



CRTPA BOARD

MEETING OF TUESDAY, NOVEMBER 21, 2023 AT 1:30 PM

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

MISSION STATEMENT

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

FINAL AGENDA

Citizens wishing to provide input at the CRTPA meeting may:

- (1) Provide comments in person at the meeting. Speakers are requested to limit their comments to three (3) minutes; or
- (2) Submit written comments prior to the meeting at <http://crtpa.org/contact-us/> by providing comments in the "Email Us" portion of the page before 5:00 p.m. on **Monday, November 20**. This will allow time for comments to be provided to CRTPA members in advance of the meeting. Comments submitted after this time (up to the time of the meeting) will be accepted and included in the official record of the meeting; or
- (3) Provide live comments during the meeting virtually by registering before 5:00 p.m. on **Monday, November 20** 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.

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

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

1. CALL TO ORDER 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.

4. CONSENT AGENDA

- A. Minutes of the September 19 CRTPA Meeting
- B. CRTPA 2024 Calendar
- C. Regional Trails Project Priority List (PPL) Update
- D. SUN Trails Applications Resolutions of Support
- E. Executive Director's Quarterly Timesheet Approval
- F. Unified Planning Work Program Amendment

5. CONSENT ITEMS PULLED FOR DISCUSSION**6. ROLL CALL VOTE AGENDA ITEMS****A. Fiscal Year (FY) 2024 – FY 2028 Transportation Improvement Program (TIP) Amendment**

This item seeks Board ratification of an amendment to the FY 2024– FY 2028 Transportation Improvement Program (TIP) to include the following project:

- Tallahassee Connection: Sustainable Southside Transit Center 442542-3: (Leon County) Fifteen million in federal grant funding in FY 24 for the construction of the City of Tallahassee's project, the Sustainable Southside Transit Center.

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. Fiscal Year (FY) 2025 – FY 2029 Draft Tentative Work Program

A presentation on the FY 2025 – FY 2029 Draft Tentative Work Program will be provided by the Florida Department of Transportation, District 3.

B. Transportation Alternatives (TA) Program

A discussion related to a proposed update to the evaluation criteria for use in the review of TA applications as well as an update to applicant guidance related to the maximum amount of funding that may be requested per project application will be provided.

C. CRTPA Resolution of Support related to the Town of Havana

This item seeks approval of a resolution to the Florida Department of Transportation related to the CRTPA's support of the Town of Havana's desire to reduce the lanes of US 27 through downtown Havana.

D. Election of Chair/Vice Chair

Annually, CRTPA members elect a new Chair and Vice Chair to serve for the upcoming calendar year. Currently, Commissioner Rick Minor and Commissioner Quincee Messersmith hold the CRTPA Chair and Vice Chair positions, respectively.

E. Election of MPOAC Representative and Alternate

Pursuant to CRTPA By-Laws, the CRTPA's Metropolitan Planning Organization Advisory Council (MPOAC) representative serves a 3-year term. Currently, Commissioner Mattox serves as MPOAC representative with Commissioner Richardson serving as the alternate.

8. **FLORIDA DEPARTMENT OF TRANSPORTATION REPORT**

A status report on FDOT activities will be provided.

9. **EXECUTIVE DIRECTOR'S REPORT**

A status report on CRTPA activities will be provided.

10. CRTPA INFORMATION

- A. Future Meeting Dates**
- B. Committee Actions**
- C. Correspondence**
- D. Utilization Report Q4 FY 23**

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.

November 21, 2023



AGENDA ITEM 4 A

MINUTES

TYPE OF ITEM: Consent

The minutes from the September 19, 2023, CRTPA Meeting are provided as ***Attachment 1***.

RECOMMENDED ACTION

Option 1: Approve the minutes of the September 19, 2023, CRTPA Meeting.

ATTACHMENT

Attachment 1: Minutes of the September 19, 2023, CRTPA Meeting



CRTPA BOARD

MEETING OF TUESDAY, SEPTEMBER 19, 2023 AT 1:30 PM

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

Meeting Minutes

Members Present:

Commissioner Rick Minor, CRTPA Chair, Leon County
Commissioner Quincee Messersmith, CRTPA Vice Chair, Wakulla County
Commissioner Kimblin NeSmith, Gadsden County
Commissioner Evelyn Riley Goldwire, Gadsden Municipalities
Commissioner Austin Hosford, Jefferson County
Commissioner David O'Keefe, Leon County
Commissioner Nick Maddox, Leon County
Commissioner Jeremy Matlow, City of Tallahassee
Commissioner Curtis Richardson, City of Tallahassee
Commissioner Dianne Williams-Cox, City of Tallahassee

Staff Present: Jack Kostrzewa, CRTPA; Greg Burke, CRTPA; Suzanne Lex, CRTPA; Yulonda Mitchell, CRTPA; Bryant Paulk, FDOT; Donna Green, FDOT; Chris Rietow, ARPC

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 1:30 pm with a roll call and introduction of the new Commissioner, Evelyn Riley Goldwire, representing the Gadsden Municipalities.

2. AGENDA MODIFICATIONS

None

3. PUBLIC COMMENT ON ITEMS NOT APPEARING ON THE AGENDA

None

4. CONSENT AGENDA

- A. Minutes of the June 19 CRTPA Meeting**
- B. Citizens Multimodal Advisory Committee (CMAC) Appointment**
- C. CRTPA Bylaws**
- D. Executive Director's Timesheets**
- E. Executive Director's Evaluation**
- F. Extension of Professional Services Agreement - Legal Services**
- G. Amendment to the FY 2023 – FY 2024 Unified Planning Work Program**

Board Action: Commissioner Richardson made a motion to approve the consent agenda. Commissioner O'Keefe seconded the motion, and the motion was unanimously passed.

5. CONSENT ITEMS PULLED FOR DISCUSSION

CRTPA Attorney Thornton Williams noted Agenda Item 4.C CRTPA Bylaws must have an independent vote by the Board.

Board Action: Commissioner Richardson made a motion to approve the CRTPA Bylaws. Commissioner Messersmith seconded the motion, and the motion was unanimously passed.

6. ROLL CALL VOTE AGENDA ITEMS

- A. Fiscal Year (FY) 2023 – FY 2027 & FY 2024 – FY 2028 Transportation Improvement Program (TIP) Amendment Ratification**

This item seeks Board ratification of a roll-forward amendment to the FY 2023– FY 2027 and to the FY 2024– FY 2028 Transportation Improvement Programs (TIPs) to reflect the following:

- CR 268/Adams St. from CR 274 Martin Luther King Jr Blvd. to Clark St. (Project No. 436992-1) (Gadsden County): Provide \$627,615 in funding in FY 23/24 for the construction of a five-foot wide sidewalk on the west side of the road.
- Amend Appendix F (Eastern Federal Lands Information) of the TIP to include information related to replacing the boardwalks on the St. Marks Wildlife Refuge Plum Orchard Pond Trail Boardwalks (Wakulla County) in FY 27 (\$1,576,883.24).

Board Action: Commissioner Nesmith made a motion to ratify the Fiscal Year (FY) 2023 – FY 2027 & FY 2024 – FY 2028 Transportation Improvement Program (TIP) Amendment. Commissioner O'Keefe seconded the motion. A roll call vote was conducted, and the motion was unanimously passed.

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. **CRTPA Fiscal Year (FY) 2022 Financial Statements**

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

Ms. Lex stated this was the fourth year working with the consultant James Moore & Company. She noted CRTPA was considered a low-risk Agency and CRTPA has no findings this year. Ms. Lex introduced Mr. Ben Clark, James Moore & Company.

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

Board Action: Commissioner O’Keefe made a motion to approve the CRTPA Fiscal Year (FY) 2022 Financial Statements. Commissioner Messersmith seconded the motion, and the motion was unanimously passed.

B. **SR 267 (Bloxham Cutoff Shared-Use Trail) Shared-Use Trail Feasibility Study**

A feasibility study evaluating the SR 267 corridor between Wakulla Springs State Park and the St. Marks Trail for the addition of a shared-use trail has been developed for Board approval.

Mr. Kostrzewa introduced the consultant from Halff & Associates.

Mr. Gary Phillips, Halff Associates, provided information on the SR 267 Trail Feasibility Study stating the study initially started in August of 2022. He stated the study assessed the ability to construct a shared-use path along SR 267, also known as Bloxham Cutoff, between the Edward Ball Wakulla Springs State Park and the St. Marks Trail. Mr. Phillips discussed the existing conditions, environmental characteristics, design criteria and recommendations, and finally the alternatives analysis. He stated that four alternatives were developed and presented to the CRTPA committees.

Mr. Phillips noted the off-system options had potential for environmental concerns and additional cost, therefore alternatives 3 and 4 were not recommended for the trail. The four alternatives developed are as follows:

- Alternative 1: Wakulla Park Service Road/North Side of SR 267 – from the service road the trail would then cross SR 267 to the north side and connect to the Rosa Shingles Trailhead. From the Rosa Shingles Trailhead, the trail would continue east on the north side of SR 267 right-of-way until connecting to the St. Marks Trail.
- Alternative 2: Park Service Road/South Side of SR 267 – From the service road the trail would then continue east along SR 267 right-of-way until connecting to the St. Marks Trail. This would require crossing Shadeville Road at the intersection with SR 267.
- Alternative 3: Park Service Road/North Side Off-System – From the service road the trail would then cross SR 267 to the north side and connect to the Rosa Shingles Trailhead. The trail would then turn north and east with State Forest property until connecting back to the north side of SR 267 near the Wakulla State Forest Ranger Station. The trail would continue on the north side of SR 267 until connecting to the St. Marks Trail.
- Alternative 4: Park Service Road/South Side Off-System - From the service road the trail would then continue east along SR 267 right-of-way until turning south and following the eastern perimeter of Wakulla Springs State Park property. The trail would then head east until reaching the Electric transmission easement where the trail would head north until reaching SR 267. The trail would then follow along the southside of the SR 267 until crossing Shadeville road and connecting to the St. Mark's trail.

Lastly, Mr. Phillips discussed the public engagement for the project. He stated after the development of the alternatives, the CRTPA held a public meeting at the Wakulla Springs State Park Lodge to receive input from the public and answer questions relating to the project.

Next steps, include the design phase of the project which is scheduled to begin in January 2024. Mr. Phillips noted the construction of the project has not been funded. He informed the Board the project was added to the FDEP Priority Trail system earlier in 2023 and the next funding cycle of the SUN Trails is released in the fall 2023 and that CRTPA staff is planning to apply for construction funding through the program.

Board Action: Commissioner Richardson made a motion to approve the SR 267 (Bloxham Cutoff Shared-Use Trail) Shared-Use Trail Feasibility Study. Commissioner Messersmith seconded the motion, and the motion was unanimously passed.

C. CRTPA Fiscal Year (FY) 2024 Budget

The CRTPA's budget for Fiscal Year 2024 has been developed for discussion and approval. This discussion will include the proportional share payments.

Ms. Lex introduced the CRTPA 2024 Budget. She noted the Computer Services line item was increased to purchase additional software capabilities for an internal platform for CRTPA and the law enforcement partners in the region. This will provide trip data, safety data and allow for real-time speed data for law enforcement.

Board Action: Commissioner O’Keefe made a motion to approve the CRTPA Fiscal Year (FY) 2024 Budget. Commissioner Richardson seconded the motion, and the motion was unanimously passed.

D. Project Priority List (PPL) Amendment

The Regional Trails Project Priority List has been revised for review and approval.

Ms. Lex introduced the Project Priority List Amendment and noted that this was a request to amend the Regional Mobility Plan Regional Trails PPL. She stated the amendment involves the US 90 Multi Use Trail (from SR 12 in Quincy to west of Chattahoochee) for inclusion on the CRTPA’s priority list. Ms. Lex stated this project was currently a Department of Environmental Protection’s Priority Trail and included on the SUN Trails network.

Board Action: Commissioner Nesmith made a motion to approve the Project Priority List Amendment. Commissioner Williams-Cox seconded the motion, and the motion was unanimously passed.

E. CRTPA Reapportionment Plan & Metropolitan Planning Boundary

A discussion of the CRTPA’s Reapportionment Plan and Metropolitan Planning Boundary will be provided.

Mr. Kostrzewa discussed the CRTPA Reapportionment Plan & Metropolitan Planning Boundary. Mr. Kostrzewa stated as a part of the census, the CRTPA must develop an apportionment plan. He discussed the population changes and noted that there was not a major change to the region. As a result, Mr. Kostrzewa stated the recommendation made by staff was to have the board voting percentages remain the same.

Board Action: Commissioner Richardson made a motion to approve the CRTPA Reapportionment Plan and Metropolitan Planning Boundary. Commissioner Williams-Cox seconded the motion, and the motion was unanimously passed.

8. FLORIDA DEPARTMENT OF TRANSPORTATION REPORT

Mr. Paulk updated the Board on a project on Capital Circle from Apalachee Parkway to Park Avenue. He noted a construction start date would be in January 2024 and that public involvement should occur in December 2023.

Commissioner Williams-Cox requested the School Boards be included in the information regarding the project, so that parents and the school’s transportation department was aware of the project.

Commissioner Matlow asked about West Pensacola Street with the trash and illegal dumping on the corridor. Mr. Paulk stated the Department would investigate the issue on the corridor and make adjustments if necessary.

Commissioner Bill Proctor provided comments at the meeting. He discussed US 319 South and stated Leon County made a commitment to four-lane Crawfordville Road. He noted that portions of the four-lane of the corridor were complete in Wakulla County. Additionally, he discussed the need to improve the Adams Street corridor to reach the State Capitol.

9. EXECUTIVE DIRECTOR'S REPORT

Mr. Kostrzewa discussed the applications for the SUN Trails program. He stated those applications would be for SR 267 Trail, Havana Trail, and US 90 West Trail. Ms. Lex noted the Department of Environmental Protection would be holding a ride event as a kickoff to Mobility Month in October at the St Marks Trail Head. Furthermore, she noted the CRTPA would be provided free helmet fitting and providing free helmets at the event.

10. CRTPA INFORMATION

- A. Future Meeting Dates**
- B. Committee Actions**
- C. Utilization Report Q4 FY 23**
- D. Correspondence**

11. ITEMS FROM CRTPA BOARD MEMBERS

Commissioner Williams-Cox briefly discussed and requested an update on bringing passenger rail to Tallahassee. Commissioner Minor discussed the restoration of passenger rail. He noted Alabama, Mississippi and Louisiana are members of the Southern Rail Commission (SRC) and that they have been working with the Federal Government to restore the rail. Commissioner Minor stated Florida should join the SRC and figure out a connection from Mobile to Tallahassee then to Jacksonville. Commissioner Williams-Cox discussed the Brightline service and stated this area should join the SRC and get a better understanding of the hurdles and moving forward with having passenger in this area.

Commissioner Richardson discussed the upcoming agenda for the Blueprint Intergovernmental Agency and discussed the North Monroe Gateway project. He noted the citizens committee suggested the project be extended from I-10 to Fred George Road and that the cost for the extension of the project would be approximately 15 million dollars. Commissioner Richardson requested that the gateway be added to the CRTPA's priorities. Autumn Calder with the Blueprint Intergovernmental Agency stated that the project limits are currently from 7th Avenue to I-10. Ms. Calder stated the IA Advisory Committee request additional information on extending the project north of I-10. She stated the infrastructure improvements would be made along the FDOT right-of-way and that improvements would include sidewalks and

medians along the corridor. Commissioner Richardson asked the process for adding this amendment include this project. Ms. Lex stated the Board could direct staff to amend the Bike Ped PPL and the amended PPL would be submitted to FDOT for a request for funding. Attorney Williams noted the Board would have to direct staff to add the item to the agenda for the next meeting and provide proper public notice. Mr. Burke stated the Congestion Management Plan is scheduled to be before the board at the November meeting. He noted the High Injury Network included Monroe Street.

12. ADJOURNMENT

Meeting was adjourned at 2:33 pm.



November 21, 2023

AGENDA ITEM 4 B
2024 MEETING CALENDAR

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

The 2024 CRTPA Meeting Calendar has been developed for board adoption.

RECOMMENDED ACTION

Option 1: Approve the 2024 CRTPA Meeting Calendar.

Meeting Date	Meeting Type	Location
Jan 16 (Tuesday)	Retreat	9:00 AM-1:00 PM Location: TBD
Feb 19 (Monday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
Mar 18 (Monday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
Apr 16 (Tuesday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
May 21 (Tuesday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
Jun 17 (Monday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
Sept 17 (Tuesday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
Oct 15 (Tuesday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
Nov 25 (Monday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
Dec 17 (Tuesday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm



AGENDA ITEM 4 C

**CRTPA AMENDED FISCAL YEAR 2025 – 2029
REGIONAL TRAILS PROJECT PRIORITY LIST**

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

The purpose of this item is to discuss and approve an amendment to the project limits for Project Priority No. 3, Tallahassee to Havana Multi-Use Trail, on the CRTPA's Adopted Fiscal Year (FY) 2025 - FY 2029 Roadway Regional Trails Project Priority List (PPL). In addition, an amendment to Project Priority No. 6 on the Regional Trails PPL is presented for approval. As proposed, Project Priority No. 6 is expanded to include two new segments, the Southwood Connector and the Tram Road Connector. **(Attachment No. 1).**

COMMITTEE ACTION

At the November 7, 2023 meetings, the Technical Advisory Committee and the Citizens Multi-Modal Advisory Committee reviewed the item and recommended the Board approve the revised project limits for Project Priority No. 3, Tallahassee to Havana Multi-Use Trail, on the Regional Trails PPL. The addition of the Southwood Connection segments will be presented at their next regularly scheduled meeting.

BACKGROUND AND ANALYSIS

Annually the CRTPA adopts Project Priority Lists (PPLs) for which the agency is seeking transportation funding. The lists provide the Florida Department of Transportation (FDOT) guidance as that agency proceeds with development of the Annual State Work Program. At the June 19, 2023 CRTPA Meeting, the Board approved the Regional Trails PPL. Subsequent to the meeting, the Florida Legislature approved additional funding for Florida Department of Transportation's Shared Use Non-Motorized Trails (SUN Trails) program. FDOT announced that applications for this supplementary SUN Trails funding would be accepted through December of 2023.

This item seeks to revise the limits for the Tallahassee to Havana Multi-Use Trail project. As amended, the western termini is SR 12 at Salem Road in Gadsden County. To the east the project limits are extended to include a segment in Leon County, with the termini at the eastern trail head parking for the Orchard Pond Greenway Leon County. **(Attachment No. 2).** This segment of the regional network is identified as a Priority Project on the Florida Department of Environmental Protections (FDEP) Greenways and Trails map as a Land Trail Priority Corridor **(Attachment No. 3).** The revised limits are consistent with the CRTPA's application for funding through the SUN Trails.

With this proposed amendment Project Priority No. 6 is expanded to include two segments, which would connect to the Southwood area. The first segment, the Tram Connector, is on Tram Road from Capital Circle SW to Four Oaks Boulevard. The second segment, the Southwood Connector, is from Tram Road and Four Oaks Boulevard to US 27, Apalachee Parkway at Sutor Road. The final segment already listed and now identified as the Apalachee Connector, is from Sutor Road to Conner Boulevard on US 27, Apalachee Parkway. (Map to be Provided)

NEXT STEPS

Following Board approval, the Regional Trail PPL reflecting the revised projects is transmitted to the FDOT District 3. An application to fund the Design phase of the Tallahassee to Havana project will be submitted by the CRTPA to the FDOT SUN Trail Program this Fall. The City of Tallahassee will be submitting SUN Trails applications for the Tram Road and Southwood Connector Segments.

RECOMMENDED ACTION

Option 1: Approve the amendment to the project limits for Project Priority No. 3, Tallahassee to Havana Multi-Use Trail, on the CRTPA's Adopted FY 2025 - FY 2029 Regional Trails Project Priority List, and the amendment to Project Priority No. 6 to include two new segments, the Tram Road Connector and the Southwood Connector. (Recommended)

Option 2: Board Discretion.

ATTACHMENTS

Attachment 1: Amended FY 2025 - FY 2029 Regional Trails PPL (*September 2023*)

Attachment 2: Project Location Map Project Priority No. 3

Attachment 3: FDEP Greenways and Trails Land Trail Priority Corridor Map Project Priority No. 3



Amended Project Priority List: CRTPA Meeting 11/21/23

#NAME?

CRTPA Region - Land Trails Priorities Network

ATTACHMENT 2

SUN Trails Application Trails in **RED**

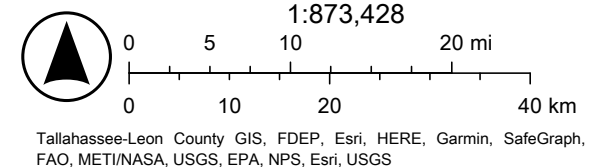


10/24/2023

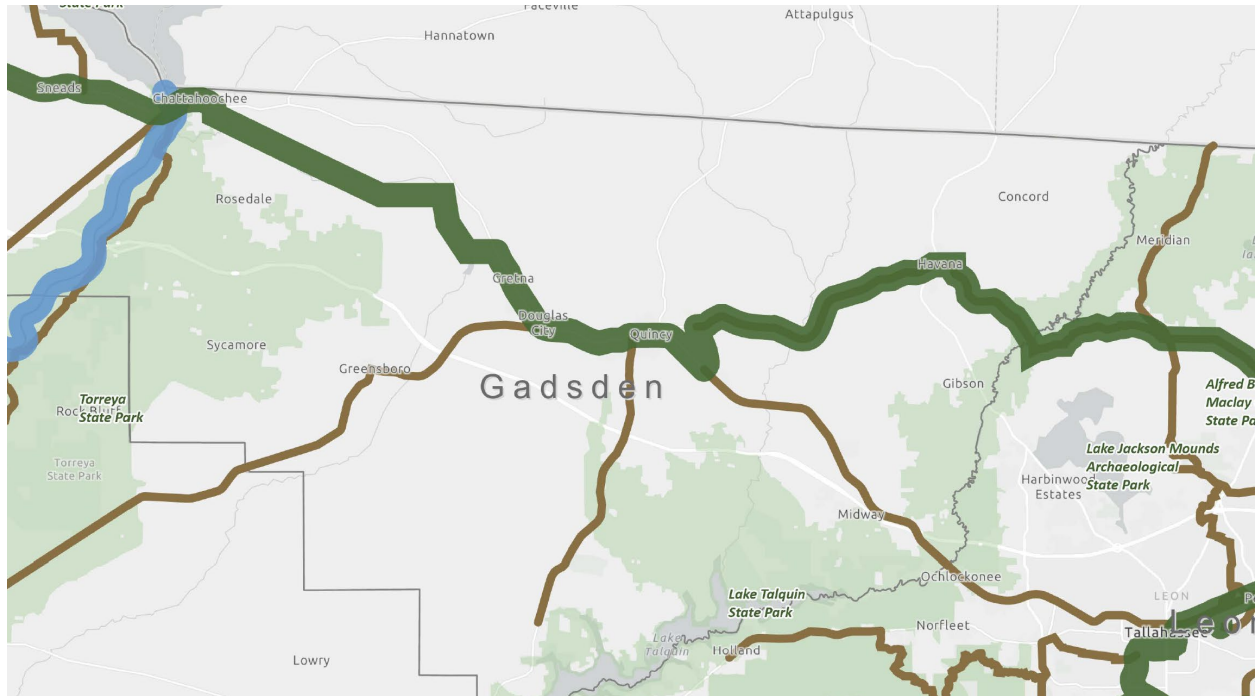
Florida Greenways and Trails System - Land Trail Priorities - Land Trail Priorities

Florida National Scenic Trail Corridor

Land Trail Priority Corridor



Florida Greenways and Trails: Priority and Opportunity Land Trail Corridor



- Land Trail Priority Corridors
- Land Trail Opportunity Corridors
- Paddling Trail Priorities
- Florida National Scenic Trail - Priority
- Florida Wildlife Corridor
- Florida Counties

Lines represent five mile wide planning corridors, not specific alignments of individual trails.



AGENDA ITEM 4 D

**CRTPA SUN TRAILS APPLICATIONS
RESOLUTIONS OF SUPPORT**

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

This item seeks Board approval of resolutions (provided as ***Attachments 1 & 2***) related to the CRTPA's Shared-Use Non-Motorized Trail Program (SUN Trails) applications for the following two (2) trail projects in the CRTPA region: US 90 West Trail (Gadsden County) and the Tallahassee to Havana Trail (Gadsden & Leon counties).

RECOMMENDED ACTION

- Option 1: Approve resolutions of support related to the CRTPA's submittals of SUN Trails applications for the US 90 West Trail (Gadsden County) and the Tallahassee to Havana Trail (Gadsden & Leon counties).

BACKGROUND

The Shared-Use Nonmotorized (SUN) Trail program provides funding for the development of a statewide system of interconnected paved multi-use trails (SUN Trail network) for bicyclists and pedestrians, physically separated from the road. The SUN Trail network is a refined version of the Florida Greenways and Trails System (FGTS) Plan's Land Trail Priority network.

In order to be eligible for funding, projects must be included on [the FGTS Land Priority network](#). Within the CRTPA region, a number of trails are included on the FGTS Land Priority network (see ***Attachment 3***), including the US 90 West Trail (Gadsden County) and the Tallahassee to Havana Trail (Gadsden & Leon counties).

Recently, the Shared-Use Non-Motorized Trail Program, managed by FDOT, initiated a call for application for SUN Trails funding consideration. The applications, due on December 20, include a requirement that letters or resolutions of support be provided from various entities such as a county(s), municipality(s), or agency(s).

To that end, the CRTPA is developing applications for funding consideration associated with this funding cycle for several trails in the region and staff is seeking resolutions of support from the CRTPA Board.

Specifically, SUN Trails applications are being developed for the following trail projects in the CRTPA region:

- US 90 West Trail – The US 90 West Trail is approximately 21 miles in length and largely follows the US 90 corridor in Gadsden County. The trail's eastern terminus is SR 12 at the Quincy Bypass (Julia Monroe Woodward Highway) with the western terminus located in Chattahoochee (at the Gadsden/Jackson County line).
- Tallahassee to Havana Trail* – This approximately 10-mile trail provides a connection between Tallahassee and Havana. The feasibility study, approved by the CRTPA at the [November 15, 2022 meeting](#), evaluated the potentiality to construct a multi-use trail between the Orchard Pond Parkway in Leon County and Salem Road in Gadsden County. *Note: Two (2) separate SUN Trails applications are being developed for this project (one for the Gadsden County portion of the trail and one for Leon County portion), as follows:

Gadsden County Segment – The CRTPA is applying for SUN Trails funding for the design and construction phases of this segment.

Leon County Segment – The CRTPA is applying for SUN Trails funding for the Project Development & Environment (PD&E) Study and design phases of this segment.

NOTE: The CRTPA is also applying for SUN Trails construction funding for the [SR 267 Trail](#), with a resolution of support adopted by the CRTPA at the September 19 meeting.

NEXT STEPS

Upon approval, CRTPA staff will incorporate the resolutions of support into the application packages.

OPTIONS

- Option 1: Approve resolutions of support related to the CRTPA's submittals of SUN Trails applications for the US 90 West Trail (Gadsden County) and the Tallahassee to Havana Trail (Gadsden & Leon counties).
(Recommended)
- Option 2: CRTPA Board Discretion

ATTACHMENTS

- Attachment 1 - US 90 West Resolution
Attachment 2 - Tallahassee to Havana Resolution
Attachment 3 - FDEP Land Priorities Map (CRTPA region)

CRTPA RESOLUTION 2023-11-4D1

**A RESOLUTION OF THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA)
SUPPORTING A SUN TRAILS APPLICATION
FOR FUNDING A FEASIBILITY STUDY OF THE US 90 WEST TRAIL**

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

WHEREAS, the US 90 West Trail (Quincy to Chattahoochee) 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 West Trail will continue the expansion of the regional trail system and provide safety economic benefits; and

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

WHEREAS, the next step in the development of the US 90 West Trail is development of a feasibility study in Fiscal Year 2025.

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

The CRTPA supports the submission of an application to the SUN Trails Program seeking funding for the development of a feasibility study for the US 90 West Trail connecting Quincy to the Chattahoochee in Gadsden County.

Passed and duly adopted by the Capital Region Transportation Planning Agency on this 21st day of November 2023.

Capital Region Transportation Planning Agency

By: _____

Rick Minor, Chair

Attest

By: _____

Greg Slay, Executive Director

CRTPA RESOLUTION 2023-11-4D2

**A RESOLUTION OF THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA)
SUPPORTING A SUN TRAILS APPLICATION
FOR FUNDING THE TALLAHASSEE TO HAVANA TRAIL**

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

WHEREAS, the Tallahassee to Havana Trail 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 Tallahassee to Havana Trail will continue the expansion of the regional trail system and provide safety and economic benefits; and

WHEREAS, the Tallahassee to Havana Trail is a priority on the CRTPA's Regional Trail Priority Project List; and

WHEREAS, the CRTPA has completed the Tallahassee to Havana Feasibility Study indicating the available right-of-way in which to construct a trail and strong regional public support of the trail.

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

The CRTPA supports the submission of an application to the SUN Trails Program seeking various funding phases for the Tallahassee to Havana Trail connecting Tallahassee to the Havana in Gadsden and Leon counties.

Passed and duly adopted by the Capital Region Transportation Planning Agency on this 21st day of November 2023.

Capital Region Transportation Planning Agency

By: _____

Rick Minor, Chair

Attest

By: _____

Greg Slay, Executive Director

CRTPA Region - Land Trails Priorities Network

ATTACHMENT 3

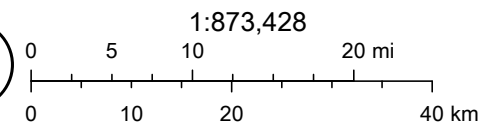
SUN Trails Application Trails in **RED**



Florida Greenways and Trails System - Land Trail Priorities - Land Trail Priorities

Florida National Scenic Trail Corridor

Land Trail Priority Corridor



Tallahassee-Leon County GIS, FDEP, Esri, HERE, Garmin, SafeGraph, FAO, METI/NASA, USGS, EPA, NPS, Esri, USGS

November 21, 2023



AGENDA ITEM 4E

EXECUTIVE DIRECTOR'S QUARTERLY TIMESHEETS APPROVAL

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

This item seeks Board approval of the Executive Director's timesheets for the last fiscal quarter (July 1, 2023, through September 30, 2023).

RECOMMENDED ACTION

Option 1: Approve Executive Director's timesheets for the period July 1, 2023, through September 30, 2023.

BACKGROUND

The Florida Department of Transportation (FDOT) annually evaluates and certifies the CRTPA program activities. A component of the certification review is monitoring fiscal records and procedures. One monitoring item requested is documentation that the Board or the Executive Committee has approved the Executive Director's timesheets.

As a result, staff is seeking Board approval of Greg Slay's timesheets for the most recent fiscal quarter (July 1, 2023, through September 30, 2023).

OPTIONS

Option 1: Approve Executive Director's timesheets for the period of July 1, 2023, through September 30, 2023.
(Recommended)

Option 2: CRTPA Board Discretion.

ATTACHMENTS

Attachment 1: Greg Slay Timesheets for July 1, 2023, through September 30, 2023.

CRTPA TASK SHEET


Employee Name	Greg Slay		
Employee Number	14156		
Department	CRTPA VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK		
Payroll Date	07/21/23		
Payroll Range	07/03/23	thru	07/14/23

Day	Date	Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
		701	989	703	990	706	705	995
Mon	07/03/23	8						
Tues	07/04/23	8						
Wed	07/05/23	2		2		2		2
Thurs	07/06/23	2		2	2	1		1
Fri	07/07/23	1		3		2		2
Mon	07/10/23	1		4	1	2		
Tues	07/11/23	2		1	2	2		1
Wed	07/12/23	1		3	1	3		
Thurs	07/13/23	2		2	4			
Fri	07/14/23	4		2				2

Hours

Activity

- 8 Personal leave
- 8 Holiday
- 8 Admin, Apportionment Plan, regional trails, CMP, SRTS, Telecommuting Study, Freight Study
- 8 Admin, audit, census data, Apportionment Plan, TIP, CMP, SS4A
- 8 MPOAC, census data, Apportionment Plan, legislative review,
- 8 Admin, Apportionment Plan, TIP, Bike Working Group
- 8 Admin, Apportionment Plan, Dale Allen, Telecommuting Study - FAMU
- 8 Admin, SIS Designation, PPLs, HIN, CMP
- 8 Admin, Apportionment Plan, FDOT Priorities meeting
- 8 Personal leave, Apportionment Plan, SRTS

EMP NAME: Greg Slay		PAYROLL DATE: 7/21/23																		
EMP # 14156	DATE RANGE: 7/3/23		7/14/23																	
DEPT: 460101																				
CRTPA EMPLOYEE TIME SHEET																				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE																
Mon	7/3/23	8																		
Tues	7/4/23			8-H																
Wed	7/5/23																			
Thurs	7/6/23																			
Fri	7/7/23																			
Mon	7/10/23																			
Tues	7/11/23																			
Wed	7/12/23																			
Thurs	7/13/23																			
Fri	7/14/23	4																		
Comments:																				
<p>By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  </div> <div style="text-align: right;"> July 14, 2023 </div> </div>																				
EMPLOYEE SIGNATURE			DATE																	
APPROVED BY			DATE																	
PAYROLL CLERKS SIGNATURE			DATE																	
<p>For Payroll Clerks Use Only:</p> <table style="width: 100%;"> <tr><td>Paid Holiday</td><td>_____</td></tr> <tr><td>Personal Leave</td><td>_____</td></tr> <tr><td>Sick Leave</td><td>_____</td></tr> <tr><td>Administrative Leave</td><td>_____</td></tr> <tr><td>Catastrophic Leave</td><td>_____</td></tr> <tr><td>Wellness Leave</td><td>_____</td></tr> <tr><td>Floating Holiday</td><td>_____</td></tr> <tr><td>Personal Day</td><td>_____</td></tr> </table> <p>TOTAL _____</p> <p>This record is maintained for administrative purposes only and does not in any way impact the employees wages or exempt status.</p>					Paid Holiday	_____	Personal Leave	_____	Sick Leave	_____	Administrative Leave	_____	Catastrophic Leave	_____	Wellness Leave	_____	Floating Holiday	_____	Personal Day	_____
Paid Holiday	_____																			
Personal Leave	_____																			
Sick Leave	_____																			
Administrative Leave	_____																			
Catastrophic Leave	_____																			
Wellness Leave	_____																			
Floating Holiday	_____																			
Personal Day	_____																			

CRTPA TASK SHEET

Employee Name	Greg Slay		
Employee Number	14156		
Department	CRTPA VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK		
Payroll Date	08/04/23		
Payroll Range	07/17/23	thru	07/28/23


		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
Day	Date	701	989	703	990	706	705	995
Mon	07/17/23	2	1	2	2			1
Tues	07/18/23	4	1	2				1
Wed	07/19/23	8						
Thurs	07/20/23	2		1	2			3
Fri	07/21/23	8						
Mon	07/24/23	8						
Tues	07/25/23	4	2	2				
Wed	07/26/23	8						
Thurs	07/27/23	6			2			
Fri	07/28/23	8						

Hours

Activity

8 Admin, Finance, U-SDK, FDOT Funding, CMP, Telecommuting Study
8 MPOAC P&T, crash data, Apportionment Plan, Telecommuting Study
8 MPOAC P&T
8 Admin, Finance, Census data, SS4A, SRTS
8 Personal Leave

8 Personal leave
8 Personal leave, U-SDK, Apportionment Plan
8 FMPP
8 Admin, MPOAC, PPLs
8 MPOAC

EMP NAME: Greg Slay		PAYROLL DATE: 8/4/23																					
EMP # 14156	DATE RANGE: 7/17/23		7/28/23																				
DEPT: 460101																							
CRTPA EMPLOYEE TIME SHEET																							
DAY	DATE	VACATION HOURS	SICK HOURS																				
OTHER LEAVE																							
Mon	7/17/23																						
Tues	7/18/23																						
Wed	7/19/23																						
Thurs	7/20/23																						
Fri	7/21/23	8																					
Mon	7/24/23																						
Tues	7/25/23	8																					
Wed	7/26/23	4																					
Thurs	7/27/23																						
Fri	7/28/23																						
Comments:																							
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EMPLOYEE SIGNATURE		DATE																					
APPROVED BY		DATE																					
PAYROLL CLERKS SIGNATURE		DATE																					
<p>For Payroll Clerks Use Only:</p> <table style="width: 100%;"> <tr><td>Paid Holiday</td><td>_____</td></tr> <tr><td>Personal Leave</td><td>_____</td></tr> <tr><td>Sick Leave</td><td>_____</td></tr> <tr><td>Administrative Leave</td><td>_____</td></tr> <tr><td>Catastrophic Leave</td><td>_____</td></tr> <tr><td>Wellness Leave</td><td>_____</td></tr> <tr><td>Floating Holiday</td><td>_____</td></tr> <tr><td>Personal Day</td><td>_____</td></tr> <tr><td colspan="2"> </td></tr> <tr> <td>TOTAL</td> <td>_____</td> </tr> </table> <p>This record is maintained for administrative purposes only and does not in any way impact the employees wages or exempt status.</p>				Paid Holiday	_____	Personal Leave	_____	Sick Leave	_____	Administrative Leave	_____	Catastrophic Leave	_____	Wellness Leave	_____	Floating Holiday	_____	Personal Day	_____			TOTAL	_____
Paid Holiday	_____																						
Personal Leave	_____																						
Sick Leave	_____																						
Administrative Leave	_____																						
Catastrophic Leave	_____																						
Wellness Leave	_____																						
Floating Holiday	_____																						
Personal Day	_____																						
TOTAL	_____																						

CRTPA TASK SHEET


Employee Name	Greg Slay		
Employee Number	14156		
Department	CRTPA VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK		
Payroll Date	08/18/23		
Payroll Range	07/31/23	thru	08/11/23

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
Day	Date	701	989	703	990	706	705	995
Mon	07/31/23	3		4				1
Tues	08/01/23	1		4	2	1		
Wed	08/02/23	8						
Thurs	08/03/23	8						
Fri	08/04/23	8						
Mon	08/07/23	8						
Tues	08/08/23	8						
Wed	08/09/23	8						
Thurs	08/10/23	5				2		1
Fri	08/11/23	2		2		2		2

Hours

Activity

8	Admin, staff meeting, Apportionment Plan, Smoothed boundary
8	Admin, Apportionment Plan, Census data, Reconnecting Communities, US 90 Trail
8	Personal leave
8	Personal leave
8	Personal leave
8	Personal leave
8	Sick leave
8	Sick leave
8	Admin, sick leave, regional trails, Freight Study
8	Admin, Apportionment Plan, regional trails, Freight Study

EMP NAME:	Greg Slay	PAYROLL DATE:	8/18/23
EMP #	14156	DATE RANGE:	7/31/23 8/11/23
DEPT:	460101		
CRTPA EMPLOYEE TIME SHEET			
DAY	DATE	VACATION HOURS	SICK HOURS
Mon	7/31/23		
Tues	8/1/23		
Wed	8/2/23	8	
Thurs	8/3/23	8	
Fri	8/4/23	8	
Mon	8/7/23	8	
Tues	8/8/23		8
Wed	8/9/23		8
Thurs	8/10/23		3
Fri	8/11/23		
Comments:			
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EMPLOYEE SIGNATURE		DATE	
APPROVED BY		DATE	
PAYROLL CLERKS SIGNATURE		DATE	
<p>For Payroll Clerks Use Only:</p> <p>Paid Holiday _____</p> <p>Personal Leave _____</p> <p>Sick Leave _____</p> <p>Administrative Leave _____</p> <p>Catastrophic Leave _____</p> <p>Wellness Leave _____</p> <p>Floating Holiday _____</p> <p>Personal Day _____</p> <p>TOTAL _____</p> <p>This record is maintained for administrative purposes only and does not in any way impact the employees wages or exempt status.</p>			

CRTPA TASK SHEET


Employee Name	Greg Slay		
Employee Number	14156		
Department	CRTPA VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK		
Payroll Date	09/01/23		
Payroll Range	08/14/23	thru	08/25/23

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
Day	Date	701	989	703	990	706	705	995
Mon	08/14/23	4		3		1		
Tues	08/15/23	2	2	2	1		1	
Wed	08/16/23	2	2	2		1	1	
Thurs	08/17/23	2	2	2	1		1	
Fri	08/18/23			2		3	2	1
Mon	08/21/23	1		2	1	2		2
Tues	08/22/23	4	1			2		1
Wed	08/23/23	2	3	2		1		
Thurs	08/24/23	2	3			2		1
Fri	08/25/23		2	2	1	2		1

Hours

Activity

- 8 Admin, staff meeting, Land Use/Mobility Element, Apportionment Plan, regional trails
- 8 Admin, EC agenda, Apportionment Plan, TIP, website
- 8 FDOT Non-motorized count program, safety data, crash data, Census data,
- 8 Admin, FDOT Quarterly, Censes data, website
- 8 Apportionment Plan, SR 267, ITS, website, Freight Study
- 8 Briefing - Minor, Apportionment Plan, PPLs, ITS, SRTS
- 8 Exec Committee, crash data, regional trails,
- 8 Admin, U-SDK, Census data,
- 8 Admin, school zone camera enforcement, U-SDK, ITS, Telecommuting Study
- 8 U-SDK, Apportionment Plan, ITS, Telecommuting Study

EMP NAME: Greg Slay		PAYROLL DATE: 9/1/23	
EMP # 14156	DATE RANGE: 8/14/23		8/25/23
DEPT: 460101			
CRTPA EMPLOYEE TIME SHEET			
DAY	DATE	VACATION HOURS	SICK HOURS
OTHER LEAVE			
Mon	8/14/23		
Tues	8/15/23		
Wed	8/16/23		
Thurs	8/17/23		
Fri	8/18/23		
Mon	8/21/23		
Tues	8/22/23		
Wed	8/23/23		
Thurs	8/24/23		
Fri	8/25/23		
Comments:			
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EMPLOYEE SIGNATURE		DATE	
APPROVED BY		DATE	
PAYROLL CLERKS SIGNATURE		DATE	
<p>For Payroll Clerks Use Only:</p> <div style="display: flex;"> <div style="flex: 1;"> Paid Holiday Personal Leave Sick Leave Administrative Leave Catastrophic Leave Wellness Leave Floating Holiday Personal Day </div> <div style="flex: 1; border-bottom: 1px solid black; margin-left: 10px;"></div> </div> <div style="margin-top: 20px;"> TOTAL </div> <p style="font-size: small; margin-top: 20px;">This record is maintained for administrative purposes only and does not in any way impact the employees wages or exempt status.</p>			

CRTPA TASK SHEET

Employee Name

Greg Slay

Employee Number

14156

Department

CRTPA

Payroll Date

09/15/23

Payroll Range

08/28/23


thru

09/08/23

VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
Day	Date	701	989	703	990	706	705	995
Mon	08/28/23	4	2	1		1		
Tues	08/29/23	6		1		1		
Wed	08/30/23	8						
Thurs	08/31/23	8						
Fri	09/01/23	8						
Mon	09/04/23	8						
Tues	09/05/23	8						
Wed	09/06/23	8						
Thurs	09/07/23	8						
Fri	09/08/23	8						

Hours	Activity
8	Admin, staff meeting,crash data, Census data, ITS
8	Admin, personal leave, census data, ITS
8	Admin - Hurricane
8	Admin - Hurricane
8	Admin, personal leave
8	Holiday
8	Committees, FAPA
8	FAPA
8	FAPA
8	FAPA

EMP NAME: Greg Slay		PAYROLL DATE: 9/15/23																	
EMP # 14156	DATE RANGE: 8/28/23		9/8/23																
DEPT: 460101																			
CRTPA EMPLOYEE TIME SHEET																			
DAY	DATE	VACATION HOURS	SICK HOURS																
			OTHER LEAVE																
Mon	8/28/23																		
Tues	8/29/23	4																	
Wed	8/30/23		8																
Thurs	8/31/23		8																
Fri	9/1/23	6																	
Mon	9/4/23		8																
Tues	9/5/23																		
Wed	9/6/23																		
Thurs	9/7/23																		
Fri	9/8/23																		
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EMPLOYEE SIGNATURE		DATE																	
APPROVED BY		DATE																	
PAYROLL CLERKS SIGNATURE		DATE																	
<p>For Payroll Clerks Use Only:</p> <table style="width: 100%;"> <tr><td>Paid Holiday</td><td>_____</td></tr> <tr><td>Personal Leave</td><td>_____</td></tr> <tr><td>Sick Leave</td><td>_____</td></tr> <tr><td>Administrative Leave</td><td>_____</td></tr> <tr><td>Catastrophic Leave</td><td>_____</td></tr> <tr><td>Wellness Leave</td><td>_____</td></tr> <tr><td>Floating Holiday</td><td>_____</td></tr> <tr><td>Personal Day</td><td>_____</td></tr> </table> <p>TOTAL _____</p> <p>This record is maintained for administrative purposes only and does not in any way impact the employees wages or exempt status.</p>				Paid Holiday	_____	Personal Leave	_____	Sick Leave	_____	Administrative Leave	_____	Catastrophic Leave	_____	Wellness Leave	_____	Floating Holiday	_____	Personal Day	_____
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Personal Leave	_____																		
Sick Leave	_____																		
Administrative Leave	_____																		
Catastrophic Leave	_____																		
Wellness Leave	_____																		
Floating Holiday	_____																		
Personal Day	_____																		

CRTPA TASK SHEET


Employee Name	Greg Slay		
Employee Number	14156		
Department	CRTPA VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK		
Payroll Date	09/29/23		
Payroll Range	09/11/23	thru	09/22/23

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
Day	Date	701	989	703	990	706	705	995
Mon	09/11/23	2	1	2	1	2		
Tues	09/12/23			4	2	2		
Wed	09/13/23	2		2		2		2
Thurs	09/14/23	2	1	2		2	1	
Fri	09/15/23	2	2	1		1		2
Mon	09/18/23	8						
Tues	09/19/23	8						
Wed	09/20/23	8						
Thurs	09/21/23	8						
Fri	09/22/23	2	2	2		2		

Hours

Activity

- 8 Admin, staff meeting, crash data, Census data, ITS
- 8 Census data, Apportionment Plan, RMP, SR 267, regional trails
- 8 Admin, bylaws, Apportionment Plan, SRTS, Telecommuting Study
- 8 SIS designation, regional trails, website
- 8 Admin, U-SDK, Census data, regional trails, Freith Study
- 8 Admin - Jury Duty
- 8 Admin - Jury Duty
- 8 Admin - Jury Duty
- 8 Admin - Jury Duty
- 8 Admin, U-SDK, RMP, regional trails,

EMP NAME: Greg Slay		PAYROLL DATE: 9/29/23	
EMP # 14156	DATE RANGE: 9/11/23		9/22/23
DEPT: 460101			
CRTPA EMPLOYEE TIME SHEET			
DAY	DATE	VACATION HOURS	SICK HOURS
			OTHER LEAVE
Mon	9/11/23		
Tues	9/12/23		
Wed	9/13/23		
Thurs	9/14/23		
Fri	9/15/23		
Mon	9/18/23		
Tues	9/19/23		
Wed	9/20/23		
Thurs	9/21/23		
Fri	9/22/23		
Comments:			
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EMPLOYEE SIGNATURE		DATE	
APPROVED BY		DATE	
PAYROLL CLERKS SIGNATURE		DATE	
<p>For Payroll Clerks Use Only:</p> <p>Paid Holiday _____</p> <p>Personal Leave _____</p> <p>Sick Leave _____</p> <p>Administrative Leave _____</p> <p>Catastrophic Leave _____</p> <p>Wellness Leave _____</p> <p>Floating Holiday _____</p> <p>Personal Day _____</p> <p>TOTAL _____</p> <p>This record is maintained for administrative purposes only and does not in any way impact the employees wages or exempt status.</p>			

CRTPA TASK SHEET

Employee Name *Greg Slay*
 Employee Number *14156*
 Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
 Payroll Date *10/13/23*
 Payroll Range *09/25/23 thru 10/06/23*


		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
Day	Date	701	989	703	990	706	705	995
Mon	09/25/23	5		1	1	1		
Tues	09/26/23	2	1	1		2		2
Wed	09/27/23	2		2	1	1		2
Thurs	09/28/23	3		1	1			3
Fri	09/29/23		2	1	2	2		1
Mon	10/02/23	3		1	1	3		
Tues	10/03/23	2		2		2	1	1
Wed	10/04/23		2	2		3		1
Thurs	10/05/23	2	6					
Fri	10/06/23	8						

Hours

Activity

8 Admin, staff meeting, Census data, PPLs, regional trails
8 Finance, Airport FTZ, ITS, School Safety Study
8 Admin, RMP, Stametro, Telecommuting Study, Freight Study
8 Admin, RMP, Telecommuting Study
8 Crash data, RMP, PPLs/TIP, TDP, Telecommuting Study

8 Admin, staff meeting, RMP, regional trails
8 Admin, Procurement, CCSW, RMP, regional trails, website
8 Crash data, RMP, ITS, regional trails, School Safety Study
8 Admin, DEP First Bike helmet fitting
8 Personal leave

EMP NAME: Greg Slay		PAYROLL DATE: 10/13/23		
EMP # 14156	DATE RANGE: 9/25/23		10/6/23	
DEPT: 460101				
CRTPA EMPLOYEE TIME SHEET				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	9/25/23			
Tues	9/26/23			
Wed	9/27/23			
Thurs	9/28/23			
Fri	9/29/23			
Mon	10/2/23			
Tues	10/3/23			
Wed	10/4/23			
Thurs	10/5/23			
Fri	10/6/23	8		
Comments:				
<p>By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  </div> <div style="text-align: right;"> <p>October 6, 2023</p> </div> </div>				
EMPLOYEE SIGNATURE		DATE		
APPROVED BY		DATE		
PAYROLL CLERKS SIGNATURE		DATE		
<p>For Payroll Clerks Use Only:</p> <div style="display: flex;"> <div style="flex: 1;"> <p>Paid Holiday</p> <p>Personal Leave</p> <p>Sick Leave</p> <p>Administrative Leave</p> <p>Catastrophic Leave</p> <p>Wellness Leave</p> <p>Floating Holiday</p> <p>Personal Day</p> <p>TOTAL</p> </div> <div style="flex: 2;"> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> </div> </div>				
<p>This record is maintained for administrative purposes only and does not in any way impact the employees wages or exempt status.</p>				

November 21, 2023



AGENDA ITEM 4 F

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) to add Subtask 5.7.1, Public Engagement for the Tallahassee to Havana Feasibility Study (**Attachment 1**), and to add Subtask 7.5.1, a Safe Streets for All (SS4A) North Monroe Street Implementation Plan (**Attachment 2**).

HISTORY AND ANALYSIS

The UPWP is a federally required document that describes the work activities, schedule and budget planned for the CRTPA operations, staffing, and consultant projects. The UPWP is produced the biannually and is amended as necessary to reflect changes in funding and/or work tasks.

Subtask 5.7.1 is added and provides the public engagement component for the Tallahassee to Havana Multi-Use Trail Feasibility Study. Public engagement is an essential component of the transportation planning process. The UPWP Subtask 7.5.1 details the work schedule, engagement activities and deliverables. Funding for the work, \$11,500, is reallocated from Subtask 7.3, Other Mobility Studies TBD.

Subtask 7.5 provides funding for further evaluation and analysis of roadway segments on the High Injury Network (HIN) as identified in the CRTPA's Safe Streets for All (SS4A) Safety Action Plan. Subtask 7.5.1 introduces SS4A Safety Implementation Plan for North Monroe Street. Segments of this roadway are identified on the HIN. The proposed activities, deliverables and schedule are detailed and the \$208,250 of SU funds programmed in 7.5 will be used for the Implementation Plan.

The funding for these projects is being reallocated from Subtask 7.3, "Other Projects To Be Determined."

RECOMMENDED ACTION

Option 1: Approve the amendment to the FY 2023 – FY 2024 Unified Planning Work Program (UPWP) to add Subtask 5.7.1, Public Engagement for the Tallahassee to Havana Feasibility Study, and associated budget; and the addition of Subtask 7.5.1, a Safe Streets for All (SS4A) North Monroe Street Implementation Plan.

Option 2: Provide other direction.

ATTACHMENTS:

Attachment 1: Subtask 5.7.1, Public Engagement for the Tallahassee to Havana Feasibility Study

Attachment 2: Subtask 7.5.1 SS4A North Monroe Street Implementation Plan

5.7.1 Public Involvement Tallahassee to Havana Multi-Use Trail BUDGET: \$15,0000

Responsible Agency: CRTPA (Consultant support will be used to complete this task.)

Purpose: Complete supplemental public engagement activity in support of Tallahassee to Havana Multi-Use Trail.

Required Activity	End Products	Completion Date
Coordination meetings with staff. Prepare meeting materials.	Power Point Presentation, Information Boards (location map, environmental, typical section, property owners), Project handouts, and web site support information.	Project Begins November 2023
Identify property owners and homeowners in subdivisions adjacent to the project corridor.	List of property owners adjacent to the corridor and homeowners in adjacent subdivisions.	December 2023
Meeting(s) Notice	Postcards mailed to identified property owners, meeting(s) notice advertised on CRTPA website and social media. Gadsden County Public Information Officer notice to the Gadsden County community.	December 2023
Meeting(s)	Conduct Public Meeting(s)	January 2024
Meeting(s) and Reporting	Summary report of public involvement activities and comments. Draft and final project report with updated project limits and results from public involvement.	January 2024
Presentation to CRTPA Committees and Board	Meeting Material and Presentation	February 2024

Subtask 7.5.1: Safe Streets for All North Monroe Street Safety Implementation Plan (Proposed Budget \$208,250)

Responsible Agency: CRTPA (Consultant support will be used to complete this task.)

Purpose: Complete supplemental planning activities in support of SS4A Action Plan through additional data collection and analysis of corridor and intersections identified on the High Injury Network. The North Monroe Street study will drill down to understand the existing conditions and the contributing factors to serious injuries and fatalities, evaluate crash cluster locations, and identify challenges and opportunities for improvement, including recommendations for construction, operational and educational responses. The final product is an implementation plan.

Required Activity	End Products	Completion Date
Engage SS4A Leon County Task Force and stakeholders. Compile additional/supplemental data (crash and speed data, field review, environmental justice, community surveys and site geometry as necessary). Data to include outreach and information gathered by the N. Monroe Street Task Force and accompanying charettes.	SS4A Task Force and stakeholders list. Meeting schedules, materials, and summaries. Site data collected. Collect information on site conditions and public involvement from prior planning activities and charettes.	Nov - Dec 2023
Analyze and summarize data collected, site conditions and public involvement material.	Analysis of data collected and available supplemental material.	Dec 2023 - May 2024
Evaluate information collected from public surveys and determine additional public involvement activities. Conduct outreach as identified if necessary.	Documentation and summary of public involvement and stakeholder meetings as applicable.	Feb - May 2024
Draft and Final Report to include short, medium, and long-term recommendations for project implementation.	Draft and Final Report .	May - June 2024



AGENDA ITEM 6 A

**FISCAL YEAR (FY) 2024 – FY 2028
TRANSPORTATION IMPROVEMENT PROGRAM
AMENDMENT**

TYPE OF ITEM: Roll Call

STATEMENT OF ISSUE

The purpose of this item is to adopt Resolution No. 2023-11-6A (***Attachment 1***) amending the CRTPA FY 2024 - FY 2028 TIP to reflect the addition of the following multi-modal transit project and funding:

- Tallahassee Connection: Sustainable Southside Transit Center FPID No. 442542-3: (Leon County) Fifteen Million in federal grant [TIGR] funding is added in FY 24 for the construction of the City of Tallahassee's project, the Sustainable Southside Transit Center. (***Attachment 2***)

CRTPA COMMITTEE MEETINGS

At the November 7, 2023 meetings, the Technical Advisory Committee and the Citizens Multi-Modal Advisory Committee recommended the Board adopt Resolution No. 2023-11-6A.

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. Subsequent to adoption, the TIP is occasionally amended to reflect project changes, such as the addition or deletion of a project. The FDOT District Three requested Project No. 442542-3, and the associated federal funding, be amended into the CRTPA's TIP for the purpose of tracking the project.

Awarded through the Rebuilding American Infrastructure with Sustainability and Equity competitive grant process, the 15 million in [TGR] funding will support the construction of the Southside Transit Center. Once complete the project enhances access to public transportation and furthers the City of Tallahassee's goal to provide a safe, sustainable, and reliable transportation system for all. In addition, while not reflected in the funding line, one million dollars in state monies is programmed as part of the required funding match. This is noted on the project page.

Subsequent to Board approval, the executed Resolution and TIP project page will be forwarded to the Department of Transportation and the FY 2024– FY 2028 TIP will be updated to reflect the addition of the project.

RECOMMENDED ACTION

Option 1: Adopt Resolution No. 2023-11-6A amending the FY 2024 – FY 2028 Transportation Improvement Program to reflect the addition of a multi-modal transit project and funding as follows:

- Tallahassee Connection: Sustainable Southside Transit Center FPID No. 442542-3: (Leon County) Fifteen Million in [TIGR] federal grant funding is added in FY 24 for the construction of the City of Tallahassee’s project, the Sustainable Southside Transit Center.

Option 2: Provide other direction.

ATTACHMENTS

Attachment 1: Resolution No. 2023-11-6A

Attachment 2: CRTPA FY 2024 – FY 2028 TIP Page FPID No. 442542-3

CRTPA RESOLUTION 2023-11-6A

**A RESOLUTION OF THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA) BOARD ENDORSING THE
AMENDMENT TO THE FY 2024 – 2028 TRANSPORTATION IMPROVEMENT PROGRAM**

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

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

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

Whereas, 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 2024 – FY 2028 Transportation Improvement Programs to reflect:

- Tallahassee Connection: Sustainable Southside Transit Center FPID No. 442542-3: (Leon County) Fifteen million in federal grant [TIGR] funding in FY 24 for the construction of the City of Tallahassee's project, the Sustainable Southside Transit Center.

Passed and duly adopted by the Capital Region Transportation Planning Agency Board on this 21st day of November 2023.

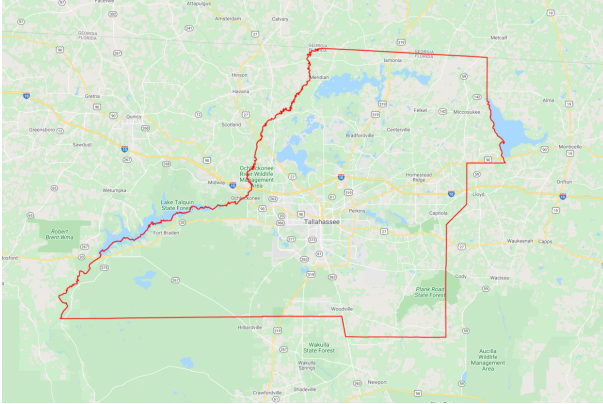
Capital Region Transportation Planning Agency

By: _____
Rick Minor, Chair

Attest:

Greg Slay, Executive Director

StarMetro Sustainable Southside Transit Center Non-SIS



Project Description: BUS TRANSFER STATION

Lead Agency: MANAGED BY STARMETRO -
CITY OF TALLAHASSEE

County: LEON

Length: 00

LOCATION: ORANGE AVE AND
MERIDIAN RD

Phase	Fund Code	PRIOR YEAR	2024	2025	2026	2027	2028	Total
CST	TIGR	0	15,000,000	0	0	0	0	400,000
			15,000,000					400,000

The Florida Department of Transportation has programmed \$1 million dollars of state funds as a match for this project.

Prior Year Cost: 0

Future Year Cost: 0

Total Project Cost: 15,000,000

LRTP: 2045 RMP Page 5-11 - Table 5-10



November 21, 2023

AGENDA ITEM 7 B

TRANSPORTATION ALTERNATIVES PROGRAM EVALUATION CRITERIA AND FUNDING GUIDANCE

TYPE OF ITEM: Action

STATEMENT OF ISSUE

This item seeks Board approval of updated evaluation criteria to be used in the review of applications associated with the current solicitation of Transportation Alternatives applications for the Fiscal Year (FY) 2026 – FY 2030 funding cycle. Additionally, the item seeks to update applicant guidance related to the maximum amount of funding that may be requested per project application.

CRTPA COMMITTEE ACTIONS

The CRTPA's Technical Advisory Committee and Citizen's Multimodal Advisory Committee met on November 7 and both committees voted to recommend the CRTPA adopt the adopt the TA evaluation criteria as developed by the Transportation Alternatives Subcommittee and approve guidance to applicants limiting project funding requests to approximately twice the CRTPA's annual TA funding allocation.

RECOMMENDED ACTION

Option 1: Recommend the CRTPA adopt the updated TA evaluation criteria as developed by the CRTPA's Transportation Alternatives Subcommittee and approve guidance to applicants limiting project funding requests to approximately twice the CRTPA's annual TA funding allocation.

BACKGROUND

The federal Transportation Alternatives Program was established with the July 6, 2012 signing of P.L. 112-141, the Moving Ahead for Progress in the 21st Century Act (MAP-21) by President Obama. Transportation Alternatives encompass a variety of smaller-scale transportation projects such as pedestrian and bicycle facilities, recreational trails, safe routes to school projects, community improvements such as historic preservation and vegetation management, and environmental mitigation related to stormwater and habitat connectivity.

For those Metropolitan Planning Organizations with a population greater than 200,000 (which includes the CRTPA), the agency must manage the competitive grant process, necessitating the creation of the CRTPA Transportation Alternatives Program (TAP). As a result, the CRTPA TAP

coordinates the solicitation and ranking of TA projects within the four-county capital region prior to provision of the ranked projects to the Florida Department of Transportation (FDOT) for funding consideration.

The CRTPA TAP solicits *new* applications biennially (every two years), consistent with Board direction. The most recent solicitation of new applications occurred in late 2021 and, as a result, the CRTPA recently initiated the solicitation of new applications.

Guiding the CRTPA TA Program is the CRTPA TA Subcommittee. The subcommittee, consisting of three (3) members from each of the CRTPA's two (2) committees (Citizens Multimodal Advisory Committee (CMAC) and Technical Advisory Committee (TAC)), reviews and recommends a ranking of the TA applications to the CRTPA Board.

The review of applications by the TA Subcommittee includes use of evaluation criteria that is adopted by the CRTPA Board. Ultimately, the projects are placed in recommended priority order on the agency's TA Project Priority List for CRTPA Board consideration and adoption (prior to submission to the FDOT).

LATEST INFORMATION

The 2021 passage of the [Bipartisan Infrastructure Law \(BIL\)](#) included changes to the TA Program. Such changes include increased funding to the program as the [BIL](#) nearly doubled funding for the Transportation Alternatives (TA) Set-Aside (from \$850 million annually for fiscal years 2018 through 2020 to an average annual amount of \$1.44 billion from 2022 through 2026).

Within the CRTPA region, this increase amounts to an approximate annual average of \$660,000 of TA funds over the next five years pursuant to funding estimates provided to the CRTPA by FDOT District 3. Previously, the CRTPA received approximately \$330,000 annually in TA funding exclusively dedicated to the CRTPA region.

Additional changes to the TA Program associated with the BIL include new language and guidance related to *equity*. Specifically, states are required to define "high need" communities and prioritize such communities in project selection. Furthermore, states are now authorized to use up to 5% of their TA funds for "administrative and technical assistance," making it easier for underserved and underrepresented communities to access the program.

Due to the above changes to the TA Program associated with the BIL, a re-evaluation of the CRTPA's TA Program occurred in order to ensure consistency. Specifically, changes related to the CRTPA's TA evaluation criteria and applicant funding guidance were identified to be required, as discussed on the following page.

- EVALUATION CRITERIA**

Due to the federal changes to the TA Program from the BIL related to the requirement that equity be a consideration in the review of projects, a reexamination of the CRTPA's adopted review criteria occurred on October 18 by the TA Subcommittee. The Subcommittee evaluated the existing criteria (adopted by the CRTPA in January 2020 (below):

ADOPTED CRITERIA

CRTPA TRANSPORTATION ALTERNATIVES EVALUATION CRITERIA*		MAXIMUM POINTS
1	SAFETY (Describe how the project will improve public safety for all transportation users)	20
2	CONNECTIVITY (Describe how the project facilitates or improves multimodal linkages)	20
3	ACCESSIBILITY (Describe how the project contributes to enhanced mobility options for transp. disadvantaged)	20
4	PUBLIC BENEFIT (Describe how the project improves the public travel experience and travel options)	20
5	PROJECT CONSTRUCTABILITY (Describe the project's constructibility related to environmental considerations, etc.)	10
6	REGIONAL PLAN (Describe how the project relates to the adopted plans of the region)	5
7	COMMUNITY SUPPORT	5
Maximum Total Points		100

After a review of the adopted criteria related to the new requirements regarding project selection, the Subcommittee recommended the following changes be made to the CRTPA's TA review criteria:

PROPOSED CHANGES TO CRITERIA

CRTPA TRANSPORTATION ALTERNATIVES EVALUATION CRITERIA		MAXIMUM POINTS
1	SAFETY (Describe how the project will improve public safety for all transportation users <u>including addressing documented safety concerns</u>)	20
2	CONNECTIVITY (Describe how the project facilitates or improves multimodal linkages)	20
3	ACCESSIBILITY (Describe how the project contributes to enhanced mobility options for transp. disadvantaged)	20
3	EQUITY (Describe how the project addresses equity by improving access to traditionally underserved communities as determined by the U.S. Census. Such communities could include low-income residents, minorities, those with limited English proficiency, persons with disabilities, children, or older adults)	20
4	PUBLIC BENEFIT (Describe how the project improves the public travel experience and travel options, <u>including benefits to the environment</u>)	20
5	PROJECT CONSTRUCTABILITY (Describe the project's constructibility related to environmental considerations)	10
6 5	REGIONAL PLANS (Describe how the project relates to the adopted plans of the region)	5 10
7 6	COMMUNITY SUPPORT	5 10
Maximum Total Points		100

The CRTPA TA Subcommittee recommended changes include the addition of a new criterion (“Equity”) to meet the recent federal requirement that equity be considered in project selection. This proposed addition includes a related recommendation that the “Accessibility” criterion be removed. Although the “Accessibility” criterion included aspects related to equity, it did not fully address the issue of equity. The language proposed for use in the new “Equity” criterion is consistent with language in the [updated TA application](#) developed by the FDOT.

Other criteria changes recommended by the subcommittee include removal of the “Project Constructability” criterion as the subcommittee noted that if a project was not constructable it would be ineligible for TA funding consideration.

The following reflects the proposed changes to the CRTPA’s TA evaluation criteria:

PROPOSED CRITERIA

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

* - Scheduled to be adopted at the November 21, 2023 CRTPA Meeting

- FUNDING GUIDANCE**

As discussed above, changes to the [Bipartisan Infrastructure Law \(BIL\)](#) include increased funding to the TA program. This increased funding almost doubles the anticipated TA funds for the CRTPA region to approximately \$660,000 annually over the next five years.

In [November 2021](#), the CRTPA approved a policy that limited the maximum amount of funding for TA applicants to \$650,000 (which, at the time, reflected approximately two-years of CRTPA TA allocation). As a result of the recent proposed increase in dedicated CRTPA TA funding, staff is recommending that the CRTPA update the funding guidance to TA applicants limiting the maximum amount of TA funding that may be requested for a TA project to approximately twice the CRTPA’s annual allocation (versus explicitly noting an amount).

NEXT STEPS

The following provides the general timeline associated with the C RTPA’s 2023/2024 TA Solicitation Cycle:

October 18	TA Subcommittee met to review and discuss TA evaluation review
November 1	C RTPA initiated call for new TA projects.
November 7	C RTPA Committee Meetings that include consideration of changes to TA Program (criteria and funding guidance)
November 21	C RTPA Board meets to discuss/approve changes (criteria and funding guidance)
Late Nov/Dec	C RTPA Virtual Public Meeting Discussing TA Program.
January 19	TA Applications Due
Feb/March	C RTPA TA Committee reviews applications (using approved TA criteria) & recommends project ranking
March	Draft FY 2026 – FY 20230 TA Project Priority List developed for C RTPA Board adoption

RECOMMENDED ACTION

- Option 1: Recommend the C RTPA adopt the updated TA evaluation criteria as developed by the C RTPA’s Transportation Alternatives Subcommittee and approve guidance to applicants limiting project funding requests to approximately twice the C RTPA’s annual TA funding allocation.
(Recommended)
- Option 2: Provide other direction.

November 21, 2023



AGENDA ITEM 7 C

TOWN OF HAVANA RESOLUTION OF SUPPORT

TYPE OF ITEM: Action

STATEMENT OF ISSUE

This item seeks approval of CRTPA Resolution #2023-11-7C (***Attachment 1***) to the Florida Department of Transportation (FDOT) supporting to the Town of Havana's desire to reduce the lanes of US 27 through downtown Havana.

RECOMMENDED ACTION

Option 1: Adopt CRTPA Resolution #2023-11-7C supporting the Town of Havana's efforts to reduce the lanes of US 27 through downtown Havana.

HISTORY AND ANALYSIS

In [February 2020](#), the CRTPA approved a study ("The Town of Havana Main Street Assessment") that evaluated the feasibility of reducing the lanes of US 27 through downtown Havana (between 9th and 5th avenues) in order to improve the walkability of Main Street and minimize impacts of the roadway within the downtown area.

The assessment identified four alternatives including a recommended alternative (Alternative 4) which proposed three lanes (two northbound and one southbound) in order to maintain northbound capacity for evacuation purposes. The study identified that reducing the lanes on this portion of US 27 through downtown Havana from four lanes to two lanes would not adversely affect traffic flow.

The CRTPA was recently contacted by a consultant representative for the Town of Havana that is identifying downtown planning efforts funded by a State of Florida grant. Included in these efforts is a recommendation to reduce lanes on US 27 through downtown Havana, as desired by the Town. Specifically, the Town is seeking to reduce the total number of lanes from four to three with a single north and south bound lane that is divided by a shared left turn lane. More information related to the Town's desire to reduce lanes on US 27 is contained in a memorandum received on November 13, 2023 (see ***Attachment 2***).

To that end, the CRTPA was requested to support the Town's request for lane reduction on US 27 in downtown and has developed a resolution for provision to the FDOT that supports the Town of Havana's efforts.

OPTIONS

Option 1: Adopt CRTPA Resolution #2023-11-7C supporting the Town of Havana's efforts to reduce the lanes of US 27 through downtown Havana.
(RECOMMENDED)

Option 2: Provide other direction.

ATTACHMENTS

Attachment 1 - CRTPA Resolution #2023-11-7C

Attachment 2 – Havana Memorandum

CRTPA RESOLUTION 2023-11-7C**A RESOLUTION OF THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA)
SUPPORTING THE TOWN OF HAVANA'S EFFORTS TO
REDUCE TO THE NUMBER OF LANES ON US 27**

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

Whereas, the CRTPA adopted in February 2020 the Town of Havana Main Street Assessment that identified that reducing lanes on US 27 through downtown Havana from four lanes to two lanes does not adversely affect traffic flow.

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

The CRTPA supports efforts by the Town of Havana to reduce the total number of lanes on US 27 from 6th Avenue to 9th Avenue from four to three. These improvements would consist of a single south bound lane, a single north bound lane divided by a shared left turn lane.

Passed and duly adopted by the Capital Region Transportation Planning Agency on this 21st day of November 2023.

Capital Region Transportation Planning Agency**Attest:****By:** _____

Rick Minor, Chair

Greg Slay, Executive Director



MEMORANDUM

DATE: November 13, 2023

TO: Greg Slay, Executive Director, CRTPA

CC: Kendrah Wilkerson, Town Manager, Havana
Greg Burke, CRTPA
Suzanne Lex, CRTPA

FROM: Justin Ford, P.E.

SUBJECT: US 27 Lane Reductions – Town of Havana, Gadsden County, FL

BACKGROUND

In 2022, the Town of Havana received funding from the Florida Dept. of Economic Opportunity (now FloridaCommerce) to complete the planning efforts for improvements to their downtown area. As the economic center of the community, improvements to this area were deemed critical to ensure the commercial viability of the area into the future. Through this funding, the Town was able to procure Dewberry Engineers to complete a study of the area, meet with stake holders and develop a Feasibility study of the desired improvements. The outcome of the feasibility study resulted in three primary areas of focus, the pedestrian safety/experience along US 27, hardscape improvements within the designated downtown area, and utility and drainage upgrades to the area.

As part of Dewberry's due diligence, a coordination call was held with representatives from the CRTPA to discuss options for improvements along US 27 in Havana, from 6th Ave to 9th Ave. During that call Dewberry was made aware of a study completed by RS&H in the fall of 2019 that evaluated lane reductions within the area of concern. The recommendations outcome of the study was to reduce the total lanes from four to three, a single south bound lane and two north bound lanes. This would allow for greater separation between pedestrians and passing motor vehicles. The CRTPA subsequently voted in February of 2020 to support the project.

Based on this information, Dewberry carried this recommendation forward in the draft feasibility report that was presented to the Town Council on August 29, 2023. During that meeting, several members of the Council noted concerns about left turning movements, and subsequent delays for the southbound traffic. It was requested the Dewberry consider the option of single southbound and northbound lanes, divided by a shared left turn lane.

Following that meeting Dewberry prepared a conceptual layout of the proposed adjustments for consideration by FDOT and the CRTPA. Preliminary discussions were also held with Colby Cleveland from FDOT, District 3 as well as a follow-up conversation with CRTPA staff (Greg Slay, Greg Burke, and Suzanne Lex). Through those conversations it appears that there may some willingness by FDOT to allow the desired lane reductions.

ANALYSIS

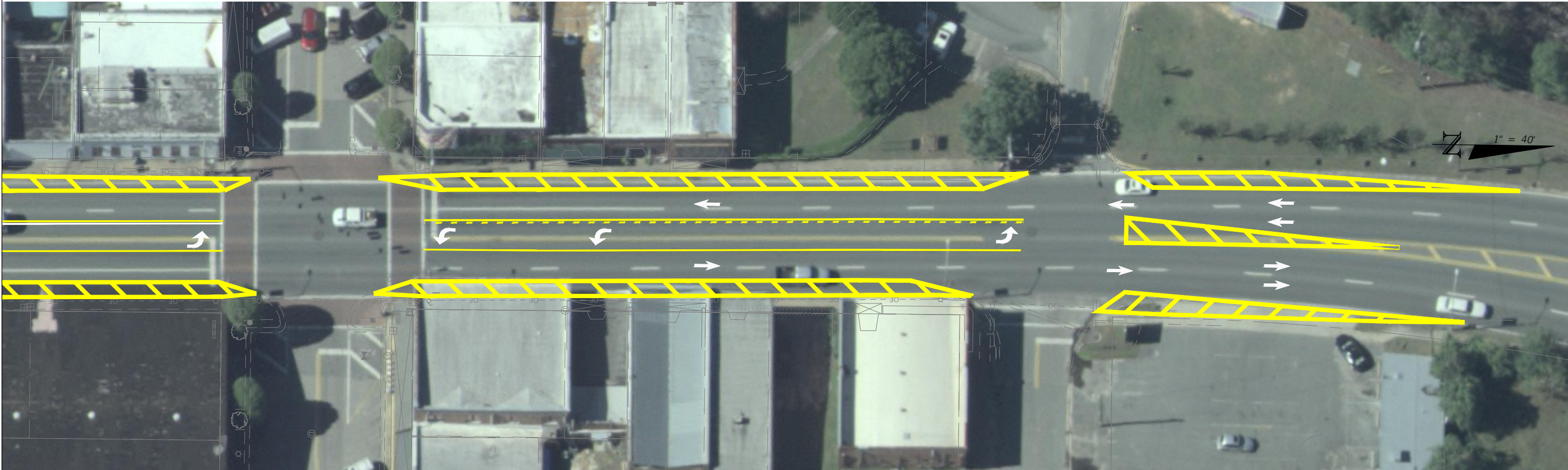
The proposed improvements come with a series of challenges that must be overcome in order to realize the desired outcome, which is the reduction of the roadway from four existing lanes to three lanes, single north and south bound lanes divided by a shared left turn lane. First, FDOT has clearly indicated that no funding has been allocated for this project, and that if the project were to move forward in the near future, the Town of Havana would be required to support the project financially. The Town understands that challenge and will proactively seek funding sources for these improvements, along with the other improvements identified by the Feasibility Study.

MEMORANDUM

Additionally, the concern regarding capacity reductions to a critical evacuation route have been considered. This concern is based upon the need for a northern evacuation route for residents south of Havana, including Tallahassee/Leon County in the event of a storm or other threat. The Town proposes that in those instances that the shared left turn lane be designated as a north bound lane, and if the need demands, all three lanes be allocated as a north bound evacuation route.

REQUESTED ACTION

To support the Town of Havana's efforts to improve the downtown experience for residents and visitors, the Town is formally requesting the support of the CRTPA in the form of Board action to recommend FDOT's approval of the modifications to US 27 from 6th Ave to 9th Ave, reducing the total number of lanes from four to three. These improvements would consist of a single south bound lane, a single north bound lane divided by a shared left turn lane. A concept drawing of these improvements is included as **Attachment A**. A definite timeline for these improvements has not been established; however, having the approval of FDOT for the conceptual modifications will aid in the effort to secure design, permitting and construction funding for the project.



REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION
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ATTACHMENT A

HAVANA STREETScape IMPROVEMENT PLANS		
ROAD NO.	COUNTY	FINANCIAL PROJECT ID
---	GADSDEN	---

MAIN STREET - INTERMIN PLAN VIEW

SHEET NO.
6.2

THE OFFICIAL RECORD OF THIS SHEET IS THE ELECTRONIC FILE DIGITALLY SIGNED AND SEALED UNDER RULE 61G15-23.004, F.A.C.

November 21, 2023



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 Rick Minor as Chair and Commissioner Quincee Messersmith as Vice Chair. Staff is seeking the approval of a new Chair and Vice Chair to serve for calendar year 2024.

RECOMMENDED ACTION

Option 1: Elect a Chair and Vice Chair

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
2023	COMMISSIONER MINOR	COMMISSIONER MESSERSMITH
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

OPTIONS

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

Option 2: Provide other direction

November 21, 2023



AGENDA ITEM 7 E

ELECTION OF MPOAC REPRESENTATIVE AND ALTERNATE

TYPE OF ITEM: Action

STATEMENT OF ISSUE

This item seeks the election of a CRTPA member to serve as representative on the Florida Metropolitan Planning Organization Advisory Council (MPOAC) Governing Board as well as a representative to serve as the alternate.

RECOMMENDED ACTION

Option 1: Elect a MPOAC Representative and Alternate.

HISTORY AND ANALYSIS

Chapter 339.175, Florida Statutes, requires that each Florida MPO elect one of its members to serve on the Florida Metropolitan Planning Organization Advisory Council Governing Board. Florida Statutes also require each MPO to elect one of its members as an alternate member, to serve in the absence of its appointee.

Pursuant to CRTPA By-Laws, the CRTPA's Metropolitan Planning Organization Advisory Council (MPOAC) representative serves a 3-year term. Currently, Commissioner Nick Maddox serves as MPOAC representative with Commissioner Richardson serving as the alternate.

OPTIONS

Option 1: Elect a MPOAC Representative and Alternate.
(RECOMMENDED)

Option 2: Provide other direction.



November 21, 2023

AGENDA ITEM 10 A

FUTURE MEETINGS

TYPE OF ITEM: CRTPA Information

Meeting Date	Meeting Type	Location
December 19 (Tuesday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm



AGENDA ITEM 10 B

COMMITTEE ACTIONS

(TECHNICAL ADVISORY COMMITTEE & CITIZENS 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 7, 2023, and took action on the following:

Minutes of the September 5, 2023, Committee Meetings

- **TAC Action:** Approved.
- **CMAC Action:** Approved.

Unified Planning Work Program (UPWP) Amendment

- **TAC Action:** Recommended Approval.
- **CMAC Action:** Recommended Approval.

Fiscal Year (FY) 2024 – FY 2028 Transportation Improvement Program (TIP) Amendment

- **TAC Action:** Recommended Approval.
- **CMAC Action:** Recommended Approval.

Regional Trails Project Priority List Amendment

- **TAC Action:** Recommended Approval.
- **CMAC Action:** Recommended Approval.

Technical Advisory Committee 2024 Calendar

- **TAC Action:** Approved.
- **CMAC Action:** Approved.

CRTPA Transportation Alternatives Program

- **TAC Action:** Recommended Approval.
- **CMAC Action:** Recommended Approval.

Election of Year 2024 Chair and Vice Chair

- **TAC Action:** Melissa Corbett was elected Chair and Ronnie Shelly will continue to serve as Vice Chair.
- **CMAC Action:** Chad Hanson and Marcus Thompkins will continue to serve as Chair and Vice-Chair, respectively.



November 21, 2023

AGENDA ITEM 10 C

CORRESPONDENCE

TYPE OF ITEM: Information

The following correspondence has been sent or received by the CRTPA subsequent to the last CRTPA meeting:

- CRTPA letter of support to the City of Tallahassee associated with a grant application seeking funding for the Multi-modal Transportation Across Tracks Project related to the Reconnecting Communities and Neighborhoods Grant Program (**Attachment 1**).
- CRTPA letter of support to the Blueprint Intergovernmental Agency associated with a grant application seeking funding for Tharpe Street related to the Reconnecting Communities and Neighborhoods Grant Program (**Attachment 2**).
- CRTPA email correspondence to the Florida Department of Transportation, District 3, related to CRTPA support for the use of Urban Attributable funds for the addition of sidewalks associated with an upcoming resurfacing project in Gadsden County (**Attachment 3**).



September 18, 2023

Steve Shafer, General Manager
City of Tallahassee – Underground Utilities & Public Infrastructure
2602 Jackson Bluff Road
Tallahassee, Florida 32304

RE: Reconnecting Communities and Neighborhoods Grant Program and the Connecting Tallahassee: Multi-modal Transportation Across Tracks Project

Dear Mr. Shafer:

On behalf of the Capital Region Planning Agency (CRTPA), I am pleased to support the City of Tallahassee's application for the Reconnecting Communities and Neighborhoods Grant Program and the Connecting Tallahassee: Multi-modal Transportation Across Tracks Project.

As the regional transportation planning agency for Florida's capital region, the issue of connectivity in the transportation system is one of top importance to the CRTPA. Development of an integrated regional multimodal transportation network requires ensuring users of all modes of transportation are provided safe access to the transportation system.

We understand that the City of Tallahassee is seeking this grant funding for the planning of multi-modal transportation infrastructure to create pedestrian and bicycle connectivity across the railroad tracks that divide the city. The project will concentrate on the Mabry Manor Neighborhood, an area of persistent poverty, and surrounding areas to improve the multimodal connectivity of the Mabry Street and the Eisenhower Street railroad crossings. The project will also include planning efforts to improve the walkability and safety throughout the neighborhoods directly north and south of the tracks to mitigate the dividing infrastructure. Through this project, the two sides of the railroad tracks will be united and access to the amenities on the associated sides expanded to all.

It is our belief that the project you have identified will be a great benefit to the capital region.

Sincerely,

Greg Slay, AICP
Executive Director



September 20, 2023

Pete Buttigieg, Secretary
U.S. Department of Transportation
1200 New Jersey Ave., SE
Washington, DC 20590

Dear Secretary Buttigieg:

On behalf of the Capital Region Transportation Planning Agency (CRTPA), I would like to express my agency's strong support for the Blueprint Intergovernmental Agency's application for Reconnecting Communities and Neighborhoods (RCN) Program funding for Tharpe Street.

As the regional transportation planning agency for Florida's capital region, the issue of safety in the transportation system is one of top importance to the CRTPA. Development of an integrated regional multimodal transportation network requires ensuring users of all modes of transportation are safe.

To that end, within the CRTPA region, one roadway has been consistently identified as a high priority for needed safety improvements for pedestrians and cyclists: Tharpe Street. This roadway is a local road under the jurisdiction of Leon County (County Road 158) and along a majority of the corridor there are minimal to no pedestrian or bicycle accommodations. As a result, multimodal access to daily destinations including employment, healthcare, grocery stores, schools, recreation, and park space is limited.

The CRTPA has a strong interest in the improvement of the Tharpe Street corridor and supports Blueprint Intergovernmental Agency's commitment to much-needed improvements to the roadway. Such improvements will not only enhance roadway safety for all users but also the quality of life for those who reside along this corridor.

Thank you in advance for your consideration of this project. If you have any questions, please do not hesitate to contact me.

Sincerely,

Greg Slay, AICP
Executive Director

Gadsden County, Jefferson County, Leon County, Wakulla County, Chattahoochee, Greensboro, Gretna, Havana, Midway, Monticello, Quincy, Sopchoppy, St. Marks, Tallahassee, Leon County School Board

From: [Burke, Greg](#)
To: [Castells, Dustin](#)
Cc: ["bryant.paulk@dot.state.fl.us"; Slay, Greg; Lex, Suzanne; Kostrzewa, Jack](#)
Subject: 450812-1 SR 10 (US 90) from Madison Street to west of Quincy Creek (Gadsden County)
Date: Friday, September 22, 2023 3:35:00 PM

Good afternoon Dustin. Pursuant to our phone discussion on Monday related to the above resurfacing project and the CRTPA's request to include sidewalks on the northside, I have spoken with Greg Slay.

Based upon the discussion, Greg is supportive of the Department placing CRTPA SU funds for use in the construction of the referenced sidewalks associated with the resurfacing (specifically, from N. Malcom Street (also shown as Ulacolm Street) to the project's eastern limits). I believe we discussed that the cost was approximately \$250,000 for 2000' of sidewalks and that the project is scheduled for construction in FY 27.

Thank you for coordinating with us on this issue.

Sincerely,

Greg T. Burke, AICP
Planning Manager
Capital Region Transportation Planning Agency
850/891.8626
www.crtpa.org



November 21, 2023



AGENDA ITEM 10C
UTILIZATION REPORT Q4 FY 23

TYPE OF ITEM: Information

A status report on the Quarter 4 (April - June) Fiscal Year 2023 Unified Planning Work Program budget utilization is provided for the following:

- CRTPA Budget Report PL Funds (***Attachment 1***)
- CRTPA Budget Report SU Funds (***Attachment 2***)
- CRTPA Budget Report CM Funds (***Attachment 3***)
- CRTPA Budget Report FTA Funds (***Attachment 4***)

Unified Planning Work Program - Fiscal Years 2022/23-2023/24					FPID# 439323-4-14-01	Utilization
Invoice #: G2782 (PL4)					Invoice Period: 01/01/23 - 06/30/23	
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (PL) Budgeted Amount	2022/2023 FHWA (PL) Previous Payments	2022/2023 FHWA (PL) Current Cost (Q4)	2022/2023 FHWA (PL) Remaining Balance		
Personnel Services						
Salaries and Fringe	\$ 150,565.00	\$ 150,565.00	\$ -	\$ -		100%
Sub Total:	\$ 150,565.00	\$ 150,565.00	\$ -	\$ -		
Consultant Services						
Contract/Consultant Services				\$ -		
1.7 Professional Services WCOT	\$ 19,500.00	\$ 756.25	\$ 687.50	\$ 18,056.25		7%
1.12 Professional Services Audit	\$ 22,500.00	\$ -	\$ 2,000.00	\$ 20,500.00		9%
1.16 Professional Services Legal	\$ 39,000.00	\$ 13,184.50	\$ 4,241.00	\$ 21,574.50		45%
Sub Total:	\$ 81,000.00	\$ 13,940.75	\$ 6,928.50	\$ 60,130.75		
Travel/Training						
Travel/Training	\$ 18,500.00	\$ 5,623.17	\$ 2,098.26	\$ 10,778.57		42%
Sub Total:	\$ 18,500.00	\$ 5,623.17	\$ 2,098.26	\$ 10,778.57		42%
Direct Expenses						
Operational Expenses (Telephone/Insurance)	\$ 62,800.00	\$ 20,195.45	\$ 2,146.15	\$ 40,458.40		36%
Computer Software	\$ 5,000.00	\$ 2,639.40	\$ 84.23	\$ 2,276.37		54%
Staff Services	\$ 76,941.00	\$ 54,787.56	\$ 17,603.04	\$ 4,550.40		94%
Sub Total:	\$ 144,741.00	\$ 77,622.41	\$ 19,833.42	\$ 47,285.17		
Supplies and Equipment						
Office Supplies	\$ 7,500.00	\$ 3,436.84	\$ 233.19	\$ 3,829.97		49%
Computer Equipment	\$ 5,500.00	\$ 5,499.93	\$ -	\$ 0.07		100%
Sub Total:	\$ 13,000.00	\$ 6,880.71	\$ 233.19	\$ 5,886.10		
Total:	\$ 407,806.00	\$ 254,632.04	\$ 29,093.37	\$ 124,080.59		70%
Task 2.0 - Data Collection						
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (PL) Budgeted Amount	2022/2023 FHWA (PL) Previous Payments	2022/2023 FHWA (PL) Current Cost (Q4)	2022/2023 FHWA (PL) Remaining Balance		
Personnel Services						
Salaries and Fringe	\$ 51,000.00	\$ 51,000.00	\$ -	\$ -		100%
Sub Total:	\$ 51,000.00	\$ 51,000.00	\$ -	\$ -		
Consultant Services						
Contract/Consultant Services	\$ -	\$ -	\$ -	\$ -		
Sub Total:	\$ -	\$ -	\$ -	\$ -		
Direct Expense						
Transportation Data Mangement	\$ 3,989.00	\$ 3,791.67	\$ -	\$ 197.33		95%
Sub Total:	\$ 3,989.00	\$ 3,791.67	\$ -	\$ 197.33		
Total:	\$ 54,989.00	\$ 54,791.67	\$ -	\$ 197.33		100%
Task 3.0 - Long Range Planning						
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (PL) Budgeted Amount	2022/2023 FHWA (PL) Previous Payments	2022/2023 FHWA (PL) Current Cost (Q4)	2022/2023 FHWA (PL) Remaining Balance		
Personnel Services						
Salaries and Fringe	\$ 53,284.00	\$ 33,284.00	\$ 2,593.60	\$ 17,406.40		67%
Sub Total:	\$ 53,284.00	\$ 33,284.00	\$ 2,593.60	\$ 17,406.40		
Consultant Services						
Contract/Consultant Services	\$ -	\$ -	\$ -	\$ -		
Sub Total:	\$ -	\$ -	\$ -	\$ -		
Total:	\$ 53,284.00	\$ 33,284.00	\$ 2,593.60	\$ 17,406.40		67%
Task 4.0 - Short-Range Planning						
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (PL) Budgeted Amount	2022/2023 FHWA (PL) Previous Payments	2022/2023 FHWA (PL) Current Cost (Q4)	2022/2023 FHWA (PL) Remaining Balance		
Personnel Services						
Salaries and Fringe	\$ 57,205.00	\$ 33,887.48	\$ 613.86	\$ 22,703.66		60%
Sub Total:	\$ 57,205.00	\$ 33,887.48	\$ 613.86	\$ 22,703.66		
Consultant Services						
Contract/Consultant Services	\$ -	\$ -	\$ -	\$ -		
Sub Total:	\$ -	\$ -	\$ -	\$ -		
Other Direct Expenses						
TIP Software	\$ -	\$ -	\$ -	\$ -		
Sub Total:	\$ -	\$ -	\$ -	\$ -		
Total:	\$ 57,205.00	\$ 33,887.48	\$ 613.86	\$ 22,703.66		60%
Page 1 of 2						

Invoice #: G2782 (PL4)

Invoice Period:

EXPENDITURE CATEGORY AND DESCRIPTION		2022/2023 FHWA (PL) Budgeted Amount	2022/2023 FHWA (PL) Previous Payments	2022/2023 FHWA (PL) Current Cost (Q4)	2022/2023 FHWA (PL) Remaining Balance	
Task 5.0 - Mobility Planning						
Personnel Services						
Salaries and Fringe	\$	65,304.00	57,731.51	\$ -	\$ 7,572.49	88%
Sub Total:	\$	65,304.00	\$ 57,731.51	\$ -	\$ 7,572.49	
Consultant Services						
5.0 Contract/Consultant Services Support Task 5 Activities	\$	-	\$ -	\$ -	\$ -	
5.7 Tallahassee to Havana Trail Feasibility Study	\$	26,000.00	24,985.25	\$ -	\$ 1,014.75	96%
5.8 SR267 Bloxham Cutoff Trail Feasibility Study	\$	-	\$ -	\$ -	\$ -	
5.20 Congestion Management Plan Update	\$	71,000.00	7,579.47	\$ 43,461.22	\$ 19,959.31	72%
5.26 Other Mobility Studies TBD	\$	-	\$ -	\$ -	\$ -	
Sub Total:	\$	97,000.00	\$ 32,564.72	\$ 43,461.22	\$ 20,974.06	
Total:	\$	162,304.00	\$ 90,296.23	\$ 43,461.22	\$ 28,546.55	82%
Task 6.0 - Public Involvement						
Personnel Services						
Salaries and Fringe	\$	47,357.00	11,327.61		\$ 36,029.39	24%
Sub Total:	\$	47,357.00	\$ 11,327.61	\$ -	\$ 36,029.39	
Consultant Services						
Contract/Consultant Services	\$	-	\$ -	\$ -	\$ -	
Sub Total:	\$	-	\$ -	\$ -	\$ -	
Total:	\$	47,357.00	\$ 11,327.61	\$ -	\$ 36,029.39	24%
Task 7.0 - Special Projects						
Personnel Services						
Salaries and Fringe	\$	65,383.00	44,540.74	\$ -	\$ 20,842.26	68%
Sub Total:	\$	65,383.00	\$ 44,540.74	\$ -	\$ 20,842.26	
Consultant Services						
7.0 Consultant Support Task 7 Activities	\$	-	\$ -	\$ -	\$ -	
7.1 Telecommute Study	\$	-	\$ -	\$ -	\$ -	
7.2 Regional Freight Study	\$	-	\$ -	\$ -	\$ -	
7.3 Other Mobility Studies (TBD)	\$	-	\$ -	\$ -	\$ -	
7.4 SS4A Safety Action Plan	\$	-	\$ -	\$ -	\$ -	
7.2 Regional Freight Study	\$	-	\$ -	\$ -	\$ -	
Sub Total:	\$	-	\$ -	\$ -	\$ -	
Total:	\$	65,383.00	\$ 44,540.74	\$ -	\$ 20,842.26	68%
Rounding Adjustment	\$	0.01				
G 2782 PL-4	\$	848,328.00	\$ 522,759.77	\$ 75,762.05	\$ 249,806.18	71%
GRAND TOTAL EXPENDITURE DETAIL :						

Unified Planning Work Program - Fiscal Years 2022/23-2023/24			Contract# G2782 (SU FUNDS)		Utilization
Invoice #: G2782 (SU-4)		Invoice Period:		FPID# 439323-4-14-02 1/01/23 -6/30/2023	
Task 1.0 - Administration					
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (SU) Budgeted Amount	2022/2023 FHWA (SU) Previous Payments	2022/2023 FHWA (SU) Current Cost (Q4)	2022/2023 FHWA (SU) Remaining Balance	
Personnel Services					
Salaries and Fringe	\$129,363.00	\$114,430.28	\$0.00	\$14,932.72	88%
Sub Total:	\$129,363.00	\$114,430.28	\$0.00	\$14,932.72	
Consultant Services					
Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00	
1.7 Professional Services WCOT	\$0.00	\$0.00	\$0.00	\$0.00	
1.12 Professional Services Audit	\$0.00	\$0.00	\$0.00	\$0.00	
1.16 Professional Services Legal	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Travel/Training					
Travel/Training	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Direct Expenses					
Operational Expenses	\$0.00	\$0.00	\$0.00	\$0.00	
Computer Software	\$0.00	\$0.00	\$0.00	\$0.00	
Staff Services	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Supplies and Equipment					
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Total:	\$129,363.00	\$114,430.28	\$0.00	\$14,932.72	88%
Task 2.0 - Data Collection					
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (SU) Budgeted Amount	2022/2023 FHWA (SU) Previous Payments	2022/2023 FHWA (SU) Current Cost (Q4)	2022/2023 FHWA (SU) Remaining Balance	
Personnel Services					
Salaries and Fringe	\$30,000.00	\$22,563.31	\$0.00	\$7,436.69	75%
Sub Total:	\$30,000.00	\$22,563.31	\$0.00	\$7,436.69	
Consultant Services					
Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Direct Expenses					
2.7 Transportation Data Management	\$40,000.00	\$31,958.33	\$0.00	\$8,041.67	80%
Sub Total:	\$40,000.00	\$31,958.33	\$0.00	\$8,041.67	
Total:	\$70,000.00	\$54,521.64	\$0.00	\$15,478.36	78%
Task 3.0 - Long Range Planning					
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (SU) Budgeted Amount	2022/2023 FHWA (SU) Previous Payments	2022/2023 FHWA (SU) Current Cost (Q4)	2022/2023 FHWA (SU) Remaining Balance	
Personnel Services					
Salaries and Fringe	\$30,000.00	\$29,441.32	\$0.00	\$558.68	98%
Sub Total:	\$30,000.00	\$29,441.32	\$0.00	\$558.68	
Consultant Services					
Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Total:	\$30,000.00	\$29,441.32	\$0.00	\$558.68	98%
Task 4.0 - Short-Range Planning					
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (SU) Budgeted Amount	2022/2023 FHWA (SU) Previous Payments	2022/2023 FHWA (SU) Current Cost (Q4)	2022/2023 FHWA (SU) Remaining Balance	
Personnel Services					
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Consultant Services					
Contract/Consultant Services	\$30,000.00	\$0.00	\$0.00	\$30,000.00	
Sub Total:	\$30,000.00	\$0.00	\$0.00	\$30,000.00	
Other Direct Expenses					
TIP Software	\$12,000.00	\$9,845.00		\$2,155.00	82%
Sub Total:	\$12,000.00	\$9,845.00	\$0.00	\$2,155.00	
Total:	\$42,000.00	\$9,845.00	\$0.00	\$32,155.00	23%
Page 1 of 2					

Unified Planning Work Program - Fiscal Years 2022/23-20223/24			Contract# G2782 (SU FUNDS)		Utilization
Invoice #: G2782 (SU-4)		Invoice Period:		1/01/23 -6/30/2023	
Task 5.0 - Mobility Planning					
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (SU) Budgeted Amount	2022/2023 FHWA (SU) Previous Payments	2022/2023 FHWA (SU) Current Cost (Q4)	2022/2023 FHWA (SU) Remaining Balance	
Personnel Services					
Salaries and Fringe	\$55,000.00	\$0.00	\$0.00	\$55,000.00	
Sub Total:	\$55,000.00	\$0.00	\$0.00	\$55,000.00	
Consultant Services					
5.0 Consultant Support Task 5 Activities	\$21,900.00	\$0.00	\$0.00	\$21,900.00	
5.7 Tallahassee Havana Trail Feasibility Study	\$37,700.00	\$35,521.75	\$0.00	\$2,178.25	94%
5.8 SR 267 Bloxham Cutoff Trail Feasibility Study	\$98,700.00	46,844.94	\$45,915.07	\$5,939.99	94%
5.8.1 SR 267 Bloxham Cutoff Trail Feasibility Study Public Involment	\$8,100.00	\$0.00	\$5,837.63	\$2,262.37	72%
5.20 Congestion Management Plan Update	\$10,721.00	\$0.00	\$0.00	\$10,721.00	
5.26 Other Mobility Studies (TBD)	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$177,121.00	\$82,366.69	\$51,752.70	\$43,001.61	76%
Total:	\$232,121.00	\$82,366.69	\$51,752.70	\$98,001.61	
Task 6.0 - Public Involvement					
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (SU) Budgeted Amount	2022/2023 FHWA (SU) Previous Payments	2022/2023 FHWA (SU) Current Cost (Q4)	2022/2023 FHWA (SU) Remaining Balance	
Personnel Services					
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Consultant Services					
Contract/Consultant Services	\$30,000.00	\$0.00	\$0.00	\$30,000.00	
Sub Total:	\$30,000.00	\$0.00	\$0.00	\$30,000.00	
Total:	\$30,000.00	\$0.00	\$0.00	\$30,000.00	0%
Task 7.0 - Special Projects					
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (SU) Budgeted Amount	2022/2023 FHWA (SU) Previous Payments	2022/2023 FHWA (SU) Current Cost (Q4)	2022/2023 FHWA (SU) Remaining Balance	
Personnel Services					
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Consultant Services					
7.0 Consultant Support Task 7 Activities	\$24,000.00	\$0.00	\$0.00	\$24,000.00	
7.1 Telecommute Study	\$81,000.00	\$0.00	\$0.00	\$81,000.00	
7.2 Regional Freight Study	\$175,000.00	\$0.00	\$9,000.00	\$166,000.00	5%
7.3 Other Moobility Studies (TBD)	\$0.00	\$0.00	\$0.00	\$0.00	
7.4 SS4A Safety Action Plan	\$250,000.00	\$56,700.31	\$101,487.49	\$91,812.20	63%
7.5 SS4A Safety Action Plan High Injury Network Safety Studies	\$208,523.00	\$0.00	\$0.00	\$208,523.00	
7.6 Safe Routes to School Report Update	\$500,000.00	\$0.00	\$0.00	\$250,000.00	
Sub Total:	\$1,238,523.00	\$56,700.31	\$110,487.49	\$821,335.20	
Total:	\$1,238,523.00	\$56,700.31	\$110,487.49	\$1,071,335.20	13%
G2782 SU-4	\$1,772,007.00	\$347,305.24	\$162,240.19	\$1,262,461.57	
* G2782 SU-4					
ADJUSTED GRAND TOTAL EXPENDITURE DETAIL :	\$1,772,007.00	\$347,305.24	\$162,240.19	\$1,262,461.57	
Page 2 of 2		Adjusted Total - Reduce by .01 due to rounding			

Unified Planning Work Program - Fiscal Years 2022/23-2023/24			Contract# G2782 (CM FUNDS)		Utilization
Invoice #: G2782 (CM-4)		Invoice Period: 01/01/2023 - 6/30/2023			
Task 1.0 - Administration					
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (CM) Budgeted Amount	2022/2023 FHWA (CM) Previous Payments	2022/2023 FHWA (CM) Current Cost (Q4)	2022/2023 FHWA (CM) Remaining Balance	
Personnel Services					
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Consultant Services					
Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00	
1.7 Professional Services WCOT	\$0.00	\$0.00	\$0.00	\$0.00	
1.12 Professional Services Audit	\$0.00	\$0.00	\$0.00	\$0.00	
1.16 Professional Services Legal	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Travel/Training					
Travel/Training	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Direct Expenses					
Operational Expenses	\$0.00	\$0.00	\$0.00	\$0.00	
Computer Software	\$0.00	\$0.00	\$0.00	\$0.00	
Staff Services	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Supplies and Equipment					
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Total:	\$ 0.00	\$0.00	\$ 0.00	\$ 0.00	
Task 2.0 - Data Collection					
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (CM) Budgeted Amount	2022/2023 FHWA (CM) Previous Payments	2022/2023 FHWA (CM) Current Cost (Q4)	2022/2023 FHWA (CM) Remaining Balance	
Personnel Services					
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Consultant Services					
Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Direct Expenses					
2.7 Transportation Data Management	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Task 3.0 - Long Range Planning					
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (CM) Budgeted Amount	2022/2023 FHWA (CM) Previous Payments	2022/2023 FHWA (CM) Current Cost (Q4)	2022/2023 FHWA (CM) Remaining Balance	
Personnel Services					
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Consultant Services					
Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Task 4.0 - Short-Range Planning					
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (CM) Budgeted Amount	2022/2023 FHWA (CM) Previous Payments	2022/2023 FHWA (CM) Current Cost (Q4)	2022/2023 FHWA (CM) Remaining Balance	
Personnel Services					
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Consultant Services					
Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Other Direct Expenses					
TIP Software	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Total:	\$0.00	\$0.00	\$0.00	\$0.00	
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Unified Planning Work Program - Fiscal Years 2022/23-20223/24			Contract# G2782 (CM FUNDS)		Utilization
Invoice #: G2782 (CM-4)		Invoice Period: 01/01/2023 - 6/30/2023		FPID# 439323-4-14-03	
Task 5.0 - Mobility Planning					
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (CM) Budgeted Amount	2022/2023 FHWA (CM) Previous Payments	2022/2023 FHWA (CM) Current Cost (Q4)	2022/2023 FHWA (CM) Remaining Balance	
Personnel Services					
Salaries and Fringe		\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Consultant Services					
5.0 Consultant Support Task 5 Activities	\$0.00	\$0.00	\$0.00	\$0.00	
5.7 Tallahassee Havana Trail Feasibilty Study	\$0.00	\$0.00	\$0.00	\$0.00	
5.8 SR 267 Bloxham Cuutoff Trail Feasibility Study	\$0.00	\$0.00	\$0.00	\$0.00	
5.20 Congestion Management Plan Update	\$96,880.00	\$75,245.27	\$21,634.73	\$0.00	100%
5.26 Other Mobility Studies (TBD)	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$96,880.00	\$75,245.27	\$21,634.73	\$0.00	
Total:	\$96,880.00	\$75,245.27	\$21,634.73	\$0.00	100%
Task 6.0 - Public Involvement					
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (CM) Budgeted Amount	2022/2023 FHWA (CM) Previous Payments	2022/2023 FHWA (CM) Current Cost (Q4)	2022/2023 FHWA (CM) Remaining Balance	
Personnel Services					
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Consultant Services					
Contract/Consultant Services		\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Task 7.0 - Special Projects					
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (CM) Budgeted Amount	2022/2023 FHWA (CM) Previous Payments	2022/2023 FHWA (CM) Current Cost (Q4)	2022/2023 FHWA (CM) Remaining Balance	
Personnel Services					
Salaries and Fringe	\$ 0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$ 0.00	\$0.00	\$0.00	\$0.00	
Consultant Services					
7.0 Consultant Support Task 7 Activities	\$0.00	\$0.00	\$0.00	\$0.00	
7.1 Telecommute Study	\$0.00	\$0.00	\$0.00	\$0.00	
7.2 Regional Freight Study	\$40,000.00	\$0.00	\$40,000.00	\$0.00	100%
7.3 Other Mobility Studies (TBD)	\$0.00	\$0.00	\$0.00	\$0.00	
7.4 SS4A Safety Action Plan	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$40,000.00	\$0.00	\$40,000.00	\$0.00	
Total:	\$40,000.00	\$0.00	\$40,000.00	\$0.00	100%
G2782 (CM-4)	\$136,880.00	\$75,245.27	\$61,634.73	\$0.00	100%
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Capital Region Transportation Planning Agency							Utilization
G2528 FY 2023 FTA - Sec. 5305(d)							
FINAL BILLING FOR CONTRACT G2528							
Budget Amount		Previous Payments	Current Costs	Costs to Date	Remaining Balance		
Task 1.0 - Administration							
Personnel	\$	60,630.28	\$ -	\$ 60,630.28			100%
Direct Expense		\$ -		\$ -			
Total	\$	60,630.28	\$ -	\$ 60,630.28	\$ -	\$ -	
Task 2.0 - Data Collection							
Total	\$	9,727.44	\$ -	\$ 9,727.44	\$ -	\$ -	100%
Task 3.0 - Long Range Planning							
Total	\$	4,990.43	\$ -	\$ 4,990.43	\$ -	\$ -	100%
Task 4.0 - Short Range							
Personnel	\$	16,426.16	\$ -	\$ 16,426.16			100%
Total	\$	16,426.16	\$ -	\$ 16,426.16	\$ -	\$ -	
Task 5.0 - Mobility Planning							
Total	\$	30,160.41	\$ -	\$ 30,160.41	\$ -	\$ -	100%
Task 6.0 - Public Involvement							
Total	\$	4,773.40	\$ -	\$ 4,773.40	\$ -	\$ -	100%
Task 7.0 - Special Projects							
Total	\$	17,783.89	\$ -	\$ 17,783.89	\$ -	\$ -	100%
TOTAL	\$	144,492.01	\$ -	\$ 144,492.01	\$ -	\$ -	100%
TOTAL	\$	144,492.00	\$ -	\$ 144,492.00	\$ -	\$ -	
Less .01 due to rounding				Less .01 due to rounding			