



CRTPA EXECUTIVE COMMITTEE

MEETING OF THURSDAY, AUGUST 28, 2025, AT 10:00 AM

TALLAHASSEE CITY HALL
CRTPA CONFERENCE ROOM (3RD FLOOR)
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

1. CALL TO ORDER AND ROLL CALL

2. AGENDA MODIFICATIONS

3. CONSENT AGENDA

A. Minutes of the March 17, 2025, Executive Committee Meeting

4. CRTPA EXECUTIVE COMMITTEE 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 Executive Committee.

A. CRTPA Annual Audit – Fiscal Year 2024 Financial Statements

This item provides information related to the Annual Single Audit Report. Staff from James Moore and Company, and City of Tallahassee Financial Services and Grants Departments will be on hand for questions related to the FY 2024 Annual Financial Statements.

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.

B. Fiscal Year 2026 CRTPA Budget

The CRTPA's budget for Fiscal Year 2026 has been developed for Executive Committee discussion and approval.

C. Annual Evaluation of the Executive Director

The annual evaluation of the Executive Director will be discussed.

D. North Monroe Street Discussion

A discussion related to the CRTPA's 2024 partial award of a Safe Streets and Roadways for All (SS4A) grant will be provided.

E. Regional Mobility Plan

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

5. CRTPA CITIZEN COMMENT

This portion of the agenda is provided to allow for citizen input on any CRTPA issue. Those interested in addressing the CRTPA Executive Committee should complete a speaker request form. Speakers are requested to limit their comments to three (3) minutes.

6. EXECUTIVE DIRECTOR'S REPORT

7. ITEMS FROM CRTPA EXECUTIVE COMMITTEE MEMBERS

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

8. ADJOURNMENT

August 28, 2025



EXECUTIVE COMMITTEE AGENDA ITEM 3 A

MINUTES

TYPE OF ITEM: Action

STATEMENT OF ISSUE

The minutes from the March 17, 2025, Executive Committee Meeting are provided as ***Attachment 1***.

RECOMMENDED ACTION

Option 1: Approve the minutes of the March 17, 2025, Executive Committee Meeting.

ATTACHMENTS

Attachment 1 – March 17, 2025, Meeting Minutes



CRTPA EXECUTIVE COMMITTEE

MEETING OF MONDAY, MARCH 17, 2025, AT 1:30 PM

TALLAHASSEE CITY HALL
CRTPA CONFERENCE ROOM (3RD FLOOR)
300 S. ADAMS STREET
TALLAHASSEE, FL 32301

Meeting Minutes

Members Present: Commissioner Dianne Williams-Cox, Chair
Commissioner Nick Maddox, Vice Chair
Commissioner Quincee Messersmith, Past Chair

Staff Present: Greg Slay, Jack Kostrzewa, Greg Burke, Suzanne Lex, Yulonda Mitchell, Andrea Rosser, StarMetro; Cassidy Kearney, StarMetro; Roger Godwin, StarMetro

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order with a roll call and a quorum present at 1:39 PM.

Executive Committee Action: Commissioner Messersmith made a motion to allow Commissioner Maddox to attend the meeting virtually. Commissioner Williams-Cox seconded the motion, and the motion was unanimously passed.

2. AGENDA MODIFICATIONS

There were no agenda modifications.

3. CONSENT AGENDA

A. Minutes of the December 2, 2024, Executive Committee Meeting

Executive Committee Action: Commissioner Messersmith made a motion to approve the consent agenda. Commissioner Maddox seconded the motion, and the motion was unanimously passed.

4. CRTPA EXECUTIVE COMMITTEE ACTION

A. CRTPA Audit Contract

This item seeks approval to award and execute a contract for external auditing services to James Moore and Company.

Ms. Lex provided information on the solicitation of the Audit Services. She stated James Moore and Company was the only proposal that was submitted and noted they have provided the fee schedule for the next five fiscal years in the proposal. Ms. Lex stated the recommend action was to recommend approval pending final legal review by the CRTPA Attorney.

Executive Committee Action: Commissioner Messersmith made a motion to approve the CRTPA Audit Contract for external auditing services to James Moore and Company. Commissioner Maddox seconded the motion, and the motion was unanimously passed.

B. CRTPA Performance Measures Update (PM2 & PM3)

This item seeks approval of adjustments to the CRTPA's 2025 performance targets for the following performance measures (PM): (1) PM2/Bridge & Pavement; and (2) PM3/System Performance & Freight Movement.

Mr. Burke provided information on the CRTPA Performance Measures. He explained that in February the Board adopted performance measures for safety and noted there was a requirement to also adopt updated PM2 Bridge and Pavement and PM3 System Performance and Freight Movement targets. Mr. Burke stated that in the past the CRTPA has adopted the FDOT standards for these two measures. He explained the FDOT has recently made changes to the targets and this action would update the CRTPA measures to be in line with the FDOT targets.

Executive Committee Action: Commissioner Messersmith made a motion to approve CRTPA Performance Measures Update. Commissioner Maddox seconded the motion, and the motion was unanimously passed.

C. Sun Trails Agreements

This item seeks approval of a resolution authorizing execution of Sun Trails agreements between the CRTPA and the Florida Department of Transportation by the Executive Director associated with the Tallahassee to Havana Trail and the US 90 West Feasibility Study.

Mr. Slay noted the agreements were for awarded SunTrails funding for the Tallahassee to Havana Trail and the US 90 West Feasibility Study. He stated the CRTPA was notified of the award in January and these agreements are presented for Board approval to accept the funds and enter into grant agreements for the SunTrails funding.

Executive Committee Action: Commissioner Messersmith made a motion to approve Sun Trails Agreements. Commissioner Maddox seconded the motion, and the motion was unanimously passed.

D. StarMetro Transit Development Plan (TDP) and Transit Asset Management (TAM) Plan

This item seeks CRTPA acceptance of Star Metro's TDP and TAM. A brief presentation by Star Metro staff will be provided.

Ms. Cassidy Kearney, StarMetro provided information on the StarMetro Transit Development Plan (TDP) and Transit Asset Management (TAM) Plan. Ms. Kearney explained the Transit Development Plan was a 10-year horizon plan for transit. She noted StarMetro was required to have a TDP per FDOT rule 14-73.0001 as a recipient of the Transit Grant program. She provided information on the plan noting the plan included information about the community and transit in general and includes a peer review and system performance information. Ms. Kearney explained the plan establishes agency goals and a ten-year implementation plan for service enhancements based on available funding.

Mr. Roger Godwin, StarMetro provided information on the Transit Asset Management Plan. The TAM plan outlines how StarMetro will assess, monitor, and report the physical condition of assets utilized in the operation of the public transportation system. Mr. Godwin noted currently StarMetro has 87 revenue vehicles and 19 demand response vehicles, and stated as of 2024, 47% of the fixed route fleet and 53% of the demand response fleet have met or exceeded its useful life.

Executive Committee Action: Commissioner Messersmith made a motion to approve StarMetro Transit Development Plan and Transit Asset Management Plan. Commissioner Maddox seconded the motion, and the motion was unanimously passed.

5. CRTPA CITIZEN COMMENT

There was no citizen comment.

6. EXECUTIVE DIRECTOR'S REPORT

Mr. Slay noted that due to the small agenda, he decided to call the Executive Committee meeting to approve the time sensitive items and thanked the members for attending the meeting.

7. ITEMS FROM CRTPA EXECUTIVE COMMITTEE MEMBERS**8. ADJOURNMENT**

The meeting was adjourned at 1:58 PM.



EXECUTIVE COMMITTEE AGENDA ITEM 4 A

FISCAL YEAR 2024 CRTPA ANNUAL FINANCIAL STATEMENTS

TYPE OF ITEM: Action

STATEMENT OF ISSUE

The purpose of this item is to discuss the CRTPA Fiscal Year (FY) 2024 Annual Financial Statements developed for the period October 1, 2023 through September 30, 2024.

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.

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 2024 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, 2024.

Summary of Auditor's Results

Part of the audit is an assessment of the CRTPA's financial condition and management. During the review of the general ledger and supporting documentation, the Auditor noted one instance where expenses relating to future periods were recorded entirely in the current period as incurred. These expenses were not allocated all to one year instead of over the appropriate periods as prepaid expenses. In response, the CRTPA is updating the Finance Policy to include a standard procedure to identify expenses that span multiple periods. In turn, Finance will analyze these invoices at year end as part of the review of expenses for potential prepayments and will record prepayments accordingly. The audit was submitted timely to the Federal Clearinghouse and the Florida Department of Transportation. The CRTPA is still considered a low risk auditee..

OPTIONS

Option 1: Recommend that the CRTPA Executive Committee accept the CRTPA FY 2024 Annual Financial Statements.

Option 2: CRTPA Executive Committee Discretion.

ATTACHMENTS

Attachment 1: FY 2024 CRTPA Annual Financial Statement



CAPITAL REGION

TRANSPORTATION PLANNING AGENCY



PREPARED BY:
Financial Services
Department
Financial Reporting
Division

Annual Financial Statements

FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2024



TABLE OF CONTENTS

Capital Region Transportation Planning Agency

I. FINANCIAL SECTION

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

Basic Financial Statements

Government-wide Financial Statements:

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

Fund Financial Statements:

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

Notes to the Financial Statements

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

II. REQUIRED SUPPLEMENTARY FORMATION

Budgetary Comparison Schedule.....	36
Note to Budgetary Comparison Schedule	37
Proportionate Share of Net Pension Liability (Asset).....	38
Schedule of Contributions – City of Tallahassee Pension Plan.....	39
Schedule of Changes in the Net OPEB Liability and Related Ratios.....	40
Schedule of Contributions-OPEB.....	41

III. OTHER REPORTS

Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	44
Independent Auditors' Report on Compliance for Each Major Federal Program and Report on Internal Control over Compliance in Accordance with the Uniform Guidance	46
Schedule of Expenditures of Federal Awards	49
Independent Accountants' Examination Report.....	52
Independent Auditors' Management Letter Required by Chapter 10.550, Rules of the State of Florida, Office of the Auditor General.....	53
Management's Response to Finding.....	55

An aerial photograph of a city street intersection. In the background, a large, light-colored building with a prominent central dome and two smaller domes on either side is visible. The building has a classical architectural style with columns and a flagpole on top. The foreground shows a multi-lane road with white lane markings and a crosswalk. Several cars are visible on the road, including a white taxi, a red car, and a black car. The road has white text markings that read "ONLY" in several lanes. A green curved graphic element is on the left side of the image.

FINANCIAL SECTION

- ★ 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, 2024, 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, 2024, 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 (GAS)*, 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 and GAS 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 and GAS, 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.

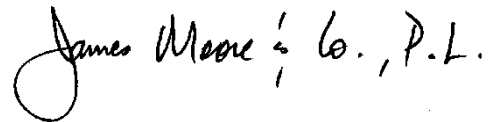
Supplementary Information

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 27, 2025 on our consideration of the Agency's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Agency's internal control over financial reporting and compliance.

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

Tallahassee, Florida
June 27, 2025



Management's Discussion and Analysis

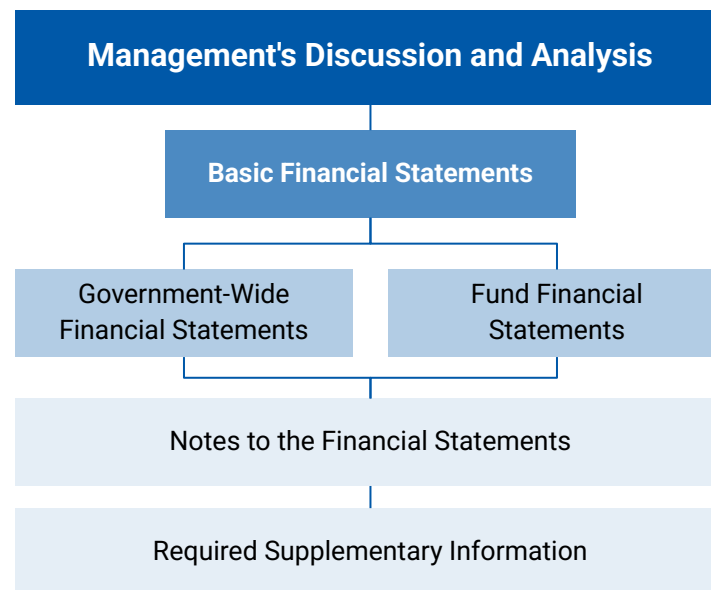
As management of the Capital Region Transportation Planning Agency (CRTPA), we offer readers of CRTPA's financial statements this narrative overview and analysis of CRTPA's financial activities for the fiscal year ended September 30, 2024. We encourage readers to consider the information presented here in conjunction with CRTPA's financial statements which are presented in thousands.

Financial Highlights

- Total assets and deferred outflows of resources of \$1,805,000 decreased by \$22,000 from the prior year primarily due to the net increase in pension and OPEB related balances and an increase in due from other governments. Total liabilities and deferred inflows of \$2,002,000 decreased by \$50,000 primarily related to changes in pension and OPEB related balances and an increase in Due to other governments. 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 increased by \$28,000 during the fiscal year due to current year operations.
- Revenues of \$1,610,000, primarily operating grants, were received during the fiscal year, as compared to \$1,573,000 in prior year. Expenses of \$1,582,000, primarily personnel expenses and contractual services, were incurred during the fiscal year, as compared to \$1,532,000 in the prior year.

An Overview of the Financial Statements

Required Components of CRTPA's Annual Financial Report



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 increased by \$28,000 in fiscal year 2024. Total assets increased by \$104,000 and total liabilities increased by \$133,000.



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

	2024	2023	\$ Change
Assets			
Current Assets	\$ 1,018	\$ 914	\$ 104
Deferred Outflows of Resources	787	913	(126)
Total Assets and Deferred Outflows	1,805	1,827	(22)
Liabilities			
Current Liabilities	860	814	46
Noncurrent Liabilities	666	579	87
Total Liabilities	1,526	1,393	133
Deferred Inflows of Resources	476	659	(183)
Total Liabilities and Deferred Inflows	2,002	2,052	(50)
Net Position			
Unrestricted	(197)	(225)	28
Total Net Position	(197)	(225)	28
Total Liabilities, Deferred Inflows and Net Position	\$ 1,805	\$ 1,827	\$ (22)

Changes In Net Position

In 2024, CRTPA's total revenues were \$1,610,000 and expenses were \$1,582,000, resulting in an increase in net position of \$28,000. 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:

Table 2
Statement of Activities
For the year ended September 30
Governmental Activities
(in thousands)

	2024	2023	\$ Change
Revenues			
Program Revenues			
Operating Grants and Contributions	\$ 1,599	\$ 1,573	\$ 26
General Revenues			
Net Unrestricted Investment Earnings	\$ 2	\$ (2)	\$ 4
Change in Fair Value of Investments	6	2	4
Miscellaneous	3	-	3
Total Revenues	<u>1,610</u>	<u>1,573</u>	<u>37</u>
Expenses			
Transportation	1,582	1,532	50
Total Expenses	1,582	1,532	50
Change in Net Position	28	41	(13)
Net Position - October 1	(225)	(266)	41
Net Position - September 30	<u>(197)</u>	<u>(225)</u>	<u>28</u>

Fund Financial Statements

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)

Fund	Fund Balances 9/30/2023	Sources	Uses	Sources Over (Under) Uses	Fund Balance 9/30/2024
General	\$ 124	\$ 1,592	\$ 1,542	\$ 50	\$ 174
Special Revenue	32	17	14	3	35
Total	<u>\$ 156</u>	<u>\$ 1,609</u>	<u>\$ 1,556</u>	<u>\$ 53</u>	<u>\$ 209</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 core funding comes from federal planning funds and is established by formula.

Fiscal Year 2024 Budget

CRTPA's General Fund Budget for fiscal year 2024 totaling \$2,950,000 consists primarily of personnel costs and contractual services; funding for these expenses continues to be primarily from federal 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

CAPITAL REGION TRANSPORTATION PLANNING AGENCY

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**

Statement of Net Position
September 30, 2024
(in thousands)

ASSETS AND DEFERRED OUTFLOWS OF RESOURCES

Current Assets	
Cash and Cash Equivalents	\$ 53
Securities Lending Collateral	1
Prepaid Expenses	57
Due from Other Governments	907
Total Current Assets	<u>1,018</u>
Deferred Outflows of Resources	
Pension Related Deferred Outflows	713
OPEB Related Deferred Outflows	74
Total Deferred Outflows of Resources	<u>787</u>
Assets and Deferred Outflows of Resources	<u>\$ 1,805</u>

LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION

Current Liabilities	
Accounts Payable and Accrued Expenses	\$ 93
Securities Lending Obligations	1
Due to Other Governments	714
Compensated Absences	52
Total Current Liabilities	<u>860</u>
Noncurrent liabilities	
Compensated Absences	20
Net OPEB Liability	185
Net Pension Liability	461
Total Noncurrent Liabilities	<u>666</u>
Total Liabilities	<u>1,526</u>
Deferred Inflows of Resources	
Pension Related Deferred Inflows	395
OPEB Related Deferred Inflows	81
Total Deferred Inflows of Resources	<u>476</u>
Net Position	
Unrestricted	(197)
Total Net Position	<u>(197)</u>
Total Liabilities, Deferred Inflows of Resources and Net Position	<u>\$ 1,805</u>

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

Statement of Activities
September 30, 2024
(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	\$ 1,582	\$ -	\$ 1,599	\$ -	\$ 17
Total primary government	<u>\$ 1,582</u>	<u>\$ -</u>	<u>\$ 1,599</u>	<u>\$ -</u>	<u>\$ 17</u>
GENERAL REVENUES					
					\$ 2
Net Unrestricted Investment Earnings					6
Change in Fair Value of Investments					3
Miscellaneous					<u>28</u>
Change in Net Position					(225)
Net Position - October 1					<u>\$ (197)</u>
Net Position - September 30					

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

Balance Sheet
Governmental Funds
September 30, 2024
(in thousands)

	General	Special Revenue	Total Governmental Funds
ASSETS			
Cash and Cash Equivalents	\$ 15	\$ 38	\$ 53
Securities Lending Collateral	1	-	1
Prepaid Expenses	57	-	57
Due from Other Governments	896	11	907
Total Assets	<u>\$ 969</u>	<u>\$ 49</u>	<u>\$ 1,018</u>
LIABILITIES			
Accounts Payable and Accrued Expenses	\$ 94	\$ -	\$ 94
Securities Lending Obligations	1	-	1
Due to Other Governments	700	14	714
Total liabilities	<u>795</u>	<u>14</u>	<u>809</u>
FUND BALANCES			
Committed	174	35	209
Total fund balance	174	35	209
Total Liabilities and Fund Balances	<u>\$ 969</u>	<u>\$ 49</u>	<u>\$ 1,018</u>

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



**Reconciliation of the Governmental Funds Balance Sheet
to the Statement of Net Position
September 30, 2024
(in thousands)**

Total fund balance per the governmental fund financial statements	\$ 209
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.	787
OPEB liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds.	(185)
Certain amounts related to the Net Pension Liability will not be paid in the current period and, therefore, are not reported in the funds.	(461)
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.	(476)
Compensated absences are not due and payable in the current period and, therefore, are not reported in the governmental funds.	(72)
Other miscellaneous adjustments	<u>1</u>
Total net position per the government-wide statement of net position	<u>\$ (197)</u>

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

**Statement of Revenues, Expenditures, and
Changes in Fund Balance
Governmental Funds
Year ended September 30, 2024
(in thousands)**

	General	Special Revenue	Total Governmental Funds
REVENUES			
Intergovernmental Revenues			
Federal	\$ 1,593	\$ 14	\$ 1,607
CRTPA Members	(9)	-	(9)
Change In The Fair Value of Investments	6	-	6
Miscellaneous Revenues	-	3	3
Net Investment Earnings	2	-	2
Total revenues	<u>1,592</u>	<u>17</u>	<u>1,609</u>
EXPENDITURES			
Current			
Transportation			
Personnel services	780	-	780
Operating expenses	686	14	700
Administrative charges	76	-	76
Total expenditures	<u>1,542</u>	<u>14</u>	<u>1,556</u>
Excess of Revenues Over (Under) Expenditures	50	3	53
Net Change in Fund Balances	50	3	53
Fund Balances - October 1	124	32	156
Fund Balances - September 30	<u><u>\$ 174</u></u>	<u><u>\$ 35</u></u>	<u><u>\$ 209</u></u>

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



**Reconciliation of the Statement of Revenues, Expenditures and
Changes in Fund Balances of Governmental Funds
to the Statement of Activities
Year ended September 30, 2024
(in thousands)**

Net change in fund balance per the governmental fund financial statements	\$ 53
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.	<u>(36)</u>
Change in net position per the government-wide Statement of Activities	<u>\$ 28</u>

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



This page Intentionally left blank

NOTES TO THE FINANCIAL STATEMENTS

CAPITAL REGION TRANSPORTATION PLANNING AGENCY

- ★ NOTE I - Summary of Significant Accounting Policies
- ★ NOTE II - Stewardship, Compliance, and Accountability
- ★ NOTE III - Detail Notes - All Funds
- ★ NOTE IV - Other Information

Notes to the Financial Statements

September 30, 2024

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.

**Note I - Summary of Significant Accounting Policies (Continued)****B. Government-Wide and Fund Financial Statements (Continued)**

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.

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.

Note I - Summary of Significant Accounting Policies (Continued)**D. Assets, Liabilities, and Net Position / Deferred Inflows and Outflows (Continued)**

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

CRTPA has adopted the City's Non-Pension Investment Policy, therefore, the investment policies used by CRTPA are the investment policies of the City. The City's Non-Pension Investment Policy, which is approved by the City Commission, governs the investment of all non-pension monies of the City, including the cash and investments pool, and specifies the types of investments that are authorized for purchase. The investment policies also identify various portfolio parameters addressing issuer diversification, term to maturity and liquidity, and requirement of "purchase versus delivery" perfection for securities held by a third party on behalf of and in the name of the City. Under the Non-Pension Investment Policy, the City Treasurer-Clerk is designated to invest all monies belonging to the City pursuant to the policy, and is responsible for managing the day-to-day investment of all monies. The investment policy is described in more detail in the City's 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.

Prepays – Certain payments to vendors reflect costs applicable to future accounting periods and are recognized on the consumption method and recorded as prepaid items in both government-wide and fund financial statements.

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, 2024.

**Note I - Summary of Significant Accounting Policies (Continued)****D. Assets, Liabilities, and Net Position / Deferred Inflows and Outflows (Continued)**

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	0.08077	2,080-10,400	0.069231	10,401-20,800	0.069231
10,401-20,800	0.092308	10,401-20,800	0.08077	20,801-41,600	0.08077
over 20,800	0.103847	20,801-41,600	0.092308	over 41,600	0.092308
	-	over 41,600	0.103847		-

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.

Notes to the Financial Statements

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**

There was no capital asset activity for the year ended September 30, 2024. 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, 2024 the net amount due from the CRTPA members was approximately \$33,597.

Certain general and administrative functions are charged to the CRTPA by the City of Tallahassee. For the year ended September 30, 2024, the amount of these charges was \$75,990.

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, 2024. 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).

**Note IV - Other Information (Continued)****B. Pension Plan Obligations (Continued)**

	City of Tallahassee Plan
Plan Obligations and Expense (in thousands):	
Net pension liability	\$ (461)
Pension related deferred outflows	713
Pension related deferred inflows	(395)
Membership Statistical - 2024	
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.

1. Defined Benefit Provision

The Plan is established for all three programs 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 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

Notes to the Financial Statements

Note IV - Other Information (Continued)

B. Pension Plan Obligations (Continued)

City Plan

	Part C—Employees hired prior to April 1, 2013	Part D—Employees hired after April 1, 2013
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.	
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, 2024		
City	21.50%	
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.

Net Pension Liability – The total pension liability and net pension liability for the reporting period ending September 30, 2024 were determined as of September 30, 2023, 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, 2024 was as follows (in thousands):

Total pension liability	\$5,734
Plan fiduciary net position	5,273
Net pension liability	461
Plan fiduciary net position as a % of total pension liability	91.96%
CRTPA's proportion of the net pension liability	0.38%

Actuarial Methods and Assumptions – The CRTPA's total pension liability and contribution rates was determined by an actuarial valuation as of September 30, 2022, 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,

**Note IV - Other Information (Continued)****B. Pension Plan Obligations (Continued)**

which is two years prior to the end of the fiscal year in which contributions are reported. The actuarially determined contribution is projected to the contribution year using conventional actuarial projection methods.

City Plan

Valuation Date	September 30, 2022
Actuarial Cost Method	Entry age, normal
Retirement Age	Experience-based table of rates that are specific to the type of eligibility condition
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	7.25%
Mortality Rate	The mortality tables used are the same as those used in the July 1, 2022 Pension Actuarial Valuation of the Florida Retirement System (FRS) for Regular (other than K-12 School Instructional Personnel) members. These tables are based on the Pub-2010 mortality improvements projected for healthy lives to all future years after 2010 using Scale ME-2018.

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, 2024.

Asset Class	Target Allocation Percentage	Long-Term Expected Real Rate of Return
Domestic equity	36%	8.1
International equity	9	8.5
Emerging markets equity	4	10.2
Fixed income	17	2.1
Real estate	15	5.6
Private equity	7	12.1
Private credit	7	7.0
Timber	5	4.9
Total	100%	

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, 2024, the annual money-weighted rate of return on the City Plan's investments, net of investment expense, was 15.4%. The money-weighted rate of return takes into account cash flows into and from the various investments of the City Plan.

Notes to the Financial Statements

Note IV - Other Information (Continued)**B. Pension Plan Obligations (Continued)**

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 – The discount rates were used to measure the total pension liability for the City Plan are indicated below. This single discount rate was based on the expected rate of return on pension plan investments of 7.25%. 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 (7.25%) 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 (6.25%)	Current Discount Rate (7.25%)	1% Increase (8.25%)
City Plan	\$ 312,963	\$ 121,142	\$ (37,184)
CRTPA'S Proportionate Share	\$ 1,191	\$ 461	\$ (142)

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

- Differences between expected and actual experience with regard to economic and demographic factors which are amortized over the average expected remaining service life of all employees that are provided with pensions through the pension plan, both active and inactive.
- Changes of assumptions or other inputs which are amortized over the average expected remaining service life of all employees that are provided with pensions through the pension plan, both active and inactive.
- 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, 2024, CRTPA recognized pension expense of \$155,000 for its proportionate share of the Plan. At September 30, 2024, CRTPA reported deferred outflows of resources and deferred inflows of resources related to the Plan from the following sources (in thousands):

Note IV - Other Information (Continued)**B. Pension Plan Obligations (Continued)**

	Deferred Outflows of Resources	Deferred Inflows of Resources	Net Deferred Outflows (Inflows) of Resources
Differences between expected and actual experience	\$ 28	\$ 2	\$ 26
Assumption Changes	78	17	61
Change in cost-sharing allocation percentage	25	17	8
Net difference between projected and actual earnings on pension plan investments	478	359	119
Total	\$ 609	\$ 395	\$ 214

Deferred outflows of resources related to the City Plan in the amount of \$104,000 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, 2025. Other amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized as follows (in thousands):

Year Ending September 30,	
2025	\$ 8
2026	-
2027	183
2028	23
Total	\$ 214

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, 2024, 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 the 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 0.30% 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, 2024, of net OPEB liabilities, related deferred inflows and outflows of resources, and OPEB expenses using a valuation date and measurement date of September 30, 2023 are summarized as follows (in thousands):

OPEB Plan Obligations and Expenses	CRTPA Share of City Plan Amounts
Net OPEB Liability	\$185
OPEB Related Deferred Outflows	74
OPEB Related Deferred Inflows	81
OPEB Expense	14

Notes to the Financial Statements

Note IV - Other Information (Continued)**C. Other Post-Employment Benefits (OPEB) (Continued)**

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, 2024, the CRTPA reported a liability of \$185,000 for its employees' proportionate share of the net OPEB liability. The net OPEB liability was measured as of September 30, 2023.

The total OPEB liability and contribution rate was determined by an actuarial valuation as of September 30, 2023. The total OPEB liability was rolled forward one year. The significant assumptions used were as follows:

Actuarial Cost Method	Entry Age Normal
Normal Inflation	2.50%
Discount Rate	4.73%, the resulting Single Discount Rate based on the expected rate of return on OPEB Plan investments as of September 30, 2023 at 7.25% and the long-term municipal bond rate as of September 29, 2023 at 4.63%.
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, 2022 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 trend starting at 5.90% for 2024 (based on actual premium rates), followed by 6.00% for 2025, and gradually decreasing to an ultimate trend rate of 4.00%.
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, 2023: - The Single Discount Rate was changed from 4.50% to 4.73%. - Per capita costs and premiums were updated based on information provided. - The healthcare cost trend assumption was updated.

**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 4.73%, 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 3.73%	4.73%	1% Increase 5.73%
\$209	\$185	\$164

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		
1% Decrease	Cost Trend Rate Assumption	1% Increase
\$169	\$185	\$203

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.

Based on a valuation date of September 30, 2023 and measurement date of September 30, 2023, CRTPA recognized OPEB expenses of \$14,000 for the year ended September 30, 2024. At September 30, 2024, 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	\$ 23	\$ 5	\$ 18
Net difference between projected and actual Assumption Changes	6	5	1
Differences between expected and actual experience	20	58	(38)
	11	12	(1)
Total	\$ 60	\$ 80	\$ (20)

Notes to the Financial Statements

Note IV - Other Information (Continued)**C. Other Post-Employment Benefits (OPEB) (Continued)**

Deferred outflows of resources related to the plan of \$14,000, 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, 2024. 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
2025	\$ 4
2026	(2)
2027	(8)
2028	(5)
2029	(7)
Thereafter	(2)
Total	\$ (20)

D. Non-Current Liabilities

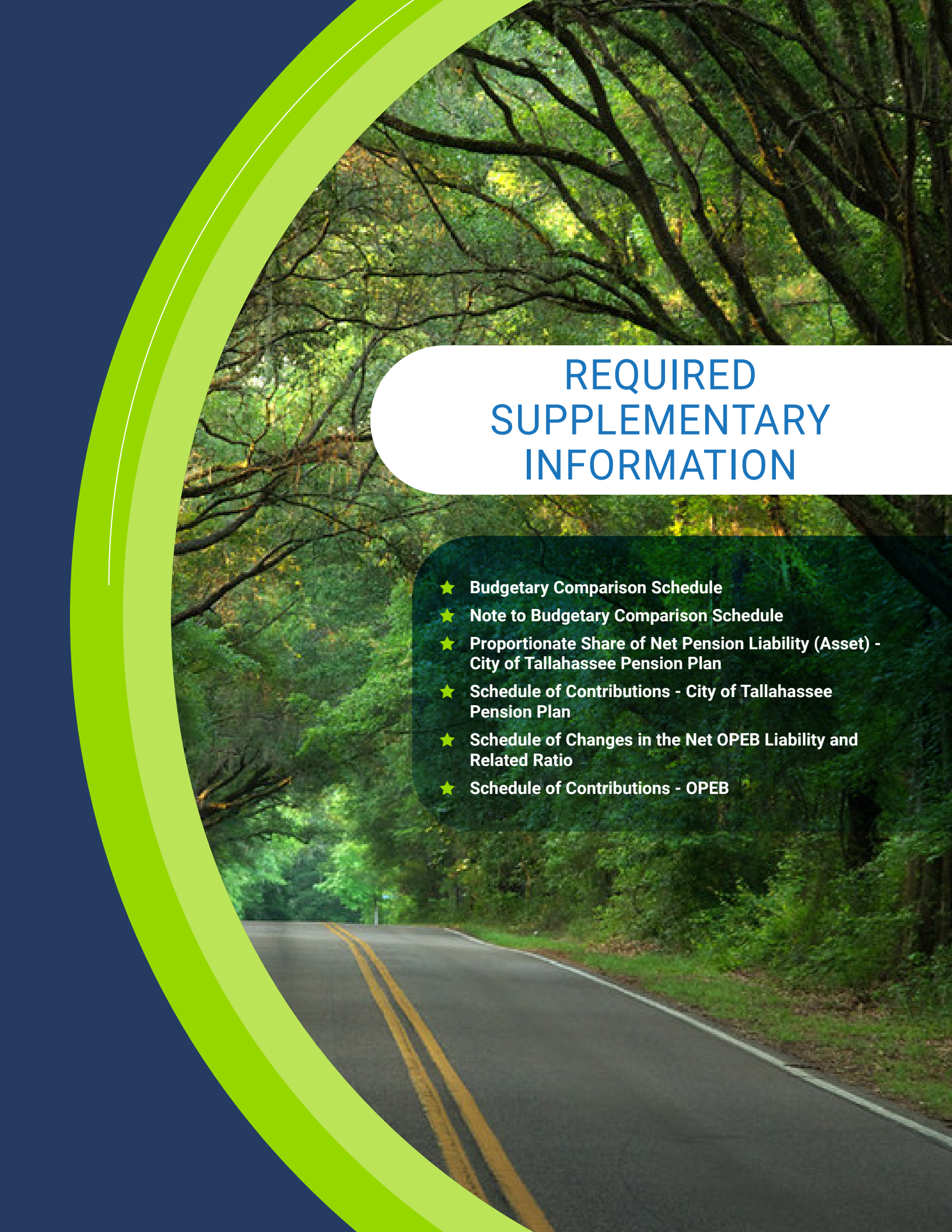
	Beginning Balance	Additions	Reductions	Ending Balance
Governmental activities (in thousands):				
Compensated absences	\$ 27	\$ 20	\$ 27	\$ 20
OPEB liability	190	-	5	185
Net pension liability	362	99	-	461
Total noncurrent liabilities	\$ 579	\$ 119	\$ 32	\$ 666

E. Contingencies

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

F. Evaluation of Subsequent Events

The CRTPA has evaluated subsequent events through June 27, 2024, the date the financial statements were available to be issued.



REQUIRED SUPPLEMENTARY INFORMATION

- ★ 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

Budgetary Comparison Schedule
General Fund
Year ended September 30, 2024
(Unaudited)
(in thousands)

	Budgeted Amounts		Actual Amounts	Variance with Final Budget
	Original	Final	(Budgetary Basis)	
Resources				
Intergovernment Revenues	2,950	2,950	1,584	(1,366)
Interest Earned	-	-	2	2
Amounts Available for Appropriations	2,950	2,950	1,586	(1,364)
Charges to Appropriations				
Transportation	2,562	2,562	1,542	1,020
Transfers to Other Funds	388	388	-	388
Total Charges to Appropriations	2,950	2,950	1,542	1,408
Budgetary Fund Balance - September 30	\$ -	\$ -	\$ 44	\$ 44

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



Note to Budgetary Comparison Schedule
General Fund
For the fiscal year ended
September 30, 2024
(unaudited)
(in thousands)

Actual amounts (budgetary basis) available for appropriation from the budgetary comparison schedule.	\$ 1,586
Differences – budget to GAAP:	
Miscellaneous items treated as revenues for financial reporting purposes but not as budgetary inflows.	<u>6</u>
Total Revenues as reported in the Statement of Revenues, Expenditures, and Charges in Fund Balances.	<u>\$ 1,592</u>
Actual amounts (budgetary basis) total charges to appropriations from the budgetary comparison schedule.	\$ 1,542
Differences – budget to GAAP:	
There were no differences between budgetary and GAAP basis.	<u>-</u>
Total Expenditures as reported in the Statement of Revenues, Expenditures, and Changes in Fund Balances.	<u>\$ 1,542</u>

See Independent Auditors' Report

Proportionate Share of Net Pension Liability (Asset)
City of Tallahassee Pension Plan
September 30, 2024
(Unaudited)
(in thousands)

Measurement year ending September 30,	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Net Pension Liability (Asset)	\$ 461	\$ 362	\$ (332)	\$ 571	\$ 607	\$ 674	\$ 193	\$ 112	\$ 67	\$ 95
Plan Fiduciary Net Position as a Percentage of Total Pension Liability	91.96%	93.69%	105.00%	88.61%	87.64%	92.12%	95.02%	95.00%	97.00%	96.00%
Employer's Proportion of the Net Pension Liability	0.38%	0.40%	-%	0.37%	0.38%	0.38%	0.34%	-%	-%	-%
Covered Employee Payroll	\$ 506	\$ 506	\$ 452	\$ 417	\$ 400	\$ 389	\$ 389	\$ 380	\$ 294	\$ 257
Net Pension Liability (Asset) as a Percentage of Covered Employee Payroll	91.11%	71.54%	(73.00%)	36.00%	51.75%	96.14%	49.61%	29.00%	22.79%	36.96%

See Independent Auditors' Report

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
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
2023	89	89	-	506	17.59
2024	104	104	-	404	25.74

Notes to the Schedule of Contributions

Valuation date: October 1, 2022
Measurement date: October 1, 2022

Notes: Actuarially determined contribution rates were calculated as of October 1, 2022, for the fiscal year ended September 30, 2024. 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 2.21% payroll growth assumption), Closed
Remaining amortization period	26 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	2.50%
Salary increases	A range of 2.95% to 5.00%, depending on completed years of service, including inflation
Investment rate of return	7.25%
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, 2022 Pension Actuarial Valuation of the Florida Retirement System (FRS) for Regular (other than K-12 School Instructional Personnel) members. 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, Actuarial Valuation Report dated January 31, 2023.

See Independent Auditors' Report

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)

	2023	2022	2021	2020	2019	2018
Measurement year ending September 30,						
Total OPEB Liability						
Service cost	\$ 4	\$ 6	\$ 6	\$ 6	\$ 5	\$ 6
Interest on the total OPEB liability	10	7	7	8	10	9
Actual and expected experience difference	13	-	(8)	(14)	(3)	-
Changes in assumptions	(10)	(56)	18	(27)	33	(7)
Changes in allocation percentages	-	-	-	-	20	43
Benefit payments	(15)	(13)	(12)	(12)	(13)	(12)
Net change in total OPEB liability	2	(56)	11	(39)	52	39
Total OPEB liability - beginning	223	279	269	290	225	186
Total OPEB liability - ending (a)	225	223	279	251	277	225
Contribution - employer	7	7	-	-	6	5
Employer contribution to OPEB fund	9	7	7	6	-	-
Employer contributions not deposited in OPEB Trust Fund	-	-	6	6	-	-
Net investment income	6	(7)	8	4	1	3
Benefit payments	(6)	(6)	(6)	(6)	(6)	(7)
Benefit Payments not reimbursed	(9)	(7)	(6)	(6)	-	-
Net change in plan fiduciary net position	7	(6)	9	4	1	1
Plan fiduciary net position - beginning	34	40	31	25	14	13
Plan fiduciary net position - ending (b)	40	34	40	29	15	13
Net OPEB liability (a)-(b)	185	190	239	222	262	211
Plan fiduciary net position as a percentage of the total OPEB liability	17.14%	15.25%	14.26%	11.55%	5.07%	9.62%
Covered-employee payroll	\$ 531	\$ 506	\$ 452	\$ 417	\$ 400	\$ 389
Net OPEB liability as a percentage of covered-employee payroll	34.84%	37.55%	53.02%	53.24%	65.50%	54.13%

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

See Independent Auditors' Report

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	\$ 389	1.36%
2019	14	5	9	400	1.29
2020	15	6	9	417	1.50
2021	16	7	9	452	1.55
2022	17	7	10	506	1.35
2023	17	7	10	531	1.35
2024	15	7	7	541	1.36

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	21 years
Asset valuation method	Market Value
Inflation	2.50%
Salary increases	2.95% to 6.4% including inflation; varies by plan type and years of service
Investment rate of return	4.73%, 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, 2022 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 5.90% for 2024 (based on actual premium increases), followed by 6.00% for 2025, and then gradually decreasing to an ultimate trend rate of 4.00%.
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.

See Independent Auditors' Report



This page Intentionally left blank

A wooden sign with a dark brown background and white text that reads "CAPITAL CIRCLE TRAIL HEAD". The sign is mounted on a wooden post and is part of a larger wooden structure that frames the trail.

CAPITAL CIRCLE TRAIL HEAD

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 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**

**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, 2024, and the related notes to the financial statements, which collectively comprise the Agency's basic financial statements, and have issued our report thereon dated June 27, 2025.

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 and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We identified a certain deficiency in internal control, described in the accompanying schedule of findings and questioned costs as item 2024-001, that we consider to be a significant deficiency.

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*.

Capital Region Transportation Planning Agency's Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the Agency's responses to the findings identified in our audit and described in the letter titled Management's Response to the Auditors' Comments, as listed in the table of contents. The Agency's response was not subjected to the auditing procedures applied in the other audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

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

A handwritten signature in black ink that reads "James Moore Jr., P.L.". The signature is written in a cursive style with a large loop for the first letter 'J'.

Tallahassee, Florida
June 27, 2025



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, 2024. 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, 2024.

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

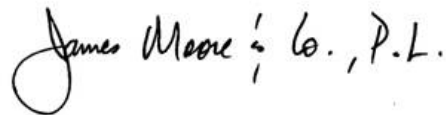
A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement 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 27, 2025

A handwritten signature in black ink that reads "James Moore & Co., P.L." The signature is written in a cursive, slightly stylized font. The "J" is large and loops around. The "Co." is written with a tilde (~) for "and". The "P.L." is written in a smaller, more upright script.



**Schedule of Expenditures of Federal Awards
September 30, 2024**

Program	Contract No	Assistance Listing No	Expenditures FY2024
Federal Programs			
US Department of Transportation			
Pass through Florida Department of Transportation:			
Highway Planning and Construction	G2782	20.205	1,193,114
	G2U25	20.205	414,082
Total 20.205			1,607,196
Total Federal Expenditures			1,607,196

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 financial assistance was expended in non-cash assistance
- 4) There were no subrecipient expenditures in FY 2024
- 5) The Agency did not elect to use the 10% de minimus indirect cost rate.

**CAPITAL REGION TRANSPORTATION PLANNING AGENCY
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED SEPTEMBER 30, 2024**

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?	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no
Significant deficiency(ies) identified?	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> none reported
Noncompliance material to financial statements noted?	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no

Federal Awards:

Internal Control over Major Programs:

Material weakness(es) identified?	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no
Significant deficiency(ies) identified?	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> 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)?	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> none reported
Auditee qualified as a low-risk auditee?	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no

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

Major program identification:

Assistance Listing Number	Program Name
20.205	Highway Planning and Construction



II. **Financial Statement Findings:**

2024-001 Expense Cutoff and Prepaid Expense Recognition

Criteria: According to Generally Accepted Accounting Principles (GAAP), expenses that provide benefits beyond the current accounting period should be recognized as assets (prepaid expenses) and amortized over the periods to which they relate.

Condition: During our review of the general ledger and supporting documentation, we noted one instance where expenses relating to future periods were recorded entirely in the current period as incurred. These expenses were not allocated all to one year instead of over the appropriate periods as prepaid expenses.

Cause: It appears that this occurred due to the absence of a formal process for reviewing expenses for potential prepayments at year-end.

Effect: Financial statements would be materially misstated if an adjustment related to cutoff is not made at year-end.

Recommendation: We recommend that management consider implementing a standard review procedure to identify expenses that span multiple periods.

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:** See management's response on page 55.



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, 2024. 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 the attestation standards for a direct examination engagement established by the AICPA. Those standards require that we obtain reasonable assurance by evaluating against the aforementioned statutes during the year ended September 30, 2024 and performing other procedures to obtain sufficient appropriate evidence to express an opinion that conveys the results of our evaluation of Agency's compliance during the year ended September 30, 2024. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks that were not in accordance with those requirements 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, 2024.

Tallahassee, Florida
June 27, 2025



**INDEPENDENT AUDITORS' MANAGEMENT LETTER REQUIRED
BY CHAPTER 10.550, RULES OF THE STATE OF FLORIDA,
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, 2024, and have issued our report thereon dated June 27, 2025.

Auditors' Responsibility

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

Other Reporting Requirements

We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*; Independent Auditors' Report on Compliance for Each Major Federal Program and Report on Internal Control over Compliance in accordance with the Uniform Guidance; Schedule of Findings and Questioned Costs; and Independent Accountant's Examination Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports and schedule, which are dated June 27, 2025, 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 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 no such recommendations.

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.

Purpose of this Letter

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

Tallahassee, Florida
June 27, 2025

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



MANAGEMENT'S RESPONSE TO FINDINGS

2024-001 Expense Cutoff and Prepaid Expense Recognition

We acknowledge the audit finding regarding the Agency's expense cutoff and prepaid expense recognition and the recommendation provided.

When the Agency makes payments on invoices that cover future periods, Agency staff will forward a copy of the related invoice to the Department of Financial Services. The Department will analyze these invoices at year end as part of their review of expenses for potential prepayments and will record prepayments accordingly.

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

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





EXECUTIVE COMMITTEE AGENDA ITEM 4B

CRTPA FISCAL YEAR 2026 BUDGET

TYPE OF ITEM: Action

STATEMENT OF ISSUE

The purpose of this item is to discuss the Fiscal Year (FY) 2026 CRTPA Budget. (*Attachment 1*)

BACKGROUND AND ANALYSIS

The FY 2026 tentative budget is presented for Executive Committee review and approval. For comparison, the CRTPA's approved FY25 budget is included. In addition, the allocated grant revenue, is presented in *Attachment 2*. As with any budget, there are increases in some areas and decreases in others. Overall, the budget increase is 2.7 %.

Personnel costs increased slightly, less than one percent. Two expenses contribute to the nominal change. The proposed cost-of-living adjustment (COLA) is 4%, a decrease from last year's COLA. Secondly, the pension cost is reduced by almost 18 %.

The overall operating budget increase is 5.2%. The largest increase is the line item for Accounting services, which reflects the FY 2025 Audit cost plus a contingency based on the new contract's fee schedule. Food and insurance are the two other categories that contribute to the overall operating cost increase. Lastly, in the Internal Services category the costs decreased by 5%. Most categories reflect a decrease with the exception of Information Systems which increases by 40%.

There may be slight adjustments to the CRTPA budget as the City of Tallahassee finalizes its budget. The final budget will be presented to the CRTPA Board at the September Meeting.

RECOMMENDED ACTION

Option 1: Approve the FY 2026 CRTPA proposed budget.

Option 2: As desired by the Committee.

ATTACHMENT

Attachment 1: CRTPA FY 2026 Budget

Attachment 2: CRTPA FY 2026 Funding

FY 2026 Budget 08-29-2025 Executive Committee Agenda	FY 26 Proposed	FY 25 Adopted	Percentage Change
511000 - Salaries	\$ 546,913	\$ 521,332	4.9%
511300 - Salary Enhancements	\$ 21,877	\$ 25,496	-14.2%
512400 - Other Salary Items	\$ 1,560	\$ 1,560	0%
515000 - Pension- Current	\$ 89,000	\$ 107,973	-17.6%
515100 - Pension- MAP	\$ 32,168	\$ 30,726	4.7%
515600 - Mandatory Medicare	\$ 8,270	\$ 7,899	4.7%
516000 - Health Benefits	\$ 66,891	\$ 67,047	-0.2%
516100 - Flex Benefits	\$ 11,052	\$ 11,052	0.0%
Personnel Services	\$ 777,731	\$ 773,085	0.60%
521005 - Accounting/Audit Services	\$ 32,000	\$ 21,000	52%
521010 - Advertising	\$ 5,000	\$ 5,000	0%
521030 - Reproduction	\$ 507	\$ 507	0%
521100 - Equipment Repairs	\$ 819	\$ 819	0%
521160 - Legal Services	\$ 55,000	\$ 55,000	0%
521180 - Unclassified Contractual Servics (Attachment 2)	\$ -	\$ -	
521190 - IT Consulting Service (Software/Web/WCOT)	\$ 117,000	\$ 117,000	0%
522080 - Telephone	\$ 1,803	\$ 1,803	0%
523020 - Food	\$ 3,500	\$ 2,500	40%
523050 - Postage	\$ 250	\$ 250	0%
523060 - Office Supplies	\$ 3,000	\$ 3,000	0%
523065 - Computer Equipment (< \$5,000)	\$ 5,000	\$ 5,000	0%
523080 - Unclassified Supplies	\$ 1,500	\$ 1,500	0%
524010 - Travel & Training	\$ 15,225	\$ 15,225	0%
524020 - Journals & Books	\$ 609	\$ 609	0%
524040 - Membership/Certificates/License	\$ 2,750	\$ 2,750	0%
524050 - Rent Expense- Building & Office	\$ 36,000	\$ 36,000	0%
541040 - Insurance	\$ 25,233	\$ 22,137	14%
Operating Expenditures	\$ 305,196	\$ 290,100	5.20%
560010 - Human Resource Expense	\$ 7,580	\$ 7,780	-2.57%
560020 - Accounting Expense	\$ 14,603	\$ 23,467	-37.77%
560030 - Purchasing Expense	\$ 1,040	\$ 3,516	-70.42%
560040 - Information Systems Expense	\$ 43,900	\$ 31,455	39.56%
560070 - Revenue Collection	\$ 127	\$ 132	-3.79%
560082 - Facilities and Environmental	\$ 14,010	\$ 13,314	5.23%
560090 - Vehicle Garage Expense	\$ 2	\$ 10	-80.00%
611300 - Facility	\$ -	\$ 5,853	-100.00%
Internal Service Funds	\$ 81,262	\$ 85,527	-4.99%
Total Operating Expenditures	\$ 1,164,189	\$ 1,148,712	2.71%
Local Billing - Estimate Unallowable Expenses \$6,750			

Consolidated Planning Grant Agreement G2U25

	Funding			TOTALS
	PL	SU	CM	
Adopted FY 26	\$ 795,479	*	\$ -	\$ 795,479
Add Closeout to FY 26	\$ 24,781	\$ 476,808	\$ -	\$ 501,589
Add Programmed FY 26		\$ 1,530,000	\$ -	\$ 1,500,000
	\$ 820,260	\$ 2,006,808	\$ 0	\$ 2,797,068

Unclassified Contractual Services varies depending on the Annual SU and PL allocations.

August 28, 2025



EXECUTIVE COMMITTEE AGENDA ITEM 4 C

EXECUTIVE DIRECTOR ANNUAL EVALUATION

TYPE OF ITEM: Action

STATEMENT OF ISSUE

This item provides the results of the Executive Director's annual evaluation received from members of the Executive Committee.

RECOMMENDED ACTION

As desired by the Executive Committee.

ATTACHMENT

Attachment 1: Individual Commissioner Evaluations Received



Executive Director Performance Review

EMPLOYEE INFORMATION

Name: Greg Slay

Review Date: August 5, 2025

REVIEW INFORMATION

Reviewer Name: Commissioner Maddox

Review Period: July 18, 2024 – July 18, 2025

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

☒ ☐ ☐ ☐

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

☒ ☐ ☐ ☐

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

☒ ☐ ☐ ☐

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

☒ ☐ ☐ ☐

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

☒ ☐ ☐ ☐

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

☒ ☐ ☐ ☐

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

☒ ☐ ☐ ☐

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

☒ ☐ ☐ ☐

Meets challenges head on

☒ ☐ ☐ ☐

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

☒ ☐ ☐ ☐

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:

Additional Comments:

Greg's leadership through the years has been exemplary!



Executive Director Performance Review

EMPLOYEE INFORMATION

Name: Greg Slay

Review Date:

REVIEW INFORMATION

Reviewer Name:

Review Period:

July 18, 2024 – July 18, 2025

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

☒☐☐☐

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

☒☐☐☐

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

☒☐☐☐

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

☒☐☐☐

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

☒☐☐☐

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

☒☐☐☐

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

☒☐☐☐

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

☒☐☐☐

Meets challenges head on

☒☐☐☐

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

☒☐☐☐

Encourages public involvement and maintains transparency for the Board, the public, and staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspires confidence, establishes credibility with the CRTPA Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains a "big picture" outlook and is aware of industry issues	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exhibits diligence in leading the CRTPA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forecasts trends, responds to change, and invites innovation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Solicits and acts upon the ideas of others when appropriate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates excellence in carrying out job responsibilities and accomplishing goals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participates in relevant and worthwhile professional organizations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Areas for improvement:

Additional Comments:

Mr. Stuy is always available for questions/concerns whenever the need arises/presents itself. The staff is energetic and diligent and there is an apparent cohesive, established and educated work environment with him at the helm.



Executive Director Performance Review

EMPLOYEE INFORMATION

Name: Greg Slay

Review Date: August 21, 2025

REVIEW INFORMATION

Reviewer Name:

Review Period:

July 18, 2024 – July 18, 2025

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

☒
☐
☐
☐

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

☒
☐
☐
☐

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

☒
☐
☐
☐

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

☒
☐
☐
☐

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

☒
☐
☐
☐

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

☒
☐
☐
☐

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

☒
☐
☐
☐

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

☒
☐
☐
☐

Meets challenges head on

☒
☐
☐
☐

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

☒
☐
☐
☐

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 identified. Greg does an excellent job in running this organization.

Additional Comments:

I enjoy working with Greg and his staff to make great decisions on moving our region forward in the transportation arena and doing it with safety as the overall mission.

August 28, 2025



EXECUTIVE COMMITTEE AGENDA ITEM 4 D

NORTH MONROE STREET 2024 SAFE STREETS AND ROADWAYS FOR ALL (SS4A) AWARD DISCUSSION

TYPE OF ITEM: Action

STATEMENT OF ISSUE

This item seeks direction related to the CRTPA's receipt of a partial Safe Streets and Roadways for All (SS4A) federal grant award that was submitted for funding safety improvements on N. Monroe Street in 2024.

RECOMMENDED ACTION

Option 1: Executive Committee Direction

BACKGROUND

In September 2024, the CRTPA approved the [North Monroe Street Safety Implementation Plan](#), which identified potential safety improvements along the North Monroe Street corridor for all roadway users, including motorists, pedestrians, and bicyclists. As part of the plan's development, the CRTPA submitted a federal grant application under the Safe Streets and Roads for All (SS4A) Grant Program to fund implementation of many of the identified improvements.

In mid-May 2024, the CRTPA submitted the SS4A grant application in coordination with the Florida Department of Transportation (FDOT) and the Blueprint Intergovernmental Agency (BPIA). The BPIA provided the required 20% local match—\$4.2 million—for the \$21 million grant, which included \$16.8 million in federal funds. The application proposed implementing various safety improvements along the corridor, including a small median barrier project classified as a "demonstration project."

In fall 2024, the CRTPA was notified of a partial grant award. Specifically, \$198,618 in federal funds—approximately 1.1% of the total federal request—was awarded to implement the median barrier demonstration project. The remainder of the grant application was not funded.

Following the award, the CRTPA determined that implementing the demonstration project as a standalone effort was not financially feasible. The proposed improvements included in the grant application were designed to be implemented concurrently as one comprehensive project, and the cost estimates developed for the grant package reflected that approach.

As a result, the awarded funds were deemed insufficient to move forward with the median barrier project. The CRTPA has reached out to the Federal Highway Administration (FHWA) several times to seek guidance on this issue, including inquiring whether the funding amount could be increased.

At the June 16 CRTPA meeting, the Executive Director briefed the Board on the issues associated with the partial award.

Most recently, due to the majority of improvements not receiving funding under the 2024 SS4A submission, the CRTPA partnered with Leon County in spring 2025 to prepare a new SS4A grant application. That application was submitted in late June 2025 by Leon County and, if awarded, will fund many of the same corridor improvements previously proposed in the 2024 grant submittal.

August 28, 2025



EXECUTIVE COMMITTEE AGENDA ITEM 4E

YEAR 2050 REGIONAL MOBILITY PLAN – DRAFT COST FEASIBLE PLAN

TYPE OF ITEM: Action

STATEMENT OF ISSUE

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

HISTORY AND ANALYSIS

At the June CRTPA Board meeting, the Year 2050 RMP Project Team presented the following information as it relates to developing the Year 2050 RMP Draft Cost Feasible Plan including projects, project costs, and revenues. For Board information, this material is provided below.

CRTPA Projects

The first projects for the RMP are from the existing FDOT Work Program, CRTPA Transportation Improvement Program (TIP), and CRTPA Priority Project List. The capacity projects include the following:

Project	From	To
Woodville Highway (SR 363)	Capital Circle, SE (US 319)	Paul Russell Road
Crawfordville Road (US 319)	East Ivan Road	Wakulla Arran Road
Orange Avenue (SR 371)	Cypress Lake Street	Monroe Street (SR 61)
Crawfordville Road (US 319)	Wakulla County Line	LL Wallace Road
Crawfordville Road (US 319)	LL Wallace Road	Wakulla Springs Road (SR 61)
Pensacola Street (SR 366)	Capital Circle, SW (SR 263)	Appleyard Drive
Crawfordville Road (US 319)	Wakulla Arran Road	Lost Creek Bridge
Crawfordville Road (US 319)	Lost Creek Bridge	Alaska Way
Capital Circle, NW	Interstate 10	North Monroe Street

In addition to these projects, and based on the year 2050 model, the following are “needed” projects to address future congestion issues:

Project	From	To
Adams Street (SR 363)	Orange Avenue (SR 371)	Bronough/Duval
Blountstown Highway (SR 20)	Geddie Road	Capital Circle, SW (SR 263)
Woodville Highway (SR 363)	Capital Circle, SE (US 319)	Natural Bridge Road

Project Costs

The estimate costs for the projects were provided by the FDOT in June 2025.

Project	ROW	Construction	Total
Woodville Highway (SR 363)	\$ 6,500,000	\$ 41,300,000	\$ 47,800,000
<i>Capital Circle, SE (US 319) to Gaile Avenue</i>			
Woodville Highway (SR 363)	\$ 6,900,000	\$ 20,200,000	\$ 27,100,000
<i>Gaile Avenue to Paul Russell Road</i>			
Crawfordville Road (US 319)	\$ 38,200,000	\$ 57,100,000	\$ 95,300,000
<i>Wakulla Arran Road to East Ivan Road</i>			
Orange Avenue (SR 371)	\$ 44,600,000	\$ 74,100,000	\$ 118,700,000
<i>Cypress Lake Street to Monroe Street (SR 61)</i>			
Crawfordville Road (US 319)	\$ 1,100,000	\$ 24,700,000	\$ 25,800,000
<i>LL Wallace Road to Wakulla Springs Road (SR 61)</i>			
Crawfordville Road (US 319)		\$ 48,900,000	\$ 48,900,000
<i>Wakulla County Line to LL Wallace Road</i>			
Pensacola Street (SR 366)	\$ 6,000,000	\$ 43,500,000	\$ 49,500,000
<i>Capital Circle, SW (SR 263) to Appleyard Drive</i>			
	\$ 103,300,000	\$ 309,800,000	\$ 413,100,000

Revenues

The revenues are divided into “Tiers” which represent two (2) five-year periods (FY 31 - FY 35 and FY-36 – FY 40) and a ten-year period of time (FY 41 - FY 50) as required to meet Federal Highway Administration (FHWA) requirements for Long Range Transportation Plans. Tier 1 (not shown in the table below) represents the [Transportation Improvement Program \(FY 26 to FY 30\)](#).

Revenue Type	FY 31 - FY 35	FY 36 - FY 40	FY 41 - FY 50	Total
	Tier 1	Tier 2	Tier 3	
Surface Transportation Block Grant	\$30.72	\$30.72	\$61.43	\$122.87
CRTPA Discretionary	\$16.09	\$16.09	\$32.17	\$64.35
CRTPA TMA Funds	\$10.15	\$10.55	\$21.48	\$42.18
Other Roads	\$7.45	\$7.75	\$15.78	\$30.98
Transportation Alternatives	\$6.72	\$6.72	\$13.44	\$26.88
Total	\$71.13	\$71.83	\$144.30	\$287.26

Draft Cost Feasible Plan Development

Utilizing the previous information, the Project Team developed three (3) scenarios for CRTPA Board consideration. For consistency with existing CRTPA documents, the projects are shown in the scenarios are in the same order as the FY 27 – FY 31 Priority Project List.

Scenarios

The reduction in revenues from the 2045 RMP to the 2050 RMP has a drastic impact on the Draft Cost Feasible Plan and the projects that can be funded. Every Metropolitan Planning Organization (MPO) in Florida is experiencing the same impacts. The Project Team approached this issue through the development of three (3) scenarios which are detailed on the following pages.

It should be noted that the projected revenues do not meet the demands of completing two projects within the year 2050 timeframe. However, some other factors to be considered include:

- The RMP will be updated in five years which will provide an opportunity to evaluate the progress of these projects against newer revenue projections.
- Hopefully, CRTPA region won't require as much funding for resurfacing projects, therefore, providing funds for roadway projects.

Additional projects that are incorporated into each scenario include:

Strategic Intermodal System (SIS) Projects

The Strategic Intermodal System (SIS) is Florida's high priority network of transportation facilities important to the state's economy and mobility. The Governor and Legislature established the SIS in 2003 to focus the state's limited transportation resources on the facilities most significant for interregional, interstate, and international travel. The SIS is the state's highest priority for transportation capacity investments and a primary focus for implementing the Florida Transportation Plan (FTP), the state's long-range transportation vision and policy plan. Projects in the CRTPA region include the following.

Project	From	To	Phase	Year(s)
Interstate 10	US 90 (Midway)	Leon County Line	Design	FY 35-FY 40
Interstate 10	Gadsden County Line	Capital Circle, NW	Design	FY 35-FY 40
Interstate 10	Capital Circle, NE	Centerville Road	ROW Construction	FY 35-FY 40 FY 45-FY 50
Interstate 10	Centerville Road	Chaires Road	ROW	FY 35-FY 40
Interstate 10	Chaires Road	Gamble Road	Design ROW	FY 35-FY 40 FY 35-FY 40

SUN Trail Projects

The Florida Shared-Use Non-motorized (SUN) Trail Program, established in 2015, receives an annual allocation from the redistribution of new vehicle tag revenues. These revenues are deposited in the State Transportation Trust Fund. The funding is for the development of a statewide system of interconnected high-priority, paved, non-motorized multi-use trail / two-directional Shared Use Path (SUP) within the SUN Trail network for bicyclists and pedestrians, physically separated from vehicular traffic. The SUN Trail network aligns with the Florida Greenways and Trails System (FGTS) Plan's Land

Trail Priority Network overseen by the Department of Environmental Protection’s Office of Greenways and Trail (OGT) and includes connections to and through lands of the Florida Wildlife Corridor Act. Projects in the CRTPA region include the following.

Project	Current Phase	Programmed		Needed Phase(s)
		Phase	Year	
Wakulla Springs Trail				
St. Marks Trail to Wakulla Springs State Park	Design	None		Construction
Capital City Trail East (US 90)				
Pedrick Road to Lake Miccosukee	PD&E	Design	2029	Construction
Capital City Trail Central (Tallahassee to Havana)				
Gadsden County Line to Orchard Pond Greenway Trailhead	PD&E	None		Design and Construction
Leon County Line to Salem Road	Design	None		Construction
Capital City Trail West (US 90)				
Jackson County Line to Quincy Bypass (SR 12)	Feasibility	None		PD&E, Design, and Construction

Moving Florida Forward

During the 2023 Legislative Session, Governor DeSantis proposed, and the Florida Legislature then passed the *Moving Florida Forward Infrastructure Initiative*. As part of the initiative, the Florida Department of Transportation (FDOT) identified a selection of critical needs on state-owned roadways. Additionally, FDOT identified previously approved projects with broad community support that only lacked funding to begin construction. Due to Florida’s sound fiscal health, \$4 billion from the General Revenue Surplus has been dedicated to the *Moving Florida Forward Infrastructure Initiative* to advance construction on these projects around the state that will address congestion, improve safety, ensure the resiliency of our transportation network, and enhance Florida’s supply chain and economic growth. There is one project in the CRTPA region utilizing Moving Florida Forward funding and that is Capital Circle, SW from Springhill Road to Crawfordville Road.

Blueprint Intergovernmental Agency (BPIA)

The Blueprint Intergovernmental Agency (BPIA) is a City-County agency established to implement a plan funded by a local government one-cent sales surtax. Endorsed by the Tallahassee-Leon County voters who approved the surtax in 2000 and again in 2014 to efficiently execute large, transformative, and generational projects that are aimed to enhance our community through coordinated planning and construction of transportation, utilities, stormwater management, parks, greenways, and economic development programs.

There are several projects that are underway and are incorporated into the three RMP scenarios, including:

- [Airport Gateway](#)
- [Greenways Master Plan](#)
- [Northeast Corridor Connector: Bannerman Road](#)
- [Northeast Gateway: Welaunee Boulevard](#)
- [Northwest Connector Corridor: Tharpe Street](#)

Scenario Maps

The Project Team has developed a [CRTPA Year 2050 RMP Draft Cost Feasible Plan](#) application to illustrate the three (3) scenarios. At this point each scenario has the same color (it is recommended to only have one scenario toggled on at a time) to illustrate the projects recommended for funding. Each line type has a blue highlight bar that can be toggled on or off by clicking on the respective scenario color bar. Additional projects include on the maps are:

Capital Circle, SW – Springhill Road to Crawfordville Road, which is being completed with funds from Moving Florida Forward.

Interstate 10 - Funding for these phases are being funded by the Strategic Intermodal System (SIS).

Shared-Use Non-Motorized (SUN Trail) – These projects are funded by the FDOT and are programmed outside of the CRTPA processes.

Blueprint Roads – Road projects funded via the Local Option Sales Tax via the Blueprint Intergovernmental Agency Board of Directors.

Blueprint Greenways – Greenway projects funded via the Local Option Sales Tax via the Blueprint Intergovernmental Agency Board of Directors.

All of these projects can be toggled on or off.

Additionally, there bicycle and location point symbols on the map. Clicking on these icons will provide additional information for each project and links to specific project pages, program information and for the scenario projects, a listing of each scenario the project is proposed to be funded along with the funding amount and “tier”.

Scenario 1 – Right of Way (ROW)

The first scenario provides funding for the top five (5) CRTPA roadway priority projects.

This approach allows all the projects to move forward through the ROW phase in preparation for any future construction phase.

Scenario 1 – Right of Way Funding

Project	Phase	Tier 1	Tier 2	Tier 3	Tier 4	Total
		26-30	31-35	36-40	41-50	
Woodville Highway						
Capital Circle, SE to Belair Street	ROW		\$ 3.8			\$ 3.8
Belair Street to Gaile Avenue	ROW		\$ 4.5			\$ 4.5
Gaile Avenue to Paul Russell Road	ROW		\$ 8.9			\$ 8.9
Crawfordville Road						
East Ivan Road to Wakulla Arran Road	ROW				\$ 64.8	\$ 64.8
Orange Avenue						
Cypress Lake Street to Pasco Street	ROW			\$ 38.2		\$ 38.2
Pasco Street to Monroe Street	ROW		\$ 20.7	\$ 6.3		\$ 26.9
Crawfordville Road						
Wakulla County Line to Wildflower Road	ROW					
Wildflower Road to LL Wallace Road	ROW					
LL Wallace Road to Wakulla Spring Road	ROW	\$ 1.4				
Pensacola Street						
Capital Circle, SW to Appleyard Drive	PE	\$ 3.4				
	ROW				\$ 11.6	\$ 11.6
Capital Circle, NW						
Interstate 10 to Monroe Street	PDE	\$ 3.0				
Total		\$ 7.8	\$ 38.0	\$ 44.5	\$ 76.5	\$ 158.9

Note: all funding is shown in Year of Expenditure

The Tier 1 projects are shown to illustrate the current phase funded in the FDOT Work Program and MPO's are required to show Tier 1. However, since these funds are already accounted for, they do not count against the revenue estimates (Tier 2, Tier 3 and Tier4) provided for the RMP. Therefore, please note, that the \$158.9M total does not include the \$7.8M already programmed in the Work Program.

Additionally, this scenario provides funding for pedestrian/bike, systems management and safety, or “Boxed Funds”, as shown below. Box funds are for smaller projects and efforts that the CRTPA works on that don’t require to be included in the RMP.

Scenario 1 – Boxed Funds

Programs	Tier 2	Tier 3	Tier 4	Total
	31-35	36-40	41-50	
Pedestrian/Bike	\$ 10.2	\$ 10.0	\$ 20.7	\$ 40.9
Systems Management	\$ 14.6	\$ 10.8	\$ 32.5	\$ 57.9
Safety	\$ 6.9	\$ 6.6	\$ 14.6	\$ 28.1
Total	\$ 31.7	\$ 27.4	\$ 67.8	\$ 126.9

In total, the estimated cost of Scenario 1 is \$285.8M.

Scenario 2 – Completion of Woodville Highway (Leon County)

This scenario focuses on funding the number 1 CRTPA priority Project and then focuses on funding Crawfordville Road from LL Wallace Road to Wakulla Springs Road. This approach completes the top priority project and then moves towards completing the next project that has been completed through the design phase.

Scenario 2 – Completing Woodville Highway (Capital Circle, SE to Paul Russell Road)

Project	Phase	Tier 1	Tier 2	Tier 3	Tier 4	Total
		26-30	31-35	36-40	41-50	
Woodville Highway						
Capital Circle, SE to Belair Street	ROW			\$ 4.6		\$ 4.6
	CST				\$ 36.7	\$ 36.7
Belair Street to Gaile Avenue	ROW		\$ 4.5			\$ 4.5
	CST			\$ 34.9		\$ 34.9
Gaile Avenue to Paul Russell Road	ROW		\$ 8.9			\$ 8.9
	CST		\$ 26.1			\$ 26.1
Crawfordville Road						
East Ivan Road to Wakulla Arran Road						
Orange Avenue						
Cypress Lake Street to Pasco Street						
Pasco Street to Monroe Street						
Crawfordville Road						
Wakulla County Line to Wildflower Road						
Wildflower Road to LL Wallace Road						
LL Wallace Road to Wakulla Springs Road	ROW	\$ 1.4				
	CST				\$ 47.9	\$ 47.9
Pensacola Street						
Capital Circle, SW to Appleyard Drive	PE	\$ 3.4				
Capital Circle, NW						
Interstate 10 to Monroe Street	PDE	\$ 3.0				
Total		\$ 7.8	\$ 39.5	\$ 39.6	\$ 84.6	\$ 163.7

Note: all funding is shown in Year of Expenditure (millions).

The Tier 1 projects are shown to illustrate the current phase funded in the FDOT Work Program and MPO's are required to show Tier 1. However, since these funds are already accounted for, they do not count against the revenue estimates (Tier 2, Tier 3 and Tier4) provided for the RMP. Therefore, please note, that the \$163.7M total does not include the \$7.8M already programmed in the Work Program.

Additionally, this scenario provides funding for pedestrian/bike, systems management and safety, or “Boxed Funds”, as shown below.

Scenario 2 – Boxed Funds

Programs	Tier 2	Tier 3	Tier 4	Total
	31-35	36-40	41-50	
Pedestrian/Bike	\$ 10.3	\$ 10.3	\$ 20.3	\$ 40.9
Systems Management	\$ 14.1	\$ 13.1	\$ 25.7	\$ 52.9
Safety	\$ 7.2	\$ 7.2	\$ 13.7	\$ 28.1
Total	\$ 31.6	\$ 30.6	\$ 59.7	\$ 121.9

In total, the estimated cost of Scenario 2 is \$285.6M.

Scenario 3 – Completion of Crawfordville Road

Scenario 3 is focused on completing Crawfordville Road followed by funding ROW for Woodville Highway along with partial funding of Orange Avenue (Pasco Street to Monroe Street). This approach completes the project that is further along than other projects and funds some ROW for other projects.

Scenario 3 – Completing Crawfordville Road (Wakulla County Line to Wakulla Springs Road)

Project	Phase	Tier 1	Tier 2	Tier 3	Tier 4	Total
		26-30	31-35	36-40	41-50	
Woodville Highway						
Capital Circle, SE to Belair Street						
Belair Street to Gaile Avenue	ROW		\$4.5			\$4.5
Gaile Avenue to Paul Russell Road	ROW				\$13.4	\$13.4
Crawfordville Road						
East Ivan Road to Wakulla Arran Road						
Orange Avenue						
Cypress Lake Street to Pasco Street						
Pasco Street to Monroe Street	ROW				\$19.4	\$19.4
Crawfordville Road						
Wakulla County Line to Wildflower Road	CST				\$53.7	\$53.7
Wildflower Road to LL Wallace Road	CST			\$33.1		\$33.1
LL Wallace Road to Wakulla Spring Road	ROW	\$1.4				
	CST		\$31.9			\$31.9
Pensacola Street						
Capital Circle, SW to Appleyard Drive	PE	\$3.4				
Capital Circle, NW						
Interstate 10 to Monroe Street	PDE	\$ 3.0				
Total		\$7.8	\$36.4	\$33.1	\$86.6	\$156.0

Note: all funding is shown in Year of Expenditure (millions).

The Tier 1 projects are shown to illustrate the current phase funded in the FDOT Work Program and MPO's are required to show Tier 1. However, since these funds are already accounted for, they do not count against the revenue estimates (Tier 2, Tier 3 and Tier4) provided for the RMP. Therefore, please note, that the \$156.0M total does not include the \$7.8M already programmed in the Work Program.

Additionally, this scenario provides funding for pedestrian/bike, systems management and safety, or “Boxed Funds”, as shown below.

Scenario 3 – Boxed Funds

Programs	Tier 2	Tier 3	Tier 4	Total
	31-35	36-40	41-50	
Pedestrian/Bike	\$ 10.4	\$ 11.3	\$ 20.3	\$ 42.0
Systems Management	\$ 15.6	\$ 18.4	\$ 23.7	\$ 57.7
Safety	\$ 7.4	\$ 9.1	\$ 13.7	\$ 30.2
Total	\$ 33.3	\$ 38.8	\$ 57.7	\$ 129.8

In total, the estimated cost of Scenario 3 is \$285.9M.

Scenario Comparison

For comparative purposes, the three (3) scenarios are shown below with the respective allocations to each project and phase.

Project	Phase	Scenario		
		1	2	3
Woodville Highway				
Capital Circle, SE to Belair Street	ROW	\$ 3.8	\$ 4.6	
	CST		\$ 36.7	
Belair Street to Gaile Avenue	ROW	\$ 4.5	\$ 4.5	\$ 4.5
	CST		\$ 34.9	
Gaile Avenue to Paul Russell Road	ROW	\$ 8.9	\$ 8.9	\$ 13.4
	CST		\$ 26.1	
Crawfordville Road				
East Ivan Road to Wakulla Arran Road	ROW	\$ 64.8		
Orange Avenue				
Cypress Lake Street to Pasco Street	ROW	\$ 38.2		
Pasco Street to Monroe Street	ROW	\$ 26.9		\$ 19.4
Crawfordville Road				
Wakulla County Line to Wildflower Road	CST			\$ 53.7
Wildflower Road to LL Wallace Road	CST			\$ 33.1
LL Wallace Road to Wakulla Spring Road	ROW			
	CST		\$ 47.9	\$ 31.9
Pensacola Street				
Capital Circle, SW to Appleyard Drive	PE			
	ROW	\$ 11.6		
Capital Circle, NW				
Interstate 10 to Monroe Street	PDE			
Sub-Totals by Phase Type (Minus Tier 1 Projects)	ROW	\$ 158.9	\$ 18.1	\$ 37.4
	CST	\$ -	\$ 145.6	\$ 118.7
	Total	\$ 158.9	\$ 163.7	\$ 156.0

Note: All funding is shown in Year of Expenditure (millions).

Additionally, the scenario comparison includes funding for pedestrian/bike, systems management and safety, or “Boxed Funds” as shown below.

All Scenarios – Boxed Funds

Programs	Scenarios		
	1	2	3
Pedestrian/Bike	\$ 40.9	\$ 40.9	\$ 42.0
Systems Management	\$ 57.9	\$ 52.9	\$ 57.7
Safety	\$ 28.1	\$ 28.1	\$ 30.2
Total	\$ 126.9	\$ 121.9	\$ 129.9

Total Scenario Costs

Collectively, each scenario has the exact same cost (shown below).

Total Scenario Cost Comparison

Scenario	Funding Type		
	Roadway	Boxed Funds	Total
Scenario 1 - Funding Right of Way Phases	\$ 158.9	\$ 126.9	\$ 285.8
Scenario 2 - Completion of Woodville Highway	\$ 163.7	\$ 121.9	\$ 285.6
Scenario 3 - Completion of Crawfordville Road	\$ 156.0	\$ 129.9	\$ 285.9

Note: All funding is shown in Year of Expenditure (millions).

RECOMMENDED ACTION

Option 1: Approve the Year 2050 RMP Draft Cost Feasible Plan Scenario 1 – Right of Way as the preferred funding alternative for Year 2050 RMP.
(Recommended)

Option 2: CRTPA Board Discretion.

NEXT STEPS

Upon scenario approval by the CRTPA Board, the Project Team will initiate public engagement for feedback on the scenario. The Final CFP will be presented to the CRTPA Board, with any associated comments, at the November Board meeting. The November CRTPA Board meeting will begin with a Public Hearing that will provide the final opportunity for public comments before Board adoption of the CFP. Upon approval of the CFP, the Project Team will finalize the development of the overall RMP document and present it to the CRTPA Board in February.