STATEMENTS

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. All of CRTPA's funds are considered to be governmental funds. CRTPA maintains a general fund and a special revenue fund; both of which are considered major funds. The following chart describes the fund requirements:

Scope	Includes CRTPA's revenues, which are primarily from operating grants
Required financial statements	Balance Sheet Statement of Revenues, Expenditures and Changes in Fund Balances
Accounting basis and Measurement focus	Modified accrual accounting and current financial resources focus
Type of asset / liability information	Only assets expected to be used up and liabilities that come due during the year or soon thereafter, no capital assets are included
Type of inflow / outflow information	Revenues for which cash is received during or soon after the end of the year; expenditures when goods or services have been received and payment is due during the year or soon thereafter

GOVERNMENT-WIDE FINANCIAL STATEMENTS

The following table reflects the condensed Statement of Net Position compared to the prior year. CRTPA's net position decreased by approximately \$53,000 in fiscal year 2021. Total assets decreased by \$108,000 and total liabilities decreased by approximately \$164,000.

Table 1
Statement of Net Position
As of September 30
Governmental Activities
(in thousands)

	2021	2020	\$ Change
Assets			
Due from other governments	\$ 774	\$ 881	\$ (107)
Capital assets, net of accumulated depreciation	-	1	(1)
Total assets	<u>774</u>	<u>882</u>	<u>(108)</u>
Deferred outflows of resources			
Pension related deferred outflows	469	469	-
OPEB related deferred outflows	80	93	(13)
Total deferred outflows	<u>549</u>	<u>562</u>	<u>(13)</u>
Total assets and deferred outflows	<u>1,323</u>	<u>1,444</u>	<u>(121)</u>
Liabilities			
Current liabilities			
Accounts payable and accrued expenses	124	137	(13)
Due to other governments	451	542	(91)
Compensated absences	42	79	(37)
Total current liabilities	<u>617</u>	<u>758</u>	<u>(141)</u>
Noncurrent liabilities			
Net OPEB obligation	222	262	(40)
Net pension liability	571	608	(37)
Compensated absences	54	-	54
Total noncurrent liabilities	<u>847</u>	<u>870</u>	<u>(23)</u>
Total liabilities	<u>1,464</u>	<u>1,628</u>	<u>(164)</u>
Deferred inflows of resources			
Pension related inflows	75	12	63
OPEB related deferred inflows	49	16	33
Total deferred inflows	<u>124</u>	<u>28</u>	<u>96</u>
Total liabilities and deferred inflows	<u>1,588</u>	<u>1,656</u>	<u>(68)</u>
Net position			
Net investment in capital assets	-	1	(1)
Unrestricted	(265)	(213)	(52)
Total net position	<u>(265)</u>	<u>(212)</u>	<u>(53)</u>
Liabilities and net position	<u>\$ 1,323</u>	<u>\$ 1,444</u>	<u>\$ (121)</u>

CHANGES IN NET POSITION

In 2021, CRTPA's total revenues were \$1,494,000 and expenses were \$1,547,000, resulting in a decrease in net position of \$53,000. Revenues consisted primarily of operating grants and contributions; expenses consisted primarily of personnel costs and contractual services. The following table shows comparative revenues and expenses by sources and programs and the resulting change in net position:

FUND FINANCIAL STATEMENTS
Table 2
Changes in Net Position
For the year ended September 30
Governmental Activities
(in thousands)

	<u>2021</u>	<u>2020</u>	<u>\$ Change</u>
Program revenues			
Operating grants and contributions			
Operating grants and contributions	\$ 1,495	\$ 1,584	\$ (89)
Increase in FMV of investments	(1)	2	(3)
Total program revenues	<u>1,494</u>	<u>1,586</u>	<u>(92)</u>
Expenses			
Transportation	1,547	1,703	(156)
Total expenses	<u>1,547</u>	<u>1,703</u>	<u>(156)</u>
Increase (Decrease) in net position	<u>\$ (53)</u>	<u>\$ (117)</u>	<u>\$ 64</u>

The following table reflects the sources and uses and the resulting change in fund balances for each fund:

Table 3
Governmental Funds
Financial Analysis
(in thousands)

<u>Fund</u>	<u>Fund Balances 9/30/2020</u>	<u>Sources</u>	<u>Uses</u>	<u>Sources Over (Under) Uses</u>	<u>Fund Balance 9/30/2021</u>
General	\$ 151	\$ 863	\$ 863	\$ -	\$ 151
Special revenue	55	631	638	(7)	48
Total	<u>\$ 206</u>	<u>\$ 1,494</u>	<u>\$ 1,501</u>	<u>\$ (7)</u>	<u>\$ 199</u>

BUDGETARY HIGHLIGHTS

A schedule showing the original budget for CRTPA's General Fund and the final budget and comparing the final budget to the actual results is included in the required supplementary information to the financial statements. There were no changes made to the budget during the year.

ECONOMIC AND OTHER FACTORS THAT MAY IMPACT CRTPA'S FINANCIAL POSITION

Projected population increases continue to place pressure on the transportation infrastructure for the four-county area; therefore, there continues to be a need for coordinated planning of the transportation needs of the area. CRTPA's funding is influenced by its ability to obtain federal and state grants.

FISCAL YEAR 2022 BUDGET

CRTPA's General Fund Budget for fiscal year 2022 totaling \$952,446 consists primarily of personnel costs and contractual services; funding for these expenses continues to be primarily from federal and state operating grants.

FINANCIAL CONTACT

This financial report is designed to provide citizens, taxpayers, customers, and creditors with a general overview of CRTPA's finances and to demonstrate the CRTPA's accountability for the money it receives. If you have questions about the report or need additional financial information, contact the City of Tallahassee's Financial Reporting Division, 300 South Adams Street, Box A-29, Tallahassee, Florida 32301-1731 or by calling 850-891-8048.

This page intentionally left blank.

BASIC FINANCIAL STATEMENTS

These basic financial statements provide a summary overview of the financial position as well as the operating results of the Capital Region Transportation Planning Agency. They also serve as an introduction to the more detailed statements and schedules that follow in subsequent sections:

Government-wide Financial Statements
Fund Financial Statements
Notes to Financial Statements

Capital Region Transportation Planning Agency
Statement of Net Position
September 30, 2021
(in thousands)

Assets and deferred outflows of resources

Current assets:

Due from other governments	\$ 774
Total current assets	<u>774</u>

Deferred outflows of resources:

Pension related deferred outflows	469
Other post-employment benefits related deferred outflows	<u>80</u>
Total deferred outflows of resources	<u>549</u>

Total assets and deferred outflows of resources	<u><u>\$ 1,323</u></u>
--	------------------------

Liabilities, deferred inflows of resources and net position

Current liabilities:

Accounts payable and accrued expenses	\$ 124
Due to other governments	451
Compensated absences	<u>42</u>
Total current liabilities	<u>617</u>

Noncurrent liabilities:

Net other post-employment benefits liability	222
Net pension liability	571
Compensated absences	<u>54</u>
Total noncurrent liabilities	<u>847</u>
Total liabilities	<u>1,464</u>

Deferred inflows of resources:

Pension related deferred inflows	75
OPEB related deferred inflows	<u>49</u>
Total deferred inflows of resources	<u>124</u>
Total liabilities and deferred inflows of resources	<u>1,588</u>

Net position:

Unrestricted	<u>(265)</u>
Total net position	<u>(265)</u>

Total liabilities, deferred inflows of resources, and net position	<u><u>\$ 1,323</u></u>
---	------------------------

The notes to the financial statements are an integral part of these financial statements.

Capital Region Transportation Planning Agency
Statement of Activities
Year ended September 30, 2021
(in thousands)

Function/Programs	Expenses	Program Revenues			Net (Expenses) Revenues and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Primary Governmental Activities
Primary government:					
Transportation	\$ 1,546	\$ -	\$ 1,495	\$ -	\$ (51)
Depreciation	<u>1</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(1)</u>
Total primary government	<u>\$ 1,547</u>	<u>\$ -</u>	<u>\$ 1,495</u>	<u>\$ -</u>	<u>\$ (52)</u>
General revenues:					
Increase in fair value of investments					\$ <u>(1)</u>
Change in net position					<u>(53)</u>
Net position - October 1, 2020					<u>(212)</u>
Net position - September 30, 2021					<u>\$ (265)</u>

The notes to the financial statements are an integral part of these financial statements.

Capital Region Transportation Planning Agency
Balance Sheet
Governmental Funds
September 30, 2021
(in thousands)

	<u>General</u>	<u>Special Revenue</u>	<u>Total Governmental Funds</u>
Assets			
Due from other governments	\$ 492	\$ 283	\$ 775
Total assets	<u>\$ 492</u>	<u>\$ 283</u>	<u>\$ 775</u>
Liabilities and fund balance			
Accounts payable and accrued expenses	\$ 54	\$ 71	\$ 125
Due to other governments	287	164	451
Total liabilities	<u>341</u>	<u>235</u>	<u>576</u>
Fund balance:			
Committed	151	48	199
Total fund balance	<u>151</u>	<u>48</u>	<u>199</u>
Total liabilities and fund balance	<u>\$ 492</u>	<u>\$ 283</u>	<u>\$ 775</u>

The notes to the financial statements are an integral part of these financial statements.

**Capital Region Transportation Planning Agency
Reconciliation of the Governmental Funds Balance Sheet
to the Statement of Net Position
September 30, 2021
(in thousands)**

Total fund balance per the governmental fund financial statements	\$ 199
Amounts reported for governmental activities in the Statement of Net Position are different because:	
Deferred outflows of resources related to the pension liability and the Net OPEB liability are not receivable in the current period and are not reported in the governmental funds.	549
OPEB liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds.	(222)
Certain amounts related to the net pension liability are deferred and amortized over time and are not reported in the governmental funds.	(571)
Deferred inflows of resources related to the pension liability and the Net OPEB liability are not due and payable in the current period and are not reported in the governmental funds.	(124)
Compensated absences are not due and payable in the current period and, therefore, are not reported in the governmental funds.	<u>(96)</u>
Total net position per the government-wide statement of net position	<u><u>\$ (265)</u></u>

The notes to the financial statements are an integral part of these financial statements.

Capital Region Transportation Planning Agency
Statement of Revenues, Expenditures, and
Changes in Fund Balance
Governmental Funds
Year ended September 30, 2021
(in thousands)

	<u>General</u>	<u>Special Revenue</u>	<u>Total Governmental Funds</u>
Revenues by source:			
Intergovernmental:			
Federal	\$ 872	\$ 631	\$ 1,503
CRTPA Members	(7)	-	(7)
Miscellaneous Revenues	(1)	-	(1)
Increase in fair market value of investments	(1)	-	(1)
Total revenues	<u>863</u>	<u>631</u>	<u>1,494</u>
Expenditures:			
Current:			
Transportation:			
Personnel services	683	-	683
Operating expenses	110	638	748
Administrative charges	70	-	70
Total expenditures	<u>863</u>	<u>638</u>	<u>1,501</u>
Excess of revenues over (under) expenditures	<u>-</u>	<u>(7)</u>	<u>(7)</u>
Net change in fund balance	<u>-</u>	<u>(7)</u>	<u>(7)</u>
Fund balances - October 1, 2020	<u>151</u>	<u>55</u>	<u>206</u>
Fund balances - September 30, 2021	<u><u>\$ 151</u></u>	<u><u>\$ 48</u></u>	<u><u>\$ 199</u></u>

The notes to the financial statements are an integral part of these financial statements.

Capital Region Transportation Planning Agency
Reconciliation of the Statement of Revenues, Expenditures and
Changes in Fund Balances of Governmental Funds
to the Statement of Activities
Year ended September 30, 2021
(in thousands)

Net change in fund balance per the governmental fund financial statements	\$ (7)
Amounts reported for governmental activities in the Statement of Activities are different because:	
The net change in compensated absences, which is reported in the Statement of Activities, does not require the use of current financial resources and, therefore, is not reported as an expenditure in governmental funds.	(17)
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense.	(1)
Pension related items reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as an expenditure in the governmental funds.	(26)
OPEB related items reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as an expenditure in the governmental funds.	(6)
Other miscellaneous adjustments.	<u>4</u>
Change in net position per the government-wide Statement of Activities	<u><u>\$ (53)</u></u>

The notes to the financial statements are an integral part of these financial statements.

This page intentionally left blank.

NOTES TO THE FINANCIAL STATEMENTS

NOTE I- Summary of Significant Accounting Policies

NOTE II - Stewardship, Compliance, and Accountability

NOTE III - Detail Notes - All Funds

NOTE IV - Other Information

Capital Region Transportation Planning Agency
Notes to the Financial Statements
September 30, 2021

Note I SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

This summary of significant accounting policies is presented to assist the reader in interpreting the financial statements of the Capital Region Transportation Planning Agency (CRTPA). These policies are considered essential and should be read in conjunction with the accompanying financial statements. The accounting policies of the CRTPA conform to Generally Accepted Accounting Principles (GAAP) as applicable to governmental units. This report, the accounting system of the CRTPA, and the classification of accounts, conform to standards of the Governmental Accounting Standard Board (GASB).

A. REPORTING ENTITY

In December 2004, the CRTPA was created through an interlocal agreement between the Florida Department of Transportation; the Counties of Leon, Gadsden, and Wakulla; the Cities of Midway, Quincy, and Tallahassee; the Town of Havana and the Leon County School Board as authorized by Section 163.01 Florida Statutes. CRTPA was established in order for the members to participate cooperatively in the development of transportation related plans and programs. Currently, the governing board consists of voting representatives from the Counties of Leon, Gadsden, Jefferson and Wakulla; the Cities of Midway, Quincy, Tallahassee, Chattahoochee and Gretna; the Towns of Greensboro and Havana, the Leon County School Board, and three nonvoting representatives from the Florida Department of Transportation, the Federal Highway Administration, and StarMetro (City of Tallahassee Transit system). The CRTPA is not a component unit of any of the entities listed or any other entity. In addition, the CRTPA has not identified any other entities for which the CRTPA has operational or financial relationships that would require them to be included as component units of the CRTPA.

On November 17, 2007, CRTPA members voted to expand the boundaries of the planning area to include all of Gadsden County, Jefferson County, Leon County, and Wakulla County and to make the necessary changes to the Interlocal Agreement to reflect this change. On January 12, 2009, CRTPA members approved the Apportionment Plan, which is the initial step in recognizing new representatives from the expanded boundaries. CRTPA staff contacted each of the counties and municipalities to obtain a formal resolution from each governing body stating they wished to participate as a member of the CRTPA. An approved apportionment plan and all the resolutions obtained were sent to the Florida Department of Transportation on August 12, 2010 for review and were approved by the Governor's Office on March 17, 2011.

The CRTPA receives federal and state transportation planning funds for the performance of its transportation planning and programming activities. If operating expenses exceed the external funding obtained, the deficit is funded by the members of the CRTPA in proportion to their weighted votes.

B. GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

The government-wide financial statements report information on all the activities of the CRTPA. The effect of interfund activity has been eliminated from these government-wide statements. These statements include the Statement of Net Position and the Statement of Activities.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those expenses that are clearly identifiable with a specific function or segment. Program revenues are revenues that derive directly from the program itself or from parties outside the reporting government's taxpayers or citizenry. Program revenues reduce the net cost of the function to be financed from the government's other revenues. Program revenues in the current year primarily consisted of grant revenues from the US Department of Transportation, passed through the Florida Department of Transportation.

Separate fund financial statements are also provided for the individual governmental funds of the CRTPA. The CRTPA has no other types of funds. All funds are treated as major funds and are therefore presented in separate columns in the fund financial statements. The fund financial statements include the Balance Sheet and the Statement of Revenues, Expenditures and Changes in Fund Balance.

Capital Region Transportation Planning Agency
Notes to the Financial Statements
September 30, 2021

Note I SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. MEASUREMENT FOCUS, BASIS OF ACCOUNTING, AND FINANCIAL STATEMENT PRESENTATION

Basis of accounting refers to when revenues, expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures generally are recorded when a liability is incurred.

When an expense or expenditure is incurred for purposes for which both restricted and unrestricted net assets are available, it is the CRTPA's policy to use restricted resources first, and then unrestricted resources as they are needed.

The CRTPA reports the following major governmental funds:

- The General Fund is the CRTPA's primary operating fund. It accounts for all financial resources of the CRTPA including federal operating grants and contributions from the CRTPA members.
- The Special Revenue Fund accounts for federal grants, state grants and local revenues which are to be used for particular functions of the CRTPA and are not to be diverted to other uses.

D. ASSETS, LIABILITIES, AND NET POSITION / DEFERRED INFLOWS AND OUTFLOWS

CASH AND CASH EQUIVALENTS/INVESTMENTS - CRTPA considers cash on hand, demand deposits, liquid investments with an original maturity of 90 days or less, and balances included within the City of Tallahassee's (City) cash and investments pool to be cash and cash equivalents. The City's cash and investments pool is an internal cash management pool used to obtain efficiencies of operation and improved financial performance, and includes certain non-pension cash, cash equivalent, and investment securities. CRTPA maintains a share in the equity of the pool which is reported as cash and cash equivalents in the statement of net position since cash may be withdrawn from the pool at any time without penalty. Interest earned by the cash and investments pool is distributed to CRTPA monthly based on daily balances. Liquid investments classified as cash and cash equivalents include repurchase agreements purchased under the terms of the City's depository contract, open repurchase agreements, certificates of deposit, banker's acceptances, commercial paper, and U.S. Treasury direct and agency obligations. Investment securities are carried at fair value.

The bank balances are insured by federal depository insurance and, for the amount in excess of such federal depository insurance, by the State of Florida's Public Depository Act (the Act). Provisions of the Act require that public deposits may only be made at qualified public depositories. The Act requires each qualified public depository to deposit with the State Treasurer eligible collateral equal to or in excess of the required collateral as determined by the provisions of the Act. In the event of a failure by a qualified public depository, losses, in excess of federal depository insurance and proceeds from the sale of the securities pledged by the defaulting depository, are assessed against the other qualified public depositories of the same type as the depository in default. When other qualified public depositories are assessed additional amounts, they are assessed on a pro-rata basis.

Capital Region Transportation Planning Agency
Notes to the Financial Statements
September 30, 2021

Note I SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

D. ASSETS, LIABILITIES, AND NET POSITION / DEFERRED INFLOWS AND OUTFLOWS (CONTINUED)

Investments held in the cash and investments pool measured at fair value are categorized within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. Investments classified in Level 1 of the fair value hierarchy are valued using prices quoted in active markets. Investments classified in Level 2 of the fair value hierarchy are based upon observable, market-based inputs for similar, but not identical, investments. Debt securities classified in Level 2 of the fair value hierarchy are valued using a matrix pricing technique. Matrix pricing is used to value securities based on the securities' relationship to benchmark quoted prices. Investments classified in Level 3 of the fair value hierarchy are based upon extrapolated data, proprietary pricing models and indicative quotes for similar securities.

CRTPA has adopted the City's Non-Pension Investment Policy, therefore, the investment policies used by CRTPA are the investment policies of the City. The City's Non-Pension Investment Policy, which is approved by the City Commission, governs the investment of all non-pension monies of the City, including the cash and investments pool, and specifies the types of investments that are authorized for purchase. The investment policies also identify various portfolio parameters addressing issuer diversification, term to maturity and liquidity, and requirement of "purchase versus delivery" perfection for securities held by a third party on behalf of and in the name of the City. Under the Non-Pension Investment Policy, the City Treasurer-Clerk is designated to invest all monies belonging to the City pursuant to the policy, and is responsible for managing the day-to-day investment of all monies. The investment policy is described in more detail in the City's Comprehensive Annual Financial Report (CAFR) along with fair value and credit and interest rate disclosures pertaining to the cash and investments pool. The City CAFR may be obtained by contacting the Financial Services Director at Mailbox A-29, 300 South Adams Street, Tallahassee, Florida 32301 or via the web at Patrick.Twyman@talgov.com.

CAPITAL ASSETS - Capital assets are defined as assets with a cost of \$5,000 or more and an estimated useful life greater than one year.

Capital assets are recorded at historical cost when purchased. Equipment is depreciated using the straight-line method over an estimated useful life of 5 to 10 years. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

COMPENSATED ABSENCES – CRTPA employees have the choice of selecting either the City of Tallahassee's benefit options or those of Leon County. Currently, all staff members have selected to participate in the City of Tallahassee's compensated absences policy. Permanent employees earn vacation and sick leave starting with the first day of employment. Accumulated current and long-term vacation and sick leave amounts are accrued when earned in the government-wide financial statements. A liability for the accumulated vacation and sick leave is reported in the governmental funds only if it is expected to be paid as a result of employee resignation or retirement as of September 30, 2021.

Vacation leave is earned based on years of continuous and creditable service as follows:

Executive		Senior Management		General	
Creditable Service Hours	Leave Earned per Hour	Creditable Service Hours	Leave Earned per Hour	Creditable Service Hours	Leave Earned per Hour
0-2,079	0.057693	0-2,079	0.057693	0-10,400	0.057693
2,080-10,400	0.080770	2,080-10,400	0.069231	10,401-20,800	0.069231
10,401-20,800	0.092308	10,401-20,800	0.080770	20,801-41,600	0.080770
over 20,800	0.103847	20,801-41,600	0.092308	over 41,600	0.092308
	-	over 41,600	0.103847		-

Capital Region Transportation Planning Agency
Notes to the Financial Statements
September 30, 2021

Note I SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

D. ASSETS, LIABILITIES, AND NET POSITION / DEFERRED INFLOWS AND OUTFLOWS (CONTINUED)

A maximum of 344 hours of vacation leave time may be carried over from one calendar year to the next for executive employees and a maximum of 264 hours for senior management and general employees. An employee who terminates employment with the CRTPA is paid for any unused vacation leave accumulated to the time of termination.

Sick leave is earned at the rate of .023077 hours for each hour of service with no maximum limit on the number of hours which may be accumulated.

An employee who terminates from the CRTPA for any reason other than termination for cause will be paid one-half of the total amount of sick leave (without regard to catastrophic illness leave) accumulated by him or her on the effective date of termination. If the employee dies, the sick leave amount will be paid to the employee's beneficiary or estate. Retiring employees can elect the option of using the accumulated sick leave amount to purchase single coverage health insurance in lieu of receiving payment for such accumulated sick leave.

NET POSITION AND FUND BALANCE - In the government-wide financial statements, net position is unrestricted with the exception of amounts invested in capital assets (net of related debt). For governmental fund financial statements, the Governmental Accounting Standards Board (GASB) issued Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* (GASB 54). This Statement defines the different types of fund balances that a governmental entity must use for fund financial reporting purposes.

GASB 54 requires the fund balance amounts to be properly reported within one of the fund balance categories listed below:

1. *Nonspendable* fund balance category includes amounts associated with inventories, prepaids, long-term loans and notes receivable, and property held for resale (unless the proceeds are restricted, committed, or assigned),
2. *Restricted* fund balance category includes amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation,
3. *Committed* fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the CRTPA Board (the CRTPA's highest level of decision-making authority),
4. *Assigned* fund balance classification is intended to be used by the government for specific purposes but do not meet the criteria to be classified as restricted or committed, and
5. *Unassigned* fund balance is the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications.

CRTPA's fund balance is all committed for transportation.

Capital Region Transportation Planning Agency
Notes to the Financial Statements
September 30, 2021

Note II STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

A. BUDGETARY INFORMATION

An annual budget is adopted on a budgetary basis for the General Fund. The CRTPA members must approve any revision that alters the total expenditures of the operating budget. There is no requirement to legally adopt a budget for the Special Revenue Fund.

Encumbrance accounting is used to reserve that portion of an applicable appropriation for which requisitions, purchase orders, contracts, and other commitments for the expenditures of resources have been issued. Any encumbrances outstanding at year-end are reported as reservations of fund balance, and do not constitute expenditures or liabilities because the commitments will be re-appropriated and honored during the subsequent year.

B. COMPLIANCE WITH FINANCE-RELATED LEGAL AND CONTRACTUAL PROVISIONS

The CRTPA had no material violations of finance-related legal and contractual provisions.

NOTE III DETAIL NOTES - ALL FUNDS

A. CAPITAL ASSETS

Capital asset activity for the year ended September 30, 2021 was as follows (in thousands):

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental activities:				
Depreciable assets				
Equipment	\$ 29	\$ -	\$ -	\$ 29
Total depreciable assets	<u>29</u>	<u>-</u>	<u>-</u>	<u>29</u>
Less accumulated depreciation for:				
Equipment	28	1	-	29
Total capital assets, net	<u>\$ 1</u>	<u>\$ (1)</u>	<u>\$ -</u>	<u>\$ -</u>

There was \$993 of depreciation expense during the year ended September 30, 2021.

B. RELATED PARTY TRANSACTIONS

As written in Section F, paragraph 1 of the CRTPA's by-laws, "Each member government shall pay a proportional share of the operating costs of the CRTPA, over and above the amount annually provided by federal and state sources. Proportional costs are based on population and stipulated in the interlocal agreements forming the CRTPA."

In addition, due to the reimbursement nature of the grants which primarily fund the CRTPA, the City of Tallahassee provides up-front funding to the CRTPA; as of September 30, 2021 the net amount due from the CRTPA members was approximately \$107,501.

Certain general and administrative functions are charged to the CRTPA by the City of Tallahassee. For the year ended September 30, 2021, the amount of these charges was \$70,491.

Capital Region Transportation Planning Agency
Notes to the Financial Statements
September 30, 2021

NOTE IV OTHER INFORMATION

A. RISK MANAGEMENT PROGRAM

The CRTPA is exposed to various risks of loss. The CRTPA participates in the City's Risk Management Program (Program). This Program provides coverage for worker's compensation by self-insuring primary losses up to \$1,000,000. Losses above that amount are insured through an excess policy. General liability, automobile and employment liability are self-insured. General and automobile liability losses are statutorily limited by sovereign immunity of \$200,000 per person and \$300,000 per accident. Prior to October 2011, the statutory limit was \$100,000 per person and \$200,000 per accident. The Program also provides for Employment Practice Liability such as race, gender, and other discrimination or disparate treatment allegations. Liabilities for losses would be recorded when a loss occurs and the amount can be reasonably estimated. There were no such losses at September 30, 2021. In the past three years, there have been no claims.

B. PENSION PLAN OBLIGATIONS

RETIREMENT PLANS - Employees of the CRTPA participate in the City of Tallahassee benefits program. Employees in the City of Tallahassee (the City) program are eligible to participate in the City's General Employees' Pension Plan (The Plan).

	City of Tallahassee Plan
Plan Obligations and Expense (in thousands):	
Net pension liability	\$ 571
Pension related deferred outflows	\$ 469
Pension related deferred inflows	\$ 75
Membership Statistical - 2020	
Retirees and beneficiaries of deceased retirees	-
Terminated employees entitled to benefits but not yet receiving benefits	-
Active employees	5

The Plan is a cost sharing multiple-employer plan established by Chapter 14 of the City Code of Ordinances. Changes to the Plan can only occur through a change in the law by the City Commission. The Plan is administered by the City of Tallahassee Treasurer-Clerk's Office, under guidance from the Plan's Board of Trustees, which is composed of the members of the City Commission and one City police officer or firefighter. The Plan includes defined benefit and defined contribution provisions. Currently, there are five (5) employees participating in the plan

The Defined Benefit and Defined Contribution provisions are combined and reported as one plan in the City of Tallahassee's financial statements. The City does not issue a stand-alone financial report on the City Plan. The City's financial statements may be obtained by contacting the Financial Services Director at Mailbox A-29, 300 South Adams Street, Tallahassee, Florida 32301 or via the web at Patrick.Twyman@talgov.com.

Capital Region Transportation Planning Agency
Notes to the Financial Statements
September 30, 2021

Note IV Other Information (CONTINUED)

B. PENSION PLAN OBLIGATIONS (CONTINUED)

1. DEFINED BENEFIT PROVISION

The Plan is established in Chapter 14 of the Municipal Code, through Parts A, B, C and D in Article II. for general employees with Parts A, B and C are closed to new participants. Effective April 1, 2013, the City Commission approved changes to the City's General Employees' Pension Plan creating Part D participants. Part D provides coverage to all new employees hired after that date. All members of the City Plan are covered by one of these parts depending upon employment date. These parts provide a detailed description of the various defined benefit provisions. These provisions include the types of employees covered, benefit provisions, employee eligibility requirements for normal, early and/or vested retirements, and the related benefits of these retirement, pre-retirement death benefits, and provisions for disability retirement. There are also post retirement cost-of-living adjustments (COLA) and health care supplements.

	City Plan	
	Part C—Employees hired prior to April 1, 2013	Part D—Employees hired after April 1, 2013
Normal Retirement Benefits:		
Age	62 (or 30 years of Credited Service, regardless of age)	65 (or 33 years of Credited Service, regardless of age)
Years of Credited Service (minimum)	5	5
Benefit Calculation	2.25% x AFC x Years of Credited Service	2.25% x AFC x Years of Credited Service
Average Final Compensation (AFC)	Higher of: 1) final 3 yrs; 2) any consecutive 3 yrs – 1/1987 to 12/2005, escalated by 3%; or 3) any consecutive 3 yrs during 1/1987 to the date of retirement.	Average of the highest consecutive 5 years of Credited Service
Maximum Benefit	81% of AFC	81% of AFC
COLA	3% increase in benefits each 10/1 starting at the later of normal retirement date, or age 55 (under age and service eligibility); or age 50 (under service eligibility)	3% increase in benefits each 10/1 starting at the later of normal retirement date of age 65
Early Retirement	If a member is retiring under the age and service eligibility, Normal Retirement Benefit is reduced by 4.8% per year for each year by which the Early Retirement date precedes the Normal Retirement date. If a member is retiring under the service eligibility, the Normal Retirement Benefit is reduced by 5% per year for each year by which the Early Retirement date precedes the Normal Retirement date.	

Capital Region Transportation Planning Agency
Notes to the Financial Statements
September 30, 2021

Note IV Other Information (CONTINUED)

B. PENSION PLAN OBLIGATIONS (CONTINUED)

1. DEFINED BENEFIT PROVISION (CONTINUED)

DEFERRED BENEFIT PROVISION (CONTINUED)		
	City Plan	
	Part C—Employees hired prior to April 1, 2013	Part D—Employees hired after April 1, 2013
Normal Retirement Benefits:		
Disability	Five years of Credited Service for non-service connected disability. None for service connected disability. Benefit: The greater of 1) the member's accrued benefit to date of disability; and 2) the member's benefit with service projected to normal retirement date not to exceed 50% of AFC in effect on the date of disability.	
Contributions Rates – actuarially determined for the year ended September 30, 2021		
City	24.72%	
Employee	5.00%	

2. DEFINED CONTRIBUTION PROVISION

The City Plan's defined contribution provisions are described in Article V. All employees may elect to contribute a portion of their salary to the defined contribution plan, also known as the Matched Annuity Plan (MAP). Employees can contribute up to, but not exceed, the maximum amount allowed by the Internal Revenue Service. CRTPA contributes 5% to each employee's MAP account. Upon reaching normal retirement age or retiring, a participant shall be paid his contributions, together with accrued earnings. If an employee uses the contributions and accrued earnings to purchase an annuity contract, the Plan will increase the amount of funds (only on the CRTPA's 5%, employee flex matched contribution and employees' contribution up to the 5%) used by the participant by a factor of 50 percent. Employee and the employer's 5% contribution, plus accrued earnings thereon, are 100% refundable to the employee if the employee elects to terminate his vesting rights or is not vested at the date of employment termination.

Employer contributions required to support the benefits under Article V (MAP Program) are actuarially determined. Contributions are based on rates of covered payroll of 7.14% (5% employer contribution and 2.14% actuarial contribution) for the CRTPA. There were no forfeitures reflected in the employer's contribution amounts.

Net Pension Liability – The total and net pension liability for the reporting period ending September 30, 2021 were determined as of September 30, 2020, as reported in the October 1, 2020 actuarial valuation.

The CRTPA's proportionate share of the City Plan is based on the covered payroll, since that was the basis for determining employer contributions. The CRTPA's portion of the net pension liability of the City Plan as of September 30, 2021 was as follows (in thousands):

Total pension liability	\$ 5,005
Plan fiduciary net position	4,435
Net pension liability	571
Plan fiduciary net position as a % of total pension liability	88.61%
CRTPA's proportion of the net pension liability	0.37%

Capital Region Transportation Planning Agency
Notes to the Financial Statements
September 30, 2021

Note IV Other Information (CONTINUED)

B. PENSION PLAN OBLIGATIONS (CONTINUED)

2. DEFINED CONTRIBUTION PROVISION (CONTINUED)

Actuarial Methods and Assumptions – The CRTPA's total pension liability and contribution rates was determined by an actuarial valuation as of October 1, 2020, using the following significant actuarial assumptions applied to all periods included in the measurement. The actuarially determined contribution rates are calculated as of October 1, which is two years prior to the end of the fiscal year in which contributions are reported. The actuarially determined contribution is projected to the contribution year using conventional actuarial projection methods.

	City Plan
Valuation Date	September 30, 2020
Actuarial Cost Method	Entry age, normal
Retirement Age	Experience - based table of rates that are specific to the type of eligibility condition.
Remaining Amortization Period	30 years
Asset Valuation Method	20% of the difference between expected actuarial value and market value is recognized annually with a 20% corridor around market value
Inflation rate	2.50%
Salary Increase, Including Inflation Rate	A range of 2.95% to 5%, depending on completed years of service including inflation.
Investment Rate of Return	7.50%
Mortality Rate:	RP-2000 Combined Healthy Participant Mortality Table (for pre-retirement mortality) and the RP-2000 Mortality Table for Annuitants (for postretirement mortality), with mortality improvements projected to all future years after 2000 using Scale BB. For males the base mortality rates include a 50% blue collar adjustment and a 50% white collar adjustment. For females, the base mortality rates include a 100% white collar adjustment.
Experience Study	Based on the last experience study dated June 24, 2016, new salary, retirement, employment separation, disability and administrative assumptions are being phased-in over a three-year period. The October 1, 2018 Actuarial Valuation (dated May 16, 2019) fully phased-in the new assumptions.

3. INVESTMENTS

Investments – Plan assets are managed in accordance with the City Plan's Pension Investment Policy. The table below presents the adopted asset allocation as of September 30, 2021.

Asset Class	Target Allocation Percentage	Long-Term Expected Real Rate of Return
Domestic equity	36%	4.5%
International equity	10	5.0
Emerging markets equity	5	6.4
Fixed income	19	1.6
Real estate	15	5.0
Private equity	5	8.0
Private credit	5	6.8
Timber	5	4.7
Total	100%	

Capital Region Transportation Planning Agency
Notes to the Financial Statements
September 30, 2021

Note IV Other Information (CONTINUED)

B. PENSION PLAN OBLIGATIONS (CONTINUED)

3. INVESTMENTS (CONTINUED)

The City Plan's investments are managed by various investment managers under contract with the Boards who have discretionary authority of the assets managed by them and within the City Plan's investment guidelines as established by the Board. The investments are held in trust by the City Plan's custodian in the City Plan's name. The City of Tallahassee Sinking Fund Commission is responsible for making investment policy changes. These assets are held exclusively for the purpose of providing benefits to members of the City Plan and their beneficiaries.

For the year ended September 30, 2021, the annual money-weighted rate of return on the City Plan's investments, net of investment expense, was 25.5%. The money-weighted rate of return takes into account cash flows into and from the various investments of the City Plan.

The long-term expected rate of return on pension plan investments is based upon an asset allocation study that was conducted for the City Plan by its investment consultant toward the end of fiscal year 2018. The study was prepared by the City Plan's investment consultant, and went through numerous iterations before a final asset allocation was established. The study looked at expected rates of return for twenty-one (21) different asset classes, as well as examining expected standard deviations and correlations among these various asset classes.

4. DISCOUNT RATES

Discount Rates – A single discount rate of 7.50% was used to measure the total pension liability for the City Plan. This single discount rate was based on the expected rate of return on pension plan investments of 7.50%. The projection of cash flows used to determine this single discount rate assumed that employee contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between the total actuarially determined contribution rates and the employee rate. Based on these assumptions, the City Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on investments (7.50%) was applied to all periods of projected benefits payments to determine the total pension liability.

The table below represents the sensitivity of the net pension liability to changes in the discount rate. The sensitivity analysis shows the City Plan and the CRTPA's proportionate share if the discount rate calculated is 1% higher or 1% lower than the current discount rate (in thousands):

	CRTPA Net Pension Liability (Asset) – City Plan		
	1% Decrease (6.50%)	Current Discount Rate (7.50%)	1% Increase (8.50%)
City Plan	\$ 330,728	\$ 153,592	\$ 7,526
CRTPA'S Proportionate Share	\$ 1,228	\$ 571	\$ 68

Pension Expense and Deferred Outflows/(Inflows) of Resources – In accordance with GASB 68, paragraphs 54 and 71, changes in the net pension liability are recognized as pension expense in the current measurement period, except as shown below. For each of the following, a portion is recognized in pension expense in the current measurement period, and the balance is amortized as deferred outflows or inflows of resources using a systematic and rational method over a closed period, as defined below:

- ◆ Differences between expected and actual experience with regard to economic and demographic factors which are amortized over the average expected remaining service life of all employees that are provided with pensions through the pension plan, both active and inactive.
- ◆ Changes of assumptions or other inputs which are amortized over the average expected remaining service life of all employees that are provided with pensions through the pension plan, both active and inactive.

Capital Region Transportation Planning Agency
Notes to the Financial Statements
September 30, 2021

Note IV Other Information (CONTINUED)

B. PENSION PLAN OBLIGATIONS (CONTINUED)

4. DISCOUNT RATES (CONTINUED)

- ◆ Changes in proportion and differences between contributions and proportionate share of contributions which are amortized over the average expected remaining service life of all employees that are provided with pensions through the pension plan, both active and inactive.
- ◆ Differences between expected and actual earnings on pension plan investments are amortized over five years.

For the year ended September 30, 2021, CRTPA recognized pension expense of \$142,000 for its proportionate share of the Plan. At September 30, 2021, CRTPA reported deferred outflows of resources and deferred inflows of resources related to the Plan from the following sources (in thousands):

	Deferred Outflows of Resources	Deferred Inflows of Resources	Net Deferred Outflows (Inflows) of Resources
Differences between expected and actual experience	\$ 108	\$ 5	\$ 103
Assumption Changes	115	-	115
Change in cost-sharing allocation percentage	20	11	9
Net difference between projected and actual earnings on pension plan investments	110	59	51
Total	<u>\$ 353</u>	<u>\$ 75</u>	<u>\$ 278</u>

Deferred outflows of resources related to the City Plan in the amount of \$116,000 related to CRTPA contributions to the plan paid subsequent to the measurement date and prior to the employer's fiscal year end will be recognized as a reduction of the net pension liability in the fiscal year ending September 30, 2022. Other amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized as follows (in thousands):

Year Ending September 30,	
2022	\$ 105
2023	101
2024	71
2025	4
2026	(3)
Total	<u>\$ 278</u>

Capital Region Transportation Planning Agency
Notes to the Financial Statements
September 30, 2021

Note IV Other Information (CONTINUED)

C. OTHER POST-EMPLOYMENT BENEFITS (OPEB)

As discussed in Note IV.B., employees of the CRTPA have the option of participating in either the County's or the City's benefit programs. The CRTPA, through the City's Retiree Medical Insurance Plan (OPEB Plan), provides health insurance and prescription drug coverage to its active and retired employees. Pursuant to Section 112.0801, Florida Statutes, the CRTPA is required to permit participation in the health insurance program by retirees and their eligible dependents at a cost to the retiree that is no greater than the cost at which coverage is available for active employees. In addition, the CRTPA, via its participation in the City's program, has elected to provide a partial subsidy to its retirees to offset the cost of such health insurance. As of September 30, 2021, there were no employees of the CRTPA receiving benefits under the OPEB Plan. The City does not issue a stand alone financial report on the OPEB Plan. The City of Tallahassee's Other Post-Employment Benefit Plan is described in more detail in the City's Annual Financial Report along with the Schedule of Funding Progress. That report may be obtained by writing to Department of Financial Services, 300 South Adams Street, Tallahassee, Florida 32301 or by calling 850-891-8520.

CRTPA's proportionate share of the City's OPEB Plan is 0.28% and was determined based on the amount of covered payroll as an estimate for determining each employer's proportionate share. The aggregate amounts, reported by the CRTPA as of September 30, 2021, of net OPEB liabilities, related deferred inflows and outflows of resources, and OPEB expenses using a valuation date and measurement date of September 30, 2020 are summarized as follows (in thousands):

OPEB Plan Obligations and Expenses	CRTPA Share of City Plan Amounts
Net OPEB Liability	\$222
OPEB Related Deferred Outflows	80
OPEB Related Deferred Inflows	49
OPEB Expense	18

Benefits - A member receives a reduced rate on the health insurance premium for the City's health insurance plan. All reduced rate premiums will be deducted from the retiree's pension benefit. If the health insurance premium exceeds the pension benefit amount, the member will pay the City for the difference.

Eligibility - A member may continue on the City's health insurance plan upon retirement if the member is drawing a pension for Normal Retirement, Early Retirement or Disability Retirement. The retiree may continue to cover any qualified dependents that were on the City's health insurance plan at the time of retirement. A member who is a Deferred Retiree (eligible to retire upon termination but chooses to defer the commencement of a pension benefit) may choose to remain on the City's health insurance plan and pay the reduced health insurance premium until the commencement of a pension benefit.

Funding Policy - The contribution requirements of OPEB Plan members and the City are established and may be amended by the City Commission. These contributions are neither mandated or guaranteed. The City has retained the right to unilaterally modify its payment for retiree health care benefits. Effective October 1, 2010, the City implemented a "cap" on employer contributions for retirees. Accordingly, the City's subsidy was frozen at the 2010 levels, and retirees must absorb all future premium rate increases.

Net OPEB Liability - At September 30, 2021, the CRTPA reported a liability of \$222,182 for its employees' proportionate share of the net OPEB liability. The net OPEB liability was measured as of September 30, 2020.

Capital Region Transportation Planning Agency
Notes to the Financial Statements
September 30, 2021

Note IV Other Information (CONTINUED)

C. OTHER POST-EMPLOYMENT BENEFITS (OPEB) (CONTINUED)

The total OPEB liability and contribution rate was determined by an actuarial valuation as of September 30, 2020. The total OPEB liability was rolled forward one year. The significant assumptions used were as follows:

Actuarial Cost Method	Entry Age Normal
Normal Inflation	2.25%.
Discount Rate	2.49%, the resulting Single Discount Rate based on the expected rate of return on OPEB Plan investments as of September 30, 2020 at 7.40% and the long term municipal bond rate as of September 30, 2020 at 2.41%.
Salary Increases	2.95% to 6.40%, including inflation; varies by plan type and years of service.
Retirement Age	Experience based table of rates that are specific to the plan and type of eligibility condition.
Mortality	Mortality Tables used in the July 1, 2019 actuarial valuation of the Florida Retirement System. They are based on the results of a statewide experience study covering the period 2013 through 2018. These rates were taken from adjusted Pub-2010 mortality tables published by SOA with generational mortality improvements using Scale MP-2018.
Healthcare Cost Trend Rates	Based on the Getzen Model, with trend starting at 1.3% for 2021 and 4.40% for 2022 (based on actual premium rates), followed by 5.75% for 2023, and gradually decreasing to an ultimate trend rate of 3.99%.
Aging factors and Expenses	Based on the 2013 SOA Study "Health Care Costs From Birth to Death; Investment expenses are net of the investment returns; and Administrative expenses are included in the per capita health costs
Other Information Notes:	<p>The following assumption changes have been reflected in the Schedule of Changes in the Total OPEB Liability for the measurement period ending September 30, 2020:</p> <ul style="list-style-type: none"> - The Single Discount Rate was changed from 2.81% to 2.49%. - Per capita costs and premiums were updated based on information provided. - The additional trend to model the excise ("Cadillac") tax was removed as a result of the repeal of the excise tax effective December 20, 2019 - Changes in the mortality assumptions developed in a statewide experience study conducted by the Florida Retirement System covering the period 2013 through 2018 and adopted for its July 1, 2019 valuation. For more information regarding these rates, refer to the July 1, 2019 actuarial valuation of the Florida Retirement System. <p>Benefit changes reflect the passing of Florida Senate Bill 426, which provides benefits for eligible firefighters diagnosed with specified cancers.</p>

Capital Region Transportation Planning Agency
Notes to the Financial Statements
September 30, 2021

Note IV Other Information (CONTINUED)

C. OTHER POST-EMPLOYMENT BENEFITS (OPEB) (CONTINUED)

Sensitivity of net OPEB Liability to changes in the Single Discount Rate - The following presents the plan's net OPEB liability, calculated using a Single Discount Rate of 2.49%, as well as what the plan's net OPEB liability would be if it were calculated using a Single Discount Rate that is one percent lower or one percent higher (in thousands):

Current Single Discount Rate Assumption		
1% Decrease 1.49%	2.49%	1% Increase 3.49%
\$253	\$222	\$195

Sensitivity of the net OPEB liability to changes in the healthcare cost trend rates - The following presents the plan's net OPEB liability, calculated using the assumed trend rates as well as what the plan's net OPEB liability would be if it were calculated using a trend rate that is one percent lower or one percent higher (in thousands):

Current Healthcare Cost Trend Rate Assumption		
1% Decrease		1% Increase
\$203	\$222	\$245

OPEB Expense and Deferred Outflows/(Inflows) of Resources Related to OPEB - In accordance with GASB 75, changes in the net OPEB liability are recognized as OPEB expense in the current measurement period, except as shown below. For each of the following, a portion is recognized in OPEB expense in the current measurement period, and the balance is amortized as deferred outflows or inflows of resources using a systematic and rational method over a closed period, as defined below:

- Differences between expected and actual experience with regard to economic and demographic factors which are amortized over the average expected remaining service life of all employees that are provided with benefits through the OPEB plan, both active and inactive
- Changes of assumptions or other inputs which are amortized over the average expected remaining service life of all employees that are provided with benefits through the OPEB plan, both active and inactive.
- Changes in proportion and differences between contributions and proportionate share of contributions which are amortized over the average expected remaining service life of all employees that are provided with benefits through the OPEB plan, both active and inactive.
- Differences between expected and actual earnings on OPEB plan investments are amortized over five years.

Capital Region Transportation Planning Agency
Notes to the Financial Statements
September 30, 2021

Note IV Other Information (CONTINUED)

C. OTHER POST-EMPLOYMENT BENEFITS (OPEB) (CONTINUED)

Based on a valuation date and measurement date of September 30, 2020, CRTPA recognized OPEB expenses of \$17,564 for the year ended September 30, 2021. At September 30, 2021, CRTPA reported deferred outflows of resources and deferred inflows of resources related to the OPEB Plan from the following sources (in thousands):

	Deferred Outflows of Resources	Deferred Inflows of Resources	Net Deferred Inflows of Resources
Change in Net OPEB Liability due to Change in Cost-Sharing Allocation Percentage	\$ 44	\$ -	\$ 44
Assumption Changes	23	32	(9)
Net difference between projected and actual earnings on OPEB plan investments	1	3	(2)
Differences between expected and actual experience	-	14	(14)
Total	<u>\$ 68</u>	<u>\$ 49</u>	<u>\$ 19</u>

Deferred outflows of resources related to the plan of \$11,628, resulting from CRTPA contributions to the plan paid subsequent to the measurement date and prior to the CRTPA's fiscal year, will be recognized as a reduction of the net OPEB liability in the fiscal year ended September 30, 2022. Other amounts reported as OPEB related deferred outflows and inflows of resources will be recognized in future OPEB expense, as follows (in thousands):

Year Ending September 30	Net Amount
2022	\$ 5
2023	5
2024	6
2025	7
2026	2
Thereafter	(6)
Total	<u>\$ 19</u>

D. NON-CURRENT LIABILITIES

	Beginning Balance	Additions	Reductions	Ending Balance
Governmental activities (in thousands)::				
Compensated absences	\$ -	\$ 54	\$ -	\$ 54
OPEB liability	262	25	65	222
Net pension liability	608	321	358	571
Total noncurrent liabilities	<u>\$ 870</u>	<u>\$ 400</u>	<u>\$ 423</u>	<u>\$ 847</u>

**Capital Region Transportation Planning Agency
Notes to the Financial Statements
September 30, 2021**

Note IV Other Information (CONTINUED)

-

E. CONTINGENCIES

Amounts received or receivable from grant agencies are subject to audit and adjustment by grantor agencies, principally the Federal and State governments. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time although the CRTPA expects amounts, if any, to be immaterial.

F. EVALUATION OF SUBSEQUENT EVENTS

The CRTPA has evaluated subsequent events through June 27, 2022, the date the financial statements were available to be issued.

**REQUIRED
SUPPLEMENTARY INFORMATION**

THIS SUBSECTION CONTAINS THE FOLLOWING:

Budgetary Comparison Schedule

Note to Budgetary Comparison Schedule

Proportionate Share of Net Pension Liability - City of Tallahassee Pension Plan

Schedule of Contributions - City of Tallahassee Pension Plan

Schedule of Changes in the Net OPEB Liability and Related Ratio

Schedule of Contributions - OPEB

Capital Regional Transportation Planning Agency

**Budgetary Comparison Schedule
General Fund**

**Year ended September 30, 2021
(Unaudited)
(in thousands)**

	Budgeted Amounts		Actual Amounts	Variance with Final Budget
	Original	Final	(Budgetary Basis)	Positive (Negative)
Budgetary Fund Balance - October 1	\$ 16	\$ 16	\$ 16	\$ -
Resources				
Taxes	-	-	-	-
Intergovernment Revenues	870	876	865	(11)
Interest Earned	-	-	2	2
Miscellaneous	10	10	-	(10)
Amounts Available for Appropriations	896	902	883	(19)
Charges to Appropriations				
Transportation	896	896	880	16
Transfers to Other Funds	-	6	6	-
Total Charges to Appropriations	896	902	886	16
Budgetary Fund Balance - September 30	\$ -	\$ -	\$ (3)	\$ (3)

Note: There is no requirement to legally adopt a budget for the Special Revenue Fund.

Capital Regional Transportation Planning Agency
Note to Budgetary Comparison Schedule
General Fund
For the fiscal year ended September 30, 2021
(unaudited)
(in thousands)

Actual amounts (budgetary basis) available for appropriation from the budgetary comparison schedule.	\$ 883
--	--------

Differences – budget to GAAP	
The fund balance at the beginning of the year is budgetary resource but is not a current year revenue for financial reporting purposes.	(16)

Miscellaneous items treated as budgetary inflows but not as revenues for financial reporting purposes.	(4)
	\$ 863

Actual amounts (budgetary basis) available for appropriation from the budgetary comparison schedule.	\$ 886
--	--------

Differences – budget to GAAP	
Miscellaneous items treated as budgetary outflows but not as expenditures for financial reporting purposes	(17)

Miscellaneous items treated as expenditures for financial reporting purposes but not as budgetary outflows.	(6)
	\$ 863

**Capital Regional Transportation Planning Agency
Proportionate Share of Net Pension Liability
City of Tallahassee Pension Plan
September 30, 2021
(Unaudited)
(in thousands)**

Measurement year ending September 30,

	2020	2019	2018	2017	2016	2015	2014
Net Pension Liability (Asset)	\$ 571	\$ 607	\$ 674	\$ 193	\$ 112	\$ 67	\$ 95
Plan Fiduciary Net Position as a Percentage of Total Pension Liability	88.61 %	87.64 %	92.12 %	95.02 %	95.86 %	97.48 %	96 %
Employer's Proportion of the Net Pension Liability	0.37 %	0.38 %	0.38 %	0.34 %	0.26 %	0.24 %	- %
Covered Employee Payroll	\$ 417	\$ 400	\$ 389	\$ 389	\$ 380	\$ 294	\$ 257
Net Pension Liability as a Percentage of Covered Employee Payroll	136.69 %	151.75 %	96.14 %	49.61 %	29.47 %	22.79 %	- %

Note: Schedule is intended to show information for 10 years. Additional years will be displayed as the information becomes available.

See Independent Auditors' Report.

**Capital Regional Transportation Planning Agency
Schedule of Contributions
City of Tallahassee Pension Plan
Last Ten Fiscal Years
(Unaudited)
(in thousands)**

Fiscal year ending September 30,	Actuarially Determined Contribution	Actual Contribution	Contribution Deficiency (Excess)	Covered Payroll	Actual Contribution as a % of Covered Payroll
2014	\$ 37	\$ 37	\$ -	\$ 242	15.18
2015	39	39	-	257	15.18
2016	38	38	-	294	12.93
2017	50	50	-	380	13.16
2018	73	73	-	389	18.77
2019	82	82	-	400	20.50
2020	99	99	-	417	23.74
2021	116	116	-	452	25.66

Note: Schedule is intended to show information for 10 years. Additional years will be displayed as the information becomes available.

Notes to the Schedule of Contributions

Valuation date: October 1, 2019
Measurement date: September 30, 2020

Notes: Actuarially determined contribution rates are calculated as of October 1, 2019, for the fiscal year ended September 30, 2020. Schedule is intended to show information for 10 years. Additional years will be displayed as the information becomes available.

Methods and assumptions used to determine contribution rates:

Actuarial cost method Entry Age Normal
Amortization method Level Percent of Pay (with .94% payroll growth assumption), Closed
Remaining amortization period 29 years
Asset valuation method 20% of the difference between expected actuarial value (based on assumed return) and market value is recognized each year with 20% corridor around market value

Inflation 2.5 %
Salary increases A range of 2.95% to 5.00%, depending on completed years of service, including inflation

Investment rate of return 7.5%
Retirement age Experience-based table of rates that are specific to the type of eligibility condition
Mortality RP-2000 Combined Healthy Participant Mortality Table (for pre-retirement mortality) and the RP-2000 Mortality Table for Annuitants (for postretirement mortality) with mortality improvements projected to all future years after 2000 using Scale BB. For males, the base mortality rates include a 50% blue collar adjustment and a 50% white collar adjustment. For females, the base mortality rates include a 100% white collar adjustment.

Notes See Discussion of Valuation Results in the October 1, 2019 Actuarial Valuation Report dated April 21, 2020.

See Independent Auditors' Report.

Capital Regional Transportation Planning Agency
Schedule of Changes in the Net OPEB Liability and Related Ratios
Last Ten Fiscal Years
(Based on measurement periods ending September 30)
(Unaudited)
(in thousands)

Measurement year ending September 30,	2020	2019	2018	2017
Total OPEB Liability				
Service cost	\$ 6	\$ 5	\$ 6	\$ 5.00
Interest on the total OPEB liability	8	10	9	6.00
Actual and expected experience difference	(14)	(3)	-	-
Changes in assumptions	(27)	33	(7)	(10.00)
Changes in allocation percentages	-	20	43	-
Benefit payments	(12)	(13)	(12)	(8.00)
Net change in total OPEB liability	(39)	52	39	(7.00)
Total OPEB liability - beginning	290	225	186	193.00
Total OPEB liability - ending (a)	251	277	225	-
Plan Fiduciary Net Position				
Contribution - employer	-	6	5	4.00
Employer contribution to OPEB fund	6	-	-	-
Employer contributions not deposited in OPEB Trust Fund	6	-	-	-
Net investment income	4	1	3	2.00
Benefit payments	(6)	(6)	(7)	(5.00)
Benefit Payments not reimbursed	(6)	-	-	-
Net change in plan fiduciary net position	4	1	1	1.00
Plan fiduciary net position - beginning	25	14	13	12.00
Plan fiduciary net position - ending (b)	29	15	14	13.00
Net OPEB liability (a)-(b)	\$ 222	\$ 262	\$ 211	173.00
Plan fiduciary net position as a percentage of the total OPEB liability	11.55 %	5.07 %	9.62 %	-
Covered-employee payroll	\$ 417	\$ 400	\$ 389	-
Net OPEB liability as a percentage of covered-employee payroll	53.24 %	65.50 %	54.13 %	\$ -

Note: Schedule is intended to show information for 10 years. Additional years will be displayed as the information becomes available.

Capital Regional Transportation Planning Agency
Schedule of Contributions-OPEB
Last Ten Fiscal Years*
(Unaudited)
(in thousands)

Fiscal year ending September 30,	Actuarially Determined Contribution	Actual Contribution	Contribution Deficiency (Excess)	Covered Payroll	Actual Contribution as a % of Covered Payroll
2018	\$ 10	\$ (4)	\$ 6	\$ 294	1.36
2019	14	(5)	9	389	1.29
2020	15	(6)	9	400	1.50
2021	16	(7)	9	452	1.51

Note: Schedule is intended to show information for 10 years. Additional years will be displayed as the information becomes available.

Notes to Schedule of Contributions

Actuarially determined contribution rates are calculated as of October 1, which is 12 months prior to the end of the fiscal year in which contributions are made and reported

Methods and assumptions used to determine contribution rates:

Actuarial cost method	Entry Age Normal
Amortization method	Level Percentage of Payroll, Closed
Remaining amortization period	24 years
Asset valuation method	Market Value
Inflation	2.25%
Salary increases	2.95% to 6.4% including inflation; varies by plan type and years of service
Investment rate of return	2.49%, net of OPEB plan expense, including inflation.
Retirement age	Experience-based table of rates that are specific to the plan and type of eligibility condition.
Mortality	Mortality tables used in the July 1, 2019 actuarial valuation of the Florida Retirement System (FRS). They are based on the results of a statewide experience study covering the period 2013 through 2018. These rates were taken from adjusted Pub-2010 mortality tables published by SOA with generational mortality improvements using Scale MP-2018.
Healthcare Cost Trend Rates	Based on the Getzen Model, with a trend starting at 1.3% for 2021 and 4.40% for 2022 (based on actual premium increases), followed by 5.75% for 2023, and then gradually decreasing to an ultimate trend rate of 3.99%.
Aging Factors	Based on the 2013 SOA Study "Health Care Costs - From Birth to Death".
Expenses	Investment returns are net of the investment expenses; and, Administrative expenses are included in the premium costs.
Other Information:	Benefit changes reflect the passing of Florida Senate Bill 426, which provides benefits for eligible firefighters diagnosed with specified cancers.

See Independent Auditors' Report.

OTHER REPORTS

THIS SUBSECTION CONTAINS THE FOLLOWING:

Independent Auditors' Report on Internal Control Over Financial Reporting
and on Compliance and Other Matters Based on an Audit of Financial Statements
Performed in Accordance with *Government Auditing Standards*

Independent Auditors' Report on Compliance for Each Major Federal Program
and Report on Internal Control Over Compliance In Accordance with the Uniform Guidance

Schedule of Expenditures of Federal Awards

Schedule of Findings and Questioned Costs

Schedule of Prior Audit Findings

Independent Accountants' Examination Report

Independent Auditor's Management Letter Required by the Office of the Auditor General



**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

To the Governing Board
of the Capital Region Transportation Planning Agency:

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of the Capital Region Transportation Planning Agency (the Agency) as of and for the year ended September 30, 2021, and the related notes to the financial statements, which collectively comprise the Agency's basic financial statements, and have issued our report thereon dated June 27, 2022.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Agency's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, we do not express an opinion on the effectiveness of the Agency's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

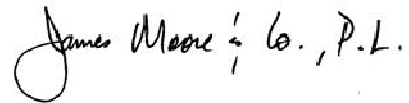
Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Agency's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "James Moore & Co., P.L.". The signature is written in a cursive style with a large, looped initial "J".

Tallahassee, Florida
June 27, 2022



**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL
PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE IN
ACCORDANCE WITH THE UNIFORM GUIDANCE**

To the Governing Board
of the Capital Region Transportation Planning Agency:

Report on Compliance for Each Major Federal Program

We have audited the Capital Region Transportation Planning Agency's (the Agency) compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Compliance Supplement* that could have a direct and material effect on each of the Agency's major federal programs for the year ended September 30, 2021. The Agency's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of the Agency's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance, and the Guide require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Agency's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Agency's compliance.

Opinion on Each Major Federal Program

In our opinion, the Agency complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended September 30, 2021.

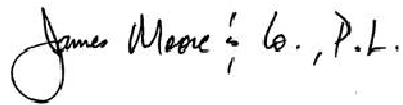
Report on Internal Control over Compliance

Management of the Agency is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Agency's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Agency's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that were not identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance and the Guide. Accordingly, this report is not suitable for any other purpose.

A handwritten signature in black ink that reads "James Moore & Co., P.L." The signature is written in a cursive, flowing style.

Tallahassee, Florida
June 27, 2022

**CAPITAL REGION TRANSPORTATION PLANNING AGENCY
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED SEPTEMBER 30, 2021**

Federal Agency / Pass-Through Entity / Federal Program	Federal Assistance Listing Number	Contract / Grant Number	Expenditures
<u>U.S. DEPARTMENT OF TRANSPORTATION</u>			
Pass through Florida Department of Transportation:			
Highway Planning and Construction	20.205	G1L15	\$ 1,456,568
Total Highway Planning and Construction Cluster			<u>1,456,568</u>
Pass through Florida Department of Transportation:			
UMTA Technical Studies Grants	20.505	G1P57	\$ 48,933
			<u>48,933</u>
Total Federal Awards			<u><u>\$ 1,505,501</u></u>

NOTES:

(1) The accompanying Schedule of Expenditures of Federal Awards (the Schedule) presents the activity of all federal activity of all deferral programs of the CRTPA for the year ended September 30, 2021. All expenditure related to federal awards received directly from federal agencies, as well as federal awards passed through other governmental agencies are included in the accompanying Schedule. The information in this Schedule is presented in accordance with requirements of Title 2 U.S Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit requirements for Federal Awards (Uniform Guidance). Some amounts presented in this Schedule may differ from amounts presented in, or used in the preparation of the financial statements.

(2) The accompanying Schedule was prepared on the modified accrual basis of accounting.

(3) There were no transfers to subrecipients during the fiscal year.

(4) No federal assistance was expended in noncash assistance.

(5) The CRTPA has not elected to use the 10 percent de minimus indirect cost rate.

**CAPITAL REGION TRANSPORTATION PLANNING AGENCY
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED SEPTEMBER 30, 2021**

I. Summary of Auditors' Results:

Financial Statements:

Type of audit report issued on the basic financial statements: *Unmodified.*

Internal Control over Financial Reporting:

Material weakness(es) identified?	_____ yes	<u> X </u> no
Significant deficiency(ies) identified?	_____ yes	<u> X </u> none reported
Noncompliance material to financial statements noted?	_____ yes	<u> X </u> no

Federal Awards:

Internal Control over Major Programs:

Material weakness(es) identified?	_____ yes	<u> X </u> no
Significant deficiency(ies) identified?	_____ yes	<u> X </u> none reported

Type of report issued on compliance for each major federal program: *Unmodified.*

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?	_____ yes	<u> X </u> none reported
--	-----------	----------------------------

Auditee qualified as a low-risk auditee?	<u> X </u> yes	_____ no
--	------------------	----------

Dollar threshold used to distinguish between type A and type B programs:	<u> \$750,000 </u>
--	----------------------

Major program identification:

<u>ALN Number</u>	<u>Program Name</u>
20.205	Highway Planning and Construction Cluster

II. Financial Statement Findings: None.

III. Federal Award Findings and Questioned Costs: None.

IV. Summary Schedule of Prior Audit Findings: Not applicable as no findings were reported in the prior audit.

V. Corrective Action Plan: Not applicable as no findings have been reported.



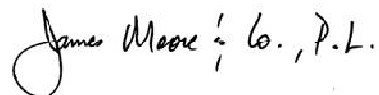
INDEPENDENT ACCOUNTANTS' EXAMINATION REPORT

To the Governing Board
of the Capital Region Transportation Planning Agency:

We have examined the Capital Region Transportation Planning Agency's (the Agency) compliance with Section 218.415, Florida Statutes, *Local Government Investment Policies*, for the year ended September 30, 2021. Management is responsible for the Agency's compliance with those requirements. Our responsibility is to express an opinion on the Agency's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the Agency complied with Section 218.415, Florida Statutes, *Local Government Investment Policies*, for the year ended September 30, 2021, in all material respects. An examination involves performing procedures to obtain evidence about the Agency's compliance with those requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of risks of material noncompliance with those requirements, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

In our opinion, the Agency complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2021.



Tallahassee, Florida
June 27, 2022



**INDEPENDENT AUDITORS' MANAGEMENT LETTER REQUIRED
BY OFFICE OF THE AUDITOR GENERAL**

To the Governing Board
of the Capital Region Transportation Planning Agency:

Report on the Financial Statements

We have audited the basic financial statements of the Capital Region Transportation Planning Agency (the Agency), as of and for the fiscal year ended September 30, 2021, and have issued our report thereon dated June 27, 2022.

Auditors' Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements of Federal Awards (Uniform Guidance), and Chapter 10.550, Rules of the State of Florida Office of the Auditor General.

Other Reporting Requirements

We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*; Independent Auditors' Report on Compliance for Each Major Federal Program and Report on Internal Control over Compliance in accordance with the Uniform Guidance; Schedule of Findings and Questioned Costs; and Independent Accountant's Examination Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports and schedule, which are dated June 27, 2022, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. There were no findings or recommendations made in the preceding annual financial audit report.

Official Title and Legal Authority

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The legal authority for the primary government and component units of the reporting entity is disclosed in Note 1 of the basic financial statements.

Financial Condition and Management

Section 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, require us to apply appropriate procedures and communicate the results of our determination as to whether or not the Agency met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific conditions met. In connection with our audit, we determined that the Agency, did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

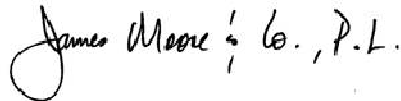
Additional Matters

Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, Agency Board, management, others within the Agency, and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Tallahassee, Florida
June 27, 2022

A handwritten signature in black ink that reads "James Moore & Co., P.L." The signature is written in a cursive, flowing style.

This content is from the eCFR and is authoritative but unofficial.

Title 2 - Grants and Agreements

Subtitle A - Office of Management and Budget Guidance for Grants and Agreements

Chapter II - Office of Management and Budget Guidance

Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

Authority: 31 U.S.C. 503

Source: 78 FR 78608, Dec. 26, 2013, unless otherwise noted.

Subpart F - Audit Requirements

Auditors

§ 200.520 Criteria for a low-risk auditee.

An auditee that meets all of the following conditions for each of the preceding two audit periods must qualify as a low-risk auditee and be eligible for reduced audit coverage in accordance with § 200.518.

- (a) Single audits were performed on an annual basis in accordance with the provisions of this Subpart, including submitting the data collection form and the reporting package to the FAC within the timeframe specified in § 200.512. A non-Federal entity that has biennial audits does not qualify as a low-risk auditee.
- (b) The auditor's opinion on whether the financial statements were prepared in accordance with GAAP, or a basis of accounting required by state law, and the auditor's in relation to opinion on the schedule of expenditures of Federal awards were unmodified.
- (c) There were no deficiencies in internal control which were identified as material weaknesses under the requirements of GAGAS.
- (d) The auditor did not report a substantial doubt about the auditee's ability to continue as a going concern.
- (e) None of the Federal programs had audit findings from any of the following in either of the preceding two audit periods in which they were classified as Type A programs:
 - (1) Internal control deficiencies that were identified as material weaknesses in the auditor's report on internal control for major programs as required under § 200.515(c);
 - (2) A modified opinion on a major program in the auditor's report on major programs as required under § 200.515(c); or
 - (3) Known or likely questioned costs that exceeded five percent of the total Federal awards expended for a Type A program during the audit period.

[78 FR 78608, Dec. 26, 2013, as amended at 85 FR 49575, Aug. 13, 2020]

November 15, 2022



AGENDA ITEM 4D

CRTPA FISCAL YEAR (FY) 2023 – FY 2024 UNIFIED PLANNING WORK PROGRAM AMENDMENT

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

The purpose of this item is to amend the CRTPA FY 2023 – FY 2024 Unified Planning Work Program (UPWP) Subtask 7.2 (***Attachment 1***) to include the scope of work, schedule and milestones for the final deliverable, The Regional Freight Study. The funding for this project, \$175,000, is already budgeted in the adopted FY 2023 – FY 2024 UPWP.

COMMITTEE MEETINGS

At the November 1, 2022 meetings, the CRTPA Technical Advisory Committee (TAC) and the Citizen's Multimodal Advisory (CMAC) Committee recommended the Board approve the UPWP Subtask 7.2 amendment to include the scope of work, schedule and milestones for the Freight Study.

HISTORY AND ANALYSIS

Freight, which is the movement of goods and commodities, plays a vital role in Florida's economy and the lives of all Floridians. The Pandemic spurred a significant increase in freight delivery and this trend that continues. Additionally, as Florida's population grows and the demand for goods and services increases, efficient and cost-effective freight movement becomes more critical. It is necessary to integrate freight needs into transportation planning processes to ensure that freight moves safely and efficiently to, from and through our region now and into the future.

Subtask 7.2 is amended to provide an outline of the steps for developing the CRTPA's Regional Freight Plan. As amended, the task includes identifying the key elements of the region's freight transportation system, data collection and analysis, assessing existing and future conditions, and developing recommendations. In addition, private and public sector stakeholders will be engaged throughout the development of the plan. The final work product is the Regional Freight Study.

RECOMMENDED ACTION

Option 1: Approve the amendment to the CRTPA FY 2023 – FY 2024 UPWP Subtask 7.2 to include the scope of work, schedule and milestones for the final deliverable, The Regional Freight Study.

Option 2: Provide other direction.

ATTACHMENTS

Attachment 1: Amended Subtask 7.2

Subtask 7.2: Regional Freight Study**Responsible Agency:** CRTPA (Consultant support will be used to complete this task.)**Purpose:** Conduct an analysis considering freight movement by modes, origins/destinations, and types of goods moving through the area to understand the existing conditions and to identify freight movement trends, challenges, and opportunities for improvement within the CRTPA region.

Required Activity	End Products	Completion Date
<u>Identify and engage with stakeholders from the public and private sector, Chambers of Commerce and with key representatives from local industry, including large freight companies.</u>	<u>Stakeholder Engagement Meetings</u>	<u>Ongoing through Nov 2023</u>
<u>Collect and analyze data on the four- county area. Data for this analysis will be gathered and synthesized from a myriad of sources.</u>	<u>Data and Analysis Synthesis of data into tech memos</u>	<u>Ongoing through Nov 2023</u>
<u>Conduct a review of industry trends, transportation data and development patterns. Develop existing conditions, forecasted growth and future conditions report.</u>	<u>Comprehensive profile of the freight network and movements</u>	<u>September 2023</u>
<u>Final Report assessing the needs and identifying the deficiencies within the region and establishing recommendations to implement Policy, Infrastructure, and Technology revisions/improvements that support the movement of freight in the region.</u>	<u>Draft and Final Regional Freight Study</u>	<u>December 2023</u>



November 15, 2022

AGENDA ITEM 5

CONSENT ITEMS PULLED FOR DISCUSSION

November 15, 2022



AGENDA ITEM 6A

CRTPA FISCAL YEAR (FY) 2023 – FY 2027 TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENTS

TYPE OF ITEM: Roll Call

STATEMENT OF ISSUE

The purpose of this item is to approve Resolution No. 2022-11-6A (**Attachment 1**) amending the CRTPA Fiscal Year (FY) 2023 – FY 2027 Transportation Improvement Program (TIP) to add two projects which are detailed below.

- Apalachee Parkway/Capps Highway SR 20 (US 27/ US 319) from East of Kaptian Drive to Madison County Line (Project No. 452212-1): Provide \$ 154,855 in funding in FY 23 for the Design and Construction phases for the safety project. (Jefferson County) The draft TIP project page and location map is provided in **Attachment 2**.
- I-10 (SR 8) Jefferson County Rest Area Truck Parking - Carbon Reduction Program (Project No. 452230-1): Provide \$1.3 Million the Project Development and Environment Study (PD&E) and Design phases to construct additional truck parking. (Jefferson County) The draft TIP project page and location map is provided in **Attachment 3**.

COMMITTEE MEETINGS

The request for the TIP Amendments was received after the November 1, 2022 CRTPA Technical Advisory Committee (TAC) and the Citizen's Multimodal Advisory (CMAC) meetings. At the next Committee meetings, the TIP amendments will be provided for informational purposes.

HISTORY AND ANALYSIS

Adopted annually, the CRTPA's Transportation Improvement Program reflects those projects in the region that have received state and federal funding in the Florida Department of Transportation (FDOT) Five-year Work Program. Following adoption, the TIP is occasionally amended to reflect project changes such as the addition or deletion of a project. The amendment for the safety project is part of a pilot program initiative adding rumble strips, which provide a tactile vibration and audible warning in the event of roadway departure. The second project is funded under the [Carbon Reduction Program](#) established in the Bipartisan Infrastructure Law (BIL). The addition of truck parking is a priority measure to support freight movement of goods.

RECOMMENDED ACTION

Option 1: Approve Resolution No. 2022-11-6A amending the C RTPA Fiscal Year (FY) 2023 – FY 2027 Transportation Improvement Program (TIP) to add two projects as detailed below.

- Apalachee Parkway/Capps Highway SR 20 (US 27/ US 319) from East of Kaptian Drive to Madison County Line (Project No. 452212-1): Provide \$ 154,855 in funding in FY 23 for the Design and Construction phases for the safety project. (Jefferson County)
- I-10 (SR 8) Jefferson County Rest Area Truck Parking - Carbon Reduction Program (Project No. 452230-1): Provide \$1.3 Million in funding in FY 23 for the Project Development and Environment Study (PD&E) and Design phases to construct additional truck parking. (Jefferson County)

Option 2: Provide other direction.

ATTACHMENTS

Attachment 1: Resolution No. 2022-11-6A

Attachment 2: Apalachee Parkway/Capps Highway SR 20 (US 27/ US 319) from East of Kaptian Drive to Madison County Line, Project No. 452212-1 TIP Page

Attachment 3: I-10 (SR 8) Jefferson County Rest Area Truck Parking - Carbon Reduction Program, Project No. 452230-1 TIP Page

CRTPA RESOLUTION 2022-11-6A

**A RESOLUTION OF THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA) BOARD ENDORSING THE
AMENDMENTS TO THE FY 2023 – 2027 TRANSPORTATION IMPROVEMENT PROGRAM**

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

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

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

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

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

The CRTPA amends the FY 2023 – FY 2027 Transportation Improvement Programs to reflect:

- Apalachee Parkway/Capps Highway SR 20 (US 27/ US 319) from East of Kaptian Drive to Madison County Line (Project No. 452212-1): Provide \$ 154,855 in funding in FY 23 for the Design and Construction phases for the safety project. (Jefferson County)
- I-10 (SR 8) Jefferson County Rest Area Truck Parking - Carbon Reduction Program (Project No. 452230-1): Provide \$1.3 Million in funding in FY 23 for the Project Development and Environment Study (PD&E) and Design phases to construct additional truck parking. (Jefferson County)

Passed and duly adopted by the Capital Region Transportation Planning Agency Executive Committee on this 15th day of November 2022.

Capital Region Transportation Planning Agency

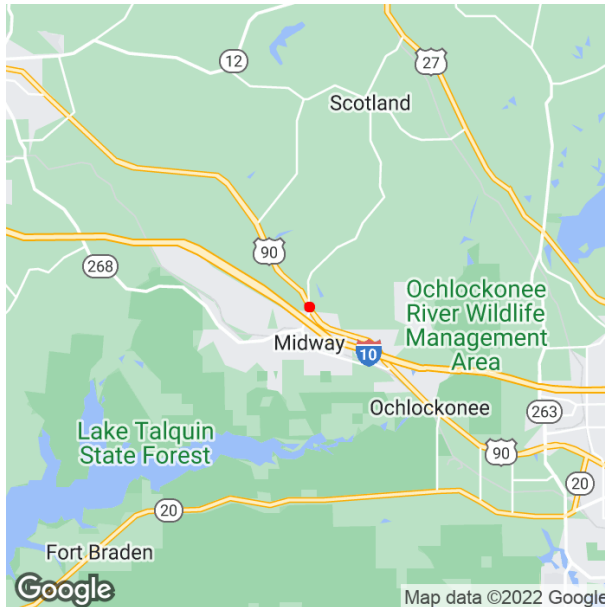
By: _____

Kristin Dozier, Chair

Attest

Greg Slay, Executive Director

APALACHEE PKWY/CAPP HWY US27/US 319 FROM E OF KAPTAIN DR TO MADISON CO LINE
452212-1 NON-SIS



Project Description: ADDITION OF RUMBLE STRIPS (PILOT PROJECT)

Lead Agency: MANAGED BY FDOT

From: E of Kaptain St

County: JEFFERSON

To: Madison County Line

Length: 8.876

Phase Group: PRELIMINARY ENGINEERING, CONSTRUCTION

Phase	Fund Code	2023	2024	2025	2026	2027	Total
PE	ACSS	10,000	0	0	0	0	10,000
CST	ACSS	127,473		0	0	0	127,473
CST	ACSS	1,320	0	0	0	0	1,320
CST	ACSS	16,062	0	0	0	0	16,062
		154,855					154,855

Note: This project was amended into the FY 2023 - FY 2027 TIP at the November 15, 2022 Board Meeting.

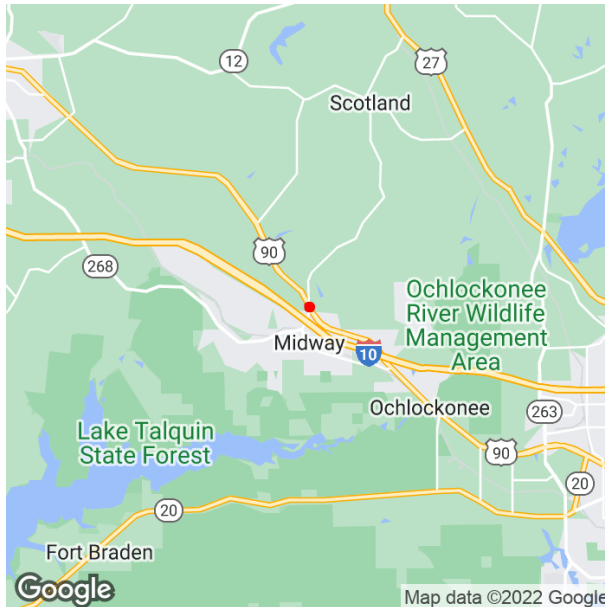
Prior Year Cost: 0

Future Year Cost: 0

Total Project Cost: 154,855

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

I 10 (SR 10) JEFFERSON COUNTY REST AREA TRUCK PARKING 452230-1 SIS



Project Description: ADDITIONAL TRUCK PARKING AT THE REST AREA (East and West Bound)
Lead Agency: MANAGED BY FDOT **From:**
County: JEFFERSON **To:**
Length: 0.471
Phase Group: PROJECT DEVELOPMENT AND ENVIRONMENT STUDY, PRELIMINARY ENGINEERING

Phase	Fund Code	2023	2024	2025	2026	2027	Total
PD&E	CARB	5,000	0	0	0	0	5,000
PD&E	CARB	250,00	0	0	0	0	250,000
PE	CARB	5,000	0	0	0	0	5,000
PE	CARB	1,040,000	0	0	0	0	1,040,000
		1,300,000					1,300,000

Note: This project was amended into the FY 2023 - FY 2027 TIP at the November 15, 2022 Board Meeting.

Prior Year Cost: 0

Future Year Cost: 0

Total Project Cost: 1,300,000

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

November 15, 2022



AGENDA ITEM 7 A

TALLAHASSEE TO HAVANA TRAIL FEASIBILITY STUDY

TYPE OF ITEM: Action

STATEMENT OF ISSUE

A technical feasibility study evaluating a potential multi-use trail connection between Tallahassee and Havana has been developed for Board approval.

CRTPA COMMITTEE ACTIONS

The CRTPA's Technical Advisory Committee and Citizen's Multimodal Advisory Committee met on November 1 and both committees voted to recommend that the CRTPA Board approve the Tallahassee to Havana Feasibility Study. The CMAC meeting included the attendance of a citizen who provided public comment expressing support for the project and its importance to Havana.

RECOMMENDED ACTION

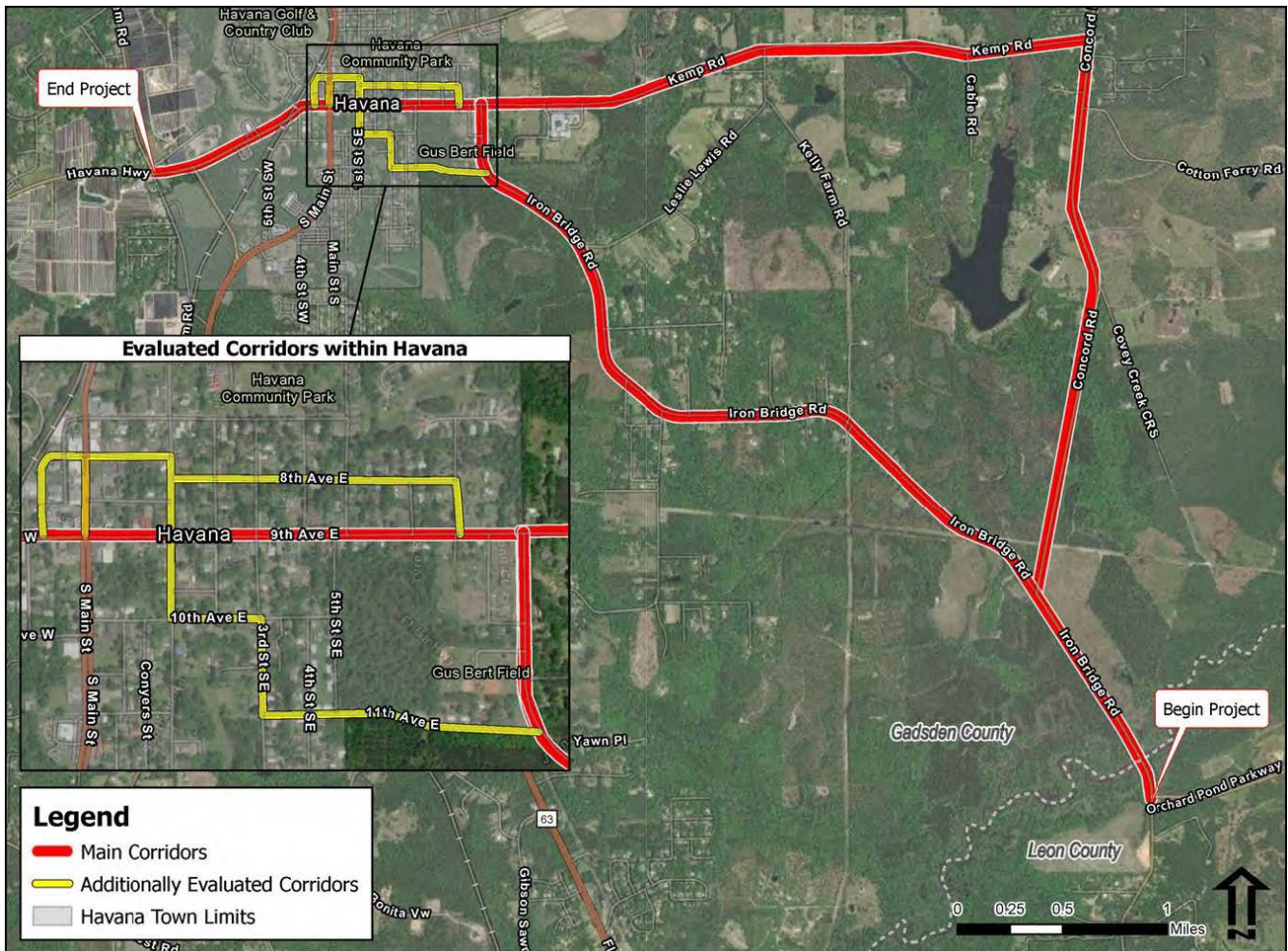
Option 1: Approve the Tallahassee to Havana Trail Feasibility Study

BACKGROUND

Initiated in the Spring of 2022, the [Tallahassee to Havana Trail Feasibility Study](#) evaluated the potentiality to construct a 10 to 12-foot multi-use trail between the Orchard Pond Parkway in Leon County and Salem Road in Gadsden County. The study was developed for the CRTPA by KHA, one of the CRTPA's general planning consultants

The study's evaluation of a connection between Tallahassee and Havana focused on primarily on the following main corridors (see map on following page):

- Old Bainbridge Road/Iron Bridge Road
- Concord Road
- Kemp Road
- 9th Avenue/SR 12



Within downtown Havana, local neighborhood streets (highlighted in **yellow**, above) were also evaluated to provide safe and accessible connections to downtown Havana.

Construction of a trail between Tallahassee and Havana will provide a regional connection between existing and planned multi-use trails in the Capital Region (see map, below, detailing existing and planned trail projects).

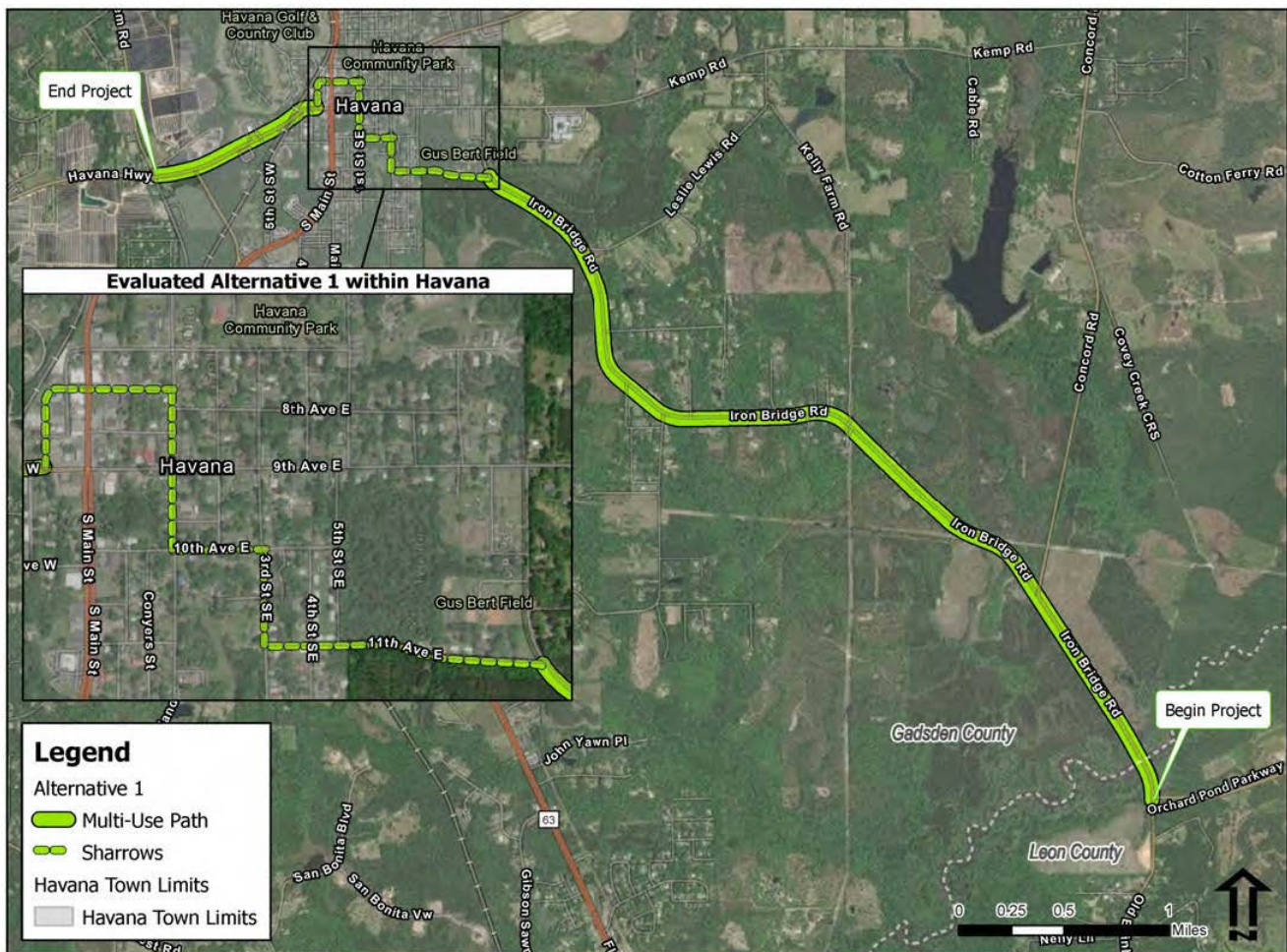


An existing conditions analysis was conducted as part of the feasibility study that included site visits as well as a desktop analysis and preliminary mapping. Data reviewed as a part of a desktop analysis included:

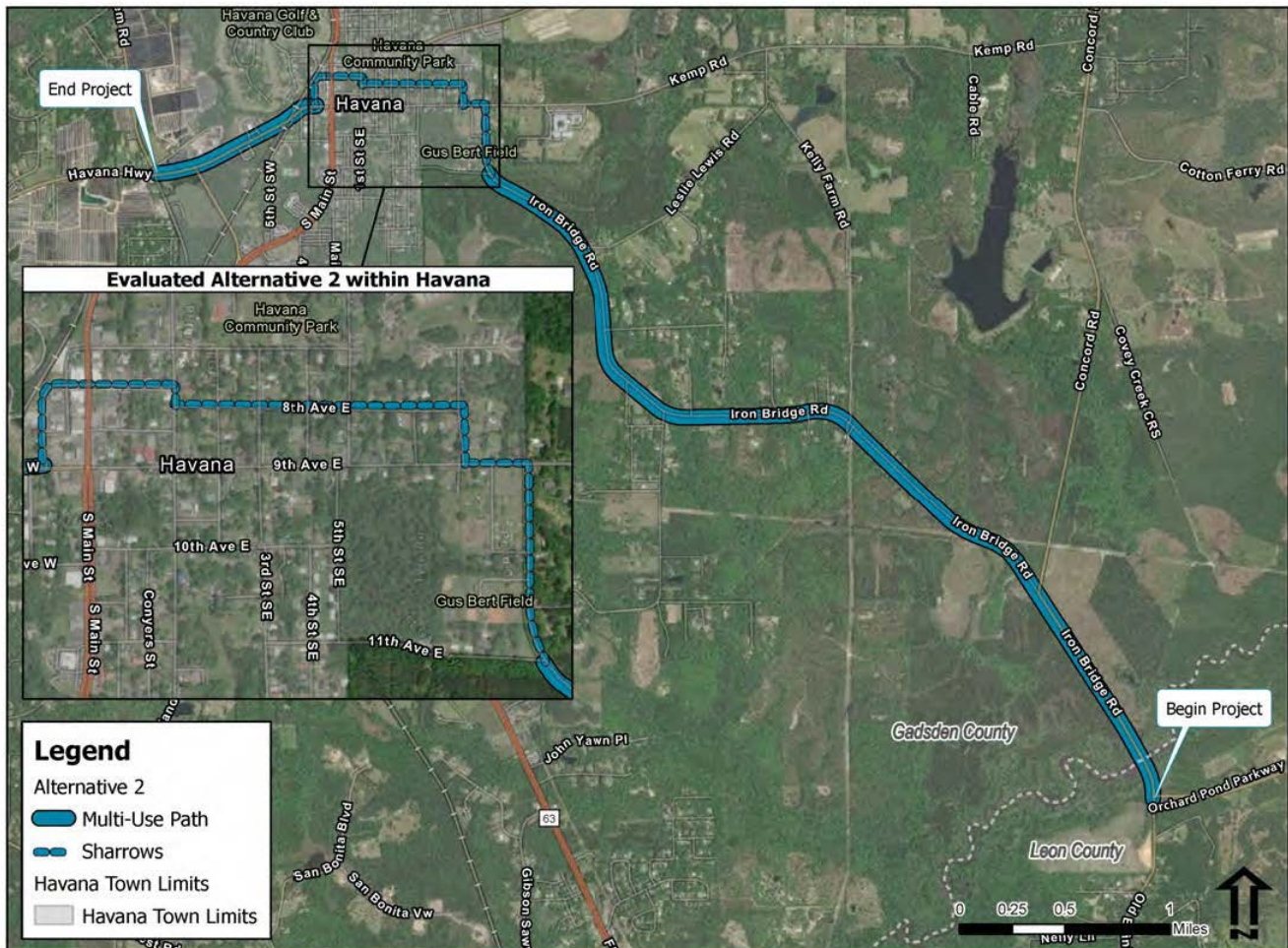
- Traffic Data (Average Annual Daily Traffic (AADT), Truck AADT, Number of Lanes, Speed Limit, Roadway Functional Classification)
- Crash Analysis
- Preliminary Right-of-Way
- Historic Structures, Resources, Bridges and Cemeteries
- Land Use
- FEMA Flood Zones
- Wetlands
- Species
- Strava Bicycle Patterns

The study identified three (3) viable alternatives (shown below) with each beginning at the south where Orchard Pond Parkway intersects with Old Bainbridge Road/Iron Bridge Road. Furthermore, all of the identified alternatives follow Iron Bridge Road until the Havana town limits with route variations occurring within Havana in order provide access to the downtown's commercial district. The following summarizes each of the identified alternatives:

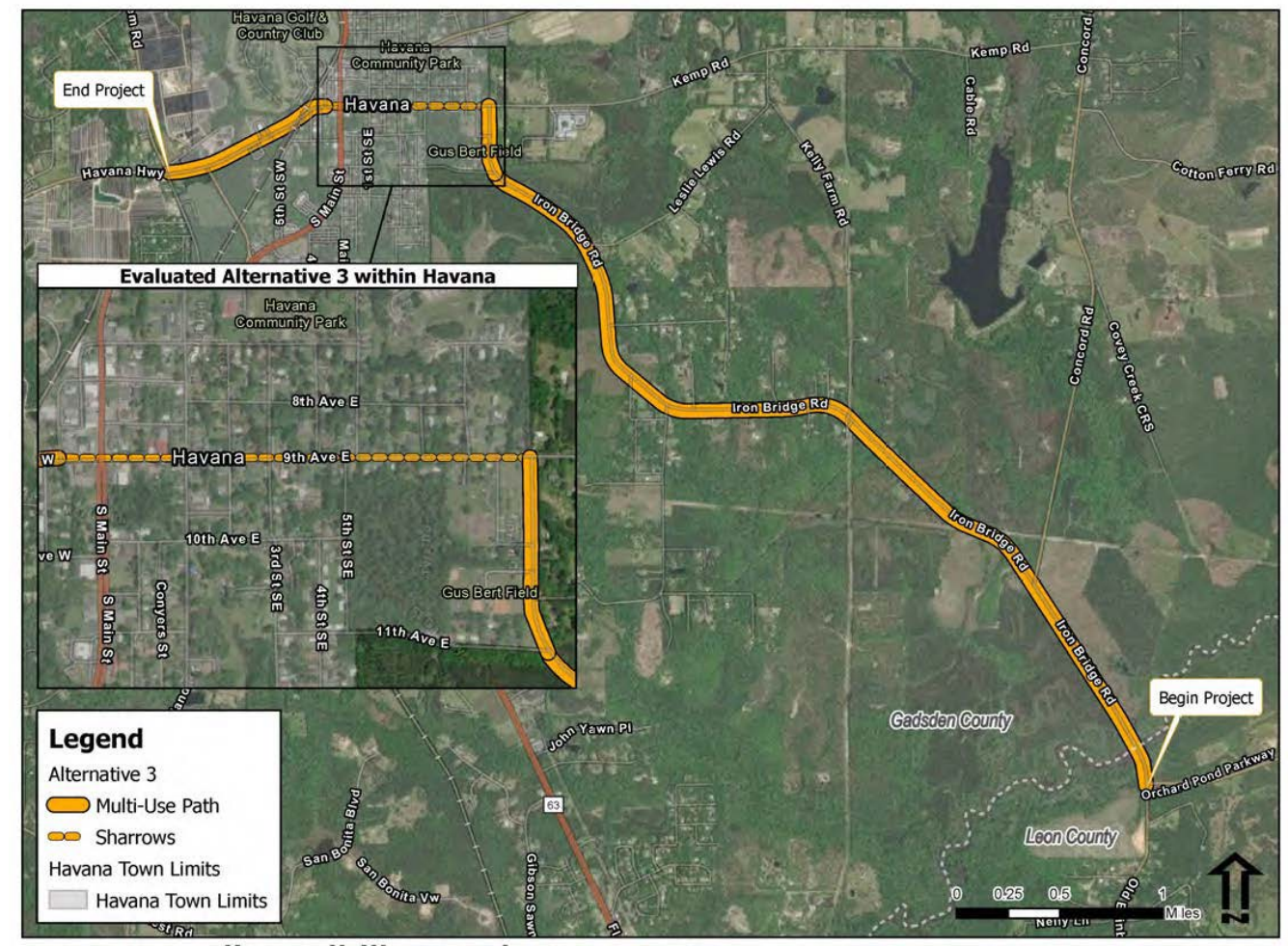
- **Alternative 1** – This route utilizes neighborhood streets largely south of 9th Avenue East and recommends that the proposed trail on Iron Bridge Road be placed on the west side.



- **Alternative 2** – This route utilizes neighborhood streets north of 9th Avenue East and recommends that the proposed trail on Iron Bridge Road be placed on the east side.



- **Alternative 3** – This route remains on 9th Avenue through downtown Havana.



Project Coordination: Due to the technical nature of the feasibility study, project coordination focused on meetings conducted with Gadsden County and Town of Havana staff. Should the project proceed forward, future meetings will incorporate opportunities for public involvement.

Next Steps/Funding Potentiality: Next steps related to the Study include the identification of funding to conduct additional project phases. To that end, every five (5) years, the Florida Greenways and Trails Opportunity Trail Map and Priority Trail Map are updated by the Florida Department of Environmental Protection (FDEP). This process is currently underway and, in the Spring of 2022, the CRTPA provided the FDEP with proposed changes to these maps in the CRTPA region for FDEP consideration. One of the recommended changes submitted by the CRTPA to the FDEP is an update to the connection between Tallahassee and Havana. Specifically, the CRTPA recommended that this connection, currently included on the "Opportunity Trail Map", be revised to reflect its inclusion on the "Priority Trail Map". The inclusion of the project on the FDEP Opportunity Trail Map would make

the project eligible for future SUN Trails (Shared-Use Nonmotorized (SUN) Trail) funding as projects included on the Opportunity Trail Map are also included on the SUN Trails Map for funding eligibility.

OPTIONS

Option 1: Approve the Tallahassee to Havana Trail Feasibility Study.
(Recommended)

Option 2: CRTPA Board Discretion.

ATTACHMENT

Attachment 1: [Draft Feasibility Study LINK](#)



November 15, 2022

AGENDA ITEM 7B

STADIUM DRIVE AT LAKE BRADFORD ROAD INTERSECTION

TYPE OF ITEM: Action

STATEMENT OF ISSUE

Capital Region Transportation Planning Agency (CRTPA) staff and RS&H staff (the Project Team) will be presenting the preferred alternative for the Stadium Drive at Lake Bradford Road Intersection project.

CRTPA COMMITTEE ACTIONS

Technical Advisory Committee (TAC)

The CRTPA Technical Advisory Committee voted unanimously to recommend the CRTPA approve Alternative 8B at their November 1 meeting.

Citizens Multimodal Advisory Committee (CMAC)

The CRTPA's Citizen's Multimodal Advisory Committee approved Alternative 8B with a vote of 4-3. CMAC concerns are presented on page 4.

RECOMMENDED ACTION

Option 1: Recommend approval of Alternative 8B - Eppes Extension and Quadrant Reduced Build.

INTRODUCTION

At the [March 15, 2022 CRTPA Board meeting](#) the Lake Bradford Road/Stadium Drive intersection alternatives were presented to Board members. These alternatives are outlined in [Attachment 1](#) for reference (this includes a brief description and links for visualization purposes).

Other materials that were presented at the March meeting include:

- [Existing Conditions Report](#)
- [Future Year Traffic Analysis – Level of Service](#)
- Alternatives [Comparison Matrix](#), and
- Alternatives [Matrix Results](#)

With these materials as background information, the three highly viable alternatives included:

- Alternative 3 - Quadrant System (16 points)
- Alternative 8A - Eppes Extension and Quadrant “Full Build-out” (16 points)
- Alternative 8B - Eppes Extension and Quadrant Reduced Build (16 points)

COMPARING ALTERNATIVES

There are a number of factors from the operational analysis to consider when comparing various alternatives. Typically, level-of-service is one of the top considerations and while it’s an important indicator of how the vehicular traffic flows, it is not the sole determinant of evaluating various alternatives. Other factors for the Stadium Drive at Lake Bradford Road intersection included:

- Bike and Pedestrian System Improvement
- Vehicle Safety
- Bike and Pedestrian Safety
- Timeline for Implementation
- Construction Complexity
- Driver Perceived Complexity

In addition to the above information, the cost of each alternative was developed for presentation purposes based on [October 2022 estimates](#). As with all projects, these estimates are “planning level” costs and will change as the project progresses.

- Alternative 3 - Quadrant System - \$1,600,000

[Overhead Image](#)
[Zoomed in configuration](#)
[Stadium Drive at Lake Bradford Road Rendition](#)

- Alternative 8A - Eppes Extension and Quadrant “Full Build-out” - \$3,900,000

[Alternative 8A Overhead](#)
[Alternative 8A Zoomed in Configuration](#)

- Alternative 8B - Eppes Extension and Quadrant Reduced Build - \$3,600,000

[Alternative 8B Overhead](#)
[Alternative 8B Zoomed in Configuration](#)

Why Recommend Alternative 8B

Based on the evaluation of the three alternatives for consideration the Project Team is recommending approval of the hybrid alternative 8B – Eppes Drive Extension and Quadrant Reduced Build. This recommendation is based on the alternative addressing vehicle, bike and pedestrian safety and improving the overall transportation system in the area while minimizing the impacts to the intersection of Jackson Bluff Road at Lake Bradford Road (as compared to Alternative 8A). The Jackson Bluff intersection (8A and 8B) are shown on **Figure 1** and **Figure 2** respectively.

Figure 1 – Alternative 8A Jackson Bluff Road at Lake Bradford Road



Figure 2 – Alternative 8B Jackson Bluff Road at Lake Bradford Road



Citizens Multimodal Advisory Committee (CMAC) Discussion

CMAC members had concerns about several components of the project, and these are presented below.

Integration of bike lanes to the east along Gaines Street and Jackson Bluff Road

There is the potential to incorporate this into the process. The inclusion of bike lanes would depend upon the availability of right of way and on Gaines Street they would terminate prior to the roundabout at Woodward Avenue and Gaines Street.

Bike and Pedestrian project scoring was subjective based upon who performed the review

Improving the bike and pedestrian systems is created by the removal of slip lanes, conflict points and shortening the distance for crossing the intersection by both bike and pedestrians. The three alternatives (3, 8A, and 8B) improve upon the existing system with Alternatives 8A and 8B providing the same improvements at the intersection of Stadium Drive and Lake Bradford Road. Alternative 8B goes further by keeping the intersection at Lake Bradford Road and Jackson Bluff Road as it is today and not expanding the distance bikes and pedestrian must cross.

Minimum intersection improvements versus the cost of the project

From the very beginning of this effort, the Project Team has stated that improvements at this intersection will be hard to come by. The development of alternatives relied on removing movements to help improve the intersection level of service, and multimodal and transportation system needs. The removal of these movements provides an acceptable level of service through the horizon year of the project (2045).

Signage for safety

The signage component of the project would be incorporated into the design phase, but the recommendation would include appropriate signage to reduce driver confusion.

NEXT STEPS

There are a couple steps that would be potential next steps including further intersection analysis at Jackson Bluff Road and Hayden Street, Jackson Bluff Road and Eppes Drive, and Eppes Drive at Airport Road. The analysis of these intersections was proposed by the Technical Advisory Committee (TAC). Additionally, after this analysis the project would move into a public engagement phase for input. Concurrently, the Project Team would continue coordination with FDOT on intersection improvements.

OPTIONS

Option 1: Recommend approval of Alternative 8B - Eppes Extension and Quadrant Reduced Build.
(Recommended)

Option 2: CRTPA Board Discretion.

ATTACHMENTS

Attachment 1 – Stadium Drive at Lake Bradford Road Alternatives

ALTERNATIVES DEVELOPMENT

After completing the Existing Conditions analysis in July of 2021, the Project Team initiated the Alternatives Development phase of the project. This effort built on the data that was gathered (for modeling purposes) to evaluate eleven (11) alternatives for the Stadium Drive at Lake Bradford Road intersections. The Project Team has provided links for a visual rendition of each improvement.

Alternative 1 No-Build

- Existing conditions maintained in the design year of 2045

[Intersection Image](#)

Alternative 1B No-build – Slip Lane Removal

- Removal of the northbound right slip lane at the study intersection
- Replaced with an exclusive northbound signalized right-turn lane

[Overhead image](#)

[Slip Lane removal \(northbound Lake Bradford Road turning right onto Stadium Drive\)](#)

Alternatives 2A and 2B - Eppes Drive Extension

Extension of Eppes Drive to create either

- A direct connection with Hendry Street (2A).
- Improved existing connection with Jackson Bluff Road via W Eppes Drive (2B).

Optional: Hendry Street intersection improvements

- Adds capacity to the southern leg of the Hendry Street and Stadium Drive intersection .
- Additional northbound lane (Hendry Street), while also converting the current right-turn lane to a shared through/right lane.
- Two exclusive left-turn lanes (Hendry Street) while also accommodating an exclusive left-turn phase.

[Overhead Image](#)

[Hendry Street Improvement](#)

[Eppes Drive Improvement](#)

[Hendry Street and Eppes Drive Rendition](#)

Alternative 3 - Quadrant System

Closes the northbound-to-westbound and eastbound-to-southbound movements at the Stadium Drive/Lake Bradford Road intersection, diverting the corresponding traffic to a quadrant system via Hendry Street and Jackson Bluff Road.

Stadium Drive at Lake Bradford Road

- Removes eastbound right-hand turn from Stadium Drive onto Lake Bradford Road. Under this configuration, this movement is made at the Hendry Street and Stadium Drive intersection.
- Removes direct access to Checkers from Stadium Drive and limits access to right-in and right-out only onto Lake Bradford Road.

Stadium Drive and Hendry Street intersection

- Add northbound lane (Hendry Street) with the exclusive right-turn lane converted to a shared through/right lane.

Jackson Bluff Road and Lake Bradford Road intersection

- Add exclusive southbound right-turn lane (from Lake Bradford Road turning onto Jackson Bluff Road).
- Add exclusive westbound left-turn lane (at Jackson Bluff Road and Hendry Street).
- Add dual northbound left and eastbound right-turn lanes (from Lake Bradford Road turning onto Jackson Bluff Road).

[Overhead Image](#)

[Zoomed in configuration](#)

[Stadium Drive at Lake Bradford Road Rendition](#)

Alternative 4 - East-West Overpass

This alternative proposes a single-lane grade-separated overpass that bypasses the Stadium Drive and Lake Bradford Road intersection. The eastbound and westbound through movements at the study intersection are diverted through the overpass, and the remainder of the geometry is maintained from existing conditions.

[Overhead Image](#)

[Zoomed in Configuration](#)

[Overpass Rendition](#)

Alternative 5 - Existing Intersection 'Build-Out'

The purpose of this alternative is to achieve LOS D at the study intersection without diverting traffic

Stadium Drive and Lake Bradford Road intersection

- Additional through lane is added in all four directions.
- Exclusive left-turn lanes are provided at the northbound and southbound approaches to accommodate exclusive phases for those movements (split-phasing is currently provided).

Jackson Bluff Road and Lake Bradford Road intersection

- Exclusive right-turn lane is provided to prevent queue spillback to Stadium Drive.

[Overhead Image](#)

[Zoomed in Configuration](#)

[Build-out Rendition](#)

Alternative 6 - Two-Lane Roundabout

Proposes a two-lane roundabout at the intersection of Stadium Drive at Lake Bradford Road.

- Right-turn bypass (slip) lanes are provided for the northbound, southbound and eastbound right-turning movements.

[Overhead Image](#)

[Zoomed in Configuration](#)

[Roundabout Rendition](#)

Alternative 7 - Realignment

Proposes median and roadway realignment at the study intersection to reduce complexity and improve the bike/ped experience.

- All existing vehicle movements are maintained.

[Overhead Image](#)

[Zoomed in Configuration](#)

Alternatives 8A and 8B - Eppes Extension and Quadrant “Full Build-out”

Proposes a hybrid alternative which combines the Eppes Drive extension along West Eppes Drive. Closes the northbound-to-westbound and eastbound-to-southbound movements at the study intersection, diverting the corresponding traffic to a quadrant system via Hendry Street and Jackson Bluff Road and the Eppes Extension. Since the traffic diversion is enough to provide LOS D or better at the Jackson Bluff Road / Lake Bradford Road intersection, an iteration was performed maintaining the existing geometry at that location. An additional “Full Buildout” was also assessed, which carries over all capacity improvements from the original Quadrant alternative.

Alternatives 8A & 8B - Hendry Street and Stadium Drive intersection

- Add NBL lane, while also converting the current right-turn lane to a shared through/right lane.
- Two exclusive left-turn lanes while also accommodating an exclusive left-turn phase.

Alternative 8A – Jackson Bluff Road and Lake Bradford Road intersection

- Alternative 8A
 - Add exclusive southbound right-turn lane.
 - Add exclusive westbound left-turn lane.
 - Add Dual northbound left and eastbound right-turn lanes.
- Alternative 8B
 - Jackson Bluff Road and Lake Bradford maintain existing conditions.

[Alternative 8A Overhead](#)

[Alternative 8A Zoomed in Configuration](#)

[Alternative 8B Overhead](#)

[Alternative 8B Zoomed in Configuration](#)

November 15, 2022



AGENDA ITEM 7 C

US 90 SUN TRAILS APPLICATIONS

TYPE OF ITEM: Action

STATEMENT OF ISSUE

This item seeks Board approval of a resolution to the Shared-Use Non-Motorized Trail Program (SUN Trails) supporting US 90 applications for a Project Development and Environment (PD&E) Study from the Jefferson County Line to Pedrick Road and Design funding from the Monticello Trail in Jefferson County to the Leon County Line.

RECOMMENDED ACTION

Option 1: Approve the US 90 SUN Trails Application Resolution.

BACKGROUND

The CRTPA approved the US 90 Multi-Use Trail Study at the May 17, 2022 Board meeting. Since that time staff has been working with the FDOT for funding a Project Development and Environment (PD&E) Study along the corridor. To date, the segment from the Monticello Trail to the Leon County Line (7 miles) has received funding in the amount of \$810,000. However, the segment from the Jefferson County Line to Pedrick Road (14 miles) remains unfunded with an estimated cost of \$1.4 million.

Concurrently, the Shared-Use Non-Motorized Trail Program, managed by FDOT, opened a funding cycle to receive applications for consideration. Included in this effort are various information requirements and needs to ensure that all applications meet minimum standards. This includes letters of support or resolutions of support from various entities such as a county(s), municipality(s), or agency(s). Therefore, CRTPA staff is seeking the support of the Board to pursue this funding opportunity.

NEXT STEPS

Upon approval, CRTPA staff will incorporate the letter into the application package.

OPTIONS

Option 1: Approve the US 90 SUN Trails Application Resolution.
(Recommended)

Option 2: C RTPA Board Discretion.

ATTACHMENTS

Attachment 1 - US 90 SUN Trails Application Resolution

CRTPA RESOLUTION 2022-11-7C

A RESOLUTION OF THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA) SUPPORTING A SUN TRAILS APPLICATION FOR THE FUNDING OF A PROJECT DEVELOPMENT AND ENVIRONMENT STUDY (PD&E) AND DESIGN OF THE US 90 TRAIL

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

WHEREAS, the US 90 Trail (Pedrick Road in Leon County to the Monticello Bike Trail in Jefferson County) is an integral link in the Florida Department of Environmental Protection's Greenways & Trails System Plan and is a Priority Corridor on the SUN Trails Network; and

WHEREAS, the development of the US 90 Trail will continue the expansion of the regional trail system and provide significant economic benefits; and

WHEREAS, the US 90 Trail is the number 1 priority on the CRTPA's Regional Trail Priority Project List; and

WHEREAS, the CRTPA has completed the US 90 Feasibility Study indicating the available right-of-way in which to construct a trail and strong public support of a trail; and

WHEREAS, the next step in the development of the US 90 Trail will be to conduct a Project Development and Environment (PD&E) Study to ascertain the environmental and socioeconomic impacts of a potential trail and allow additional input for local agencies as well as the general public.

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

The CRTPA supports the submission of an application to the SUN Trails Program seeking funding for a Project Development and Environment (PD&E) Study and Design for the creation of a trail connecting Leon County and Jefferson County along US 90.

Passed and duly adopted by the Capital Region Transportation Planning Agency on this 15th day of November 2022.

Capital Region Transportation Planning Agency

By: _____

Kristin Dozier, Chair

Attest

By: _____

Greg Slay, Executive Director

November 15, 2022



AGENDA ITEM 7 D

ELECTION OF CHAIR AND VICE CHAIR

TYPE OF ITEM: Action

STATEMENT OF ISSUE

The Capital Region Transportation Planning Agency (CRTPA) members annually elect a new Chair and Vice-Chair to serve for the upcoming calendar year. The current positions are held by Commissioner Kristin Dozier as Chair and Commissioner Betsy Barfield as Vice Chair. Staff is seeking the approval of a new Chair and Vice Chair to serve for calendar year 2023.

HISTORY AND ANALYSIS

Section IV, CRTPA By-laws provides the following guidance regarding the annual selection of the Chairperson and Vice Chairperson of the CRTPA:

“C. Officers and Duties

1. The CRTPA Board shall hold an annual organizational meeting no later than the last Board meeting of the calendar year for the purpose of electing the following officers from its voting membership:
 - Chairperson
 - Vice-Chairperson
 - Representative to the Florida Metropolitan Planning Organization Advisory Council
 - Alternate representative to the Florida Metropolitan Planning Organization Advisory Council

The Chairperson and Vice-Chairperson shall be members of different member governments.”

The following provides a listing of the members who have served as the CRTPA's most recent Chair and Vice-Chair:

YEAR	CHAIR	VICE CHAIR
2022	COMMISSIONER DOZIER	COMMISSIONER BARFIELD
2021	COMMISSIONER MATLOW	COMMISSIONER DOZIER
2020	COMMISSIONER MERRITT	COMMISSIONER MATLOW
2019	COMMISSIONER VIESBESIE	COMMISSIONER MERRITT
2018	COMMISSIONER MADDOX	COMMISSIONER VIESBESIE
2017	COMMISSIONER RICHARDSON	COMMISSIONER NICK MADDOX

OPTIONS

Option 1: Elect a Chair and Vice Chair
(RECOMMENDED)

Option 2: Provide other direction

November 15, 2022



AGENDA ITEM 8

FLORIDA DEPARTMENT OF TRANSPORTATION REPORT

TYPE OF ITEM: Information

A status report on the activities of the Florida Department of Transportation will be discussed.

November 15, 2022



AGENDA ITEM 9

EXECUTIVE DIRECTOR'S REPORT

TYPE OF ITEM: Information

A status report on the activities of the Capital Region Transportation Planning Agency (CRTPA) will be provided.



November 15, 2022

AGENDA ITEM 10 A

FUTURE MEETINGS

TYPE OF ITEM: CRTPA Information

Meeting Date	Meeting Type	Location
December 20	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm

November 15, 2022



AGENDA ITEM 10 B

COMMITTEE ACTIONS

(TECHNICAL ADVISORY COMMITTEE & CITIZEN'S MULTIMODAL ADVISORY COMMITTEE)

TYPE OF ITEM: CRTPA Information

STATEMENT OF ISSUE

This item provides information on the activities of the CRTPA's Technical Advisory Committee (TAC) and the Citizens Multimodal Advisory Committee (CMAC).

TAC and CMAC: The committees each met on November 1, 2022, and took action on the following:

- **Minutes of the September 6, 2022, Committee Meetings**
 - **TAC Action:** Approved
 - **CMAC Action:** Approved
- **TAC 2023 Calendar**
 - **TAC Action:** Approved
 - **CMAC Action:** Approved
- **FY 2023 – FY 2027 TIP Amendments**
 - **TAC Action:** Recommended approval
 - **CMAC Action:** Recommended approval
- **Unified Planning Work Program Amendment**
 - **TAC Action:** Recommended approval
 - **CMAC Action:** Recommended approval
- **Tallahassee to Havana Trail Feasibility Study**
 - **TAC Action:** Recommended approval
 - **CMAC Action:** Recommended approval
- **Stadium Drive at Lake Bradford Intersection Study**
 - **TAC Action:** Recommended approval
 - **CMAC Action:** Recommended approval with opposition (4-3)
- **Election of Year 2023 Chair and Vice Chair**
 - **TAC Action:** Artie White, Chair and Ronnie Shelly, Vice Chair
 - **CMAC Action:** Chad Hanson, Chair and Marcus Thompkins, Vice Chair



November 15, 2022

AGENDA ITEM 11

ITEMS FROM 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, as appropriate.