



CRTPA BOARD

MEETING OF MONDAY, NOVEMBER 17, 2025 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

***NOTE:** The CRTPA meeting will begin immediately following the Year 2050 Regional Mobility Plan Public Hearing scheduled to begin at 1:30 PM

Citizens wishing to provide input at the public hearing or 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 PM on **Friday, November 14**. This will allow time for comments to be provided to CRTPA members in advance of the meeting. Comments submitted after this time (up to the time of the meeting) will be accepted and included in the official record of the meeting; or
- (3) Provide live comments during the meeting virtually by registering before 5:00 PM on **Friday, November 14** at <http://crtpa.org/contact-us/> and noting your desire to provide comments via video in the "Email Us" portion of the page along with the agenda item or issue you wish to discuss. You will be contacted by CRTPA staff and provided with a link to virtually access the meeting and provide your comment during the meeting. Speakers are requested to limit their comments to three (3) minutes.

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

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

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

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

5. **CONSENT AGENDA**
 - A. Minutes of the September 16, 2025, meeting
 - B. CRTPA 2026 Calendar
 - C. Unified Planning Work Program (UPWP) Amendment
 - D. StarMetro Transit Development Plan (TDP) Annual Report
 - E. Executive Director's Timesheet Approval (July-September 2025)
 - F. CRTPA Travel Policy Update
 - G. CRTPA Finance Policy Update
6. **CONSENT ITEMS PULLED FOR DISCUSSION**

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

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

7. ROLL CALL VOTE AGENDA ITEMS

A. Fiscal Year (FY) 2026 – FY 2030 Transportation Improvement Program (TIP) Amendments

The CRTPA FY 2026 – FY 2030 TIP is proposed to be amended to reflect the addition of the following projects:

- Intelligent Transportation System (ITS) System (Leon County) Project No. 447153-1
Provides \$500,000 in state funding in FY 2026, and \$300,00 in FY 28, to upgrade cabinets.
- CRTPA Unified Planning Work Program (UPWP) (Leon County) Project No. 439323-5
Adjusts funding in FY 2026 of the UPWP to reflect a revised budget of \$1,827,068 in federal funds (\$820,260 PL and \$1,006,808 SU).
- SR 20/Blountstown Highway (Leon County) from Silver Lake Road to Aenon Church Road Project No. 457922-1 Add \$200,000 in federal funding for lighting.
- CR 268/MLK Blvd-Dover Road (Gadsden County) at rail crossing in Midway. Project No. 456566-2 Add \$300,000 in federal funding for a rail crossing safety improvement.

8. CRTPA ACTION

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

A. Fiscal Year (FY) 2027 – FY 2031 Tentative Work Program

The tentative work program identifying CRTPA region projects funded by the Florida Department of Transportation will be presented.

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B. Election of Chair/Vice Chair

Annually, CRTPA member elect a new Chair and Vice Chair to serve for the upcoming calendar year. Currently, Commissioner Williams-Cox and Commissioner Nick Maddox hold the CRTPA Chair and Vice Chair positions, respectively.

9. FLORIDA DEPARTMENT OF TRANSPORTATION REPORT**10. EXECUTIVE DIRECTOR'S REPORT****11. CRTPA INFORMATION****A. Future Meeting Dates****B. Committee Actions (Citizen's Multimodal Advisory Committee & Technical Advisory Committee)****C. Budget Utilization****12. ITEMS FROM CRTPA BOARD MEMBERS**

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

13. ADJOURNMENT

"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)."

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November 17, 2025



AGENDA ITEM 5 A

MINUTES

TYPE OF ITEM: Consent

The minutes from the September 16, 2025, CRTPA Meeting are provided as ***Attachment 1***.

RECOMMENDED ACTION

Option 1: Approve the minutes of the September 16, 2025, CRTPA Meeting.

ATTACHMENT

Attachment 1: Minutes of the September 16, 2025, CRTPA Meeting



C RTPA BOARD

MEETING OF TUESDAY, SEPTEMBER 16, 2025, AT 1:30 PM

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

Meeting Minutes

Members Present:

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

Staff Present:

Greg Slay, CRTPA; Jack Kostrzewa, CRTPA; Greg Burke, CRTPA; Suzanne Lex, CRTPA;
Yulonda Mitchell, CRTPA; Chris Rietow, ARPC; Franco Saraceno, Kittelson &
Associates; Christie Battles, James Moore & Co; Dana Knox, Federal Highway
Administration; Patrick Twyman, City of Tallahassee Financial Services

1. CALL TO ORDER

The meeting was called to order at 1:30 pm with a quorum present.

2. ROLL CALL

3. AGENDA MODIFICATIONS

There were no agenda modifications.

4. PUBLIC COMMENT ON ITEMS NOT APPEARING ON THE AGENDA

There were no public speakers.

5. CONSENT AGENDA

- A. Minutes of the June 16 CRTPA Meeting**
- B. Executive Director's Annual Evaluation**

- C. Citizens Multimodal Advisory Committee (CMAC) Appointments**
- D. Executive Director's Timesheets (April-June 2025)**

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

6. CONSENT ITEMS PULLED FOR DISCUSSION

There were no items pulled for discussion.

7. ROLL CALL VOTE AGENDA ITEMS

A. Fiscal Year (FY) 2026– FY 2030 Transportation Improvement Program (TIP) Amendment

This item seeks Board adoption of an amendment to the FY 2026 – FY 2031 Transportation Improvement Program (TIP) to include the following projects:

- CR 59 (Veterans Memorial Drive) over Still Creek Bridge Replacement - No. 550012, Project No. 443330-1: Provide funding for right-of-way associated with bridge replacement in FY 26 (Leon County).

Ms. Lex provided information on the (FY) 2026– FY 2030 Transportation Improvement Program (TIP) Amendment. She stated that the amendment reflects the addition of federal funds associated with the construction of the Veterans Memorial Drive bridge (over Still Creek) replacement in the amount of \$300K for Right-of-Way acquisition. Ms. Lex stated staff recommended approval of the amendment by roll call vote.

Board Action: Commissioner Matlow made a motion to approve the Fiscal Year (FY) 2026– FY 2030 Transportation Improvement Program (TIP) Amendment as presented by staff. Commissioner O'Keefe seconded the motion; a roll call vote was conducted. The motion was unanimously passed.

8. C RTPA ACTION

A. CRTPA Fiscal Year (FY) 2024 Financial Statements

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

Ms. Lex stated the audit was conducted by James Moore & Company and noted this was the sixth year working with the auditors. She briefly explained that there was an expense of \$75,500, of which three quarters of that expense were for services outside of the current fiscal year. As a result, there was a finding regarding accrual of prepaid expenses; however, the CRTPA was still considered a "low risk auditee". She stated there was now a process in place with City of Tallahassee Financial Services to prevent this issue from occurring in future audits. Ms. Lex introduced the James Moore & Company Audit Staff, Christie Battles for the audit presentation.

Ms. Christie Battles, Auditor and Manager, James Moore & Company, provided the information on the FY 2024 Financial Statements. She noted the audit has a deadline of June 30 of each year and stated there was a plan to work with City of Tallahassee Financial Services and the CRTPA to initiate the process earlier in order to complete the process sooner than this year's audit.

Ms. Battles discussed the process of conducting the audit and outlined the responsibilities of the auditing firm. She discussed the significant estimates and disclosures, stating these totals were related to the net pension and OPEB liability and noted those totals were conducted by outside actuaries. Also discussed were the corrected/uncorrected audit adjustments, noting there were no uncorrected adjustments, and the only significant adjustment was related to the prepaid expense Ms. Lex discussed in the introduction.

The unmodified opinion in the CRTPA audit was the highest rating (A++), consistent with past years' audits. The auditor discussed the report on internal control and compliance, noting the only deficiency was the prepaid expense and highlighted the staff's new process to ensure that it doesn't occur in future audits. She discussed the grant revenues and the total fund balance. Finally, Ms. Battles stated the unrestricted deficit of \$197,000, which was mostly due to the net pension liability that must be recognized as a part of the audit.

Board Action: Commissioner O'Keefe made a motion to approve the FY 2024 Financial Statements. Commissioner Richardson seconded the motion, and the motion was unanimously passed.

B. CRTPA Fiscal Year (FY) 2026 Budget)

The CRTPA's budget for Fiscal Year 2026 has been developed for discussion and approval. This discussion will include the proportional share payments.

Ms. Lex provided information on the CRTPA FY 2026 Budget. She briefly explained there was a request submitted to FDOT to revise the UPWP budget and that a copy was provided for each member.

Ms. Lex provided information on the decreases in the budget and stated this included the proposed COLA raise for employees as well as the CRTPA's pension costs. She provided information on the increase in operating expenditures, noting the increase in the Audit Services and the food budget for the Citizen's Multimodal Advisory Committee meetings and the CRTPA annual retreat.

Board Action: Commissioner Maddox made a motion to approve the FY 2026 Budget as presented by staff. Commissioner Richardson seconded the motion, and the motion was unanimously passed.

C. Regional Mobility Plan (RMP)

The Year 2050 Regional Mobility Plan (RMP) Project Team will be presenting the Year 2050 RMP Draft Cost Feasible Plan.

Mr. Kostrzewa provided a brief project update on two items that have occurred since the June Board Meeting. First, he stated CRTPA staff was informed by FDOT that an additional of \$1.4 Million dollars was added for the right-of-way phase for the Crawfordville Road (Wakulla Springs Road to LL Wallace Road) project, which fully funds the Right-of-Way (ROW) acquisition phase. Second, he added that FDOT

funded the Project Development and Environment (PD&E) study for Capital Circle, NW (I-10 to North Monroe Street).

Mr. Kostrzewa introduced Franco Saraceno, Kittelson & Associates.

Mr. Saraceno provided information on RMP project costs, noting that the total costs for the projects were \$412 million dollars in current year dollars. He further explained that revenues only totaled \$287 million dollars, a significant decrease since the last RMP.

Mr. Saraceno provided information on the Draft Cost Feasible Plan Scenarios.

He began with Scenario 1 “Right-of-Way” focus. He stated this scenario would concentrate on ROW acquisition for key priority projects and outlined the projects, the ROW needed timeframes and costs which totaled approximately \$160 million dollars. Additionally, Mr. Saraceno explained that a portion of the funds were set aside for other types of improvements including Bike/ped, systems management and safety.

Mr. Saraceno stated the other two scenarios focused on completing a roadway project through construction. He outlined Scenario 2, centered on the completion on the completion of Woodville Highway from Paul Russell Road to Capital Circle, Southeast, noting the total costs for scenario would be approximately \$164 million dollars. For Scenario 3, the Crawfordville Road project from the Wakulla County Line to Wakulla Springs Road, Mr. Saraceno outlined the segments and noted the total costs would be approximately \$156 million dollars. Finally, Mr. Saracena noted the recommended action from staff was to approve the Year 2050 RMP Draft Cost Feasible Plan Scenario 1 – Right-of-Way focus as the preferred funding alternative for Year 2050 RMP.

Board Action: Commissioner Maddox made a motion to approve staff recommendation, approve the Year 2050 RMP Draft Cost Feasible Plan Scenario 1 – Right of Way as the preferred funding alternative for Year 2050 RMP. Commissioner Richardson seconded the motion, and the motion was unanimously passed.

D. CRTPA Federal Certification

The Federal Highway Administration (FHWA) staff will provide information related to the Transportation Management Area (TMA) Certification of the CRTPA that occurred in February 2025.

Mr. Slay introduced Ms. Dana Knox, Federal Highway Administration, for the CRTPA Certification, stating that earlier this year CRTPA completed the Quadrennial Federal Certification and Ms. Knox would be providing information on the findings of the site visit and the process.

Ms. Knox provided information on CRTPA’s Quadrennial Certification findings. The in-person site visit was held on 2-19-25 at Tallahassee City Hall with the Federal Highway Administration, Federal Transit Administration team, and the CRTPA staff. The findings include three noteworthy practices, zero corrective actions and two recommendations.

Ms. Knox noted noteworthy practices related to transit, including StarMetro's efforts associated with securing multiple competitive grants from the Federal Transit Administration for the Southside Transit Center. She noted the CRTPA's safety considerations in the planning process and highlighted efforts to understand and use crash data to enhance selection and prioritization for safety projects. Ms. Knox further noted the CRTPA working with law enforcement to examine incidents and identify corridors or intersections in order to prioritize safety enhancements/improvements. She noted that the Congestion Management Process studied the traffic impacts of teleworking, noting the Telecommute Study. Ms. Knox noted the study results determined that robust telework during the pandemic reduced the congestion on key corridors by about 20%.

There were zero corrective actions.

Ms. Knox noted recommendations for outreach and public participation and recommended the layering demographics maps over priorities to help the MPO with targeting the nature and locations of its outreach and activities. Additionally, she discussed recommendations for the Congestion Management Process and recommended consideration of freight related intermodal connectors when developing the congestion management process to ensure systemwide linkage via operations and management within the metropolitan planning area.

Board Action: Commissioner Minor made a motion to accept the CRTPA Federal Certification results as presented by Federal Highway Administration's staff. Commissioner O'Keefe seconded the motion, and the motion was unanimously passed.

9. FLORIDA DEPARTMENT OF TRANSPORTATION REPORT

Mr. Bryant Paulk, FDOT, provided information on one project on Capital Circle (Crawfordville Road to Springhill Road), which was funded by the Moving Florida Forward initiative. He stated the bidding process was scheduled to begin in December 2025 and that the Department was finalizing the ROW acquisition for the \$40 million project at this time. Mr. Paulk noted that this segment as well as the segment from Springhill to Orange were moving smoothly and construction of both segments would be occurring at the same time.

Commissioner Matlow asked about the issue associated with decorated sidewalks and crosswalks and if there were any allowances related to installing stamped imprinted concrete crossings or other safety features. Mr. Paulk noted this was a statewide issue and noted any interactions must be cleared by the FDOT Central Office.

Commissioner Williams-Cox asked if there were conversations about improvements on Highway 20 where many fatalities have occurred. Mr. Paulk stated the FDOT safety office would review any area where regular occurrences have happened and noted the Department was already studying the area for improvements and would provide another update at the next board meeting.

Commissioner O'Keefe stated there were efforts to work with FHP for increased speeding enforcement, as requested by Leon County.

10. EXECUTIVE DIRECTOR'S REPORT

A status report on CRTPA activities was provided. Mr. Slay stated the final results of the High Injury Network would be presented at the November board meeting. He also noted the October meeting may be cancelled, but a notification would be sent out to members at a later date.

11. CRTPA INFORMATION

- A. Future Meeting Dates (Next Board Meeting Tuesday, October 21, 2025)**
- B. CRTPA Committee Actions**
- C. Budget Utilization**

12. ITEMS FROM CRTPA BOARD MEMBERS

13. ADJOURNMENT

The meeting was adjourned at 2:25pm.



November 17, 2025

AGENDA ITEM 5B

2026 MEETING CALENDAR

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

The 2026 CRTPA Meeting Calendar has been developed for board adoption.

RECOMMENDED ACTION

Option 1: Approve the 2026 CRTPA Meeting Calendar.

Option 2: Provide other direction.

Meeting Date	Meeting Type	Location
Jan 12 (Monday)	Retreat	Tallahassee State College Capitol Center (Downtown), Kleman Plaza, 10:00 am - 1:00 pm
Feb 17 (Tuesday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
Mar 23 (Monday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
Apr 21 (Tuesday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
May 19 (Tuesday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
Jun 15 (Monday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
Sept 15 (Tuesday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
Oct 20 (Tuesday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
Nov 17 (Tuesday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
Dec 15 (Tuesday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm



AGENDA ITEM 5 C

FISCAL YEAR (FY) 2025 – FY 2026 UNIFIED PLANNING WORK PROGRAM AMENDMENT

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

The purpose of this item is to amend the CRTPA Fiscal (FY) 2025 – FY 2026 Unified Planning Work Program (UPWP) to add a new project, Subtask 5.27 Development of Wayfinding Signage for the Capital City to the Sea Trail (**Attachment 1**). In addition, the scope of Subtask 3.3. Regional Mobility Plan is expanded to include additional work associated with updates to the Travel Demand Model (**Attachment 2**). Funds from the existing budget are reallocated to support both projects. The budget for Subtask 5.27 is \$60,000 and an additional \$60,000 is allotted to Subtask 3.3 as reflected in the revised budget tables (**Attachment 3**).

CRTPA COMMITTEE MEETINGS

On November 4, 2025, the Citizens Multimodal Advisory Committee (CMAC) and Technical Advisory Committee (TAC) met and recommended the CRTPA Board approve Subtask 5.27. The additional work associated with Subtask 3.3 was finalized after the committee meetings. This amendment will be presented for ratification at the next regularly scheduled TAC and CMAC meetings.

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 biennially and is amended as necessary to reflect changes in funding and/or work tasks. Funding is programmed for current and future project work as it is identified. Upon approval by the Board, the revised UPWP is submitted to FDOT, FHWA and FTA for review and approval. The amended UPWP will be updated on the CRTPA's website.

RECOMMENDED ACTION

Option 1: Approve the amendments to the FY 2025 – FY 2026 UPWP adding subtask 5.27, Development of Wayfinding Signage for the Capital City to the Sea Trail, with a budget of \$60,000; and, the revisions to the scope of Subtask 3.3. Regional Mobility Plan to include additional work associated with updates to the Travel Demand Model with an additional \$60,000 allocated to the project.

Option 2: Provide other direction.

ATTACHMENTS

Attachment 1: Proposed Subtask 5.27

Attachment 2: Revised Subtask 3.3

Attachment 3: Original and Revised Tasks 3 and 5 Funding Tables

5.27 Wayfinding Signage Capital City to the Sea Trail (CC2ST)**Budget:** \$60,000**Responsible Agency:** CRTPA (Consultant support will be used to complete this task.)**Purpose:** Complete Wayfinding Signage for use by local governments, cycling, and recreational groups to promote the trail and provide users with informational and directional signage.

Required Activity	End Products	Completion Date
Collect data and map the trail system, including amenities such as rest areas, trailheads, restrooms, parking, and signage. Review other FL trail systems and activities employed to engage users.	Mapping, GIS data, trail system promotion review document.	Fall 2025
Conduct engagement to support the development of a strategy for enhancing regional trail usage and promotion. Stakeholders from local governments, recreational users, and tourist representatives.	Meeting materials, meeting summary notes.	Winter 2025/26
Develop branding for each of the trail systems associated with the CC2ST network in coordination with Florida Department of Environmental Protection.	Brand Style Guide, final logo and branding files.	Spring 2026
Develop a signage and wayfinding plan to enhance user experience and connectivity across the trail network. This task will include the identification and design of signage types (directional, informational, regulatory, interpretive signs) tailored to the established character and branding.	Signage and wayfinding plan,	Summer 2026

UPWP TASK 3.0 - LONG-RANGE PLANNING

The LRTP is the foundation document in transportation planning. It must address at least a 20-year planning horizon and include long-range and short-range strategies consistent with state, regional and local goals, and objectives. The LRTP is reviewed and updated at least every five years in attainment areas that meet the national ambient air quality standards.

Strategies and actions in the LRTP provide for the development of an integrated multimodal transportation system (including accessible pedestrian walkways and bicycle transportation facilities) to facilitate the safe and efficient movement of people and goods in addressing current and future transportation demand.

The Long-Range Planning task includes the activities related to the development of a Long-Range Transportation Plan (LRTP) along with the long-term implementation of various transportation projects. Currently, the CRTPA's adopted LRTP is Connections 2045 Regional Mobility Plan (RMP). The Task also includes coordination efforts with our regional partners to address transportation on a regional level.

OBJECTIVES

- Maintain and update the Connections 2045 Regional Mobility Plan.
- Develop and adopt 20250 Long Range Transportation Plan.
- Update the **Travel Demand Model**. ~~model~~
- Evaluate alternative transportation modes and systems.
- Improve traffic operations using ITS technologies.
- Coordinate planning efforts with regional partners.
- Expand Regional Trails network.

PREVIOUS WORK

2045 REGIONAL MOBILITY PLAN

Maintain Connections 2045 RMP, Cost Feasible Plan (CFP). (Ongoing)

REGIONAL TRAILS

Continue coordination with Wakulla County on the development of the Coastal Trail.

Coordinated with Blueprint Intergovernmental Agency (IA), Jefferson, Leon, Wakulla and Gadsden Counties on potential trail projects.

Continued working with various agency partners (FDEP, FDOT) on the development of various trail projects.

ON-GOING ACTIVITIES

Continued participation in the development of various transportation projects.

REGIONAL COORDINATION

- Coordination with ARPC and Regional Transportation Planning organizations.
- Participate in MPOAC Advisory Committees.

PLANNING SUPPORT WORK

Data collection and planning activities consistent with listed tasks. (Consultant)

2020 CENSUS

Reviewed and analyzed the 2020 Census and Urban Area boundaries, after its release by the US Census Bureau.

Conducted Post-Census Planning Activity and incorporate 2020 Census data into the MPO's essential planning documents. (Summer 2024)

- Reviewed and evaluated the 2020 Census of Population Urban Area boundaries;
- Coordinated with federal, state, and local government representatives regarding status of CRTPA's apportionment plan;
- Reviewed, evaluated, and refined (smooth) the MPO's Urban Area boundary.
- Reviewed the MPO's Planning Area boundary map.
- Updated the federal functional classification of roadways in the MPO's planning area.

ANTICIPATED ACTIVITIES

PLANNING SUPPORT WORK

- 1.0 Data collection and planning activities consistent with listed tasks. (Consultant)

2020 CENSUS

- 1.1 Incorporate Census data into planning documents and studies.

REGIONAL MOBILITY PLAN (RMP)

- 3.2 Maintain and update Connections 2045 Regional Mobility Plan.
- 3.3 Develop and adopt updated Long Range Transportation Plan. (Consultant)
[Update travel demand model to forecast future trip generation, trip distribution, modal split and traffic assignments.](#)

Subtask 3.3: Regional Mobility Plan Update (Long-Range Transportation Plan) - Budget ~~\$450,000~~ \$510,000

Responsible Agency: CRTPA (Consultant support) and FDOT (Model and Revenue Projections)

Purpose: Complete an update to the Regional Mobility Plan (RMP) in cooperation with the State and public transportation operators, using a performance-driven, outcome-based approach.

Required Activity	End Products	Date
Develop: Schedule; Overview of plan and planning processes and requirements; Public Involvement	Chapter 1 - Introduction Project schedule; Plan requirements and framework; Public workshop/outreach/adoption schedule.	Summer 2024
Compile: Regional demographic, economic and transportation elements. Review plans, policies, regulations related growth.	Chapter 2 - State of the Region Report Data and Maps Depicting the Region/Network Characteristics	Fall, Winter 2025
Evaluate: Future growth; coordinate with FDOT on <u>updates to the</u> Travel Demand Model; Complete assessment of multi-modal needs.	Chapter 3 - Multi-modal Needs Report <u>Updated and</u> calibrated Regional Travel Demand Model. An assessment of Growth Scenarios	Winter <u>Summer</u> 202 <u>6</u> <u>5</u>
Identify: screening and evaluation criteria. Evaluate and prioritize roadway projects.	Chapter 4 - Project Evaluation & Prioritization Report Relevant screening and evaluation criteria to align with MAP-21 performance-based planning and programming requirements; Completed assessment of roadway projects	Spring 2025
Evaluate: revenue projections by agency and fund groups by mode. Draft Cost Feasible Plan	Chapter 5 - Cost Feasible Plan Development Cost feasible plan that demonstrates financial constraint, by a series of five-year funding tiers	Summer 2025
Identify: ongoing coordination and plan implementation; Identify future trends; Develop conclusion	Chapter 6 Continued Coordination Overview of agency coordination and collaboration; Discussion of emerging trends; Conclusion statement	Fall 2025
Conduct Public Hearing and Adopt LRTP	Adopted LRTP Cost Feasible Plan	Nov. 2025
Compile Final Report and Appendices for transmittal	Appendices to include Adoption documentation; Cost feasible plan; System performance report; Project prioritization; Technology; Public involvement material Distribute to FHWA, FTA, and FDOT	Feb. 2026

Task 1 Before and After

2026							
Funding Source	FHWA G2U25				Local G2U25		FY 2026 Total
Contract Number	PL	SU	CMAQ	Total	Source 1	Total	
MPO Budget Reference							
Lookup Name	2026 FHWA G2U25 (PL)	2026 FHWA G2U25 (SU)	2026 FHWA G2U25 (CMAQ)	FHWA G2U25 (Total)	2026 Local G2U25 (Source 1)	Local G2U25 (Total)	
Personnel (salary and benefits)							
Salary/Fringe	\$ 213,344	\$ 152,489		-	\$ -	-	\$ 365,833
Personnel (salary and benefits) Subtotal	\$ 213,344	\$ 152,489	\$ -	\$ 365,833	\$ -	\$ -	\$ 365,833
Consultant							
1.7 Professional Services WCOT	\$ 8,000	\$ -	\$ -	-	\$ -	-	\$ 8,000
1.12 Professional Services Audit	\$ 22,000	\$ -	\$ -	-	\$ -	-	\$ 22,000
1.16 Professional Services Legal	\$ 55,000	\$ -	\$ -	-	\$ -	-	\$ 55,000
				-		-	\$ -
Consultant Subtotal	\$ 85,000	\$ -	\$ -	\$ 85,000	\$ -	\$ -	\$ 85,000
Travel							
Travel and Training	\$ 15,225	\$ -	\$ -	-	\$ -	-	\$ 15,225
				-		-	\$ -
Travel Subtotal	\$ 15,225	\$ -	\$ -	\$ 15,225	\$ -	\$ -	\$ 15,225
Direct Expenses							
Operational Expenses	\$ 69,198	\$ -	\$ -	-	\$ -	-	\$ 69,198
Computer Software/IT Services	\$ 6,000	\$ -	\$ -	-	\$ -	-	\$ 6,000
Staff Services	\$ 83,000	\$ -	\$ -	-	\$ -	-	\$ 83,000
Food	\$ -	\$ -	\$ -	-	\$ 2,500	-	\$ 2,500
Professional Memberships	\$ -	\$ -	\$ -	-	\$ 2,750	-	\$ 2,750
Unclassified Expenses (Unallowable)	\$ -	\$ -	\$ -	-	\$ 1,500	-	\$ 1,500
Direct Expenses Subtotal	\$ 158,198	\$ -	\$ -	\$ 158,198	\$ 6,750	\$ 6,750	\$ 164,948
Supplies							
Office Supplies	\$ 3,250	\$ -	\$ -	-	\$ -	-	\$ 3,250
				-		-	\$ -
Supplies Subtotal	\$ 3,250	\$ -	\$ -	\$ 3,250	\$ -	\$ -	\$ 3,250
Equipment							
Computer Equipment	\$ 5,000	\$ -	\$ -	-	\$ -	-	\$ 5,000
				-		-	\$ -
Equipment Subtotal	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000
Total	\$ 480,017	\$ 152,489	\$ -	\$ 632,506	\$ 6,750	\$ 6,750	\$ 639,256

Task 1 Before and After

2026							
Funding Source	FHWA G2U25				Local G2U25		FY 2026 Total
Contract Number	PL	SU	CMAQ	Total	Source 1	Total	
MPO Budget Reference							
Lookup Name	2026 FHWA G2U25 (PL)	2026 FHWA G2U25 (SU)	2026 FHWA G2U25 (CMAQ)	FHWA G2U25 (Total)	2026 Local G2U25 (Source 1)	Local G2U25 (Total)	
Personnel (salary and benefits)							
Salary/Fringe	\$ 153,344	\$ 152,489		-	\$ -	-	\$ 305,833
Personnel (salary and benefits) Subtotal	\$ 153,344	\$ 152,489	\$ -	\$ 305,833	\$ -	\$ -	\$ 305,833
Consultant							
1.7 Professional Services WCOT	\$ 8,000	\$ -	\$ -	-	\$ -	-	\$ 8,000
1.12 Professional Services Audit	\$ 22,000	\$ -	\$ -	-	\$ -	-	\$ 22,000
1.16 Professional Services Legal	\$ 55,000	\$ -	\$ -	-	\$ -	-	\$ 55,000
				-		-	\$ -
Consultant Subtotal	\$ 85,000	\$ -	\$ -	\$ 85,000	\$ -	\$ -	\$ 85,000
Travel							
Travel and Training	\$ 15,225	\$ -	\$ -	-	\$ -	-	\$ 15,225
				-		-	\$ -
Travel Subtotal	\$ 15,225	\$ -	\$ -	\$ 15,225	\$ -	\$ -	\$ 15,225
Direct Expenses							
Operational Expenses	\$ 69,198	\$ -	\$ -	-	\$ -	-	\$ 69,198
Computer Software/IT Services	\$ 6,000	\$ -	\$ -	-	\$ -	-	\$ 6,000
Staff Services	\$ 83,000	\$ -	\$ -	-	\$ -	-	\$ 83,000
Food	\$ -	\$ -	\$ -	-	\$ 2,500	-	\$ 2,500
Professional Memberships	\$ -	\$ -	\$ -	-	\$ 2,750	-	\$ 2,750
Unclassified Expenses (Unallowable)	\$ -	\$ -	\$ -	-	\$ 1,500	-	\$ 1,500
Direct Expenses Subtotal	\$ 158,198	\$ -	\$ -	\$ 158,198	\$ 6,750	\$ 6,750	\$ 164,948
Supplies							
Office Supplies	\$ 3,250	\$ -	\$ -	-	\$ -	-	\$ 3,250
				-		-	\$ -
Supplies Subtotal	\$ 3,250	\$ -	\$ -	\$ 3,250	\$ -	\$ -	\$ 3,250
Equipment							
Computer Equipment	\$ 5,000	\$ -	\$ -	-	\$ -	-	\$ 5,000
				-		-	\$ -
Equipment Subtotal	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000
Total	\$ 420,017	\$ 152,489	\$ -	\$ 572,506	\$ 6,750	\$ 6,750	\$ 579,256

Task 3 Before and After

2026					
Funding Source	FHWA				FY 2026 Total
Contract Number	G2U25				
Source	PL	SU	CMAQ	Total	
MPO Budget Reference					
Lookup Name	2026 FHWA G2U25 (PL)	2026 FHWA G2U25 (SU)	2026 FHWA G2U25 (CMAQ)	FHWA G2U25 (Total)	
Personnel (salary and benefits)					
Salary/Fringe	\$ 10,727	\$ 84,057	\$ -	-	\$ 94,784
	\$ -	\$ -	\$ -	-	\$ -
Personnel (salary and benefits) Subtotal	\$ 10,727	\$ 84,057	\$ -	\$ 94,784	\$ 94,784
Consultant					
		\$ -	\$ -	-	\$ -
	\$ -	\$ -	\$ -	-	\$ -
Consultant Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses					
	\$ -	\$ -	\$ -	-	\$ -
	\$ -	\$ -	\$ -	-	\$ -
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies					
	\$ -	\$ -	\$ -	-	\$ -
Supplies Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment					
	\$ -	\$ -	\$ -	-	\$ -
Equipment Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -

Task 3 Before and After

2026					
Funding Source	FHWA				FY 2026 Total
Contract Number	G2U25				
Source	PL	SU	CMAQ	Total	
MPO Budget Reference					
Lookup Name	2026 FHWA G2U25 (PL)	2026 FHWA G2U25 (SU)	2026 FHWA G2U25 (CMAQ)	FHWA G2U25 (Total)	
Personnel (salary and benefits)					
Salary/Fringe	\$ 10,727	\$ 84,057	\$ -	-	\$ 94,784
	\$ -	\$ -	\$ -	-	\$ -
Personnel (salary and benefits) Subtotal	\$ 10,727	\$ 84,057	\$ -	\$ 94,784	\$ 94,784
Consultant					
3.3 Long Range Plan Update	\$ 60,000	\$ -	\$ -	-	\$ 60,000
	\$ -	\$ -	\$ -	-	\$ -
Consultant Subtotal	\$ 60,000	\$ -	\$ -	\$ 60,000	\$ 60,000
Direct Expenses					
	\$ -	\$ -	\$ -	-	\$ -
	\$ -	\$ -	\$ -	-	\$ -
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies					
	\$ -	\$ -	\$ -	-	\$ -
Supplies Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment					
	\$ -	\$ -	\$ -	-	\$ -
Equipment Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 70,727	\$ 84,057	\$ -	\$ 154,784	\$ 154,784

Task Table 5 Before and After Amendment

2026								
Funding Source	FHWA							FY 2026 Total
Contract Number	G2U25							
Source	PL	SU	CMAQ	Total		Total		
MPO Budget Reference								
Lookup Name	2026 FHWA G2U25 (PL)	2026 FHWA G2U25 (SU)	2026 FHWA G2U25 (CMAQ)	FHWA G2U25 (Total)		(Total)		
Personnel (salary and benefits)								
Salary/Fringe	\$ 47,451	\$ 39,363	\$ -	-	\$ -	-	\$ 86,814	
	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	
Personnel (salary and benefits) Subtotal	\$ 47,451	\$ 39,363	\$ -	\$ 86,814	\$ -	\$ -	\$ 86,814	
Consultant								
5.0 Consultant Support Task 5 Activities	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	
5.11 Cong. Management Plan Studies (Cont.)	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	
5.21 SR267 Bloxham Cutoff SUP FS	\$ -	\$ 200,000	\$ -	-	\$ -	-	\$ -	
5.22 (Bradford Connect) Tville Rd to Wel FS	\$ -	\$ 125,000	\$ -	-	\$ -	-	\$ -	
5.23 US 90 West SUP FS (Cont.)	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	
5.24.2 T2H Project Impact Assessment (Cont.)	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	
*5.26 Context Based Planning TBD	\$ 22,000	\$ 161,954	\$ -	-	\$ -	-	\$ -	
*Context Based Planning Requires Amendment			\$ -	-	\$ -	-	\$ -	
Consultant Subtotal	\$ 22,000	\$ 486,954	\$ -	\$ 508,954	\$ -	\$ -	\$ 508,954	
Direct Expenses								
	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	
	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Supplies								
	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	
Supplies Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Equipment								
	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	
Equipment Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total	\$ 69,451	\$ 526,317	\$ -	\$ 595,768	\$ -	\$ -	\$ 595,768	

Task Table 5 Before and After Amendment

2026							
Funding Source	FHWA						FY 2026 Total
Contract Number	G2U25						
Source	PL	SU	CMAQ	Total		Total	
MPO Budget Reference							
Lookup Name	2026 FHWA G2U25 (PL)	2026 FHWA G2U25 (SU)	2026 FHWA G2U25 (CMAQ)	FHWA G2U25 (Total)		(Total)	
Personnel (salary and benefits)							
Salary/Fringe	\$ 47,451	\$ 39,363	\$ -	-	\$ -	-	\$ 86,814
	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
Personnel (salary and benefits) Subtotal	\$ 47,451	\$ 39,363	\$ -	\$ 86,814	\$ -	\$ -	\$ 86,814
Consultant							
5.0 Consultant Support Task 5 Activities	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
5.11 Cong. Management Plan Studies (Cont.)	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
5.21 SR267 Bloxham Cutoff SUP FS	\$ -	\$ 200,000	\$ -	-	\$ -	-	\$ -
5.22 (Bradford Connect) Tville Rd to Wel FS	\$ -	\$ 125,000	\$ -	-	\$ -	-	\$ -
5.23 US 90 West SUP FS (Cont.)	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
5.24.2 T2H Project Impact Assessment (Cont.)	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
*5.26 Context Based Planning TBD	\$ 22,000	\$ 101,954	\$ -	-	\$ -	-	\$ -
5.27 Wayfinding Signage for CC2S Trail		\$ 60,000	\$ -	-	\$ -	-	\$ -
*Context Based Planning Requires Amendment			\$ -	-	\$ -	-	\$ -
Consultant Subtotal	\$ 22,000	\$ 486,954	\$ -	\$ 508,954	\$ -	\$ -	\$ 508,954
Direct Expenses							
	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies							
	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
Supplies Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment							
	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
Equipment Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 69,451	\$ 526,317	\$ -	\$ 595,768	\$ -	\$ -	\$ 595,768

November 17, 2025



AGENDA ITEM 5D

**STARMETRO
TRANSIT DEVELOPMENT PLAN
2026 ANNUAL PROGRESS REPORT**

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

This item seeks CRTPA acceptance of Star Metro's Transit Development Plan (TDP) 2026 Annual Progress Report.

RECOMMENDED ACTION

Option 1: Accept StarMetro's Transit Development Plan Annual Progress Report

BACKGROUND

StarMetro has requested that the CRTPA accept the StarMetro's TDP 2026 Annual Progress Report to satisfy state and federal requirements. The following provides more detail of the plan.

Transit Development Plan

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

The TDP includes several basic elements about the community and transit in general such as an appraisal of transit demand, the effects of land use and other local transportation plans on transit, peer review, and current system performance. It establishes agency goals and a ten-year financial plan based on available funding. The plan is developed with feedback from the public and discussions with key stakeholders. The projects listed in the TDP will be eligible for federal and state funds to help offset startup capital and operating costs. The TDP is a living document that can and will change over the next five years in response to changing conditions and needs of the community. This submission is

intended to capture the projects and service designs that will best advance transit in the City of Tallahassee but not obligate the agency to any set of plans or alternatives.

RECOMMENDED ACTION

Option 1: Accept StarMetro’s Transit Development Plan 2026 Annual Progress Report (Recommended)

Option 2: CRTPA Board Discretion.

ATTACHMENT

Attachment 1: StarMetro’s Transit Development Plan 2026 Annual Progress Report



Transit Development Plan

Annual Progress Report

November 2025

Contents

Overview of TDP Process.....3

Update on StarMetro’s TDP Goals3

Update on Project Priority List (PPL)4

Coordination with MPO5

Financial Plan.....7

Operating Program.....7

Capital Program7

Table 1 Update of TDP Goals3

Table 2 Project Priority List Update5

Table 3 FY 24 Farebox Recovery Ratio6

Table 4 Ten Year Operating8

Table 5 Ten Year Capital9

Overview of TDP Process

In alignment with the Florida Administrative Code 14-73.001(4), StarMetro prepares an annual update to the Florida Department Transportation on its Transit Development Plan (TDP). On a continuous basis, StarMetro reviews its operating and capital program to evaluate the prioritization of key projects and invested resources planned throughout a ten-year schedule. Based on community needs and funding availability, the agency refreshes its goals periodically through an iterative review process. This process includes holding cross-collaborative meetings with transit team members and key stakeholders. The following Annual TDP Update provides an overview of progress and modifications made during the 2025 planning year along with a summary of coordination efforts with the Metropolitan Planning Organization (MPO).

Update on StarMetro’s TDP Goals

Table 1 provides an update on the goals StarMetro set forth in the 2022 TDP. Five of the six goals are 100 percent complete/on-going while the sixth goal was removed.

Table 1 Update of TDP Goals

Goal	Objectives	Status	Implementation +Assessment
Goal 1: Provide Safe and Reliable Multimodal Mobility for All and Create Access to Opportunities by Connecting People, Places, and Mobility Services	5 Objectives	1 Completed	100% complete/on-going.
		3 On-going	
		1 Removed	1A2 - Automated and connected vehicle feasibility study is being performed by another City Department and was removed.
Goal 2: Link Multimodal Mobility and Land Use to Support Economic Development, Livability, and Sustainability	10 Objectives	1 Complete	100% complete/on-going.
		8 On-going	
		1 Removed	2C2 - Incorporate locations of community health and wellness resources as optional map layers in multimodal trip planner was removed as current vendor is unable to accommodate this.
Goal 3: Leverage Resources, Investments, and Infrastructure	18 Objectives	9 Complete	100% complete/on-going.
		7 On-going	

		2 Removed	Two goals were removed – 3C2 – FDOT moved TDP major update due date to 2027 3C6 - Transit Advertising contracts are no longer being pursued.
Goal 4: Enhance and Expand Fiscal Capacity for Future Mobility Investments	12 Objectives	3 Complete	100% complete/on-going.
		8 On-going	
		1 Modified and On-going	4D1 transitioning to a fully electric fleet has been modified to maintaining a modern diversified fleet.
Goal 5: Ensure Citizens the Opportunity to Provide Input in the Transit Planning Process	5 Objectives	5 On-going	100% On-going
Goal 6: Capture New Markets	1 Objective	Removed	Goal Removed – StarMetro is focused on improving existing service.

Update on Project Priority List (PPL)

Over the last several years, StarMetro has put in a tremendous amount of effort applying for grants at both the Federal and State levels. As you can see in **Table 2** below, three of the four projects StarMetro listed in the 2024 PPL have been funded with grants from FTA and FDOT. These infrastructure projects are all underway and are in various stages of implementation and/or construction. StarMetro’s 2025 PPL was adopted by the CRTPA on June 16, 2025, with the C.K. Steele Plaza Planning and Design Study as the sole legacy project from the previous PPL. The Option Program project was awarded an Innovative Service Development (ISD) grant from the Commission for the Transportation Disadvantaged in July 2025.

Table 2 Project Priority List Update

Year	Project	Amount	Update
2024	Monitor and Audio Equipment at C.K. Steele Plaza	\$500,000	2024 FDOT Service Development Grant \$235,000
2024	Construction of multi-bay South Side Transit Center	\$5,000,000	2023 Raise grant \$15,000,000
2024	Charging Infrastructure to support Electric Bus Fleet	\$5,000,000	2023 and 2024 LowNo combined \$30,970,836
2024	Redevelopment of C.K. Steele Plaza Planning and Design Study	\$700,000	No funding identified
Year	Project	Amount	Update
2025	Technology Upgrades	\$1,200,000	No funding identified
2025	Expansion of the Options Program	\$300,000	2025 ISD grant \$126,000
2025	Neighborhood Circulators/Mobility on Demand/Micro-Mobility,	\$750,000	No funding identified
2025	Redevelopment of C.K. Steele Plaza Planning and Design Study	\$700,000	Carried over from 2024 PPL

Coordination with MPO

StarMetro regularly partners with the CRTPA to promote close collaboration and ensure cohesive regional planning. This coordination is accomplished through participation on committees, input on planning documents, and involvement in oversight as described below:

- Technical Advisory Committee (TAC)
- Safe Streets and Roads for All (SS4A)
- Various Corridor Studies
- Regional Mobility Plan
- CRTPA Public Involvement Process Plan (PIPP)
- Project Priority List
- Transportation Improvement Plan
- Unified Planning Work Program
- CRTPA Triennial Review by FHWA

StarMetro’s 2025 TDP Annual Progress Report was accepted by the CRTPA Board at the November 17, 2025, meeting.

Table 3 shows StarMetro’s FY24 farebox recovery ratio (4%) for all modes.

Table 3 FY 24 Farebox Recovery Ratio

COT StarMetro FY24 Farebox Recovery Ratio (FRR)			
2024	Operating Expenses (OE)	Fare Revenue (FR)	Farebox Recovery Ratio (FRR)
All Modes	\$29,706,489	\$1,063,388	4%

Financial Plan

The Ten-Year Operating and Capital Program (**Table 4 Operating and Table 5 Capital**) provides an update on any changes to the prior year's Implementation Plan and Financial Plan. The tables illustrate the consistency year over year is StraMetro's planned and implemented programs. This update also shifts the planning horizon forward one (1) year to cover the period spanning FY2026 to FY2035. It is important to note that the Ten-Year Operating and Capital Program is not intended to be a budget. StarMetro's budget is approved annually by the City of Tallahassee Commission.

Operating Program

The Operating Program includes expenditures and revenues for maintaining existing fixed route and paratransit service. Over the ten-year period, StarMetro's projected operating expenses (**Table 4**) average approximately \$30M annually. These expenses are funded through local government funds, federal grants, and state grants. Based on the projected operating expenses and revenues StarMetro anticipates a deficit in 2035.

Capital Program

The Capital Program identifies just under \$62M in investments, over the ten-year period, needed to support infrastructure improvements, fleet modernization, and technology upgrades (**Table 5**). These capital costs are primarily funded through federal and state grants and local matching funds. The capital revenues align with planned capital expenditures to ensure a balanced budget without funding gaps.

Table 4 Ten Year Operating

Maintain Existing Network Scenario: Operating Expenses

Alternative	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Service	New 10th Year									
Fixed Route Service	23,088,413	23,781,065	24,494,497	25,229,332	25,986,212	26,765,799	27,568,773	28,395,836	29,247,711	30,125,142
Dial-A-Ride Service	3,071,833	3,102,551	3,133,577	3,164,913	3,196,562	3,228,527	3,260,813	3,293,421	3,326,355	3,359,619
Operating Expense Total	\$26,160,246	\$26,883,617	\$27,628,074	\$28,394,245	\$29,182,774	\$29,994,326	\$30,829,585	\$31,689,256	\$32,574,066	\$33,484,761

Maintain Existing Network Scenario: Operating Revenues

Revenue Source	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
	New 10th Year									
Directly Generated Funds (e.g., Fare Revenue, Charges for Services)	5,603,520	8,000,423	8,080,427	8,080,427	8,080,427	8,080,427	8,080,427	8,080,427	8,080,427	8,080,427
Local Government Funds	15,266,977	15,817,874	16,292,410	16,781,182	17,284,618	17,803,156	18,337,251	18,887,368	19,453,989	20,037,609
State Funds (e.g., Trip & Equipment Grant, FDOT Block Grant, ISD Grant)	2,596,528	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Federal Funds (e.g., 5307, 5339, 5310)	3,753,728	3,051,551	3,051,551	3,051,551	3,051,551	3,051,551	3,051,551	3,051,551	3,051,551	3,051,551
Operating Revenue Total	27,220,753	28,869,848	29,424,388	29,913,160	30,416,596	30,935,134	31,469,229	32,019,346	32,585,967	33,169,587
Difference (Rev-Exp)	\$1,060,507	\$1,986,231	\$1,796,314	\$1,518,915	\$1,233,822	\$940,808	\$639,644	\$330,090	\$11,902	(315,174)

Table 5 Ten Year Capital

Maintain Existing Network Scenario: Capital Expenses

Alternative	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Infrastructure										New 10th Year
New Transit Facility (SSTC)	12,684,630									
Electrification Infrastructure	8,342,984	1,000,000	1,000,000		1,000,000		1,000,000		1,000,000	
Revenue Vehicles	9,277,480	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
Service Vehicles	157,153	157,153	157,153	157,153	157,153	157,153	157,153	157,153	157,153	157,153
Transit Amenities (e.g. Bus Stop Improvements)	612,500	612,500	612,500	612,500	612,500	612,500	612,500	612,500	612,500	612,500
Administrative Building & C.K. Steele Plaza	400,000	700,000								
Technology	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
Capital Expense Total	\$31,974,747	\$4,469,653	\$3,769,653	\$2,769,653	\$3,769,653	\$2,769,653	\$3,769,653	\$2,769,653	\$3,769,653	\$2,769,653

Maintain Existing Network Scenario: Capital Revenues

Revenue Source	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
										New 10th Year
Directly Generated Funds (e.g., Fare Revenue, Charges for Services)	-	-	-	-	-	-	-	-	-	-
Local Government Funds	3,440,237	1,477,088	2,112,500	712,500	712,500	712,500	712,500	712,500	712,500	712,500
State Funds	4,448,346	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000
Federal Funds	24,357,500	3,330,119	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000
Capital Revenue Total	32,246,083	5,407,207	6,012,500	4,612,500						
Difference (Rev-Exp)	271,336	937,554	2,242,847	1,842,847	842,847	1,842,847	842,847	1,842,847	842,847	1,842,847

November 17, 2025



AGENDA ITEM 5 E

**EXECUTIVE DIRECTOR'S QUARTERLY TIMESHEET APPROVAL
(JULY 1, 2025, THROUGH SEPTEMBER 30, 2025)**

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

This item seeks Board approval of the Executive Director's timesheets for the last fiscal quarter of July 1, 2025, through September 30, 2025.

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 was the 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 July 1, 2025, through September 30, 2025.

OPTIONS

Option 1: Approve Executive Director's timesheets for the period of July 1, 2025, through September 30, 2025 (Recommended)

Option 2: CRTPA Board Discretion.

ATTACHMENTS

Attachment 1: Executive Director's Timesheets for July 1, 2025, through September 30, 2025.

EMP NAME: Greg Slay		PAYROLL DATE: 7/18/25		
EMP # 14156	DATE RANGE: 6/30/25		7/11/25	
DEPT: 460101				
CRTPA EMPLOYEE TIME SHEET				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	6/30/25			
Tues	7/1/25			
Wed	7/2/25			
Thurs	7/3/25	8		
Fri	7/4/25			8H
Mon	7/7/25	8		
Tues	7/8/25	8		
Wed	7/9/25			
Thurs	7/10/25			
Fri	7/11/25			
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="text-align: center; margin-top: 10px;">  </div>				
EMPLOYEE SIGNATURE			DATE	

CRTPA TASK SHEET

Employee Name *Greg Slay*
 Employee Number *14156*
 Department *CRTPA* VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK
 Payroll Date *07/18/25*
 Payroll Range *06/30/25 thru 07/11/25*

		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	06/30/25	4		1	1	2		
Tues	07/01/25	3		2	1	1		1
Wed	07/02/25	3	2			2		1
Thurs	07/03/25	8						
Fri	07/04/25	8						
Mon	07/07/25	8						
Tues	07/08/25	8						
Wed	07/09/25	2		3		2		1
Thurs	07/10/25	2		2	1	2		1
Fri	07/11/25	1	2	1	1	2	1	

Hours

Activity

- 8 Admin, audit, RMP, T2H - Leon, ITS, regional trails
- 8 Admin, RMP, PPLs/TIP, ITS, HIN
- 8 Admin, crash data, ITS, HIN
- 8 Personal leave
- 8 Holiday
- 8 Personal leave
- 8 Personal leave
- 8 Admin, RMP, functional class, regional trails,
- 8 Admin, RMP, PPLs, ITS, Starmetro
- 8 Audit, Crash data, U-SDK, RMP, website

EMP NAME: Greg Slay PAYROLL DATE: 8/15/25

EMP # 14156 DATE RANGE: 7/28/25 8/8/25

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	7/28/25			
Tues	7/29/25			
Wed	7/30/25			
Thurs	7/31/25			
Fri	8/1/25			
Mon	8/4/25			
Tues	8/5/25			
Wed	8/6/25			
Thurs	8/7/25			
Fri	8/8/25			

Comments:

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August 8, 2025

EMPLOYEE SIGNATURE

DATE

CRTPA TASK SHEET

Employee Name *Greg Slay*
 Employee Number *14156*
 Department *CRTPA* VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK
 Payroll Date *09/12/25*
 Payroll Range *08/25/25 thru 09/05/25*

	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	08/25/25	8						
Tues	08/26/25	8						
Wed	08/27/25	2				6		
Thurs	08/28/25	8						
Fri	08/29/25	8						
Mon	09/01/25	8						
Tues	09/02/25	6		2				
Wed	09/03/25	1		1	5	1		
Thurs	09/04/25	2		2	1	2		1
Fri	09/05/25	2	2	1		2		1

Hours

Activity

- 8 Personal leave
- 8 Personal leave
- 8 Admin, W. 90 Feasibility Study (Gadsden County)
- 8 Admin, Exec. Committee, sick leave
- 8 Sick leave
- 8 Holiday
- 8 Admin, Committees, RMP
- 8 Admin, RMP, FDOT Priorities meeting (Chipley)
- 8 Admin, RMP, road costs, regional trails, N. Monroe
- 8 Admin, crash data, RMP, ITS, M. Monroe

EMP NAME: Greg Slay PAYROLL DATE: 9/12/25

EMP # 14156 DATE RANGE: 8/25/25 9/5/25

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	8/25/25	8		
Tues	8/26/25	8		
Wed	8/27/25			
Thurs	8/28/25		4	
Fri	8/29/25		8	
Mon	9/1/25			8 - Holiday
Tues	9/2/25			
Wed	9/3/25			
Thurs	9/4/25			
Fri	9/5/25			

Comments:

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EMPLOYEE SIGNATURE

DATE

CRTPA TASK SHEET

Employee Name *Greg Slay*
 Employee Number *14156*
 Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
 Payroll Date *09/12/25*
 Payroll Range *08/25/25 thru 09/05/25*

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	08/25/25	8						
Tues	08/26/25	8						
Wed	08/27/25	2				6		
Thurs	08/28/25	8						
Fri	08/29/25	8						
Mon	09/01/25	8						
Tues	09/02/25	6		2				
Wed	09/03/25	1		1	5	1		
Thurs	09/04/25	2		2	1	2		1
Fri	09/05/25	2	2	1		2		1

Hours

Activity

- 8 Personal leave
- 8 Personal leave
- 8 Admin, W. 90 Feasibility Study (Gadsden County)
- 8 Admin, Exec. Committee, sick leave
- 8 Sick leave
- 8 Holiday
- 8 Admin, Committees, RMP
- 8 Admin, RMP, FDOT Priorities meeting (Chipley)
- 8 Admin, RMP, road costs, regional trails, N. Monroe
- 8 Admin, crash data, RMP, AAM, N. Monroe

EMP NAME: Greg Slay PAYROLL DATE: 9/26/25

EMP # 14156 DATE RANGE: 9/8/25 9/19/25

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	9/8/25			
Tues	9/9/25			
Wed	9/10/25			
Thurs	9/11/25			
Fri	9/12/25			
Mon	9/15/25			
Tues	9/16/25			
Wed	9/17/25			
Thurs	9/18/25			
Fri	9/19/25			

Comments:

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September 19, 2025

EMPLOYEE SIGNATURE

DATE

CRTPA TASK SHEET

Employee Name *Greg Slay*
 Employee Number *14156*
 Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
 Payroll Date *09/26/25*
 Payroll Range *09/08/25 thru 09/19/25*

	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
Day	Date	701	989	703	990	706	705	995
Mon	09/08/25	4	1	1		1		1
Tues	09/09/25		2	1	2	2		1
Wed	09/10/25	2	1	3		1		1
Thurs	09/11/25	2	2	1			2	1
Fri	09/12/25	1	3		2	2		
Mon	09/15/25	3	2	1		2		
Tues	09/16/25	8						
Wed	09/17/25	8						
Thurs	09/18/25	8						
Fri	09/19/25	8						

Hours	Activity
8	Admin, bylaws, staff meeting, crash data, RMP, T2H PD&E, N. Monroe
8	Crash data, RMP, ITS, regional trails, HIN
8	Admin, RMP, model update, N. Monroe
8	Admin, crash data, RMP, website, N. Monroe
8	UPWP, U-SDK, crash data, legislative review, ITS, T2H PD&E
8	Admin, staff meeting, crash data, RMP,
8	Admin, Board meeting, FAPA Travel
8	FAPA conference
8	FAPA conference
8	FAPA conference

EMP NAME: Greg Slay PAYROLL DATE: 10/10/25

EMP # 14156 DATE RANGE: 9/22/25 10/3/25

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	9/22/25			
Tues	9/23/25			
Wed	9/24/25			
Thurs	9/25/25			
Fri	9/26/25			
Mon	9/29/25			
Tues	9/30/25			
Wed	10/1/25			
Thurs	10/2/25			
Fri	10/3/25			

Comments:

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October 3, 2024

EMPLOYEE SIGNATURE DATE

CRTPA TASK SHEET

Employee Name *Greg Slay*
 Employee Number *14156*
 Department *CRTPA* VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK
 Payroll Date *10/10/25*
 Payroll Range *09/22/25 thru 10/03/25*

	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
Day	Date	701	989	703	990	706	705	995
Mon	09/22/25	3	2	1		1		1
Tues	09/23/25	3	1	1	2	1		
Wed	09/24/25		1	1		3		3
Thurs	09/25/25	2		3	1	2		
Fri	09/26/25	2	3	1		1		1
Mon	09/29/25	1	3	1		2		1
Tues	09/30/25		2	4	1			1
Wed	10/01/25	2	2	1		2		1
Thurs	10/02/25	2		3	1	2		
Fri	10/03/25	2		2		2		2

Hours

Activity

- 8 Admin, staff meeting, data review, Citian preview, RMP, regional trails, N. Monroe
- 8 Admin, HR meeting, ethics training, crash data, RMP, SRTS/CTST, ITS
- 8 Citian, RMP, TMC funding, HIN, N. Monroe
- 8 Admin, RMP, model data, ITS
- 8 Admin, U-SDK, crash data, RMP, ITS, HIN
- 8 Admin, U-SDK, Citian, RMP, regional trails, HIN
- 8 Crash data, RMP, Woodville Highway Plan, SRTS, N. Monroe
- 8 Admin, crash data, RMP, regional trails.
- 8 Admin, FDOT quarterly meeting, BP modeling discussion.
- 8 Admin, UPWP, RMP, census data, HIN, N. Monroe

November 17, 2025



AGENDA ITEM 5 F

CRTPA TRAVEL POLICY

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

This item proposes updates to the CRTPA's adopted Travel and Training Policy, (**Attachment 1**) approved by the CRTPA Board at the October 22, 2022 meeting, and seeks approval of the revisions.

BACKGROUND AND ANALYSIS

In October 2022, the CRTPA Board approved the Travel and Training Policy along with Resolution No. 2022-10-7D (**Attachment 2**) establishing the CRTPA travel rates for per diem, meals, and mileage rates pursuant to §112.061(14)(a)5, Florida Statutes. Since the adoption of the policy the City of Tallahassee has introduced an electronic process for Travel Authorization, Cash Advances, and approval of the final Expense Report for reimbursement to the traveler. In order to process travel either the Director or Assistant Director must electronically confirm the authorization and final approval in the City's Financial System.

To facilitate this process, a revision to the Travel and Training Policy is proposed that expressly allows the Assistant Director and/or the Executive Director to serve as the Chair's designee to authorize and approve staff and Board member travel for the listed meetings and/or training. The revised CRTPA Travel and Training Policy has been developed consistent with the applicable sections of the City's Policy 602, the revised electronic processing of travel and satisfies the requirement of Section 7 of the CRTPA and City of Tallahassee Staff Services Agreement (**Attachment 3**).

RECOMMENDED ACTION

Option 1: Approve the revised CRTPA's Travel and Training Policy.

Option 2: Provide other direction.

ATTACHMENTS

Attachment 1: Revised Policy (Strikethrough and Underline)

Attachment 2: Resolution No. 2022-10-7D

Attachment 3: CRTPA and City of Tallahassee Staff Services Agreement, Section 7

TRAVEL AND TRAINING POLICY

APPROVED: (October 22, 2022)

REVISED: (Date of Revision - November 17, 2025)

REVIEW BY: Every two years prior to development of UPWP

1. REFERENCE

Staff Services Agreement between the City of Tallahassee and the CRTPA.

- A. CRTPA and the Florida Department of Transportation Consolidated Planning Grant Agreement.
- B. City of Tallahassee Administrative Travel and Training Policy No. 602.
- C. Florida Statutes Section 112.061, Per Diem and Travel Expenses.
- D. Code of Federal Regulation 2CFR 200.475, Travel Rates.
- E. U.S. General Services Administration (GSA) Travel Rates

2. PURPOSE AND SCOPE

The purpose and scope of this section is to establish travel procedures for all travelers of the Capital Region Transportation Planning Agency, where authorized and travel is necessary, and reimbursement requested. Travel will be carried out in accordance with the requirements of 2CFR200.475, Florida Statutes Section 112.061 and the Consolidated Planning Grant Agreement with the Florida Department of Transportation.

3. DEFINITIONS

Chair's Designee – Executive Director or Assistant Director.

Employees - All individuals that are employed by the Capital Region Transportation Planning Agency

In town - Includes Leon, Gadsden, Jefferson, and Wakulla counties.

Officials - CRTPA Governing Board Members.

~~Travel~~ Travel Authorization Request and Expense Forms - ~~To establish p~~Procedures for all travelers of the CRTPA, where allowed travel is requested and authorized. ~~travel is necessary, and reimbursement requested.~~

Cash Advance - Payment of funds for a traveler's out-of-pocket expenses to be used in the future during authorized travel.

Expense Report – All expenses associated with authorized travel documenting P-card and out-of-pocket expenses, times of travel and amount payable to traveler or for reimbursement to the City.

Traveler - A CRTPA official, employee or other authorized person performing travel.

Out of Town – Outside of the four county areas that includes Leon, Gadsden, Jefferson, and Wakulla.

4. TRAVEL AUTHORIZATION

A. **Personnel and Board Members** All travel by the CRTPA's personnel and Governing Board members shall be authorized ~~approved~~ by the Chair or by the Chair's Designee, CRTPA's (Executive Director or Assistant Director); and travel expenses shall be paid consistent with the provisions of the CRTPA's Travel and Training Policy and Resolution No. 2022-10-7D.

~~B. **Executive Director** All travel by the CRTPA's Executive Director shall be approved by the Chairman of the Governing Board or his designee and travel expenses shall be paid consistent with the provisions of Section 112.061, Florida Statutes.~~

5. ADMINISTRATIVE PROCEDURES AND GUIDELINES

TRAVEL EXPENSE REQUIREMENTS/GUIDELINES ALLOWABLE EXPENSES - REIMBURSEMENT

This section discusses allowable travel and expenses that will be reimbursed ~~by the~~:

A. Allowable travel for staff and Officials may be authorized for the following regular meetings, training and/or annual conferences sponsored by the:

- Metropolitan Planning Organization Advisory Council (MPOAC)
- Florida Department of Transportation (FDOT)
- American Planning Association (APA)
- Florida Planning Association (FAPA)
- Association of Metropolitan Planning Organization (AMPO)
- American Association of State Highway and Transportation Officials (AASHTO)
- Floridians for Better Transportation (FBT)
- Federal Highway Administration (FHWA)
- Federal Transit Agency (FTA)

~~A.~~B. The traveler shall be reimbursed for expenses that are in conformance with the approved authorized trip, and the funds are provided for in the approved budget.

~~B.~~C. The number of persons traveling is the minimum number required to accomplish the purpose of the trip.

~~C.~~D. Efficiency shall be the primary consideration when making travel arrangements. The method, class, routing and other arrangements associated with the travel shall be the most efficient available and result in the shortest “time-away” or lowest over-all cost consistent with distance to be traveled and trip purposes.

If a traveler selects a different route or rate, for his or her own benefit, reimbursement shall be limited to that which best suits the interest of the CRTPA. The traveler shall pay the difference, if a less suited method is chosen.

Travel arrangements should be made as early as possible to take advantage of early discounts and advance purchase prices.

- A.** The traveler shall take leave when any “time away” is (1) beyond the time necessary to conduct the authorized purpose of the travel and (2) incurred solely for the convenience of the traveler.
- B.** If the CRTPA is being reimbursed by the State of Florida for the travel expenses, the traveler shall be reimbursed under this travel procedure.
- C.** The CRTPA will not reimburse any expenses for a traveler’s spouse or other family member. Reimbursement is limited to the traveler only.
- D.** Purchase Card Use:
 - 1.** A City purchase card shall be used to prepay for airline tickets, lodging, car rental, and registration fees, whenever possible.
 - 2.** The purchase card shall not be used for expenses that are reimbursed to the traveler at a flat rate, e.g. meals and mileage.
 - 3.** The purchase card may be used to purchase gas when the traveler is using a City or rental vehicle.
 - 4.** The purchase card should not be used to pay for personal charges incurred by the traveler.

E. Registration Fees:

Fees for registration, including meals and other programmed affairs sponsored by conference or convention organizations, shall be prepaid whenever possible. The purchase card should not be used to pay for personal charges incurred by the traveler. Fees for registration, including meals ~~Fees or fees~~ associated with entertainment events/dinners that are optional and not included, as part of the registration fee, shall be paid by the traveler. The CRTPA will not pay for these costs.

TRANSPORTATION TO/FROM DESTINATION:

This section discusses the methods of transportation for travel.

TICKETED TRAVEL

Air Travel

If travel is by air, the following shall be considered:

- A. Coach fare class shall be taken for all travel by air.
- B. First class airfare shall be limited to trips under emergency conditions when coach accommodations are not available.
- C. All flights shall originate in Tallahassee unless the appropriate appointed official authorizes an exception.
- D. The actual cost of the charter plane shall be reimbursed, if it is the most economical method of travel for 2 or more individuals.
- E. The actual cost incurred for parking a private vehicle at the airport, long term parking only, while the traveler is away shall be reimbursed. A receipt is required.
- F. Frequent flier miles accrue to and are owned by the traveler. However, the airline selected for travel shall be the one offering the least expensive fare. The traveler shall not use an airline exclusively to maximize the frequent flier miles accrued.
- G. If air travel is booked via the Internet, the confirmation notice that states the amount shall be submitted to verify the cost.
- H. All ticket changes that incur additional costs for the CRTPA must be documented by the traveler and approved by the appropriate Executive Director.
- I. Checked airline baggage shall consist of one bag, maximum allowable size and/or weight for that specific airline. Traveler will be responsible for all applicable oversize and/or overweight charges.
- J. Airline additional coverage plans can be purchased at the option of the traveler; however, the CRTPA will not reimburse a traveler for this coverage.

BUS/TRAIN

Travel by train or bus is permitted. The use of taxis and shuttles as an alternative mode should be considered when less expensive and practicable under the circumstances.

VEHICLE TRAVEL

If travel is by vehicle the following shall be considered, and the most efficient method shall be used by the traveler. Vehicle travel choices are either by city-owned vehicle, rental vehicle or personal vehicle. Traveler may use the most efficient method of travel worksheet as a guidance tool to determine the method to travel when using a vehicle.

If there are multiple travelers going to the same destination, car-pooling should be encouraged. The CRTPA Executive Director or his/her designee shall determine how multiple travelers to the same destination will travel.

CITY-OWNED VEHICLE

The following guidelines should be used for this type of vehicle:

- A. Contact City Fleet for information regarding the vehicle types and rate.
- B. Reservations should be made in advance by contacting the Fleet Division. Rental prices for motor pool equipment can be found in the following link:
<https://citytlh.sharepoint.com/sites/fleetmanagement/SitePages/Motor-Pool.aspx>

CITY/STATE CONTRACT RENTAL VEHICLE

The following guidelines should be used for this type of vehicle:

- A. Rental shall be limited to the most economical class of vehicle necessary based on the number of passengers or the volume of materials to be transported. Higher classes of vehicle rental shall be supported by an explanation as the basis for incurring the more expensive rates.
- B. Collision-damage waivers shall not be purchased when obtaining a rental vehicle. The CRTPA's insurance program is adequate to cover claims.
Additional insurance guidance:
 - 1. *Travel **in** Florida:* When an employee has rented a vehicle for CRTPA business and has done so using city purchase card, the employee should NOT obtain additional coverage when the travel occurs in the state of Florida. The CRTPA's [liability](#) insurance will cover any damages to the rented vehicle resulting from the employee's negligence. Additionally, the employee while on business will be covered by [CRTPA's](#) Workers' Compensation or the [CRTPA's employee's](#) health insurance and does not need the personal accident insurance.
 - 2. *Travel **outside** of Florida:* When an employee travels on CRTPA business outside the state of Florida, the employee should NOT obtain additional coverage for damage to the rented vehicle. The CRTPA's insurance program will provide coverage for damages to the vehicle which result from the employee's negligence. The employee should purchase bodily injury liability coverage that comports to that jurisdiction's requirements. The employee will also be covered by the CRTPA's Workers' Compensation or [employees](#) health insurance while on CRTPA business.
- C. A traveler shall not be reimbursed for Personal Accident Insurance. Employees are covered under the CRTPA's Workers' Compensation Program while on work time. If a rental vehicle is booked via the Internet, the confirmation notice that states the amount shall be submitted to verify the cost. A receipt shall be submitted upon return.
- D. If an employee travels on CRTPA business and uses their personal vehicle, the employee's insurance is primary for all negligence claims arising from the use of the vehicle and claims for damage to the employee's vehicle.

A PERSONAL VEHICLE

If an employee travels on CRTPA business and uses their personal vehicle, the employee's insurance is primary for all negligence claims arising from the use of the vehicle and claims for damage to the employee's vehicle. The following guidelines should be used for this type of vehicle:

- A. Such use shall be advanced or reimbursed at the lower of the rates allowed by the Internal Revenue Service or the Government Services Administration.
- B. The mileage allowable will be from the traveler's residence or headquarters; whichever is less, to the destination. The distance calculation can be found on the following website: MapQuest: <http://www.mapquest.com>
- C. A reasonable amount of vicinity travel is normal and shall be reimbursed to the traveler. Twenty-five (25) miles for vicinity travel may be included for calculation of the traveler's advance.
- D. Employees receiving a vehicle allowance as part of their salary package are entitled to reimbursement for mileage when using their personal vehicle for authorized out-of-town travel.
- E. If there are multiple travelers riding in the same vehicle, only one individual shall be reimbursed for mileage.

VICINITY TRAVEL

The following guidelines shall be used to calculate vicinity travel when out of town:

- A. If travel to a destination is by personal vehicle, a reasonable amount of vicinity travel is normal and shall be reimbursed to the traveler at the lower of the rates allowed by the GSA the City of Tallahassee.
- B. Public transportation costs such as taxi or limousine service to and from the hotel and around the city of destination to conduct City business shall be reimbursed. A receipt is required whenever possible or unless an exception is noted.
- C. Road and bridge tolls shall be reimbursed. Receipts shall be obtained, whenever possible.
- D. The actual cost incurred for parking (private or rental vehicle) at a hotel shall be paid as a portion of the employee's lodging if the employee is utilizing a purchase card. Otherwise, a receipt is required for reimbursement.

MEALS/GSA:

Meals

- A. The GSA Travel Per Diem will determine all meal costs.
- B. The "Zip Code" is the preferred and recommended option to search for your travel destination on the following link: www.gsa.gov/perdiem

1. Payment for meals is based on the following travel schedule:

DEPARTURE:

Breakfast	Prior to 8:00 a.m.
Lunch	8:01 a.m. to 12:59 p.m.
Dinner	1:00 p.m. to 6:00 p.m.

2. Payment for meals is based on the following travel schedule:

RETURN:

Breakfast	Prior to 12:00 p.m.
Lunch	12:01 p.m. to 6:00 p.m.
Dinner	6:01 p.m. to 12:00 a.m.

- C.** Tips are included in the amount allowable for meals under the GSA Travel Per Diem. The traveler shall not include tips associated with meals in his/her reimbursement request for gratuities as discussed below in the section "Miscellaneous/Gratuities".

The GSA Travel Per Diem shall be used for **out of the country** travel.

- A.** If a meal is provided as part of the hotel/conference registration (e.g. continental breakfast), it will be excluded from the meals to be paid for under the Travel Per Diem. If the meal provided is not eaten and the traveler has a reasonable explanation, the meal will be reimbursed. The explanation must be documented and approved by a CRTPA Executive Director or his/her designee in order to be reimbursed. ~~A link to a Meals Worksheet is included in the Travel Request Form. This worksheet can be provided to is a working tool which is encouraged to be used by~~ travelers as a guide to calculate meals when completing ~~the Travel documentation Request Form~~ for reimbursement. ~~It must be completed when there is an exception to CRTPA meal procedures and signed by the traveler and approver.~~

~~In lieu of reimbursement based upon the Per Diem, Officials may be reimbursed for actual meal expenses based on receipts obtained. The public purpose, attendees and any other relevant information shall be documented. The CRTPA will not reimburse alcohol costs. (Not consistent with Resolution 2022-10-7D)~~

~~B.~~

- C.B.** If another employee pays for a meal that is reimbursed by the CRTPA as a part of their travel ~~E~~expense ~~R~~report, the meal will be excluded from the meals to be paid for under the GSA Travel Per Diem on all travelers' vouchers in attendance at the meal. The traveler that paid for the meal shall include the cost of the meal as another expense on his/her travel voucher. A receipt is required, and no alcohol will be reimbursed.

- D.C.** If a vendor pays for a traveler's meal and the CRTPA will reimburse the vendor for the cost, it will be excluded from the meals to be paid for under the GSA Travel Per Diem on the traveler's travel ~~e~~Expense ~~f~~orm ~~R~~eport.

LODGING:

- A.** It is in the best interest of the CRTPA to pay for lodging expenses at the specific hotel hosting the approved event. Whenever possible, the CRTPA shall pay for lodging prior to the traveler's departure. The lodging expense is limited to a standard room or occupancy shared with another CRTPA traveler.
- B.** Cost of lodging shared with a non-official or non-employee (e.g., family members) is limited to the standard room rate.
- C.** If a hotel charges a fee for a smoking room, the extra cost shall be paid by the traveler.
- D.** The CRTPA is exempt from paying sales tax on its purchases under the City of Tallahassee's Tax-Exempt Certificate. Therefore, employees are responsible for ensuring that hotels do not charge tax on lodging when travel is within the State of Florida. If travel is out of state, employees should request the exemption. However, Florida does not have reciprocity agreements with all states and thus, the City's exemption may not be recognized. Therefore, taxes applied to lodging expenses when out of state will be reimbursed, if the establishment charges the traveler. The traveler shall obtain a copy of the City's exemption certificate while traveling in the event it is needed to obtain the exemption.
- E.** If a hotel is booked via the Internet, the confirmation notice that states the amount shall be submitted to verify the cost. A hotel billing statement must also be submitted upon return.
- F.** All incidental (personal) hotel charges made by the traveler should be paid by the traveler prior to leaving the hotel.

PER DIEM:

Meal/Lodging Per Diem

As an alternative to reimbursement or prepayment for lodging and meals, a traveler may receive \$50.00 per diem (per day) for lodging and meals (tips included). No receipts are required. The day is divided into the following quarters:

- 6:01 a.m. – 12:00 noon
- 12:01 p.m. – 6:00 p.m.
- 6:01 p.m. – 12:00 midnight
- 12:01 a.m. – 6:00 a.m.

A traveler may receive \$12.50 for any portion of a quarter. Per Diem is limited to travel that requires overnight stay.

TELEPHONE:

The CRTPA shall reimburse the traveler the cost of telephone calls as follows:

- Business calls and messages
- “Collect” calls to the CRTPA’s offices
- All business calls shall be noted as such on the relevant receipt submitted for reimbursement.

MISCELLANEOUS/GRATUITIES:

- A. Any other necessary expense, not otherwise provided for that is incurred for the benefit of the CRTPA, must appear together with an explanation on the [eExpense Report](#). Receipts shall be obtained in order to receive reimbursement. Gratuities for hotel, taxi, airport, porters, etc., shall be reimbursed as out of pocket expenses with a maximum of \$10 per trip.
- B. The traveler should [report include](#) only actual costs incurred. Monies associated with gratuities will not be included as a part of the advance but will be reimbursed upon completion of the travel. If the Executive Director authorizes more than the maximum, the traveler shall provide an explanation for the amount. Reimbursement for mileage to and from the airport shall be based upon miles from the traveler’s headquarters or home to the airport, whichever is less.

ONE-DAY TRAVEL:

Documentation for approved travel that does not require an overnight stay and is not requesting reimbursement shall be maintained. This documentation does not have to be submitted to Accounts Payable. Mileage is reimbursed for any business conducted but no other expenses are reimbursed.

IN-TOWN TRAVEL:

- A. CRTPA employees traveling in-town may use a City vehicle when possible. If an employee utilizes their personal vehicle mileage to be reimbursed.
- B. Executive management will not be reimbursed mileage for using his/her personal vehicle when traveling in-town on CRTPA business.

TRAVEL TIME:

- A. For all personnel, attendance at conference, training, and to conduct CRTPA business shall be considered work time.
- B. Travel time shall be counted as work time for purposes of calculating compensatory or over time when the purpose of the travel is a required part of the employee’s position.
- C. Travel time to/from the airport shall be based upon travel time miles from the traveler’s headquarters or home, to the airport, whichever is less. Approved travel ends at the time the employee arrives back to the traveler’s headquarters or home. The estimated end time is indicated on the Travel Request Form and the actual travel time is indicated on the [Travel Expense Form Report](#).

- D. The traveler chose to drive rather than fly, the CRTPA Executive Director shall determine how much travel time will be considered work time.

6. **Administrative Procedures and Guidelines**

TRAVEL FORMS/AND EXPENSE DOCUMENTATION REQUIREMENTS

The ~~ultimate purpose of the Travel Request and~~ Expense application in ~~forms the City of Tallahassee's Financial System~~ is ~~used~~ to document the ~~purpose/reason~~, dates, and times of travel conducted by the traveler ~~for the purpose of authorization and approval of the Expense Report~~. Therefore, ~~documentation of all proposed and final~~ expenses associated with the travel should be ~~captured on the form completed and submitted electronically through City's financial system~~. ~~All Travel request and Travel, expense forms must be signed and approved by an authorized supervisor. These signed forms must be submitted and approved by the Chair or designee. Travel shall be processed in accordance with~~ ~~according to~~ the timelines set forth in sections C. and D. below.

TRAVEL CASH ADVANCES

- A. Any traveler may request ~~an a~~ a Cash Advance for out-of-pocket expenses. However, this is not required. A traveler may choose to pay for all costs associated with CRTPA travel personally and then be reimbursed upon return.
- B. A traveler shall not incur costs personally and then receive separate reimbursements for each transaction (e.g. hotel, rental car, air fare.)
- C. ~~A Travel a~~ Cash Advances ~~must be submitted at a minimum 14 calendar days before travel,~~ and ~~an Expense Reports for~~ reimbursements must be settled within 14 calendar days of completing the travel. To ensure accurate and complete travel documentation, it is best to submit ~~a travel e~~ an Expense Report form immediately upon return to the CRTPA's offices.
- D. If upon completion of travel, the traveler owes the CRTPA funds, those funds must be paid to the Treasurer-Clerk, Revenue Office and a receipt obtained. The receipt must be attached to the travel ~~eExpense voucher~~ Report.
- E. If the amount due to/from the traveler is less than five dollars (\$5), no reimbursement/payment shall be processed. For example, if the traveler owes the CRTPA \$2.39, reimbursement shall be waived and the ~~Travel Expense Form Report~~ will be processed without the receipt.
- F. A travel advance that is less than \$25.00 will not be processed for payment. The traveler is required to submit ~~a travel an eExpense form Report~~ upon return in order to be reimbursed for appropriate expenses.

TRAVEL ~~REQUEST~~ AUTHORIZATION REQUEST FORM

- A. ~~Travel Request~~ Travel Authorization requests must be submitted for no later than 14 days prior to departure ~~Form~~ and the following travel documents ~~must should~~ be submitted ~~in PeopleSoft Financials to Procurement Services—Accounts Payable in accordance with the following lead times:~~
- ~~Forms~~ Travel Authorization request:
- Conference Agenda Packet or ~~Conference~~ Agenda for Training or Meeting
 - Hotel Stay Information/Reservation
 - MapQuest for Travel Miles or Car Rental Reservation
 - Dates of Travel

- ~~Accounts Payable requests made 14 calendar days prior to the start of a trip for checks payable to a hotel, conference registration or organization. Whenever possible, a CRTPA Purchase Card should be used to pre-pay for these expenses, or in the event a non-City of Tallahassee Official travels a personal credit card may be used;~~
 - ~~7-A Travel Authorization request should be submitted 14 calendar days prior to the start of a trip, if the traveler is to receive an advance;~~
 - ~~3 calendar days prior to the start of a trip if the traveler is not receiving an advance.~~
- B. NOTE: It is best to submit the ~~T~~travel Authorization request ~~form~~ as soon as a allowed travel ~~need~~ is identified. This will ensure that all registrations and reservations are completed timely to provide the opportunity to take advantage of advance purchase discounts and fares. A brief explanation is required (in the remarks section of the travel and/or expense report) whenever forms are not submitted to Accounts Payable in accordance with the above stated times.
- C. The Travel Authorization ~~R~~request ~~form~~ must be completed ~~in its entirety. If an incomplete form is submitted to Accounts Payable, it will be returned to the originating department for completion.~~ The traveler and the CRTPA Chair or Executive Director or his/her designee must ~~sign the Travel Request Form approve~~. Procurement Services shall only accept travel requests and expense vouchers that have been signed by the CRTPA Executive Director. If there are any items that are to be prepaid via a check, the traveler must attach the required documents necessary for mailing.

TRAVEL EXPENSE FORM REPORT

- A. The traveler must complete and submit an ~~n~~ Travel Expense Form Report to Accounts Payable for processing within 14 calendar days from returning from a trip. All receipts shall be ~~attached~~included with the Expense Report to the form in the City's Financial System and submitted for review and ~~reconciliation~~approval.
- B. ~~Accounts Payable~~sStaff should monitor all department travel ~~forms~~ to ensure that compliance with the CRTPA's Travel and Training Policy ~~is adhered to~~. If the Travel Expense Form Report has not been ~~processed~~submitted by the 14th day, ~~Accounts Payable~~ staff will send a notice to the traveler, ~~the department approver~~, and the CRTPA Executive Director advising of ~~the Department's~~ non-compliance with the CRTPA's Travel Policy.
- C. The traveler and the CRTPA ~~Executive Director~~Chair or his/her designee must ~~sign~~approve the ~~T~~travel Expense Report Form. ~~Procurement Services~~Accounts Payable~~Disbursement~~ staff will verify that the approving authority is appropriate given the delegation provided ~~by to~~ the CRTPA ~~Executive Director~~ Chair's Designee. ~~In the absence of such delegation, Procurement Disbursement Services shall only accept~~ ~~t~~Travel Authorization requests and ~~e~~Expense vouchers Reports that have been ~~signed (not a signature stamp)~~approved by the CRTPA ~~Executive Director~~Chair or Designee.

ADMINISTRATION

The CRTPA Executive Director may make amendments to the City's travel procedure for the purpose of keeping it complete and up to date. The CRTPA Executive Director may also delegate specific responsibilities for implementing portions of this policy.

~~*Draft for Approval: August 15, 2022 Executive Committee Meeting*~~
~~*Final Revised Draft for Approval: October 18, 2022*~~
November 17, 2025 CRTPA Board Meeting

Resolution 2022-10-7D

A RESOLUTION OF THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY HEREBY REFERRED TO AS THE "CRTPA" ADOPTING THE CRTPA TRAVEL AND TRAINING POLICY AND APPROVING THE PER DIEM, MEALS (SUBSISTENCE) AND MILEAGE RATES CONSISTENT WITH THE FEDERAL GENERAL SERVICES ADMINISTRATION TRAVEL RATES.

WHEREAS, the CRTPA is the designated and constituted body responsible for the urban transportation planning and programming process in the Capital Region; and

WHEREAS, Florida Statute 112.061(14)(a)5 states that "any metropolitan planning organization created pursuant to s. 339.175 or any other separate legal or administrative entity created pursuant to s. 339.175 of which a metropolitan planning organization is a member" may establish per diem, meals (subsistence) and mileage rates by enactment of a resolution; and

WHEREAS, the CRTPA is required to attend meetings and training opportunities outside of its jurisdiction, and

WHEREAS, the CRTPA has conducted travel and training in accordance the City of Tallahassee Travel and Training Policy 602; and

WHEREAS, the CRTPA has established a Travel and Training Policy in accordance the CRTPA Staff Services Agreement with the City of Tallahassee; and

WHEREAS, the CRTPA wishes to be reimbursed for travel according to rates consistent with the City of Tallahassee and the Federal General Services Administration standards.

NOW THEREFORE, BE IT RESOLVED BY THE CRTPA THAT:

1. The CRTPA has the right to establish per diem, meals (subsistence) and mileage rates beyond the State of Florida rates, and
2. The CRTPA establishes that the staff and elected officials will be compensated for per diem, meals (subsistence) and mileage costs consistent with Federal General Services Administration rates and the CRTPA Travel and Training Policy.

DONE, ORDERED, AND ADOPTED THIS 18th DAY OF OCTOBER

2022 CAPITAL REGION TRANSPORTATION PLANNING AGENCY

Kristin Dozier, Chair

ATTEST: _____
Greg Slay, Executive Director

**STAFF SERVICES AGREEMENT BETWEEN THE CAPITAL REGION
TRANSPORTATION PLANNING AGENCY AND THE CITY OF
TALLAHASSEE**

THIS MEMORANDUM OF UNDERSTANDING, hereinafter to be called the STAFF SERVICES AGREEMENT (“Agreement”), is made and entered into on the date specified herein, by and between the Capital Region Transportation Planning Agency, the region’s Metropolitan Planning Organization (“CRTPA”) and the City of Tallahassee (“CITY”).

WITNESSETH:

WHEREAS, Section 339.175, Florida Statutes, provides for the designation of a Metropolitan Planning Organization (“MPO”) for each urbanized area of the state and the creation and operation of such metropolitan planning organizations pursuant to an Interlocal Agreement entered into pursuant to Section 163.01, Florida Statutes; and

WHEREAS, the Governor of Florida has designated the CRTPA as the MPO for all of Leon County, along with urbanized portions of Gadsden, Wakulla and Jefferson Counties, the cities of Chattahoochee, Gretna, Midway, Quincy and Tallahassee, the towns of Greensboro and Havana, and the Leon County School Board; and

WHEREAS, the CRTPA as the MPO is duly created and operated pursuant to an Interlocal Agreement between the Florida Department of Transportation, the Counties of Leon, Gadsden, Wakulla and Jefferson, the cities of Chattahoochee, Gretna, Midway, Quincy and Tallahassee, the towns of Greensboro and Havana, and the Leon County School Board; and

WHEREAS, the CRTPA as the MPO wishes to manage the continuing, cooperative, and comprehensive transportation planning process mandated by state and federal law and authorized by Section 339.175, Florida Statutes; and

WHEREAS, Section 339.175, Florida Statutes, specifies that the CRTPA, as the MPO, shall be considered separate from the state or the governing body of a local government that is represented on the governing board of the CRTPA, as the MPO, or that is a signatory to the Interlocal Agreement creating the CRTPA, as the MPO, and shall have such powers and privileges that are provided under Sections 163.01 and 339.175, Florida Statutes; and

WHEREAS, pursuant to Section 339.175 (2)(b), Florida Statutes, the CRTPA, as the MPO, is a legally independent governmental entity distinct from the CITY government; and
WHEREAS, pursuant to Section 339.175(6)(g), Florida Statutes, the CRTPA, as the MPO, has the authority to contract with the CITY and other governmental entities for the provision and exchange of certain services; and

6.0 COMPENSATION.

In consideration for the administrative support services to be provided herein by the CITY, the CRTPA shall annually budget a sum sufficient to reimburse the CITY for all costs incurred by the CITY for administrative support, self-insurance, and other direct costs associated with the CRTPA operations. Actual cost estimates shall be calculated in accordance with 2 CFR 200, as may be amended from time to time.

7.0 TRAVEL AND TRAVEL EXPENSES.

All travel by the CRTPA's personnel and Governing Board members shall be approved by the CRTPA's Executive Director and travel expenses shall be paid consistent with the provisions of the CRTPA's Travel Policy. All travel by the CRTPA's Executive Director shall be approved by the Chairman of the Governing Board or his designee and travel expenses shall be paid consistent with the provisions of Section 112.061, Florida Statutes. The CITY shall have no function or responsibility with respect to the travel of any CRTPA staff or Governing Board Members.

8.0 DURATION AND TERMINATION PROCEDURE.

a) LENGTH OF AGREEMENT.

This Agreement shall remain in effect for five (5) years or until terminated by the parties in accordance to the terms of this Agreement. Should the parties fail to renew the Agreement within the five (5) year period and neither party is in default under the terms of this agreement, the parties agree that this agreement shall remain in full force and effect on a month-to-month basis, until and unless it is terminated by the parties or a new agreement replaces this Agreement.

b) TERMINATION FOR CONVENIENCE.

Either party may terminate this agreement for convenience with six (6) months written notice to the other party. The parties agree that a termination for convenience by one party shall not result in any recourse under the provisions of this agreement against the other party. Also, it is agreed that should a cause of action arise from the execution of a termination for convenience, under this section, any such cause of action is waived by the parties.

Resolution 2022-10-7D

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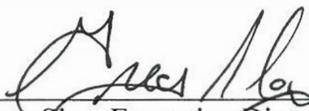
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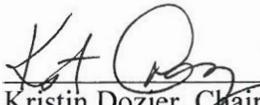
DONE, ORDERED, AND ADOPTED THIS 18th DAY OF OCTOBER 2022

CAPITAL REGION TRANSPORTATION PLANNING AGENCY

ATTEST:



Greg Slay, Executive Director



Kristin Dozier, Chair

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Either party may terminate this agreement for convenience with six (6) months written notice to the other party. The parties agree that a termination for convenience by one party shall not result in any recourse under the provisions of this agreement against the other party. Also, it is agreed that should a cause of action arise from the execution of a termination for convenience, under this section, any such cause of action is waived by the parties.

November 17, 2025



AGENDA ITEM 5 G

FINANCE POLICY AND PROCEDURES UPDATE

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

This item proposes updates to the CRTPA's adopted Finance Policy and Procedures as well the Memo on Internal Controls, approved by the CRTPA Board at the October 2022 meeting, and seeks approval of the revisions.

BACKGROUND AND ANALYSIS

In October 2022, the CRTPA Board approved updates to the agency's Finance Policy and Procedures, and the documented internal controls, set forth in the Memo on Internal Controls in Other Audit Areas. The Finance Policy establishes policies and procedures for the expenditure of the CRTPA grant funds and the internal operating practices for handling CRTPA funds and vendor payments. In addition, the Memo on Internal Controls in Other Audit Areas provides further detail on invoice development and record-keeping, including classifying unallowable costs. The Memo on Internal Controls is designed to provide reasonable assurance to the Board regarding the preparation of reliable annual financial statements and is updated as internal controls are refined and implemented.

Staff is recommending updates to the Finance Policy and Procedures as well as the Memo on Internal Controls to reflect changes in processes, as well as to include information on journal entries, accruals of expenditures for the purpose of the annual audit and the closeout of the biennial contract with the Florida Department of Transportation. The proposed changes are provided in **Attachment 1** in a strike-through and underline format. **Attachment 2** is a clean copy which reflects the final document as revised.

RECOMMENDED ACTION

Option 1: Approve the revised CRTPA's Finance Policy and Procedures, and Memo on Internal Controls.

Option 2: Provide other direction.

ATTACHMENTS

Attachment 1: Revised Finance Policy and Procedures and Memo on Internal Controls (Strikethrough and Underline)

Attachment 2: Revised Finance Policy and Procedures and Memo on Internal Controls (Clean Copy)

FINANCE POLICY GRANTS

APPROVED: November 2025

October 18, 2022

REVIEW BY: Every two years prior to development of UPWP

1. References and Terminology

- a. Staff Services Agreement for administrative services between the City of Tallahassee and the Capital Region Transportation Planning Agency (CRTPA).
- b. State of Florida Department of Transportation (FDOT) and CRTPA Consolidated Planning Grant Agreement (CPGA) for PL funds [Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) funding].
- ~~b. State of Florida Department of Transportation CRTPA Agreement for PL funds.~~
- c. Vendor and Supplier are interchangeable terms and refer to an individual or company that sells goods or services to other businesses or consumers.
- d. Capital purchase shall be defined as office equipment and/or office equipment in excess of \$5,000 per item.
- ~~e. State of Florida Department of Transportation 5305(d) Agreement for FTA funds.~~

2. Purpose and Scope

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

3. Budget

- a. **General Policies.** The Board shall review and approve the CRTPA's Unified Planning Work Program (UPWP) and operating budgets, programming, and expenditure of CRTPA funds. The annual operating budget ~~and new UPWP budget will be~~ is reviewed by the Executive Committee prior to being submitted to the Board.
- b. **Unified Planning Work Program.** The UPWP shall be developed and approved by the CRTPA biennially. The ~~fiscal year of the~~ fiscal year shall be from July 1st to June 30th ~~—and will detail the annual expenditure of grant funds by tasks. A draft UPWP should be submitted to the Board for review no later than the March meeting and a final UPWP shall be submitted for approval by the Board no later than the May meeting. The budget will detail the expenditure of grant funds by tasks. A draft UPWP should be submitted to the Board for review at its March or April meeting and a final UPWP shall be submitted for approval by the Board no later than May 15th.~~ A copy is also provided to the City of Tallahassee Grants Management ~~Department~~ and Financial Management Departments. Operating and project budgets are maintained within the City's ~~software program, People Soft~~ Financial Management System.
- ~~c. Operating Budget.~~ The CRTPA Operating Budget shall be developed in accordance with the UPWP. ~~For the Operating Budget the~~ for the fiscal year ~~shall be~~ from October 1st to September 30th. A draft operating budget shall be submitted to the Financial Management

Department in mid-July of each year. The CRTPA staff shall prepare a detailed expenditure and revenue (operating and project budget) which is provided to the CRTPA's Budget Analyst and is maintained within the City's software program for programming in the City's Financial Management System. ~~A draft operating budget shall be submitted to the Financial Management Department in mid-July of each year. The City of Tallahassee operating budget approved at the City Commission meeting in September shall reflect the CRTPA revenues and expenditures.~~

- ~~d.c.~~ **Monitoring.** CRTPA staff shall monitor the approved budgets in the UPWP and the City's Financial Management System and identify any necessary modifications, amendments, or changes/adjustments to the operating and/or project budgets.
- ~~e.d.~~ **UPWP Modifications.** Modifications to the UPWP do not ~~change/revise~~ the FHWA or FTA approved budget and do not change/or the scope of the a funded work task(s). Modifications do not require Board approval and shall be processed by CRTPA staff ~~and presented to the Board.~~ The FDOT District Liaison and FHWA are advised of the modification via the UPWP Revision ~~f~~F Form.
- ~~f.e.~~ **UPWP Amendments.** Amendments to the approved UPWP add, delete, or change the scope of a work task(s), and/or revise the total grant funding. All a amendments ~~must be are~~ approved by the CRTPA Board ~~and by,~~ FDOT and FHWA.
- ~~g.f.~~ **Operating Budget Changes.** Changes to the CRTPA operating budget within the City's finance software shall be processed through a Line Item Transfer (LIT). All LITs shall be approved by the CRTPA Executive Director or their designee and be consistent with the approved UPWP. ~~with the exception of a LIT change that requires a UPWP amendment. The Board shall approve the LIT when approving the UPWP amendment. Upon approval, t~~ The City's Financial-Resource Management ~~office-Department~~ shall process the request. The City shall have no authority over approving changes to the CRTPA operating budget.
- ~~h.g.~~ **Invoices.** The CRTPA staff shall prepare and submit invoices to ~~the State~~ FDOT for reimbursement ~~so that reimbursement is made back to the City of Tallahassee.~~ The billing details are provided to the CRTPA by the Grants Department and the invoices ~~shall be are~~ prepared and, ~~reviewed~~ by assigned CRTPA ~~s~~staff, and Final invoices are reviewed by the Grants Department ~~ultimately and then~~ approved by the CRTPA Executive Director.
- ~~i.h.~~ **Purchase Orders.** CRTPA staff shall ensure that purchase order requisitions and vendor invoices are processed in a timely manner utilizing the City of Tallahassee's Procurement and Financial Systems. ~~PeopleSoft and On-Base software programs.~~ A vendor must register and submit the required documents to the City's Procurement Portal. The Procurement Department processes the registration and assigns the vendor a supplier number. Once a vendor is registered, the CRTPA staff submits a requisition for the purchase order (PO) in the City's Financial System and the Procurement Department processes the PO assigning it a number. Note, expenditures charged to the Unclassified Contractual Services budget line will also be assigned a class code by the City's Finance Department prior to opening the PO.
- ~~j.~~ **Consultant Project(s) Budget.** For consultant services the CRTPA staff opens the project with the Grants Department. The Grants Department reviews the project scope and supporting budget as approved by the Board. Upon determination that the supporting

~~documentation is adequate, the project is opened in People Soft and assigned a project number. The Grants representative sends an email with the Project Number to the CRTPA Administrative Assistant, the Project Manager, and the Executive Director. The CRTPA Administrative Assistant then submits a request to Procurement, through People Soft, to open the project's purchase order.~~

- i. **Purchase Order and Payments:** ~~The consultant must submit a W-9 Form and a Vendor Information Form to establish the company as a vendor. Upon receiving a consultant's A vendor's invoice is {submitted to the Project Manager, Invoices@talgov.com and to the CRTPA Administrative Assistant. } ~~†~~The CRTPA Project Manager or the Executive Director or their designee shall approve the invoice for payment. Once approved, the ~~The~~ Administrative Assistant shall ~~receipt and confirm approval process~~ process for payment within seven (7) workdays. ~~six (6) CRTPA workdays from receipt.~~ CRTPA approval authorizes the City of Tallahassee's Finance Department to process the payment.~~

4. **Purchasing**

- a. **Purpose and Scope.** The purpose and scope of this section is to specify requirements for the establishment, use, accountability, legal liability, and control of procurements and purchasing cards.
- b. **Single purchase order.** A purchase is the total amount of money encumbered by a single purchase order. It is unlawful to split purchases so as to appear to be authorized as a purchase that would not require competitive bidding.
- c. **~~Open market p~~Purchases \$1,000 - \$10,000** A one-time purchase for the day-to-day general operating needs of the office such as rentals, routine office supplies, minor office equipment and/or furniture costing less than \$1,000 may be processed with no further approval granted the expense if consistent with the adopted UPWP, ~~not covered by a CRTPA contract may be purchased on the open market.~~ For a one-time purchase between \$1,000 and \$10,000 ~~Quotes are always encouraged but not required and shall be approved by the Executive Director or their designee.~~ Quotes are always encouraged but not required and shall be approved by the Executive Director or their designee. ~~Purchases greater than \$1,000 but less than \$10,000 require the CRTPA to contact at least three vendors to get written quotes.~~
- d. **~~General purchases less than \$10,000.~~** ~~Purchases required for the day-to-day general operating needs of the office such as routine office supplies, minor office equipment and/or furniture costing less than \$10,000 (per item) may be authorized by the CRTPA Executive Director. If an item costs \$2,500 or more, it shall be supported by at least 3 price quotes, except in the case where the item is considered to be a sole source.~~
- e. **Purchases more than \$10,000 but less than ~~\$25,000~~\$35,000.** Purchases require the CRTPA staff to solicit and obtain a minimum of three competitive written quotations, except in the case where the item is considered to be a sole source, and must be authorized by the CRTPA Executive Director consistent with the adopted UPWP.
- f. **Purchases over ~~\$25~~\$35,000.** Purchases are formally advertised and solicit sealed written competitive ~~bids~~proposals. Bids Solicitations will be advertised for a minimum of 14-7 days and final contracts approved by the CRTPA Board.
- g. **Capital Purchases.** ~~Capital purchase shall be defined as office equipment and/or office~~

~~equipment in excess of \$5,000 per item. Capital purchases shall be submitted for review and approval of by the FDOT and FHWA, with final approval by the Executive Director. A capital purchase may be made with a Purchasing Card (PCard) up to \$10,000. If the purchase amount is over \$10,000, a “purchase order” must be generated. The following steps outline the process for approval and payment. ***Purchase Order and Payment [Capital Equipment]***: The vendor must submit a W-9 Form and a Vendor Information Form to establish the company as a vendor. For capital purchases Procurement Services sends the purchase order to the vendor. The purchase order will then be sent to the vendor to order the item. Upon receiving of the vendor’s invoice (submitted to Invoices@tal.gov and to the CRTPA Administrative Assistant) the CRTPA staff shall receipt and confirm approval for payment within six (6) CRTPA workdays from receipt. CRTPA approval authorizes the City of Tallahassee’s Finance Department to process the payment.~~

h. Purchasing Card. The CRTPA Executive Director shall be responsible for determining the need to assign an CRTPA staff member a purchasing card (P-Card). All P-Card statements shall be reviewed, along with supporting documentation, and signed by the P-Card holder and the Executive Director. ~~Including the exemptions stated in these Policies and Procedures, the CRTPA shall follow City of Tallahassee’s policies, unless otherwise stated herein, related to:~~

- ~~1) Purchasing Card Policy~~
- ~~2) Procurement~~
- ~~3) Blanket Purchase Orders~~
- ~~4) Prompt Payment of Invoices~~

5. Payroll and Check Distribution

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

6 Tangible Property/Assets

- a. Purpose and Scope.** The purpose of this section is to provide a documented inventory of

the CRTPA's property obtained through the expenditure of CRTPA grant funds.

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

7. CRTPA Executive Director Approval Authority

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

b. Types of Documents

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

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

(3) Contracts.

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

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

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

(d) Emergency Circumstances. Emergency situations may arise from time to time that

require immediate action and may not be postponed until the next scheduled CRTPA Board meeting. The CRTPA will convene the Executive Committee for approval of an emergency contract.

5. This policy addresses two types of emergency situations:

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

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

SEE INTERNAL CONTROLS ATTACHMENT FOR ADDITIONAL DETAIL ON PROCESSES

Capital Region Transportation Planning Agency
Memo on Controls in Other Audit Areas



Fixed Assets

The CRTPA tracks all capital assets internally based on a capitalization threshold of \$1,000. The Administrative Assistant ~~tags~~ maintains a list of any assets over the threshold, ~~and enters the transaction into PeopleSoft for tracking in the City of Tallahassee Asset Management System.~~ The CRTPA determines the useful lives of the asset based on prior purchases. ~~The Administrative Assistant performs an annual inventory of fixed assets.~~

Journal Entries

The CRTPA's assigned ~~accountant~~ financial representative prepares all journal ~~entry requests~~ entries and ~~enters~~ posts the ~~information~~ journal entry in ~~to~~ PeopleSoft the City's Financial Management System. ~~The assigned accountant at City of Tallahassee Finance Department reviews the entries and posts them to PeopleSoft.~~ The Administrative Assistant or Programs Manager reviews the journal entry and the CRTPA fund expense and related activity to ensure no ~~other~~ improper journal entries have been posted to the CRTPA fund that were not previously ~~approved~~ reviewed.

Pension Plan

The CRTPA utilizes the City of Tallahassee Pension Program. ~~The CRTPA has no part in the process, outside of normal payroll procedures and relies on the City to submit any necessary information.~~

Grants

All grant expenditures are approved are approved by the CRTPA Board through the Unified Planning Work Program (UPWP) ~~as noted below,~~ and under the General Planning Consultant contract ~~by~~ through individual task work orders, ~~for planning projects. Both of which are approved by the CRTPA Board.~~ The City of Tallahassee fronts the costs of ~~the grant funded projects~~ CRTPA's expenditures, which are processed through the City's ~~financial system~~ Financial Management System. The CRTPA's Programs Manager and Administrative Assistant track all grant funds, and operating and project expenditures, by task from the UPWP. All costs are input into the Financial Management System ~~PeopleSoft System~~ and coded according to budget category. Unallowable expenses, which are charged to local funds, are coded ~~as such~~ accordingly. The Administrative Assistant or Programs Manager submits all requests for reimbursement to ~~the grantor agency~~ FDOT, after ~~approved~~ approval by the Executive Director, with all ~~receipts~~ reimbursements processed by the Administrative Assistant.

Budget Preparation

Every two years, the CRTPA prepares a Unified Planning Work Program (UPWP) that outlines the long-term projects of the CRTPA by task, including all grant funded projects. The work program is prepared in conjunction with the Florida Department of Transportation, Federal Highway Administration, and Federal Transit Administration based on the level of funding provided by each agency. From the program, the CRTPA segregates the tasks by fiscal year and compiles an operating budget. The CRTPA Board approves the UPWP on a biennially and the operating budget annually. The UPWP is modified/amended as needed. Modifications are approved by the Executive Director and amendments are approved by the CRTPA Board. Every year, the CRTPA prepares an ~~Operating and project B~~budget and provides ~~it~~ to the City of Tallahassee ~~Financial Services~~ Resource Management Department for the purpose of tracking operating costs by category ~~and by project~~. Any budget adjustments occur through Line Item Transfer. Any budget increase ~~or decreases are~~ is approved by the CRTPA Board.

Operating and Project Expenditures (FUND 870)

~~Independent of the City's financial management system, the~~ The CRTPA ~~manually tracks~~ monitors all expenditures in ~~a spreadsheet for expenses in the Operating Fund Category (Code 870).~~ At the end of the Fiscal Year (September 30th), for the purposes of the Audit, all costs incurred and all prepayment expenses are identified and accrued or prorated accordingly. In addition, local government true-up payments are processed. At the end of the biennial UPWP contract all costs incurred through June 30th of that year are accrued back to close out the grant. ~~At the end of each quarter the CRTPA reviews the totals for the expenditures in each category and runs queries in Peoplesoft, comparing for accuracy and/or discrepancies with the CRTPA's records.~~

Project Expenditures (FUND 871)

~~The CRTPA also manually tracks all expenditures within the Project Fund 871 in a spreadsheet by project number. At the end of each quarter, the CRTPA reviews the totals for the expenditures in each project and runs queries in Peoplesoft and compares for accuracy and/or discrepancies with project expenditures.~~

Quarterly Grants Invoices Approvals

Quarterly the Grants Department runs a query and provides the quarterly fiscal operating expenditures in the quarterly billing detail to the CRTPA ~~and Accounting~~. The CRTPA's ~~assigned Accountant~~ staff categorizes expenditures by type and task consistent with the adopted UPWP and approved budget, with the final product being the invoice(s) to FDOT. ~~the quarterly billing detail.~~ The CRTPA Grants staff compares the quarterly billing detail against the CRTPA ~~invoice(s) 870 spreadsheet, and 871 as applicable.~~ Finally, ~~the Accountant~~ the CRTPA ~~to~~ ensure the ~~quarterly billing detail~~ totals match ~~with the report from Grants.~~ The CRTPA Programs Manager or Administrative Assistant completes the final invoice ~~The CRTPA Administrative Assistant completes the quarterly invoice for the project costs incurred. This is reviewed by the Programs Manager. All invoices are reviewed and approved by the Executive Director. The CRTPA~~ and submits the required documentation to FDOT requesting

reimbursement for expenditures.

| **Updated ~~July~~ November 2021**

FINANCE POLICY GRANTS

APPROVED: November 2025

REVIEW BY: Every two years prior to development of UPWP

1. References and Terminology

- a. Staff Services Agreement for administrative services between the City of Tallahassee and the Capital Region Transportation Planning Agency (CRTPA).
- b. State of Florida Department of Transportation (FDOT) and CRTPA Consolidated Planning Grant Agreement (CPGA) for PL funds [Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) funding].
- c. Vendor and Supplier are interchangeable terms and refer to an individual or company that sells goods or services to other businesses or consumers.
- d. Capital purchase shall be defined as office equipment and/or office equipment in excess of \$5,000 per item.

2. Purpose and Scope

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

3. Budget

- a. **General Policies:** The Board shall review and approve the CRTPA's Unified Planning Work Program (UPWP) and operating budgets, programming, and expenditure of CRTPA funds. The annual operating budget is reviewed by the Executive Committee prior to being submitted to the Board.
- b. **Unified Planning Work Program:** The UPWP shall be developed and approved by the CRTPA biennially. The UPWP fiscal year shall be from July 1st to June 30th and will detail the annual expenditure of grant funds by tasks. A draft UPWP should be submitted to the Board for review no later than the March meeting and a final UPWP shall be submitted for approval by the Board no later than the May meeting. A copy is also provided to the City of Tallahassee Grants Management and Financial Management Departments. Operating and project budgets are maintained within the City's Financial Management System.
- c. **Operating Budget:** The CRTPA Operating Budget shall be developed in accordance with the UPWP for the fiscal year from October 1st to September 30th. A draft operating budget shall be submitted to the Resource Management Department in mid-July of each year. The CRTPA staff shall prepare a detailed expenditure and revenue (operating and project budget) which is provided to the CRTPA's Budget Analyst for programming in the City's Financial Management System.

- d. **Monitoring;** CRTPA staff shall monitor the approved budgets in the UPWP and the City's Financial Management System and identify any necessary modifications, amendments, or adjustments to the operating and/or project budgets.
- e. **UPWP Modifications:** Modifications to the UPWP do not revise the approved budget and/or the scope of a funded work task. Modifications do not require Board approval and shall be processed by CRTPA staff. The FDOT District Liaison, FHWA and FTA are advised of the modification via the UPWP Revision Form.
- f. **UPWP Amendments:** Amendments to the approved UPWP add, delete, or change the scope of a work task(s), and/or revise the total grant funding. Amendments are approved by the CRTPA Board, FDOT, FHWA and FTA.
- g. **Operating Budget Changes:** Changes to the CRTPA operating budget within the City's finance software shall be processed through a Line Item Transfer (LIT). All LITs shall be approved by the CRTPA Executive Director or their designee and be consistent with the approved UPWP. The City's Resource Management Department shall process the request. The City shall have no authority over approving changes to the CRTPA operating budget.
- h. **Invoices:** The CRTPA staff shall prepare and submit invoices to FDOT for reimbursement. The billing details are provided to the CRTPA by the Grants Department and the invoices are prepared by assigned CRTPA staff. Final invoices are reviewed by the Grants Department and then approved by the CRTPA Executive Director.
- i. **Purchase Orders:** CRTPA staff shall ensure that purchase order requisitions and vendor invoices are processed in a timely manner utilizing the City of Tallahassee's Procurement and Financial Systems. A vendor must register and submit the required documents to the City's Procurement Portal. The Procurement Department processes the registration and assigns the vendor a supplier number. Once a vendor is registered, the CRTPA staff submits a requisition for the purchase order (PO) in the City's Financial System and the Procurement Department processes the PO assigning it a number. Note, expenditures charged to the Unclassified Contractual Services budget line will also be assigned a class code by the City's Finance Department prior to opening the PO.
- j. **Purchase Order Payments:** A vendor's invoice is submitted to the Project Manager, to the CRTPA Administrative Assistant. The CRTPA Project Manager or the Executive Director or their designee shall approve the invoice for payment. Once approved, the Administrative Assistant shall process for payment within seven (7) workdays. CRTPA approval authorizes the City of Tallahassee's Finance Department to process the payment.

4. Purchasing

- a. **Purpose and Scope:** The purpose and scope of this section is to specify requirements for the establishment, use, accountability, legal liability, and control of procurements and purchasing cards.
- b. **Single purchase order:** A purchase is the total amount of money encumbered by a single purchase order. It is unlawful to split purchases so as to appear to be authorized as a purchase that would not require competitive bidding.
- c. **Purchases \$1,000 - \$10,000:** A one-time purchase for the day-to-day general operating needs of the office such as rentals, routine office supplies, minor office equipment and/or furniture costing less than \$1,000 may be processed with no further approval granted the expense if consistent with the adopted UPWP, For a one-time purchase between \$1,000 and \$10,000 quotes are encouraged but not required and shall be approved by the Executive Director or their designee.
- d. **Purchases more than \$10,000 but less than \$35,000:** Purchases require the CRTPA staff to solicit and obtain a minimum of three competitive written quotations , except in the case where the item is considered to be a sole source, and must be authorized by the CRTPA Executive Director consistent with the adopted UPWP.
- e. **Purchases over \$35,000:** Purchases are formally advertised and solicit sealed written competitive proposals. Solicitations will be advertised for a minimum of 7 days and final contracts approved by the CRTPA Board.
- f. **Capital Purchases:** Capital purchases shall be submitted for review and approval by FDOT and FHWA, with final approval by the Executive Director.
- g. **Purchasing Card:** The CRTPA Executive Director shall be responsible for determining the need to assign an CRTPA staff member a purchasing card (P-Card). All P-Card statements shall be reviewed, along with supporting documentation, and signed by the P-Card holder and the Executive Director.

5. Payroll and Check Distribution

- a. **Purpose and Scope:** The purpose of this section is to standardize the collection of payroll information for entry into the City's payroll system, and for the distribution of payroll checks and W-2s. The CRTPA Executive Director shall be responsible for ensuring that staff follows this procedure.
- b. **Timekeeping:** CRTPA staff shall be required to submit a completed payroll timesheet and task sheet for entry in the City's payroll system based on the City's payroll processing schedule. The Programs Manager and Administrative Assistant shall input enter the hours worked by task, review the entries and confirm these are correct. Designated Managers shall be responsible for reviewing and signing off on staff's timecard prior to authorization of payment. The CRTPA Executive Director's timesheet shall be approved by the Asst. Director and all other timesheets shall be approved by the Executive Director or their designee.

6. Tangible Property/Assets

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

7. CRTPA Executive Director Approval Authority

- a. **Purpose:** The CRTPA is required to execute governmental documents related to administrative operations. In the interest of efficiency, this policy is being established to allow the CRTPA to delegate administrative functions of reimbursement requests and general operating contracts for services to the CRTPA Executive Director.
- b. **Types of Documents:**
 - (1) **Fiscal.** The CRTPA, which is funded by Federal and State grants, submits invoices and progress reports on a quarterly basis for reimbursement of expenses incurred by the CRTPA.
 - (2) **Personnel.** The CRTPA Executive Director shall maintain appropriate staff to support and carry out the work products of the CRTPA. The CRTPA Executive Director shall be authorized to approve all forms and administrative documents related to maintaining the CRTPA functions.
 - (3) **Contracts.**
 - (a) **Grant Agreements.** All Grant Agreements shall be approved by the CRTPA Governing Board.
 - (b) **Operating Contracts.** The CRTPA outsources services to both enhance productivity and to provide services that cannot be performed by staff. These contracts typically include printing services, copier contracts and other contracts necessary to perform the day-to-day operations of the CRTPA office. The CRTPA Executive Director shall be authorized to approve and execute all of these types of contracts.
 - (c) **Special Service Contracts.** The CRTPA Board shall approve the selection of vendors and contracts for special services that include General Planning Consultants, Legal and Audit Services, or other service contracts of significance to the CRTPA. The CRTPA Executive Director shall be authorized to approve minor changes to these contracts as long as they do not change the scope or intent of the original contract and is authorized to approve minor budget changes and work orders as necessary.

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

8. This policy addresses two types of emergency situations:

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

9. Effective Date; Revocation:

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

SEE INTERNAL CONTROLS ATTACHMENT FOR ADDITIONAL DETAIL ON PROCESSES

Capital Region Transportation Planning Agency
Memo on Controls in Other Audit Areas



Fixed Assets

The CRTPA tracks all capital assets internally based on a capitalization threshold of \$1,000. The Administrative Assistant maintains a list of any assets over the threshold. The CRTPA determines the useful lives of the asset based on prior purchases.

Journal Entries

The CRTPA's assigned financial representative prepares all journal entries and posts the journal entry in the City's Financial Management System. The Administrative Assistant or Programs Manager reviews the journal entry and the CRTPA fund expense and related activity to ensure no improper journal entries have been posted to the CRTPA fund that were not previously reviewed.

Pension Plan

The CRTPA utilizes the City of Tallahassee Pension Program.

Grants

All grant expenditures are approved by the CRTPA Board through the Unified Planning Work Program (UPWP) and under the General Planning Consultant contract through individual task work orders... The City of Tallahassee fronts the costs of CRTPA's expenditures, which are processed through the City's Financial Management System. The CRTPA's Programs Manager and Administrative Assistant track all grant funds, and operating and project expenditures by task from the UPWP. All costs are input into the Financial Management System and coded according to the budget category. Unallowable expenses, which are charged to local funds, are coded accordingly. The Administrative Assistant or Programs Manager submits all requests for reimbursement to FDOT, after approval by the Executive Director, with all reimbursements processed by the Administrative Assistant.

Budget Preparation

Every two years, the CRTPA prepares a Unified Planning Work Program (UPWP) that outlines the long-term projects of the CRTPA by task, including all grant funded projects. The work program is prepared in conjunction with the Florida Department of Transportation, Federal Highway Administration, and Federal Transit Administration based on the level of funding provided by each agency. From the program, the CRTPA segregates the tasks by fiscal year and compiles an operating budget. The CRTPA Board approves the UPWP biennially and the operating budget annually. The UPWP is modified/amended as needed. Modifications are approved by the Executive Director and amendments are approved by the CRTPA Board. Every year, the CRTPA prepares an operating and project budget and provides it to the City of Tallahassee Resource Management Department for the purpose of tracking operating costs by category. Any budget adjustments occur through Line Item Transfer. Any budget increase or decreases are approved by the CRTPA Board.

Operating and Project Expenditures (FUND 870)

The CRTPA monitors all expenditures in Fund Category (Code 870). At the end of the Fiscal Year (September 30th), for the purposes of the Audit, all costs incurred and all prepayment expenses are identified and accrued or prorated accordingly. In addition, local government true-up payments are processed. At the end of the biennial UPWP contract all costs incurred through June 30th of that year are accrued back to close out the grant.

Quarterly Grants Invoices Approvals

Quarterly the Grants Department runs a query and provides the quarterly fiscal operating expenditures in the quarterly billing detail to the CRTPA. The CRTPA staff categorizes expenditures by type and task consistent with the adopted UPWP and approved budget, with the final product being the invoice(s) to FDOT. The CRTPA Grants staff compares the quarterly billing detail against the CRTPA invoice(s) to ensure the totals match. The CRTPA Programs Manager or Administrative Assistant completes the final invoice and submits the required documentation to FDOT requesting reimbursement for expenditures.

Updated November 2025



AGENDA ITEM 7 A

**FISCAL YEAR (FY) 2026 – FY 2030
TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AMENDMENTS**

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

The purpose of this item is to adopt Resolution No. 2025-11-7A (**Attachment 1**) amending the CRTPA FY 2026 - FY 2030 TIP to reflect the addition the following projects and funding, and a revision to funding for an existing project, as follows:

- **Intelligent Transportation System (ITS) System** (Leon County) **Project No. 447153-1** Provides \$500,000 in state funding in FY 2026, and \$300,000 in FY 2028, for upgrades to cabinets. (**Attachment 2**)
- **CRTPA Unified Planning Work Program (UPWP)** (Leon County) **Project No. 439323-5** Adjusts funding in FY 2026 of the UPWP to reflect a revised budget of \$1,827,068 in federal funds (\$820,260 PL and \$1,006,808 SU). (**Attachment 3**)
- **SR 20/Blountstown Highway** (Leon County) from Silver Lake Road to Aenon Church Road **Project No. 457922-1** Add \$200,000 in federal funding for lighting. (**Attachment 4**)
- **CR 268/MLK Blvd-Dover Road** (Gadsden County) at rail crossing in Midway. **Project No. 456566-2** Add \$300,000 in federal funding for a rail crossing safety improvement. (**Attachment 5**)

CRTPA COMMITTEE MEETINGS

The Citizens Multimodal Advisory Committee (CMAC) and Technical Advisory Committee (TAC) met on November 4, 2025 and recommended the Board approve the amendments to the FY 2026 – FY 2030 TIP.

HISTORY AND ANALYSIS

Adopted annually, the CRTPA's TIP reflects those projects in the region that have received state and federal funding in the 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.

In coordination with FDOT District Three staff, funding in the adopted UPWP is adjusted to include \$24,721 of PL and \$476,808 of SU carry-forward monies remaining from a previous contract. In addition, as requested by the CRTPA, FDOT moved one million of SU funding from current year to FY 2027 to ensure an adequate planning budget for next year. The total FY 2026 UPWP budget is revised to \$1,827,068.

FDOT District Three informed the CRTPA that \$500,000 of state funding has been programmed in current year, and \$300,000 in FY 28, for signal cabinet upgrades supporting the Intelligent Transportation Management System (ITS). This funding is in addition to the annual \$500,000 the District programs annually in the TIP for ITS operations. The CRTPA is not required to amend the TIP to include this project. However, for informational purposes, the CRTPA can approve the amendment and include it in the TIP. Upgrades to signal cabinets is identified as the second priority on the CRTPA's adopted ITS Project Priority Lists.

Additionally, FDOT requested two more TIP Amendments for safety projects one in Leon County and one in Gadsden County. The first is a safety lighting improvement on SR20/Blountstown Highway, and the second a rail crossing safety improvement in Midway.

RECOMMENDED ACTION

Option 1: Adopt Resolution No. 2025-11-7A by roll call vote amending the CRTPA FY 2026 - FY 2030 TIP to reflect the addition of the following projects and funding, and a revision to funding for an existing project, as follows:

- **Intelligent Transportation System (ITS) System** (Leon County) ***Project No. 447153-1***
Provides \$500,000 in state funding in FY 2026, and \$300,000 in FY 2028, for upgrades to signal cabinets.
- **CRTPA Unified Planning Work Program (UPWP)** (Leon County) ***Project No. 439323-5***
Adjusts funding in FY 2026 of the UPWP to reflect a revised budget of \$1,827,068 in federal funds (\$820,260 PL and \$1,006,808 SU).
- **SR 20 Blountstown Highway** (Leon County) from Silver Lake Road to Aeon Church Road
Project No. 457922-1 Provides \$200,000 in federal funding for lighting.
- **CR 268/MLK Blvd-Dover Road** (Gadsden County) at rail crossing in Midway. ***Project No. 456566-2*** Provides \$300,000 in federal funding for a rail crossing safety improvement.

ATTACHMENTS

Attachment 1: Resolution No. 2025-11-7A

Attachment 2: CRTPA FY 2025 – FY 2030 TIP Page FPID No. 447153-1

Attachment 3: CRTPA FY 2025 – FY 2030 TIP Page FPID No. 439323-5

Attachment 4: CRTPA FY 2025 – FY 2030 TIP Page FPID No. 457922-1

Attachment 5: CRTPA FY 2025 – FY 2030 TIP Page FPID No. 456566-2

CRTPA RESOLUTION 2025-11-7A

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

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

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

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

Whereas, 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 2026 – FY 2030 Transportation Improvement Programs to reflect the following projects:

- **Intelligent Transportation System (ITS) System** (Leon County) *Project No. 447153-1*
Provides \$500,000 in state funding in FY 2026, and \$300,000 in FY 2028, for upgrades to cabinets.
- **CRTPA Unified Planning Work Program (UPWP)** (Leon County) *Project No. 439323-5*
Adjusts funding in FY 2026 of the UPWP to reflect revised budget of \$1,827,068 in federal funds (\$820,260 PL and \$1,006,808 SU).
- **SR 20/Blountstown Highway** (Leon County) from Silver Lake Road to Aenon Church Road *Project No. 457922-1*
Add \$200,000 in federal funding for lighting.
- **CR 268/MLK Blvd-Dover Road** (Gadsden County) at rail crossing in Midway. *Project No. 456566-2*
Add \$300,000 in federal funding for a rail crossing safety improvement.

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

Capital Region Transportation Planning Agency

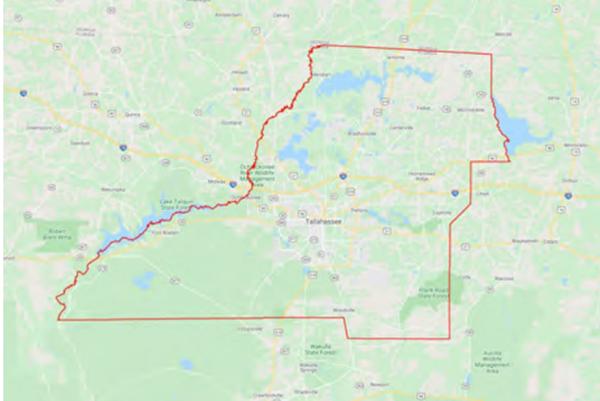
By: _____
Dianne Williams-Cox, Chair

Attest:

Greg Slay, Executive Director

INTELLIGENT TRANSPORTATION SYSTEM CABINET UPGRADES

447153 1 Non-SIS



Project Description: ITS UPGRADES TO SIGNAL CABINETS FOR AUTOMATED CONNECTED VEHICLES

Notes: This project was amended into the FY 26 - FY 30 TIP at the November 17, 2025 meeting.

Lead Agency: MANAGED BY CITY OF TALLAHASSEE

From:

To:

County: LEON

Length:

Phase Group: OPERATIONS

Phase	Fund Code	2026	2027	2028	2029	2030	Total
OPS	DDR	500,000	0	300,000	0	0	800,000
		500,000		300,000			800,000

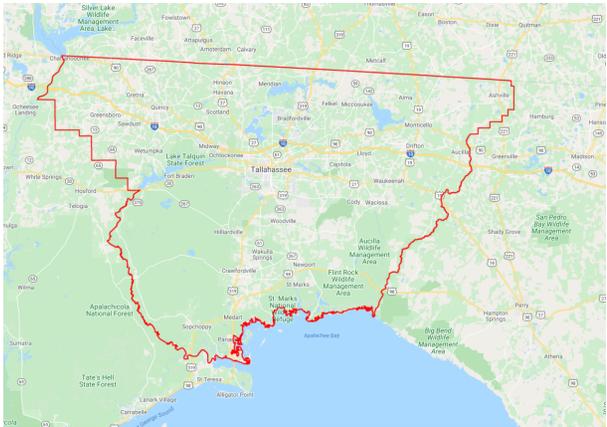
Prior Year Cost: 0

Future Year Cost: 300,000

Total Project Cost: 800,000

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

**CAPITAL REGION TPA (TALLAHASSEE) FY 2024/2025-2025/2026 UPWP
4393235 Non-SIS**



Project Description: TRANSPORTATION PLANNING

Notes: This project was revised in the FY 26 - FY 27 TIP at the November 7, 2024 meeting

Lead Agency: MANAGED BY FDOT

County: LEON

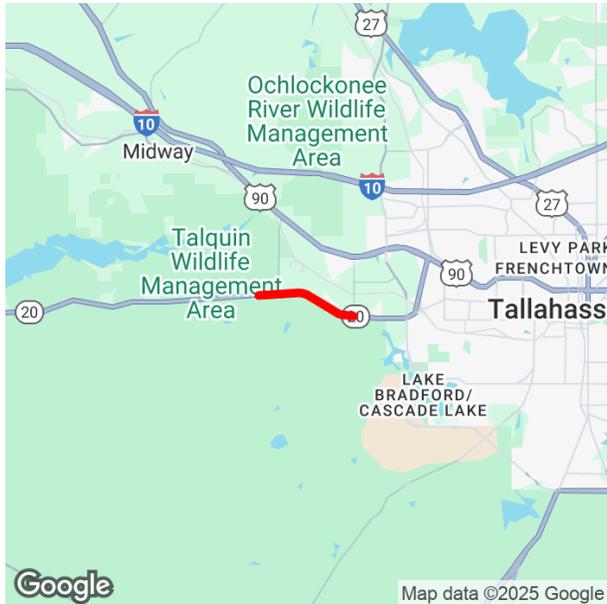
Length: 0

Phase Group: PLANNING

Phase	Fund Code	2026	2027	2028	2029	2030	Total
PLN	PL	82,260	0	0	0	0	82,260
PLN	SU	688,000	0	0	0	0	688,000
		1,827,068					1,827,068

Prior Year Cost: 0
Future Year Cost: 0
Total Project Cost: 1,827,068
LRTP: 2045 RMP Page 5-8 - Table 5-4

**SR 20/BLOUNTSTOWN HIGHWAY LIGHTING IMPROVEMENT
4579221 Non-SIS**



Project Description: SR 20/BLOUNTSTOWN HIGHWAY LIGHTING IMPROVEMENT

Extra Description: Lighting safety project.

Notes: This project was amended into the FY 26 - FY 30 TIP at the November 16, 2025 meeting.

Lead Agency: MANAGED BY LEON COUNTY, FLORIDA

From: SILVER LAKE ROAD

To: AENON CHURCH ROAD

County: LEON

Length:

Phase Group: RAILROAD & UTILITIES

Phase	Fund Code	2026	2027	2028	2029	2030	Total
RRU	ACSS	200,000	0	0	0	0	200,000
		200,000					200,000

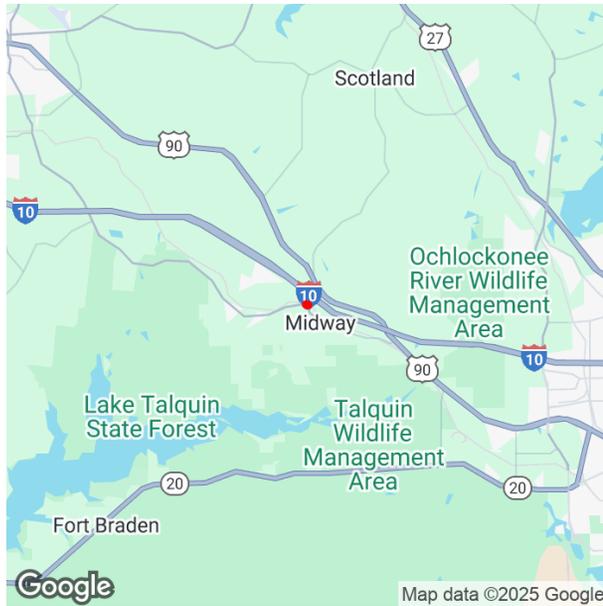
Prior Year Cost: 0

Future Year Cost: 0

Total Project Cost: 200,000

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

**CR 268/MLK BLVD - DOVER ROAD
SIGNAL REPLACEMENT CROSSING NO.625689M
4565662 SIS**



Project Description: CR 268/MLK BLVD - DOVER ROAD SIGNAL REPLACEMENT CROSSING

Extra Description: Crossing on the Florida Gulf & Atlantic Railway line in Midway, Florida.

Notes: This project was amended into the FY 26 - FY 30 TIP at the November 17, 2025 meeting.

Lead Agency: MANAGED BY FDOT

From:

County: GADSDEN

To:

Length:

Phase Group: RAILROAD & UTILITIES

Phase	Fund Code	2026	2027	2028	2029	2030	Total
RRU		300,000	0	0	0	0	300,000
		300,000					300,000

Prior Year Cost: 0

Future Year Cost: 0

Total Project Cost: 300,000

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

November 17, 2025



AGENDA ITEM 8 A

CRTPA FY 2027 – FY 2031 TENTATIVE WORK PROGRAM

TYPE OF ITEM: Information

STATEMENT OF ISSUE

The FY 2027 – FY 2031 Tentative Work Program has been developed by the Florida Department of Transportation (FDOT) District 3 staff. The Work Program identifies transportation projects in the Capital Region that have received state and federal funding in the next five (5) years. A copy of the Tentative Work Program for each County is provided in **Attachment 1** (Gadsden County), **Attachment 2** (Jefferson County), **Attachment 3** (Leon County) and **Attachment 4** (Wakulla County).

BACKGROUND

Development of the FDOT Work Program occurs in coordination with the CRTPA. Annually the CRTPA adopts Project Priority Lists (PPLs) to provide FDOT guidance on the region's funding priorities. The CRTPA's FY 2027 – FY 2031 PPLs, used in development of the work program, were adopted at the June 16, 2025 CRTPA meeting. The PPLs are developed from the CRTPA's adopted plans and programs, including agency's long-range transportation plan ("Connections 2045 Regional Mobility Plan") and in coordination with local governments. FDOT will present the FY 2027 – FY 2031 Tentative Work Program at the November 16, 2025 CRTPA Board meeting.

RECOMMENDED ACTION

The FY 2027 – FY 2031 Tentative Work Program will be presented by the Florida Department of Transportation as an informational item and no action is recommended.

ATTACHMENTS

- Attachment 1: Gadsden County – Tentative FY 2027 – FY 2031 Work Program
- Attachment 2: Jefferson County – Tentative FY 2027 – FY 2031 Work Program
- Attachment 3: Leon County – Tentative FY 2027 – FY 2031 Work Program
- Attachment 4: Wakulla County – Tentative FY 2027 – FY 2031 Work Program

DISTRICT 3



TENTATIVE WORK PROGRAM PUBLIC HEARING REPORT

FISCAL YEAR 2027 TO FISCAL YEAR 2031



GADSDEN COUNTY

SUMMARY REPORT

AS OF **10/10/2025 9:45 AM** SUBJECT TO CHANGE

FLORIDA DEPARTMENT OF TRANSPORTATION DISTRICT 3
PROJECTS FUNDED JULY 1, 2026 TO JUNE 30, 2031
VISIT US AT WWW.FDOT.GOV/WPPH/DISTRICT3

Draft Tentative Five-Year Work Program Public Hearing Summary Report - As of October 10, 2025

July 1, 2026 through June 30, 2031

Florida Department of Transportation - District Three

GADSDEN COUNTY

Fixed Capital Outlay

448330-3 - MIDWAY OPERATIONS CENTER HVAC UNIT REPLACEMENT

Type of Work: FIXED CAPITAL OUTLAY

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	State		\$10,000			\$10,000
Total for Project 448330-3			\$10,000			\$10,000

448330-4 - MIDWAY OPERATIONS CENTER MODULAR FURNITURE REPLACEMENT

Type of Work: FIXED CAPITAL OUTLAY

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	State		\$40,000			
Total for Project 448330-4			\$40,000			

449956-1 - MIDWAY OPERATIONS CENTER CONSTRUCT POLE BARN

Type of Work: FIXED CAPITAL OUTLAY

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	State					\$90,000
Total for Project 449956-1						\$90,000

451761-1 - GREENSBORO ENVIROMENTAL SITE RESTORATION

Type of Work: FIXED CAPITAL OUTLAY

Phase	Funding Source	2027	2028	2029	2030	2031
Environmental	State	\$110,000	\$110,000	\$110,000	\$110,000	\$110,000
Total for Project 451761-1		\$110,000	\$110,000	\$110,000	\$110,000	\$110,000

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July 1, 2026 through June 30, 2031

Florida Department of Transportation - District Three

GADSDEN COUNTY

Highways

436741-1 - GADSDEN COUNTY TSMCA

Type of Work: TRAFFIC SIGNALS

Phase	Funding Source	2027	2028	2029	2030	2031
Operations	State	\$159,000				
Total for Project 436741-1		\$159,000				

440622-2 - CR 65 ATTAPULGUS HWY FROM PORTER MITCHELL RD TO GEORGIA STATE LINE

Type of Work: RESURFACING

Phase	Funding Source	2027	2028	2029	2030	2031
Preliminary Engineering	State	\$297,810				
Total for Project 440622-2		\$297,810				

441186-1 - CR 65B OLD FEDERAL ROAD OVER RICHLANDER CREEK BRIDGE NO. 500059

Type of Work: BRIDGE REPLACEMENT

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	Federal				\$10,357,970	
Environmental	Federal				\$200,000	
Right of Way	Federal		\$285,000			
Total for Project 441186-1			\$285,000		\$10,557,970	

441188-1 - HANNA MILL POND ROAD OVER HANNA POND BRIDGE NO. 504043

Type of Work: BRIDGE REPLACEMENT

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	Federal	\$6,062,309				
Environmental	Federal	\$120,000				
Total for Project 441188-1		\$6,182,309				

445898-3 - SR 8 (I-10) GADSDEN COUNTY REST AREAS EB/WB CAPITAL IMPROVEMENTS

Type of Work: REST AREA

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	State				\$10,111,844	
Preliminary Engineering	State		\$1,314,455			
Total for Project 445898-3			\$1,314,455		\$10,111,844	

Draft Tentative Five-Year Work Program Public Hearing Summary Report - As of October 10, 2025

July 1, 2026 through June 30, 2031

Florida Department of Transportation - District Three

GADSDEN COUNTY

Highways

450812-1 - SR 10 (US 90) FROM DUVAL ST TO W OF QUINCY CREEK

Type of Work: RESURFACING

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	Federal	\$507,508				
	State	\$2,192,895				
Railroad & Utilities	State	\$300,000				
Total for Project 450812-1		\$3,000,403				

451344-1 - SR 10 (US 90) FROM BATES STREET TO WEST OF SR 12

Type of Work: RESURFACING

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	Federal			\$14,775,570		
	State			\$1,947,909		
Preliminary Engineering	State	\$2,461,791				
Total for Project 451344-1		\$2,461,791		\$16,723,479		

453120-1 - SR 8 (I-10) FROM WEST OF SR 267 TO WEST OF SR 10 (US 90)

Type of Work: RESURFACING

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	Federal		\$27,675,932			
Total for Project 453120-1			\$27,675,932			

453120-2 - SR 8 (I-10) FROM W OF SR 10 (US 90) TO LEON COUNTY LINE

Type of Work: RESURFACING

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	Federal			\$4,188,001		
Preliminary Engineering	Federal	\$1,292,280				
Total for Project 453120-2		\$1,292,280		\$4,188,001		

455263-1 - SR 8 (I-10) OVER BEAVER DAM BRIDGE NO. 500085

Type of Work: BRIDGE-REPAIR/REHABILITATION

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	State	\$3,170,280				
Total for Project 455263-1		\$3,170,280				

457397-1 - SR 8 (I-10) GADSDEN COUNTY REST AREA TRUCK PARKING

Type of Work: REST AREA

Phase	Funding Source	2027	2028	2029	2030	2031
Preliminary Engineering	State			\$1,430,000		
Total for Project 457397-1				\$1,430,000		

Draft Tentative Five-Year Work Program Public Hearing Summary Report - As of October 10, 2025

July 1, 2026 through June 30, 2031

Florida Department of Transportation - District Three

GADSDEN COUNTY

Maintenance

436741-1 - GADSDEN COUNTY TSMCA

Type of Work: TRAFFIC SIGNALS

Phase	Funding Source	2027	2028	2029	2030	2031
Bridge/Roadway/Contract Maintenance	State		\$155,000	\$161,000	\$167,000	\$173,000
Total for Project 436741-1			\$155,000	\$161,000	\$167,000	\$173,000

448330-2 - MIDWAY OPERATIONS CENTER EMERGENCY GENERATOR COMPONENTS REPLACEMENT

Type of Work: FIXED CAPITAL OUTLAY

Phase	Funding Source	2027	2028	2029	2030	2031
Bridge/Roadway/Contract Maintenance	State	\$7,800	\$7,800	\$7,800	\$8,200	\$8,200
Total for Project 448330-2		\$7,800	\$7,800	\$7,800	\$8,200	\$8,200

449957-1 - MIDWAY OPERATIONS CENTER PAINTING INTERIOR

Type of Work: FIXED CAPITAL OUTLAY

Phase	Funding Source	2027	2028	2029	2030	2031
Bridge/Roadway/Contract Maintenance	State				\$5,000	
Total for Project 449957-1					\$5,000	

449958-1 - MIDWAY OPERATIONS CENTER PAINTING/CLEANING EXTERIOR

Type of Work: FIXED CAPITAL OUTLAY

Phase	Funding Source	2027	2028	2029	2030	2031
Bridge/Roadway/Contract Maintenance	State		\$5,000		\$2,000	
Total for Project 449958-1			\$5,000		\$2,000	

449960-1 - MIDWAY OPERATIONS CENTER ROOF REPAIRS

Type of Work: FIXED CAPITAL OUTLAY

Phase	Funding Source	2027	2028	2029	2030	2031
Bridge/Roadway/Contract Maintenance	State		\$5,000		\$2,500	
Total for Project 449960-1			\$5,000		\$2,500	

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July 1, 2026 through June 30, 2031

Florida Department of Transportation - District Three

GADSDEN COUNTY

Modal Development: Aviation

449895-1 - QUINCY MUNICIPAL AIRPORT HANGAR M & SITE WORK FOR NEW TERMINAL

Type of Work: AVIATION PRESERVATION PROJECT

Phase	Funding Source	2027	2028	2029	2030	2031
Capital	State	\$700,000				
Total for Project 449895-1		\$700,000				

454926-3 - QUINCY MUNICIPAL AIRPORT - TERMINAL BUILDING & PARKING AREA

Type of Work: AVIATION REVENUE/OPERATIONAL

Phase	Funding Source	2027	2028	2029	2030	2031
Capital	State		\$2,200,000	\$1,000,000		
Total for Project 454926-3			\$2,200,000	\$1,000,000		

454926-4 - QUINCY MUNICIPAL AIRPORT DESIGN & CONSTRUCT FUEL APRON REHAB

Type of Work: AVIATION SAFETY PROJECT

Phase	Funding Source	2027	2028	2029	2030	2031
Capital	State			\$280,000		
Total for Project 454926-4				\$280,000		

454926-5 - QUINCY MUNICIPAL AIRPORT ENVIRONMENTAL & DESIGN TAXILAND & BOX HANGAR

Type of Work: AVIATION SAFETY PROJECT

Phase	Funding Source	2027	2028	2029	2030	2031
Capital	State			\$140,000		
Total for Project 454926-5				\$140,000		

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July 1, 2026 through June 30, 2031

Florida Department of Transportation - District Three

GADSDEN COUNTY

Modal Development: Rail

455342-1 - NEW RAIL ACCESS CDS MANUFACTURING, INC. GRETNA MILEPOST SP 827

Type of Work: RAIL CAPACITY PROJECT

Phase	Funding Source	2027	2028	2029	2030	2031
Capital	State	\$1,106,420				
Total for Project 455342-1		\$1,106,420				

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July 1, 2026 through June 30, 2031

Florida Department of Transportation - District Three

GADSDEN COUNTY

Modal Development: Transit

422262-1 - BIG BEND TRANSIT COMMUTER ROUTE

Type of Work: COMMUTER TRANS. ASSISTANCE

Phase	Funding Source	2027	2028	2029	2030	2031
Operations	Local	\$10,000	\$10,000	\$15,554	\$20,800	\$25,800
	State	\$10,000	\$10,000	\$15,554	\$20,800	\$25,800
Total for Project 422262-1		\$20,000	\$20,000	\$31,108	\$41,600	\$51,600

DISTRICT 3



TENTATIVE WORK PROGRAM PUBLIC HEARING REPORT

FISCAL YEAR 2027 TO FISCAL YEAR 2031



JEFFERSON COUNTY SUMMARY REPORT

AS OF **10/10/2025 9:45 AM** SUBJECT TO CHANGE

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July 1, 2026 through June 30, 2031

Florida Department of Transportation - District Three

JEFFERSON COUNTY

Highways

436745-1 - JEFFERSON COUNTY TSMCA

Type of Work: TRAFFIC SIGNALS

Phase	Funding Source	2027	2028	2029	2030	2031
Operations	State	\$19,000				
Total for Project 436745-1		\$19,000				

438366-4 - CR 259 WAUKEENHAH HWY FROM CR 158B RABON RD TO SR 57 (US 19)

Type of Work: WIDEN/RESURFACE EXIST LANES

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	State			\$2,317,983		
Total for Project 438366-4				\$2,317,983		

448605-3 - CR 146 ASHVILLE HWY FROM BASSETT DAIRY RD TO LUTHER FOUNTAIN RD -PH II

Type of Work: WIDEN/RESURFACE EXIST LANES

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	State		\$2,777,099			
Total for Project 448605-3			\$2,777,099			

451753-2 - CR 158 OLD LLOYD RD FROM JEFFERSON CO LINE TO E OF LLOYD CREEK RD-PH I

Type of Work: WIDEN/RESURFACE EXIST LANES

Phase	Funding Source	2027	2028	2029	2030	2031
Preliminary Engineering	State				\$305,359	
Total for Project 451753-2					\$305,359	

451753-3 - CR 158 OLD LLOYD RD FROM SR 8 (I-10) TO SR 10 (US 90) - PH III

Type of Work: WIDEN/RESURFACE EXIST LANES

Phase	Funding Source	2027	2028	2029	2030	2031
Preliminary Engineering	State				\$916,075	
Total for Project 451753-3					\$916,075	

451973-1 - SR 59 GAMBLE ROAD - LLOYD CROSSING #625569W

Type of Work: RAILROAD CROSSING

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	State	\$1,000				
Railroad & Utilities	State	\$400,000				
Total for Project 451973-1		\$401,000				

Draft Tentative Five-Year Work Program Public Hearing Summary Report - As of October 10, 2025

July 1, 2026 through June 30, 2031

Florida Department of Transportation - District Three

JEFFERSON COUNTY

Highways

452230-2 - SR 8 (I-10) JEFFERSON COUNTY REST AREA TRUCK PARKING - EAST REST AREA

Type of Work: REST AREA

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	State				\$10,055,648	
Preliminary Engineering	State		\$366,000			
Total for Project 452230-2			\$366,000		\$10,055,648	

452941-1 - SR 20 (US 27) FROM WEST OF CR 259 TO WEST OF SR 57 (US 19)

Type of Work: RESURFACING

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	Federal	\$4,795,442				
	State	\$609,169				
Railroad & Utilities	State	\$5,000				
Total for Project 452941-1		\$5,409,611				

452941-2 - SR 20 (US 27) FROM W OF SR 57 (US 19) TO MADISON COUNTY LINE

Type of Work: RESURFACING

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	Federal			\$16,114,940		
	State			\$167,902		
Preliminary Engineering	State	\$2,005,740				
Total for Project 452941-2		\$2,005,740		\$16,282,842		

453152-1 - SR 59 GAMBLE RD FROM SR 30 (US98) TO CR 259 TRAM RD

Type of Work: RESURFACING

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	Federal	\$11,012,262				
	State	\$1,453,619				
Railroad & Utilities	State	\$10,000				
Total for Project 453152-1		\$12,475,881				

454624-1 - SR 59 GAMBLE RD FROM SR 20 (US 27) TO LEON COUNTY LINE

Type of Work: RESURFACING

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	Federal		\$7,309,469			
	State		\$170,995			
Railroad & Utilities	State		\$40,000			
Total for Project 454624-1			\$7,520,464			

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July 1, 2026 through June 30, 2031

Florida Department of Transportation - District Three

JEFFERSON COUNTY

Highways

454643-1 - SR 57 (US 19) S JEFFERSON ST FROM NORTH OF MARTIN RD TO SR 10 (US 90)

Type of Work: RESURFACING

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	Federal		\$2,324,645			
	State		\$24,907			
Total for Project 454643-1			\$2,349,552			

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July 1, 2026 through June 30, 2031

Florida Department of Transportation - District Three

JEFFERSON COUNTY

Maintenance

436745-1 - JEFFERSON COUNTY TSMCA

Type of Work: TRAFFIC SIGNALS

Phase	Funding Source	2027	2028	2029	2030	2031
Bridge/Roadway/Contract Maintenance	State		\$20,000	\$21,000	\$22,000	\$23,000
Total for Project 436745-1			\$20,000	\$21,000	\$22,000	\$23,000

DISTRICT 3



TENTATIVE WORK PROGRAM PUBLIC HEARING REPORT

FISCAL YEAR 2027 TO FISCAL YEAR 2031



LEON COUNTY SUMMARY REPORT

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Florida Department of Transportation - District Three

LEON COUNTY

Fixed Capital Outlay

448266-2 - SPRINGHILL ROAD WELDING SHOP ROOF - CO

Type of Work: FIXED CAPITAL OUTLAY

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	State		\$95,000			
Total for Project 448266-2			\$95,000			

450290-1 - CO HEADQUARTERS - PARKING GARAGE STUDY

Type of Work: FIXED CAPITAL OUTLAY

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	State				\$85,000	
Total for Project 450290-1					\$85,000	

452092-1 - BUILDING AUTOMATION UPGRADE

Type of Work: FIXED CAPITAL OUTLAY

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	State		\$460,000			
Total for Project 452092-1			\$460,000			

452093-1 - CENTRAL UTILITY BLDG. COOLING TOWER

Type of Work: FIXED CAPITAL OUTLAY

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	State			\$985,000		
Total for Project 452093-1				\$985,000		

452096-1 - WORKSTATION REDESIGN AND REPLACEMENT PROJECT

Type of Work: FIXED CAPITAL OUTLAY

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	State			\$1,057,300	\$970,000	\$1,503,500
Total for Project 452096-1				\$1,057,300	\$970,000	\$1,503,500

454140-1 - KITCHEN UTILITY DECOMMISSIONING/SPACE RECONFIGURE AND OPTIMIZATION

Type of Work: FIXED CAPITAL OUTLAY

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	State	\$1,000,000	\$1,650,000			
Total for Project 454140-1		\$1,000,000	\$1,650,000			

Draft Tentative Five-Year Work Program Public Hearing Summary Report - As of October 10, 2025

July 1, 2026 through June 30, 2031

Florida Department of Transportation - District Three

LEON COUNTY

Fixed Capital Outlay

454165-1 - ADA COMPLIANCE RENOVATION-FORMER DOT CREDIT UNION

Type of Work: FIXED CAPITAL OUTLAY

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	State					\$2,200,000
Total for Project 454165-1						\$2,200,000

455643-1 - SECURITY ASSESSMENT & STANDARDS - FDOT FACILITIES

Type of Work: FIXED CAPITAL OUTLAY

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	State	\$200,000				
Total for Project 455643-1						\$200,000

457754-1 - ADA RENOVATIONS - GROUP AND SINGLE USE RESTROOMS - BURNS BLDG.

Type of Work: FIXED CAPITAL OUTLAY

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	State	\$1,815,881				
Total for Project 457754-1						\$1,815,881

457755-1 - BURNS BUILDING EXTERIOR WINDOW REPLACEMENT

Type of Work: FIXED CAPITAL OUTLAY

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	State	\$3,069,862				
Total for Project 457755-1						\$3,069,862

457801-1 - LED LIGHTING UPGRADES - INTERIOR-BURNS BLDG.

Type of Work: FIXED CAPITAL OUTLAY

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	State		\$125,000	\$94,000		
Total for Project 457801-1						\$219,000

457802-1 - SECURITY - FENCING GATES

Type of Work: FIXED CAPITAL OUTLAY

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	State	\$185,000				
Total for Project 457802-1						\$185,000

Draft Tentative Five-Year Work Program Public Hearing Summary Report - As of October 10, 2025

July 1, 2026 through June 30, 2031

Florida Department of Transportation - District Three

LEON COUNTY

Fixed Capital Outlay

457803-1 - SECURITY - CAMERA SYSTEM

Type of Work: FIXED CAPITAL OUTLAY

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	State			\$140,000		
Total for Project 457803-1				\$140,000		

457804-1 - ROOF REPLACEMENT - SPRINGHILL ADMIN BUILDING

Type of Work: FIXED CAPITAL OUTLAY

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	State	\$175,000				
Total for Project 457804-1		\$175,000				

457805-1 - SECURITY-HARDEN MAIN LOBBY RE-DESIGN AND RENOVATE

Type of Work: FIXED CAPITAL OUTLAY

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	State	\$1,100,000	\$1,100,000			
Total for Project 457805-1		\$1,100,000	\$1,100,000			

457806-1 - UPS AND LITHIUM ION BATTERY SET UP

Type of Work: FIXED CAPITAL OUTLAY

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	State		\$150,000			
Total for Project 457806-1			\$150,000			

457807-1 - SECURITY LANDSCAPE & HARDENING MASTER CAMPUS PLAN

Type of Work: FIXED CAPITAL OUTLAY

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	State			\$210,000	\$75,000	\$132,000
Total for Project 457807-1				\$210,000	\$75,000	\$132,000

Draft Tentative Five-Year Work Program Public Hearing Summary Report - As of October 10, 2025

July 1, 2026 through June 30, 2031

Florida Department of Transportation - District Three

LEON COUNTY

Highways

000154-3 - ORCHARD POND TOLL FACILITY INSURANCE

Type of Work: TOLL PLAZA

Phase	Funding Source	2027	2028	2029	2030	2031
Operations	State	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
Total for Project 000154-3		\$4,000	\$4,000	\$4,000	\$4,000	\$4,000

219668-2 - SR 61 THOMASVILLE HWY FR N OF SR 63 (US 27) MONROE ST TO N OF 9TH AVE

Type of Work: RESURFACING

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	Local	\$10,805				
	State	\$2,874,340				
Railroad & Utilities	Local	\$175,000				
	State	\$50,000				
Total for Project 219668-2		\$3,110,145				

219785-2 - LEON COUNTY COMPUTER BASED ATMS IMPLEMENTATION/OPERATIONS

Type of Work: ITS COMMUNICATION SYSTEM

Phase	Funding Source	2027	2028	2029	2030	2031
Operations	State	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
Total for Project 219785-2		\$500,000	\$500,000	\$500,000	\$500,000	\$500,000

219881-1 - SR 369 (US 319) FROM L. L. WALLACE ROAD TO S SR 61 INTERSECTION

Type of Work: RIGHT OF WAY - FUTURE CAPACITY

Phase	Funding Source	2027	2028	2029	2030	2031
Right of Way	State	\$500,000				
Total for Project 219881-1		\$500,000				

219881-4 - SR 369 (US 319) FROM S. OF L.L. WALLACE RD TO S. OF SR 61 INTERSECTION

Type of Work: ADD LANES & RECONSTRUCT

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	Federal		\$6,890,000			
	State		\$9,345,105			
Total for Project 219881-4			\$16,235,105			

Draft Tentative Five-Year Work Program Public Hearing Summary Report - As of October 10, 2025

July 1, 2026 through June 30, 2031

Florida Department of Transportation - District Three

LEON COUNTY

Highways

219881-5 - SR 369 (US 319) FROM S OF WAKULLA CO LINE TO S OF L.L. WALLACE ROAD

Type of Work: ADD LANES & RECONSTRUCT

Phase	Funding Source	2027	2028	2029	2030	2031
Right of Way	Federal	\$2,936,265				
	State	\$200,000				
Total for Project 219881-5		\$3,136,265				

436746-1 - LEON COUNTY TSMCA

Type of Work: TRAFFIC SIGNALS

Phase	Funding Source	2027	2028	2029	2030	2031
Operations	State	\$1,402,745				
Total for Project 436746-1		\$1,402,745				

437902-3 - SR 373 ORANGE AVE FROM S LAKE BRADFORD RD TO CYPRESS LAKE ST

Type of Work: ADD LANES & RECONSTRUCT

Phase	Funding Source	2027	2028	2029	2030	2031
Preliminary Engineering	Federal		\$2,900,000			
	State		\$290,000			
Total for Project 437902-3			\$3,190,000			

437902-4 - SR 373 ORANGE AVE FROM CYPRESS LAKE ST TO SR 61 S MONROE ST

Type of Work: ADD LANES & RECONSTRUCT

Phase	Funding Source	2027	2028	2029	2030	2031
Preliminary Engineering	Federal	\$800,000				
	State	\$400,000				
Total for Project 437902-4		\$1,200,000				

449079-1 - SPRINGHILL ROAD OVER MUNSON SLOUGH BRIDGE NO 550054

Type of Work: BRIDGE REPLACEMENT

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	Federal	\$2,961,218				
	Local	\$9,800,066				
Environmental	Federal	\$90,000				
Railroad & Utilities	Local	\$2,800,000				
Total for Project 449079-1		\$15,651,284				

451044-3 - SR 10 (US 90) FROM EDENFIELD ROAD TO CRUMP ROAD

Type of Work: BIKE PATH/TRAIL

Phase	Funding Source	2027	2028	2029	2030	2031
Preliminary Engineering	State			\$2,501,000		
Total for Project 451044-3				\$2,501,000		

Draft Tentative Five-Year Work Program Public Hearing Summary Report - As of October 10, 2025

July 1, 2026 through June 30, 2031

Florida Department of Transportation - District Three

LEON COUNTY

Highways

451044-4 - SR 10 (US 90) FROM CRUMP RD TO VETERANS MEMORIAL DR

Type of Work: BIKE PATH/TRAIL

Phase	Funding Source	2027	2028	2029	2030	2031
Preliminary Engineering	State			\$3,001,000		
Total for Project 451044-4				\$3,001,000		

451044-5 - SR 10 (US 90) FROM VETERANS MEMORIAL DR TO JEFFERSON COUNTY LINE

Type of Work: BIKE PATH/TRAIL

Phase	Funding Source	2027	2028	2029	2030	2031
Preliminary Engineering	State			\$2,401,000		
Total for Project 451044-5				\$2,401,000		

451226-1 - CALLEN STREET FROM WALCOTT STREET TO POTSDAMER STREET

Type of Work: SIDEWALK

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	Federal		\$576,938			
Total for Project 451226-1			\$576,938			

451227-1 - TALLAHASSEE SRTS - LAKEWOOD DR, SKYLARK AVE & FALCON DR

Type of Work: SIDEWALK

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	Federal		\$455,389			
Total for Project 451227-1			\$455,389			

452335-2 - SR 8 (I-10) LEON COUNTY REST AREA EB TRUCK PARKING

Type of Work: REST AREA

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	State					\$7,489,918
Total for Project 452335-2						\$7,489,918

452934-1 - SR 10 (US 90/MAHAN DR) FROM CR 0353 (DEMPSEY MAYO RD) TO APEX DR

Type of Work: RESURFACING

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	Federal	\$4,352,326				
	Federal Earmark	\$979,499				
	Local	\$102,900				
	State	\$3,615,871				
Railroad & Utilities	State	\$30,000				
Total for Project 452934-1		\$9,080,596				

Draft Tentative Five-Year Work Program Public Hearing Summary Report - As of October 10, 2025

July 1, 2026 through June 30, 2031

Florida Department of Transportation - District Three

LEON COUNTY

Highways

452938-1 - SR 61 (THOMASVILLE RD) FROM NORTH OF 9TH AVE TO S OF MACLAY RD

Type of Work: RESURFACING

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	Federal		\$14,756,937			
	Local		\$318,000			
	State		\$156,238			
Total for Project 452938-1			\$15,231,175			

452939-1 - SR 63 (US 27/MONROE ST) FROM SR 263 (CAPITAL CIR) TO N OF JOHN KNOX RD

Type of Work: RESURFACING

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	Federal	\$16,927,046				
	Local	\$308,700				
	State	\$181,361				
Total for Project 452939-1		\$17,417,107				

452940-1 - SR 61 (US 319) FROM TIMBERWOLF CROSSING TO GEORGIA STATE LINE

Type of Work: RESURFACING

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	Federal	\$13,263,454				
	State	\$142,108				
Total for Project 452940-1		\$13,405,562				

453096-1 - SR 263(US 319) C.C. SW FROM W OF SR 363 WOODVILLE TO E OF SR 61

Type of Work: RESURFACING

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	Federal	\$3,392,162				
	Local	\$308,700				
	State	\$36,344				
Railroad & Utilities	State	\$20,000				
Total for Project 453096-1		\$3,757,206				

454170-1 - SR 61 (US 27) MONROE ST @ PARK AVE

Type of Work: TRAFFIC SIGNALS

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	State	\$1,673,607				
Total for Project 454170-1		\$1,673,607				

Draft Tentative Five-Year Work Program Public Hearing Summary Report - As of October 10, 2025

July 1, 2026 through June 30, 2031

Florida Department of Transportation - District Three

LEON COUNTY

Highways

454311-2 - SR 261 CAPITAL CIRCLE NE OVER I-10 BRIDGE NO. 550076

Type of Work: BRIDGE-REPAIR/REHABILITATION

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	State	\$2,080,966				
Total for Project 454311-2		\$2,080,966				

454622-1 - SR 59 FROM JEFFERSON CO LINE TO SR 10 (US 90)

Type of Work: RESURFACING

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	State		\$250,002			
Total for Project 454622-1			\$250,002			

454625-1 - SR 261 CAPITAL CIR FROM CR 259 TRAM RD TO SR 20 (US 27) APALACHEE PKWY

Type of Work: RESURFACING

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	Federal		\$11,241,886			
	Local		\$325,000			
	State		\$120,449			
Total for Project 454625-1			\$11,687,335			

454627-1 - SR 363 WOODVILLE HWY FROM CR 2192 NATURAL BR RD TO SR 261(US 319) C.C.

Type of Work: RESURFACING

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	Federal		\$1,330,722			
	Local		\$53,000			
	State		\$4,682,677			
Total for Project 454627-1			\$6,066,399			

454750-1 - SR 20 FROM OCHLOCKONEE RIVER TO WEST OF SR 263 CAPITAL CIRCLE

Type of Work: RESURFACING

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	Federal		\$20,776,147			
	Local		\$53,000			
	State		\$192,264			
Total for Project 454750-1			\$21,021,411			

454807-1 - SR 263 CAPITAL CIRCLE FROM CR 2203 SPRINGHILL RD TO SR 371 ORANGE AVE

Type of Work: LANDSCAPING

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	State		\$1,470,750			
Total for Project 454807-1			\$1,470,750			

Draft Tentative Five-Year Work Program Public Hearing Summary Report - As of October 10, 2025

July 1, 2026 through June 30, 2031

Florida Department of Transportation - District Three

LEON COUNTY

Highways

454858-1 - SR 8 (I-10) FROM OCHLOCKNEE RELIEF BRIDGE TO OCHLOCKNEE RIVER BRIDGE

Type of Work: SAFETY PROJECT

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	Federal	\$688,493				
Total for Project 454858-1		\$688,493				

456373-1 - SR 363 WOODVILLE HWY AT CR 2192 NATURAL BRIDGE RD

Type of Work: TRAFFIC OPS IMPROVEMENT

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	State		\$1,339,713			
Total for Project 456373-1			\$1,339,713			

456560-1 - SR 8 (I-10) FROM GADSDEN COUNTY LINE TO W OF OLD BAINBRIDGE RD

Type of Work: RESURFACING

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	Federal			\$12,193,000		
Preliminary Engineering	Federal	\$1,669,800				
Total for Project 456560-1		\$1,669,800		\$12,193,000		

456595-1 - SR 263 CAPITAL CIRCLE FROM N OF SR 8 (I-10) TO SR 62 (US 27)

Type of Work: RESURFACING

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	Federal			\$6,419,574		
	Local			\$100,000		
	State			\$939,441		
Preliminary Engineering	State	\$1,478,620				
Total for Project 456595-1		\$1,478,620		\$7,459,015		

457358-1 - HIGHLAND DR FROM BUCK LAKE RD TO SR 10 (US 90) MAHAN DR

Type of Work: SIDEWALK

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	Federal		\$1,841,156			
Total for Project 457358-1			\$1,841,156			

457575-1 - SPRINGWOOD ELEMENTARY SCHOOL SIDEWALK PROJECT

Type of Work: SIDEWALK

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	Federal					\$455,063
Preliminary Engineering	Federal			\$103,785		
Total for Project 457575-1				\$103,785		\$455,063

Draft Tentative Five-Year Work Program Public Hearing Summary Report - As of October 10, 2025

July 1, 2026 through June 30, 2031

Florida Department of Transportation - District Three

LEON COUNTY

Highways

457576-1 - HAWKS RISE ELEMENTARY SCHOOL SIDEWALK PROJECT

Type of Work: SIDEWALK

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	Federal					\$557,238
Preliminary Engineering	Federal			\$127,089		
Total for Project 457576-1				\$127,089		\$557,238

Draft Tentative Five-Year Work Program Public Hearing Summary Report - As of October 10, 2025

July 1, 2026 through June 30, 2031

Florida Department of Transportation - District Three

LEON COUNTY

Maintenance

436746-1 - LEON COUNTY TSMCA

Type of Work: TRAFFIC SIGNALS

Phase	Funding Source	2027	2028	2029	2030	2031
Bridge/Roadway/Contract Maintenance	State		\$1,500,000	\$1,550,000	\$1,600,000	\$1,650,000
Total for Project 436746-1			\$1,500,000	\$1,550,000	\$1,600,000	\$1,650,000

451212-3 - A/C UNIT REPLACEMENT - BLANCHE J JOHNSON BLDG.

Type of Work: FIXED CAPITAL OUTLAY

Phase	Funding Source	2027	2028	2029	2030	2031
Bridge/Roadway/Contract Maintenance	State	\$15,000				
Total for Project 451212-3		\$15,000				

Draft Tentative Five-Year Work Program Public Hearing Summary Report - As of October 10, 2025

July 1, 2026 through June 30, 2031

Florida Department of Transportation - District Three

LEON COUNTY

Modal Development: Aviation

416010-7 - TALLAHASSEE REGIONAL AIRPORT ACCESS & ROADWAY REALIGNMENT PH II

Type of Work: AVIATION PRESERVATION PROJECT

Phase	Funding Source	2027	2028	2029	2030	2031
Capital	Local		\$2,000,000			
	State		\$2,000,000			
Total for Project 416010-7			\$4,000,000			

450038-1 - TALLAHASSEE INTERNATIONAL AIRPORT TERMINAL HVAC IMPROVEMENTS

Type of Work: AVIATION PRESERVATION PROJECT

Phase	Funding Source	2027	2028	2029	2030	2031
Capital	Local	\$550,000				
	State	\$550,000				
Total for Project 450038-1		\$1,100,000				

456822-2 - TALLAHASSEE INTERNATIONAL AIRPORT PARKING AREA IMPROVEMENTS

Type of Work: AVIATION PRESERVATION PROJECT

Phase	Funding Source	2027	2028	2029	2030	2031
Capital	Local			\$1,750,000		
	State			\$1,750,000		
Total for Project 456822-2				\$3,500,000		

Draft Tentative Five-Year Work Program Public Hearing Summary Report - As of October 10, 2025

July 1, 2026 through June 30, 2031

Florida Department of Transportation - District Three

LEON COUNTY

Modal Development: Transit

420311-1 - BIG BEND TRANSIT COMMUTER ASSISTANCE

Type of Work: COMMUTER TRANS. ASSISTANCE

Phase	Funding Source	2027	2028	2029	2030	2031
Operations	State	\$40,000	\$40,000	\$44,554	\$51,000	\$56,000
Total for Project 420311-1		\$40,000	\$40,000	\$44,554	\$51,000	\$56,000

421364-3 - CITY OF TALLAHASSEE TRANSIT NON-URBANIZED AREA 5311

Type of Work: OPERATING/ADMIN. ASSISTANCE

Phase	Funding Source	2027	2028	2029	2030	2031
Operations	Federal	\$260,749	\$271,821	\$283,225	\$294,971	\$307,070
	Local	\$260,749	\$271,821	\$283,225	\$294,971	\$307,070
Total for Project 421364-3		\$521,498	\$543,642	\$566,450	\$589,942	\$614,140

422250-1 - CITY OF TALLAHASSEE TRANSIT OPERATING ASSISTANCE

Type of Work: OPERATING FOR FIXED ROUTE

Phase	Funding Source	2027	2028	2029	2030	2031
Operations	Local	\$1,309,262	\$1,348,540	\$1,388,995	\$1,430,666	\$1,473,586
	State	\$1,309,262	\$1,348,540	\$1,388,995	\$1,430,666	\$1,473,586
Total for Project 422250-1		\$2,618,524	\$2,697,080	\$2,777,990	\$2,861,332	\$2,947,172

422251-2 - CITY OF TALLAHASSEE STARMETRO CAPITAL SECTION 5307 - LARGE URBAN

Type of Work: CAPITAL FOR FIXED ROUTE

Phase	Funding Source	2027	2028	2029	2030	2031
Capital	Federal	\$1,921,770	\$1,921,770	\$1,921,770	\$1,921,770	\$1,921,770
	Local	\$480,442	\$480,442	\$480,442	\$480,442	\$480,442
Total for Project 422251-2		\$2,402,212	\$2,402,212	\$2,402,212	\$2,402,212	\$2,402,212

422251-3 - CITY OF TALLAHASSEE STARMETRO OP. FIXED ROUTE 5307 - LARGE URBAN

Type of Work: OPERATING FOR FIXED ROUTE

Phase	Funding Source	2027	2028	2029	2030	2031
Operations	Federal	\$1,926,022	\$1,926,022	\$1,926,022	\$1,926,022	\$1,926,022
	Local	\$1,926,022	\$1,926,022	\$1,926,022	\$1,926,022	\$1,926,022
Total for Project 422251-3		\$3,852,044	\$3,852,044	\$3,852,044	\$3,852,044	\$3,852,044

Draft Tentative Five-Year Work Program Public Hearing Summary Report - As of October 10, 2025

July 1, 2026 through June 30, 2031

Florida Department of Transportation - District Three

LEON COUNTY

Modal Development: Transit

425269-9 - CITY OF TALLAHASSEE STARMETRO SECTION 5339 CAPITAL - LARGE URBAN

Type of Work: CAPITAL FOR FIXED ROUTE

Phase	Funding Source	2027	2028	2029	2030	2031
Capital	Federal	\$418,004	\$418,004	\$418,004	\$418,004	\$418,004
	Local	\$104,501	\$104,501	\$104,501	\$104,501	\$104,501
Total for Project 425269-9		\$522,505	\$522,505	\$522,505	\$522,505	\$522,505

433685-1 - CITY OF TALLAHASSEE STARMETRO CAPITAL-OPERATING 5310 - LARGE URBAN

Type of Work: CAPITAL FOR FIXED ROUTE

Phase	Funding Source	2027	2028	2029	2030	2031
Capital	Federal	\$115,818	\$115,818	\$115,818	\$115,818	\$115,818
	Local	\$28,955	\$28,955	\$28,955	\$28,955	\$28,955
Total for Project 433685-1		\$144,773	\$144,773	\$144,773	\$144,773	\$144,773

446994-1 - APALACHEE REGIONAL PLANNING COUNCIL COMMUTER ASSISTANCE

Type of Work: COMMUTER TRANS. ASSISTANCE

Phase	Funding Source	2027	2028	2029	2030	2031
Operations	State	\$272,014	\$275,927	\$279,554	\$283,006	\$280,000
Total for Project 446994-1		\$272,014	\$275,927	\$279,554	\$283,006	\$280,000

Draft Tentative Five-Year Work Program Public Hearing Summary Report - As of October 10, 2025

July 1, 2026 through June 30, 2031

Florida Department of Transportation - District Three

LEON COUNTY

Transportation Planning

439323-6 - CAPITAL REGION TPA (TALLAHASSEE) FY 2026/2027-2027/2028 UPWP

Type of Work: TRANSPORTATION PLANNING

Phase	Funding Source	2027	2028	2029	2030	2031
Planning	Federal	\$1,895,798	\$895,798			
Total for Project 439323-6		\$1,895,798	\$895,798			

439323-7 - CAPITAL REGION TPA (TALLAHASSEE) FY 2027/2028-2028/2029 UPWP

Type of Work: TRANSPORTATION PLANNING

Phase	Funding Source	2027	2028	2029	2030	2031
Planning	Federal			\$1,295,798	\$895,798	
Total for Project 439323-7				\$1,295,798	\$895,798	

439323-8 - CAPITAL REGION TPA (TALLAHASSEE) FY 2027/2028-2028/2029 UPWP

Type of Work: TRANSPORTATION PLANNING

Phase	Funding Source	2027	2028	2029	2030	2031
Planning	Federal					\$895,798
Total for Project 439323-8						\$895,798

439339-6 - MPO ADVISORY COMMITTEE STAFF FY 2026/2027-2027/2028 UPWP

Type of Work: TRANSPORTATION PLANNING

Phase	Funding Source	2027	2028	2029	2030	2031
Planning	Federal	\$800,000	\$800,000			
Total for Project 439339-6		\$800,000	\$800,000			

439339-7 - MPO ADVISORY COMMITTEE STAFF FY 2028/2029-2029/2030 UPWP

Type of Work: TRANSPORTATION PLANNING

Phase	Funding Source	2027	2028	2029	2030	2031
Planning	Federal			\$800,000	\$800,000	
Total for Project 439339-7				\$800,000	\$800,000	

439339-8 - MPO ADVISORY COMMITTEE STAFF FY 2028/2029-2029/2030 UPWP

Type of Work: TRANSPORTATION PLANNING

Phase	Funding Source	2027	2028	2029	2030	2031
Planning	Federal					\$800,000
Total for Project 439339-8						\$800,000

DISTRICT 3



TENTATIVE WORK PROGRAM PUBLIC HEARING REPORT

FISCAL YEAR 2027 TO FISCAL YEAR 2031



WAKULLA COUNTY SUMMARY REPORT

AS OF **10/10/2025 9:45 AM** SUBJECT TO CHANGE

FLORIDA DEPARTMENT OF TRANSPORTATION DISTRICT 3
PROJECTS FUNDED JULY 1, 2026 TO JUNE 30, 2031
VISIT US AT WWW.FDOT.GOV/WPPH/DISTRICT3

Draft Tentative Five-Year Work Program Public Hearing Summary Report - As of October 10, 2025

July 1, 2026 through June 30, 2031

Florida Department of Transportation - District Three

WAKULLA COUNTY

Highways

410172-2 - SR 267 BLOXHAM CUTOFF FROM WAKULLA SPRINGS PARK TO ST MARKS TRAIL

Type of Work: BIKE PATH/TRAIL

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	State					\$9,794,255
Total for Project 410172-2						\$9,794,255

436751-1 - WAKULLA COUNTY TSMCA

Type of Work: TRAFFIC SIGNALS

Phase	Funding Source	2027	2028	2029	2030	2031
Operations	State	\$85,152				
Total for Project 436751-1		\$85,152				

440624-3 - CR 375 SMITH CREEK RD FROM S OF NF 388/CR368 TO NF 13 - PH III

Type of Work: WIDEN/RESURFACE EXIST LANES

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	State	\$1,909,435				
Total for Project 440624-3		\$1,909,435				

448654-2 - LONNIE RAKER LN FROM S OF BOYNTON TO SR 267 BLOXHAM CUTOFF RD

Type of Work: RESURFACING

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	State		\$864,491			
Total for Project 448654-2		\$864,491				

454621-1 - SR 377 (US 319) FROM OCHLOCKONEE RIVER BRIDGE TO N OF BEASLEY RD

Type of Work: RESURFACING

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	Federal		\$3,686,872			
	State		\$39,502			
Total for Project 454621-1		\$3,726,374				

455219-1 - CR 365 SPRING CREEK RD FROM BLOXHAM CUTOFF RD TO SR 30 (US 98)

Type of Work: WIDEN/RESURFACE EXIST LANES

Phase	Funding Source	2027	2028	2029	2030	2031
Preliminary Engineering	State	\$513,450				
Total for Project 455219-1		\$513,450				

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July 1, 2026 through June 30, 2031

Florida Department of Transportation - District Three

WAKULLA COUNTY

Highways

455219-2 - CR 365 SPRING CREEK RD FROM CR 61 TO SR 267 BLOXHAM CUTOFF RD - PH I

Type of Work: WIDEN/RESURFACE EXIST LANES

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	State		\$2,993,069			
Total for Project 455219-2			\$2,993,069			

456994-1 - SR 369 (US 319) FROM SOUTH OF EAST IVAN RD TO NORTH OF SR 267

Type of Work: LANDSCAPING

Phase	Funding Source	2027	2028	2029	2030	2031
Construction	State	\$730,590				
Total for Project 456994-1		\$730,590				

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July 1, 2026 through June 30, 2031

Florida Department of Transportation - District Three

WAKULLA COUNTY

Maintenance

436751-1 - WAKULLA COUNTY TSMCA

Type of Work: TRAFFIC SIGNALS

Phase	Funding Source	2027	2028	2029	2030	2031
Bridge/Roadway/Contract Maintenance	State		\$80,000	\$83,000	\$86,000	\$89,000
Total for Project 436751-1			\$80,000	\$83,000	\$86,000	\$89,000

Draft Tentative Five-Year Work Program Public Hearing Summary Report - As of October 10, 2025

July 1, 2026 through June 30, 2031

Florida Department of Transportation - District Three

WAKULLA COUNTY

Modal Development: Transit

421366-3 - WAKULLA COUNTY SENIOR CITIZEN TRANSIT NON-URBANIZED AREA 5311

Type of Work: OPERATING/ADMIN. ASSISTANCE

Phase	Funding Source	2027	2028	2029	2030	2031
Operations	Federal	\$311,849	\$322,921	\$334,325	\$346,071	\$358,170
	Local	\$311,849	\$322,921	\$334,325	\$346,071	\$358,170
Total for Project 421366-3		\$623,698	\$645,842	\$668,650	\$692,142	\$716,340

November 17, 2025



AGENDA ITEM 8 B

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 Williams-Cox as Chair and Commissioner Maddox as Vice Chair. Staff is seeking the approval of a new Chair and Vice Chair to serve for calendar year 2026.

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
2025	COMMISSIONER WILLIAMS-COX	COMMISSIONER MADDOX
2024	COMMISSIONER MESSERSMITH	COMMISSIONER WILLIAMS-COX
2023	COMMISSIONER MINOR	COMMISSIONER MESSERSMITH
2022	COMMISSIONER DOZIER	COMMISSIONER BARFIELD
2021	COMMISSIONER MATLOW	COMMISSIONER DOZIER
2020	COMMISSIONER MERRITT	COMMISSIONER MATLOW

OPTIONS

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

Option 2: Provide other direction



November 17, 2025

AGENDA ITEM 11 A

FUTURE MEETINGS

TYPE OF ITEM: CRTPA Information

Meeting Date	Meeting Type	Location
Dec 16 (Tuesday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm



AGENDA ITEM 11 B

**CRTPA COMMITTEE ACTIONS
(CITIZEN'S MULTIMODAL ADVISORY COMMITTEE &
TECHNICAL ADVISORY COMMITTEE)**

TYPE OF ITEM: CRTPA Information

STATEMENT OF ISSUE

This item provides information on the activities of the Technical Advisory Committee (TAC) and the Citizens Multimodal Advisory Committee (CMAC) to the Capital Region Transportation Planning Agency (CRTPA).

TAC and CMAC: The committees each met on November 4, 2025, and acted on the following:

- **Minutes of the September 2, 2025, Meetings**
 - **TAC Action:** Approved.
 - **CMAC Action:** Approved.

- **TAC 2026 Calendar**
 - **TAC Action:** Approved.
 - **CMAC Action:** Approved.

- **Unified Planning Work Program (UPWP) Amendment**
 - **TAC Action:** Recommended approval.
 - **CMAC Action:** Recommended approval.

- **CRTPA Transportation Improvement Program (TIP) Amendment**
 - **TAC Action:** Recommended approval.
 - **CMAC Action:** Recommended approval.

- **CRTPA 2050 Regional Mobility Plan**
 - **TAC Action:** Recommended adoption.
 - **CMAC Action:** Recommended adoption.

- **Fiscal Year (FY) 2027 – FY 2031 Tentative Work Program**
 - **TAC Action:** Information Only.
 - **CMAC Action:** Information Only.

➤ **Election of Year 2026 Chair and Vice Chair**

- **TAC Action:** Elected Mr. Ryan Guffey as Chair and Ms. Mary O’Brien as Vice-Chair.
- **CMAC Action:** Elected Mr. Chad Hanson as Chair and Mr. Ernie Bradley as Vice-Chair.