



CRTPA BOARD

MEETING OF TUESDAY, SEPTEMBER 19 AT 1:30 PM

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

MISSION STATEMENT

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

FINAL AGENDA

Citizens wishing to provide input at the CRTPA meeting may:

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

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

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

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

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

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

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

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

5. **CONSENT ITEMS PULLED FOR DISCUSSION**

6. **ROLL CALL VOTE AGENDA ITEMS**

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

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

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

7. CRTPA ACTION

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

A. CRTPA Fiscal Year (FY) 2022 Financial Statements

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

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

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

C. CRTPA Fiscal Year (FY) 2024 Budget

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

D. Project Priority List Amendment

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

E. CRTPA Reapportionment Plan & Metropolitan Planning Boundary

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

8. FLORIDA DEPARTMENT OF TRANSPORTATION REPORT

A status report on FDOT activities will be provided.

9. EXECUTIVE DIRECTOR'S REPORT

A status report on CRTPA activities will be provided.

10. CRTPA INFORMATION**A. Future Meeting Dates****B. Committee Actions****C. Utilization Report Q4 FY 23****D. Correspondence****11. ITEMS FROM CRTPA BOARD MEMBERS**

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

September 19, 2023



AGENDA ITEM 4 A

MINUTES

TYPE OF ITEM: Consent

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

RECOMMENDED ACTION

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

ATTACHMENT

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



CRTPA BOARD

MEETING OF MONDAY, JUNE 19 AT 1:30 PM

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

Minutes

Members Present:

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

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

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 1:33 pm with a roll call.

2. AGENDA MODIFICATIONS

3. PUBLIC COMMENT ON ITEMS NOT APPEARING ON THE AGENDA

4. CONSENT AGENDA

- A. Minutes of the May 22 CRTPA Meeting**
- B. FDOT 2022 Joint Certification of the CRTPA**

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

5. CONSENT ITEMS PULLED FOR DISCUSSION

6. ROLL CALL VOTE AGENDA ITEMS

A. FY 2024– FY 2028 Transportation Improvement Program (TIP) Adoption

The FY 2024 – FY 2028 TIP reflecting the projects that have received funding in the Florida Department of Transportation Work Program has been developed for Board adoption.

Mr. Slay provided information on the FY 2024– FY 2028 TIP and stated the document outlines the funding for the next five years.

Ms. Lex next provided information on the FY 2024– FY 2028 TIP including background information on the document. Ms. Lex stated the TIP was a 5-year funding program that assigns available funding to specific projects and was adopted by the Board on an annual basis. Ms. Lex noted the program consists of Federal, State and locally funded transportation projects and covers all modes of transportation projects. Ms. Lex stated the TIP was consistent with the Connections 2045 Regional Mobility Plan and the Florida Transportation Plan.

Ms. Lex provided information on the public outreach that was conducted prior to the adoption of the TIP. She noted public meetings were noticed in local newspapers for each county, emailed to interested parties, and distributed to local government partners, committees and the Board. Ms. Lex noted there were in-person and virtual meeting options available to the public, and noted the meetings were well attended by the public.

Ms. Lex briefly discussed the Interactive TIP Tool and the information that can be accessed by the public. She noted that by using the Interactive TIP Tool, citizens could locate information on project types, project phases and project categories along with funding project types, funding sources and funding by each county.

Ms. Lex stated the next steps after Board adoption include TIP transmittal to the FDOT District 3 Secretary followed by Governor approval of the State Transportation Improvement Program.

Commissioner Richardson asked if the Safe Routes to School projects have been determined. Ms. Lex stated the projects have been programmed for Leon County which includes schools inside the City of Tallahassee as well as in Leon County. She noted the Safe Routes to School Program was a program in which the local governments apply directly to FDOT and noted that FDOT Central Office completes the programming for the SRTS program. Ms. Lex stated that she would provide information to the Board on specific SRTS projects. Commissioner Williams-Cox asked staff to provide an explanation on the absence of Tharpe Street from the TIP. Mr. Slay stated that project was not included because it was not a part of this work program. He stated Blueprint Intergovernmental Agency is working on efforts related to the project. Mr. Slay noted that the CRTPA applied for the Reconnecting Communities Grant last year for funding on Tharpe Street but was not awarded funding. He noted there have been

discussions about reapplying in the upcoming year for the Connecting Communities Grant but at this point there was no funding available for Tharpe Street.

Commissioner O’Keefe made a motion to adopt the FY 2024 – FY 2028 Transportation Improvement Program. Commissioner Richardson seconded the motion. A roll call vote was conducted and the motion was unanimously passed.

7. CRTPA ACTION

A. CRTPA Safe Streets and Roads for All (SS4A) Safety Action Plan

The CRTPA’s Safe Streets and Roads for All (SS4A) Safety Action Plan has been developed for Board adoption. The Plan identifies a comprehensive set of projects and strategies to improve safety on the CRTPA region’s roadways and reach a goal of zero fatalities and serious injuries by the year 2040.

Mr. Kostrzewa provided background information on the Safe Streets for All Program which funds planning and implementation of projects. He introduced the consultant for the CRTPA’s Safe Streets and Roads for All (SS4A) Safety Action Plan.

Ms. Lindsay Slautterback, Kimley Horn and Associates, provided information on the CRTPA’s Safe Streets and Roads for All (SS4A) Safety Action Plan. Ms. Slautterback stated the project began last September and that the plan implements a long-term safety goal of zero fatalities and serious injury by 2040.

Ms. Slautterback provided key information about the SS4A Program. She stated the program was a federal grant program with USDOT and appropriated \$5 billion in funding over 5 years. She stated the program’s major focus was safety and equity. Furthermore, she noted a part of the SS4A program requires a Safety Action Plan.

Ms. Slautterback stated the Safety Action Plan was a data driven comprehensive safety plan aimed at reducing and eliminating serious injuries and fatal crashes. Ms. Slautterback discussed the safety analysis for the four county CRTPA Region and stated the historical crash data was drawn from the Signal Four Analytics for the years 2017-2021. She noted that for the region there were 279 fatal crashes; 969 serious injury crashes; and that 30% involved a vehicle leaving the roadway. She provided a summary of serious injury and fatalities for each county.

Ms. Slautterback stated the High-Injury Network (HIN) was another requirement of the Safety Action Plan. A High Injury Network include segments and hotspot intersections with historical safety concerns. She noted the HIN was developed as a part of the Congestion Management Process (CMP) Plan Update that is currently underway.

Ms. Slautterback stated that equity considerations were another requirement of the Safety Action Plan. She stated that equity considerations included historically disadvantaged communities and areas

of persistent poverty. Ms. Slautterback noted that many of the disadvantaged communities are in Gadsden County as well as other areas in the surrounding counties.

Ms. Slautterback discussed public engagement of the project and stated the Community Traffic Safety teams served as the task force. She discussed meetings were conducted with relevant stakeholders and that public events were conducted by staff who attended to provide citizens in the region an opportunity to provide comments. She noted that two major public events included the Tallahassee and Havana Winter Festivals. Pop-up events also included the Tallahassee Marathon Expo and the Dirty Pecan Bicycle Ride. All of these events provided citizens from the region a chance to provide comments. At these pop-up events surveys were taken for citizens to provide comments. Ms. Slautterback stated that a total of 591 survey responses were received. From those surveys, five common themes were present: bicycle and pedestrian facilities needed, public transportation needs, unsafe conditions for multimodal users, law enforcement related to speeding and distracted drivers.

Ms. Slautterback next discussed project prioritization and noted that the Project Prioritization was requirement. She stated meetings were held with stakeholders to identify local priorities to incorporate into the Safety Action Plan. She noted that projects within the counties of Jefferson, Gadsden and Wakulla were still under development and those projects will be incorporated into the next update.

Commissioner Minor stated that within the last month, there were 4 four fatalities in Tallahassee and felt the Safety Action Plan would help with working to prevent fatalities. Commissioner Richardson discussed the disadvantaged areas within the region and noted that such areas are likely to be involved in fatal crashes due to many residents having less access to personal vehicles. He also expressed concerns with Orange Ave (Springhill to South Lake Bradford) as well as Liberty Park and noted the presence of pedestrians and absence of sidewalks in many locations. Mr. Slay noted that corridor doesn't appear in the High Injury Network. He stated Orange Avenue was under design but noted it would be about 15 years before the sidewalks would be constructed as part of the roadway project. Commissioner O'Keefe noted news reports of related to pedestrian and cyclist deaths and stated that the Safety Action Plan was a good move forward. Commissioner Matlow stated basic infrastructure should come first and asked if lighting could be a factor for any of the fatalities. Mr. Slay stated crash reports were held for 60 days before being able to be reviewed and stated he was working to request that the information be made available prior to the 60 days. Furthermore, he noted staff sometimes will go out and visit a crash site and make recommendations for improvements.

Board Action: Commissioner Richardson made a motion to direct staff to study the Orange Avenue corridor (from Springhill south toward to the airport) to recommend improvements for the corridor. Commissioner Williams-Cox seconded the motion. The motion was unanimously passed.

Board Action: Commissioner O'Keefe made a motion to approve the CRTPA Safe Streets and Roads for All (SS4A) Safety Action Plan. Commissioner Richardson seconded the motion. The motion was unanimously passed.

B. Fiscal Year (FY) 2025 – FY 2029 Project Priority Lists (PPLs)

The FY 2025 – 2029 Project Priority Lists has been developed for Board adoption. The following lists have been developed for Board approval:

1. Regional Mobility Plan (RMP) Roadways Project Priority List
2. Regional Mobility Plan (RMP) Bicycle and Pedestrian Project Priority List
3. Regional Trails Project Priority List
4. Transportation Systems Management (TSM) and Safety Project Priority List
5. Intelligent Transportation Systems (ITS) Project Priority List
6. Tallahassee International Airport Project Priority List
7. StarMetro Project Priority List
8. Urban Attributable Allocations Project Priority List

Ms. Lex outlined the Fiscal Year (FY) 2025 – FY 2029 Project Priority Lists. She stated each list was presented to the Board at an earlier meeting, therefore, only the additions and changes would be presented. Ms. Lex explained the public involvement conducted by staff related to the PPLs. She stated notices went out via newspaper ads and emails to interested parties, local government partners, CRTPA committees and information was also posed on the website. Ms. Lex stated that on the Regional Trails PPL, the Blueprint IA requested the Welaunee Greenway be added to the list to make connections to the existing projects identified by Blueprint IA. Ms. Lex stated the Monticello Trail Extension (US 19) was removed in error; therefore, it was added back to the Regional Trails PPL. Ms. Lex next discussed the new Urban Area Attributable (SU) funding and the Urban Area Carbon Reduction Funding. Mr. Slay explained that he was in conversations with the City of Tallahassee to allocate Carbon Reduction funds to the City's electrification plan efforts to assist with fleet vehicles. He stated that the City has faced supply issues when attempting to purchase vehicles and noted the city ordered 40 vehicles but only received two vehicles. Mr. Slay stated he would continue to work with the City to determine a more refined allocation of the Carbon Reduction Funds.

Finally, Ms. Lex outlined the next steps, stating that after the Board adopts the Fiscal Year (FY) 2025 -FY 2029 Project Priority Lists they are transmitted to the FDOT District 3 Secretary and then the cycle begins for the development of the FY 2025- FY 2029 TIP.

Board Action: Commissioner Richardson made a motion to approve the Fiscal Year (FY) 2025 – FY 2029 Project Priority Lists. Commissioner Williams-Cox seconded the motion. The motion was unanimously passed.

C. Strategic Intermodal System (SIS) Designation

A discussion related to the SIS designated roadways in the CRTPA region will be provided. Mr. Slay explained proposed changes to the Strategic Intermodal System Designation.

Mr. Slay explained the FDOT revises the SIS every five years and noted the SIS was 75% of FDOT Capacity Funding. Mr. Slay provided an overview of the recommended additions to the SIS for the CRTPA Region and stated the justification for each roadway. 1) Crawfordville Road - US 98 to Capital Circle SW, this portion of Crawfordville Road meets the SIS designation criteria of a corridor connecting

an urban area with a Rural Area of Opportunity (Wakulla County) and has a AADT of at least 6,000 (ranged from 13,000 to 22,000 depending on location in 2022); 2) Capital Circle SW - Springhill Road to Crawfordville Highway, this section of Capital Circle SW would provide access to the Tallahassee International Airport (TLH) from areas south of Leon County and provide a continuous connection with the SIS; 3) Capital Circle SE - Crawfordville Highway to I-10, this would provide continuous connection on the SIS to eastern Tallahassee and I-10 East; 4) US 27 - I-10 to Georgia State Line, meets the criteria related to NHS designated facilities that connect to an urbanized area outside the state not already served by a SIS facility; 5) Capital Circle NW - I-10 to US 27, this segment of Capital Circle NW serves as a hub connection from US 27 to the Tallahassee International Airport as well as I-10. Mr. Slay noted truck volumes along this segment are nearly 10% of overall AADT. Mr. Slay stated the proposed additions would be submitted to FDOT-District and then to FDOT-Central Office for final consideration, after the review and approval by the Board.

Board Action: Commissioner Richardson made a motion to approve the Strategic Intermodal System (SIS) Designation. Commissioner Williams-Cox seconded the motion. The motion was unanimously passed.

8. FLORIDA DEPARTMENT OF TRANSPORTATION REPORT

A status report on FDOT activities will be provided.

Mr. Paulk stated there were no updates to provide to the Board at this time.

9. EXECUTIVE DIRECTOR'S REPORT

A status report on CRTPA activities will be provided.

Mr. Slay noted a meeting was scheduled with Central Office to discuss the proposed SIS designations.

10. CRTPA INFORMATION

A. Future Meeting Dates

B. Committee Actions

11. ITEMS FROM CRTPA BOARD MEMBERS

Commissioner Minor stated there was a meeting with Senator Corey Simon to discuss the CRTPA. He noted Mr. Slay would be attending.

12. ADJOURNMENT

The meeting was adjourned at 2:37 pm.



September 19, 2023

AGENDA ITEM 4 B

CITIZENS MULTIMODAL ADVISORY COMMITTEE APPOINTMENT

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

This item seeks board approval of the appointment of Julie Christesen to serve on the CRTPA's Citizens Multimodal Advisory Committee (CMAC). The application of Ms. Christesen is provided as ***Attachment 1***.

RECOMMENDED ACTION

Option 1: Approve the appointment of Julie Christesen to the CRTPA's Citizens Multimodal Advisory Committee


BACKGROUND

The CMAC is an advisory committee to the CRTPA composed of volunteers who dedicate their time and advice to the CRTPA on issues pertaining to transportation planning within the region. Pursuant to Article III, Section 2 of the CMAC Bylaws, the CMAC may consist of a maximum of fifteen (15) voting representatives from the four (4) county region. Currently, the CMAC is comprised of ten (10) members. In addition to the CMAC, the CRTPA is advised by the Technical Advisory Committee (TAC), which is composed of local and state planners and engineers with expertise in the area of transportation.

ATTACHMENT

Attachment 1: Application of Ms. Julie Christesen

Capital Region Transportation Planning Agency CITIZEN'S MULTIMODAL ADVISORY COMMITTEE (CMAC) APPLICATION

Please return to: Capital Region Transportation Planning Agency 300 S. Adams St., 3rd Floor Tallahassee, Florida 32301 Or: Email: yulonda.mitchell@crtpa.org		This application will remain in active files for two years. Please contact the CRTPA to advise of any changes regarding the information on this application. Email: yulonda.mitchell@crtpa.org PHONE: 850-891-8628						
Name: Julie Conn Christesen		Date: 6/16/2023						
Phone: 850-545-4196		Email: esgreenfl@outlook.com						
Please list your specific employer/occupation if employed by a State, Federal, or local government:								
Employer: ES Green & Company								
Please provide your home and work address (if applicable). Please check that box of your preferred mailing address.								
<input checked="" type="checkbox"/> Home Address: 511 Waverly Road, Tallahassee, FL 32312 City/State/Zip:								
<input checked="" type="checkbox"/> Work Address: 1173 Benjamin Chaires Road, Tallahassee, FL 32317 City/State/Zip:								
<p style="text-align: center;">The Capital Region Transportation Planning Agency strives to ensure that its citizens multimodal advisory committee is representative of the community's demographic makeup. To assist in this endeavor, please provide the following information (voluntary).</p> <p style="text-align: center;"><i>Please also note if you are physically challenged</i> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <table style="width: 100%;"> <tr> <td style="width: 33%;">Race: <input type="checkbox"/> American Indian or Alaskan Native</td> <td style="width: 33%;"><input type="checkbox"/> Black</td> <td style="width: 33%;"><input type="checkbox"/> Other</td> </tr> <tr> <td><input type="checkbox"/> Asian or Pacific Islander</td> <td><input type="checkbox"/> Hispanic</td> <td><input checked="" type="checkbox"/> White</td> </tr> </table> <p style="text-align: right;">Gender: <input checked="" type="checkbox"/> Female <input type="checkbox"/> Male</p>			Race: <input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Black	<input type="checkbox"/> Other	<input type="checkbox"/> Asian or Pacific Islander	<input type="checkbox"/> Hispanic	<input checked="" type="checkbox"/> White
Race: <input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Black	<input type="checkbox"/> Other						
<input type="checkbox"/> Asian or Pacific Islander	<input type="checkbox"/> Hispanic	<input checked="" type="checkbox"/> White						
Please identify any potential conflicts. Such conflicts may include pursuit of CRTPA consultant work related to the provision of professional services:								
Do you ride the bus? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Do you drive a car? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please circle your age bracket 18 – 25 / <u>26 - 35</u> / 36 - 49 / 50 and over	Do you bicycle to work/shopping? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Do you bicycle for recreation? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Do you walk to work/shopping? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Do you walk for recreation? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
Can you serve a multi-year term? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Can you regularly attend meetings? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
Conflicts:								
Please circle any special population interests you may represent:								
Road Cyclists, Off-Road Cyclists, Transit Users, Transportation Disadvantaged								
Child, Youth, or Senior Pedestrian Advocates, Students, Seniors, Persons with Disabilities								

CITIZEN'S MULTIMODAL ADVISORY COMMITTEE APPLICATION

Please tell us something about yourself. This information will help us create an advisory board that is reflective of a broad spectrum of the community. If you have any interests, hobbies, community activities, previous experience on committees, or anything else you would like us to know in consideration of your application please write it here. You may also attach this information.

I was a transportation planner for 10 years, with a passion for sustainable transportation in general, and bicycle and pedestrian transportation more specifically. I have experience in seaport planning, logistics, and transportation planning and design (for all users, including: bicyclists, pedestrians, scooter-users, automobile drivers, and transit takers). I am passionate about safe transportation for all, and have enjoyed following the various projects the CRTPA has put forth over time and would like to participate in the public process in a meaningful way. While I am not a bicycling road warrior, I do enjoy riding my bicycle and walking in our community and enjoy being able to do so.

In my 10 years as a planner, I completed my internship with Kimley-Horn, working on projects like the Wave Street Car in Fort Lauderdale and conducting transit surveys. I then worked for CDM Smith in house at FDOT in the Freight, Logistics, and Passenger Operations office, and finally for the Tallahassee-Leon County Planning Department (TLCPD) as both a Senior and Principal Planner, where I was employed until left the planning sector in April of 2022. While I was with the TLCPD I served as staff support for the Joint City/County Bicycling Workgroup.

I currently serve on the Advisory Council to the Board of Directors for the Florida Bicycle Association and also serve as the Director of Membership for the Florida's Capital Area Chapter of the Women's Transportation Seminar. I'm also involved with the Urban Land Institute's Urban Plan Program, working with high school students.

Currently I am a Green Certifying Agent with ES Green & Company, a small local business focusing primarily on making homes more energy efficient and greener, as well as helping to fulfill the green requirement for homes that are rebuilt after natural disasters through federal grants, such as those in the Hurricane Michael Rebuild Program. We also do energy efficiency consulting on both new and existing homes, and commercial buildings.

All statements and information provided in this application are true to the best of my knowledge.

Signature: Julie Conn Christesen

If you have a disability requiring accommodations, or need assistance filling out this application, please contact the Capital Region Transportation Planning Agency at 850-891-8630.

The telephone number for the Florida Relay TDD Service is 711 or 1-800-955-8771.

September 19, 2023



AGENDA ITEM 4 C

CRTPA BYLAW CHANGES

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

This item seeks to update the CRTPA's current bylaws to reflect the following changes:

- Increase the Executive Director's expenditure authority to no greater than \$25,000.
- Provide the Executive Director the authority to approve a minor amendment to the Unified Planning Working Program, subject to final approval by state and federal agencies.
- Add a provision allowing regular meetings to be conducted in a hybrid virtual environment, subject to Board approval.
- Clarifies the process for notification to the local governments of their proportionate share cost.
- Removes the process associated with amending the Long-Range Transportation Plan.

EXECUTIVE COMMITTEE

At the August 22, 2023 the Executive Committee met and discussed the proposed changes to the Bylaws. The Executive Committee recommended approval with the addition that virtual participation by a member must first be approved by the Board. In response to the Executive Committee's recommendation, a provision is added requiring the Board first vote to allow virtual participation by a CRTPA member, subject to a meeting quorum.

BACKGROUND AND ANALYSIS

The CRTPA Bylaws define the membership, officers, functions, duties, and responsibilities of the CRTPA. From time to time, the Bylaws are reviewed and updated. Revisions are proposed in response to regulatory changes and/or in recognition of policy and procedural updates guiding the CRTPA. The Bylaws showing the proposed revisions are provided in **Attachment 1**. The CRTPA's legal counsel, the Florida, the Department of Transportation (FDOT), and the Federal Highway Administration (FHWA) have reviewed the proposed changes. In response to comments received by both agencies, provisions were added stating any amendment to the Unified Planning Work Program is subject to final approval by the FDOT and FHWA. In addition, the proposed Bylaws also stipulate any amendment which increases or decreases the contract budget must be approved by the Board or the Executive Committee. The CRTPA Legal Counsel also provided language regarding remote and virtual participation by a Board member.

BACKGROUND AND ANALYSIS

The following changes are proposed:

- 1) Per the CRTPA's current bylaws, the Executive Director's purchasing authority is capped at \$5,000. This item seeks to increase that authority to \$25,000 and add a provision requiring the purchasing authorizations be consistent with the adopted Unified Planning Work Program (UPWP). Any amount greater than \$25,000, or any change that would increase or decrease the CRTPA's contract budget, requires approval from either the Executive Committee or the CRTPA Board.

Section IV.D.1. CRTPA Bylaws Administration

The Executive Director shall serve at the pleasure of the Board and shall report directly to the CRTPA Board for all matters regarding the administration and operation of the CRTPA and any additional personnel as deemed necessary. CRTPA staff will report directly to the Executive Director and serve at the pleasure of the director. The Executive Director shall have authority to:

- a. Approve expenditures for the normal operations of staff and planning projects not to exceed ~~\$5,000~~ \$25,000 as long as those expenditures are consistent with the adopted Unified Planning Work Program (UPWP). Any item over this amount, or that increases or decreases the UPWP contract budget, requires approval by the Executive Committee or the Board.
 - b. Approve routine staff travel.
 - c. Hire, ~~fire~~ terminate, assign duties to, and evaluate CRTPA staff, subject to review and concurrence of the Chairperson.
 - d. Sign invoices, grant applications, and routine communications with local, state and federal agencies, except in those instances when the signature of the chair is required.
- 2) At times minor amendments to the CRTPA's Unified Planning Work Program are necessary. The following proposed addition to the Administration section of the Bylaws would provide the Executive Director the authority to approve minor amendments to the UPWP. What constitutes a minor amendment to an existing project is defined, and the requirement for final approval from FHWA and FDOT is explicit. Proposed subsection e. and f. would be added to the subsection discussed above:

Section IV.D.1. CRTPA Bylaws Administration

e. Approve an amendment to the Unified Planning Work Program that provides a one-time extension to an existing project schedule by no more than six months. Amendments to the UPWP are subject to final approval by FDOT and FHWA. [23 CFR 420.115(a)]; and

Section IV.D.1. CRTPA Bylaws Administration (cont.)

f. Approve an amendment to the Unified Planning Work Program that allows for a one-time amendment to an existing project scope and/or cost by no more than \$25,000. Amendments to the UPWP are subject to final approval by FDOT and FHWA [23 CFR 420.115(a)].

- 3) Sometimes Board members utilize technology to participate remotely and virtually in CRTPA meetings. The following language is proposed in Section IV. of the Bylaws to clarify a physical-in-person quorum must be present for a Board member to participate virtually. In addition, language regarding virtual Board Workshops is. The following proposed changes are:

Section IV.E. CRTPA Bylaws Meetings

5. Remote and Virtual Participation: For any Board meeting, a Board member may participate in such meeting remotely and virtually provided that a physical in-person quorum of the Board is met and that the request by the Board member to appear remotely and virtually is approved via motion by the Board members in attendance, prior to the participation of the Board member.

8. Workshops: The CRTPA may choose to hold workshops from time to time. A quorum shall not be necessary for conducting a workshop; however, all workshops shall be noticed in the same manner as regular meetings of the CRTPA. If the Board meeting is a Board Workshop and no formal votes are taken at the Workshop, the Board may vote at a duly called meeting, prior to the Board Workshop to conduct the Board Workshop as a virtual meeting. If the Board decides to provide for a Board Workshop, remotely and virtually, the Board shall provide for a mechanism for the public to participate in the remote, virtual Workshop.

- 4) The proposed change removes the reference to modifying or amending the Long-Range Transportation Plan. Any amendments to the Long-Range Transportation Plan follow the processes set forth in the Public Involvement Plan and are carried out in accordance with the requirements of Florida Statute and Federal Code of Regulation.

Section VII. Modifications to the Long-Range Transportation Plan

Modifications to the Long-Range Transportation Plan

A. A request to amend the Long-Range Transportation Plan (LRTP) will be reviewed by the TAC to determine the technical applicability of the proposal for plan inclusion or removal and the CMAC recommendation, CRTPA Staff recommendation, and the recommendation of the TAC will be forwarded to the CRTPA Board.

~~B. If the CRTPA Board determines that the proposed amendment should be considered, the CRTPA Board may initiate the established plan amendment process in compliance and consistent with procedures established in Chapter 339 Florida Statutes and all applicable federal code. Per Chapter 339.175, Florida Statutes, any amendment that affects projects in the first three years of the LRTP must be approved on a recorded roll call vote or hand-counted vote of a majority of the membership present.~~

Section VII. Modifications to the Long-Range Transportation Plan (cont.)

~~C. In addition to the required public notification and public hearing of the plan amendment(s), efforts to communicate the plan amendment to the traditionally underserved (populations protected by Title VI of the Civil Rights Act of 1964) will be made and documented.~~

- 5) The last two proposed revisions are to Sections VIII. and IX. The revisions clarify the process for calculating the member governments' actual proportionate share cost, and the timeframe for notice and payment:

Section ~~VIII~~ VII. CRTPA Funding

- A. ~~Each~~ Annually, each member government, with the exception of the Leon County School Board, shall pay a proportional share of the operating costs of the CRTPA, over and above the amount annually provided by federal and state sources. Proportional costs are based on population. To the extent that funding allocated for CRTPA operations is exceeded by expenses, the balance shall be funded by the members. ~~with the exception of the Leon County School Board. , in proportion to their weighted vote without consideration of the weighted vote of the Leon County School Board.~~ The Leon County School Board shall provide in-kind services in lieu of direct funding for CRTPA operations. ~~Unless otherwise agreed by the parties hereto, any change in the weighted voting occurring during the CRTPA's fiscal year shall result in a proration of financial responsibility of the members.~~
- B. The CRTPA staff will perform only those services required by applicable Federal Code and State Statute. If tasks are requested by the CRTPA that are not part of the statutory duty of the CRTPA staff, additional funding will be provided by the member governments.
- C. ~~An~~ Prior to July 1 an estimate of the local funding amount will be made known in the ~~annual~~ Unified Planning Work Program, ~~prior to July 1. Concurrent with~~ Subsequent to the adoption of the ~~Final~~ Unified Planning Work Program the CRTPA will adopt its annual operating budget. The Unified Planning Work Program is the de facto budget of the CRTPA.
- D. No later than December 31 the CRTPA will send to each member government, with the exception of the Leon County School Board, their proportional share amount due based on fiscal year expenditures from October 1 through September 30. Payment of funds by

participating governments ~~will~~ must be made to the CRTPA no later than ~~December 31~~ March 31.

Section ~~IX~~ VII. Notice

With the exception of the local government proportionate share notice of annual funding due, ~~All~~ all notices, demands and correspondence required or provided for under this Agreement shall be in writing and delivered in person or dispatched by certified mail, postage prepaid, return receipt requested.

NEXT STEPS

Upon final Board approval by of the revised CRTPA Bylaws, a copy will be posted on the website. A copy will be distributed to the Board and reviewing agencies.

RECOMMENDED ACTION

Option 1: The CRTPA approve of the revised Bylaws.
(Recommended)

Option 2: Provide other direction.

ATTACHMENT

Attachment 1: Revised Bylaws with Mark-up

**CAPITAL REGION TRANSPORTATION PLANNING AGENCY
REVISED BYLAWS, POLICIES
AND PROCEDURES**

[Revised September 19, 2023](#)

- I. Organization Name**
- II. Preamble**
- III. Purpose**
- IV. CRTPA Bylaws**
- V. CRTPA General Policies**
- VI. CRTPA Specific Policies**
- ~~**VII. CRTPA Long-Range Transportation Plan Amendment**~~
- VII. Funding**
- VIII. Notices**

I. Organization Name

The name for the Metropolitan Planning Organization (MPO) is the Capital Region Transportation Planning Agency (CRTPA).

II. Preamble

The following sets forth the Bylaws, Policies and Procedures that shall serve to guide the proper functioning of the urban transportation planning process by the CRTPA. The intent is to provide policies and procedures for the CRTPA and its Standing Committees for fulfilling the requirements of the Interlocal Agreement that creates the CRTPA; the applicable provisions of federal law; and the applicable provisions of Chapter 339.175, Florida Statutes. Any interpretations of the Interlocal Agreement by these bylaws shall be the preferred interpretation for the CRTPA unless there is a direct and express conflict with the Interlocal Agreement. Furthermore, all provisions contained in these Bylaws shall be interpreted to be consistent with all applicable state and federal law.

III. Purpose

Pursuant to Section 339.175, Florida Statutes, the purpose of the CRTPA is:

- A. To assist in the safe and efficient management, operation, and development of surface transportation systems embracing various modes of transportation in a manner that will serve the mobility needs of people and freight and foster economic growth and development within and through urbanized areas of this state while minimizing transportation-related fuel consumption, air pollution, and greenhouse gas emissions through the metropolitan transportation planning process;
- B. To develop, in cooperation with the state and public transit operators, transportation plans and programs for metropolitan areas. The plans and programs for each metropolitan area must provide for the development and integrated management and operation of transportation systems and facilities, including pedestrian walkways and bicycle transportation facilities that will function as an intermodal transportation system for the metropolitan area, based upon the prevailing principles provided in s. 334.046(1);
- C. To ensure that the process is integrated with the statewide planning process the CRTPA shall implement and ensure a continuing, cooperative, and comprehensive transportation planning process that considers all modes of transportation based on the complexity of the transportation problems to be addresses and results in coordinated plans and programs consistent with the comprehensively planned development of this affected metropolitan area in cooperation with the Florida Department of Transportation ("Department");
- D. To ensure that the process is integrated with the statewide planning process the CRTPA shall develop plans and programs that identify transportation facilities that should function as an integrated metropolitan transportation system, giving emphasis to facilities that serve important national, state and regional transportation functions. For the purpose of this section, those facilities on the Strategic Intermodal System designated under s. 339.63 and facilities for which projects have been identified pursuant to s. 339.2819(4).

IV. CRTPA Bylaws

A. Membership and Board Membership

As designated by the Governor of the State of Florida, and as reflected in Article 4, Section 4.01(a) of the 2014, Interlocal Agreement, the CRTPA shall consist of voting representatives from Leon County, Gadsden County, Jefferson County, and Wakulla County, the City of Tallahassee, the City of Midway, the City of Quincy, the City of Chattahoochee, the City of

Greensboro, the City of Gretna, and the Town of Havana; the Leon County School Board; and one non-voting representative from the Department of Transportation.

The weighted vote of the voting members is as follows:

Governmental Entity	Number of Members	Voting Points
Leon County School Board	1	1
Jefferson County ¹	1	4
Gadsden Cities ²	1	5
Wakulla County ³	1	8
Gadsden County	1	8
Leon County ⁴	-	37
City of Tallahassee ⁵	-	37
Total		100

¹The County Representative will also represent the City of Monticello.

²The Cities of Chattahoochee, Greensboro, Gretna, Havana, Midway and Quincy will consolidate their membership and weighted vote into one membership.

³The County Representative will also represent the Cities of St. Marks and Sopchoppy.

⁴The number of voting members is determined by the Leon County.

⁵The number of voting members is determined by the City of Tallahassee.

As provided in Section 4.01(a)(1) of the Interlocal Agreement, for Leon County and the City of Tallahassee, the number of voting points is determined by the number of voting members as agreed upon by the Leon County Board of County Commissioners and the City of Tallahassee respectively.

1. The City of Tallahassee and Leon County commissions may change the number of their members to serve as members of the CRTPA Board no more than once annually. Similarly, Cities consolidating their memberships and weighted vote may reverse such consolidation no more than once annually. Should any membership adjustments be made pursuant to this section, the governmental entity shall notify the Executive Director of the CRTPA in writing of such a change. The written notice shall specifically reference this section as the basis for the change.
2. Board members from participating governments which have one voting member may designate an alternative member of that government to vote in the absence of the appointed member. Such designation may be changed no more frequently than annually unless the alternate leaves office. A

participating governmental entity that selects an alternative member shall notify the CRTPA in writing of that selection. No Board Member may vote by proxy.

3. As provided by Section 6.04 of the Interlocal Agreement, the Board may delegate authority to one or more of its members to act on behalf of the Board and may delegate certain duties to the Executive Director.
 - a. Delegation to one or more Board Members shall be pursuant to a majority vote of the Board, which shall identify the member(s) to whom authority is delegated, specify the scope (and time period if appropriate) for the delegation, and whether action of the Board member(s) shall be subject to Board ratification or approval. Any such delegation shall be subject to the requirements of the Sunshine Law, when applicable. The scope and time period of the delegation shall be appropriate for the intended purpose and shall be limited as necessary to comply with law. When practicable, the action of the Board members shall be subject to Board ratification or approval.
 - b. Delegation to the Executive Director shall be pursuant to a majority vote of the Board, which shall specify the scope, direction and purpose for the delegation and whether the action of the Executive Director shall be subject to ratification or approval of the Board, Board members or the Chairperson. Delegation to the Executive Director shall be subject to such limitations in scope, direction and supervision by the Board as appropriate for the intended purpose and as necessary to comply with law.

B. Membership Term of Office

1. The membership and terms of elected officials as voting members of the CRTPA Board shall be as prescribed in Section 339.175(3) and (4), Florida Statutes, and Sections 4.01 and 4.02 of the Interlocal Agreement. Board members from participating governments which have one voting member may appoint a substitute member to serve as a member of the CRTPA Board no more frequently than once annually unless the member leaves office.
2. The term of office of members of the CRTPA shall be four years. The membership of a member who is a public official automatically terminates upon said official leaving the elective or appointive office for any reason or may be terminated by a majority vote of the total membership of the governmental entity represented by the member. A vacancy shall be filled by the original appointing entity. A member may be appointed for one or more additional four-year terms. Where Counties and Cities have elected to

consolidate their memberships and weighted vote, the term of the representative member or members shall be no less than one year from the date of designation by the consolidated entity represented by the member.

3. Any governmental entity performing any actions under this section shall notify the CRTPA in writing of such actions.
4. The CRTPA may also provide for other non-voting advisors as needed.

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.

2. Officers shall be elected by a majority of the votes of members present at the organizational meeting. The Chairperson and Vice-Chairperson shall serve a term of one year. The representative and alternate to the Florida Metropolitan Planning Organization Advisory Council shall serve a term of three years.
3. The Chairperson shall preside over all meetings and shall sign official documents of the CRTPA. In the event of the Chairperson's absence, or at the Chairperson's direction, the Vice-Chairperson shall assume the powers and duties of the Chairperson. In the absence of both a Chairperson and Vice-Chairperson at a regular or special Board meeting, a temporary Chair shall be elected by majority vote at said meeting to serve as Chairman of the meeting, for this meeting alone. The Chairperson shall:
 - a. Sign, on behalf of the CRTPA, resolutions, contracts, deeds, certifications, vouchers and all other instruments whether relating to real or personal property or otherwise;

- b. Appoint subcommittees as needed;
 - c. Approve or revise the final agenda presented by the Executive Director;
 - d. Accept agenda items from other CRTPA members with advice of the Executive Director to ensure that the addition is submitted on a timeline that allows them to be fully staffed and distributed with the regular agenda materials;
 - e. Draft the annual performance evaluation of the Executive Director, distribute it to CRTPA membership for comments, and develop the final evaluation for CRTPA approval;
 - f. Have authority to approve CRTPA expenditures of greater than \$5,000, but no greater than \$25,000;
 - g. Have authority to approve certain personnel actions, such as salary adjustments, disciplinary actions, and final approval of staff evaluations completed by the Executive Director;
 - h. Perform other duties as, from time to time, may be assigned by the Board.
4. If the chair is unable to serve the remainder of the chair's term, the vice-chair shall automatically become the chair and the CRTPA shall elect a new vice-chair. In the event of the permanent inability of the Chairperson or Vice-Chairperson of the CRTPA to serve, a new officer(s) will be elected from the membership at the next meeting.

D. Administration

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

1. The Executive Director shall serve at the pleasure of the Board and shall report directly to the CRTPA Board on all matters regarding the administration and operation of the CRTPA and any additional personnel as deemed necessary. CRTPA staff will report directly to the Executive Director and serve at the pleasure of the director. The Executive Director shall have

authority to:

- a. Approve expenditures for the normal operations of staff and planning projects not to exceed ~~\$5,000;~~ \$25,000 as long as those expenditures are consistent with the adopted Unified Planning Work Program (UPWP). Any item over this amount, or that increases or decreases the UPWP contract budget, requires approval by the Executive Committee or the CRTPA Board. Amendments to the UPWP are subject to final approval by FDOT and FHWA [23 CFR 420.115(a)]; and
 - b. Approve routine staff travel; and
 - c. Hire, ~~fire~~ terminate, assign duties to, and evaluate CRTPA staff, subject to review and concurrence of the Chairperson; and
 - d. Sign invoices, grant applications, and routine communications with local, state and federal agencies, except in those instances when the signature of the chair is required; and
 - e. Approve an amendment to the Unified Planning Work Program that provides a one-time extension by no more than six months to a project schedule. Amendments to the UPWP are subject to final approval by FDOT and FHWA [23 CFR 420.115(a)]; and
 - f. Approve an amendment to the Unified Planning Work Program that allows for a one-time amendment to the project scope and/or project cost by no more than \$25,000. Amendments to the UPWP are subject to final approval by FDOT and FHWA. [23 CFR 420.115(a)].
2. The Executive Director, or their designee, is responsible for the CRTPA meeting minutes and all notices and agendas for future meetings. The Executive Director shall also perform such other and additional duties as are necessary to carry out the objectives and functions of the CRTPA and the directives from the CRTPA membership.
 3. The CRTPA General Counsel shall be under a legal services contract, the term of which is not to exceed thirty-six (36) months and shall serve at the pleasure of the Board and shall perform such duties assigned by the Board, the Chairperson or the Executive Director.
 4. Executive Committee

- a. The CRTPA shall establish an Executive Committee comprised of the Chair, Vice-Chair and immediate Past-Chair. The Executive Committee shall meet as directed by the Chair for any items not requiring board action. The Executive Committee shall meet at least one week prior to a regularly scheduled CRTPA meeting for items that will require Board action at that Board meeting.
- b. Should the CRTPA determine that the composition of the Executive Committee, as provided for in section a, above, does not adequately provide the level of representation that the CRTPA desires, the CRTPA may expand the Executive Committee to include additional members, as the CRTPA determines is appropriate. The addition of any other members will only be for the term of the present Executive Committee. Any additional members appointed shall have the appointment automatically terminated upon the election of new officers for the CRTPA. The appointment of additional members shall be by simple majority as provided herein.
- c. The duties of the Executive Committee shall include:
 - Advise and provide direction to the Executive Director on critical issues as they arise.
 - An annual evaluation of the Executive Director.
 - Review of the annual CRTPA Budget and Unified Planning Work Program (UPWP).
 - Development of annual legislative priorities in consultation with the designated MPOAC representative.
 - Review of legislative issues during session.
 - Establishment of CRTPA personnel policies and procedures.
 - Review of contracts.
 - Emergency approval of time-sensitive items.
- d. The Board shall have the authority to delegate additional duties to the Executive Committee.
- e. As needed, the above duties of the Executive Committee shall be provided to the full Board.

E. Meetings

1. **Regular Meetings** Regular meetings of the CRTPA shall be held as needed in the Tallahassee City Commission Chambers or other locations designated by the Chairperson.

2. **Meeting Dates:** Meetings will be held on the third Tuesday of each month, with the exception of July and August, and such other times as scheduled by the Chairperson. Meeting dates will be adjusted by the Chairperson to accommodate holidays or other conflicts.
3. **Special Meetings:** Special meetings of the CRTPA may be called by the Chairperson, or in the absence of the chair, by the vice-chair. Special meetings may also be called on the initiative of four (4) or more voting members petitioning the chair.
4. **Quorum:** There must be majority representation to constitute a quorum for the transaction of business. A quorum is defined as 51% of the voting interest of the CRTPA. An affirmative vote shall consist of a majority vote of the total quorum present. A quorum must be present for any matters to be voted on at any duly called CRTPA meeting.
5. **Remote or Virtual Participation:** For any Board meeting, a Board member may participate in such meeting remotely and virtually provided that a physical in-person quorum of the Board is met and that the request by the Board member to appear remotely and virtually is approved via motion by the Board members in attendance, prior to the participation of the Board member.
6. **Agenda:** Agenda materials for the CRTPA meetings shall be distributed to Board Members no later than seven days prior to the meeting, unless otherwise decided by the Chairperson. Supplemental materials shall be provided to the Board Members as soon as practicable.
7. **Meetings Open to the Public:** Meetings will be open to the public. Citizen comments and suggestions are welcomed. Any group which requests in writing will be notified of CRTPA meetings. Members of the public are allowed to speak on any items not on the Agenda during the Public Comment period, with established time limits, and by providing a Speaker Card at the CRTPA meeting as set out in section F.

Members of the public are allowed to comment on items on the agenda at the appropriate time following the same established rules for time limits and providing speaker cards.

8. **Workshops:** The CRTPA may choose to hold workshops from time to time. A quorum shall not be necessary for conducting a workshop; however, all workshops shall be noticed in the same manner as regular meetings of the CRTPA. If the Board meeting is a Board Workshop and no formal votes are taken at the Workshop, The Board may vote at a duly called meeting, prior to

the Board Workshop to conduct the Board Workshop as a virtual meeting. If the Board decides to provide for a Board Workshop, remotely and virtually, the Board shall provide for a mechanism for the public to participate in the remote, virtual Workshop.

9. **Roberts Rules of Order:** The most current edition of Roberts Rules of Order Revised is the adopted rule of meeting procedure. The Chairperson (or the Vice Chairperson when serving as Chairperson) shall preside at all meetings.
10. The General Counsel or his designee shall serve as the “parliamentarian”. The CRTPA General Counsel shall advise the Chairperson and the Board at the direction of the Chairperson.
11. CRTPA meetings will be recorded, and minutes will be prepared.
12. Where a Super-Majority Vote is required by the Interlocal Agreement or CRTPA Bylaws, such Super-Majority Vote shall be defined as two-thirds of the vote of the Board members in attendance and no less than 67 points, regardless of the number of members in attendance.
13. The Executive Director shall serve as the clerk of the CRTPA.
14. As necessary, subcommittees and the chair of subcommittees shall be designated by the chair to investigate and report on specific subject areas of interest to the CRTPA. A subcommittee shall consist of at least three members.

F. Citizen Participation at Board Meetings

1. Citizen comments will be accepted during the meeting during the public comment portion of an action item or the designated Citizen Comment section of the meeting agenda.
2. Citizens may speak on issues related to the approved agenda or any issue for which the CRTPA has the statutory authority to act upon.
3. In order to maintain an orderly flow of public comment, citizens will be asked to complete a Request to Speak card. If the citizen is unable to complete the card, s/he will be assisted by the CRTPA staff.
4. Citizens will be allowed to speak for three minutes.
5. Large groups of citizens wishing to speak are encouraged to designate a spokesperson to represent their views.

G. Bylaw Amendments

The CRTPA Bylaws may be amended by a majority vote of the CRTPA. The CRTPA Board may adopt resolutions as necessary to implement, supplement or clarify the CRTPA Bylaws, but shall not substantively alter the policies or procedures contained in the Bylaws except upon a Super-Majority Vote. No less often than annually, the Board shall consider amendments to the Bylaws to incorporate prior resolutions issued by the Board, as appropriate.

H. Creation of Committees

The following committees have been created by the CRTPA, are ratified herein and shall serve as standing committees, with membership subject to appointment by the CRTPA Board:

1. The Technical Advisory Committee (TAC), which shall function as provided in Section 339.175(6)(d) and (8)(b), Florida Statutes, and as otherwise directed by the CRTPA Board. The TAC serves at the pleasure of the Board.
 - a. The TAC serves in an advisory capacity to the CRTPA on matters related to coordinating transportation planning and programming including, but not limited to, review of CRTPA related transportation studies, reports, plans and programs. The TAC shall assist the CRTPA by providing technical resources and recommendations as requested.
 - b. The membership of the TAC must include, whenever possible, planners; engineers; representatives of local aviation authorities, port authorities, and public transit authorities or representatives of aviation departments, seaport departments, and public transit departments of municipal or county governments, as applicable; the school superintendent of each county within the jurisdiction of the CRTPA or the superintendent's designee; and other appropriate representatives of affected local governments.
 - c. In addition to any other duties assigned to it by the CRTPA or by state or federal law, the TAC is responsible for considering safe access to schools in its review of transportation project priorities, long-range transportation plans, and transportation improvement programs, and shall advise the CRTPA on such matters.
 - d. In addition, the TAC shall coordinate its actions with local school boards and other local programs and organizations within the metropolitan area which participate in school safety activities, such as locally established community traffic safety teams. Local school boards must

provide the CRTPA with information concerning future school sites and in the coordination of transportation service.

- e. The TAC shall have additional advisory (non-voting) members as the CRTPA deems advisable.
 - f. Each member of the TAC is expected to demonstrate interest in the technical advisory committee's activities through attendance at the regularly scheduled meetings except for reasons of an unavoidable nature. A majority of the TAC may recommend the removal of any member who fails to attend, or arrange for an alternate to attend, three or more meetings in a one-year period. Such recommendations shall be forwarded to the appointing agency or governmental unit through the CRTPA Executive Director.
2. The Citizens Advisory Committee (known as the Citizens Multimodal Advisory Committee) (CMAC), which shall function as provided in Section 339.175(6)(e)1 and (8)(b), Florida Statutes, and as otherwise directed by the CRTPA Board. The CMAC serves at the pleasure of the Board. The membership on the CMAC must reflect a broad cross-section of local residents with an interest in the development of an efficient, safe, and cost-effective multimodal transportation system. Minorities, the elderly, and the handicapped must be adequately represented as well as representatives and users of various transportation modes.
- a. The community at large shall be represented in the transportation planning process by the CMAC. The CMAC serves in an advisory capacity to the CRTPA for the purpose of assisting in the formulation of the CRTPA's goals and objectives, seeking reaction to planning proposals and providing comment with respect to the concerns of various segments of the population regarding their transportation needs.
 - b. Notwithstanding the above provisions, the CRTPA may, with the approval of the department and the applicable federal governmental agency, adopt an alternative program or mechanism to ensure citizen involvement in the transportation planning process.

V. CRTPA General Policies

- A. The CRTPA agenda will be limited to required items only as determined by the Chairperson. Board Members are requested to coordinate with the Executive Director on those items that they wish to have considered, so that they can be adequately staffed prior to being heard by the Board.

- B. The Executive Director is directed to assist the Chairperson in scheduling important matters for Board consideration, where practicable, for at least one discussion meeting prior to scheduling the matter for Board action at a subsequent meeting. Notwithstanding the foregoing, unless otherwise provided by law, Board action shall not be delayed nor subject to challenge simply because it was acted upon at the same meeting at which it was first discussed by the Board. Workshops, retreats and delegated subcommittees of Board Members shall also be considered as methods of exchanging information and opinions on and focusing the analysis of important matters that may later come before the Board for action.

VI. CRTPA Specific Policies

- A. Any policy that affects planning efforts and not administration nor procedural policies of the CRTPA shall be adopted solely by resolution and not become part of these bylaws. Examples of this are resolutions that promote bicycle and pedestrian transportation, preservation of right-of-way, and consideration of the needs of the Transportation Disadvantaged in plan development. All resolutions will be kept in a separate section of each member's agenda book for reference purposes.
- B. A majority vote will be required by the CRTPA when amending, adding, or deleting projects from the Transportation Improvement Program (TIP), the Priority Project List, any Project Development and Environment Study, and any intersection improvement study requiring the approval of the CRTPA. Per Chapter 339.175(13) Florida Statutes, any amendment that affects projects in the first three years of the TIP must be approved on a recorded roll-call vote or hand-counted vote of a majority of the membership present.

~~VII. Modifications to the Long-Range Transportation Plan~~

~~A. A request to amend the Long-Range Transportation Plan (LRTP) will be reviewed by the TAC to determine the technical applicability of the proposal for plan inclusion or removal and the CMAC recommendation, CRTPA Staff recommendation, and the recommendation of the TAC will be forwarded to the CRTPA Board.~~

~~B. If the CRTPA Board determines that the proposed amendment should be considered, the CRTPA Board may initiate the established plan amendment process in compliance and consistent with procedures established in Chapter 339 Florida Statutes and all applicable federal code. Per Chapter 339.175, Florida Statutes, any amendment that affects projects in the first three years of the LRTP must be approved on a recorded roll-call vote or hand-counted vote of a majority of the membership present.~~

~~C. In addition to the required public notification and public hearing of the plan amendment(s), efforts to communicate the plan amendment to the traditionally underserved (populations~~

~~protected by Title VI of the Civil Rights Act of 1964) will be made and documented.~~

~~VIII-VII.~~ Funding of the CRTPA

- C. Annually, each member government, with the exception of the Leon County School Board, shall pay a proportional share of the operating costs of the CRTPA, over and above the amount annually provided by federal and state sources. Proportional costs are based on population. To the extent that funding allocated for CRTPA operations is exceeded by expenses, the balance shall be funded by the members.. The Leon County School Board shall provide in-kind services in lieu of direct funding for CRTPA operations.
- D. The CRTPA staff will perform only those services required by applicable Federal Code and State Statute. If tasks are requested by the CRTPA that are not part of the statutory duty of the CRTPA staff, additional funding will be provided by the member governments.
- E. ~~Annually p~~ Prior to July 1 an estimate of the local funding amount will be made known in the Unified Planning Work Program.. ~~Concurrent with~~ Subsequent to the adoption of the Unified Planning Work Program the CRTPA will adopt its annual operating budget. The Unified Planning Work Program is the de facto budget of the CRTPA.
- F. No later than December 31, the CRTPA will send to each member government, with the exception of the Leon County School Board, their proportional share amount due based on prior fiscal year expenditures from October 1 through September 30. Payment of funds by participating governments ~~will~~ must be made to the CRTPA no later than ~~December 31~~ March 31.

~~XI-VIII.~~ Notices.

With the exception of the local government proportionate share notice of annual funding due, all notices, demands and correspondence required or provided for under this Agreement shall be in writing and delivered in person or dispatched by certified mail, postage prepaid, return receipt requested. Notice required to be given shall be as follows, addressed to the current incumbent:

City of Tallahassee

Mayor
300 South Adams Street
Tallahassee, FL 32301

City Attorney
300 South Adams Street
Tallahassee, FL 32301

Leon County Board of County Commissioners

Chairperson
301 S. Monroe Street, 5th Floor

County Attorney
301 S. Monroe Street, Suite 202

Tallahassee, Florida 32301

Tallahassee, Florida 32301

Gadsden County Board of Commissioners

Chairperson
9-B East Jefferson Street
Post Office Box 1799
Quincy, Florida 32353-1799

Jefferson County Board of County Commissioners

Chairperson
1 Courthouse Circle
Monticello, FL 32344

Wakulla County Board of County Commissioners

Chairperson
3093 Crawfordville Highway
Post Office Box 1263
Crawfordville, FL 32326

Gadsden County Municipalities

Mayor
City of Chattahoochee
P.O. Box 188
Chattahoochee, FL 32324

City Manager
City of Chattahoochee
P.O. Box 188
Chattahoochee, FL 32324

Mayor
Town of Greensboro
150 E 11th Street
Greensboro, FL 32330

Town Manager
Town of Greensboro
150 E 11th Street
Greensboro, FL 32330

Mayor
City of Gretna
Post Office Drawer 220
Gretna, Florida 32332

City Manager
City of Gretna
Post Office Drawer 220
Gretna, Florida 32332

Mayor
Town of Havana
P. O. Box 1068
Havana, FL 32333-1068

Town Manager
Town of Havana
P.O. Box 1068
Havana, FL 32333-1068

Mayor
City of Midway
50 M.L. King Blvd.
Midway, FL 32343

City Manager
City of Midway
50 M.L. King Blvd.
Midway, FL 32343

Mayor
City of Quincy
404 W. Jefferson Street
Quincy, Florida 32351-2328

City Manager
City of Quincy
404 W. Jefferson Street
Quincy, Florida 32351-2328

Leon County School Board

Chairperson
2757 W. Pensacola Street
Tallahassee, Florida 32304

Florida Department of Transportation

District III Secretary
1074 Highway 90
Chipley, Florida 32428

Capital Region Transportation Planning Agency

Executive Director
300 S. Adams Street, Mail Stop A-19
Tallahassee, FL 32301

General Counsel
300 S. Adams Street, Mail Stop A-19
Tallahassee, FL 32301

A party may unilaterally change its address or addressee by giving notice in writing to the other parties as provided in this section. Thereafter, notices, demands and other pertinent correspondence shall be addressed and transmitted to the new address and addressee.

September 19, 2023



AGENDA ITEM 4 D

EXECUTIVE DIRECTOR'S QUARTERLY TIMESHEETS APPROVAL

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

This item seeks Board approval of the Executive Director's timesheets for the last two fiscal quarters (January 1, 2023 – March 30, 2023, and April 1, 2023 - June 30, 2023).

RECOMMENDED ACTION

Option 1: Approve Executive Director's timesheets for the period of January 1, 2023 -March 30, 2023, and April 1, 2023 - June 30, 2023.

BACKGROUND

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

As a result, staff is seeking Board approval of Greg Slay's timesheets for the most recent fiscal quarter (January 1, 2023 – March 30, 2023, and April 1, 2023 - June 30, 2023).


OPTIONS

Option 1: Approve Executive Director's timesheets for the period of January 1, 2023 – March 30, 2023, and April 1, 2023 - June 30, 2023.
(Recommended)

Option 2: CRTPA Board Discretion.

ATTACHMENTS

Attachment 1: Greg Slay Timesheets for January 2, 2023 – March 30, 2023, and April 1, 2023 - June 30, 2023.

EMP NAME: Greg Slay		PAYROLL DATE: 1/20/23		
EMP # 14156	DATE RANGE: 1/2/23		1/13/23	
DEPT: 460101				
CRTPA EMPLOYEE TIME SHEET				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	1/2/23			8 - Holiday
Tues	1/3/23			
Wed	1/4/23			
Thurs	1/5/23			
Fri	1/6/23			
Mon	1/9/23			
Tues	1/10/23			
Wed	1/11/23	2		
Thurs	1/12/23			
Fri	1/13/23			
Comments:				
<p>By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  </div> <div style="text-align: right;"> January 13, 2023 </div> </div>				
EMPLOYEE SIGNATURE		DATE		
APPROVED BY		DATE		
PAYROLL CLERKS SIGNATURE		DATE		
<p>For Payroll Clerks Use Only:</p> <p>Paid Holiday _____</p> <p>Personal Leave _____</p> <p>Sick Leave _____</p> <p>Administrative Leave _____</p> <p>Catastrophic Leave _____</p> <p>Wellness Leave _____</p> <p>Floating Holiday _____</p> <p>Personal Day _____</p> <p>TOTAL _____</p> <p>This record is maintained for administrative purposes only and does not in any way impact the employees wages or exempt status.</p>				

**CRTPA TASK SHEET
FY 2017/18**

Employee Name *Greg Slay*
Employee Number *14156*
Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
Payroll Date *01/20/23*
Payroll Range *01/02/23* *thru* *01/13/23*

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
Day	Date	701	989	703	990	706	705	995
Mon	01/02/23	8						
Tues	01/03/23	2		5		1		
Wed	01/04/23	2		2	2	1		1
Thurs	01/05/23	1		4	1	1	1	
Fri	01/06/23		1	3	1	2		1
Mon	01/09/23	2		3		2		1
Tues	01/10/23	1		3	2	2		
Wed	01/11/23	4		4				
Thurs	01/12/23		1	4	1	1		1
Fri	01/13/23	1		5		2		

Hours

Activity


8 New Year's Day
8 Admin, BP coordination, Crawfordville Rd, Census data, regional trails
8 Admin, Census data, DT Monroe sidewalks, regional trails, freight study
8 Admin, FDOT Freight Advisory Committee, PPLs, regional trails, website
8 Crash data, Crawfordville Rd, regional trails

8 Admin, staff meeting, SS4A, Crawfordville Rd, Freight Study
8 Crawfordville Rd, Census data, functional classification, TIP, regional trails,
8 MPOAC, Briefing - Hosford, personal leave, Census data, functional classification
8 Crash data, Crawfordville Rd, census data, PPLs, freight study
8 Admin, functional classification, census data, FDOT Rail study, regional trails

CRTPA Employee: Greg Slay

FIELDWORK DOCUMENTATION FOR LIABILITY INSURANCE

[illegible]

EMP NAME: Greg Slay		PAYROLL DATE: 2/3/23	
EMP # 14156	DATE RANGE: 1/16/23		1/27/23
DEPT: 460101			
CRTPA EMPLOYEE TIME SHEET			
DAY	DATE	VACATION HOURS	SICK HOURS
OTHER LEAVE			
Mon	1/16/23		
Tues	1/17/23		
Wed	1/18/23		
Thurs	1/19/23		
Fri	1/20/23		
Mon	1/23/23		
Tues	1/24/23		
Wed	1/25/23		
Thurs	1/26/23		
Fri	1/27/23		
Comments:			
<p>By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  </div> <div style="text-align: right;"> January 27, 2023 </div> </div>			
EMPLOYEE SIGNATURE		DATE	
APPROVED BY		DATE	
PAYROLL CLERKS SIGNATURE		DATE	
<p>For Payroll Clerks Use Only:</p> <div style="display: flex;"> <div style="flex: 1;"> Paid Holiday Personal Leave Sick Leave Administrative Leave Catastrophic Leave Wellness Leave Floating Holiday Personal Day </div> <div style="flex: 1; border-bottom: 1px solid black; margin-left: 10px;"></div> </div> <div style="display: flex;"> <div style="flex: 1;">TOTAL</div> <div style="flex: 1; border-bottom: 1px solid black; margin-left: 10px;"></div> </div> <p>This record is maintained for administrative purposes only and does not in any way impact the employees wages or exempt status.</p>			

**CRTPA TASK SHEET
FY 2017/18**

Employee Name *Greg Slay*
Employee Number *14156*
Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
Payroll Date *02/03/23*
Payroll Range *01/16/23* *thru* *01/27/23*

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
Day	Date	701	989	703	990	706	705	995
Mon	01/16/23	8						
Tues	01/17/23	8						
Wed	01/18/23		2	5		1		
Thurs	01/19/23		2	3	1	1	1	
Fri	01/20/23		2	2	2	2		
Mon	01/23/23	2		4	1	1		
Tues	01/24/23	2		1		1	3	1
Wed	01/25/23			2	1	1	3	1
Thurs	01/26/23	2	3			2	1	
Fri	01/27/23	1		3		2		2

Hours

Activity


8 MLK Day
8 Admin, retreat
8 SS4A, Tharpe St, functional classification, safety performance measures
8 ARPC, Safety performance measures, TA, regional trails, website
8 Safety performance measures, Orange Ave, Ft. Braden lighting, regional trails

8 Admin, Crawfordville Road, legislative summary, FDOT funding, bike/ped
8 Admin, regional evacuation study, SRTS presentation (KCCI), freight study
8 Tharpe St., PPLs, SRTS presentation (KCCI), freight study
8 Admin, Safety performance measures, crash data, website
8 Admin, SS4A, Tharpe St, freight study

CRTPA Employee: Greg Slay

FIELDWORK DOCUMENTATION FOR LIABILITY INSURANCE

[illegible]

EMP NAME: Greg Slay		PAYROLL DATE: 2/17/23		
EMP # 14156	DATE RANGE: 1/30/23		2/10/23	
DEPT: 460101				
CRTPA EMPLOYEE TIME SHEET				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	1/30/23			
Tues	1/31/23			
Wed	2/1/23			
Thurs	2/2/23			
Fri	2/3/23			
Mon	2/6/23			
Tues	2/7/23			
Wed	2/8/23			
Thurs	2/9/23			
Fri	2/10/23			
Comments:				
<p>By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  </div> <div style="text-align: right;"> <p>February 10, 2023</p> </div> </div>				
EMPLOYEE SIGNATURE			DATE	
APPROVED BY			DATE	
PAYROLL CLERKS SIGNATURE			DATE	
<p>For Payroll Clerks Use Only:</p> <div style="display: flex;"> <div style="flex: 1;"> <p>Paid Holiday</p> <p>Personal Leave</p> <p>Sick Leave</p> <p>Administrative Leave</p> <p>Catastrophic Leave</p> <p>Wellness Leave</p> <p>Floating Holiday</p> <p>Personal Day</p> <p> </p> <p>TOTAL</p> </div> <div style="flex: 1; border-left: 1px solid black; padding-left: 10px;"> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> </div> </div>				
<p>This record is maintained for administrative purposes only and does not in any way impact the employees wages or exempt status.</p>				

**CRTPA TASK SHEET
FY 2017/18**

Employee Name *Greg Slay*
Employee Number *14156*
Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
Payroll Date *02/17/23*
Payroll Range *01/30/23* *thru* *02/10/23*

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
Day	Date	701	989	703	990	706	705	995
Mon	01/30/23	6		1		1		
Tues	01/31/23	8						
Wed	02/01/23	8						
Thurs	02/02/23	6		1		1		
Fri	02/03/23	2		4		2		
Mon	02/06/23	2	1	3	1	1		
Tues	02/07/23	5		1		2		
Wed	02/08/23			2	1	5		
Thurs	02/09/23	1	2		1	4		
Fri	02/10/23	2	2	4				

Hours

Activity


8 Admin, MPOAC/FMPP travel, CCSW, Thomasville Rd Trail
8 MPOAC
8 FMPP
8 Admin, MPOAC/FMPP travel, Tharpe St, Starmetro NEPA
8 Admin, Tharpe St, SS4A, Thomasville Rd Trail

8 Admin, staff meeting, SDK, Tharpe St, SS4A, Thomasville Rd Trail
8 Admin, TAC/CAC, Tharpe St, Thomasville Rd Trail
8 UA data, Thomasville Rd Trail, Starmetro RAISE Grant
8 Admin, crash data, Thomasville Rd Trail, Starmetro RAISE Grant
8 Admin, crash data, Crawfordville Rd, UA data

CRTPA Employee: Greg Slay

FIELDWORK DOCUMENTATION FOR LIABILITY INSURANCE

[illegible]

EMP NAME: Greg Slay		PAYROLL DATE: 3/3/23																					
EMP # 14156	DATE RANGE: 2/13/23		2/24/23																				
DEPT: 460101																							
CRTPA EMPLOYEE TIME SHEET																							
DAY	DATE	VACATION HOURS	SICK HOURS																				
OTHER LEAVE																							
Mon	2/13/23																						
Tues	2/14/23																						
Wed	2/15/23																						
Thurs	2/16/23																						
Fri	2/17/23																						
Mon	2/20/23																						
Tues	2/21/23																						
Wed	2/22/23																						
Thurs	2/23/23																						
Fri	2/24/23																						
Comments:																							
<p>By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  </div> <div style="text-align: right;"> February 24, 2023 </div> </div>																							
EMPLOYEE SIGNATURE		DATE																					
APPROVED BY		DATE																					
PAYROLL CLERKS SIGNATURE		DATE																					
<p>For Payroll Clerks Use Only:</p> <table style="width: 100%;"> <tr><td>Paid Holiday</td><td>_____</td></tr> <tr><td>Personal Leave</td><td>_____</td></tr> <tr><td>Sick Leave</td><td>_____</td></tr> <tr><td>Administrative Leave</td><td>_____</td></tr> <tr><td>Catastrophic Leave</td><td>_____</td></tr> <tr><td>Wellness Leave</td><td>_____</td></tr> <tr><td>Floating Holiday</td><td>_____</td></tr> <tr><td>Personal Day</td><td>_____</td></tr> <tr><td colspan="2"> </td></tr> <tr> <td>TOTAL</td> <td>_____</td> </tr> </table> <p>This record is maintained for administrative purposes only and does not in any way impact the employees wages or exempt status.</p>				Paid Holiday	_____	Personal Leave	_____	Sick Leave	_____	Administrative Leave	_____	Catastrophic Leave	_____	Wellness Leave	_____	Floating Holiday	_____	Personal Day	_____			TOTAL	_____
Paid Holiday	_____																						
Personal Leave	_____																						
Sick Leave	_____																						
Administrative Leave	_____																						
Catastrophic Leave	_____																						
Wellness Leave	_____																						
Floating Holiday	_____																						
Personal Day	_____																						
TOTAL	_____																						

**CRTPA TASK SHEET
FY 2017/18**

Employee Name *Greg Slay*
Employee Number *14156*
Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
Payroll Date *03/03/23*
Payroll Range *02/13/23* *thru* *02/24/23*

Day	Date	Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
		701	989	703	990	706	705	995
Mon	02/13/23	3		3	2			
Tues	02/14/23		2	3		3		
Wed	02/15/23		3	4		1		
Thurs	02/16/23	2	1	2		1		2
Fri	02/17/23	1		3	1	1	1	1
Mon	02/20/23	3		2		2		1
Tues	02/21/23	2		2		4		
Wed	02/22/23	3		2	2	1		
Thurs	02/23/23	2		3	1	2		
Fri	02/24/23	2	1	2	1	2		

Hours

Activity


8 Invoices, staff meeting, SS4A, regional trails, work program review 2008-2028
8 Crash data, legislative review,census data, CMP,
8 crash data, safety targets, functional classification, TIP
8 Admin, safety performance measures, functional classification, CMP, freight study
8 Local share, urbanized area data, functional classification, PPLs, CMP, website, freight study

8 UPWP, staff meeting, SS4A, legislative review, freight study
8 Admin, invoices, SS4A, regional trails, CMP, SR 267 trail
8 Admin, legislative webinar, audit, SS4A, SB 106
8 Admin, Briefing - O'Keefe, Rail Plan - Cohen, SS4A, PPLs
8 Briefing - Minor, Functional classification, Rail Plan, PPLs, SR 267 Trail

CRTPA Employee: Greg Slay

FIELDWORK DOCUMENTATION FOR LIABILITY INSURANCE

[illegible]

EMP NAME: Greg Slay		PAYROLL DATE: 3/17/23	
EMP # 14156	DATE RANGE: 2/27/23		3/10/23
DEPT: 460101			
CRTPA EMPLOYEE TIME SHEET			
DAY	DATE	VACATION HOURS	SICK HOURS
OTHER LEAVE			
Mon	2/27/23		
Tues	2/28/23		
Wed	3/1/23		
Thurs	3/2/23		
Fri	3/3/23		
Mon	3/6/23		
Tues	3/7/23		
Wed	3/8/23		
Thurs	3/9/23		
Fri	3/10/23		
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> 			
EMPLOYEE SIGNATURE		DATE	
APPROVED BY		DATE	
PAYROLL CLERKS SIGNATURE		DATE	
<p>For Payroll Clerks Use Only:</p> <p>Paid Holiday _____</p> <p>Personal Leave _____</p> <p>Sick Leave _____</p> <p>Administrative Leave _____</p> <p>Catastrophic Leave _____</p> <p>Wellness Leave _____</p> <p>Floating Holiday _____</p> <p>Personal Day _____</p> <p>TOTAL _____</p> <p>This record is maintained for administrative purposes only and does not in any way impact the employees wages or exempt status.</p>			

**CRTPA TASK SHEET
FY 2017/18**

Employee Name	Greg Slay		
Employee Number	14156		
Department	CRTPA VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK		
Payroll Date	03/17/23		
Payroll Range	02/27/23	thru	03/10/23

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
Day	Date	701	989	703	990	706	705	995
Mon	02/27/23	3	3	1		1		
Tues	02/28/23	3		2	1	1		1
Wed	03/01/23			2	2	2	1	1
Thurs	03/02/23	2		2	2	2		
Fri	03/03/23		1	2	3	1		1
Mon	03/06/23	2		3	1	1	1	
Tues	03/07/23	1		3	3	1		
Wed	03/08/23	2		3	1	1		1
Thurs	03/09/23	4		3		1		
Fri	03/10/23	6		2				

Hours


Activity

- 8 Admin, board agenda, staff meeting, Jefferson County CTST, SS4A, SR 267 Trail
- 8 Admin, Board meeting, Census data, TIP, Telecommuting study
- 8 Census data, functional class, TIP/PPLs, SR 267 Trail, website, Telecommuting study
- 8 Admin, FDOT quarterly meeting, district work program,
- 8 Crash data, Census data, SS4A, district work program, TIP, Telecommuting study
- 8 Staff meeting, SS4A, FDOT funding, regional trails, TIP, website
- 8 RMP, Joint City/County Planning meeting, FDOT Funding, TIP, SR 267 Trail
- 8 Admin, SS4A, FDOT funding, legislative review, SR 267, freight study
- 8 Admin, certification, UPWP, MPOAC Policy Committee, Sharpe St, BPIA
- 8 6 PER Leave; LRTP

CRTPA Employee: Greg Slay

FIELDWORK DOCUMENTATION FOR LIABILITY INSURANCE

[illegible]

EMP NAME: Greg Slay		PAYROLL DATE: 3/31/23																			
EMP # 14156	DATE RANGE: 3/13/23		3/24/23																		
DEPT: 460101																					
CRTPA EMPLOYEE TIME SHEET																					
DAY	DATE	VACATION HOURS	SICK HOURS																		
OTHER LEAVE																					
Mon	3/13/23																				
Tues	3/14/23																				
Wed	3/15/23																				
Thurs	3/16/23																				
Fri	3/17/23	2																			
Mon	3/20/23																				
Tues	3/21/23																				
Wed	3/22/23																				
Thurs	3/23/23																				
Fri	3/24/23																				
Comments:																					
<p>By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  </div> <div style="text-align: right;"> <p>March 24, 2023</p> </div> </div>																					
EMPLOYEE SIGNATURE		DATE																			
APPROVED BY		DATE																			
PAYROLL CLERKS SIGNATURE		DATE																			
<p>For Payroll Clerks Use Only:</p> <table style="width: 100%;"> <tr><td>Paid Holiday</td><td>_____</td></tr> <tr><td>Personal Leave</td><td>_____</td></tr> <tr><td>Sick Leave</td><td>_____</td></tr> <tr><td>Administrative Leave</td><td>_____</td></tr> <tr><td>Catastrophic Leave</td><td>_____</td></tr> <tr><td>Wellness Leave</td><td>_____</td></tr> <tr><td>Floating Holiday</td><td>_____</td></tr> <tr><td>Personal Day</td><td>_____</td></tr> <tr><td> </td><td>_____</td></tr> </table> <p>TOTAL _____</p> <p>This record is maintained for administrative purposes only and does not in any way impact the employees wages or exempt status.</p>				Paid Holiday	_____	Personal Leave	_____	Sick Leave	_____	Administrative Leave	_____	Catastrophic Leave	_____	Wellness Leave	_____	Floating Holiday	_____	Personal Day	_____		_____
Paid Holiday	_____																				
Personal Leave	_____																				
Sick Leave	_____																				
Administrative Leave	_____																				
Catastrophic Leave	_____																				
Wellness Leave	_____																				
Floating Holiday	_____																				
Personal Day	_____																				

**CRTPA TASK SHEET
FY 2017/18**

Employee Name *Greg Slay*
Employee Number *14156*
Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
Payroll Date *03/31/23*
Payroll Range *03/13/23* *thru* *03/24/23*

Day	Date	Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
		701	989	703	990	706	705	995
Mon	03/13/23	3		4		1		
Tues	03/14/23		3	2	1			2
Wed	03/15/23	1	1	2	1	2	1	
Thurs	03/16/23		2	2	1	2	1	
Fri	03/17/23	2		2	2	2		
Mon	03/20/23	2		1	1	2		2
Tues	03/21/23	2	1	2	1	2		
Wed	03/22/23	3		1	1	2	1	
Thurs	03/23/23		2	3	1	2		
Fri	03/24/23	2	2	2		2		

Hours


Activity

8 Admin, staff meeting, SS4A, FDOT funding, CMP
8 Wakulla CTST, Reconnecting Communities, RMP, TIP, Freight Study
8 Invoices, Leon CTST, SS4A, CMP
8 Crash data, SIS, CMP, website
8 Personal leave, SIS, regional trails, SR 267, CMP
8 Staff meeting, SS4A, SR 267 Trail, Freight Study
8 Admin, UPWP, crash data, Paul Russel Rd sidewalks, legislative review, CMP
8 Admin, PL formula, UPWP, SS4A, SRTS, TA public meeting
8 Crash data, SIS, SS4A, SRTS
8 Admin, CTST, SIS, SR 267, CMP

CRTPA Employee: Greg Slay

FIELDWORK DOCUMENTATION FOR LIABILITY INSURANCE

[illegible]

EMP NAME:	Greg Slay	PAYROLL DATE:	4/14/23
EMP #	14156	DATE RANGE:	3/27/23 4/7/23
DEPT:	460101		
CRTPA EMPLOYEE TIME SHEET			
DAY	DATE	VACATION HOURS	SICK HOURS
Mon	3/27/23		
Tues	3/28/23		
Wed	3/29/23		
Thurs	3/30/23		
Fri	3/31/23		
Mon	4/3/23		
Tues	4/4/23		
Wed	4/5/23		
Thurs	4/6/23	5	
Fri	4/7/23	8	
Comments:			
<p>By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;">  <div> <p>April 7, 2023</p> <p>DATE</p> </div> </div>			
EMPLOYEE SIGNATURE		DATE	
APPROVED BY		DATE	
PAYROLL CLERKS SIGNATURE		DATE	
<p>For Payroll Clerks Use Only:</p> <p>Paid Holiday _____</p> <p>Personal Leave _____</p> <p>Sick Leave _____</p> <p>Administrative Leave _____</p> <p>Catastrophic Leave _____</p> <p>Wellness Leave _____</p> <p>Floating Holiday _____</p> <p>Personal Day _____</p> <p> </p> <p>TOTAL _____</p> <p> </p> <p>This record is maintained for administrative purposes only and does not in any way impact the employees wages or exempt status.</p>			

**CRTPA TASK SHEET
FY 2017/18**

Employee Name *Greg Slay*
Employee Number *14156*
Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
Payroll Date *04/14/23*
Payroll Range *03/27/23* *thru* *04/07/23*

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
Day	Date	701	989	703	990	706	705	995
Mon	03/27/23	2	4	1		1		
Tues	03/28/23	2		2	2	2		
Wed	03/29/23	2	1	2	2	1		
Thurs	03/30/23	2	2	2	1	1		
Fri	03/31/23		2	2		2		2
Mon	04/03/23	4	2			2		
Tues	04/04/23	4				2		2
Wed	04/05/23	2	2			3		1
Thurs	04/06/23	7						1
Fri	04/07/23	8						

Hours

Activity


8 Staff meeting, U-SDK, crash data, legislative update, CMP
8 Admin, SIS, PPLs, TIP, SR 267 Trail, regional trails
8 Admin, FHWA LRTP webinar, crash data (Tharpe Street) SIS,
8 Admin, crash data, ARPC, PPLs, ITS
8 Helmet fitting, City design standardization policy, SS4A, freight study

8 Staff meeting, MPOAC P&T, crash data, CMP
8 Admin, committees, CMP, SS4A
8 Admin, crash data, CMAC interview, CMP, SS4A
8 Personal leave, admin, Briefing (Cox), SS4A
8 Personal leave

CRTPA Employee: Greg Slay

FIELDWORK DOCUMENTATION FOR LIABILITY INSURANCE

[illegible]

EMP NAME:	Greg Slay	PAYROLL DATE:	4/28/23
EMP #	14156	DATE RANGE:	4/10/23 4/21/23
DEPT:	460101		
CRTPA EMPLOYEE TIME SHEET			
DAY	DATE	VACATION HOURS	SICK HOURS
Mon	4/10/23		
Tues	4/11/23		
Wed	4/12/23		
Thurs	4/13/23		
Fri	4/14/23		
Mon	4/17/23		
Tues	4/18/23		
Wed	4/19/23		
Thurs	4/20/23		
Fri	4/21/23	4	
Comments:			
<p>By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;">  <div> <p>April 21, 2023</p> <p>DATE</p> </div> </div>			
EMPLOYEE SIGNATURE		DATE	
APPROVED BY		DATE	
PAYROLL CLERKS SIGNATURE		DATE	
<p>For Payroll Clerks Use Only:</p> <p>Paid Holiday _____</p> <p>Personal Leave _____</p> <p>Sick Leave _____</p> <p>Administrative Leave _____</p> <p>Catastrophic Leave _____</p> <p>Wellness Leave _____</p> <p>Floating Holiday _____</p> <p>Personal Day _____</p> <p> TOTAL _____</p> <p>This record is maintained for administrative purposes only and does not in any way impact the employees wages or exempt status.</p>			

**CRTPA TASK SHEET
FY 2017/18**

Employee Name *Greg Slay*
Employee Number *14156*
Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
Payroll Date *04/28/23*
Payroll Range *04/10/23* *thru* *04/21/23*

Day	Date	Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
		701	989	703	990	706	705	995
Mon	04/10/23	3		1		3		1
Tues	04/11/23	2		1	1	2		2
Wed	04/12/23	2			1	2	1	2
Thurs	04/13/23	3		3	1	1		
Fri	04/14/23	2		2	1	2		1
Mon	04/17/23	2		2	1	1		2
Tues	04/18/23	5				1		2
Wed	04/19/23	2		1		1		4
Thurs	04/20/23	2			2	1		3
Fri	04/21/23	5				3		

Hours


Activity

8 Admin, staff meeting, SIS, CMP, Bicycle Working Group, SS4A
8 Admin, SIS, CMP HIN, Freight Study (FG&A), SS4A
8 Half meeting, Board Agenda, PPLs, CMP HIN, Facebook page, SS4A
8 UPWP, Board agenda, 2013 I-10 Master Plan review, PPLs, Thomasville Rd Trail
8 Admin, Velda Dairy extension, SIS, PPLs, CMP, SS4A
8 FMPP, SIS, PPLs, SS4A
8 Briefing - Minor, Board meeting, staff meeting, CMP, Freight study, SS4A
8 Admin, SIS, Thomasville MUP, SS4A, Freight study, Telecommuting study
8 Admin, 3R projects, Thomasville Rd MUP, SS4A, Freight study
8 Admin, personal leave, Thomasville Rd MUP

CRTPA Employee: Greg Slay

FIELDWORK DOCUMENTATION FOR LIABILITY INSURANCE

[illegible]

EMP NAME:	Greg Slay	PAYROLL DATE:	5/12/23
EMP #	14156	DATE RANGE:	4/24/23 5/5/23
DEPT:	460101		
CRTPA EMPLOYEE TIME SHEET			
DAY	DATE	VACATION HOURS	SICK HOURS
Mon	4/24/23		
Tues	4/25/23		
Wed	4/26/23		
Thurs	4/27/23		
Fri	4/28/23		
Mon	5/1/23		
Tues	5/2/23		
Wed	5/3/23		
Thurs	5/4/23		4
Fri	5/5/23		8
Comments:			
<p>By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  </div> <div> <p>May 8, 2023</p> </div> </div>			
EMPLOYEE SIGNATURE		DATE	
APPROVED BY		DATE	
PAYROLL CLERKS SIGNATURE		DATE	
<p>For Payroll Clerks Use Only:</p> <p>Paid Holiday _____</p> <p>Personal Leave _____</p> <p>Sick Leave _____</p> <p>Administrative Leave _____</p> <p>Catastrophic Leave _____</p> <p>Wellness Leave _____</p> <p>Floating Holiday _____</p> <p>Personal Day _____</p> <p>TOTAL _____</p> <p>This record is maintained for administrative purposes only and does not in any way impact the employees wages or exempt status.</p>			

**CRTPA TASK SHEET
FY 2017/18**

Employee Name *Greg Slay*
Employee Number *14156*
Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
Payroll Date *05/12/23*
Payroll Range *04/24/23* *thru* *05/05/23*

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
Day	Date	701	989	703	990	706	705	995
Mon	04/24/23	1	1	3	1			2
Tues	04/25/23	3		1		1		3
Wed	04/26/23	4			1	1		2
Thurs	04/27/23	8						
Fri	04/28/23	8						
Mon	05/01/23	2	1	1	2			2
Tues	05/02/23	2		1	1			4
Wed	05/03/23	2	2		1	2		1
Thurs	05/04/23	4		1	1			2
Fri	05/05/23	8						

Hours


Activity

8 Admin, U-SDK, BP TCC, SIS, SS4A
8 Staff meeting, Audit, SIS, regional trails, Freight Study, SS4A
8 MPOAC Travel, SR 267 Trail, SS4A
8 MPOAC
8 MPOAC
8 Admin, safety data, DT Monroe sidewalks, SS4A
8 Staff meeting, SIS, SS4A
8 Admin, crash data, SIS, CMP
8 Sick leave, SIS, PPLs, SS4A
8 Sick leave

CRTPA Employee: Greg Slay

FIELDWORK DOCUMENTATION FOR LIABILITY INSURANCE

[illegible]

EMP NAME:	Greg Slay	PAYROLL DATE:	5/26/23
EMP #	14156	DATE RANGE:	5/8/23 5/19/23
DEPT:	460101		
CRTPA EMPLOYEE TIME SHEET			
DAY	DATE	VACATION HOURS	SICK HOURS
			OTHER LEAVE
Mon	5/8/23		
Tues	5/9/23		
Wed	5/10/23		
Thurs	5/11/23		
Fri	5/12/23		
Mon	5/15/23		
Tues	5/16/23		1
Wed	5/17/23		
Thurs	5/18/23		
Fri	5/19/23		8 - Holiday
Comments:			
<p>By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  </div> <div style="text-align: right;"> <p>May 18, 2023</p> </div> </div>			
EMPLOYEE SIGNATURE		DATE	
APPROVED BY		DATE	
PAYROLL CLERKS SIGNATURE		DATE	
<p>For Payroll Clerks Use Only:</p> <p>Paid Holiday _____</p> <p>Personal Leave _____</p> <p>Sick Leave _____</p> <p>Administrative Leave _____</p> <p>Catastrophic Leave _____</p> <p>Wellness Leave _____</p> <p>Floating Holiday _____</p> <p>Personal Day _____</p> <p>TOTAL _____</p> <p>This record is maintained for administrative purposes only and does not in any way impact the employees wages or exempt status.</p>			

**CRTPA TASK SHEET
FY 2017/18**

Employee Name *Greg Slay*
Employee Number *14156*
Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
Payroll Date *05/26/23*
Payroll Range *05/08/23* *thru* *05/19/23*

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
Day	Date	701	989	703	990	706	705	995
Mon	05/08/23	1	1	1	2	2	1	
Tues	05/09/23	2		1	1	3		1
Wed	05/10/23	1		2	1	3		1
Thurs	05/11/23	1	3	2		1		1
Fri	05/12/23	2	3		2			1
Mon	05/15/23	2		1	1	1		3
Tues	05/16/23	3	1		1	3		
Wed	05/17/23	2	1	1	1	3		
Thurs	05/18/23	2		2		2		2
Fri	05/19/23	8						

Hours

Activity


8 Staff meeting, Reconnecting Communities debrief, T'ville Rd path, website
8 MPOAC P&T subcommittee, DT Monroe sidewalks, TIP/PPLs, T'ville Rd path,
8 Admin, T'ville RD path, regional trails, FHWA Countermeasure webinar, Telecommuting Study
8 Admin, U-SDK, BPIA, SIS, CMP, Freight Study
8 Admin, U-SDK, TIP, Telecommuting Study

8 Admin, MPOAC (CS setaside), regional trails, SS4A, telecommuting study
8 Admin, sick leave, U-SDK, regional trails, DT monroe sidewalks,
8 Briefing - Minor, MPOAC, Leon CTST, TIP/PPLs, regional trails
8 Admin, FDOT qrtly meeting, Thomasville Rd MUP, SS4A
8 Holiday

CRTPA Employee: Greg Slay

FIELDWORK DOCUMENTATION FOR LIABILITY INSURANCE

[illegible]

EMP NAME:		Greg Slay		PAYROLL DATE:		6/9/23	
EMP #		14156		DATE RANGE:		5/22/23 6/2/23	
DEPT:		460101					
CRTPA EMPLOYEE TIME SHEET							
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE			
Mon	5/22/23						
Tues	5/23/23						
Wed	5/24/23						
Thurs	5/25/23						
Fri	5/26/23						
Mon	5/29/23			8 - Holiday			
Tues	5/30/23						
Wed	5/31/23						
Thurs	6/1/23						
Fri	6/2/23	8					
Comments:							
By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.							
				June 1, 2023			
EMPLOYEE SIGNATURE				DATE			
APPROVED BY				DATE			
PAYROLL CLERKS SIGNATURE				DATE			
For Payroll Clerks Use Only:							
Paid Holiday		_____					
Personal Leave		_____					
Sick Leave		_____					
Administrative Leave		_____					
Catastrophic Leave		_____					
Wellness Leave		_____					
Floating Holiday		_____					
Personal Day		_____					
TOTAL		_____					
This record is maintained for administrative purposes only and does not in any way impact the employees wages or exempt status.							

**CRTPA TASK SHEET
FY 2017/18**

Employee Name *Greg Slay*
Employee Number *14156*
Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
Payroll Date *06/09/23*
Payroll Range *05/22/23* *thru* *06/02/23*

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
Day	Date	701	989	703	990	706	705	995
Mon	05/22/23	5		1	2			
Tues	05/23/23	1		4		1		2
Wed	05/24/23	1		2	1	2	1	1
Thurs	05/25/23	1	1	3		2		1
Fri	05/26/23	8						
Mon	05/29/23	8						
Tues	05/30/23	2		2	2	2		
Wed	05/31/23		2			2	2	2
Thurs	06/01/23			2	1	1	1	3
Fri	06/02/23	8						

Hours


Activity

8 Admin, Board meeting, PPLs/TIP
8 Admin, Midtown (interanal & BP), RMP, regional trails, Freight Study, SS4A
8 Admin, Tennessee St Safety, Freight Study
8 Admin, crash data, ARPC, regional trails, SS4A
8 Personal leave
8 Holiday
8 Admin, SIS, TIP/PPLs, CMP
8 Crash data, SRTS, SR 267 Trail, TIP/PPLs public meeting, SS4A
8 SIS, Census data, regional trails, website, SS4A, Freight Study
8 Personal leave

CRTPA Employee: Greg Slay

FIELDWORK DOCUMENTATION FOR LIABILITY INSURANCE

[illegible]

EMP NAME: Greg Slay		PAYROLL DATE: 6/23/23	
EMP # 14156	DATE RANGE: 6/5/23		6/16/23
DEPT: 460101			
CRTPA EMPLOYEE TIME SHEET			
DAY	DATE	VACATION HOURS	SICK HOURS
			OTHER LEAVE
Mon	6/5/23		
Tues	6/6/23		
Wed	6/7/23		
Thurs	6/8/23		
Fri	6/9/23		
Mon	6/12/23		
Tues	6/13/23		
Wed	6/14/23		
Thurs	6/15/23		
Fri	6/16/23		4
Comments:			
<p>By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  </div> <div style="text-align: right;"> June 16, 2023 </div> </div>			
EMPLOYEE SIGNATURE		DATE	
APPROVED BY		DATE	
PAYROLL CLERKS SIGNATURE		DATE	
<p>For Payroll Clerks Use Only:</p> <p>Paid Holiday _____</p> <p>Personal Leave _____</p> <p>Sick Leave _____</p> <p>Administrative Leave _____</p> <p>Catastrophic Leave _____</p> <p>Wellness Leave _____</p> <p>Floating Holiday _____</p> <p>Personal Day _____</p> <p>TOTAL _____</p> <p>This record is maintained for administrative purposes only and does not in any way impact the employees wages or exempt status.</p>			

**CRTPA TASK SHEET
FY 2017/18**

Employee Name *Greg Slay*
Employee Number *14156*
Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
Payroll Date *06/23/23*
Payroll Range *06/05/23* *thru* *06/16/23*

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
Day	Date	701	989	703	990	706	705	995
Mon	06/05/23		2	2	2	1		1
Tues	06/06/23	6		1		1		
Wed	06/07/23	2	4			1		1
Thurs	06/08/23	2		5			1	
Fri	06/09/23		2	2	2			2
Mon	06/12/23	3	2	1	1			1
Tues	06/13/23	3	2			1		2
Wed	06/14/23	2	1	1	1	1		2
Thurs	06/15/23	2		2	2	1		1
Fri	06/16/23	7						1

Hours


Activity

8 U-SDK, Census data, TIP/PPPLs, regional trails, SS4A
8 Admin, committees, Apportionment webinar, BP regional trail meeting
8 Briefing - O'Keefe, Leon CTST, Signal4 webinar, crash data, Telecommute Study
8 Admin, LRTP Revenue Forecast webinar, FDOT modelling/other issues meeting
8 U-SDK, Apportionment plan, PPLs, SS4A
8 Audit, staff meeting, U-SDK, Apportionment Plan, SS4A
8 Admin, audit, crash data, SR 267, SS4A
8 Audit, crash data, Census data, PPLs, ITS, Telecommuting study
8 Audit, Census data, SS4A
8 Sick leave, Briefing - Minor, Audit, SS4A

CRTPA Employee: Greg Slay

FIELDWORK DOCUMENTATION FOR LIABILITY INSURANCE

[illegible]

EMP NAME: Greg Slay		PAYROLL DATE: 7/7/23																		
EMP # 14156	DATE RANGE: 6/19/23		6/30/23																	
DEPT: 460101																				
CRTPA EMPLOYEE TIME SHEET																				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE																
Mon	6/19/23																			
Tues	6/20/23																			
Wed	6/21/23																			
Thurs	6/22/23																			
Fri	6/23/23																			
Mon	6/26/23		8																	
Tues	6/27/23																			
Wed	6/28/23		8																	
Thurs	6/29/23																			
Fri	6/30/23	8																		
Comments:																				
<p>By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  </div> <div style="text-align: right;"> June 29, 2023 </div> </div>																				
EMPLOYEE SIGNATURE			DATE																	
APPROVED BY			DATE																	
PAYROLL CLERKS SIGNATURE			DATE																	
<p>For Payroll Clerks Use Only:</p> <table style="width: 100%;"> <tr><td>Paid Holiday</td><td>_____</td></tr> <tr><td>Personal Leave</td><td>_____</td></tr> <tr><td>Sick Leave</td><td>_____</td></tr> <tr><td>Administrative Leave</td><td>_____</td></tr> <tr><td>Catastrophic Leave</td><td>_____</td></tr> <tr><td>Wellness Leave</td><td>_____</td></tr> <tr><td>Floating Holiday</td><td>_____</td></tr> <tr><td>Personal Day</td><td>_____</td></tr> </table> <p>TOTAL _____</p> <p>This record is maintained for administrative purposes only and does not in any way impact the employees wages or exempt status.</p>					Paid Holiday	_____	Personal Leave	_____	Sick Leave	_____	Administrative Leave	_____	Catastrophic Leave	_____	Wellness Leave	_____	Floating Holiday	_____	Personal Day	_____
Paid Holiday	_____																			
Personal Leave	_____																			
Sick Leave	_____																			
Administrative Leave	_____																			
Catastrophic Leave	_____																			
Wellness Leave	_____																			
Floating Holiday	_____																			
Personal Day	_____																			

**CRTPA TASK SHEET
FY 2017/18**

Employee Name *Greg Slay*
Employee Number *14156*
Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
Payroll Date *07/07/23*
Payroll Range *06/19/23* *thru* *06/30/23*

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
Day	Date	701	989	703	990	706	705	995
Mon	06/19/23	5		1		1		1
Tues	06/20/23	3		1	1	2		1
Wed	06/21/23	3	1	3		1		
Thurs	06/22/23	2		1	1	2		2
Fri	06/23/23	3		2	2		1	
Mon	06/26/23	8						
Tues	06/27/23	2	2	2				2
Wed	06/28/23	8						
Thurs	06/29/23	5		1		2		
Fri	06/30/23	8						

Hours

Activity

8 Admin, Board meeting, Briefing - Minor, Census data, CMP, SS4A
8 Audit, staff meeting, TIP, Gadsden County - Havana Trail, Freight study
8 Audit, Briefing - C. Simon, crash data, Apportionment webinar, census data, CMP
8 Admin, CMAC interview, SRTS, Freight study
8 Admin, audit, RMP, website
8 Sick leave
8 Audit, admin, crash data, SS4A
8 Sick leave
8 FHWA/FDOT planning meeting, audit, SR 267 Trail
8 Personal leave

CRTPA Employee: Greg Slay

FIELDWORK DOCUMENTATION FOR LIABILITY INSURANCE

Date	Hours in the Field	Location	Activity Conducted
8/1/2022	2	Sabal Palm Elementary	Connectivity review
9/9/2022	1	Gadsden Sidewalk @ 6/7th St	Field review
9/16/2022	3	Coastal Trail/Tharpe Street	Field review
2/10/2023	3	Thomasville Rd Trail	Field review

September 19, 2023



AGENDA ITEM 4E

EXECUTIVE DIRECTOR ANNUAL EVALUATION

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

The Executive Director's performance evaluations were completed by the Executive Committee Members and are presented for final approval.

EXECUTIVE COMMITTEE ACTION

The CRTPA Executive Committee met on August 22, 2023 and reviewed the evaluations. Following a brief discussion, the Committee voted to approve the evaluations.

RECOMMENDED ACTION

Option 1: Approve the revised Executive Director's Evaluations for 2023.
(Recommended)

Option 2: Provide other direction.

ATTACHMENT

Attachment 1: Executive Director's Evaluations for 2023



Executive Director Performance Review

EMPLOYEE INFORMATION

Name: Greg Slay

Review Date:

REVIEW INFORMATION

Reviewer Name: COMMISSIONER
MESSERSMITH

Review Period: July 18, 2022 – July 18, 2023

Complete this review using the following scale:

- 2** = EXCEEDS JOB EXPECTATIONS: Consistently exemplary performance, including in demanding situations or circumstances.
1 = MEETS JOB EXPECTATIONS: Competent performance in most situations and circumstances.
0 = PARTIALLY MEETS JOB EXPECTATIONS -- Shows capability, but in a variable manner. Improvement needed in key areas.
X = DOES NOT MEET JOB EXPECTATIONS -- Major or ongoing problems that negatively impact organizational objectives.

(Outstanding) (Good) (Needs Work) (Poor)

EVALUATION

	2	1	0	X
Maintains effective communications with and availability for the CRTPA Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Represents the CRTPA well, understands role, and implements the Board's vision	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understands and maintains compliance with Federal and State MPO requirements as they apply to the CRTPA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understands current trends and issues impacting the CRTPA and membership, informs the Governing Board as to their implications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hires and develops qualified staff appropriate for day-to-day operations and guides staff to achieve objectives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains public image of the CRTPA representing service, vitality and professionalism while enhancing the visibility and identity of the organization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Builds relationships and encourages the creation of partnerships with other organizations that contribute to the CRTPA's mission and vision	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develops sound budgets for current and future revenues and expenses necessary to maintain daily and overall operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meets challenges head on	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manages assets including technology, equipment, budget, and office space	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Encourages public involvement and maintains transparency for the Board, the public, and staff

☒X

☐

☐

☐

Inspires confidence, establishes credibility with the CRTPA Board

☒X

☐

☐

☐

Maintains a "big picture" outlook and is aware of industry issues

☒X

☐

☐

☐

Exhibits diligence in leading the CRTPA

☒X

☐

☐

☐

Forecasts trends, responds to change, and invites innovation

☒X

☐

☐

☐

Solicits and acts upon the ideas of others when appropriate

☒X

☐

☐

☐

Demonstrates excellence in carrying out job responsibilities and accomplishing goals

☒X

☐

☐

☐

Participates in relevant and worthwhile professional organizations

☒X

☐

☐

☐

Areas for improvement:

Additional Comments:

Mr. Slay is always available whenever a question or concern arises with regard to each county, municipality or funding of projects that come before the board and/or citizens that are served.



Executive Director Performance Review

EMPLOYEE INFORMATION

Name: Greg Slay

Review Date: 08/18/2023

REVIEW INFORMATION

Reviewer Name: Commissioner Matlow

Review Period:

July 18, 2022 – July 18, 2023

Complete this review using the following scale:

- 2** = EXCEEDS JOB EXPECTATIONS: Consistently exemplary performance, including in demanding situations or circumstances.
1 = MEETS JOB EXPECTATIONS: Competent performance in most situations and circumstances.
0 = PARTIALLY MEETS JOB EXPECTATIONS -- Shows capability, but in a variable manner. Improvement needed in key areas.
X = DOES NOT MEET JOB EXPECTATIONS -- Major or ongoing problems that negatively impact organizational objectives.

(Outstanding)

(Good)

(Needs Work)

(Poor)

EVALUATION

2

1

0

X

Maintains effective communications with and availability for the CRTPA Board

x

☐
☐
☐

Represents the CRTPA well, understands role, and implements the Board's vision

x

☐
☐
☐

Understands and maintains compliance with Federal and State MPO requirements as they apply to the CRTPA

☐

x

☐
☐

Understands current trends and issues impacting the CRTPA and membership, informs the Governing Board as to their implications

☐

x

☐
☐

Hires and develops qualified staff appropriate for day-to-day operations and guides staff to achieve objectives

☐

x

☐
☐

Maintains public image of the CRTPA representing service, vitality and professionalism while enhancing the visibility and identity of the organization

x

☐
☐
☐

Builds relationships and encourages the creation of partnerships with other organizations that contribute to the CRTPA's mission and vision

☐

x

☐
☐

Develops sound budgets for current and future revenues and expenses necessary to maintain daily and overall operations

☐

x

☐
☐

Meets challenges head on

x

☐
☐
☐

Manages assets including technology, equipment, budget, and office space

☐

x

☐
☐

Encourages public involvement and maintains transparency for the Board, the public, and staff

x

☐☐☐

Inspires confidence, establishes credibility with the CRTPA Board

x

☐☐☐

Maintains a "big picture" outlook and is aware of industry issues

x

☐☐☐

Exhibits diligence in leading the CRTPA

☐

x

☐☐

Forecasts trends, responds to change, and invites innovation

☐

x

☐☐

Solicits and acts upon the ideas of others when appropriate

☐

x

☐☐

Demonstrates excellence in carrying out job responsibilities and accomplishing goals

x

☐☐☐

Participates in relevant and worthwhile professional organizations

☐

x

☐☐

Areas for improvement:

Meets and exceeds all expectations of the job.

Additional Comments:

It's been a pleasure working with you. Keep up the good work!



Executive Director Performance Review

EMPLOYEE INFORMATION

Name: Greg Slay

Review Date: August 21, 2023

REVIEW INFORMATION

Reviewer Name: Rick Minor

Review Period: July 18, 2022 – July 18, 2023

Complete this review using the following scale:

- 2** = EXCEEDS JOB EXPECTATIONS: Consistently exemplary performance, including in demanding situations or circumstances.
1 = MEETS JOB EXPECTATIONS: Competent performance in most situations and circumstances.
0 = PARTIALLY MEETS JOB EXPECTATIONS -- Shows capability, but in a variable manner. Improvement needed in key areas.
X = DOES NOT MEET JOB EXPECTATIONS -- Major or ongoing problems that negatively impact organizational objectives.

(Outstanding) (Good) (Needs Work) (Poor)

EVALUATION

	2	1	0	X
Maintains effective communications with and availability for the CRTPA Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Represents the CRTPA well, understands role, and implements the Board's vision	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understands and maintains compliance with Federal and State MPO requirements as they apply to the CRTPA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understands current trends and issues impacting the CRTPA and membership, informs the Governing Board as to their implications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hires and develops qualified staff appropriate for day-to-day operations and guides staff to achieve objectives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains public image of the CRTPA representing service, vitality and professionalism while enhancing the visibility and identity of the organization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Builds relationships and encourages the creation of partnerships with other organizations that contribute to the CRTPA's mission and vision	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develops sound budgets for current and future revenues and expenses necessary to maintain daily and overall operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meets challenges head on	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manages assets including technology, equipment, budget, and office space	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Encourages public involvement and maintains transparency for the Board, the public, and staff

☒☐☐☐

Inspires confidence, establishes credibility with the CRTPA Board

☒☐☐☐

Maintains a "big picture" outlook and is aware of industry issues

☒☐☐☐

Exhibits diligence in leading the CRTPA

☒☐☐☐

Forecasts trends, responds to change, and invites innovation

☒☐☐☐

Solicits and acts upon the ideas of others when appropriate

☒☐☐☐

Demonstrates excellence in carrying out job responsibilities and accomplishing goals

☒☐☐☐

Participates in relevant and worthwhile professional organizations

☒☐☐☐

Areas for improvement:

None noted.

Additional Comments:

As the Executive Director for the CRTPA, Mr. Slay has consistently exceeded job expectations in each of the areas noted above. He demonstrates professionalism with the Board, partners, staff, and citizens and is highly knowledgeable of federal and state MPO requirements.

Mr. Slay is also very adept in his communication and transparency with Board members and citizens. On numerous occasions I have asked him to meet with me and members of the public to discuss CRTPA funding, new opportunities, and/or specific CRTPA projects. In every case, he conveyed relevant information in a direct, easily understandable way. He also listens intently to constituents' concerns and shows a sincere interest in developing feasible solutions.

In summary, Mr. Slay is a great asset to the CRTPA and his service is of significant benefit to the people of the Capital Region.

September 19, 2023



AGENDA ITEM 4F

CRTPA ATTORNEY CONTRACT

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

This item is being brought before the CRTPA Board to extend the legal contract with Williams Law Group, P.A. by one year.

BACKGROUND AND ANALYSIS

The agreement for legal services (***Attachment 1***) was executed in September of 2021. The initial contract with the Williams Law Group, P.A. was for a two-year term and includes an option to extend the agreement for one year. Therefore, CRTPA staff is seeking approval to extend the contract for one year making the contract expiration date September 2024.

OPTIONS

Option 1: Approve an extension to the legal services agreement with the Williams Law Group, P.A.
(Recommended)

Option 2: Provide other direction.

ATTACHMENT

Attachment 1: Legal Services Agreement with the Williams Law Group, P.A.

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT for Professional Legal Services is entered into this 13th day of September, 2021, by and between the Capital Region Transportation Planning Agency, ("CRTPA") and the law firm of Williams Law Group, P.A. ("Law Firm") shall become effective on the date entered above.

WHEREAS, the CRTPA is a metropolitan planning organization designated pursuant to Section 339.175, Florida Statutes; and

WHEREAS, the CRTPA wishes to obtain the services of the Law Firm for the purpose of assisting the CRTPA in legal matters as referenced below in the Scope of Services; and

WHEREAS, the Law Firm wishes to render the legal services as required by the CRTPA as set forth in the Scope of Services;

NOW, THEREFORE, for valuable consideration and the mutual promises between the parties hereto, it is agreed as follows:

1. Scope of Services. The Law Firm shall perform the following services:

- (a) Routine CRTPA Meetings, Telephonic Consultation and Advice. The Primary or Secondary attorneys, as set forth herein, will provide routine telephonic legal consultation with CRTPA Board members, the CRTPA's Executive Director (hereinafter referred to as "the Director") and the CRTPA Staff. The Primary Attorney will attend all CRTPA Board meetings, including the Board's semi-annual retreat, and pre-briefings as requested by the CRTPA Board Chairman or the Director, except when unforeseen situations arise outside the control of the Primary Attorney, in which case a Secondary Attorney may attend.

Formal presentations at CRTPA Board meetings will be by either the Primary Attorney or a Secondary Attorney, at the discretion of the Primary Attorney, unless the Director requests otherwise. The Primary or Secondary Attorneys will provide advice on routine CRTPA issues.

- (b) Follow up Activities. The Law Firm will perform follow up activities, as a result of matters addressed or considered during CRTPA meetings or the pre-briefing, at the request of the Director or the Board Chairman. Either the Primary Attorney, Secondary Attorneys, or other attorneys within the Law Firm may perform these follow up activities, unless the Director requests otherwise.
- (c) Preparation of Presentations to CRTPA Board. The Law Firm will prepare presentations to the CRTPA Board at CRTPA meetings at the request of the Director or the Board Chairman. The Primary Attorney, Secondary Attorneys, or other attorneys within the Law Firm may prepare these presentations, at the discretion of the Primary Attorney, unless the Director requests otherwise.
- (d) Legal Opinions. The Law Firm will provide legal opinions at the request of the Director, the Chairman or the Board. Legal opinions will be provided in a summarized written format suitable for either a presentation to the CRTPA, incorporating into the CRTPA Agenda or policy items. The Primary Attorney, Secondary Attorneys, or other attorneys within the Law Firm may perform research and writing, at the discretion of the Primary Attorney, unless the Director requests otherwise; however, presentations at CRTPA meetings will be in accordance with (c), above. The Law Firm will provide an opinion letter in response to the annual auditor's request for a description of all material pending and threatened litigation, claims and assessments against, CRTPA and related matters. As the Law Firm's practice areas do not include Statement of Financial Accounting Standards No. 5, no opinion will be

provided by the Law Firm in relation to the disclosure requirements of Statement of Financial Accounting Standards No. 5.

- (e) CRTPA Policy Development. The Law Firm will participate in the development and revisions of CRTPA policy, procedures, bylaws and governing documents, at the request of the Director. The Primary Attorney, Secondary Attorneys or other attorneys within the Law Firm may attend meetings and perform research, writing, and related work, at the discretion of the Primary Attorney, unless the Director requests otherwise; however, presentations at CRTPA meetings will be in accordance with (c), above.
- (f) Litigation. The Law Firm will provide litigation support to the CRTPA at the request and with the authorization of the Board Chairman or the Director. Either the Primary Attorney, the Secondary Attorneys or other attorneys within the Law Firm may provide these services, at the discretion of the Primary Attorney.
- (g) CRTPA Contracts. The Law Firm will participate in the preparation of contracts, contract negotiations, settlements, changes and the initial evaluation of protests at the request of the Director in conjunction with the City or County procurement offices, as needed. The Primary Attorney, Secondary Attorneys or other attorneys within the Law Firm may attend meetings, perform evaluations and research and writing, at the discretion of the Primary Attorney, unless the Director requests otherwise; however, presentations at CRTPA meetings will be in accordance with (c), above.
- (h) Other Services. The Law Firm shall render such other legal professional services as may on occasion be specifically requested by the CRTPA and duly authorized in writing by the Director or the Board Chairman. The Director or his designee shall be the coordinator for all CRTPA requests for legal services from the Law Firm and shall be responsible for ensuring the Law Firm provides the

requested legal services in a timely and satisfactory manner. The Primary Attorney, Secondary Attorneys or other attorneys within the Law Firm may perform these services, at the discretion of the Primary Attorney, unless the Director requests otherwise; however, presentations at CRTPA meetings will be in accordance with (c), above.

2. Compensation.

(a) The Law Firm shall be compensated for professional fees with a monthly retainer as follows:

- 1) For the first year, in the amount of \$14,100.00, (billed at 1,175.00, per month), and a rate of \$300.00 per hour for 3.9 hours per month for services rendered to the CRTPA as listed in paragraphs 1 (a) above.
- 2) For the second year, in the amount of \$16,000.00 (billed at 1,333.33, per month) and a rate of \$315.00 per hour for 4.23 hours, per month for services rendered to the CRTPA as listed in paragraphs 1 (a) above.
- 3) For the third year, in the amount of \$17,100.00, per year (billed at \$1,425.00 per month), and a rate of \$325.00 per hour for 4.3 hours, per month for services rendered to the CRTPA as listed in paragraphs 1 (a) above.
- 4) The Law Firm will perform such services in excess of the monthly allocation hours upon conferring with and receiving written approval from the Executive Director to do so, and be compensated therefore at the hourly rate in paragraph 2(a) above. Should the Law Firm propose that additional compensation should be provided for such work, it will present its proposal and justification to the Director, who will have discretion to approve or disapprove such additional compensation based on CRTPA Board direction as provided for herein. All approvals for additional compensation will be made in writing.

- 5) The Law Firm shall be compensated at the billing rate per hour, as outlined herein, for services rendered to the CRTPA as listed in paragraphs l(b)-(h) above, and for all authorized services rendered as listed in paragraphs l(a) above, that exceed the budgeted allocated hours in any one month.
- 6) The Law Firm shall be compensated for all out of pocket expenses and other charges incurred in providing services under this Agreement.
- 7) On or before the 15th day of each consecutive month during the term of this agreement, the Law Firm shall prepare and submit an invoice for such fees, costs, and expense incurred in providing services during the preceding month. Invoices will include the name of the attorney performing the work, a description of the work performed, hours expended during the billing period, cumulative hours on the specific task, the amount currently billed, and any prior due balances. Invoices shall be submitted to the Director, via e-mail, as designated by the Director. Invoices shall also provide detail as to specific and cumulative time expended, disbursements made, payments made to any certified DBE firms and other expenses incurred as may be required by the Director. Semi-annually, the Law Firm shall provide written documentation, which identifies the progress made toward the CRTPA's DBE goal of 8.5% participation.

3. Maintenance of Professional Standards and Malpractice Insurance.

The Law Firm shall maintain familiarity with the Code of Professional Responsibility of the Florida Bar and shall ensure that its representation shall be in compliance with the standards of conduct set by those rules. In the event of any questions concerning any potential conflict of interest between the CRTPA and any other client represented by the Law Firm, the same shall be disclosed to the Director immediately upon the issue being raised. The Director will develop a recommendation as to the conflict to present to the CRTPA Board for its

consideration.

4. Insurance.

The Law Firm shall obtain and maintain malpractice insurance and shall provide documentation of same.

5. Primary and Secondary Attorneys Professional Services Responsibility.

The legal services under this Agreement shall be provided by Thornton Williams, Esquire, as Primary Attorney, and Harriet Williams, Esquire, as a Secondary Attorney under this Agreement, and other attorneys within the Law Firm, when necessary, as described in paragraph 1, above.

6. Term of Agreement.

This Agreement is for an term of three (3) years from the date first above stated, but may be amended from time to time, in writing, by mutual agreement of the parties. This Agreement may be unilaterally terminated for convenience by either party upon the providing of 30 days written notice to the other party. The three years under this Agreement shall be for a two year term with one, one year option to extend and further provided that funding approval by the CRTPA Board is obtained prior to renewal.

7. Assignment.

This Contract shall not be assigned or sublet as a whole or in part without the written consent of the CRTPA nor shall the Law Firm assign any monies due or to become due to him hereunder without the previous written consent of the CRTPA.

8. Indemnification.

The Law Firm agrees to indemnify and hold harmless the CRTPA from all claims, damages, liabilities, or suits of any nature whatsoever arising out of, because of, or due to the breach of this agreement by the Law Firm, its delegates, agents or employees, or due to any act or occurrence of omission or commission of the Law Firm, including but not limited to costs and a reasonable

attorney's fee.

9. Audits, Records and Records Retention.

The Law Firm agrees:

(a) To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the CRTPA under this contract.

(b) To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of three (3) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of three (3) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.

(c) Upon completion or termination of the contract and at the request of the CRTPA, the Law Firm will cooperate with the CRTPA to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph 1 above.

(d) To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the CRTPA.

(e) Persons duly authorized by the CRTPA and Federal auditors, pursuant to 45 CFR, Part 92.36(1)(10), shall have full access to and the right to examine any of provider's contract and related records and documents, regardless of the form in which kept, at all

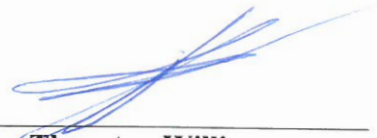
reasonable times for as long as records are retained.

(f) To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

AGREED TO the date first above stated,



Jeremy Matlow, Chair
CAPITAL REGION
TRANSPORTATION PLANNING AGENCY



By: Thornton Williams
800 N. Calhoun Street
Suite 1B
Tallahassee, Florida 32303
(850) 224 -3999

RENEWAL OPTION

The Capital Region Transportation Planning Agency hereby elects to extend this Professional Services Agreement for the Agency's legal services pursuant to Section 6. of this Agreement with the Williams Law Group, P.A.

September 19, 2023

Rick Minor, Chair CRTPA _____

Date: _____

Thornton Williams _____
Williams Law Group, P.A.

Date: _____

CRTPA RESOLUTION 2021-09-4B

A **RESOLUTION** of the Capital Region Transportation Planning Agency ("CRTPA") authorizing the execution of a contract between the CRTPA and the Williams Law Group, P.A.

WHEREAS, the CRTPA wishes to contract for legal service; and

WHEREAS, the CRTPA has completed negotiations the Williams Law Group, P.A. for legal services; and

WHEREAS, the CRTPA has found that the Williams Law Group, P.A. is the qualified to preform legal services for CRTPA,

NOW THEREFORE, BE IT RESOLVED BY THE CRTPA THAT:

1. The CRTPA has the authority to enter into a contract for legal services.
2. The CRTPA has an approved the scope of services and fees.
3. The CRTPA has funding within its annual budget for the legal services.
4. The CRTPA authorizes the Chair to execute and Executive Director to administer a contract with the Williams Law Group, P.A. for legal services.

DULY PASSED AND ADOPTED THIS 13th **DAY OF** September **2021**

Capital Region Transportation Planning Agency


By: Jeremy Matlow, Chair

September 19, 2023



AGENDA ITEM 4G

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

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

The Unified Planning Work Program (UPWP), a federally required document, describes the work activities, schedule, and budget for the CRTPA operations and planning activities. The purpose of this item is to amend the CRTPA FY 2023 – FY 2024 Unified Planning Work Program (UPWP) to update the scope of work, project costs and/or milestones for the project deliverables. In addition, adjustments to operating and personnel costs are presented.

COMMITTEE ACTION

The CRTPA Committees met on September 5, 2023 and reviewed the item. The Technical Advisory Committee voted to approve the item. There was not a quorum for the Citizens Multi-modal Advisory Committee meeting, therefore no action was taken.

HISTORY AND ANALYSIS

The CRTPA's UPWP is developed with a two-year budget, FY 2024 being the second year of the current work program. As with any budget, adjustments are necessary. The UPWP modification shifts budgeted funds for the audit and for Task 3 personnel costs in FY 2023. Also, the local funding amount is updated to \$5,000 annually. (**Attachment 1**). In addition, Subtask 7.2, the Regional Freight Study, is amended to extend the completion date to June 2024 (**Attachment 2**). Lastly, Subtask 7.6, originally titled the Safe Routes to School (SR2S) Study Update, is renamed the School Transportation Safety Study. This change reflects the broader project scope of the project which is safe mobility options for students. Additionally, the project cost and schedule are updated consistent with the revised project scope and budget, which is under development. Once finalized the project details will be incorporated into Subtask 7.6. (**Attachment 3**).

RECOMMENDED ACTION

Option 1: Approve the amendments and modifications to the CRTPA's FY 2023 – FY 2024 Unified Planning Work Program.
(Recommended)

Option 2: Provide other direction.

ATTACHMENTS

Attachment 1: Modified Budgets for FY 2023 and FY 2024

Attachment 2: Amended Subtask 7.2

Attachment 3: Amended Subtask 7.6

Modification to Task 1

Original: Task 1 Budget FY 2023

Task 1 Administration										
2023										
Funding Source	FHWA G2782				FFY 21 FTA 5305(d) G2528		Local G2782		FY 2023 Total	
Contract Number	PL	SU	CMAQ	Total	Federal	Total	Local Governments	Total		
MPO Budget Reference										
Lookup Name	023 FHWA G2782 (PL)023 FHWA G2782 (SU)3 FHWA G2782 (CMAQ) FHWA G2782 (Total)				21 FTA 5305(d) G2528 FTA 5305(d) G2528 (2023 Local G2782 (L Local G2782 (Total)			
Personnel (salary and benefits)										
Salaries and Fringe	\$ 150,565	\$ 129,363		-	\$ 55,986	-		-	\$ 335,914	
Personnel (salary and benefits) Subtotal	\$ 150,565	\$ 129,363	\$ -	\$ 279,928	\$ 55,986	\$ 55,986	\$ -	\$ -	\$ 335,914	
Consultant										
1.7 Professional Services WCOT	\$ 19,500			-		-		-	\$ 19,500	
1.12 Professional Services Audit	\$ 17,500			-		-		-	\$ 17,500	
1.16 Professional Services Legal	\$ 39,000			-		-		-	\$ 39,000	
Consultant Subtotal	\$ 76,000	\$ -	\$ -	\$ 76,000	\$ -	\$ -	\$ -	\$ -	\$ 76,000	
Travel										
Travel & Training	\$ 18,500			-		-		-	\$ 18,500	
Travel Subtotal	\$ 18,500	\$ -	\$ -	\$ 18,500	\$ -	\$ -	\$ -	\$ -	\$ 18,500	
Direct Expenses										
Operational Expenses	\$ 62,800			-	\$ 402	-		-	\$ 63,202	
Computer Software	\$ 5,000			-		-		-	\$ 5,000	
Staff Services	\$ 81,941			-		-		-	\$ 81,941	
Food	\$ -			-		-	\$ 1,250	-	\$ 1,250	
MPOAC/Professional Memberships	\$ -			-		-	\$ 3,500	-	\$ 3,500	
Direct Expenses Subtotal	\$ 149,741	\$ -	\$ -	\$ 149,741	\$ 402	\$ 402	\$ 4,750	\$ 4,750	\$ 154,893	
Supplies										
Office Supplies	\$ 7,500			-		-		-	\$ 7,500	
Supplies Subtotal	\$ 7,500	\$ -	\$ -	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ 7,500	
Equipment										
Computer Equipment	\$ 5,500			-		-		-	\$ 5,500	
Equipment Subtotal	\$ 5,500	\$ -	\$ -	\$ 5,500	\$ -	\$ -	\$ -	\$ -	\$ 5,500	
Total	\$ 407,806	\$ 129,363	\$ -	\$ 537,169	\$ 56,387	\$ 56,387	\$ 4,750	\$ 4,750	\$ 598,306	

Modified: Task 1 Budget FY 2023

Task 1 Administration								
2023								
Funding Source	FHWA G2782				Local G2782		FY 2023 Total	
Contract Number								
Source Level	PL	SU	CMAQ	Total	Local Governments	Total		
MPO Budget Reference								
Lookup Name	023 FHWA G2782 (PL)023 FHWA G2782 (SU)3 FHWA G2782 (CMAQ) FHWA G2782 (Total)				2023 Local G2782 (L Local G2782 (Total)			
Personnel (salary and benefits)								
Salaries and Fringe	\$ 150,565	\$ 129,363		-		-	\$ 335,914	
				-		-	\$ -	
Personnel (salary and benefits) Subtotal	\$ 150,565	\$ 129,363	\$ -	\$ 279,928	\$ -	\$ -	\$ 335,914	
Consultant								
1.7 Professional Services WCOT	\$ 19,500			-		-	\$ 19,500	
1.12 Professional Services Audit	\$ 22,500			-		-	\$ 22,500	
1.16 Professional Services Legal	\$ 39,000			-		-	\$ 39,000	
				-		-	\$ -	
Consultant Subtotal	\$ 81,000	\$ -	\$ -	\$ 81,000	\$ -	\$ -	\$ 81,000	
Travel								
Travel & Training	\$ 18,500			-		-	\$ 18,500	
				-		-	\$ -	
Travel Subtotal	\$ 18,500	\$ -	\$ -	\$ 18,500	\$ -	\$ -	\$ 18,500	
Direct Expenses								
Operational Expenses	\$ 62,800			-		-	\$ 63,202	
Computer Software	\$ 5,000			-		-	\$ 5,000	
Staff Services	\$ 76,941			-		-	\$ 76,941	
Food	\$ -			-	\$ 1,250	-	\$ 1,250	
MPOAC/Professional Memberships	\$ -			-	\$ 3,500	-	\$ 3,500	
				-		-	\$ -	
Direct Expenses Subtotal	\$ 144,741	\$ -	\$ -	\$ 144,741	\$ 4,750	\$ 4,750	\$ 149,893	
Supplies								
Office Supplies	\$ 7,500			-		-	\$ 7,500	
				-		-	\$ -	
Supplies Subtotal	\$ 7,500	\$ -	\$ -	\$ 7,500	\$ -	\$ -	\$ 7,500	
Equipment								
Computer Equipment	\$ 5,500			-		-	\$ 5,500	
				-		-	\$ -	
Equipment Subtotal	\$ 5,500	\$ -	\$ -	\$ 5,500	\$ -	\$ -	\$ 5,500	
Total	\$ 407,806	\$ 129,363	\$ -	\$ 537,169	\$ 4,750	\$ 4,750	\$ 598,306	

Reallocate \$5,000 from Staff Services to Audit

Modified Local Funds Budget Task 1

2024											
Source	FHWA G2782							Local G2782		FY 2024 Total	
Contract Number	PL	SU	CMAQ	Total		Total	Local Governments	Total			
MPO Budget Reference							Total	Local Governments	Total		
ne	024 FHWA G2782 (PL)024 FHWA G2782 (SU)4 FHWA G2782 (CMAQ)FHWA G2782 (Total)						(Total)	2024 Local G2782 (L)Local G2782 (Total)			
Personnel (salary and benefits)											
Fringe	\$ 292,956	\$ 22,562	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 315,518	
Salary and benefits Subtotal	\$ 292,956	\$ 22,562	\$ -	\$ 315,518	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 315,518	
Consultant											
Consultant Services Audit	\$ -	\$ 19,500	\$ -	\$ 19,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,500	
Consultant Services Legal	\$ -	\$ 18,500	\$ -	\$ 18,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,500	
Consultant Services	\$ -	\$ 36,000	\$ -	\$ 36,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 72,000	
Consultant Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Travel	\$ -	\$ 74,000	\$ -	\$ 74,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 74,000	
Traveling	\$ -	\$ 18,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,000	
Travel Subtotal	\$ -	\$ 18,000	\$ -	\$ 18,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,000	
Direct Expenses											
Direct Expenses	\$ 12,150	\$ 58,690	\$ -	\$ 70,840	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,840	
Software	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	
Supplies	\$ 85,192	\$ -	\$ -	\$ 85,192	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85,192	
Professional Memberships	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ -	\$ 1,500	
Professional Memberships	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500	\$ 3,500	\$ 3,500	
Direct Expenses Subtotal	\$ 97,342	\$ 63,690	\$ -	\$ 161,032	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 166,032	
Grants											
Grants	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000	
Grants Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Grants	\$ 6,000	\$ -	\$ -	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000	
Equipment											
Equipment	\$ -	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000	
Equipment Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Equipment	\$ -	\$ 4,000	\$ -	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000	
Total	\$ 396,298	\$ 182,252	\$ -	\$ 578,550	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 583,550	

Modification to Task 3

Original: Task 3 Budget FY 2023

Task 3 Long-Range Transportation Planning							
2023							
Contract Number	FHWA G2782				FFY 21 FTA 5305(d) G2528		FY 2023 Total
Source Level	PL	SU	CMAQ	Total	Federal	Total	
MPO Budget Reference							
Lookup Name	023 FHWA G2782 (P)023 FHWA G2782 (SU)23 FHWA G2782 (CMAQ)HWA G2782 (Total				21 FTA 5305(d) G2528	FFY 21 FTA 5305(d) G2528 (Total)	
Personnel (salary and benefits)							
	\$ 33,284	\$ 30,000		-	\$ 4,990	-	\$ 68,274
				-		-	\$ -
Personnel (salary and benefits)	\$ 33,284	\$ 30,000	\$ -	\$ 63,284	\$ 4,990	\$ 4,990	\$ 68,274
Consultant							
		\$ -		-		-	\$ -
				-		-	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses							
				-		-	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 33,284	\$ 30,000	\$ -	\$ 63,284	\$ 4,990	\$ 4,990	\$ 68,274

Modified: Task 3 Budget FY 2023

Task 3 Long-Range Transportation Planning						
2023						
Funding Source	FHWA				FY 2023 Total	
Contract Number	G2782					
Source Level	PL	SU	CMAQ	Total		
MPO Budget Reference						
Lookup Name	023 FHWA G2782 (P)023 FHWA G2782 (SU)23 FHWA G2782 (CMAQ)HWA G2782 (Total)					
Personnel (salary and benefits)						
Salaries and Fringe	\$53,284	\$30,000		-	\$88,274	
				-	\$-	
Personnel (salary and benefits)	\$53,284	\$30,000	\$-	\$83,284	\$88,274	
Consultant						
3.0 Consultant Support Task 3 Activities		\$-		-	\$-	
				-	\$-	
Consultant Subtotal	\$-	\$-	\$-	\$-	\$-	
Direct Expenses						
				-	\$-	
Direct Expenses Subtotal	\$-	\$-	\$-	\$-	\$-	
Total	\$53,284	\$30,000	\$-	\$83,284	\$88,274	

Modification to Task 7

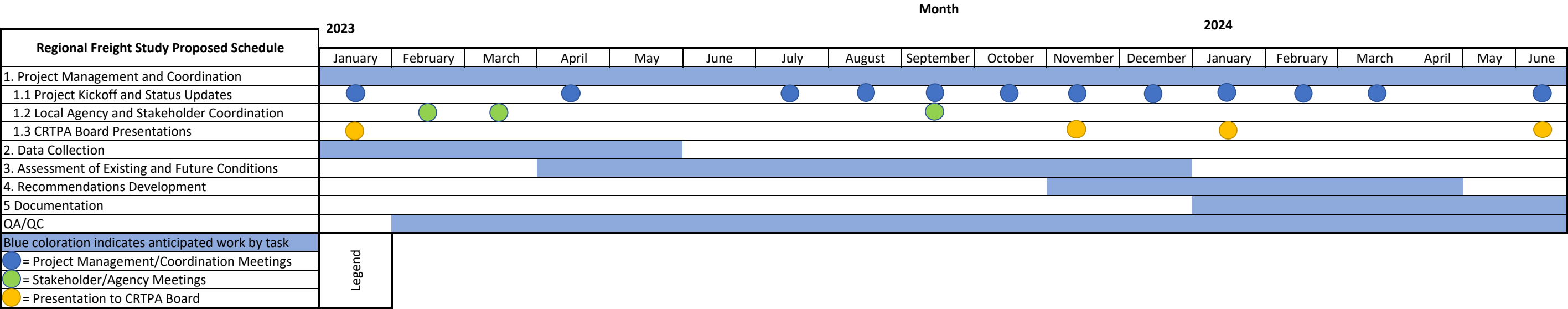
Original: Task 7 Budget FY 2023

Task 7 Special Projects							
2023							
Funding Source	FHWA				FFY 21 FTA 5305(d)		FY 2023 Total
Contract Number	G2782				G2528		
Source Level	PL	SU	CMAQ	Total	Federal	Total	
MPO Budget Reference							
Lookup Name	023 FHWA G2782 (PI) 023 FHWA G2782 (SU) FHWA G2782 (CMAQ) FHWA G2782 (Total) FTA 5305(d) G2528 G2528 (Total)						
Personnel (salary and benefits)							
Salaries and Fringe	\$ 127,383			-	\$ 25,477	-	\$ 152,860
				-		-	\$ -
Personnel (salary and benefits) Subtotal	\$ 127,383	\$ -	\$ -	\$ 127,383	\$ 25,477	\$ 25,477	\$ 152,860
Consultant							
7.0 Consultant Support Task 7 Activities		\$ 24,000		-		-	\$ 24,000
7.1 Telecommute Study		\$ 81,000		-		-	\$ 81,000
7.2 Regional Freight Study		\$ 175,000	\$ 40,000	-		-	\$ 215,000
7.3 Other Mobility Studies TBD*		\$ -		-		-	\$ -
7.4 SS4A Safety Action Plan		\$ 250,000		-		-	\$ 250,000
7.5 SS4A High Injury Network (HIN) Safety		\$ 208,523					
7.6 Safe Routes to School Report Update		\$ 500,000					
* Requires a UPWP Amendment		\$ -		-		-	\$ -
Consultant Subtotal	\$ -	\$ 1,238,523	\$ 40,000	\$ 1,278,523	\$ -	\$ -	\$ 1,278,523
Direct Expenses							
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 127,383	\$ 1,238,523	\$ 40,000	\$ 1,405,906	\$ 25,477	\$ 25,477	\$ 1,431,383

Modified: Task 7 Budget FY 2023

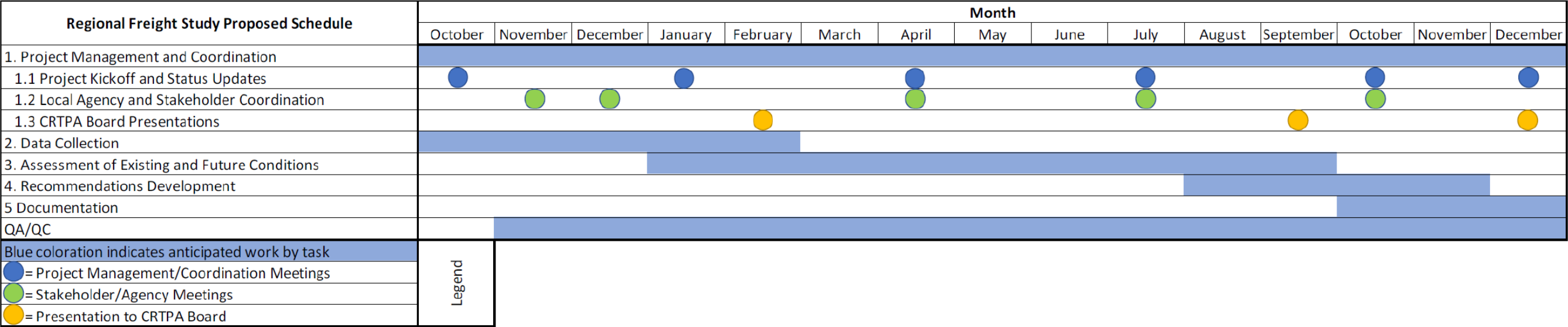
Task 7 Special Projects							
2023							
Funding Source	FHWA				FFY 21 FTA 5305(d)		FY 2023 Total
Contract Number	G2782				G2528		
Source Level	PL	SU	CMAQ	Total	Federal	Total	
MPO Budget Reference							
Lookup Name	023 FHWA G2782 (PI) 023 FHWA G2782 (SU) FHWA G2782 (CMAQ) FHWA G2782 (Total) FTA 5305(d) G2528 G2528 (Total)						
Personnel (salary and benefits)							
Salaries and Fringe	\$ 107,383			-	\$ 25,477	-	\$ 132,860
				-		-	\$ -
Personnel (salary and benefits) Subtotal	\$ 107,383	\$ -	\$ -	\$ 107,383	\$ 25,477	\$ 25,477	\$ 132,860
Consultant							
Consultant Support Task 7 Activities		\$ 24,000		-		-	\$ 24,000
Telecommute Study		\$ 81,000		-		-	\$ 81,000
Regional Freight Study		\$ 175,000	\$ 40,000	-		-	\$ 215,000
Other Mobility Studies TBD*		\$ -		-		-	\$ -
SS4A Safety Action Plan		\$ 250,000		-		-	\$ 250,000
7.5 SS4A High Injury Network (HIN) Safety		\$ 208,523					
Safe Routes to School Report Update		\$ 500,000					
Requires a UPWP Amendment		\$ -		-		-	\$ -
Consultant Subtotal	\$ -	\$ 1,238,523	\$ 40,000	\$ 1,278,523	\$ -	\$ -	\$ 1,278,523
Direct Expenses							
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 107,383	\$ 1,238,523	\$ 40,000	\$ 1,385,906	\$ 25,477	\$ 25,477	\$ 1,411,383

ut \ 'ko = 'k 'Project o



TWO RS&H-2023-01: Original Project Schedule

Table 4: Anticipated Project Schedule



TASK 7: ANTICIPATED ACTIVITIES (CONT.)

Subtask 7.6: School Transportation Safety Study

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

Purpose: This project will assess and improve safety and accessibility conditions related to existing facilities and infrastructure for elementary, middle, and high school students walking and biking to school. This study will serve as an update to the Safe Routes to School Plan completed for the Capital Region in 2014. The project will be conducted in two Phases.

- Phase I will consist of data collection and analysis to identify which schools have the most need for multi-modal safety and capital improvements. Prioritization criteria will be developed to identify up to ten (10) schools for further evaluation.
- Phase II – A focused safety and accessibility analysis will be completed for the identified schools, to include site visits and an inventory of existing facilities and infrastructure. This phase will include engagement with students and parents. The final report will include recommended improvements for biking and walking conditions.

Required Activity	End Products	Schedule Dates
Identify stakeholder group and dates for four meetings. Conduct initial and subsequent stakeholder meetings. Develop materials and present to CRTPA Committees and Board. Coordinate regularly with the Project Manager.	Stakeholder group members and meeting dates. Meeting notes. Presentation and materials for all meetings.	October 2023 – November 2024
Collect data and conduct desktop analysis of all schools. Develop prioritization criteria to include socioeconomic data (U.S. Census, FL Dept. of Health, FL Dept. of Education) The prioritization will also consider connectivity, and accessibility.	Data and analysis related to infrastructure and existing conditions. Prioritization criteria and methodology developed and applied. Top ten (max) schools identified. Stakeholder review and input. Draft phase I report.	October 2023 - February 2024
Develop parent survey, distribute, and collect data. Onsite conditions assessment including student use of facilities.	Survey data and synopsis. Summary of conditions and findings by school. Final phase I report.	February 2024 - September 2024
Conduct focused analysis on infrastructure within two-mile radius and develop list of recommended improvements, will also consider use of facilities.	Identified safety and multi-modal improvements to include cost estimates. Phase II draft technical report.	August 2024 - October 2024
Finalize technical report and supporting appendices. Present full report to CRTPA Committees and Board.	Final technical report and presentation materials.	November 2024

(This project will carry into the next UPWP.)

Original Project Budget Task 7

Task 7 Special Projects							
2023							
Funding Source	FHWA				FFY 21 FTA 5305(d)		FY 2023 Total
Contract Number	G2782				G2528		
Source Level	PL	SU	CMAQ	Total	Federal	Total	
MPO Budget Reference							
Lookup Name	023 FHWA G2782 (PD23 FHWA G2782 (SU FHWA G2782 (CHWA G2782 (Total				FTA 5305(d) G2528	G2528 (Total)	
Personnel (salary and benefits)							
Salaries and Fringe	\$ 107,383			-	\$ 25,477	-	\$ 132,860
				-		-	\$ -
Personnel (salary and benefits) Subtotal	\$ 107,383	\$ -	\$ -	\$ 107,383	\$ 25,477	\$ 25,477	\$ 132,860
Consultant							
7.0 Consultant Support Task 7 Activities		\$ 24,000		-		-	\$ 24,000
7.1 Telecommute Study		\$ 81,000		-		-	\$ 81,000
7.2 Regional Freight Study		\$ 175,000	\$ 40,000	-		-	\$ 215,000
7.3 Other Mobility Studies TBD*		\$ -		-		-	\$ -
7.4 SS4A Safety Action Plan		\$ 250,000		-		-	\$ 250,000
7.5 SS4A High Injury Network (HIN) Safety		\$ 208,523					
7.6 Safe Routes to School Report Update		\$ 500,000					
* Requires a UPWP Amendment		\$ -		-		-	\$ -
Consultant Subtotal	\$ -	\$ 1,238,523	\$ 40,000	\$ 1,278,523	\$ -	\$ -	\$ 1,278,523
Direct Expenses							
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 107,383	\$ 1,238,523	\$ 40,000	\$ 1,385,906	\$ 25,477	\$ 25,477	\$ 1,411,383

2024							
Funding Source	FHWA						FY 2024 Total
Contract Number	G2782						
Source	PL	SU	CMAQ	Total		Total	
MPO Budget Reference							
Lookup Name	024 FHWA G2782 (PD24 FHWA G2782 (SU FHWA G2782 (CHWA G2782 (Total					(Total)	
Personnel (salary and benefits)							
Salaries and Fringe	\$ 127,792			-		-	\$ 127,792
				-		-	\$ -
Personnel (salary and benefits) Subtotal	\$ 127,792	\$ -	\$ -	\$ 127,792	\$ -	\$ -	\$ 127,792
Consultant							
7.0 Consultant Support Task 7 Activities		\$ -		-		-	\$ -
7.1 Telecommute Study (Cont.)		\$ -		-		-	\$ -
7.2 Regional Freight Study (Cont.)		\$ -		-		-	\$ -
7.3* Other Mobility Studies TBD		\$ 349,250		-		-	\$ 349,250
7.4 SS4A Safety Action Plan		\$ -					
7.5 SS4A HIN Safety Analysis (Cont.)		\$ -					
7.6 Safe Routes to School Report Update (Cont.)		\$ -					
7.7 Thomasville Rd Safety/Access Mgt Study		\$ 100,000					
* Requires a UPWP Amendment				-		-	\$ -
				-		-	\$ -
Consultant Subtotal	\$ -	\$ 449,250	\$ -	\$ 449,250	\$ -	\$ -	\$ 449,250
Direct Expenses							
				-		-	\$ -
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 127,792	\$ 449,250	\$ -	\$ 577,042	\$ -	\$ -	\$ 577,042

Amended Project Budget - Reallocated \$500,000 from FY 23 to FY 24. Revised Subtask 7.3 & 7.6 Budgets

Task 7 Special Projects							
2023							
Funding Source	FHWA				FFY 21 FTA 5305(d)		FY 2023 Total
Contract Number	G2782				G2528		
Source Level	PL	SU	CMAQ	Total	Federal	Total	
MPO Budget Reference							
Lookup Name	023 FHWA G2782 (PID23 FHWA G2782 (SU)FHWA G2782 (CHWA G2782 (Total) FTA 5305(d) G2528 (Total)						
Personnel (salary and benefits)							
Salaries and Fringe	\$ 107,383			-	\$ 25,477	-	\$ 132,860
				-		-	\$ -
Personnel (salary and benefits) Subtotal	\$ 107,383	\$ -	\$ -	\$ 107,383	\$ 25,477	\$ 25,477	\$ 132,860
Consultant							
7.0 Consultant Support Task 7 Activities		\$ 24,000		-		-	\$ 24,000
7.1 Telecommute Study		\$ 81,000		-		-	\$ 81,000
7.2 Regional Freight Study		\$ 175,000	\$ 40,000	-		-	\$ 215,000
7.3 Other Mobility Studies TBD*		\$ -		-		-	\$ -
7.4 SS4A Safety Action Plan		\$ 250,000		-		-	\$ 250,000
7.5 SS4A High Injury Network (HIN) Safety		\$ 208,523					
7.6 School Safety Study		\$ -					
* Requires a UPWP Amendment		\$ -		-		-	\$ -
Consultant Subtotal	\$ -	\$ 738,523	\$ 40,000	\$ 778,523	\$ -	\$ -	\$ 778,523
Direct Expenses							
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 107,383	\$ 738,523	\$ 40,000	\$ 885,906	\$ 25,477	\$ 25,477	\$ 911,383

2024							
Funding Source	FHWA						FY 2024 Total
Contract Number	G2782						
Source	PL	SU	CMAQ	Total		Total	
MPO Budget Reference							
Lookup Name	2024 FHWA G2782	2024 FHWA G2782	2024 FHWA G2782	FHWA G2782		(Total)	
Personnel (salary and benefits)							
Salaries and Fringe	\$ 127,792	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 127,792
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Personnel (salary and benefits) Subtotal	\$ 127,792	\$ -	\$ -	\$ 127,792	\$ -	\$ -	\$ 127,792
Consultant							
7.0 Consultant Support Task 7 Activities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7.1 Telecommute Study (Cont.)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7.2 Regional Freight Study (Cont.)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7.3* Other Mobility Studies TBD	\$ -	\$ 624,288	\$ -	\$ 624,288	\$ -	\$ -	\$ 624,288
7.4 SS4A Safety Action Plan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7.5 SS4A HIN Safety Analysis (Cont.)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7.6 School Safety Study	\$ -	\$ 224,962	\$ -	\$ 224,962	\$ -	\$ -	\$ 224,962
7.7 Thomasville Rd Safety/Access Mgt Study	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000
* Requires a UPWP Amendment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant Subtotal	\$ -	\$ 949,250	\$ -	\$ 949,250	\$ -	\$ -	\$ 949,250
Direct Expenses							
				-		-	\$ -
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 127,792	\$ 949,250	\$ -	\$ 1,077,042	\$ -	\$ -	\$ 1,077,042



September 19, 2023

AGENDA ITEM 6A

FISCAL YEAR (FY) 2023 - FY 2027 AND FY 2024 - FY 2028 TRANSPORTATION IMPROVEMENT PROGRAMS AMENDMENTS

TYPE OF ITEM: ROLL CALL

STATEMENT OF ISSUE

This item seeks ratification of Resolution No. 2023-08-4F, adopted by the Executive Committee at the August 22, 2023 meeting. Resolution No. 2023-08-4F approved a roll-forward amendment to the FY 2023– FY 2027 and to the FY 2024– FY 2028 Transportation Improvement Programs (TIPs) to add the project as follows:

- CR 268/Adams St. from CR 274 Martin Luther King Jr Blvd. to Clark St. (Project No. 436992-1): (Gadsden County) Provide \$627,615 in funding in FY 23/24 for the construction of a five-foot wide sidewalk on the west side of the road.

This item seeks to approve an administrative amendment to add to Appendix F, Eastern Federal Lands of the FY 2023– FY 2027 Transportation Improvement Programs (TIP), to add the project as follows:

- Florida, St. Marks Trail: (Wakulla County) Provide \$1,576,883 in funding in FY 2027 for the replacement of the boardwalk around Plum Orchard Pond Trail.

COMMITTEE ACTION

The CRTPA Committees met on September 5, 2023 and reviewed the item. The Technical Advisory Committee voted to approve the item. There was not a quorum for the Citizens Multi-modal Advisory Committee meeting, therefore no action was taken.

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 Work Program. After adoption, changes to a project can require an amendment to the CRTPA's TIP. In this case, a previous FY 2021 sidewalk project in Gadsden County was delayed. In order for the project to advance, the TIP is amended to include the project and the roll-forward funds.

For the purpose of authorizing federal funds, the Federal Highway Administration (FHWA) recognizes the CRTPA's FY 2023 – FY 2027 TIP through September 30th of the year, consistent with the federal fiscal year (**Attachment 2**). The CRTPA's FY 2024 – FY 2028 TIP, effective July 1 of this year, is also amended to ensure consistency between the two documents (**Attachment 3**).

This sidewalk project was the CRTPA Transportation Alternative Project Priority No. Two in the FY 2015 Application Cycle. The project will be constructed through a LAP Agreement with Gadsden County.

Section 23CFR §450.326(e) requires the TIP include capital and non-capital surface transportation projects (or phases of projects) in the Federal Lands Access Program projects that fall within the boundaries of the metropolitan planning area. Federal Lands Transportation Program, and Federal Lands Access which includes trails projects; accessible pedestrian walkways. The FY 2023– FY 2027 TIP were updated to reflect the addition of the project and the inclusion of the Eastern Federal Lands project in Appendix F.

The amendment were transmitted to the FDOT for processing and further approval.

RECOMMENDED ACTION

Ratify the amendment to the FY 2023 – FY 2027 and the FY 2024 – FY 2028 approved by the CRTPA Executive Committee to add the project as follows: (Recommended)

- CR 268/Adams St. from CR 274 Martin Luther King Jr Blvd. to Clark St. (Project No. 436992-1): (Gadsden County) Provide funding in FY 23/24 for the construction of a five-foot wide sidewalk on the west side of the road.

Approve an amendment to add to Appendix F, Eastern Federal Lands his item seeks to of the FY 2023– FY 2027 and to the FY 2024– FY 2028 Transportation Improvement Programs (TIPs) a. to add the project as follows:

- Florida, St. Marks Trail: (Wakulla County) Provide \$1,576,883 in funding in FY 2027 for the replacement of the boardwalk around Plum Orchard Pond Trail.

ATTACHMENTS

Attachment 1: Resolution No. 2023-08-4F

Attachment 2: FY 2023 – FY 2027 Transportation Improvement Program Project Page

Attachment 3: FY 2024 – FY 2028 Transportation Improvement Program Project Page

Attachment 4: FY 2023 – FY 2027 Appendix F - Eastern Federal Lands Information

CRTPA RESOLUTION 2023-08-4F

**A RESOLUTION OF THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA) EXECUTIVE COMMITTEE ENDORSING
THE AMENDMENTS TO THE FY 2023 – FY 2027 and FY 2024 – 2028 TRANSPORTATION IMPROVEMENT PROGRAMS**

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

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

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

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

Whereas, authorization for federal funding of projects within an urbanized area cannot be obtained unless the projects are included in the CRTPA's TIP, and authorization of the federal funding for Project No. 436992-1 is time sensitive.


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

The CRTPA amends the FY 2023 – FY 2027 and the FY 2024 – FY 2028 Transportation Improvement Programs to reflect:

- The FY 2023 – FY 2027 TIP is amended to include Project No. 436992-1 and \$627,615 in funding for the construction of a five-foot sidewalk. (CR 268/Adams St. from CR 274 Martin Luther King Jr Blvd. to Clark St.) Gadsden County.
- The FY 2024 – FY 2028 TIP is amended to include Project No. 436992-1 and \$627,615 in funding for the construction of a five-foot sidewalk. (CR 268/Adams St. from CR 274 Martin Luther King Jr Blvd. to Clark St.) Gadsden County.

Passed and duly adopted by the Capital Region Transportation Planning Agency Executive Committee on this 22nd day of August 2023.

Capital Region Transportation Planning Agency

By: _____

Rick Minor, Chair

Attest



Greg Slay, Executive Director

CR 268 ADAMS ST FROM CR 274 MARTIN LUTHER KING JR BLVD TO CLARK ST
4369921 Non-SIS



Project Description:

Notes: 5 Foot Sidewalk on the west side.

Lead Agency: MANAGED BY GADSDEN COUNTY
BOCC

From: CR 274 MARTIN LUTHER KING JR BLVD

To: CLARK ST

County: GADSDEN

Length: .576

Phase Group: CONSTRUCTION

Phase	Fund Code	PRIOR YEAR	2023	2024	2025	2026	2027	Total
CST	TALU			89,631				89,631
CST	CM			396,947				396,947
CST	TALU			140,537				140,537
CST	TALU			500				500
				627,615				627,615

Prior Year Cost: 0

Future Year Cost: 0

Total Project Cost: 627,615

LRTP: 2045 RMP Table 5-9 - Page 5-11

This project was amended into the FY 2023 - FY 2027 TIP at the CRTPA Executive Committee on August 22, 2023.

Transportation Alternative Priority No. 2 on the adopted 2015 Priority List.

CR 268 ADAMS ST FROM CR 274 MARTIN LUTHER KING JR BLVD TO CLARK ST
4369921 Non-SIS



Project Description:

Notes: 5 Foot Sidewalk on the west side.

Lead Agency: MANAGED BY GADSDEN COUNTY
BOCC

From: CR 274 MARTIN LUTHER KING JR BLVD

To: CLARK ST

County: GADSDEN

Length: .576

Phase Group: CONSTRUCTION

Phase	Fund Code	PRIOR YEAR	2024	2025	2026	2027	2028	Total
CST	TALU		89,631					89,631
CST	CM		396,947					396,947
CST	TALU		140,537					140,537
CST	TALU		500					500
			627,615					627,615

Prior Year Cost: 0

Future Year Cost: 0

Total Project Cost: 627,615

LRTP: 2045 RMP Table 5-9 - Page 5-11

This project was amended into the FY 2023 - FY 2027 TIP at the CRTPA Executive Committee on August 22, 2023.

Transportation Alternative Priority No. 2 on the adopted 2015 Priority List.

APPENDIX F

FHWA Eastern Federal Lands

Highway Division Projects &

Informational Items



FY2023-FY2026 Transportation Improvement Program Mid-Year Update

Federal Highway Administration
Eastern Federal Lands Highway Division

Last Printed: 8/18/2023

PROJECT	PROGRAM FISCAL YEAR	STATE	COUNTY	PARK, REFUGE, FOREST OR OTHER PARTNER/AGENCY	DESCRIPTION	TYPE OF WORK	PRIMARY FUND SOURCE	TOTAL PROGRAMMED AMOUNT	FUNDS FROM TITLE	DELIVERED BY	STATUS	CONGRESSIONAL DISTRICT	FLMA REGION
FL ERFO FW JND 2022-1(1)	2026	FL	Lee	J.N. Ding Darling National Wildlife Refuge.	Permanent Repair consists of regrading roadway sideslopes, asphalt pavement patching, replacing two boardwalks, reconstructing one boardwalk, replacing concrete steps, replacing minor culverts, replacing one wildlife observation tower, regrading and resurfacing aggregate trail (3 trails), replacing guide signs and clearing along a canoe water-trail.	3R	ERFO	\$4,261,978.00	Title 23	EFL	Planned	FL-14	FWS-4-SE
FL ERFO FW MRT 2022-1(1)	2026	FL	Brevard	Merritt Island National Wildlife Refuge.	Permanent Repair consists of aggregate resurfacing, shallow fill slope repair/regrading, replacing shoreline slope armoring. Three roadways, approx. 10 mile length.	3R	ERFO	\$5,448,696.00	Title 23	EFL	Planned	FL-24	FWS-4-SE
FL ERFO FW PLC 2022-1(1)	2026	FL	Indian River	Pelican Island National Wildlife Refuge.	Permanent Repair consists of rehabilitating trail surface and riprap slope protection (two trails). Approx 2,000'.	Trails	ERFO	\$1,348,283.00	Title 23	EFL	Planned	FL-08	FWS-4-SE
FL FW HBS 900(1) 901(1) TRL(1)	2026	FL	Martin	Hobe Sound NWR	Rehab RT# 900, HQ/VC and RT# 901, Beach Pkg and North and South END Boardwalks.	3R	FLTP - FWS	\$2,627,233.88	Title 23	EFL	Planned	FL-07	FWS-4-SE
FL FLTP FW LXH (3)	2027	FL	Palm Beach	ARM Loxahatchee NWR	Develop Alternative Transportation Projects at refuge	Transit	FLTP - FWS	\$170,877.00	Title 23	FWS	Planned	FL-22	FWS-4-SE
FL FW SMK TRL(1)	2027	FL	Wakulla	St. Marks NWR	Replace Plum Orchard Pond Trail Boardwalks	Trail	FLTP - FWS	\$1,576,883.24	Title 23	EFL	Planned	FL-02	FWS-4-SE
NP SER PMS FY24(1)	2024	FL, GA	Various	Various	Pavement Preservation - CANA, CASA, DESO, FOCA, FOFR, FOMA, FOPU, FOSU,	1R	FLTP - NPS	\$3,789,000.00	Title 23	EFL	In design	Various	NPS-SER
NP SER PMS FY23(1)	2023	FL, MS	Fulton	GUIS	Pavement Preservation Projects for GUIS	1R	FLTP - NPS	\$4,300,000.00	Title 23	EFL	Construction	Various	NPS-SER

September 19, 2023



AGENDA ITEM 7 A

FISCAL YEAR 2022 CRTPA ANNUAL FINANCIAL STATEMENTS

TYPE OF ITEM: Action

STATEMENT OF ISSUE

The purpose of this item is to discuss and approve the CRTPA Fiscal Year (FY) 2022 Annual Financial Statements developed for the period October 1, 2021 through September 30, 2022.

HISTORY

Annually the CRTPA performs a financial audit as required by the executed grant agreements with the Florida Department of Transportation. The CRTPA contracts with James Moore and Company for auditing services. Audit representatives from James Moore present the Financial Statements yearly to the Executive Committee and to the CRTPA Board.

EXECUTIVE COMMITTEE

CRTPA staff and auditors from James Moore and Company presented the FY 2022 Audit findings at the August 22, 2023 Executive Committee meeting. The Committee approved the FY 2022 Annual Financial Statements.

BACKGROUND AND ANALYSIS

The Capital Region Transportation Planning Agency's management is responsible for the preparation and fair presentation of financial statements in accordance with US Generally Accepted Accounting Principles. Additionally, the CRTPA must comply with federal and state laws and regulations, provisions of grant agreements, and accounting and reporting requirements associated with such grants. Auditors with James Moore and Company prepared the CRTPA FY 2022 Annual Financial Statements which is provided as **Attachment 1**.

The audit was conducted in accordance with the attestation standards by the American Institute of Certified Public Accountants. Those standards require that the Auditor plan and perform the examination to obtain reasonable assurances about whether the agency complied with the requirements of Section 215.97 Florida Statutes (Florida Single Audit Act) and applicable requirements of Code of Federal Regulations, 2 CFR 200 for the year ending September 30, 2022.

Summary of Auditor's Results

The CRTPA FY 2022 audit did not identify any material weaknesses or significant deficiencies in the CRTPA's "Internal Control over Financial Reporting" or in the "Internal Control over Major Programs." The audit was submitted timely to the Federal Clearinghouse and the Florida Department of Transportation. The absence of material weaknesses or deficiencies categorizes the CRTPA as a low-risk auditee, now for the second consecutive year.

A part of the Audit is an assessment of the agency's financial condition and management. The Auditor applied appropriate procedures to conduct this assessment. As a result of this evaluation the Auditor presented the following recommendation in the FY 2022 Audit Report.

"2022-001 Reconciliation of Grant Revenue and Expense -- During the audit, we noted that grant revenue reported in the general ledger did not match grant expenditures in the general ledger or on the Schedule of Expenditures of Federal Awards and a reconciliation process is not regularly being performed to ensure the completeness and proper cutoff of revenue. We recommend management review grant revenue and expense and agree these amounts in the trial balance and on the Schedule of Expenditures of Federal Awards."

Currently, the City of Tallahassee Grants and Finance Departments are revising the financial systems to record the CRTPA budgets as an independent business unit. Once complete, this will facilitate the reconciliation of grant revenues and expenses on a quarterly basis. After implementation, the Memo on Internal Controls will be revised accordingly and presented to the Board for review and approval.

OPTIONS

Option 1: Recommend that the Board accept the CRTPA FY 2022 Annual Financial Statements.
(Recommended)

Option 2: CRTPA Board Discretion.

ATTACHMENTS

Attachment 1: FY 2022 CRTPA Annual Financial Statements

CAPITAL REGION TRANSPORTATION PLANNING AGENCY

Annual Financial Statements

**For the Fiscal Year Ended
September 30, 2022**



PREPARED BY:

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

Financial Statements

Capital Region Transportation Planning Agency

**Fiscal Year Ended September 30, 2022 with
Independent Auditors' Report**

**Capital Region Transportation Planning Agency
Financial Statements
Fiscal Year Ended September 30, 2022**

Contents

I. Financial Section

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

Basic Financial Statements

Government-wide Financial Statements:

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

Fund Financial Statements:

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

Notes to the Financial Statements

Note I - Summary of Significant Accounting Policies.....	21
Note II - Stewardship, Compliance, and Accountability.....	25
Note III - Detail Notes - All Funds.....	25
Note IV - Other Information.....	26

II. Required Supplementary Information

Budgetary Comparison Schedule.....	38
Note to Budgetary Comparison Schedule.....	39
Proportionate Share of Net Pension Liability (Asset) - City of Tallahassee Pension Plan.....	40
Schedule of Contributions - City of Tallahassee Pension Plan.....	41
Schedule of Changes in the Net OPEB Liability and Related Ratios.....	42
Schedule of Contributions-OPEB.....	43

III. Other Reports

Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	45
Independent Auditors' Report on Compliance for Each Major Program and Report on Internal Control Over Compliance Required by the Uniform Guidance.....	47
Schedule of Expenditures of Federal Awards.....	50
Notes to the Schedule of Expenditures of Federal Awards.....	50
Schedule of Findings and Questioned Costs.....	51
Independent Accountants' Examination Report.....	52
Independent Auditors' Management Letter Required by Office of the Auditor General.....	53
Management's Response to Findings.....	56

This page intentionally left blank.

FINANCIAL SECTION

THIS SECTION CONTAINS THE FOLLOWING SUBSECTIONS:

Independent Auditors' Report

Management's Discussion and Analysis

Basic Financial Statements

Notes to Financial Statements



INDEPENDENT AUDITORS' REPORT

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

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities and each major fund of the Capital Region Transportation Planning Agency (the Agency), as of and for the year ended September 30, 2022, and the related notes to the financial statements, which collectively comprise the Agency's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Agency, as of September 30, 2022, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Agency and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Agency's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Agency's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

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

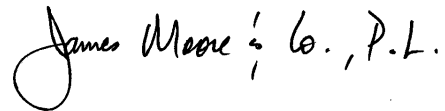
Supplementary Information

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

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

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated June 29, 2023 on our consideration of the Agency's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Agency's internal control over financial reporting and compliance.

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

Tallahassee, Florida
June 29, 2023

CAPITAL REGION TRANSPORTATION AGENCY

Management's Discussion and Analysis

As management of the Capital Region Transportation Planning Agency (CRTPA), we offer readers of CRTPA's financial statements this narrative overview and analysis of CRTPA's financial activities for the fiscal year ended September 30, 2022. We encourage readers to consider the information presented here in conjunction with CRTPA's financial statements which are presented in thousands.

FINANCIAL HIGHLIGHTS

- Total assets and deferred outflows of resources of \$1,364,000 increased by approximately \$41,000 from the prior year due to the net increase in pension and OPEB related balances netted with the reduction in due from other governments. Total liabilities and deferred inflows of \$1,630,000 increased by \$42,000 primarily related to changes in pension and OPEB related balances. When applicable, negative cash balance gets reclassified to "Due to Other Governments" since the City is effectively temporarily loaning the cash to cover the Agency's expenses.
- Net position decreased by approximately \$1,000 during the fiscal year due to current year operations.
- Revenues of \$1,150,000, primarily operating grants, were received during the fiscal year, as compared to approximately \$1,494,000 in prior year. Expenses of \$1,151,000, primarily personnel expenses and contractual services, were incurred during the fiscal year, as compared to approximately \$1,547,000 in the prior year.

An Overview of the Financial Statements

Required Components of CRTPA's Annual Financial Report

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

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

GOVERNMENT-WIDE STATEMENTS

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

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

FUND FINANCIAL STATEMENTS

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

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

GOVERNMENT-WIDE FINANCIAL STATEMENTS

The following table reflects the condensed Statement of Net Position compared to the prior year. CRTPA's net position decreased by approximately \$1,000 in fiscal year 2022. Total assets increased by \$166,000 and total liabilities decreased by approximately \$660,000.

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

	2022	2021	\$ Change
Assets			
Due From Other Governments	\$ 608	\$ 774	\$ (166)
Net Pension Asset	332	-	332
Total assets	<u>940</u>	<u>774</u>	<u>166</u>
Deferred outflows of resources			
Pension related deferred outflows	328	469	(141)
OPEB related deferred outflows	96	80	16
Total deferred outflows	<u>424</u>	<u>549</u>	<u>(125)</u>
Total assets and deferred outflows	<u>1,364</u>	<u>1,323</u>	<u>41</u>
Liabilities			
Current liabilities			
Accounts payable and accrued expenses	54	124	(70)
Due to other governments	425	451	(26)
Compensated absences	53	42	11
Total current liabilities	<u>532</u>	<u>617</u>	<u>(85)</u>
Noncurrent liabilities			
Net OPEB obligation	240	222	18
Net pension liability	-	571	(571)
Compensated absences	32	54	(22)
Total noncurrent liabilities	<u>272</u>	<u>847</u>	<u>(575)</u>
Total liabilities	<u>804</u>	<u>1,464</u>	<u>(660)</u>
Deferred inflows of resources			
Pension related inflows	775	75	700
OPEB related deferred inflows	51	49	2
Total deferred inflows	<u>826</u>	<u>124</u>	<u>702</u>
Total liabilities and deferred inflows	<u>1,630</u>	<u>1,588</u>	<u>42</u>
Net position			
Unrestricted	<u>(266)</u>	<u>(265)</u>	<u>(1)</u>
Total net position	<u>(266)</u>	<u>(265)</u>	<u>(1)</u>
Liabilities and net position	<u>\$ 1,364</u>	<u>\$ 1,323</u>	<u>\$ 41</u>

CHANGES IN NET POSITION

In 2022, CRTPA's total revenues were \$1,150,000 and expenses were \$1,151,000, resulting in a decrease in net position of \$1,000. Revenues consisted primarily of operating grants and contributions; expenses consisted primarily of personnel costs and contractual services. The following table shows comparative revenues and expenses by sources and programs and the resulting change in net position:

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

	<u>2022</u>	<u>2021</u>	<u>\$ Change</u>
Program revenues			
Operating grants and contributions			
Operating grants and contributions	\$ 1,174	\$ 1,495	\$ (321)
Increase in FMV of investments	(25)	(1)	(24)
Miscellaneous	1	-	1
Total program revenues	<u>1,150</u>	<u>1,494</u>	<u>(344)</u>
Expenses			
Transportation	<u>1,151</u>	<u>1,547</u>	<u>(396)</u>
Total expenses	<u>1,151</u>	<u>1,547</u>	<u>(396)</u>
Increase (Decrease) in net position	<u>\$ (1)</u>	<u>\$ (53)</u>	<u>\$ 52</u>

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

Table 3
Governmental Funds
Financial Analysis
(in thousands)

<u>Fund</u>	<u>Fund Balances 9/30/2021</u>	<u>Sources</u>	<u>Uses</u>	<u>Sources Over (Under) Uses</u>	<u>Fund Balance 9/30/2022</u>
General	\$ 151	\$ 878	\$ 910	\$ (32)	\$ 119
Special revenue	48	271	311	(40)	8
Total	<u>\$ 199</u>	<u>\$ 1,149</u>	<u>\$ 1,221</u>	<u>\$ (72)</u>	<u>\$ 127</u>

BUDGETARY HIGHLIGHTS

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

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

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

FISCAL YEAR 2023 BUDGET

CRTPA's General Fund Budget for fiscal year 2023 totaling \$2,914,718 consists primarily of personnel costs and contractual services; funding for these expenses continues to be primarily from federal and state operating grants.

FINANCIAL CONTACT

This financial report is designed to provide citizens, taxpayers, customers, and creditors with a general overview of CRTPA's finances and to demonstrate the CRTPA's accountability for the money it receives. If you have questions about the report or need additional financial information, contact the City of Tallahassee's Financial Reporting Division, 300 South Adams Street, Box A-29, Tallahassee, Florida 32301-1731 or by calling 850-891-8473.

This page intentionally left blank.

BASIC FINANCIAL STATEMENTS

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

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

Capital Region Transportation Planning Agency
Statement of Net Position
September 30, 2022
(in thousands)

Assets and deferred outflows of resources

Current assets:

Due from other governments	\$ 608
Net Pension Asset	<u>332</u>

Total assets	<u>940</u>
--------------	------------

Deferred outflows of resources:

Pension related deferred outflows	328
Other post-employment benefits related deferred outflows	<u>96</u>

Total deferred outflows of resources	<u>424</u>
--------------------------------------	------------

Total assets and deferred outflows of resources	<u><u>\$ 1,364</u></u>
---	------------------------

Liabilities, deferred inflows of resources and net position

Current liabilities:

Accounts payable and accrued expenses	\$ 54
Due to other governments	425
Compensated absences	<u>53</u>

Total current liabilities	<u>532</u>
---------------------------	------------

Noncurrent liabilities:

Net other post-employment benefits liability	240
Compensated absences	<u>32</u>

Total noncurrent liabilities	<u>272</u>
------------------------------	------------

Total liabilities	<u>804</u>
-------------------	------------

Deferred inflows of resources:

Pension related deferred inflows	775
OPEB related deferred inflows	<u>51</u>

Total deferred inflows of resources	<u>826</u>
-------------------------------------	------------

Net position:

Unrestricted	<u>(266)</u>
--------------	--------------

Total net position	<u>(266)</u>
--------------------	--------------

Total liabilities, deferred inflows of resources, and net position	<u><u>\$ 1,364</u></u>
--	------------------------

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

Capital Region Transportation Planning Agency
Statement of Activities
Year ended September 30, 2022
(in thousands)

Function/Programs	Expenses	Program Revenues			Net (Expenses) Revenues and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Primary Governmental Activities
Primary government:					
Transportation	\$ 1,151	\$ -	\$ 1,174	\$ -	\$ 23
Total primary government	<u>\$ 1,151</u>	<u>\$ -</u>	<u>\$ 1,174</u>	<u>\$ -</u>	<u>\$ 23</u>
General revenues:					
Increase in fair value of investments					\$ (25)
Unrestricted Investment Earnings					<u>1</u>
Change in net position					(1)
Net position - October 1, 2021					<u>(265)</u>
Net position - September 30, 2022					<u>\$ (266)</u>

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

Capital Region Transportation Planning Agency
Balance Sheet
Governmental Funds
September 30, 2022
(in thousands)

	<u>General</u>	<u>Special Revenue</u>	<u>Total Governmental Funds</u>
Assets			
Due from other governments	\$ 490	\$ 118	\$ 608
Total assets	<u>\$ 490</u>	<u>\$ 118</u>	<u>\$ 608</u>
Liabilities and fund balance			
Accounts payable and accrued expenses	\$ 33	\$ 24	\$ 57
Due to other governments	<u>338</u>	<u>86</u>	<u>424</u>
Total liabilities	<u>371</u>	<u>110</u>	<u>481</u>
Fund balance:			
Committed	<u>119</u>	<u>8</u>	<u>127</u>
Total fund balance	<u>119</u>	<u>8</u>	<u>127</u>
Total liabilities and fund balance	<u>\$ 490</u>	<u>\$ 118</u>	<u>\$ 608</u>

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

**Capital Region Transportation Planning Agency
Reconciliation of the Governmental Funds Balance Sheet
to the Statement of Net Position
September 30, 2022
(in thousands)**

Total fund balance per the governmental fund financial statements	\$ 127
Amounts reported for governmental activities in the Statement of Net Position are different because:	
Deferred outflows of resources related to the pension liability and the Net OPEB liability are not receivable in the current period and are not reported in the governmental funds.	424
OPEB liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds.	(240)
Certain amounts related to the Net Pension Asset will not be collected in the current period and, therefore, are not reported in the funds.	332
Deferred inflows of resources related to the pension liability and the Net OPEB liability are not due and payable in the current period and are not reported in the governmental funds.	(826)
Compensated absences are not due and payable in the current period and, therefore, are not reported in the governmental funds.	(85)
Other miscellaneous adjustments	<u>2</u>
Total net position per the government-wide statement of net position	<u>\$ (266)</u>

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

Capital Region Transportation Planning Agency
Statement of Revenues, Expenditures, and
Changes in Fund Balance
Governmental Funds
Year ended September 30, 2022
(in thousands)

	<u>General</u>	<u>Special Revenue</u>	<u>Total Governmental Funds</u>
Revenues by source:			
Intergovernmental:			
Federal	\$ 906	\$ 271	\$ 1,177
CRTPA Members	(3)	-	(3)
Increase in fair market value of investments	(25)	-	(25)
Total revenues	<u>878</u>	<u>271</u>	<u>1,149</u>
Expenditures:			
Current:			
Transportation:			
Personnel services	700	-	700
Operating expenses	134	311	445
Administrative charges	76	-	76
Total expenditures	<u>910</u>	<u>311</u>	<u>1,221</u>
Excess of revenues over (under) expenditures	(32)	(40)	(72)
Net change in fund balance	(32)	(40)	(72)
Fund balances - October 1, 2021	<u>151</u>	<u>48</u>	<u>199</u>
Fund balances - September 30, 2022	<u>\$ 119</u>	<u>\$ 8</u>	<u>\$ 127</u>

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

**Capital Region Transportation Planning Agency
Reconciliation of the Statement of Revenues, Expenditures and
Changes in Fund Balances of Governmental Funds
to the Statement of Activities
Year ended September 30, 2022
(in thousands)**

Net change in fund balance per the governmental fund financial statements	\$ (72)
Amounts reported for governmental activities in the Statement of Activities are different because:	
The net change in compensated absences, which is reported in the Statement of Activities, does not require the use of current financial resources and, therefore, is not reported as an expenditure in governmental funds.	11
Pension related items reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as an expenditure in the governmental funds.	62
OPEB related items reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as an expenditure in the governmental funds.	(4)
Other miscellaneous adjustments.	<u>2</u>
Change in net position per the government-wide Statement of Activities	<u><u>\$ (1)</u></u>

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

NOTES TO THE FINANCIAL STATEMENTS

NOTE I- Summary of Significant Accounting Policies

NOTE II - Stewardship, Compliance, and Accountability

NOTE III - Detail Notes - All Funds

NOTE IV - Other Information

Capital Region Transportation Planning Agency
Notes to the Financial Statements
September 30, 2022

Note I SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

A. REPORTING ENTITY

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

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

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

B. GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

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

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

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

**Capital Region Transportation Planning Agency
Notes to the Financial Statements
September 30, 2022**

Note I SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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

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

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

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

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

The CRTPA reports the following major governmental funds:

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

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

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

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

Capital Region Transportation Planning Agency
Notes to the Financial Statements
September 30, 2022

Note I SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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

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

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

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

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

COMPENSATED ABSENCES – CRTPA employees have the choice of selecting either the City of Tallahassee's benefit options or those of Leon County. Currently, all staff members have selected to participate in the City of Tallahassee's compensated absences policy. Permanent employees earn vacation and sick leave starting with the first day of employment. Accumulated current and long-term vacation and sick leave amounts are accrued when earned in the government-wide financial statements. A liability for the accumulated vacation and sick leave is reported in the governmental funds only if it is expected to be paid as a result of employee resignation or retirement as of September 30, 2022.

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

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

**Capital Region Transportation Planning Agency
Notes to the Financial Statements
September 30, 2022**

Note I SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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

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

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

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

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

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

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

CRTPA's fund balance is all committed for transportation.

Capital Region Transportation Planning Agency
Notes to the Financial Statements
September 30, 2022

Note II STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

A. BUDGETARY INFORMATION

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

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

B. COMPLIANCE WITH FINANCE-RELATED LEGAL AND CONTRACTUAL PROVISIONS

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

NOTE III DETAIL NOTES - ALL FUNDS

A. CAPITAL ASSETS

With the exception of \$139 of depreciation expense, there was no capital asset activity for the year ended September 30, 2022. The Agency's only assets totaling \$29,000, classified as equipment, are fully depreciated.

B. RELATED PARTY TRANSACTIONS

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

In addition, due to the reimbursement nature of the grants which primarily fund the CRTPA, the City of Tallahassee provides up-front funding to the CRTPA; as of September 30, 2022 the net amount due from the CRTPA members was approximately \$80,323.

Certain general and administrative functions are charged to the CRTPA by the City of Tallahassee. For the year ended September 30, 2022, the amount of these charges was \$76,241

Capital Region Transportation Planning Agency
Notes to the Financial Statements
September 30, 2022

NOTE IV OTHER INFORMATION

A. RISK MANAGEMENT PROGRAM

The CRTPA is exposed to various risks of loss. The CRTPA participates in the City's Risk Management Program (Program). This Program provides coverage for worker's compensation by self-insuring primary losses up to \$1,250,000. Losses above that amount are insured through an excess policy. General liability, automobile and employment liability are totally self-insured. General and automobile liability losses are statutorily limited by sovereign immunity of \$200,000 per person and \$300,000 per accident. Prior to October 2011, the statutory limit was \$100,000 per person and \$200,000 per accident. The Program also provides for Employment Practice Liability such as allegations of race, gender, and other discrimination or disparate treatment. Liabilities for losses would be recorded when a loss occurs and the amount can be reasonably estimated. There were no such losses at September 30, 2022. In the past three years, there have been no claims.

B. PENSION PLAN OBLIGATIONS

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

	City of Tallahassee Plan
Plan Obligations and Expense (in thousands):	
Net pension asset	\$ 332,000
Pension related deferred outflows	328,000
Pension related deferred inflows	(775,000)
Membership Statistical - 2022	
Retirees and beneficiaries of deceased retirees	-
Terminated employees entitled to benefits but not yet receiving benefits	-
Active employees	5

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

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

Capital Region Transportation Planning Agency
Notes to the Financial Statements
September 30, 2022

Note IV Other Information (CONTINUED)

B. PENSION PLAN OBLIGATIONS (CONTINUED)

1. DEFINED BENEFIT PROVISION

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

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

Capital Region Transportation Planning Agency
Notes to the Financial Statements
September 30, 2022

Note IV Other Information (CONTINUED)

B. PENSION PLAN OBLIGATIONS (CONTINUED)

1. DEFINED BENEFIT PROVISION (CONTINUED)

City Plan		
	Part C—Employees hired prior to April 1, 2013	Part D—Employees hired after April 1, 2013
Normal Retirement Benefits:		
Disability	Five years of Credited Service for non-service connected disability. None for service connected disability. Benefit: The greater of 1) the member's accrued benefit to date of disability; and 2) the member's benefit with service projected to normal retirement date not to exceed 50% of AFC in effect on the date of disability.	
Contributions Rates – actuarially determined for the year ended September 30, 2022		
City	23.07%	
Employee	5.00%	

2. DEFINED CONTRIBUTION PROVISION

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

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

Net Pension Liability – The total pension liability and net pension asset for the reporting period ending September 30, 2022 were determined as of September 30, 2021, as reported in the October 1, 2020 actuarial valuation.

The CRTPA's proportionate share of the City Plan is based on the covered payroll, since that was the basis for determining employer contributions. The CRTPA's portion of the net pension liability of the City Plan as of September 30, 2022 was as follows (in thousands):

Total pension liability	\$ 5,624
Plan fiduciary net position	5,956
Net pension liability	(322)
Plan fiduciary net position as a % of total pension liability	105.90%
CRTPA's proportion of the net pension liability	0.40%

Capital Region Transportation Planning Agency
Notes to the Financial Statements
September 30, 2022

Note IV Other Information (CONTINUED)

B. PENSION PLAN OBLIGATIONS (CONTINUED)

2. DEFINED CONTRIBUTION PROVISION (CONTINUED)

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

	City Plan
Valuation Date	October 1, 2020
Actuarial Cost Method	Entry age, normal
Retirement Age	Experience - based table of rates that are specific to the type of eligibility condition.
Remaining Amortization Period	30 years
Asset Valuation Method	20% of the difference between expected actuarial value and market value is recognized annually with a 20% corridor around market value
Inflation rate	2.50%
Salary Increase, Including Inflation Rate	A range of 2.95% to 5%, depending on completed years of service including inflation.
Investment Rate of Return	7.40%
Mortality Rate:	RP-2000 Combined Healthy Participant Mortality Table (for pre-retirement mortality) and the RP-2000 Mortality Table for Annuitants (for postretirement mortality), with mortality improvements projected to all future years after 2000 using Scale BB. For males the base mortality rates include a 50% blue collar adjustment and a 50% white collar adjustment. For females, the base mortality rates include a 100% white collar adjustment.

3. INVESTMENTS

Investments – Plan assets are managed in accordance with the City Plan's Pension Investment Policy. The table below presents the adopted asset allocation as of September 30, 2022.

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

**Capital Region Transportation Planning Agency
Notes to the Financial Statements
September 30, 2022**

Note IV Other Information (CONTINUED)

B. PENSION PLAN OBLIGATIONS (CONTINUED)

3. INVESTMENTS (CONTINUED)

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

For the year ended September 30, 2022, the annual money-weighted rate of return on the City Plan's investments, net of investment expense, was (8.4%). The money-weighted rate of return takes into account cash flows into and from the various investments of the City Plan.

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

4. DISCOUNT RATES

Discount Rates – A single discount rate of 7.50% was used to measure the total pension liability for the City Plan. This single discount rate was based on the expected rate of return on pension plan investments of 7.50%. The projection of cash flows used to determine this single discount rate assumed that employee contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between the total actuarially determined contribution rates and the employee rate. Based on these assumptions, the City Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on investments (7.40%) was applied to all periods of projected benefits payments to determine the total pension liability.

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

CRTPA Net Pension Liability (Asset) – City Plan			
	1% Decrease (6.40%)	Current Discount Rate (7.40%)	1% Increase (8.40%)
City Plan	\$ 96,308	\$ 81,646	\$ 228,448
CRTPA'S Proportionate Share	\$ 392	\$ 332	929

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

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

Capital Region Transportation Planning Agency
Notes to the Financial Statements
September 30, 2022

Note IV Other Information (CONTINUED)

B. PENSION PLAN OBLIGATIONS (CONTINUED)

4. DISCOUNT RATES (CONTINUED)

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

For the year ended September 30, 2022, CRTPA recognized pension expense of \$25,000 for its proportionate share of the Plan. At September 30, 2022, CRTPA reported deferred outflows of resources and deferred inflows of resources related to the Plan from the following sources (in thousands):

	Deferred Outflows of Resources	Deferred Inflows of Resources	Net Deferred Outflows (Inflows) of Resources
Differences between expected and actual experience	\$ 57	\$ 4	\$ 53
Assumption Changes	55	33	22
Change in cost-sharing allocation percentage	51	8	43
Net difference between projected and actual earnings on pension plan investments	76	730	(654)
Total	<u>\$ 239</u>	<u>\$ 775</u>	<u>\$ (536)</u>

Deferred outflows of resources related to the City Plan in the amount of \$89,000 related to CRTPA contributions to the plan paid subsequent to the measurement date and prior to the employer's fiscal year end will be recognized as a reduction of the net pension liability in the fiscal year ending September 30, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized as follows (in thousands):

Year Ending September 30,	
2023	\$ (76)
2024	(106)
2025	(173)
2026	(181)
Total	<u>\$ (536)</u>

Capital Region Transportation Planning Agency
Notes to the Financial Statements
September 30, 2022

Note IV Other Information (CONTINUED)

C. OTHER POST-EMPLOYMENT BENEFITS (OPEB)

As discussed in Note IV.B., employees of the CRTPA have the option of participating in either the County's or the City's benefit programs. The CRTPA, through the City's Retiree Medical Insurance Plan (OPEB Plan), provides health insurance and prescription drug coverage to its active and retired employees. Pursuant to Section 112.0801, Florida Statutes, the CRTPA is required to permit participation in the health insurance program by retirees and their eligible dependents at a cost to the retiree that is no greater than the cost at which coverage is available for active employees. In addition, the CRTPA, via its participation in the City's program, has elected to provide a partial subsidy to its retirees to offset the cost of such health insurance. As of September 30, 2022, there were no employees of the CRTPA receiving benefits under the OPEB Plan. The City does not issue a stand alone financial report on the OPEB Plan. The City of Tallahassee's Other Post-Employment Benefit Plan is described in more detail in the City's Annual Financial Report along with the Schedule of Funding Progress. That report may be obtained by writing to Department of Financial Services, 300 South Adams Street, Tallahassee, Florida 32301 or by calling 850-891-8520.

CRTPA's proportionate share of the City's OPEB Plan is 0.28% and was determined based on the amount of covered payroll as an estimate for determining each employer's proportionate share. The aggregate amounts, reported by the CRTPA as of September 30, 2022, of net OPEB liabilities, related deferred inflows and outflows of resources, and OPEB expenses using a valuation date and measurement date of September 30, 2021 are summarized as follows (in thousands):

OPEB Plan Obligations and Expenses	CRTPA Share of City Plan Amounts
Net OPEB Liability	\$240
OPEB Related Deferred Outflows	96
OPEB Related Deferred Inflows	51
OPEB Expense	18

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

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

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

Net OPEB Liability - At September 30, 2022, the CRTPA reported a liability of \$239,649 for its employees' proportionate share of the net OPEB liability. The net OPEB liability was measured as of September 30, 2021.

Capital Region Transportation Planning Agency
Notes to the Financial Statements
September 30, 2022

Note IV Other Information (CONTINUED)

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

The total OPEB liability and contribution rate was determined by an actuarial valuation as of September 30, 2021. The total OPEB liability was rolled forward one year. The significant assumptions used were as follows:

Actuarial Cost Method	Entry Age Normal
Normal Inflation	2.25%.
Discount Rate	2.36%, the resulting Single Discount Rate based on the expected rate of return on OPEB Plan investments as of September 30, 2021 at 7.40% and the long term municipal bond rate as of September 30, 2021 at 2.19%.
Salary Increases	2.95% to 6.40%, including inflation; varies by plan type and years of service.
Retirement Age	Experience based table of rates that are specific to the plan and type of eligibility condition.
Mortality	Mortality Tables used in the July 1, 2020 actuarial valuation of the Florida Retirement System. They are based on the results of a statewide experience study covering the period 2013 through 2018. These rates were taken from adjusted Pub-2010 mortality tables published by SOA with generational mortality improvements using Scale MP-2018.
Healthcare Cost Trend Rates	Based on the Getzen Model, with trend starting at 4.4% for 2022 and 4.1% for 2023 (based on actual premium rates), followed by 5.6% for 2024, and gradually decreasing to an ultimate trend rate of 3.99%.
Aging factors and Expenses	Based on the 2013 SOA Study "Health Care Costs From Birth to Death; Investment expenses are net of the investment returns; and Administrative expenses are included in the per capita health costs.
Other Information Notes:	The following assumption changes have been reflected in the Schedule of Changes in the Total OPEB Liability for the measurement period ending September 30, 2021: - The Single Discount Rate was changed from 2.49% to 2.36%. - Per capita costs and premiums were updated based on information provided.

Capital Region Transportation Planning Agency
Notes to the Financial Statements
September 30, 2022

Note IV Other Information (CONTINUED)

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

Sensitivity of net OPEB Liability to changes in the Single Discount Rate - The following presents the plan's net OPEB liability, calculated using a Single Discount Rate of 2.36%, as well as what the plan's net OPEB liability would be if it were calculated using a Single Discount Rate that is one percent lower or one percent higher (in thousands):

Current Single Discount Rate Assumption		
1% Decrease 1.49%	2.36%	1% Increase 3.36%
\$275	\$239	\$210

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

Current Healthcare Cost Trend Rate Assumption		
1% Decrease		1% Increase
\$217	\$239	\$267

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

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

Capital Region Transportation Planning Agency
Notes to the Financial Statements
September 30, 2022

Note IV Other Information (CONTINUED)

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

Based on a valuation date and measurement date of September 30, 2021, CRTPA recognized OPEB expenses of \$18,045 for the year ended September 30, 2022. At September 30, 2022, CRTPA reported deferred outflows of resources and deferred inflows of resources related to the OPEB Plan from the following sources (in thousands):

	Deferred Outflows of Resources	Deferred Inflows of Resources	Net Deferred Inflows of Resources
Change in Net OPEB Liability due to Change in Cost-Sharing Allocation Percentage	\$ 27	\$ -	\$ 27
Assumption Changes	56	25	31
Net difference between projected and actual earnings on OPEB plan investments	-	7	(7)
Differences between expected and actual experience	-	19	(19)
Total	<u>\$ 83</u>	<u>\$ 51</u>	<u>\$ 32</u>

Deferred outflows of resources related to the plan of \$13,343, resulting from CRTPA contributions to the plan paid subsequent to the measurement date and prior to the CRTPA's fiscal year, will be recognized as a reduction of the net OPEB liability in the fiscal year ended September 30, 2023. Other amounts reported as OPEB related deferred outflows and inflows of resources will be recognized in future OPEB expense, as follows (in thousands):

Year Ending September 30	Net Amount
2023	\$ 8
2024	8
2025	9
2026	4
2027	(1)
Thereafter	4
Total	<u>\$ 32</u>

D. NON-CURRENT LIABILITIES

	Beginning Balance	Additions	Reductions	Ending Balance
Governmental activities (in thousands):				
Compensated absences	\$ 54	\$ 53	\$ 75	\$ 32
OPEB liability	222	37	19	240
Net pension liability	571	-	571	-
Total noncurrent liabilities	<u>\$ 847</u>	<u>\$ 90</u>	<u>\$ 665</u>	<u>\$ 272</u>

**Capital Region Transportation Planning Agency
Notes to the Financial Statements
September 30, 2022**

Note IV Other Information (CONTINUED)

E. CONTINGENCIES

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

F. EVALUATION OF SUBSEQUENT EVENTS

The CRTPA has evaluated subsequent events through June 29, 2023, the date the financial statements were available to be issued.

**REQUIRED
SUPPLEMENTARY INFORMATION**

THIS SUBSECTION CONTAINS THE FOLLOWING:

Budgetary Comparison Schedule

Note to Budgetary Comparison Schedule

Proportionate Share of Net Pension Liability (Asset) - City of Tallahassee Pension Plan

Schedule of Contributions - City of Tallahassee Pension Plan

Schedule of Changes in the Net OPEB Liability and Related Ratio

Schedule of Contributions - OPEB

Capital Regional Transportation Planning Agency
Budgetary Comparison Schedule
General Fund
Year ended September 30, 2022
(Unaudited)
(in thousands)

	Budgeted Amounts		Actual Amounts	Variance with Final Budget
	Original	Final	(Budgetary Basis)	Positive (Negative)
Budgetary Fund Balance - October 1	\$ 2	\$ 2	\$ 2	\$ -
Resources				
Taxes	-	-	-	-
Intergovernment Revenues	882	882	903	21
Interest Earned	-	-	1	1
Miscellaneous	68	68	-	(68)
Amounts Available for Appropriations	952	952	906	(46)
Charges to Appropriations				
Transportation	946	946	898	48
Transfers to Other Funds	6	6	6	-
Total Charges to Appropriations	952	952	904	48
Budgetary Fund Balance - September 30	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2</u>	<u>\$ 2</u>

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

Capital Regional Transportation Planning Agency
Note to Budgetary Comparison Schedule
General Fund
For the fiscal year ended
September 30, 2022
(unaudited)
(in thousands)

Actual amounts (budgetary basis) available for appropriation from the budgetary comparison schedule.	\$	906
--	----	-----

Differences – budget to GAAP:

The fund balance at the beginning of the year is budgetary resource but is not a current year revenue for financial reporting purposes.		(2)
---	--	-----

Miscellaneous items treated as budgetary inflows but not as revenues for financial reporting purposes.		<div style="border-top: 1px solid black;">(26)</div>
--	--	--

Total Revenues as reported in the Statement of Revenues, Expenditures, and Changes in Fund Balances.	\$	<div style="border-top: 1px solid black; border-bottom: 3px double black;">878</div>
--	----	--

Actual amounts (budgetary basis) available for appropriation from the budgetary comparison schedule.	\$	904
--	----	-----

Differences – budget to GAAP:

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

Miscellaneous items treated as expenditures for financial reporting purposes but not as budgetary outflows		<div style="border-top: 1px solid black;">12</div>
--	--	--

Total Expenditures as reported in the Statement of Revenues, Expenditures, and Changes in Fund Balances.	\$	<div style="border-top: 1px solid black; border-bottom: 3px double black;">910</div>
--	----	--

**Capital Regional Transportation Planning Agency
Proportionate Share of Net Pension Liability (Asset)
City of Tallahassee Pension Plan
September 30, 2022
(Unaudited)
(in thousands)**

Measurement year ending September 30,	2021	2020	2019	2018	2017	2016	2015	2014
Net Pension Liability (Asset)	\$ (332)	\$ 571	\$ 607	\$ 674	\$ 193	\$ 112	\$ 67	\$ 95
Plan Fiduciary Net Position as a Percentage of Total Pension Liability	105.00 %	88.61 %	87.64 %	92.12 %	95.02 %	95.00 %	97.00 %	96 %
Employer's Proportion of the Net Pension Liability	- %	0.37 %	0.38 %	0.38 %	0.34 %	- %	- %	-
Covered Employee Payroll	\$ 452	\$ 417	\$ 400	\$ 389	\$ 389	\$ 380	\$ 294	\$ 257
Net Pension Liability (Asset) as a Percentage of Covered Employee Payroll	(73.00)%	136.00 %	151.75 %	96.14 %	49.61 %	29.00 %	22.00 %	

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

See Independent Auditors' Report.

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

Fiscal year ending September 30,	Actuarially Determined Contribution	Actual Contribution	Contribution Deficiency (Excess)	Covered Payroll	Actual Contribution as a % of Covered Payroll
2014	\$ 37	\$ 37	\$ -	\$ 242	15.29
2015	39	39	-	257	15.18
2016	38	38	-	294	12.93
2017	50	50	-	380	13.16
2018	73	73	-	389	18.77
2019	82	82	-	400	20.50
2020	99	99	-	417	23.74
2021	116	116	-	452	25.66
2022	89	89	-	506	17.59

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

Notes to the Schedule of Contributions

Valuation date: October 1, 2020
Measurement date: September 30, 2021

Notes: Actuarially determined contribution rates were calculated as of October 1, 2020, for the fiscal year ended September 30, 2022. The actuarially determined contribution is projected to the contribution year using conventional actuarial projection methods.

Methods and assumptions used to determine contribution rates:

Actuarial cost method Entry Age Normal
Amortization method Level Percent of Pay (with 2.31% payroll growth assumption), Closed
Remaining amortization period 28 years
Asset valuation method 20% of the difference between expected actuarial value (based on assumed return) and market value is recognized each year with 20% corridor around market value
Inflation 2.5 %
Salary increases A range of 2.95% to 5.00%, depending on completed years of service, including inflation
Investment rate of return 7.40%
Retirement age Experience-based table of rates that are specific to the type of eligibility condition
Mortality The mortality tables used are the same as those used in the July 1, 2019 Pension Actuarial Valuation of the Florida Retirement System (FRS) for Regular (other than K-12 School Instructional Personnel) member. These tables are based on the Pub-2010 mortality tables with mortality improvements projected for healthy lives to all future years after 2010 using Scale MP-2018.

Notes See Discussion of Valuation Results in the October 1, 2020 Actuarial Valuation Report dated March 19, 2021.

See Independent Auditors' Report.

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

	2021	2020	2019	2018	2017
Measurement year ending September 30,					
Total OPEB Liability					
Service cost	\$ 6	\$ 6	\$ 5	\$ 6	\$ 5
Interest on the total OPEB liability	7	8	10	9	6
Actual and expected experience difference	(8)	(14)	(3)	-	-
Changes in assumptions	18	(27)	33	(7)	(10)
Changes in allocation percentages	-	-	20	43	-
Benefit payments	(12)	(12)	(13)	(12)	(8)
Net change in total OPEB liability	10	(39)	52	39	(7)
Total OPEB liability - beginning	269	290	225	186	193
Total OPEB liability - ending (a)	279	251	277	225	179
Plan Fiduciary Net Position					
Contribution - employer	-	-	6	5	4
Employer contribution to OPEB fund	7	6	-	-	-
Employer contributions not deposited in OPEB Trust Fund	6	6	-	-	-
Net investment income	8	4	1	3	2
Benefit payments	(6)	(6)	(6)	(7)	(5)
Benefit Payments not reimbursed	(6)	(6)	-	-	-
Net change in plan fiduciary net position	9	4	1	1	1
Plan fiduciary net position - beginning	31	25	14	13	12
Plan fiduciary net position - ending (b)	40	29	15	14	13
Net OPEB liability (a)-(b)	240	222	262	211	166
Plan fiduciary net position as a percentage of the total OPEB liability	14.26 %	11.55 %	5.07 %	9.62 %	7.26 %
Covered-employee payroll	\$ 452	\$ 417	\$ 400	\$ 389	\$ 380
Net OPEB liability as a percentage of covered-employee payroll	53.02 %	53.24 %	65.50 %	54.13 %	45.53 %

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

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

Fiscal year ending September 30,	Actuarially Determined Contribution	Actual Contribution	Contribution Deficiency (Excess)	Covered Payroll	Actual Contribution as a % of Covered Payroll
2018	\$ 10	\$ 4	\$ 6	\$ 294	1.36
2019	14	5	9	389	1.29
2020	15	6	9	400	1.50
2021	16	7	9	452	1.55
2022	17	7	10	506	1.35

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

Notes to Schedule of Contributions

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

Methods and assumptions used to determine contribution rates:

Actuarial cost method	Entry Age Normal
Amortization method	Level Percentage of Payroll, Closed
Remaining amortization period	23 years
Asset valuation method	Market Value
Inflation	2.25%
Salary increases	2.95% to 6.4% including inflation; varies by plan type and years of service
Investment rate of return	2.36%, net of OPEB plan expense.
Retirement age	Experience-based table of rates that are specific to the plan and type of eligibility condition.
Mortality	Mortality tables used in the July 1, 2020 actuarial valuation of the Florida Retirement System (FRS). They are based on the results of a statewide experience study covering the period 2013 through 2018. These rates were taken from adjusted Pub-2010 mortality tables published by SOA with generational mortality improvements using Scale MP-2018.
Healthcare Cost Trend Rates	Based on the Getzen Model, with a trend starting at 4.4% for 2022 and 4.10% for 2023 (based on actual premium increases), followed by 5.60% for 2024, and then gradually decreasing to an ultimate trend rate of 3.75%.
Aging Factors	Based on the 2013 SOA Study "Health Care Costs - From Birth to Death".
Expenses	Investment returns are net of the investment expenses; and, Administrative expenses are included in the premium costs.

Other Information: There were no benefit changes during the year.

OTHER REPORTS

THIS SUBSECTION CONTAINS THE FOLLOWING:

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

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

Schedule of Expenditures of Federal Awards

Notes to the Schedule of Expenditures of Federal Awards

Schedule of Findings and Questioned Costs

Independent Accountants' Examination Report

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

Management's Response to Findings



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

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

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of the Capital Region Transportation Planning Agency (the Agency) as of and for the year ended September 30, 2022, and the related notes to the financial statements, which collectively comprise the Agency's basic financial statements, and have issued our report thereon dated June 29, 2023.

Report on Internal Control over Financial Reporting

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

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


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

Report on Compliance and Other Matters

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

Purpose of this Report

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

 James Moore & Co., P.L.

Tallahassee, Florida
June 29, 2023



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

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

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited the Capital Region Transportation Planning Agency's (the Agency) compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Compliance Supplement* that could have a direct and material effect on each of the Agency's major federal programs for the year ended September 30, 2022. The Agency's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Agency complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended September 30, 2022.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Agency and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the Agency's compliance with the compliance requirements referred to above.

Responsibilities of Management's Responsibility for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to its federal programs.

Auditors' Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Agency's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Agency's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, Government Auditing Standards, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Agency's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Agency's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

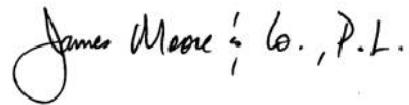
A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement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

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

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

Tallahassee, Florida
June 29, 2023

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

**Capital Region Transportation Planning Agency
Schedule of Expenditures of Federal Awards
September 30, 2022**

Program	Contract No	Assistance Listing No	Expenditures FY 2022
<u>FEDERAL PROGRAMS</u>			
<u>US DEPARTMENT OF TRANSPORTATION</u>			
Pass through Florida Department of Transportation:			
Highway Planning and Construction	G1L15	20.205	840,475.97
Highway Planning and Construction	G2782	20.205	236,301.08
Total 20.205 Highway Planning & Construction Cluster			<u>1,076,777.05</u>
UMTA Technical Studies Grants	G1P57	20.505	729.25
UMTA Technical Studies Grants	G1X08	20.505	144,178.00
Total 20.505			<u>144,907.25</u>
TOTAL FEDERAL EXPENDITURES			<u><u>1,221,684.30</u></u>

Notes:

- 1) The Schedule was prepared on the modified accrual basis of accounting.
- 2) The information in this Schedule is presented in accordance with the requirements of Title 2, US Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance)
- 3) No federal or state financial assistance was expended in non-cash assistance.
- 4) There were no subrecipient expenditures in FY 2022.

**CAPITAL REGION TRANSPORTATION PLANNING AGENCY
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED SEPTEMBER 30, 2022**

I. Summary of Auditors' Results:

Financial Statements:

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

Internal Control over Financial Reporting:

Material weakness(es) identified? _____ yes X no

Significant deficiency(ies) identified? _____ yes X none reported

Noncompliance material to financial statements noted? _____ yes X no

Federal Awards:

Internal Control over Major Programs:

Material weakness(es) identified? _____ yes X no

Significant deficiency(ies) identified? _____ yes X none reported

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

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

Auditee qualified as a low-risk auditee? X yes _____ no

Dollar threshold used to distinguish between type A and type B programs: \$750,000

Major program identification:

ALN Number	Program Name
20.205	Highway Planning and Construction Cluster

II. Financial Statement Findings: None.

III. Federal Award Findings and Questioned Costs: None.

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

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



INDEPENDENT ACCOUNTANTS' EXAMINATION REPORT


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

We have examined the Capital Region Transportation Planning Agency's (the Agency) compliance with Section 218.415, Florida Statutes, *Local Government Investment Policies* (the Statute), for the year ended September 30, 2022. Management is responsible for the Agency's compliance with the Statute. Our responsibility is to obtain reasonable assurance by evaluating the Agency's compliance with the Statute and performing other procedures to obtain sufficient appropriate evidence to express an opinion that conveys the results of our evaluation based on our examination.

Our examination was conducted in accordance with attestation standards for a direct examination engagement established by the American Institute of Certified Public Accountants (AICPA). Those standards require that we obtain reasonable assurance by evaluating the Agency's compliance with the Statute, and performing other procedures to obtain sufficient appropriate evidence to express an opinion that conveys the results of our evaluation of the Agency's compliance with the Statute. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks that the Agency was not in compliance with the Statute in all material respects, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

We are required to be independent of the Agency and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our examination engagement.

In our opinion, the Capital Region Transportation Planning Agency complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2022.



Tallahassee, Florida
June 29, 2023



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

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

Report on the Financial Statements

We have audited the basic financial statements of the Capital Region Transportation Planning Agency (the Agency), as of and for the fiscal year ended September 30, 2022, and have issued our report thereon dated June 29, 2023.

Auditors' Responsibility

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

Other Reporting Requirements

We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*; Independent Auditors' Report on Compliance for Each Major Federal Program and Report on Internal Control over Compliance in accordance with the Uniform Guidance; Schedule of Findings and Questioned Costs; and Independent Accountant's Examination Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports and schedule, which are dated June 29, 2023, should be considered in conjunction with this management letter.

Prior Audit Findings

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

Official Title and Legal Authority

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

Financial Condition and Management

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

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures for the Agency. It is management's responsibility to monitor the Agency's financial condition, and our financial condition assessment was based in part on representations made by management and review of financial information provided by same.

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we had the following recommendation:

2022-001 Reconciliation of Grant Revenue and Expense -- During the audit, we noted that grant revenue reported in the general ledger did not match grant expenditures in the general ledger or on the Schedule of Expenditures of Federal Awards and a reconciliation process is not regularly being performed to ensure the completeness and proper cutoff of revenue. We recommend management review grant revenue and expense and agree these amounts in the trial balance and on the Schedule of Expenditures of Federal Awards.

Special District Component Units

Section 10.554(1)(i)5.c., Rules of the Auditor General, requires, if appropriate, that we communicate the failure of a special district that is a component unit of a county, municipality, or special district, to provide the financial information necessary for proper reporting of the component unit within the audited financial statements of the county, municipality, or special district in accordance with Section 218.39(3)(b), Florida Statutes. In connection with our audit, we did not note any special district component units that failed to provide the necessary information for proper reporting in accordance with Section 218.39(3)(b), Florida Statutes.

Additional Matters

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

Management's Response to Findings

The Agency's responses to the findings identified in our audit are outlined as listed in the table of contents. The Agency's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Letter

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

Tallahassee, Florida
June 29, 2023

James Moore & Co., P.L.



June 28, 2023

Management Response to Findings
2022-001 Reconciliation of Grant Revenue and Expense

Grants Management staff will ensure that all allowable fiscal year expenditures are included in the reimbursement requests to the Florida Department of Transportation each year. This ensures that allowable grant expenditures match the revenue collected. There may be expenditures in the general ledger that are unallowable or unbilled. Therefore, total grant expenditures will not agree to the SEFA schedule in these cases.

Individual Responsible: Roberta McManus, Director – Grants & Enterprise Resources
Estimated Completion Date: Completed

300 South Adams Street · Tallahassee,
FL 32301(850)891-8630 · www.crtpa.org

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



September 19, 2023

AGENDA ITEM 7B

SR 267 SHARED-USE TRAIL FEASIBILITY STUDY

TYPE OF ITEM: Action

STATEMENT OF ISSUE

The State Road 267 (SR 267) Shared-Use Path Feasibility Study was initiated in August of 2022. This study assessed the ability to construct a shared-use path along SR 267, also known as Bloxham Cutoff, between the Edward Ball Wakulla Springs State Park and the St. Marks Trail. The Project Team will be presenting the Feasibility Study, provide the futures steps with the project, and answer any questions by the CRTPA Committees.

CRTPA COMMITTEE ACTIONS

Technical Advisory Committee (TAC)

The CRTPA Technical Advisory Committee, at their September 5, 2023, meeting, voted unanimously to recommend the CRTPA approve the SR 267 Shared-Use Trail Feasibility Study.

Citizens Multimodal Advisory Committee (CMAC)

The CRTPA's Citizen's Multimodal Advisory Committee did not have a quorum at their September 5, 2023, meeting. However, members that were present recommended the CRTPA Board approve the SR 267 Shared-Use Trail Feasibility Study.

RECOMMENDED ACTION

Option 1: Approve Alternative 1: Wakulla Park Service Road/North Side of SR 267 as the option to move into the design phase.
(RECOMMENDED)

Option 2: Adopt the SUN Trails Resolution of Support for the construction phase of the SR 267 Trail.
(RECOMMENDED)

Option 3: CRTPA Board Discretion.

BACKGROUND

The SR 267 connection between Wakulla Springs State Park and the St. Marks Trail was first identified by the CRTPA in the Capital City to the Sea (CC2S) Master Plan and was one of the highest requested linkages along the system. As the CC2S moved into the prioritization phase, the Coastal Trail took precedence due to the linkage existing trail systems and the opportunity to garner funds from the newly established Florida Department of Environmental Protection (FDEP)/Florida Department of Transportation (FDOT) Shared-Use Non-Motorized Trail System (SUN Trails). As the Coastal Trail moves towards completion, other linkages in the CC2S system were reviewed to determine the best locations to initiate and the SR 267 corridor was chosen.

As with other trail projects, the CRTPA first initiates a feasibility study to evaluate the corridor for potential fatal flaws, environment issues, right-of-way availability, and coordination with major stakeholders. Phase two of this process includes the Public Engagement component to provide the opportunity for citizens to comment, suggest or ask questions regarding the existing conditions and the overall concept of the trail.

One of the most important components of the project is the coordination with Wakulla Springs State Park because the concept of the trail included a portion to be contained within the property of the state park. These efforts included meeting with the park administration, ensuring that the project was contained in the Unit Management Plan, and coordination throughout the process.

FEASIBILITY STUDY

The [Feasibility Study](#) is divided into several chapters that follow the process that was taken to complete the study. These steps are outlined below.

Existing Conditions

The major categories that include in the Existing Conditions chapter Transportation Conditions, Environmental Characteristics, and Existing Projects.

The major highlights of the Transportation Conditions (pages 5 through 18) include:

- SR 267 is a two-lane east-west road that connects to Leon County to the West and the Coastal Highway to the East with an average daily traffic of approximately 4,000 vehicles.
- The major roadway linkages of the corridor include Crawfordville Road, Woodville Highway, and the Coastal Highway.
- From a non-motorized perspective, the connection to the St. Marks Trail provides access to the Lighthouse Road (St. Marks Wildlife Refuge), Ochlockonee Bay Trail, Mashas Sands, Cascades Park at a minimum.
- Along the corridor there is 100 feet of right of way with the road centered in the middle of the right-of-way. The right-of-way has been cleared of trees so there won't be any tree impacts.

- There is one bridge along the corridor (McBride Slough Bridge) that will be further detailed in the Alternatives chapter.
- The Wakulla Springs service road is approximately 150 feet south of SR 267 and is approximately 1.5 miles in length.

The Environmental Characteristics (pages 19 through 24) include:

- Flood Zones and Wetlands – not anticipated to be impacted by the project.
- Strategic Habitat Conservation Areas & Rare Species Habitat.
- Cultural Resources – outside of the Wakulla Springs State Park, there are no cultural resources along SR 267. Inside of the park, the identified resources are not between SR 267 and the service road identified to be the shared-use trail.
- Wakulla State Forest – located on the north side of SR 267, the shared-use trail would provide access via Rosa Shingles Trailhead, identified on **Figure 25 – Trails** (page 23).

There are two existing projects within the corridor (pages 25 and 27):

- SR 267 Resurfacing from the Leon County Line to Woodville Highway (scheduled for FY 24). This project includes improvements to the intersection of SR 267/Shadeville Road/Old Woodville Road (shown on page 11 of the Feasibility Report). This intersection improvement will occur independent of the SR 267 Shared-Use Trail design but will be noted as the design phase moves forward.
- Edward Ball Wakulla Springs State Park Alternate Multi-Use Trail Route Study - The purpose of this analysis was to conduct a review of existing and future regional multi-use trail systems, evaluate the existing trails and pathways within the core area of the Edward Ball Wakulla Springs State Park and review potential alternatives for a primary accessway for visitors traveling on bicycles to enter the park.
-

Design Criteria

There are standards that apply to the design of trails, and these are outlined on pages 28 and 29. Additional discussion within the Design Criteria (pages 30 and 31) includes:

- Intersection Concepts
- Side Street Crossings
- Midblock Crossing
- Typical Section

Design Recommendations

Following Design Criteria, there is a chapter for Design Recommendations (page 31) specific to the SR 267 project, including:

- Trail Width and Separation – the Feasibility Study recommendation is for a 12-foot-wide trail with as far away from the road as possible.

- Meandering Design – as with all the trails the CRTPA pursues, if there is the possibility to meander the trail, that is what will be pursued.

Alternatives Analysis

There were four (4) potential alternatives developed for analysis. A common element for all four (4) is the use of the Wakulla Springs Park Service Road for approximately 1.5 miles. The variations then consider the north side or south side of SR 267, and the use of additional publicly-owner property for the SR 267 corridor. Each alternative is described below and can be found on pages 31 through 38).

Alternative 1: Wakulla Park Service Road/North Side of SR 267 – from the service road the trail would then cross SR 267 to the north side and connect to the Rosa Shingles Trailhead. From the Rosa Shingles Trailhead, the trail would continue east on the north side of SR 267 right-of-way until connecting to the St. Marks Trail.

Alternative 2: Park Service Road/South Side of SR 267 – From the service road the trail would then continue east along SR 267 right-of-way until connecting to the St. Marks Trail. This would require crossing Shadeville Road at the intersection with SR 267.

Alternative 3: Park Service Road/North Side Off-System – From the service road the trail would then cross SR 267 to the north side and connect to the Rosa Shingles Trailhead. The trail would then turn north and east with State Forest property until connecting back to the north side of SR 267 near the Wakulla State Forest Ranger Station. The trail would continue on the north side of SR 267 until connecting to the St. Marks Trail.

Alternative 4: Park Service Road/South Side Off-System - From the service road the trail would then continue east along SR 267 right-of-way until turning south and following the eastern perimeter of Wakulla Springs State Park property. The trail would then head east until reaching the Electric transmission easement where the trail would head north until reaching SR 267. The trail would then follow along the southside of the SR 267 until crossing Shadeville road and connecting to the St. Mark's trail.

Ultimately, the off-system options created circuitous routes (and potentially more environmental concerns and higher costs) as opposed to a more direct route. Therefore, alternatives three (3) and four (4) were not pursued as the option to recommend for the trail.

Based on input from the public (see Public Engagement), stakeholder engagement, engineering, environmental and constructability factors, the recommended alternative for the trail is Alternative 1: Wakulla Park Service Road/North Side of SR 267.

PUBLIC ENGAGEMENT

The Public Engagement Chapter can be found on pages 39 and 40. After the development of the existing conditions and the alternatives, the CRTPA held a public meeting at the Wakulla Lodge to receive input and answer questions regarding the SR 267 project. Appendix D contains the sign-in sheets, comment sheets and comments left on the maps at the public meeting. The comments from the meeting are provided below:

- Please push this plan, I am not going to live forever.
- The bridge crossing needs special attention. A separate bridge would be best.
- Great project. This will be heavily used. Like the north alternative a bit better.
- Please finish the design fast and look for funds to get this constructed.
- The Friends of Wakulla Springs State Park fully support this trail project.
- The McBride Slough is an environmentally sensitive feature, please protect this area without disturbing its present use.
- Prefer bike trail on south side – keep traffic out of the neighborhoods.
- It is a great idea. I vote for the north side, ease of construction.
- I am all in, full speed ahead. I like the section that goes into the woods along the north side of Wakulla Springs Park.
- Prefer the north alternative. Plant trees after construction for more shade.
- I like the reconfigured SR 267/Bloxham Crossing intersection.
- I have studied the corridor many times and suggest the trail be located on the north side of the road until Rosa Parks and then cross over to state property.
- I believe in bicycle rights.

The meeting included a set of aerial maps that citizens could add sticky notes to for adding comments on the project and these comments are provided below.

- Want trail option that connects with Rosa Shingles Trailhead.
- 50-50 North or South. I vote for the quickest construction.
- Plant trees after trail is constructed.
- Slight preference for north alternative, less crossings and fewer driveways.
- There needs to be a separate bridge for bikes. No compromise please.
- Kudos to the designers for section of the path on service road.
- I like no power poles. Plant trees for north side route.
- I like shade and less intersections. I like the south side route.
- Please choose the side with the most shade.

ADDITIONAL MATERIALS

In addition to the Feasibility Report there are several Appendices that include the following:

[Appendix A – Aerial Maps](#)

[Appendix B – Parcel Ownership](#)

[Appendix C – Environmental Maps](#)

[Appendix D – Resurfacing Plan](#)

[Appendix E – Wakulla Springs Management Plan](#)

[Appendix F – Public Meeting Materials](#)

NEXT STEPS

The CRTPA has funded the design phase of the project which is scheduled to begin in January of 2024. Construction of the project is not funded. However, the project was added to the FDEP Priority Trail system earlier in 2023 and as the next funding cycle of SUN Trails is released (Fall of 2023) staff will be applying for the construction phase. To that end, CRTPA staff is seeking approval of a Resolution of

Support (**Attachment 1**) for the SUN Trails application seeking funds for the construction phase of the project.

ATTACHMENTS

Attachment 1 - CRTPA SUN Trail Resolution of Support for construction of the SR 267 Trail.

CRTPA RESOLUTION 2023-09-7B

A RESOLUTION OF THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA) SUPPORTING A SUN TRAILS APPLICATION FOR FUNDING THE CONSTRUCTION OF THE SR 267 TRAIL

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

WHEREAS, the SR 267 Trail (Wakulla Springs State Park to St. Marks Trail) is an integral link in the Florida Department of Environmental Protection's Greenways & Trails System Plan and is a Priority Corridor on the SUN Trails Network; and

WHEREAS, the development of the SR 267 Trail will continue the expansion of the regional trail system and provide significant economic benefits; and

WHEREAS, the SR 267 Trail is a priority on the CRTPA's Regional Trail Priority Project List; and

WHEREAS, the CRTPA has completed the SR 267 Feasibility Study indicating the available right-of-way in which to construct a trail and strong public support of a trail; and

WHEREAS, the next step in the development of the SR 267 Trail will be to design the trail in Fiscal Year 2024.

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

The CRTPA supports the submission of an application to the SUN Trails Program seeking funding for the construction of a trail connecting Wakulla Springs State Park to the St. Marks Trail along SR 267 in Wakulla County.

Passed and duly adopted by the Capital Region Transportation Planning Agency on this 19th day of September 2023.

Capital Region Transportation Planning Agency

By: _____

Rick Minor, Chair

Attest

By: _____

Greg Slay, Executive Director

September 19, 2023



AGENDA ITEM 7C

CRTPA FISCAL YEAR 2024 BUDGET

TYPE OF ITEM: Action

STATEMENT OF ISSUE

The purpose of this item is to discuss and approve the Fiscal Year (FY) 2024 CRTPA Budget.

EXECUTIVE COMMITTEE

At the August 22, 2023 meeting, the Executive Committee discussed and approved the tentative 2024 CRTPA Budget.

BACKGROUND AND ANALYSIS

The FY 2024 tentative budget is presented for review and approval. For comparison, the CRTPA's approved FY23 budget is included. In addition, the project budgets for the approved work tasks are provided (**Attachment 1**). As with any budget, there are increases in some areas and decreases in others. Overall, the budget increase is 8.8%. This year staff has reorganized the budget in order to track project budgets and expenditures separate from the operational costs. These changes are also detailed in Attachment 1.

Personnel costs increased by 3.4% overall. The proposed cost-of-living adjustment is 5% and the pension budget is 9% higher. However, one employee no longer receives health benefits through the agency which offsets the increases in other personnel costs. The actual increase from last year's overall operating budget increase is 4.8% and not 18%. The 18% increase is attributed to the purchase of additional Transportation Data Management Software (Urban SDK) licenses and system analytics. This expense will provide additional mapping and analytic features to the CRTPA's dashboard and for the development of a public access dashboard. Once completed, the CRTPA's dashboard will provide enhanced features for staff and our transportation partners. For example, when finished the [internal] dashboard will provide real-time speeding data for the region's law enforcement. Lastly, in the Internal Services category the costs increased overall by 4.28%. Most categories reflect a slight increase with the exception of Information Systems which increased by 5.6%.

Consistent with the proposed revised Bylaws, the estimate of local billing for FY 2024 is provided in **Attachment 2**. The total FY 2024 estimated budget for local billing is \$5,000. The local billing schedule was revised to align with the federal fiscal year, which is also the City's fiscal calendar. This facilitates the true-up during the annual audit.

RECOMMENDED ACTION

Option 1: Approve the FY 2024 CRTPA budget.
(Recommended)

Option 2: Provide other direction.

ATTACHMENT

Attachment 1: CRTPA FY 2024 Budget

Attachment 2: FY 2024 Estimate of Local Billing

FY 2024 Budget 09-19-2023 CRTPA Board Agenda	FY23 Adopted	FY 24 Proposed	Percentage Change
All Accounts			
Total Operating Expenditures	\$ 1,024,447	\$ 1,114,847	8.82%
Personnel Services	\$ 726,390	\$ 751,179	3.41%
511000 - Salaries	\$ 475,863	\$ 496,507	4.3%
511300 - Salary Enhancements	\$ 23,643	\$ 24,825	5.0%
512400 - Other Salary Items	\$ 1,560	\$ 1,560	0%
515000 - Pension- Current	\$ 93,450	\$ 101,861	9.0%
515100 - Pension- MAP	\$ 28,091	\$ 29,491	5.0%
515600 - Mandatory Medicare	\$ 7,222	\$ 7,582	5.0%
516000 - Health Benefits	\$ 85,836	\$ 78,628	-8.4%
516100 - Flex Benefits	\$ 10,725	\$ 10,725	0.0%
Operating Expenditures	\$ 221,775	\$ 261,465	18%
521040 Unclassified Professional Fees		\$ 24,000	
521010 - Advertising	\$ 10,000	\$ 5,000	-50%
521030 - Reproduction	\$ 507	\$ 507	0%
521040 - ¹ Unclassified Professional Fees	\$ -	\$ -	3%
521100 - Equipment Repairs	\$ 807	\$ 819	1%
521160 - Legal Services	\$ 45,000	\$ 55,000	22%
521180 - Unclassified Contractual Svcs	See TABLE II.		
521190 - Computer Software	\$ 57,000	\$ 112,000	96%
522080 - Telephone	\$ 1,776	\$ 1,803	2%
523020 - Food	\$ 1,250	\$ 1,250	0%
523050 - Postage	\$ 254	\$ 250	-2%
523060 - Office Supplies	\$ 15,000	\$ 3,000	-80%
523080 - Unclassified Supplies	\$ 507	\$ 515	2%
524010 - Travel & Training	\$ 15,225	\$ 15,225	0%
524020 - Journals & Books	\$ 609	\$ 609	0%
524030 - Memberships	\$ 3,000	\$ 3,500	17%
524050 - Rent Expense- Building & Office	\$ 36,000	\$ 36,000	0%
541040 - Insurance	\$ 19,840	\$ 20,987	6%
550040 - ⁴ Computer Equipment	\$ 15,000	\$ 5,000	-67%
Internal Service Funds	\$ 76,282	\$ 78,203	4.28%
560010 - Human Resource Expense	\$ 6,705	\$ 6,915	3.13%
560020 - Accounting Expense	\$ 17,246	\$ 17,229	-0.10%
560030 - Purchasing Expense	\$ 3,768	\$ 3,805	0.98%
560040 - Information Systems Expense	\$ 29,871	\$ 31,551	5.62%
560070 - Revenue Collection	\$ 1,097	\$ 1,108	1.00%
560082 - Facilities and Environmental	\$ 11,734	\$ 11,734	0.00%
560090 - Vehicle Garage Expense	\$ 8	\$ 8	0.00%
611300 - Facility	\$ 5,853	\$ 5,853	0.00%
¹ Audit & WCOT costs are now budgeted in account 521040 (Unclassified Professional Fees) rather than 521080 (Unclassified Contractual Services). The actual increase in these categories is about 3%. This revision provides for a more accurate operational budget.			

Contract	Funding Source	Source Level	TABLE I: Funding by Source		
			Federal	State	Local
G2782	FHWA	CMAQ	\$ 450,000	Soft Match Toll Credits	
		PL	\$ 836,668		
		SU	\$ 1,274,250		
		TOTAL	\$ 2,560,918	\$ -	
	LOCAL	Governments			\$ 5,000
		TOTAL			\$ 5,000
	TOTAL		\$ 2,560,918		\$ 5,000
	Fiscal Year 2024 Total Revenue			\$2,565,918.00	

TABLE II. 521180 - Unclassified Contractual Services (Project Budgets)		
Consultant Task Support: Tasks 2-7 @ \$30,000 each	\$	179,475
Task 3.0 Long-Range Transportation Plan Update	\$	750,000
Task 5.0 Congestion Management Plan Technnical Studies	\$	250,000
Task 7.0 Thomasville Rd Safety/Access Mgt Study	\$	100,000
Task 7.0 Other TBD	\$	170,250
TOTAL		\$ 1,449,725

POPULATION ESTIMATE AND % OF TOTAL DRAFT ESTIMATE of FY 24 LOCAL BILLING			October 1, 2023 - September 30, 2023	
TOTAL EXPENDITURES			\$5,000.00	
Gadsden County	43,813	11.27%	\$	563.69
Chattahoochee	2,741	6.26%	\$	35.27
Greensboro	471	1.08%	\$	6.06
Gretna	1,365	3.12%	\$	17.56
Havana	1,777	4.06%	\$	22.86
Midway	3,617	8.26%	\$	46.54
Quincy	7,886	18.00%	\$	101.46
Unincorporated	25,956	59.24%	\$	333.94
	TOTAL	100.00%	\$	563.69
Jefferson County	14,590	3.75%	\$	187.73
	TOTAL	100.00%	\$	187.73
Leon County	295,921	76.14%	\$	3,807.13
Tallahassee (Paid)	198,371	67.04%	\$	2,552.11
Unincorporated	97,550	32.96%	\$	1,255.02
	TOTAL	100.00%	\$	3,807.13
Wakulla County	34,311	8.83%	\$	441.45
	TOTAL	100.00%	\$	441.45
TOTALS	388,635		\$	5,000.00



AGENDA ITEM 7D

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

TYPE OF ITEM: Action

STATEMENT OF ISSUE

The purpose of this item is to discuss and approve an amendment to the CRTPA's Adopted Fiscal Year (FY) 2025 - FY 2029 Roadway Regional Trails Project Priority List (**Attachment No. 1**).

COMMITTEE ACTION

The CRTPA Committees met on September 5, 2023 and reviewed the item. The Technical Advisory Committee voted to approve the item. There was not a quorum for the Citizens Multi-modal Advisory Committee meeting, therefore no action was taken.

BACKGROUND AND ANALYSIS

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

This item seeks to add a segment of US90, from SR 12 in the City of Quincy to the Jackson County line west of the City of Chattahoochee, to the CRTPA's Regional Trail PPL (**Attachment No. 2**). Currently, this segment of the regional trail network is identified as a Priority Project on the Florida Department of Environmental Protection's (FDEP) Greenways and Trails map as a Land Trail Priority Corridor (**Attachment No. 3**). By adding the project to the list of adopted trail priorities, the CRTPA can seek funding through the SUN Trails network.

NEXT STEPS

Following Board approval, the amended list will be transmitted to FDOT District 3. An application to fund the Feasibility Study phase of the project will be submitted by the CRTPA to the FDOT SUN Trail Program this Fall.

RECOMMENDED ACTION

Option 1: Adopt the Amended FY 2025 – FY 2029 C RTPA Regional Trails Project Priority List.
(Recommended)

Option 2: Board Discretion.

ATTACHMENTS

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

Attachment 2: Project Location Map

Attachment 3: FDEP Greenways and Trails Land Trail Priority Corridor Map

Capital Region Transportation Planning Agency ²RMP Regional Trails Amended Project Priority List: CRTPA Meeting 9/19/23

Capital Region Transportation Planning Agency ²RMP Regional Trails Amended Project Priority List: CRTPA Meeting 9/19/23

PRIORITY NO.	PROJECT NAME AND LIMITS	¹ PHASE & FUNDING PROGRAMMED						LENGTH IN MILES	COUNTY	NEXT PROJECT PHASE	COST ESTIMATE OF PHASE	NOTES
		PHASE	FY 24	FY 25	FY 26	FY 27	FY 28					
5 <u>6</u>	Apalachee Pkwy (US 27) Connector Trail	-	-	-	-	-	-	0.6	Leon	PE	\$	
	<i>Sutor Road to Conner Blvd</i>											
6 <u>7</u>	Monticello Trail Extension FL GA Parkway (US 19)	-	-	-	-	-	-	2.7	Jefferson	PE	1.37 M	
	<i>David Rd (CR 57A) to Martin Rd</i>											
7 <u>8</u>	Forest Trail North Springhill Rd	-	-	-	-	-	-	5.2	Leon	FS	\$	
	<i>Trout Pond to Lake Henrietta</i>											
8 <u>9</u>	Nature Coast Multiuse Trail			-	-	-	-	14	Wakulla Jefferson	PD&E	\$	
	<i>Lighthouse Rd to Taylor Co Line</i>											

¹ PROJECT PHASES

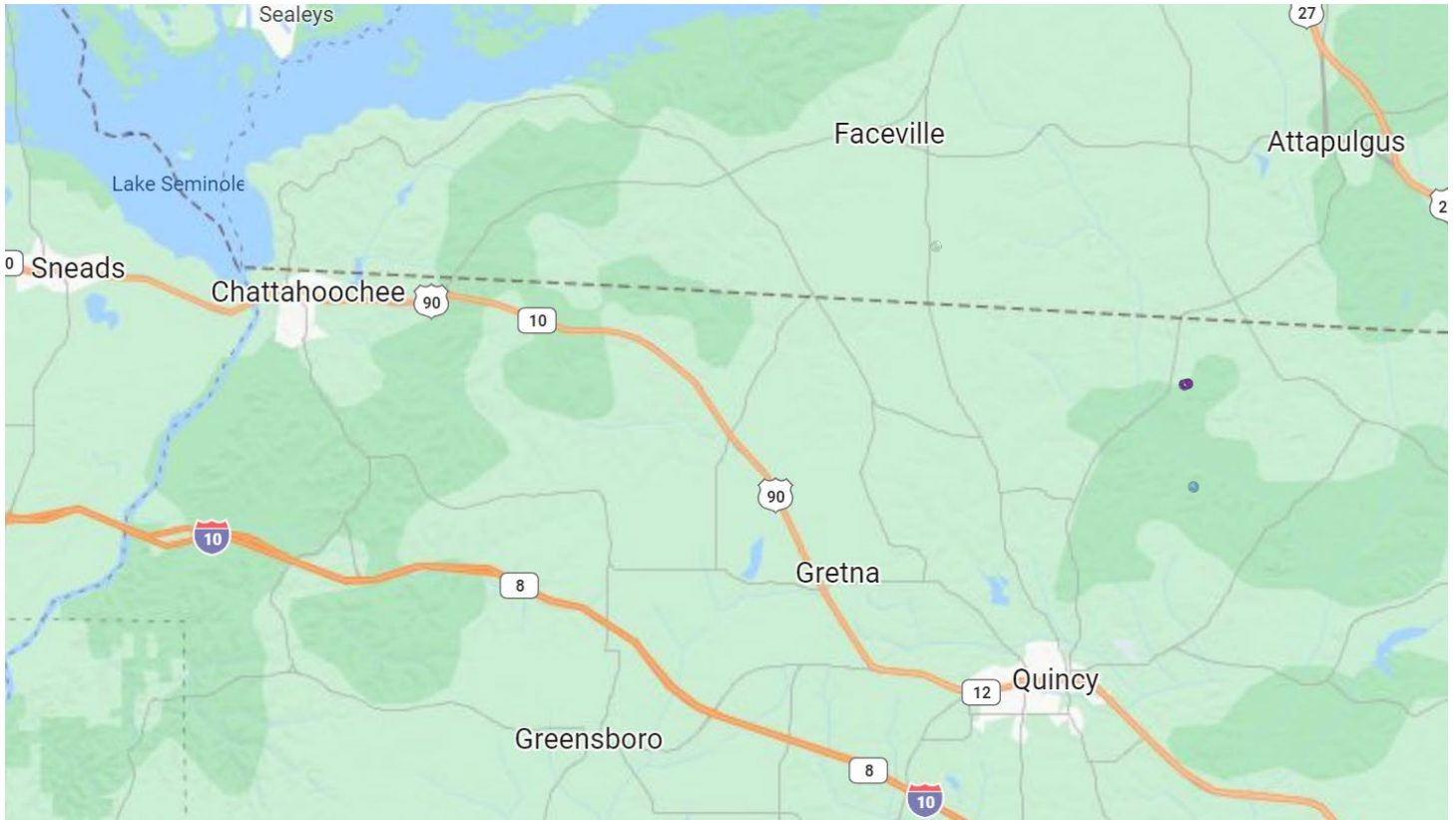
(FS) Feasibility Study
(PD&E) Project Development & Environmental
(PE) Design

(ROW) Right-of-Way
(CST) Construction
(CEI) Construction Engineering and Inspection

ACRONYM

²FDOT - Florida Department of Transportation
FGTS - Florida Greenways and Trails System
BPIA -Intergovernmental Agency
WPN - FDOT Work Program Number
RMP - CRTPA's 2045 Regional Mobility Plan

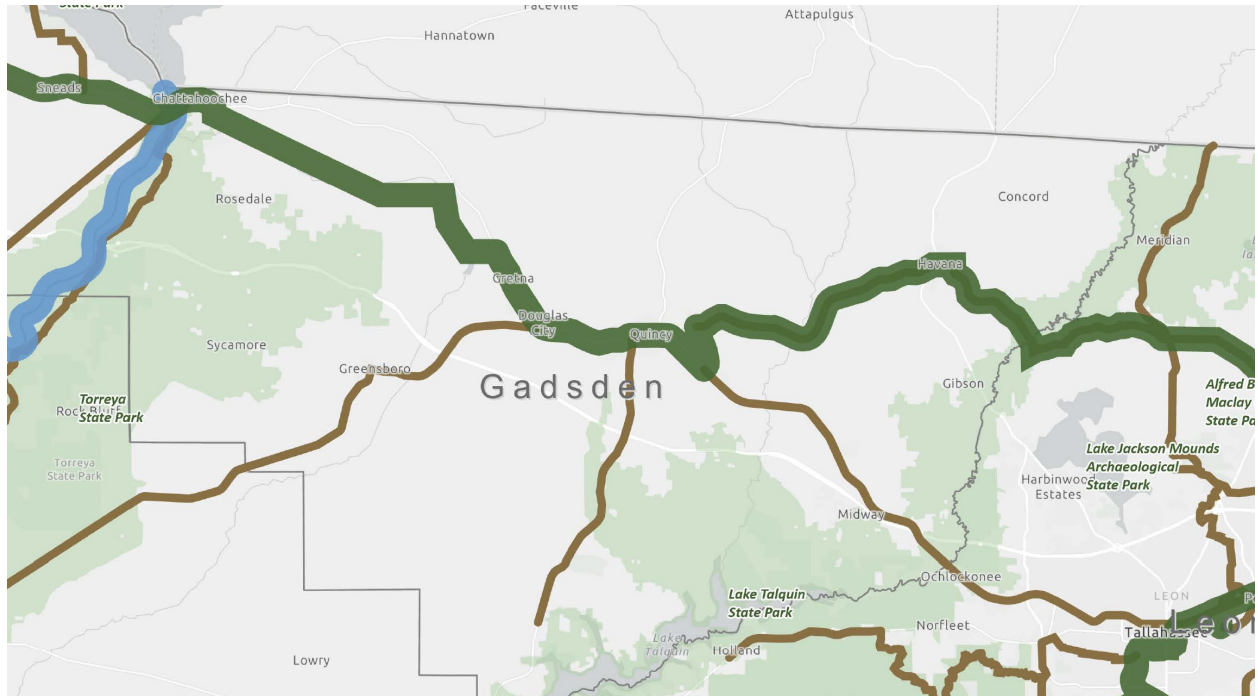




Regional Trail Project Priority No. 4

**US 90/SR 10 (Blue Star Highway) From SR 12 in the City of Quincy
to the
Jackson County line west of the City of Chattahoochee**

Florida Greenways and Trails: Priority and Opportunity Land Trail Corridor



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

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



AGENDA ITEM 7 E

CRTPA REAPPORTIONMENT PLAN & METROPOLITAN PLANNING BOUNDARY

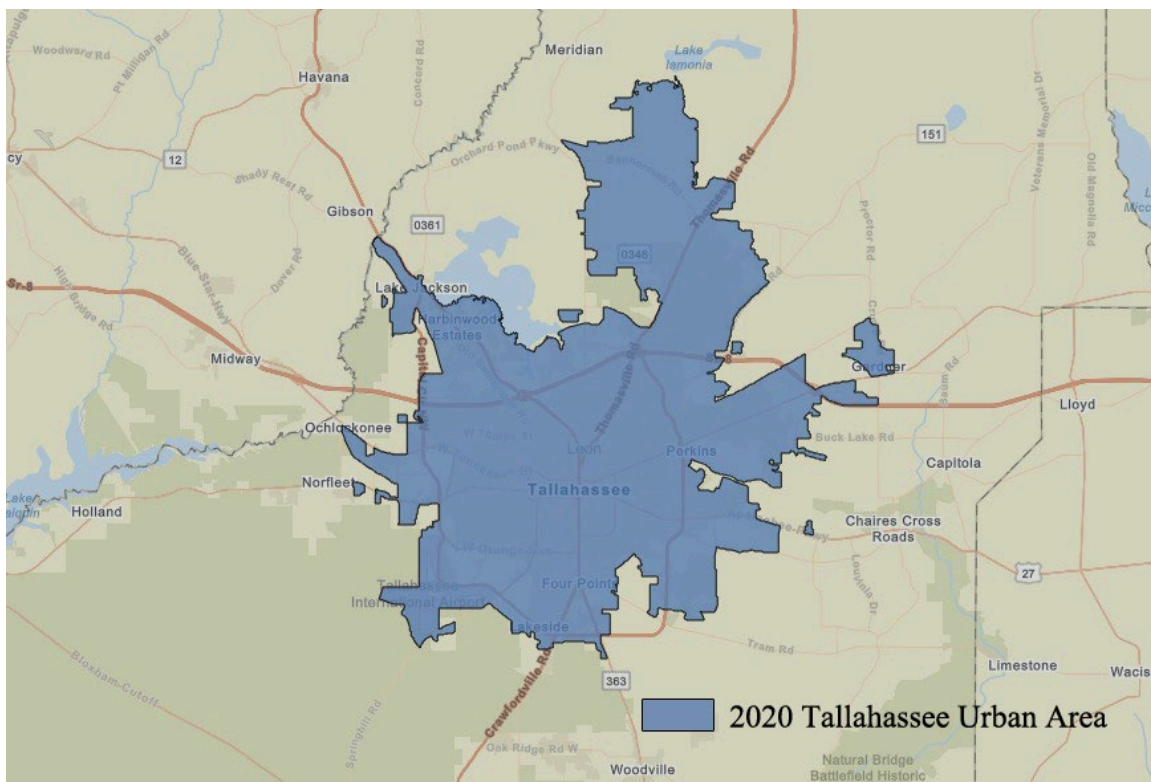
TYPE OF ITEM: Action

STATEMENT OF ISSUE

Apportionment Plan

Subsequent to each decennial Census, the CRTPA is required to review its membership apportionment plan. Per Florida Statute 339.175(3)(a), the membership is required reflect “an equitable geographic-population ratio basis”.

Based on the 2020 Census, the CRTPA’s regional population grew by 16,885 (367,413 to 384,298), an increase of 4.6%. The Tallahassee Urban Area (UA) (shown below) grew from 240,223 in 2010 to 252,934 in 2020, an increase of 12,711 residents (5.3%). The Tallahassee UA is developed by the Census Bureau based on housing density and should not be confused with the locally determined Urban Service Area. In general, the UA is developed based on an urban core of at least 425 residential units per square mile and at least 200 residential units per square mile outside the urban core.



Overall, the proportional population of each jurisdiction within the CRTPA changed very little as compared to 2010. Based on this, staff is recommending that the current membership apportionment be retained.

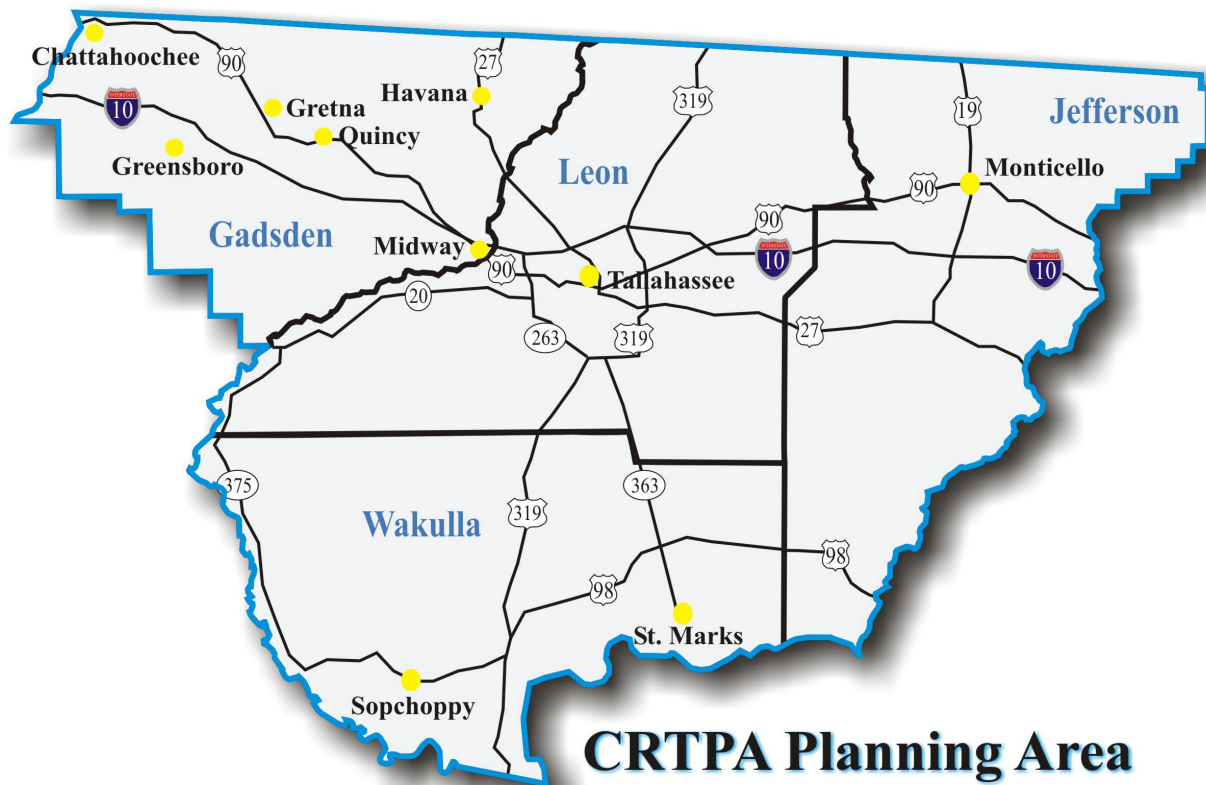
2020 Apportionment Plan						
County	2010 Population	% Regional Pop.	Voting Points	2020 Population	% Regional Pop.	Proposed Points
Gadsden¹						
Chattahoochee	3,652	1.0%	0.83	2,955	0.8%	0.83
Greensboro	602	0.2%	0.83	461	0.1%	0.83
Gretna	1,460	0.4%	0.83	1,375	0.4%	0.83
Havana	1,754	0.5%	0.83	1,753	0.5%	0.83
Midway	3,004	0.8%	0.83	3,537	0.9%	0.83
Quincy	7,972	2.2%	0.83	7,970	2.1%	0.83
Unincorporated	27,945	7.6%	8	25,793	6.7%	8
Total	46,389	12.63%	13	43,826	11.4%	13
Jefferson²						
Monticello	2,506	0.68%	-	2,589	0.67%	-
Unincorporated	12,255	3.34%	-	11,921	3.10%	-
Total	14,761	4.02%	4	14,510	3.78%	4
Leon						
Tallahassee	181,376	49.37%	37	196,169	51.05%	37
Unincorporated	94,111	25.61%	37	96,029	24.99%	37
Total	275,487	74.98%	74	292,198	76.03%	74
Wakulla²						
St. Marks	286	0.08%	-	274	0.07%	-
Sopchoppy	448	0.12%	-	426	0.11%	-
Unincorporated	30,042	8.18%	-	33,064	8.60%	-
Total	30,776	8.38%	8	33,764	8.79%	8
Leon County School Board	-	-	1	-	-	1
Total	367,413		100.0	384,298		100.0

¹Gadsden municipalities have one consolidated vote worth 5 points.

²Jefferson and Wakulla County Commission appointees represent their respective municipalities.

Metropolitan Planning Boundary

In addition to the Apportionment Plan, the CRTPA is required to identify its Metropolitan Planning Boundary (MPA). The MPA identifies complete area of the CRTPA's planning responsibilities as well as the area covered by the Regional Mobility Plan. The current MPA is based on the Tallahassee Metropolitan Statistical Area (MSA) and includes the entirety of Gadsden, Jefferson, Leon and Wakulla Counties. As with the Apportionment Plan, staff is recommending no changes to the MPA.



ACTION

Option 1: Approve Apportionment Plan and Metropolitan Planning Boundary as presented.
(Recommended)

Option 2: As desired by the Board

ATTACHMENT

Attachment 1: Adoption Resolution

RESOLUTION 2023-09-7E

**A RESOLUTION OF THE CAPITAL REGION TRANSPORTATION
PLANNING AGENCY, APPROVING ITS MEMBERSHIP
APPORTIONMENT PLAN.**

WHEREAS, Federal law requires the designation of a Metropolitan Planning Organization (MPO) to be accomplished by agreement between the Governor and affected local governments; and

WHEREAS, the Capital Region Transportation Planning Agency (CRTPA) is the designated MPO for the Tallahassee Urban Area; and

WHEREAS, subsequent to each decennial census, the Governor of the State of Florida requests each to submit an Apportionment Plan designating the representation on the MPO Board; and

WHEREAS, the voting membership reflected in the Apportionment Plan is consistent with the requirements set forth in 23 CFR 450.310 and Florida Statutes 339.175(3)(a-b) and 339.176.

NOW, THEREFORE, BE IT RESOLVED by the Capital Region Transportation Planning Agency that:

The Apportionment Plan for the membership of the CRTPA is designated as follows using a weighted voting system:

Governmental Entity	Members	Weighted Vote
Leon County	*	37
City of Tallahassee	**	37
Leon County School Board	1	1
Gadsden County	1	8
Gadsden County Municipalities ⁽¹⁾	1	5
Jefferson County ⁽²⁾	1	4
Wakulla County ⁽²⁾	1	8

*Number of members from County Commission to be designated by Leon County.

**Number of members from City Commission to be designated by City of Tallahassee.

⁽¹⁾ City of Chattahoochee, City of Gretna, City of Midway, City of Quincy, Town of Greensboro and Town of Havana have a consolidated membership with a rotating representative.

⁽²⁾ Jefferson County and Wakulla County representatives will represent the cities of their respective County.

Passed and duly adopted by the Capital Region Transportation Planning Agency (CRTPA) on this 19th day of September 2023.

Capital Region Transportation Planning Agency

Commissioner Rick Minor, Chairman

Attest:

Greg Slay, Executive Director



September 19, 2023

AGENDA ITEM 10 A

FUTURE MEETINGS

TYPE OF ITEM: CRTPA Information

Meeting Date	Meeting Type	Location
October 17 (Tuesday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
November 21 (Tuesday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
December 19 (Tuesday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm

September 19, 2023



AGENDA ITEM 10 B

COMMITTEE ACTIONS

(TECHNICAL ADVISORY COMMITTEE & CITIZENS MULTIMODAL ADVISORY COMMITTEE)

TYPE OF ITEM: CRTPA Information

STATEMENT OF ISSUE

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

TAC and CMAC: The committees each met on September 5, 2023, and took action on the following:

Minutes of the June 6, 2023, Committee Meetings

- **TAC Action:** Approved
- **CMAC Action:** No quorum was present, therefore no action taken.

Unified Planning Work Program (UPWP) Amendment

- **TAC Action:** Recommended Approval
- **CMAC Action:** No quorum was present, therefore no action taken.

Fiscal Year (FY) 2023 – FY 2027 & FY 2024 – FY 2028 Transportation Improvement Program (TIP) Amendment

- **TAC Action:** Recommended Approval
- **CMAC Action:** No quorum was present, therefore no action taken.

Regional Trails Project Priority List Amendment

- **TAC Action:** Recommended Approval
- **CMAC Action:** No quorum was present, therefore no action taken.

SR 267/Bloxham Cutoff Road Shared Use Trail Feasibility Study

- **TAC Action:** Recommended Approval
- **CMAC Action:** No quorum was present, therefore no action taken.

CRTPA Transportation Alternatives Program Subcommittee

- **TAC Action:** Volunteers-Ryan Guffey, Justin Baldwin, Ronnie Shelly
- **CMAC Action:** Volunteers- Chad Hanson, Marcus Thompkins, Hans van Tol

September 19, 2023



AGENDA ITEM 10C
QUARTERLY BUDGET REPORTS

TYPE OF ITEM: Information

A status report on the Quarter 3 (January - March) Fiscal Year 2023 Unified Planning Work Program budget utilization is provided for the following:

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

Unified Planning Work Program - Fiscal Years 2022/23-2023/24				Contract# G2782 (PL FUNDS)		Utilization
Invoice #: G2782 (PL3)		Invoice Period:		FPID# 439323-4-14-01 01/01/23 - 03/31/23		
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (PL) Budgeted Amount	2022/2023 FHWA (PL) Previous Payments	2022/2023 FHWA (PL) Current Cost (Q2)	2022/2023 FHWA (PL) Remaining Balance		
Personnel Services						
Salaries and Fringe	\$ 150,565.00	\$ 150,565.00	\$ -	\$ -		100%
Sub Total:	\$ 150,565.00	\$ 150,565.00	\$ -	\$ -		
Consultant Services						
Contract/Consultant Services	\$ -			\$ -		
1.7 Professional Services WCOT	\$ 19,500.00	\$ -	\$ 756.25	\$ 18,743.75		
1.12 Professional Services Audit	\$ 17,500.00	\$ -	\$ -	\$ 17,500.00		
1.16 Professional Services Legal	\$ 39,000.00	\$ 8,313.50	\$ 4,871.00	\$ 25,815.50		34%
Sub Total:	\$ 76,000.00	\$ 8,313.50	\$ 5,627.25	\$ 62,059.25		18%
Travel/Training						
Travel/Training	\$ 18,500.00	\$ 3,610.39	\$ 2,012.78	\$ 12,876.83		
Sub Total:	\$ 18,500.00	\$ 3,610.39	\$ 2,012.78	\$ 12,876.83		30%
Direct Expenses						
Operational Expenses (Telephone/Insurance)	\$ 62,800.00	\$ 20,059.61	\$ 135.84	\$ 42,604.55		
Computer Software	\$ 5,000.00	\$ 1,200.00	\$ 1,439.40	\$ 2,360.60		53%
Staff Services	\$ 81,941.00	\$ 37,185.63	\$ 17,601.93	\$ 27,153.44		67%
Sub Total:	\$ 149,741.00	\$ 58,445.24	\$ 19,177.17	\$ 72,118.59		52%
Supplies and Equipment						
Office Supplies	\$ 7,500.00	\$ 1,380.78	\$ 2,056.06	\$ 4,063.16		46%
Computer Equipment	\$ 5,500.00	\$ 5,499.93	\$ -	\$ 0.07		100%
Sub Total:	\$ 13,000.00	\$ 6,880.71	\$ 2,056.06	\$ 4,063.23		69%
Total:	\$ 407,806.00	\$ 227,814.84	\$ 28,873.26	\$ 151,117.90		63%
Task 2.0 - Data Collection						
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (PL) Budgeted Amount	2022/2023 FHWA (PL) Previous Payments	2022/2023 FHWA (PL) Current Cost (Q2)	2022/2023 FHWA (PL) Remaining Balance		
Personnel Services						
Salaries and Fringe	\$ 51,000.00	\$ 51,000.00	\$ -	\$ -		100%
Sub Total:	\$ 51,000.00	\$ 51,000.00	\$ -	\$ -		
Consultant Services						
Contract/Consultant Services	\$ -	\$ -	\$ -	\$ -		
Sub Total:	\$ -	\$ -	\$ -	\$ -		
Direct Expense						
Transportation Data Mangement	\$ 3,989.00	\$ 3,791.67	\$ -	\$ 197.33		
Sub Total:	\$ 3,989.00	\$ 3,791.67	\$ -	\$ 197.33		95%
Total:	\$ 54,989.00	\$ 54,791.67	\$ -	\$ 197.33		100%
Task 3.0 - Long Range Planning						
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (PL) Budgeted Amount	2022/2023 FHWA (PL) Previous Payments	2022/2023 FHWA (PL) Current Cost (Q2)	2022/2023 FHWA (PL) Remaining Balance		
Personnel Services						
Salaries and Fringe	\$ 33,284.00	\$ 33,284.00	\$ -	\$ -		100%
Sub Total:	\$ 33,284.00	\$ 33,284.00	\$ -	\$ -		
Consultant Services						
Contract/Consultant Services	\$ -	\$ -	\$ -	\$ -		
Sub Total:	\$ -	\$ -	\$ -	\$ -		
Total:	\$ 33,284.00	\$ 33,284.00	\$ -	\$ -		100%
Task 4.0 - Short-Range Planning						
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (PL) Budgeted Amount	2022/2023 FHWA (PL) Previous Payments	2022/2023 FHWA (PL) Current Cost (Q2)	2022/2023 FHWA (PL) Remaining Balance		
Personnel Services						
Salaries and Fringe	\$ 57,205.00	\$ 21,656.88	\$ 12,230.60	\$ 23,317.52		
Sub Total:	\$ 57,205.00	\$ 21,656.88	\$ 12,230.60	\$ 23,317.52		59%
Consultant Services						
Contract/Consultant Services	\$ -	\$ -	\$ -	\$ -		
Sub Total:	\$ -	\$ -	\$ -	\$ -		
Other Direct Expenses						
TIP Software	\$ -	\$ -	\$ -	\$ -		
Sub Total:	\$ -	\$ -	\$ -	\$ -		
Total:	\$ 57,205.00	\$ 21,656.88	\$ 12,230.60	\$ 23,317.52		59%

Unified Planning Work Program - Fiscal Years 2022/23-2023/24			Contract# G2782 (PL FUNDS)		Utilization
Invoice #: G2782 (PL-32)		Invoice Period:		FPID# 439323-4-14-01 01/01/23 - 03/31/23	
Task 5.0 - Mobility Planning					
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (PL) Budgeted Amount	2022/2023 FHWA (PL) Previous Payments	2022/2023 FHWA (PL) Current Cost (Q2)	2022/2023 FHWA (PL) Remaining Balance	
Personnel Services					
Salaries and Fringe	\$ 65,304.00	\$ 36,835.99	\$ 20,895.52	\$ 7,572.49	88%
Sub Total:	\$ 65,304.00	\$ 36,835.99	\$ 20,895.52	\$ 7,572.49	
Consultant Services					
5.0 Contract/Consultant Services Support Task 5 Activities	\$ -	\$ -	\$ -	\$ -	96%
5.7 Tallahassee to Havana Trail Feasibility Study	\$ 26,000.00	\$ 24,985.25	\$ -	\$ 1,014.75	
5.8 SR267 Bloxham Cutoff Trail Feasibility Study	\$ -	\$ -	\$ -	\$ -	26%
5.20 Congestion Management Plan Update	\$ 29,000.00	\$ 7,579.47	\$ -	\$ 21,420.53	
5.26 Other Mobility Studies TBD	\$ -	\$ -	\$ -	\$ -	59%
Sub Total:	\$ 55,000.00	\$ 32,564.72	\$ -	\$ 22,435.28	
Total:	\$ 120,304.00	\$ 69,400.71	\$ 20,895.52	\$ 30,007.77	75%
Task 6.0 - Public Involvement					
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (PL) Budgeted Amount	2022/2023 FHWA (PL) Previous Payments	2022/2023 FHWA (PL) Current Cost (Q2)	2022/2023 FHWA (PL) Remaining Balance	
Personnel Services					
Salaries and Fringe	\$ 47,357.00	\$ 6,851.80	\$ 4,475.81	\$ 36,029.39	24%
Sub Total:	\$ 47,357.00	\$ 6,851.80	\$ 4,475.81	\$ 36,029.39	
Consultant Services					
Contract/Consultant Services	\$ -	\$ -	\$ -	\$ -	24%
Sub Total:	\$ -	\$ -	\$ -	\$ -	
Total:	\$ 47,357.00	\$ 6,851.80	\$ 4,475.81	\$ 36,029.39	
Task 7.0 - Special Projects					
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (PL) Budgeted Amount	2022/2023 FHWA (PL) Previous Payments	2022/2023 FHWA (PL) Current Cost (Q2)	2022/2023 FHWA (PL) Remaining Balance	
Personnel Services					
Salaries and Fringe	\$ 127,383.00	\$ 25,751.36	\$ 18,789.37	\$ 82,842.26	35%
Sub Total:	\$ 127,383.00	\$ 25,751.36	\$ 18,789.37	\$ 82,842.26	
Consultant Services					
7.0 Consultant Support Task 7 Activities	\$ -	\$ -	\$ -	\$ -	
7.1 Telecommute Study	\$ -	\$ -	\$ -	\$ -	
7.2 Regional Freight Study	\$ -	\$ -	\$ -	\$ -	
7.3 Other Mobility Studies (TBD)	\$ -	\$ -	\$ -	\$ -	
7.4 SS4A Safety Action Plan	\$ -	\$ -	\$ -	\$ -	
Contract/Consultant Services	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	35%
Total:	\$ 127,383.00	\$ 25,751.36	\$ 18,789.37	\$ 82,842.26	
Rounding Adjustment	\$ 0.01				
G 2782 PL-2 GRAND TOTAL EXPENDITURE DETAIL :	\$ 848,328.01	\$ 439,551.27	\$ 85,264.56	\$ 323,512.18	62%

Unified Planning Work Program - Fiscal Years 2022/23-2023/24			Contract# G2782 (SU FUNDS)		Utilization
Invoice #: G2782 (SU-3) [Corrected]		Invoice Period:		12/01/22 -3/31/2023	
Task 1.0 - Administration					
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (SU) Budgeted Amount	2022/2023 FHWA (SU) Previous Payments	2022/2023 FHWA (SU) Current Cost (Q3)	2022/2023 FHWA (SU) Remaining Balance	
Personnel Services					
Salaries and Fringe	\$129,363.00	\$40,572.27	\$73,858.01	\$14,932.72	88%
Sub Total:	\$129,363.00	\$40,572.27	\$73,858.01	\$14,932.72	
Consultant Services					
Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00	88%
1.7 Professional Services WCOT	\$0.00	\$0.00	\$0.00	\$0.00	
1.12 Professional Services Audit	\$0.00	\$0.00	\$0.00	\$0.00	
1.16 Professional Services Legal	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Travel/Training					
Travel/Training	\$0.00	\$0.00	\$0.00	\$0.00	88%
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Direct Expenses					
Operational Expenses	\$0.00	\$0.00	\$0.00	\$0.00	88%
Computer Software	\$0.00	\$0.00	\$0.00	\$0.00	
Staff Services	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Supplies and Equipment					
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Total:	\$ 129,363.00	\$40,572.27	\$ 73,858.01	\$ 14,932.72	
Task 2.0 - Data Collection					
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (SU) Budgeted Amount	2022/2023 FHWA (SU) Previous Payments	2022/2023 FHWA (SU) Current Cost (Q3)	2022/2023 FHWA (SU) Remaining Balance	
Personnel Services					
Salaries and Fringe	\$30,000.00	\$1,554.98	\$21,008.32	\$7,436.69	75%
Sub Total:	\$30,000.00	\$1,554.98	\$21,008.32	\$7,436.69	
Consultant Services					
Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00	75%
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Direct Expenses					
2.7 Transportation Data Management	\$40,000.00	\$31,958.33	\$0.00	\$8,041.67	80%
Sub Total:	\$40,000.00	\$31,958.33	\$0.00	\$8,041.67	78%
Total:	\$70,000.00	\$33,513.31	\$21,008.32	\$15,478.36	
Task 3.0 - Long Range Planning					
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (SU) Budgeted Amount	2022/2023 FHWA (SU) Previous Payments	2022/2023 FHWA (SU) Current Cost (Q3)	2022/2023 FHWA (SU) Remaining Balance	
Personnel Services					
Salaries and Fringe	\$30,000.00	\$0.00	\$17,374.96	\$12,625.04	
Sub Total:	\$30,000.00	\$12,066.36	\$17,374.96	\$558.68	
Consultant Services					
Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Total:	\$30,000.00	\$12,066.36	\$17,374.96	\$558.68	98%
Task 4.0 - Short-Range Planning					
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (SU) Budgeted Amount	2022/2023 FHWA (SU) Previous Payments	2022/2023 FHWA (SU) Current Cost (Q3)	2022/2023 FHWA (SU) Remaining Balance	
Personnel Services					
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Consultant Services					
Contract/Consultant Services	\$30,000.00	\$0.00	\$0.00	\$30,000.00	
Sub Total:	\$30,000.00	\$0.00	\$0.00	\$30,000.00	
Other Direct Expenses					
TIP Software	\$12,000.00	\$0.00	\$9,845.00	\$2,155.00	23%
Sub Total:	\$12,000.00	\$0.00	\$9,845.00	\$2,155.00	
Total:	\$42,000.00	\$0.00	\$9,845.00	\$32,155.00	
Page 1 of 2					

Unified Planning Work Program - Fiscal Years 2022/23-20223/24				Contract# G2782 (SU FUNDS)		Utilization
Invoice #: G2782 (SU-3) [Corrected]		Invoice Period:		FPID# 439323-4-14-02 12/01/22 -3/31/2023		
Task 5.0 - Mobility Planning						
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (SU) Budgeted Amount	2022/2023 FHWA (SU) Previous Payments	2022/2023 FHWA (SU) Current Cost (Q3)	2022/2023 FHWA (SU) Remaining Balance		
Personnel Services						
Salaries and Fringe	\$55,000.00	\$0.00	\$0.00	\$55,000.00	0%	
Sub Total:	\$55,000.00	\$0.00	\$0.00	\$55,000.00		
Consultant Services						
5.0 Consultant Support Task 5 Activities	\$21,900.00	\$0.00	\$0.00	\$21,900.00		
5.7 Tallahassee Havana Trail Feasibility Study	\$37,700.00	\$35,521.75	\$0.00	\$2,178.25	94%	
5.8 SR 267 Bloxham Cutoff Trail Feasibility Study	\$98,700.00	\$30,749.38	\$16,095.56	\$51,855.06	47%	
5.8.1 SR 267 Bloxham Cutoff Trail Feasibility Study Public Involment	\$8,100.00	\$0.00	\$0.00	\$8,100.00	0%	
5.20 Congestion Management Plan Update	\$10,721.00	\$0.00	\$0.00	\$10,721.00	0%	
5.26 Other Mobility Studies (TBD)	\$0.00	\$0.00	\$0.00	\$0.00	0%	
Sub Total:	\$177,121.00	\$66,271.13	\$16,095.56	\$94,754.31	47%	
Total:	\$232,121.00	\$66,271.13	\$16,095.56	\$149,754.31	35%	
Task 6.0 - Public Involvement						
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (SU) Budgeted Amount	2022/2023 FHWA (SU) Previous Payments	2022/2023 FHWA (SU) Current Cost (Q3)	2022/2023 FHWA (SU) Remaining Balance		
Personnel Services						
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00		
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00		
Consultant Services						
Contract/Consultant Services	\$30,000.00	\$0.00	\$0.00	\$30,000.00		
Sub Total:	\$30,000.00	\$0.00	\$0.00	\$30,000.00		
Total:	\$30,000.00	\$0.00	\$0.00	\$30,000.00	0%	
Task 7.0 - Special Projects						
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (SU) Budgeted Amount	2022/2023 FHWA (SU) Previous Payments	2022/2023 FHWA (SU) Current Cost (Q3)	2022/2023 FHWA (SU) Remaining Balance		
Personnel Services						
Salaries and Fringe	\$ 0.00	\$0.00	\$0.00	\$0.00		
Sub Total:	\$ 0.00	\$0.00	\$0.00	\$0.00		
Consultant Services						
7.0 Consultant Support Task 7 Activities	\$24,000.00	\$0.00	\$0.00	\$24,000.00	0%	
7.1 Telecommute Study	\$81,000.00	\$0.00	\$0.00	\$81,000.00	0%	
7.2 Regional Freight Study	\$175,000.00	\$0.00	\$0.00	\$175,000.00	0%	
7.3 Other Moobility Studies (TBD)	\$0.00	\$0.00	\$0.00	\$0.00	0%	
7.4 SS4A Safety Action Plan	\$250,000.00	\$21,870.00	\$34,830.31	\$193,299.69	23%	
7.5 SS4A Safety Action Plan High Injury Network Safety Studies	\$208,523.00	\$0.00	\$0.00	\$208,523.00	0%	
7.6 Safe Routes to School Report Update	\$500,000.00	\$0.00	\$0.00	\$250,000.00	0%	
Sub Total:	\$1,238,523.00	\$21,870.00	\$34,830.31	\$931,822.69	5%	
Total:	\$1,238,523.00	\$21,870.00	\$34,830.31	\$1,181,822.69	5%	
G2782 SU-3	\$1,772,007.00	\$174,293.08	\$173,012.16	\$1,424,701.76		
* G2782 SU-3					20%	
ADJUSTED GRAND TOTAL EXPENDITURE DETAIL :	\$1,772,007.00	\$174,293.08	\$173,012.15	\$1,077,396.52		

Unified Planning Work Program - Fiscal Years 2022/23-2023/24			FPID# 439323-4-14-03		Contract# G2782 (CM FUNDS)	Utilization
Invoice #: G2782 (CM-3)		Invoice Period:		01/01/2023 - 3/30/2023		
Task 1.0 - Administration						
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (CM) Budgeted Amount	2022/2023 FHWA (CM) Previous Payments	2022/2023 FHWA (CM) Current Cost (Q1)	2022/2023 FHWA (CM) Remaining Balance		
Personnel Services						
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00		
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00		
Consultant Services						
Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00		
1.7 Professional Services WCOT	\$0.00	\$0.00	\$0.00	\$0.00		
1.12 Professional Services Audit	\$0.00	\$0.00	\$0.00	\$0.00		
1.16 Professional Services Legal	\$0.00	\$0.00	\$0.00	\$0.00		
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00		
Travel/Training						
Travel/Training	\$0.00	\$0.00	\$0.00	\$0.00		
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00		
Direct Expenses						
Operational Expenses	\$0.00	\$0.00	\$0.00	\$0.00		
Computer Software	\$0.00	\$0.00	\$0.00	\$0.00		
Staff Services	\$0.00	\$0.00	\$0.00	\$0.00		
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00		
Supplies and Equipment						
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00		
Total:	\$ 0.00	\$0.00	\$ 0.00	\$ 0.00		
Task 2.0 - Data Collection						
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (CM) Budgeted Amount	2022/2023 FHWA (CM) Previous Payments	2022/2023 FHWA (CM) Current Cost (Q1)	2022/2023 FHWA (CM) Remaining Balance		
Personnel Services						
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00		
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00		
Consultant Services						
Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00		
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00		
Direct Expenses						
2.7 Transportation Data Management	\$0.00	\$0.00	\$0.00	\$0.00		
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00		
Total:	\$0.00	\$0.00	\$0.00	\$0.00		
Task 3.0 - Long Range Planning						
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (CM) Budgeted Amount	2022/2023 FHWA (CM) Previous Payments	2022/2023 FHWA (CM) Current Cost (Q1)	2022/2023 FHWA (CM) Remaining Balance		
Personnel Services						
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00		
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00		
Consultant Services						
Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00		
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00		
Total:	\$0.00	\$0.00	\$0.00	\$0.00		
Task 4.0 - Short-Range Planning						
EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (CM) Budgeted Amount	2022/2023 FHWA (CM) Previous Payments	2022/2023 FHWA (CM) Current Cost (Q1)	2022/2023 FHWA (CM) Remaining Balance		
Personnel Services						
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00		
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00		
Consultant Services						
Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00		
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00		
Other Direct Expenses						
TIP Software	\$0.00	\$0.00	\$0.00	\$0.00		
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00		
Total:	\$0.00	\$0.00	\$0.00	\$0.00		
Page 1 of 2						

Invoice #: G2782 (CM-3)

Invoice Period:

FPID# 439323-4-14-03

01/01/2023 - 3/30/2023

Task 5.0 - Mobility Planning

EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (CM) Budgeted Amount	2022/2023 FHWA (CM) Previous Payments	2022/2023 FHWA (CM) Current Cost (Q3)	2022/2023 FHWA (CM) Remaining Balance
Personnel Services				
Salaries and Fringe		\$0.00	\$0.00	\$0.00
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Services				
5.0 Consultant Support Task 5 Activities		\$0.00	\$0.00	\$0.00
5.7 Tallahassee Havana Trail Feasibility Study		\$0.00	\$0.00	\$0.00
5.8 SR 267 Bloxham Cutoff Trail Feasibility Study		\$0.00	\$0.00	\$0.00
5.20 Congestion Management Plan Update	\$96,880.00	\$49,369.54	\$25,875.73	\$21,634.73
5.26 Other Mobility Studies (TBD)		\$0.00	\$0.00	\$0.00
Sub Total:	\$96,880.00	\$49,369.54	\$25,875.73	\$21,634.73
Total:	\$96,880.00	\$49,369.54	\$25,875.73	\$21,634.73

78%

Task 6.0 - Public Involvement

EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (CM) Budgeted Amount	2022/2023 FHWA (CM) Previous Payments	2022/2023 FHWA (CM) Current Cost (Q3)	2022/2023 FHWA (CM) Remaining Balance
Personnel Services				
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Services				
Contract/Consultant Services		\$0.00	\$0.00	\$0.00
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00
Total:	\$0.00	\$0.00	\$0.00	\$0.00

Task 7.0 - Special Projects

EXPENDITURE CATEGORY AND DESCRIPTION	2022/2023 FHWA (CM) Budgeted Amount	2022/2023 FHWA (CM) Previous Payments	2022/2023 FHWA (CM) Current Cost (Q3)	2022/2023 FHWA (CM) Remaining Balance
Personnel Services				
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Services				
7.0 Consultant Support Task 7 Activities	\$0.00	\$0.00	\$0.00	\$0.00
7.1 Telecommute Study	\$0.00	\$0.00	\$0.00	\$0.00
7.2 Regional Freight Study	\$40,000.00	\$0.00	\$0.00	\$40,000.00
7.3 Other Mobility Studies (TBD)	\$0.00	\$0.00	\$0.00	\$0.00
7.4 SS4A Safety Action Plan	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total:	\$40,000.00	\$0.00	\$0.00	\$40,000.00
Total:	\$40,000.00	\$0.00	\$0.00	\$40,000.00
G2782 (CM-3)	\$136,880.00	\$49,369.54	\$25,875.73	\$61,634.73

0%

55%



September 19, 2023

AGENDA ITEM 10 D

CORRESPONDENCE

TYPE OF ITEM: Information

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

- Letter of support from the CRTPA to the City of Tallahassee related to a grant application seeking beautification funding for the Tallahassee Monroe Street Downtown Sidewalk Enhancement Project (provided as **Attachment 1**).



September 12, 2023

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

RE: Florida Department of Transportation (FDOT) Beautification Grant application for the
Monroe Street Downtown Sidewalk Enhancement Project

Dear Mr. Shafer:

On behalf of the Capital Region Transportation Planning Agency (CRTPA), I am pleased to support your application for the FDOT Beautification Grant for the Monroe Street Downtown Sidewalk Enhancement Project.

The CRTPA is the region's metropolitan planning organization. As such, the CRTPA is responsible for coordinating transportation planning within Florida's Capital Region. One of the agency's functions is to develop Project Priority Lists for all modes of transportation. The City of Tallahassee downtown sidewalk improvement is the number two priority on the CRTPA's Bicycle and Pedestrian Project Priority List. (Attached)

The Monroe Street Downtown Sidewalk Enhancement Project will support the mission of the Beautification Grant by providing landscaping and irrigation along SR 363/SR 61/SR 20, locally known as South Monroe Street. The overall project includes sidewalk reconstruction including landscape trees and tree wells, streetlamp replacement, new parking meters, and street parking reconfiguration. Funds from the grant may be used to purchase and install plant materials, soil amendments and irrigation systems.

It is our belief that the identified project will be a great benefit to our community and help in enhancing the beauty that is Florida's Capital City.

Respectfully,

A handwritten signature in black ink, appearing to read 'Greg Slay', is written over a light blue horizontal line.

Greg Slay, AICP
Executive Director

Attachment: 1

300 South Adams Street · Tallahassee, FL 32301
(850)891-8630 · www.crtpa.org

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

Bike-Ped Project Priority List: CTRPA Meeting 6/19/23

Previous Priority No. 2 - N Monroe St Sidewalk on the west side of the Street.	ROW Acquisition @ \$325,100 is funded in FY 2024 & CST @ \$4,570,270 is funded in FY 2025.
--	--