



## CRTPA BOARD

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

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

### **MISSION STATEMENT**

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

### **FINAL AGENDA**

Citizens wishing to provide input at the CRTPA meeting may:

- (1) Provide comments in person at the meeting. Speakers are requested to limit their comments to three (3) minutes; or
- (2) Submit written comments prior to the meeting at <http://crtpa.org/contact-us/> by providing comments in the "Email Us" portion of the page before 5:00 p.m. on **Monday, September 15**. This will allow time for comments to be provided to CRTPA members in advance of the meeting. Comments submitted after this time (up to the time of the meeting) will be accepted and included in the official record of the meeting; or
- (3) Provide live comments during the meeting virtually by registering before 5:00 p.m. on **Monday, September 15** at <http://crtpa.org/contact-us/> and noting your desire to provide comments via video in the "Email Us" portion of the page along with the agenda item or issue you wish to discuss. You will be contacted by CRTPA staff and provided with a link to virtually access the meeting and provide your comment during the meeting. Speakers are requested to limit their comments to three (3) minutes.

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

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

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

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

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1. **CALL TO ORDER**

2. **ROLL CALL**

3. **AGENDA MODIFICATIONS**

4. **PUBLIC COMMENT ON ITEMS NOT APPEARING ON THE AGENDA**

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

5. **CONSENT AGENDA**

- A. Minutes of the June 16 C RTPA Meeting
- B. Executive Director's Annual Evaluation
- C. Citizens Multimodal Advisory Committee (CMAC) Appointments
- D. Executive Director's Timesheets (April-June 2025)

6. **CONSENT ITEMS PULLED FOR DISCUSSION**

7. **ROLL CALL VOTE AGENDA ITEMS**

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

This item seeks Board adoption of an amendment to the FY 2026 – FY 2030 Transportation Improvement Program (TIP) to include the following projects:

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

**8. CRTPA ACTION**

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

**A. CRTPA Fiscal Year (FY) 2024 Financial Statements**

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

**B. CRTPA Fiscal Year (FY) 2026 Budget**

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

**C. Regional Mobility Plan (RMP)**

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

**D. CRTPA Federal Certification**

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

**9. FLORIDA DEPARTMENT OF TRANSPORTATION REPORT**

A status report on FDOT activities will be provided.

**10. EXECUTIVE DIRECTOR'S REPORT**

A status report on CRTPA activities will be provided.

**11. CRTPA INFORMATION**

**A. Future Meeting Dates (Next Board Meeting Tuesday, October 21, 2025)**

**B. CRTPA Committee Actions**

**C. Budget Utilization**

**12. ITEMS FROM CRTPA BOARD MEMBERS****13. ADJOURNMENT**

September 16, 2025



## AGENDA ITEM 5 A

### MINUTES

TYPE OF ITEM: Consent

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

#### **RECOMMENDED ACTION**

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

#### **ATTACHMENT**

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





## **CRTPA BOARD**

MEETING OF MONDAY, JUNE 16, 2025, AT 1:30 PM

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

### **Meeting Minutes**

#### **Members Present:**

Commissioner Williams-Cox, Vice Chair, City of Tallahassee  
Commissioner Maddox, Vice-Chair, Leon County  
Commissioner Minor, Leon County  
Commissioner O'Keefe, Leon County  
Commissioner Matlow, City of Tallahassee  
Commissioner Richardson, City of Tallahassee  
Commissioner Messersmith, Wakulla County

**Staff Present:** Greg Slay, Executive Director; Jack Kostrzewa, CRTPA; Greg Burke, CRTPA; Suzanne Lex; CRTPA; Yulonda Mitchell, CRTPA; Bryant Paulk, FDOT; Kaylor Collins, FDOT; Chris Rietow, ARPC; Thornton Williams, CRTPA Attorney

#### **1. CALL TO ORDER AND ROLL CALL**

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

#### **2. AGENDA MODIFICATIONS**

There were no agenda modifications.

#### **3. PUBLIC COMMENT ON ITEMS NOT APPEARING ON THE AGENDA**

There were no public speakers.

#### **4. CONSENT AGENDA**

- A. Minutes of the April 15 CRTPA Meeting
- B. Unified Planning Work Program Amendment
- C. FDOT 2024 Joint Certification of the CRTPA
- D. Citizens Multimodal Advisory Committee (CMAC) Appointment
- E. CRTPA Safety Action Plan Update

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

**5. CONSENT ITEMS PULLED FOR DISCUSSION**

There was no consent items pulled for discussion.

**6. ROLL CALL VOTE AGENDA ITEMS**

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

The FY 2026 – FY 2030 TIP reflecting the projects that have received funding in the Florida Department of Transportation Work Program has been developed for Board adoption.

Ms. Lex provided background information on the adoption of the Fiscal Year (FY) 2026– FY 2030 Transportation Improvement Program (TIP) which included information on the public engagement process for the TIP and the PPLs. Ms. Lex explained the TIP each year the TIP gets adopted, which was the programmed funding of projects over the next five-years. Ms. Lex stated the PPLs are also adopted separately each year, which seeks funding for future phases and projects. Ms. Lex outlined the public engagement for both the TIP and PPLs, noting there were virtual and in-person meetings held for the public to provide comments.

Ms. Lex explained the TIP was required by the state and federal governments and both contain projects that were consistent with local and regional goals. She stated the TIP was approved annually with a new fifth year added and must be consistent with the Regional Mobility Plan (RMP). Ms. Lex stated the TIP funding consists of Federal, State and Local sources and provided the breakdown of each source, noting the majority of funding was federal funding. Ms. Lex provided funding by category as well as by county. Ms. Lex noted the Legislature allocated \$100 million dollars for SunTrails and last year through the Moving Florida Forward Initiative, to fund Capital Circle (Crawfordville Road to Springhill Road) and that was included in the total \$622 million. Ms. Lex noted the resurfacing and maintaining the existing system was the highest priority and the resurfacing total was \$272 million dollars in resurfacing funding.

Commissioner Williams-Cox asked if there were concerns with the federal funding under the current administration. Mr. Slay noted that typically state funds are 75% of the state trust funds and 25% of federal funds but noted there would be a year or two before the full understanding of the impacts on transportation projects and noted there were currently no cancellation of Transportation programs to date and noted there would be a discussion in 2027 when the BIL legislation reauthorization by Congress. Commissioner Richardson asked for any changes to the PPLs. Ms. Lex explained there was a PD&E study added for NW Capital Circle (I-10 to US 27), and that it was currently number 7 on the project list. Commissioner Richardson asked about changes to Orange Avenue improvements. Ms. Lex noted there was funding (SU funds) applied to two segments to complete the design phases.

**Board Action: Commissioner Minor made a motion to adopt the Fiscal Year (FY) 2026– FY 2030 Transportation Improvement Program (TIP) as presented by staff. Commissioner O’Keefe seconded the motion. A roll call vote was conducted, and the motion was unanimously passed.**

**B. Fiscal Year (FY) 2025– FY 2029 Transportation Improvement Program (TIP) Amendment**

This item seeks Board adoption of an amendment to the FY 2025 – FY 2029 Transportation Improvement Program (TIP) to include the following projects:

- SR 8 (I-10) from Ochlocknee Relief Bridget to Ochlocknee River Bridge: Provide funding for the design safety improvements in FY 26 (Leon County).
- SR 261 (US 319) & SR 10 (US 90) Intersection Improvements: Provide funding for the development of a Project Development and Environment (PD&E) Study in FY 25 (Leon County).

Ms. Lex introduced the Fiscal Year (FY) 2025– FY 2029 Transportation Improvement Program (TIP) Amendment. She stated the amendment added funding for the projects shown. Providing funding for the design of safety improvements for the Ochlocknee River Bridge (FY 26) and funding for the development of a Project Development and Environment (PD&E) Study (FY 25).

Commissioner O’Keefe asked when citizens should expect public engagement activities for the PD&E study. Mr. Paulk stated the public engagement would be about eight months away, noting there was a significant amount of data collection to complete prior to the public engagement on the project. Commissioner O’Keefe asked for specific details of what would be studied as a part of the PD&E. Mr. Slay explained there were right-of-way constraints and noted any improvement would have a land use impact to businesses. He stated right-of way acquisitions would be required with all alternatives studied. He also explained the timeframe for the project competition would be about eight to ten years.

**Board Action: Commissioner Minor made a motion to approve the Fiscal Year (FY) 2025– FY 2029 Transportation Improvement Program (TIP) Amendment as presented by staff. Commissioner O’Keefe seconded the motion. A roll call vote was conducted, and the motion was unanimously passed.**

**7. CRTPA ACTION****A. Tallahassee to Havana Trail – Consultant Selection**

This item seeks CRTPA Board approval to select a consultant to develop a Project Development and Environment (PD&E) Study associated with the Leon County segment of the Tallahassee to Havana Trail.

Mr. Burke introduced the Tallahassee to Havana Trail consultant selection item. He explained the CRTPA successfully applied for SUN Trails grant funding for this phase of the project. Mr. Burke outlined that the selection process was completed with the City of Tallahassee’s Procurement Department and the Selection Committee. He stated the Selection Committee’s recommendation was the selection of Halff & Associates to complete the PD&E Study and that today’s action seeks approval of the selection as well as allowing the CRTPA Executive Director to initiate the agreement for the project to be signed by the Chair.

**Board Action: Commissioner Minor made a motion to approve the Tallahassee to Havana Trail – Consultant Selection of Halff and Associates as presented by staff. Commissioner Richardson seconded the motion, and the motion was unanimously passed.**

**B. Fiscal Year (FY) 2027 – FY 2031 Project Priority Lists (PPLs)**

The FY 2027 – 2031 Project Priority Lists has been developed for Board adoption. The following lists have been developed for Board approval:

1. Regional Mobility Plan (Capacity) Project Priority List
2. Bicycle and Pedestrian Project Priority List
3. Regional Shared Use Paths (Trails) Project Priority List
4. StarMetro Project Priority List
5. Intelligent Transportation Systems (ITS) Project Priority List
6. Tallahassee International Airport Project Priority List
7. Urban Attributable Funds (SU) PPL

Ms. Lex provided information on the Fiscal Year (FY) 2027 – FY 2031 Project Priority Lists (PPLs). She explained the PPLs would be used in the development of next year's TIP and noted that after adoption, funding will be sought with the FDOT. Ms. Lex provided highlights for each project priority list. She noted that for the RMP PPL, funding for right-of-way acquisition would be sought for the Crawfordville Road segments and that, once programmed, they would be ready for construction phase.

**Board Action: Commissioner Richardson made a motion to approve the Fiscal Year (FY) 2027– FY 2031 Project Priority Lists (PPLs) as presented by staff. Commissioner O'Keefe seconded the motion, and the motion was unanimously passed.**

**C. Regional Mobility Plan (RMP) Update**

An update on the development of the CRTPA's RMP will be provided.

Mr. Kostrzewa introduced the Regional Mobility Plan (RMP) Update. He stated the project was initially introduced at the retreat in January and provided an update on the progress since January. He stated the identification of the projects, costs and revenues have been developed. Mr. Kostrzewa explained the survey component that was conducted had a few issues, noting Apple products/phones were problematic when completing the survey. He stated additional language was added to advise citizens to use a different device and the deadline for comments was extended to June 23<sup>rd</sup>. He noted there were discussions to provide a second survey, if the budget allows, after the September meeting and have the draft cost feasible plan completed. Mr. Kostrzewa stated the Goals and Objectives were still being developed. He introduced the consultant Franco Saraceno, Kittelson and Associates.

Mr. Saraceno provided an update on the schedule and tasks that were being developed or completed. He noted the completed items included the establishment of goals and objectives and assigned weights for each; modeling components; analysis of mobility and safety; public engagement and coordination; needs assessment and beginning of the priority prioritization task and determine cost feasibility.

Mr. Kostrzewa discussed the transportation model. He explained the process to develop the model including a base-year model that reflects current conditions. He explained the next step was an “Existing Plus Committed” model, which uses the base-year model plus any project that has been built or committed to be built which results in an E+C model and concurrently, year 2050 data is projected for population, employment and future land use. Mr. Kostrzewa further explained, the data is input into the E+C model to produce a Year 2050 model. He stated the process develops the needs model, and after board adoption of the model, there would be a cost feasible plan model. The cost feasible plan model would add in the projects in the plan and determine the impacts to the system.

Mr. Kostrzewa discussed “constraints” that inhibit or prohibit the ability to provide additional capacity that are related to physical, fiscal, or policies. He explained physical constraints are those that will make it extremely difficult to widen the road. Mr. Kostrzewa stated fiscal constraints relate to the ability to fund a project due to the estimated cost of the improvements. Lastly, he explained, policy constraints are those based on the protection of the environment, businesses or residences along a corridor.

Mr. Kostrzewa stated after the models were run, the results develop the needs assessment. Mr. Kostrzewa briefly explained the “volume to capacity” ratio, or V/C ratio. He noted this was utilized to determine how well a road is being used compared to its maximum capacity. He further explained a V/C ratio of 1.0 or greater indicates congestion, while values below 1.0 suggest the facility has more capacity than demand. He discussed the projects, and included updated project costs totaling \$412 million dollars and noted costs continue to increase. Mr. Kostrzewa discussed the current funding and noted the decrease in funding from the last five-year cycle.

Mr. Kostrzewa explained the Draft Cost Feasible Plan. He stated the revenues are used to determine a 3-tiered system and the RMP focuses on the first five years and noted the funding was spread out over period of time and stated there would not be many projects moving from the list.

**Board Action: The Regional Mobility Plan (RMP) Updated was an informational item, therefore, no action was taken.**

**8. FLORIDA DEPARTMENT OF TRANSPORTATION REPORT**

A status report on FDOT activities will be provided.

**9. EXECUTIVE DIRECTOR’S REPORT**

A status report on C RTPA activities will be provided including information related to the public meeting for the Tallahassee to Havana Trail (held on May 7).

**10. C RTPA INFORMATION**

**A. Future Meeting Dates (Next Board Meeting Monday, September 15, 2025)**

**B. C RTPA Committee Actions**

11. **ITEMS FROM CRTPA BOARD MEMBERS**

12. **ADJOURNMENT**

The meeting was adjourned at 2:30 pm.

September 16, 2025



AGENDA ITEM 5 B

**EXECUTIVE DIRECTOR'S ANNUAL EVALUATION**

TYPE OF ITEM: Consent

**STATEMENT OF ISSUE**

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

**EXECUTIVE COMMITTEE ACTION**

The CRTPA Executive Committee met on August 28, 2025 and discussed the evaluations.

**RECOMMENDED ACTION**

Option 1: Approve the Executive Director's Evaluations for 2025.  
(Recommended)

Option 2: Provide other direction.

**ATTACHMENT**

Attachment 1: Executive Director's Evaluations for 2025



## 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:

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**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**

☒
☐
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☐

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

☒
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☐

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

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☐
☐
☐

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

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

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

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

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☐

**Meets challenges head on**

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

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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:

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**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**

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

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☒☐☐☐

**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**

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**Meets challenges head on**

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

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**Exhibits diligence in leading the CRTPA**

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**Forecasts trends, responds to change, and invites innovation**

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**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.



September 15, 2025

AGENDA ITEM 5 C

**CITIZENS MULTIMODAL ADVISORY COMMITTEE**

**APPOINTMENTS**

TYPE OF ITEM: Consent

**STATEMENT OF ISSUE**

This item seeks board approval of the appointment of Margaret Jordan and Ernest Bradley to serve on the [CRTPA's Citizens Multimodal Advisory Committee \(CMAC\)](#). The applications of Ms. Jordan and Mr. Bradley are provided as ***Attachments 1 and 2, respectively.***

**RECOMMENDED ACTION**

Option 1: Approve the appointment of Margaret Jordan and Ernest Bradley to serve as members of the CRTPA's Citizens Multimodal Advisory Committee.

**BACKGROUND**

The CMAC is an advisory committee to the CRTPA composed of volunteers who dedicate their time to the CRTPA on issues pertaining to transportation planning within the region. In addition to the CMAC, the CRTPA is advised by the Technical Advisory Committee (TAC), which is composed of local and state planners and engineers with expertise in the area of transportation.


Pursuant to Article III, Section 2 of the CMAC Bylaws, the CMAC may consist of a maximum of fifteen (15) voting representatives from the four (4) county CRTPA region. Currently, the CMAC is comprised of thirteen (13) members, and with the appointment of Ms. Jordan and Mr. Bradley, the CMAC will be at full membership.

**ATTACHMENT**

Attachment 1: Application of Margaret Jordan

Attachment 2: Application of Ernest Bradley

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

<b>Please return to:</b>  Capital Region Transportation Planning Agency 300 S. Adams St., 3rd Floor Tallahassee, Florida 32301  <b>Or:</b>  Email: <a href="mailto:yulonda.mitchell@crtpa.org">yulonda.mitchell@crtpa.org</a>		This application will remain in active files for two years.  Please contact the CRTPA to advise of any changes regarding the information on this application.  Email: <a href="mailto:yulonda.mitchell@crtpa.org">yulonda.mitchell@crtpa.org</a>  PHONE: 850-891-8628			
Name: Margaret Jordan		Date: 06/16/2025			
Phone: 850-509-8454		Email: Margaret.Jordan@FloridaDEP.gov			
Please list your specific employer/occupation if employed by a State, Federal, or local government:					
Employer: Department of Environmental Protection					
Please provide your home and work address (if applicable). Please check that box of your preferred mailing address.					
<input type="checkbox"/> Home Address:  City/State/Zip:					
<input checked="" type="checkbox"/> Work Address: 3800 Commonwealth Blvd Dr.  City/State/Zip: Tallahassee, FL 32303					
<p style="text-align: center;"><b>The Capital Region Transportation Planning Agency strives to ensure that its citizens multimodal advisory committee is representative of the community's demographic makeup. To assist in this endeavor, please provide the following information (voluntary).</b></p> <p style="text-align: center;"><i>Please also note if you are physically challenged</i>    <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p> <table style="width: 100%;"> <tr> <td style="width: 33%;">Race: <input type="checkbox"/> American Indian or Alaskan Native</td> <td style="width: 33%;"> <input type="checkbox"/> Black    <input checked="" type="checkbox"/> Other  <input type="checkbox"/> Asian or Pacific Islander    <input type="checkbox"/> White         </td> <td style="width: 33%;">Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male</td> </tr> </table>			Race: <input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Black <input checked="" type="checkbox"/> Other <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> White	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male
Race: <input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Black <input checked="" type="checkbox"/> Other <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> White	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male			
Please identify any potential conflicts. Such conflicts may include pursuit of CRTPA consultant work related to the provision of professional services:					
Do you ride the bus? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Do you drive a car? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <b>Please circle your age bracket</b> 18 – 25 / (26 - 35) 36 - 49 / 50 and over	Do you bicycle to work/shopping? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Do you bicycle for recreation? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Do you walk to work/shopping? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Do you walk for recreation? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
Can you serve a multi-year term? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Can you regularly attend meetings? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
Conflicts:					
Please circle any special population interests you may represent:					
Road Cyclists, Off-Road Cyclists, Transit Users, Transportation Disadvantaged					
Child, Youth, or Senior Pedestrian Advocates, Students, Seniors, Persons with Disabilities					

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

Margaret Jordan is a law student at Florida State University with a passion for sustainable urban development, environmental justice, and equitable transportation access. She currently works as a Grants Assistant at the Florida Department of Environmental Protection, where she helps support and fund initiatives that keep Florida's greenways, waterways, and trails clean, safe, and accessible for all. Her work reflects a deep commitment to preserving natural spaces while promoting active transportation and connectivity across communities.

At FSU, Margaret is an active member of the Environmental Law Society and is involved in research on the intersection of land use, climate policy, and public infrastructure. She believes legal frameworks are essential tools for building resilient, inclusive transportation systems that serve both people and the planet.

Raised in Florida and now living in Tallahassee, Margaret is eager to bring her public-sector experience and legal perspective to the Citizen Multimodal Advisory Committee. She hopes to contribute meaningfully to discussions around mobility, access, and the future of transportation in her community.



# CITIZEN'S MULTIMODAL ADVISORY COMMITTEE APPLICATION

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


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

Signature: Margaret Jordan

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

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

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

<b>Please return to:</b>  Capital Region Transportation Planning Agency 300 S. Adams St., 3rd Floor Tallahassee, Florida 32301  <b>Or:</b>  Email: <a href="mailto:yulonda.mitchell@crtpa.org">yulonda.mitchell@crtpa.org</a>		This application will remain in active files for two years.  Please contact the CRTPA to advise of any changes regarding the information on this application.  Email: <a href="mailto:yulonda.mitchell@crtpa.org">yulonda.mitchell@crtpa.org</a>  PHONE: 850-891-8628						
Name: Ernest Bradley		Date: 08/05/2025						
Phone: 850-212-6471		Email: <a href="mailto:ernestbradleyfl@gmail.com">ernestbradleyfl@gmail.com</a>						
Please list your specific employer/occupation if employed by a State, Federal, or local government: Grant Specialist								
Employer: Florida State University, College of Social Work								
<i>Please provide your home and work address (if applicable). Please check that box of your preferred mailing address.</i>  <input checked="" type="checkbox"/> Home Address: 1506 Hilltop Drive  City/State/Zip: Tallahassee, FL 32303								
<input type="checkbox"/> Work Address: Florida State University, 296 Champions Way, University Center Building C – Suite 2405  City/State/Zip: Tallahassee, FL 32306								
<p style="text-align: center;"><b>The Capital Region Transportation Planning Agency strives to ensure that its citizens multimodal advisory committee is representative of the community's demographic makeup. To assist in this endeavor, please provide the following information (voluntary).</b></p> <p style="text-align: center;"><i>Please also note if you are physically challenged</i>    <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p> <table style="width: 100%;"> <tr> <td style="width: 33%;">Race: <input type="checkbox"/> American Indian or Alaskan Native</td> <td style="width: 33%;"><input checked="" type="checkbox"/> Black</td> <td style="width: 33%;"><input type="checkbox"/> Other</td> </tr> <tr> <td><input type="checkbox"/> Asian or Pacific Islander</td> <td><input type="checkbox"/> Hispanic</td> <td><input type="checkbox"/> White</td> </tr> </table> <p style="text-align: right;">Gender: <input type="checkbox"/> Female <input checked="" type="checkbox"/> Male</p>			Race: <input type="checkbox"/> American Indian or Alaskan Native	<input checked="" type="checkbox"/> Black	<input type="checkbox"/> Other	<input type="checkbox"/> Asian or Pacific Islander	<input type="checkbox"/> Hispanic	<input type="checkbox"/> White
Race: <input type="checkbox"/> American Indian or Alaskan Native	<input checked="" type="checkbox"/> Black	<input type="checkbox"/> Other						
<input type="checkbox"/> Asian or Pacific Islander	<input type="checkbox"/> Hispanic	<input type="checkbox"/> White						
Please identify any potential conflicts. Such conflicts may include pursuit of CRTPA consultant work related to the provision of professional services:								
Do you ride the bus? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Do you drive a car? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <b>Please circle your age bracket</b> 18 – 25 / 26 – 35 <b>36 – 49</b> 50 and over	Do you bicycle to work/shopping? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Do you bicycle for recreation? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Do you walk to work/shopping? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Do you walk for recreation? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
Can you serve a multi-year term? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Can you regularly attend meetings? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
Conflicts:								
Please circle any special population interests you may represent:								
<div style="display: flex; justify-content: space-between;"> <span>Road Cyclists</span> <span>Off-Road Cyclists</span> <span>Transit Users</span> <span>Transportation Disadvantaged</span> </div>								
<div style="display: flex; justify-content: space-between;"> <span>Child, Youth, or</span> <span>Senior Pedestrian Advocates</span> <span>Students</span> <span>Seniors</span> <span>Persons with Disabilities</span> </div>								

# CITIZEN'S MULTIMODAL ADVISORY COMMITTEE APPLICATION

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

I have worked for the past sixteen years in the public sector. First working in high school and college football from 2009 to 2018, for FDOH as the Health and Built Environment Coordinator from 2015 to 2017, for the Florida Department of Transportation (FDOT) as the Traffic Safety Program Manager over the Impaired Driving Program from 2017 to 2024, and now with the Florida State University College of Social Work (FSU CSW) as a Grant Specialist from 2024 to present. In my role with FDOH, I was the subject matter specialist in the development and/or adoption of physical activity policies related to Complete Streets and Active Transportation policies. These policies focused on adopting and implementing low-to-no-cost physical activity opportunities through community design and roadway redevelopment projects already in the planning stage. I provided technical assistance to all 67 County Health Departments in these areas. I worked closely with other FDOH programs and state agencies to ensure alignment with Centers for Disease Control and Prevention funding objectives. This included working with FDOT's Alert Today Florida Program, Bicycle and Pedestrian Safety program, and as the FDOH representative on the Florida Bicycle and Pedestrian Partnership Council. The council centered around safety, completing the system, health, and cultural change related to bicycle and pedestrian policy, as well as the Florida Pedestrian and Bicycle Safety Strategic Plan.

In my role with FDOT, I analyzed, directed, and monitored highway safety countermeasure activities through traffic safety grant programs specifically related to impaired driving. This included supporting our Traffic Safety Administrator in managing all subgrants within the impaired driving program area funded by the National Highway Traffic Safety Administration (NHTSA), totaling over \$2 million. These grants covered overtime salary and equipment for local and statewide law enforcement agencies working to stop impaired driving-related crashes, serious injuries, and fatalities on Florida roadways. Salary and Outreach events for Program Specialists with victim advocacy organizations, such as Mothers Against Drunk Driving Florida. Other Florida state agencies and universities' projects and programs related to reducing impaired driving incidents include the Florida Department of Highway Safety and Motor Vehicles, the Florida Department of Law Enforcement, and the University of South Florida Center for Urban Transportation Research. As the program manager, I was both over the Florida Impaired Driving Coalition (FIDC) subgrant and one of the coalition leaders. The FIDC is a non-judicial, executive, or legislative group comprised of local and statewide impaired driving stakeholders. It meets quarterly to discuss issues and provide best practice recommendations and resources.

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

Signature: *Ernest Bradley*

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

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

September 16, 2025



## AGENDA ITEM 5 D

### EXECUTIVE DIRECTOR'S QUARTERLY TIMESHEETS (APRIL – JUNE 2025)

TYPE OF ITEM: Consent

#### **STATEMENT OF ISSUE**

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

#### **BACKGROUND**

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

As a result, staff is seeking Board approval of Greg Slay's timesheets for April 1, 2025, through June 30, 2025.

#### **OPTIONS**

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

Option 2: CRTPA Board Discretion


#### **ATTACHMENTS**

Attachment 1: Executive Director's Timesheets for April 1, 2025, through June 30, 2025.

CRTPA TASK SHEET

ATTACHMENT 1

Employee Name		Greg Slay						
Employee Number		14156						
Department		CRTPA VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK						
Payroll Date		04/11/25						
Payroll Range		03/24/25 thru 04/04/25						

EMP NAME:	Greg Slay	PAYROLL DATE:	4/11/25	
EMP #	14156	DATE RANGE:	3/24/25	4/4/25
DEPT:	460101			
<b>CRTPA EMPLOYEE TIME SHEET</b>				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	3/24/25			
Tues	3/25/25			
Wed	3/26/25			
Thurs	3/27/25			
Fri	3/28/25	4		
Mon	3/31/25			
Tues	4/1/25			
Wed	4/2/25			
Thurs	4/3/25			
Fri	4/4/25			
Comments:				
<p>By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  </div> <div style="text-align: right;"> <p>April 4, 2025</p> </div> </div>				
EMPLOYEE SIGNATURE			DATE	

CRTPA TASK SHEET

Employee Name

Greg Slay

Employee Number

14156

Department

CRTPA

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

Payroll Date

04/25/25


Payroll Range

04/07/25

thru

04/18/25

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects	Hours	Activity
Day	Date	701	989	703	990	706	705	995		
Mon	04/07/25	3		2	2	1			8	Admin, GAO survey, RMP, PPLs, legislative review, T2H
Tues	04/08/25	2		1	1	2		2	8	Admin, MPOAC, RMP, regional trails, SRTS
Wed	04/09/25	3	1	2				2	8	Admin, MPOAC, FDOT qtrly, N. Monroe
Thurs	04/10/25	3		2		3			8	Admin, UPWP contract, personal leave, RMP, ITS
Fri	04/11/25	6		1				1	8	Admin, personal leave, Weaulanee Interchange, N. Monroe
Mon	04/14/25	3		2	1			2	8	Admin, staff meeting, Briefing - R. Minor, RMP, HIN
Tues	04/15/25	2		2		2		2	8	Admin, Board meeting, RMP, ITS, T2H, HIN, N. Monroe
Wed	04/16/25		2	1	1	2		2	8	Crash data, RMP, PPLs, T2H, HIN
Thurs	04/17/25	3		1	2	2			8	Admin, 1000 Friends webinar certification, PPLs, legislative review, regional trails, T2H Env. Study
Fri	04/18/25		2	2	2	2			8	Crash data, RMP, Census data, T2H, ITS

EMP NAME:	Greg Slay	PAYROLL DATE:	4/25/25	
EMP #	14156	DATE RANGE:	4/7/25	4/18/25
DEPT:	460101			
<b>CRTPA EMPLOYEE TIME SHEET</b>				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	4/7/25			
Tues	4/8/25			
Wed	4/9/25			
Thurs	4/10/25	2		
Fri	4/11/25	4		
Mon	4/14/25			
Tues	4/15/25			
Wed	4/16/25			
Thurs	4/17/25			
Fri	4/18/25			
Comments:				
<p>By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.</p> 				
EMPLOYEE SIGNATURE			DATE	



CRTPA TASK SHEET

Employee Name

Greg Slay

Employee Number

14156

Department

CRTPA

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

Payroll Date

05/09/25


Payroll Range

04/21/25

thru

05/02/25


		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects	Hours	Activity
Day	Date	701	989	703	990	706	705	995		
Mon	04/21/25	3		1	1	1		2	8	Admin, staff meeting, RMP, PPLs, Leon EA, N. Monroe
Tues	04/22/25	1	3	1	2			1	8	Admin, crash data, PPLs, N. Monroe
Wed	04/23/25	3	3		1	1			8	Admin, MPOAC, crash data, T2H
Thurs	04/24/25	8							8	MPOAC
Fri	04/25/25	2		2	2	2			8	Admin, RMP, ITS, T2H
Mon	04/28/25	1			2	2	1	2	8	Admin, T2H, regional trails, website, SS4A HIN, N. Monroe
Tues	04/29/25	1	1	2	2	1		1	8	Admin, U-SDK, crash data, PPLs, regional trails, SS4A HIN
Wed	04/30/25	2		3		2		1	8	Admin, RMP, regional trails, HIN
Thurs	05/01/25		2	2	1			3	8	Crash data, legislative review, N. Monroe, HIN
Fri	05/02/25	1	1	1	1			4	8	Admin, crash data, RMP, TIP, HIN

EMP NAME:	Greg Slay	PAYROLL DATE:	5/9/25	
EMP #	14156	DATE RANGE:	4/21/25	5/2/25
DEPT:	460101			
<b>CRTPA EMPLOYEE TIME SHEET</b>				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	4/21/25			
Tues	4/22/25			
Wed	4/23/25			
Thurs	4/24/25			
Fri	4/25/25			
Mon	4/28/25			
Tues	4/29/25			
Wed	4/30/25			
Thurs	5/1/25			
Fri	5/2/25			
Comments:				
<p>By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  </div> <div style="text-align: right;"> May 2, 2025 </div> </div>				
EMPLOYEE SIGNATURE			DATE	

**CRTPA TASK SHEET**

Employee Name	Greg Slay		
Employee Number	14156		
Department	CRTPA VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK		
Payroll Date	05/23/25		
Payroll Range	05/05/25	thru	05/16/25

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects		
Day	Date	701	989	703	990	706	705	995	Hours	Activity
Mon	05/05/25	3		1	2	2			8	Admin, staff meeting, audit, regional trails
Tues	05/06/25		2	2		2		2	8	Crash data, RMP, ITS, Starmetro, HIN, N. Monroe
Wed	05/07/25	4		1			3		8	Admin, FMPP, RMP, T2H Public meeting
Thurs	05/08/25	2		1	2	2		1	8	RMP, legislative review, regional trails, ITS, N. Monroe
Fri	05/09/25		2		2	2		2	8	Crash data, TIP, HIN
Mon	05/12/25	3		2	1			2	8	Admin, staff meeting, RMP, HIN
Tues	05/13/25	2		1	1			4	8	Admin, RMP, TIP, HIN, N. Monroe
Wed	05/14/25	8							8	Personal leave
Thurs	05/15/25	4					4		8	Admin, Federal Planning Findings meeting, Walker Ford RMP event
Fri	05/16/25	2		1	1	1		3	8	Certification report review, RMP, ITS, N. Monroe, W. Tennessee, HIN

EMP NAME:	Greg Slay	PAYROLL DATE:	5/23/25	
EMP #	14156	DATE RANGE:	5/5/25	5/16/25
DEPT:	460101			
<b>CRTPA EMPLOYEE TIME SHEET</b>				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	5/5/25			
Tues	5/6/25			
Wed	5/7/25			
Thurs	5/8/25			
Fri	5/9/25			
Mon	5/12/25			
Tues	5/13/25			
Wed	5/14/25	8		
Thurs	5/15/25			
Fri	5/16/25			
Comments:				
<p>By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  </div> <div style="text-align: right;"> May 16, 2025 </div> </div>				
EMPLOYEE SIGNATURE			DATE	

CRTPA TASK SHEET

Employee Name

Greg Slay

Employee Number

14156

Department

CRTPA

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

Payroll Date

06/06/25


Payroll Range

05/19/25

thru

05/30/25

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects	Hours	Activity
Day	Date	701	989	703	990	706	705	995		
Mon	05/19/25	8							8	Personal Day
Tues	05/20/25	8							8	Holiday
Wed	05/21/25	3		1	1			3	8	Admin, CMAC interview, RMP, N. Monroe, HIN, W. Tenn
Thurs	05/22/25	2	2	1	2	1			8	Admin, crash data, RMP, PPLs/TIP, ITS
Fri	05/23/25	8							8	Personal Day
Mon	05/26/25	8							8	Holiday
Tues	05/27/25	2	2		1	2		1	8	Admin, U-SDK, crash data, PPLs, ITS - FDOT funding, T2H - Leon
Wed	05/28/25	2		2		3		1	8	Admin, FDOT Office Hour, RMP, FDOT Planning Consistency (US 319, SR 20), regional trails, ITS, HIN
Thurs	05/29/25	2		4	1			1	8	Admin, ARPC, RMP, N. Monroe
Fri	05/30/25		2	2	2			2	8	Crash data, RMP, N. Monroe, T2H - Leon

EMP NAME:	Greg Slay	PAYROLL DATE:	6/6/25
EMP #	14156	DATE RANGE:	5/19/25 5/30/25
DEPT:	460101		
<b>CRTPA EMPLOYEE TIME SHEET</b>			
<b>DAY</b>	<b>DATE</b>	<b>VACATION HOURS</b>	<b>SICK HOURS</b>
			<b>OTHER LEAVE</b>
Mon	5/19/25		8 - PD
Tues	5/20/25		8-H
Wed	5/21/25		
Thurs	5/22/25		
Fri	5/23/25		8 - PD
Mon	5/26/25		8 - H
Tues	5/27/25		
Wed	5/28/25		
Thurs	5/29/25		
Fri	5/30/25		
Comments:			
<p>By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div>  </div> <div> May 16, 2025 </div> </div>			
<b>EMPLOYEE SIGNATURE</b>		<b>DATE</b>	

CRTPA TASK SHEET

Employee Name

Greg Slay

Employee Number

14156

Department

CRTPA

Payroll Date

06/20/25

Payroll Range


06/02/25

thru

06/13/25

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

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects	Hours	Activity
Day	Date	701	989	703	990	706	705	995		
Mon	06/02/25	8							8	Personal leave
Tues	06/03/25	8							8	Personal leave
Wed	06/04/25	8							8	Personal leave
Thurs	06/05/25	8							8	Personal leave
Fri	06/06/25	8							8	Personal leave
Mon	06/09/25	3		2	1	1		1	8	Admin, RMP, PPLs, Bike Working Group, N. Monroe
Tues	06/10/25	1		2	2	2		1	8	Admin, RMP, County concurrency, TMC, n. Monroe
Wed	06/11/25			2		3		3	8	County Concurrency, ITS, SS4A - Gadsden, N. Monroe, SS4A
Thurs	06/12/25			1		3		4	8	RMP, Leon T2H selection, ITS, HIN, SS4A, N. Monroe
Fri	06/13/25		2	2		2		2	8	U-SDK, carsh data, RMP, ITS, N. Monroe, SS4A

EMP NAME:	Greg Slay	PAYROLL DATE:	6/20/25	
EMP #	14156	DATE RANGE:	6/2/25	6/13/25
DEPT:	460101			
<b>CRTPA EMPLOYEE TIME SHEET</b>				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	6/2/25	8		
Tues	6/3/25	8		
Wed	6/4/25	8		
Thurs	6/5/25	8		
Fri	6/6/25	8		
Mon	6/9/25			
Tues	6/10/25			
Wed	6/11/25			
Thurs	6/12/25			
Fri	6/13/25			
Comments:				
<p>By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  </div> <div style="text-align: right;"> <p>June 13, 2025</p> </div> </div>				
EMPLOYEE SIGNATURE			DATE	



CRTPA TASK SHEET

Employee Name

Greg Slay

Employee Number

14156

Department

CRTPA

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

Payroll Date

07/04/25


Payroll Range

06/16/25

thru

06/27/25

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects	Hours	Activity
Day	Date	701	989	703	990	706	705	995		
Mon	06/16/25	6		1				1	8	Admin, staff meeting, Board meeting, RMP, N. Monroe
Tues	06/17/25	2		2		3		1	8	Admin, RMP, ITS, regional trails, SS4A
Wed	06/18/25	3	1	1		1		2	8	Admin, audit, RMP, N. Monroe, W. Tennessee
Thurs	06/19/25	2	2	1	1	1		1	8	Admin, safety meeting, crash data, RMP, ITS, W. Tennessee
Fri	06/20/25	1	2	1		2		2	8	Admin, crash data, RMP, ITS, N. Monroe, W. Tennessee
Mon	06/23/25	2	3			2		1	8	Admin, crash data, US 90 West, N. Monroe
Tues	06/24/25	2	4	1		1			8	Admin, audit, crash data,
Wed	06/25/25	1	5			1		1	8	Audit, crash data, N. Monroe
Thurs	06/26/25	3	1		1	1		2	8	Admin, audit, crash data, W. Tennessee SS4A
Fri	06/27/25	4	2	1	1				8	Admin, audit, crash data, RMP, legislative review

EMP NAME:	Greg Slay	PAYROLL DATE:	7/4/25	
EMP #	14156	DATE RANGE:	6/16/25 6/27/25	
DEPT:	460101			
<b>CRTPA EMPLOYEE TIME SHEET</b>				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	6/16/25			
Tues	6/17/25			
Wed	6/18/25			
Thurs	6/19/25			
Fri	6/20/25			
Mon	6/23/25			
Tues	6/24/25			
Wed	6/25/25			
Thurs	6/26/25			
Fri	6/27/25			
Comments:				
<p>By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  </div> <div style="text-align: right;">             June 27, 2025           </div> </div>				
EMPLOYEE SIGNATURE		DATE		

CRTPA TASK SHEET

Employee Name

Greg Slay

Employee Number

14156

Department

CRTPA

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

Payroll Date

07/18/25


Payroll Range

06/30/25

thru

07/11/25

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects	Hours	Activity
Day	Date	701	989	703	990	706	705	995		
Mon	06/30/25	4		1	1	2			8	Admin, audit, RMP, T2H - Leon, ITS, regional trails
Tues	07/01/25	3		2	1	1		1	8	Admin, RMP, PPLs/TIP, ITS, HIN
Wed	07/02/25	3	2			2		1	8	Admin, crash data, ITS, HIN
Thurs	07/03/25	8							8	Personal leave
Fri	07/04/25	8							8	Holiday
Mon	07/07/25	8							8	Personal leave
Tues	07/08/25	8							8	Personal leave
Wed	07/09/25	2		3		2		1	8	Admin, RMP, functional class, regional trails,
Thurs	07/10/25	2		2	1	2		1	8	Admin, RMP, PPLs, ITS, Stammetto
Fri	07/11/25	1	2	1	1	2	1		8	Audit, Crash data, U-SDK, RMP, website

EMP NAME: Greg Slay		PAYROLL DATE: 7/18/25		
EMP # 14156	DATE RANGE: 6/30/25		7/11/25	
DEPT: 460101				
<b>CRTPA EMPLOYEE TIME SHEET</b>				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	6/30/25			
Tues	7/1/25			
Wed	7/2/25			
Thurs	7/3/25	8		
Fri	7/4/25			8H
Mon	7/7/25	8		
Tues	7/8/25	8		
Wed	7/9/25			
Thurs	7/10/25			
Fri	7/11/25			
Comments:				
<p>By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.</p> 				
EMPLOYEE SIGNATURE			DATE	



CRTPA BOARD AGENDA ITEM 7 A

**FISCAL YEAR (FY) 2026 – FY 2030**

**TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENT**

TYPE OF ITEM: Roll Call

**STATEMENT OF ISSUE**

The purpose of this item is to adopt Resolution No. 2025-09-7A (***Attachment 1***) amending the CRTPA FY 2026 - FY 2030 TIP to reflect the addition of the following project and funding:

- **CR 59 (Veterans Memorial Drive) over Still Creek Bridge Replacement - No. 550012 (Project No. 443330-1)**: Provides \$300,000 of federal funding in FY 2026 to acquire right-of-way for the replacement of the Veterans Memorial Drive bridge over Still Creek. Bridge No. 550012 (Leon County) (***Attachment 2***)

**CRTPA COMMITTEE MEETINGS**

The Citizens Multimodal Advisory Committee (CMAC) and Technical Advisory Committee (TAC) met on September 2, 2025 and recommended the Board approve the TIP amendment adding the project and federal funding for the Veterans Memorial Drive bridge.

**RECOMMENDED ACTION**

Option 1: Adopt Resolution No. 2025-09-7A amending the FY 2026 – FY 2030 Transportation Improvement Program to include the following project:

- **CR 59 (Veterans Memorial Drive) over Still Creek Bridge Replacement - No. 550012 (Project No. 443330-1)**: Provides \$300,000 of federal funding in FY 2026 to acquire right-of-way for the replacement of the Veterans Memorial Drive bridge over Still Creek. Bridge No. 550012 (Leon County)

## **HISTORY AND ANALYSIS**

Adopted annually, the CRTPA's TIP reflects those projects in the region that have received state and federal funding in the Florida Department of Transportation's (FDOT) Five-year Work Program. Subsequent to adoption, the TIP is occasionally amended to reflect project changes, such as the addition or deletion of a project.

FDOT District Three requested Project No. 443330-1 and the associated federal funding be amended into the CRTPA's TIP. For the purpose of authorizing federal funds, FHWA requires the project be reflected in the CRTPA's TIP and the State Transportation Improvement Fund (STIP). Subsequent to Board approval, the FY 2026– FY 2030 TIP will be updated to reflect the addition of the project. Executed Resolution No. 2025-09-7A and the TIP project page will be forwarded to FDOT and the project amended into the STIP

## **RECOMMENDED ACTION**

Option 1: Adopt Resolution No. 2025-09-7A (***Attachment 2***) amending the FY 2026 – FY 2030 Transportation Improvement Program to include the following project:

- **CR 59 (Veterans Memorial Drive) over Still Creek Bridge Replacement - No. 550012 (Project No. 443330-1)**: Provides \$300,000 of federal funding in FY 2026 to acquire right-of-way for the replacement of the Veterans Memorial Drive bridge over Still Creek. Bridge No. 550012 (Leon County)

Option 2: Provide other direction.

## **ATTACHMENTS**

Attachment 1: Resolution No. 2025-09-7A

Attachment 2: CRTPA FY 2026 – FY 2030 TIP Page FPID No. 443330-1

CRTPA RESOLUTION 2025-09-7A

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

---

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

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

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

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

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

The CRTPA amends the FY 2026 – FY 2030 Transportation Improvement Programs to reflect:

- **CR 59 (Veterans Memorial Drive) over Still Creek Bridge Replacement - No. 550012 (Project No. 443330-1)**: Provides \$300,000 of federal funding in FY 2026 to acquire right-of-way for the replacement of the Veterans Memorial Drive bridge over Still Creek. Bridge No. 550012 (Leon County)

Passed and duly adopted by the Capital Region Transportation Planning Agency Board on this 16<sup>th</sup> day of September 2025.

**Capital Region Transportation Planning Agency**

By: \_\_\_\_\_  
Dianne Williams-Cox, Chair

**Attest:**

\_\_\_\_\_  
Greg Slay, Executive Director

**CR 59 (VETERANS MEMORIAL DR) OVER STILL CREEK - BRIDGE #550012**  
**4433301 Non-SIS**



**Project Description:** Bridge Replacement

**Extra Description:**

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

**Lead Agency:** MANAGED BY FDOT

**From:**

**County:** LEON

**To:**

**Length:** .006

**Phase Group:** RIGHT OF WAY

Phase	Fund Code	2026	2027	2028	2029	2030	Total
ROW	CD23	300,000	0	0	0	0	300,000
		<b>300,000</b>					<b>300,000</b>

**Prior Year Cost: 800,000**

**Future Year Cost: 0**

**Total Project Cost: 1,100,000**

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





AGENDA ITEM 8 A

**CRTPA FISCAL YEAR 2024  
ANNUAL FINANCIAL STATEMENTS**

TYPE OF ITEM: Action

**STATEMENT OF ISSUE**

The purpose of this item is to discuss and accept 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. Audit representatives from James Moore present the Financial Statements yearly to the Executive Committee and to the CRTPA Board.

**EXECUTIVE COMMITTEE**

CRTPA staff and the auditor, Christie Battles from James Moore and Company, presented the FY 2024 Audit at the August 28, 2025 Executive Committee meeting. Following discussion, the Executive Committee accepted the FY 2024 Annual Financial Statements.

**RECOMMENDED ACTION**

Option 1: Accept the FY 2024 Annual Financial Statements developed for the period October 1, 2023 through September 30, 2024.

**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***.

## **BACKGROUND AND ANALYSIS (CONT)**

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 as incurred in the current period. These expenses were 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: Accept the FY 2024 Annual Financial Statements developed for the period October 1, 2023 through September 30, 2024.

Option 2: CRTPA Board 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



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# 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.

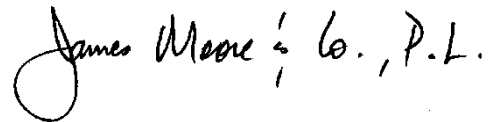
### ***Supplementary Information***

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

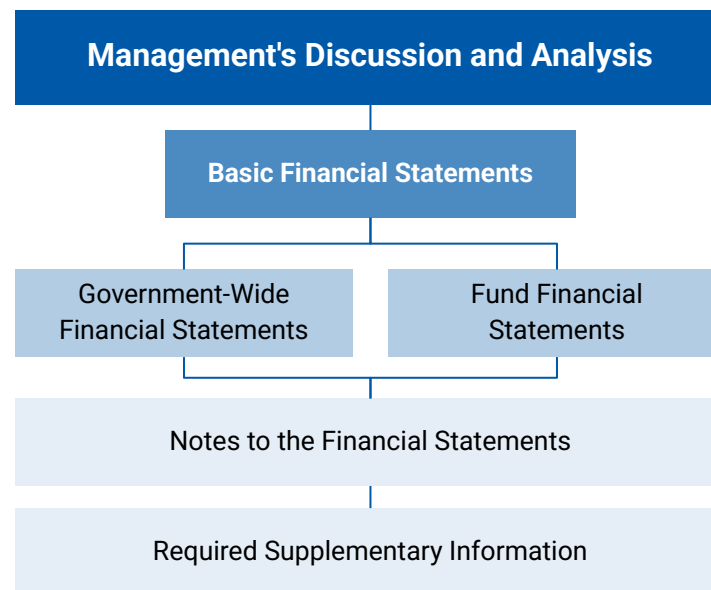
As management of the Capital Region Transportation Planning Agency (CRTPA), we offer readers of CRTPA's financial statements this narrative overview and analysis of CRTPA's financial activities for the fiscal year ended September 30, 2024. We encourage readers to consider the information presented here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

<b>Scope</b>	Includes CRTPA's revenues, which are primarily from operating grants
<b>Required financial statements</b>	Balance Sheet Statement of Revenues, Expenditures and Changes in Fund Balances
<b>Accounting basis and Measurement focus</b>	Modified accrual accounting and current financial resources focus
<b>Type of asset / liability information</b>	Only assets expected to be used up and liabilities that come due during the year or soon thereafter, no capital assets are included
<b>Type of inflow / outflow information</b>	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
<b>Assets</b>			
Current Assets	\$ 1,018	\$ 914	\$ 104
<b>Deferred Outflows of Resources</b>	787	913	(126)
<b>Total Assets and Deferred Outflows</b>	<b>1,805</b>	<b>1,827</b>	<b>(22)</b>
<b>Liabilities</b>			
Current Liabilities	860	814	46
Noncurrent Liabilities	666	579	87
Total Liabilities	1,526	1,393	133
<b>Deferred Inflows of Resources</b>	476	659	(183)
<b>Total Liabilities and Deferred Inflows</b>	<b>2,002</b>	<b>2,052</b>	<b>(50)</b>
<b>Net Position</b>			
Unrestricted	(197)	(225)	28
Total Net Position	(197)	(225)	28
<b>Total Liabilities, Deferred Inflows and Net Position</b>	<b>\$ 1,805</b>	<b>\$ 1,827</b>	<b>\$ (22)</b>

### 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
<b>Revenues</b>			
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>
<b>Expenses</b>			
Transportation	1,582	1,532	50
Total Expenses	1,582	1,532	50
<b>Change in Net Position</b>	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
<b>Total</b>	<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.



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## 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>
<b>Assets and Deferred Outflows of Resources</b>	<b><u>\$ 1,805</u></b>

**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>
<b>Total Liabilities, Deferred Inflows of Resources and Net Position</b>	<b><u>\$ 1,805</u></b>

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					
Change in Fair Value of Investments					6
Miscellaneous					3
Change in Net Position					<u>28</u>
Net Position - October 1					(225)
<b>Net Position - September 30</b>					<u><b>\$ (197)</b></u>

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

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
<b>REVENUES</b>			
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>
<b>EXPENDITURES</b>			
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
<b>Fund Balances - September 30</b>	<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



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# 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.

## Notes to the Financial Statements

**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](mailto: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)**

	<b>City of Tallahassee Plan</b>
<b>Plan Obligations and Expense (in thousands):</b>	
Net pension liability	\$ (461)
Pension related deferred outflows	713
Pension related deferred inflows	(395)
<b>Membership Statistical - 2024</b>	
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](mailto: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**

	<b>Part C—Employees hired prior to April 1, 2013</b>	<b>Part D—Employees hired after April 1, 2013</b>
<b>Normal Retirement Benefits:</b>		
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.

<b>Asset Class</b>	<b>Target Allocation Percentage</b>	<b>Long-Term Expected Real Rate of Return</b>
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
<b>Total</b>	<b>100%</b>	

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**

	<b>1% Decrease (6.25%)</b>	<b>Current Discount Rate (7.25%)</b>	<b>1% Increase (8.25%)</b>
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
<b>Total</b>	<b>\$ 609</b>	<b>\$ 395</b>	<b>\$ 214</b>

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
<b>Total</b>	<b>\$ 214</b>

**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

## 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: <ul style="list-style-type: none"> <li>- The Single Discount Rate was changed from 4.50% to 4.73%.</li> <li>- Per capita costs and premiums were updated based on information provided.</li> <li>- The healthcare cost trend assumption was updated.</li> </ul>

**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):

	<b>Current Single Discount Rate Assumption</b>	
<b>1% Decrease 3.73%</b>	<b>4.73%</b>	<b>1% Increase 5.73%</b>
\$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):

	<b>Deferred Outflows of Resources</b>	<b>Deferred Inflows of Resources</b>	<b>Net Deferred Inflows of Resources</b>
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)
<b>Total</b>	<b>\$ 60</b>	<b>\$ 80</b>	<b>\$ (20)</b>

## 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):

<b>Year Ending September 30</b>	<b>Net Amount</b>
2025	\$ 4
2026	(2)
2027	(8)
2028	(5)
2029	(7)
Thereafter	(2)
<b>Total</b>	<b>\$ (20)</b>

**D. Non-Current Liabilities**

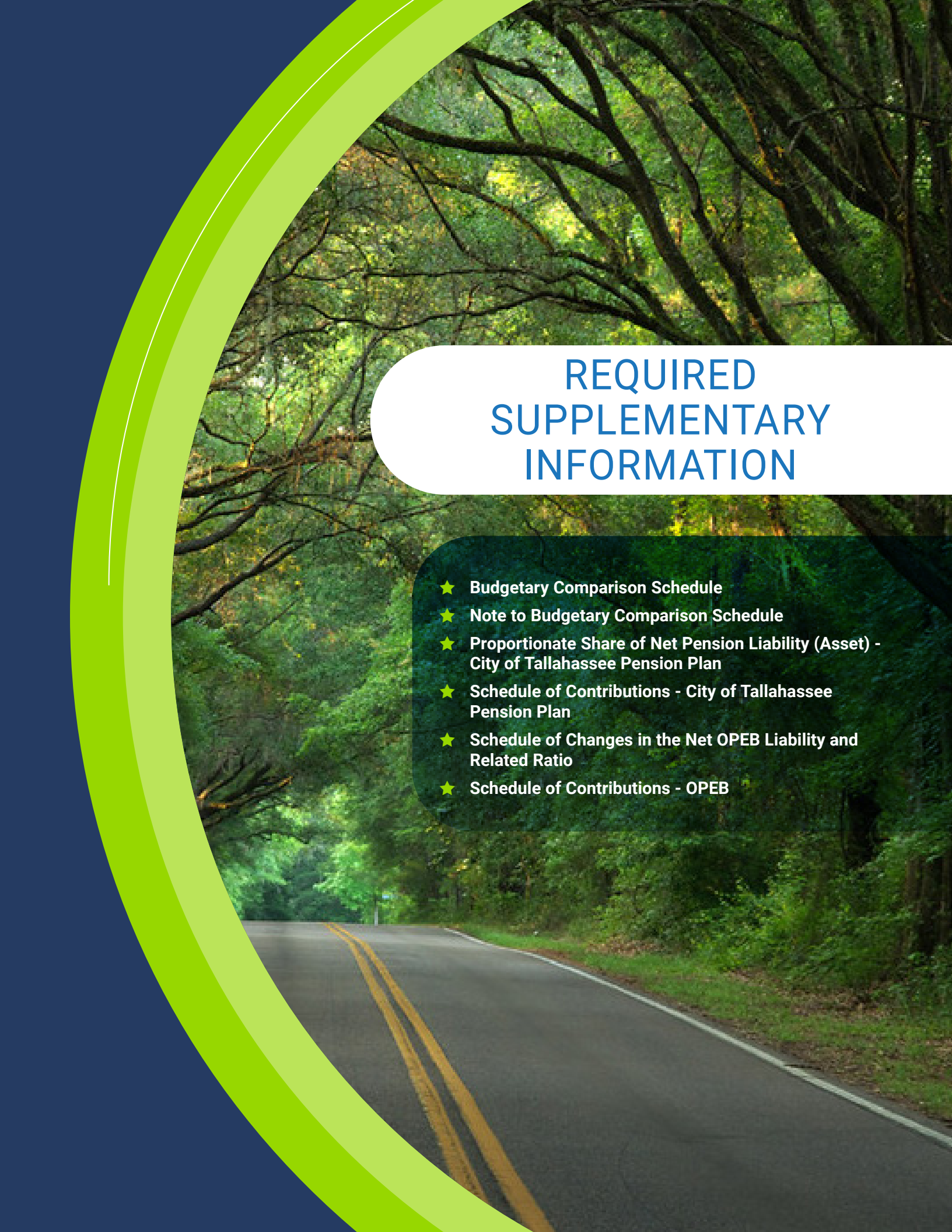
	<b>Beginning Balance</b>	<b>Additions</b>	<b>Reductions</b>	<b>Ending Balance</b>
Governmental activities (in thousands):				
Compensated absences	\$ 27	\$ 20	\$ 27	\$ 20
OPEB liability	190	-	5	185
Net pension liability	362	99	-	461
<b>Total noncurrent liabilities</b>	<b>\$ 579</b>	<b>\$ 119</b>	<b>\$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

**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)	
<b>Resources</b>				
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)
<b>Charges to Appropriations</b>				
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
<b>Budgetary Fund Balance - September 30</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 44</b>	<b>\$ 44</b>

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>
<b>Total Expenditures as reported in the Statement of Revenues, Expenditures, and Changes in Fund Balances.</b>	<b><u>\$ 1,542</u></b>

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)**

<b>Fiscal year ending September 30,</b>	<b>Actuarially Determined Contribution</b>	<b>Actual Contribution</b>	<b>Contribution Deficiency (Excess)</b>	<b>Covered Payroll</b>	<b>Actual Contribution as a % of Covered Payroll</b>
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
<b>Total OPEB liability - ending (a)</b>	<b>225</b>	<b>223</b>	<b>279</b>	<b>251</b>	<b>277</b>	<b>225</b>
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)**

<b>Fiscal year ending September 30,</b>	<b>Actuarially Determined Contribution</b>	<b>Actual Contribution</b>	<b>Contribution Deficiency (Excess)</b>	<b>Covered Payroll</b>	<b>Actual Contribution as a % of Covered Payroll</b>
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



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A wooden archway structure with a brown sign that reads "CAPITAL CIRCLE TRAIL HEAD". The background shows a paved path leading into a forest with tall trees. A large green curved graphic is on the left side of the page.

## 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 of the first name.

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**

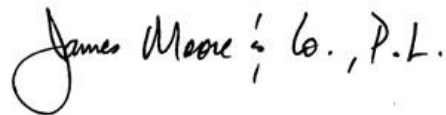
*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement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

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

**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 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 57.

**Corrected Page 54**



## 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







## **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](http://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**





## AGENDA ITEM 8 B

### CRTPA FISCAL YEAR 2026 OPERATING BUDGET

TYPE OF ITEM: Action

#### **STATEMENT OF ISSUE**

The purpose of this item is to discuss and approve the CRTPA's Fiscal Year (FY) 2026 operating budget developed for the period October 1, 2025 through September 30, 2026. **(Attachment 1)**

#### **EXECUTIVE COMMITTEE**

At the August 28, 2025 meeting, the Executive Committee discussed and approved the proposed 2026 operating budget.

#### **RECOMMENDED ACTION**

Option 1: Approve the proposed FY 2026 operating budget for the period October 1, 2025 through September 30, 2026.

#### **BACKGROUND AND ANALYSIS**

The FY 2026 tentative budget is presented for review and approval. For comparison, the CRTPA's approved FY 2025 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%.

### **OPTIONS**

Option 1: Approve the proposed FY 2026 operating budget for the period October 1, 2025 through September 30, 2026.

Option 2: CRTPA Board Discretion.

### **ATTACHMENTS**

Attachment 1: CRTPA FY 2026 Operating Budget

Attachment 2: CRTPA FY 2026 Funding

FY 2026 Budget 09-16-2025 CRTPA Board Agenda	FY 26 Proposed	FY 25 Adopted	Percentage Change
511000 - Salaries	\$ 546,913	\$ 525,014	4.2%
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%
<b>Personnel Services</b>	<b>\$ 777,731</b>	<b>\$ 773,085</b>	<b>0.60%</b>
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 - <sup>1</sup> Unclassified Contractual Services	\$ -	\$ -	
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 - Membershp/Certificates/License	\$ 2,750	\$ 2,750	0%
524050 - Rent Expense- Building & Office	\$ 36,000	\$ 36,000	0%
541040 - Insurance	\$ 25,233	\$ 22,137	14%
<b>Operating Expenditures</b>	<b>\$ 305,196</b>	<b>\$ 290,100</b>	<b>5.20%</b>
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%
<b>Internal Service Funds</b>	<b>\$ 81,262</b>	<b>\$ 85,527</b>	<b>-4.99%</b>
<b>Total Operating Expenditures</b>	<b>\$ 1,164,189</b>	<b>\$ 1,148,712</b>	<b>2.71%</b>
<sup>1</sup> Unclassified Contractual Services varies depending on the Annual SU allocation.			
<b>Local Billing - Estimate Unallowable Expenses \$6,750</b>			

### 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
	<b>\$ 820,260</b>	<b>\$ 2,006,808</b>	<b>\$ 0</b>	<b>\$ 2,797,068</b>

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

September 16, 2025



## **CRTPA BOARD AGENDA ITEM 8 C**

### **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).

#### **CRTPA EXECUTIVE COMMITTEE RECOMMENDATION**

The CRTPA Executive Committee met on August 28, 2025 and recommended the Board approved the Year 2050 RMP Draft Cost Feasible Plan Scenario 1 – Right of Way as the preferred funding alternative for Year 2050 RMP.

#### **CRTPA COMMITTEE RECOMMENDATION**

The Citizens Multimodal Advisory Committee (CMAC) and Technical Advisory Committee (TAC) met on September 2, 2025 and recommended the Board approve the Year 2050 RMP Draft Cost Feasible Plan Scenario 1 – Right of Way as the preferred funding alternative for Year 2050 RMP.

#### **RECOMMENDED ACTION**

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



## **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.

<b>Project</b>	<b>ROW</b>	<b>Construction</b>	<b>Total</b>
<b>Woodville Highway (SR 363)</b>	\$ 6,500,000	\$ 41,300,000	\$ 47,800,000
<i>Capital Circle, SE (US 319) to Gaile Avenue</i>			
<b>Woodville Highway (SR 363)</b>	\$ 6,900,000	\$ 20,200,000	\$ 27,100,000
<i>Gaile Avenue to Paul Russell Road</i>			
<b>Crawfordville Road (US 319)</b>	\$ 38,200,000	\$ 57,100,000	\$ 95,300,000
<i>Wakulla Arran Road to East Ivan Road</i>			
<b>Orange Avenue (SR 371)</b>	\$ 44,600,000	\$ 74,100,000	\$ 118,700,000
<i>Cypress Lake Street to Monroe Street (SR 61)</i>			
<b>Crawfordville Road (US 319)</b>		\$ 24,700,000	\$ 24,700,000
<i>LL Wallace Road to Wakulla Springs Road (SR 61)</i>			
<b>Crawfordville Road (US 319)</b>		\$ 48,900,000	\$ 48,900,000
<i>Wakulla County Line to LL Wallace Road</i>			
<b>Pensacola Street (SR 366)</b>	\$ 6,000,000	\$ 43,500,000	\$ 49,500,000
<i>Capital Circle, SW (SR 263) to Appleyard Drive</i>			
	<b>\$ 102,200,000</b>	<b>\$ 309,800,000</b>	<b>\$ 412,000,000</b>

Costs are shown as “Present Day Costs” in millions.

## **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 \(FY 26 to FY 30\)](#).

<b>Revenue Type</b>	<b>FY 31 - FY 35</b>	<b>FY 36 - FY 40</b>	<b>FY 41 - FY 50</b>	<b>Total</b>
	<b>Tier 1</b>	<b>Tier 2</b>	<b>Tier 3</b>	
Surface Transportation Block Grant (Districtwide Portion)	\$30.72	\$30.72	\$61.43	\$122.87
CRTPA Discretionary	\$16.09	\$16.09	\$32.17	\$64.35
State Highway System (non-SIS)	\$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
<b>Total</b>	<b>\$71.13</b>	<b>\$71.83</b>	<b>\$144.30</b>	<b>\$287.26</b>

Revenues are shown as “Year of Expenditure” in millions.

### **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 additional funds for roadway projects.

### **Projects Included in All Scenarios**

There are a variety of projects included in the RMP that are outside of the CRTPA's ability for prioritizing or programming but are in the CRTPA region. These projects are outlined on the following pages.

### **"Tier 1" Projects**

The RMP has a twenty year horizon beyond what is shown in the current Work Program (2026-2030), which reflects investments that have been achieved to date. Therefore, these project phases are not included in the overall cost of the RMP because they are already accounted for and do not change from scenario to scenario. These projects include:

Project	Current Phase	Needed Phase(s)
<b>Capital Circle, SW</b>		
Springhill Road to Crawfordville Road	Construction	None
<b>Crawfordville Road</b>		
LL Wallace Road to Wakulla Springs Road	ROW	Construction
<b>Pensacola Street</b>		
Capital Circle, SW to Appleyard Drive	PD& E	Design, Right of Way and Construction
<b>Capital Circle, NW</b>		
Interstate 10 to North Monroe Street	PD&E	Design, Right of Way and Construction

### **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 the [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. The Year 2026- 2030 projects and Scenario projects are identified with specific colors or patterns to reflect the current or future phase(s). Additionally, clicking on the specific project will open an information box with additional descriptions and projects links. The projects shown on the maps are:

Funded (2026-2030) -These are the same projects as shown on Tier 1 Project table on page 4 of this agenda.

Scenarios 1, 2 and 3 – represent the proposed projects to be funded under each scenario as outlined on pages 7 through 9 of this agenda.

Other Projects – include SUN Trail, SIS, and Blueprint road and trail projects.

The “Legend” can be made visible by hovering a pointer over the legend icon  in the upper left corner of the map and clicking on the icon.

All of these layers can be toggled on or off. It is recommended to only have one scenario toggled on at a time to view the associated projects.

### Scenario 1 – Right of Way (ROW) Funding

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 2	Tier 3	Tier 4	Total
		31-35	36-40	41-50	
Woodville Highway					
Paul Russell Road to Gaile Avenue	ROW	\$ 8.9			\$ 8.9
Gaile Avenue to Belair Street	ROW	\$ 4.5			\$ 4.5
Belair Street to Capital Circle, SE	ROW	\$ 3.8			\$ 3.8
Crawfordville Road					
East Ivan Road to Wakulla Arran Road	ROW			\$ 64.8	\$ 64.8
Orange Avenue					
Cypress Lake Street to T-Pain Lane	ROW		\$ 38.2		\$ 38.2
T-Pain Lane to Monroe Street	ROW	\$ 20.7	\$ 6.3		\$ 26.9
Crawfordville Road					
Wakulla Springs Road to LL Wallace Road					
LL Wallace Road to Wildflower Road					
Wildflower Road to Wakulla County Line					
Pensacola Street					
Capital Circle, SW to Appleyard Drive	ROW			\$ 11.6	\$ 11.6
Total		\$ 38.0	\$ 44.5	\$ 76.4	\$ 158.9

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

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	\$ 10.3	\$ 10.0	\$ 20.7	\$ 41.0
Systems Management	\$ 15.7	\$ 10.8	\$ 32.5	\$ 59.0
Safety	\$ 7.1	\$ 6.6	\$ 14.6	\$ 28.3
<b>Total</b>	<b>\$ 33.1</b>	<b>\$ 27.4</b>	<b>\$ 67.8</b>	<b>\$ 128.3</b>

In total, the estimated cost of Scenario 1 is \$287.2M.

### 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 (Paul Russell Road to Capital Circle, SE)

Project	Phase	Tier 2	Tier 3	Tier 4	Total
		31-35	36-40	41-50	
Woodville Highway					
Paul Russell Road to Gaile Avenue	ROW	\$ 8.9			\$ 8.9
	CST	\$ 26.1			\$ 26.1
Gaile Avenue to Belair Street	ROW	\$ 4.5			\$ 4.5
	CST		\$ 34.9		\$ 34.9
Belair Street to Capital Circle, SE	ROW		\$ 4.6		\$ 4.6
	CST			\$ 36.7	\$ 36.7
Crawfordville Road					
East Ivan Road to Wakulla Arran Road					
Orange Avenue					
Cypress Lake Street to T-Pain Lane					
T-Pain Lane to Monroe Street					
Crawfordville Road					
Wakulla Springs Road to LL Wallace Road	CST			\$ 47.9	\$ 47.9
LL Wallace Road to Wildflower Road					
Wildflower Road to Wakulla County Line					
Pensacola Street					
Capital Circle, SW to Appleyard Drive					
Total		\$ 39.5	\$ 39.6	\$ 84.6	\$ 163.7

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

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	\$ 14.8	\$ 25.7	\$ 54.6
Safety	\$ 7.2	\$ 7.2	\$ 13.7	\$ 28.1
<b>Total</b>	<b>\$ 31.6</b>	<b>\$ 32.3</b>	<b>\$ 59.7</b>	<b>\$ 123.6</b>

In total, the estimated cost of Scenario 2 is \$287.3M.

### 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 (T-Pain Lane 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 Springs Road to Wakulla County Line)

Project	Phase	Tier 2	Tier 3	Tier 4	Total
		31-35	36-40	41-50	
Woodville Highway					
Paul Russell Road to Gaile Avenue	ROW			\$13.4	\$13.4
Gaile Avenue to Belair Street	ROW	\$4.5			\$4.5
Belair Street to Capital Circle, SE					
Crawfordville Road					
East Ivan Road to Wakulla Arran Road					
Orange Avenue					
Cypress Lake Street to T-Pain Lane					
T-Pain Lane to Monroe Street	ROW			\$19.4	\$19.4
Crawfordville Road					
Wakulla Springs Road to LL Wallace Road	CST	\$31.9			\$31.9
LL Wallace Road to Wildflower Road	CST		\$33.1		\$33.1
Wildflower Road to Wakulla County Line	CST			\$53.7	\$53.7
Pensacola Street					
Capital Circle, SW to Appleyard Drive					
Total		\$36.4	\$33.1	\$86.6	\$156.0

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

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	\$ 17.0	\$ 18.4	\$ 23.7	\$ 59.1
Safety	\$ 7.4	\$ 9.1	\$ 13.7	\$ 30.2
<b>Total</b>	<b>\$ 34.8</b>	<b>\$ 38.8</b>	<b>\$ 57.7</b>	<b>\$ 131.3</b>

In total, the estimated cost of Scenario 3 is \$287.3M.

### 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				
Paul Russell Road to Gaile Avenue	ROW	\$ 8.9	\$ 8.9	\$ 13.4
	CST		\$ 26.1	
Gaile Avenue to Belair Street	ROW	\$ 4.5	\$ 4.5	\$ 4.5
	CST		\$ 34.9	
Belair Street to Capital Circle, SE	ROW	\$ 3.8	\$ 4.6	
	CST		\$ 36.7	
Crawfordville Road				
East Ivan Road to Wakulla Arran Road	ROW	\$ 64.8		
Orange Avenue				
Cypress Lake Street to T-Pain Lane	ROW	\$ 38.2		
T-Pain Lane to Monroe Street	ROW	\$ 26.9		\$ 19.4
Crawfordville Road				
Wakulla Springs Road to LL Wallace Road	CST		\$ 47.9	\$ 31.9
LL Wallace Road to Wildflower Road	CST			\$ 33.1
Wildflower Road to Wakulla County Line	CST			\$ 53.7
Pensacola Street				
Capital Circle, SW to Appleyard Drive	ROW	\$ 11.6	\$ -	\$ -
Sub-Totals by Phase Type	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 in 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	\$ 41.0	\$ 40.9	\$ 42.0
Systems Management	\$ 59.0	\$ 54.6	\$ 59.1
Safety	\$ 28.3	\$ 28.1	\$ 30.2
<b>Total</b>	<b>\$ 128.3</b>	<b>\$ 123.6</b>	<b>\$ 131.3</b>



### **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	\$ 128.3	\$ 287.2
Scenario 2 - Completion of Woodville Highway	\$ 163.7	\$ 123.6	\$ 287.3
Scenario 3 - Completion of Crawfordville Road	\$ 156.0	\$ 131.3	\$ 287.3

Note: All funding is shown in Year of Expenditure in 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.

September 16, 2025



## AGENDA ITEM 8 D

### CRTPA FEDERAL CERTIFICATION

TYPE OF ITEM: Action

Federal Highway Administration (FHWA) staff will provide information related to the recent Transportation Management Area (TMA) Certification of the CRTPA.

As a TMA (defined in federal legislation as an urbanized area with 200,000 or more in population), the Capital Region Transportation Planning Agency is subject to a review of operations and organization by the FHWA and Federal Transit Administration (FTA). Specifically, federal law requires both agencies to jointly review and certify the metropolitan transportation planning process for TMAs every four years.

The 2025 review of the CRTPA's planning process was conducted on February 19 and included representatives from the FHWA and the FTA. A public meeting to receive input on the CRTPA's was also conducted on February 19.

Subsequent to the review, the FHWA produced a TMA Certification Report (included as **Attachment 1**) that was provided to the CRTPA on June 30, 2025.

#### **ATTACHMENTS**

Attachment 1: TMA Certification Letter and Report



**Federal Highway Administration**

Florida Division Office  
3500 Financial Plaza, Suite 400  
Tallahassee, Florida 32312  
(850) 553-2201  
[www.fhwa.dot.gov/fldiv](http://www.fhwa.dot.gov/fldiv)

**Federal Transit Administration**

Region 4 Office  
230 Peachtree St, NW, Suite 1400  
Atlanta, Georgia 30303  
(404) 865-5600

June 30, 2025

Commissioner Dianne Williams-Cox, Chair  
Capital Region Transportation Planning Agency  
300 S. Adams Street, A-19  
Tallahassee, FL 32301

Dear Commissioner Williams-Cox:

Federal law requires the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) to jointly review and certify the metropolitan transportation planning process for each Transportation Management Area (TMA) every four years. A Metropolitan Planning Organization (MPO) with an urbanized area of 200,000 or more in population is referred to, in federal legislation, as a TMA. We recently conducted a review of the Tallahassee TMA, more commonly referred to as the Capital Region Transportation Planning Agency (CRTPA).

As a part of the TMA certification review process, FHWA and FTA utilized a risk-based approach containing various factors to determine which topic areas required additional evaluation during the certification review. The certification review process is one of several methods used to assess the quality of a regional metropolitan transportation planning process, compliance with applicable statutes and regulations, as well as the degree of technical assistance needed to enhance the effectiveness of the planning process. This certification review was conducted to highlight best practices, identify opportunities for improvements, and ensure compliance with regulatory requirements.

The review of CRTPA's planning process included a site visit, conducted by representatives from the FHWA and the FTA on February 19, 2025. During the site visit, time was spent with the MPO staff, the Florida Department of Transportation, and the transit agency to discuss the status of the MPO's "3-C" planning process. Throughout the site visit, opportunities were afforded to local elected/appointed officials and the general public to provide their insights on the CRTPA's planning process. In addition to assessing the MPO's progress in addressing the findings from the previous certification review, the MPO's current and/or future implementation of the metropolitan transportation planning requirements was also considered.


Enclosed for your consideration is the final *TMA Certification Review Report* for the Tallahassee TMA, which includes documentation of the various components of the FHWA/FTA certification review of the CRTPA. The report provides an overview of the TMA certification review process, summarizes the various discussions from the recent site visit, provides a series of review findings, and issues the FHWA/FTA certification action. In general, the review determined the existence of a “3-C” metropolitan transportation planning process that satisfies the provisions of 23 U.S.C. 134, 49 U.S.C. 5303/5305, and associated Federal requirements. The Federal Review Team identified three (3) noteworthy practices, no corrective actions, and two (2) recommendations to improve the current planning process of the CRTPA.

Based on the overall findings, the FHWA and the FTA jointly certify that the transportation planning process of the Tallahassee TMA, which is comprised entirely by the CRTPA, substantially meets the federal planning requirements in 23 CFR 450 Subpart C. This certification will remain in effect until **June 2029**.

If you have any questions regarding the certification review process and/or the *TMA Certification Review Report*, please contact Dana Knox at (850) 553-2246 or by email at [dana.knox@dot.gov](mailto:dana.knox@dot.gov)

Sincerely,

FOR: Jamie Christian, P.E.  
Division Administrator  
Federal Highway Administration

  
Yvette G. Taylor, PhD  
Regional Administrator  
Federal Transit Administration

Enclosure:  
Final TMA Certification Review Report

cc: Greg Slay, CRTPA  
Dana Knox, FHWA  
Karen Brunelle, FHWA  
Teresa Parker, FHWA  
Aviance Webb, FTA, Region 4  
Dana Reiding, FDOT  
Donna Green, FDOT  
Bryant Paulk, FDOT, District 3  
Amanda Carpenter, MPOAC



# **2025 Certification Report**

**Tallahassee Transportation  
Management Area**

**Capital Region TPA**

Prepared by:

**Federal Highway Administration**

**Florida Division**

**Federal Transit Administration**

**Region 4**

**June 2025**

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## Executive Summary

Federal Law requires the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) to jointly certify the transportation planning processes of Transportation Management Areas (TMAs) at least every four years (a TMA is an urbanized area, as defined by the US Census, with a population over 200,000). A certification review generally consists of four primary activities: a site visit, a review of planning documents (in advance of the site visit), the development and issuance of a FHWA/FTA certification report and a certification review closeout presentation to the Metropolitan Planning Organization (MPO) governing board.

As a part of the TMA certification review process, FHWA and FTA utilize a risk-based approach containing various factors to determine which topic areas required additional evaluation during the certification review. The certification review process is only one of several methods used to assess the quality of a regional metropolitan transportation planning process, compliance with applicable statutes and regulations, and the level and type of technical assistance needed to enhance the effectiveness of the planning process. This certification review was conducted to highlight best practices, identify opportunities for improvements, and ensure compliance with regulatory requirements.

Transportation planning for the Tallahassee Transportation Management Area is conducted by the Capital Region Transportation Planning Agency. The last certification review was completed in 2021. The Federal Review Team conducted a site visit for the current review of the Tallahassee Transportation Management Area on February 19, 2025. The Federal Review Team recognizes three (3) noteworthy practices, identifies no corrective actions, and offers two (2) recommendations the MPO should consider for improving their planning processes. More information related to these findings can be found in the Findings/Conclusions section of this report.

Based on the overall findings of the certification review, the FHWA and FTA jointly certify that the transportation planning process of the Tallahassee Transportation Management Area, which is comprised entirely by the Capital Region Transportation Planning Agency, substantially meets the federal planning requirements in 23 CFR 450 Subpart C. This certification will remain in effect until **June 2029**.

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# Capital Region Transportation Planning Agency (CRTPA) Metropolitan Planning Organization

## Section I. Overview of the Certification Process

Under provisions of 23 CFR 450.336(b) and 49 CFR 613.100, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) must jointly certify the planning process of Transportation Management Areas (TMAs) “not less often than once every four years.” This four-year cycle runs from the date of issuance of the previous joint certification report.

The primary purpose of a certification review is to formalize the continuing oversight and evaluation of the planning process. The FHWA and the FTA work cooperatively with the TMA planning staff on a regular basis. By reviewing and approving planning products, providing technical assistance, and promoting best practices, the formal assessment involved in a certification review provides an external view of the TMA’s transportation planning process.

A certification review generally consists of four primary activities. These activities include: 1) a “desk audit” which is a review of the TMA’s planning documents (e.g. Long Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP); 2) a “site visit” with staff from the TMA’s various transportation planning partners (e.g. the Metropolitan Planning Organization (MPO), Florida Department of Transportation (FDOT), local/regional transit service provider, and other participating State/local agencies), including opportunities for local elected officials and the general public to provide comments on the TMA planning process; 3) a Certification Report, which the Federal Review Team prepares, to document the results of the review process; and, 4) a formal presentation of the review findings at a future Capital Region Transportation Planning Agency (CRTPA) Board Policy meeting.

Certification of the planning process is a prerequisite to the approval of Federal funding for transportation projects in metropolitan areas. The certification review also helps ensure that the major issues facing a metropolitan area are being addressed. The review process is individually tailored to focus on topics of significance in each metropolitan planning area. Since 2018, to initiate the TMA certification review process, the Federal Review Team has utilized a risk-based approach containing various factors to determine which topic areas required additional evaluation during the certification review. **Appendix A** summarizes the risk evaluation, and the report notes in the relevant sections which topic areas were not selected for review due to existing stewardship and oversight practices after considering the risk factors.

The review for the Capital Region Transportation Planning Agency was held February 19th. During this site visit, the Federal Review Team met with the staff of the CRTPA, FDOT, StarMetro staff, committee representatives, other partnering agencies, and the

public. See **Appendix B** for a list of review team members and site visit participants, and **Appendix C** for the TMA Certification Meeting Agenda.

The purpose of the public engagement process is to inform the public of the Federal transportation planning requirements and allow the public an opportunity to provide input on the transportation planning process to the Federal Review Team. A public meeting for this certification review was held on February 19<sup>th</sup>, 2025. Public feedback and engagement on the MPO's planning process was also obtained through the CRTPA website and Facebook page, the Wakulla County BOCC website and Facebook page, and the Gadsden County Facebook page, following the initial announcement on February 13, 2025. For those that could not attend the public meeting or who did not want to speak or post publicly, contact information for the Federal Review Team was provided. Members of the public were given 30 days from the February 19<sup>th</sup> public meeting date/site visit date to mail, fax or email their comments and/or request a copy of the certification review report. No additional comments were received by FHWA and FTA during the 30-day comment period.

A copy of the public engagement notices can be found in **Appendix D**. Screenshots of public input, minutes from the public meeting, including a listing of commenters and a summary of the public comments is provided in **Appendix E**.

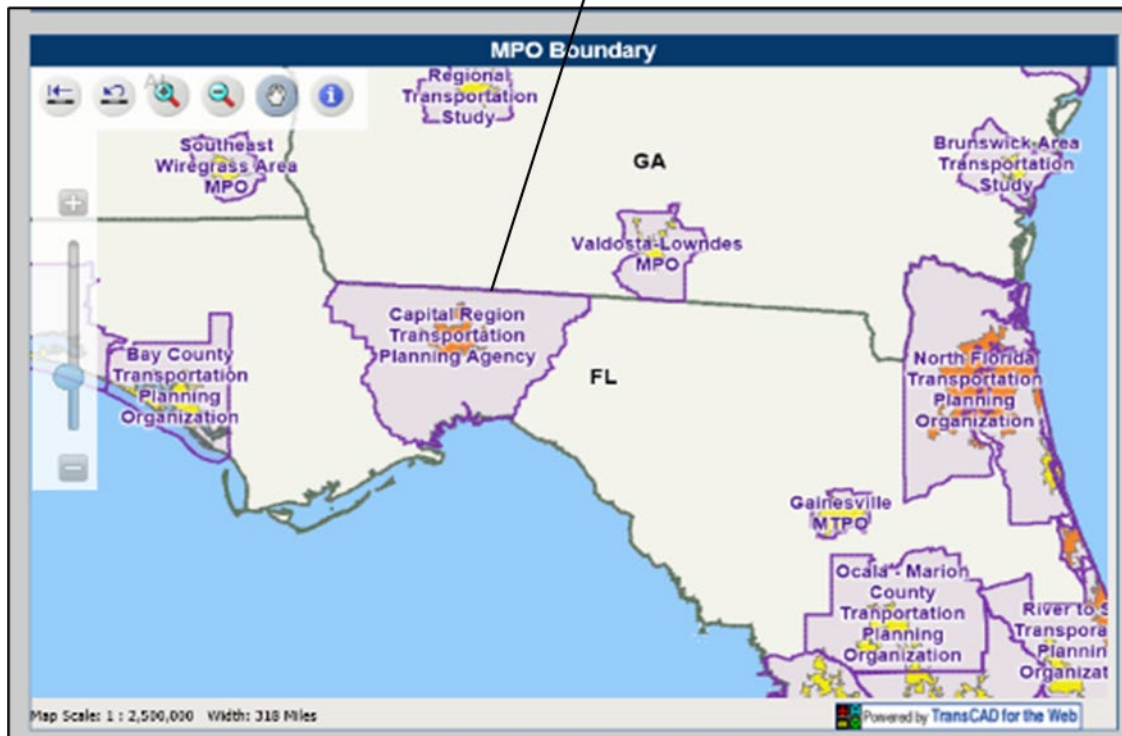
A summary of the 2021 corrective actions and recommendations and their status can be found in **Appendix F**.

An explanation of planning acronyms can be found in **Appendix G**.

## **Section II. Boundaries and Organization (23CFR 450.310, 312, 314)**

### **A. Description of Planning Area**

Observations: The CRTPA is located in north Florida. The planning area boundary includes all of Leon, Wakulla, Gadsden and Jefferson Counties and the cities of Tallahassee, Quincy, Monticello, Sopchoppy, and St. Marks. The planning area is bounded on the south by the Gulf of Mexico, the Apalachicola River to the west, and by the State border with Georgia to the north. The CRTPA planning boundary is visually depicted in the CRTPA Planning Area map.



## B. Metropolitan Planning Organization Structure

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's boundaries and organization substantially satisfy the federal requirements as outlined in 23 CFR 450.310 and 312.

## **C. Agreements**

### Current Agreements:

Interlocal Agreement, March 2014

Intergovernmental Coordination and Review and Public Transportation Coordination

Joint Participation Agreement, October 2020

CRTPA Apportionment Plan, September 2023

Staff Services Agreement, June 2021

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's agreements substantially satisfy the federal requirements as outlined in 23 CFR 450.314.

## **Section III. Transportation Performance Planning (23 CFR 450.306(a), 306(d), 314(h), 324(f), 326(c), 326(d))**

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's transportation performance planning activities substantially satisfy the federal requirements as outlined in 23 CFR 450.306, 314, 324, and 326.

## **Section IV. Scope of the Planning Process (23 CFR 450.306)**

### **A. Transportation Planning Factors**

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's planning process substantially satisfies the federal requirements as outlined in 23 CFR 450.306(b).

### **B. Air Quality**

Finding: The CRTPA is currently designated as an attainment area for all National Ambient Air Quality Standards (NAAQS).

### **C. Bicycle and Pedestrian Planning Activities**

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's bicycle and pedestrian planning activities substantially satisfies the federal requirements as outlined in 23 CFR 450.306(b), 324(f), and 326.

## **D. Transit**

Observations: Transit service in the CRTPA is provided by StarMetro. StarMetro is organized in the following manner: StarMetro is the transit division of the City of Tallahassee and is governed by the City Commission. StarMetro operates fixed route bus and demand response service with both traditional vehicles and taxis throughout Leon County. Per the 2023 National Transit Database report, StarMetro operates 55 fixed route buses, 20 demand response vehicles and 20 demand response-taxi vehicles in maximum service. Average daily weekday unlinked trips were 11,820 with an annual 2,588,477 unlinked trips on 10,140,885 passenger miles.

StarMetro's hub -and-spoke network model currently includes the following services: Fifteen weekday fixed routes, Twelve Saturday fixed routes, Four Night and Sunday fixed routes, Eight Florida State University (FSU) Campus routes, Two FLEX routes, Dial-A-Ride service (ADA complementary paratransit), and three intercity routes (provided by Big Bend Transit).

Through the MPO agreements, cooperative development of the planning products, coordination activities, and implementation of transit projects, particularly in the development and implementation of the Transit Development Plan, several transportation studies, and prioritized projects. StarMetro and the MPO continues with a joint planning effort for operational analysis, ensuring StarMetro is a full partner in this MPO's planning process.

StarMetro receives formula funding through FTA's 5307 Urbanized Formula Program, 5310 Enhanced Mobility of Seniors and Individuals with Disabilities as well as the 5339 Bus and Bus Facilities Formula Program.

Finding: The MPO's transit activities substantially satisfy the federal requirements as outlined in 49 CFR 613.100 as well as the transit supportive elements outlined in 23 CFR 450.

**Noteworthy Practice:** The Federal Review Team recognizes one noteworthy practice regarding Transit. For more details about this noteworthy practice, please see Section XI.

## **E. Intelligent Transportation Systems (ITS)**

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's ITS activities substantially satisfy the federal requirements as outlined in 23 CFR 450.306, 322, and 23 CFR 940.

## **F. Freight Planning**

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's freight planning activities substantially satisfy the federal requirements as outlined in 23 CFR 450.306, 316, 324, and 326.

## **G. Security Considerations in the Planning Process**

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's security planning activities substantially satisfy the federal requirements as outlined in 23 CFR 450.306, 324(f), 324(h), and 326.

## **H. Safety Considerations in the Planning Process**

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's safety planning activities substantially satisfy the federal requirements as outlined in 23 CFR 450.306, 324(h), and 326.

**Noteworthy Practice:** The Federal Review Team recognizes one noteworthy practice regarding Safety Considerations in the Planning Process. For more details about this noteworthy practice, please see Section XI.

## **Section V. Unified Planning Work Program (23 CFR 450.308)**

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's UPWP substantially satisfies the federal requirements as outlined in 23 CFR 450.308.

## **Section VI. Interested Parties (23 CFR 450.316)**

### **A. Outreach and Public Participation**

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's outreach and public participation activities substantially satisfy the federal requirements as outlined in 23 CFR 450.316.

**Recommendation:** The Federal Review Team offers one recommendation regarding Outreach and Public Participation. For more details about this recommendation, please see Section XI.

## **B. Tribal Coordination**

Finding: There are no tribal lands within the MPO's planning boundaries requiring the MPO to provide tribal coordination.

## **C. Title VI and Related Requirements**

Document Title: C RTPA Title VI Plan and Grievance Procedure

Date Adopted: January 21, 2025

Observations: The MPO has a coordinator assigned to Public Involvement and Title VI, who has direct, independent access to the MPO Executive Director. The MPO has developed a nondiscrimination policy, executed an assurance, and posted a complaint filing procedure and 4-factor Limited English Proficiency (LEP) Plan, all of which are broad enough to cover Title VI classifications and those defined by other federal and state authorities. The MPO reviews its plans, programs, and services at least triennially to determine nondiscrimination and assess the benefits and burdens of its transportation decisions on impacted communities. The MPO is currently identifying and analyzing demographic data necessary to update its existing LEP Plan and Community Characteristics Inventory, expecting completion of both by June 30, 2025.

The MPO provides reasonable accommodation under the Americans with Disabilities Act (ADA) in providing access to its plans, programs, and services. The MPO-posted nondiscrimination policies and complaint filing procedures specifically enumerate disability as a protected classification and identify a coordinator by name who is responsible for administration of the ADA program. The MPO ensures that its plans and activities include input by and consideration of those with disabilities or their service providers. The MPO is part of a local government agency that has a transition plan as described by 28 CFR 35.150(d), covering both program access and pedestrian facilities. The plan is updated annually, and the results are made available for public inspection.

Finding: The MPO's Title VI and related activities substantially satisfy the federal requirements as outlined in 49 CFR 21, 49 CFR 27, 23 CFR 200, 23 CFR 450.316 and 336(a).

## **Section VII. Linking Planning and NEPA (23 CFR 450.318, 320, 324(f)(10), 324(g))**

Observations: A review based on the 2018 FHWA/FTA LRTP Expectations Letter was conducted during the desk audit.

Finding: The MPO's linking planning and NEPA activities substantially satisfy the federal requirements as outlined in 23 CFR 450.318, 320, 324(f)(10), and 324(g).



## **Section VIII. Congestion Management Process (CMP) (23 CFR 450.322)**

Current Document Title: CRTPA Congestion Management Plan

Date Adopted: March 2024

In accordance with 23 CFR 450.322(h), the CRTPA developed a congestion management plan (CMP) that includes projects and strategies that are incorporated into the TIP and consists of regional goals to reduce Vehicle Miles Traveled (VMT) during peak commuting times in densely populated areas; identifies transportation services that support access to jobs in the region; and identifies future projects and programs to reduce congestion and increased access to job opportunities.

Finding: The MPO's congestion management process substantially satisfies the federal requirements as outlined in 23 CFR 450.322.

**Noteworthy Practice and Recommendation:** The Federal Review Team recognizes one noteworthy practice and offers one recommendation regarding the Congestion Management Process. For more details about this noteworthy practice and recommendation, please see Section XI.

## **Section IX. Long Range Transportation Plan (23 CFR 450.324)**

Current Document Title: Connections 2045 Regional Mobility Plan

Date Adopted: November 23, 2020

### **A. Scope of LRTP**

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The general scope of the MPO's LRTP substantially satisfies the federal requirements as outlined in 23 CFR 450.324.

### **B. Travel Demand Modeling/Data**

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's travel demand modeling processes substantially satisfy the federal requirements as outlined in 23 CFR 450.324(e).

### **C. Financial Plan/Fiscal Constraint**

Observations: FDOT provides an estimate of federal and state revenue available over the life of the plan, as well as an estimate of administrative, operations and maintenance costs over the life of the plan for the MPO to use. For the adopted LRTP, the revenue estimates are included in an appendix to the plan. Fiscal constraint is demonstrated using Appendix G: Cost Feasible Plan of the CRTPA 2045 Regional

Mobility Plan (Connection 2045 RMP). The plan identifies funding revenue sources, project costs and project phases for projects from the effective date of the plan through the plan's horizon year. Year of Expenditure costs are used in the plan. The LRTP is fiscally constrained.

The Cost Feasible Plan of the Path Forward 2050 was under development during the certification review and no draft documents were reviewed by the Federal Review Team. The next LRTP needs to be adopted by November 23, 2025, and CRTPA is expected to adopt the LRTP by that date.

Finding: The financial plan/fiscal constraint of the MPO's LRTP substantially satisfies the federal requirements as outlined in 23 CFR 450.324(f)(11).

## **Section X. Transportation Improvement Program (TIP) (23 CFR 450.326, 328, 330, 332, 334)**

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's TIP substantially satisfies the federal requirements as outlined in 23 CFR 450.326, 328, 330, 332, and 334.

## **Section XI. Findings/Conclusions**

The following items represent a compilation of the findings that are included in this 2025 certification review report. These findings, which are identified as noteworthy practices, corrective actions, and recommendations, are intended to not only ensure continuing regulatory compliance of the CRTPA's transportation planning process with federal planning requirements, but to also foster high-quality planning practices and improve the transportation planning program in this TMA. Corrective actions reflect required actions for compliance with the Federal Planning Regulations and must be completed within the timeframes noted. Recommendations reflect national trends or potential risks and are intended to assist the CRTPA in improving the planning process. Noteworthy practices highlight efforts that demonstrate innovative ideas or best practices for implementing the planning requirements.

### **A. Noteworthy Practices**

1. **Transit:** The Federal Review Team recognizes Star Metro's continued efforts to demonstrate commitment to the community by moving transit forward in applying for and securing multiple competitive grants from the Federal Transit Administration. A recent example being the ongoing Southside Facility Project,

which highlights the StarMetro Teams' dedication to innovation and excellence in public transportation.

2. **Safety Considerations in the Planning Process:** The Federal Review Team is impressed with C RTPA's efforts to better understand and use crash data to enhance selection and prioritization of safety projects. Recognizing the limitations of crash reporting, the MPO worked with law enforcement partners to examine individual incidents, identifying corridors or intersections with similar events, and separating them from crashes that, however serious, were standalone or did not otherwise fit observed trends. As the Executive Director emphasized to the Federal Review Team, it's essential to thoroughly analyze crash reports to understand the circumstances and those involved. This insight drives the most effective responses. The results are readily apparent, with significant investment in safety projects that benefit the area's most vulnerable communities. The emphasis on crash reporting has enabled the MPO to gain a deeper appreciation of the community's needs and travel behaviors. For example, a concentration of high injury pedestrian crashes aligned with homeless encampments near North Monroe and West Tennessee Streets, suggesting a need to prioritize pedestrian and street safety improvement projects. In another instance, age demographics coupled with the injuries sustained in crashes informed Safe Route to School project selection and the MPO's bicycle helmet fitting initiative.
3. **Congestion Management Process:** The Federal Review Team commends the C RTPA for undertaking and completing a study on the traffic impacts of teleworking. As the region's largest collective workforce is employed by Florida State agencies, the MPO reasoned that traffic congestion might be measurably swayed by whether state employees worked from home often, occasionally, or not at all. The data showed that robust telework during the pandemic led to a reduction in congestion along key commuter corridors by as much as 20%. This insight provides a valuable foundation for CMP activities and targeted outreach, particularly with state agencies and other large employers. While the MPO is not currently taking steps to expand on the study or act on recommendations, the data remains useful for the general public, area businesses, and perhaps, in future, the MPO.

## **B. Corrective Actions**

No corrective actions have been identified.

## **C. Recommendations**

1. **Outreach and Public Participation:** C RTPA has a compliant PPP that substantially addresses regulatory requirements. To better understand the needs and values of its communities, the Federal Review Team recommends the C RTPA consider layering demographic maps over its priorities. This activity

will help the MPO with targeting the nature and locations of its outreach and activities.

2. **Congestion Management Process:** The Federal Review Team recommends that freight-related intermodal connectors be accounted for as part of the development of congestion management processes to ensure improved system-wide linkages via operations and management within the metropolitan planning area.

#### **D. Training/Technical Assistance**

At the conclusion of the site visit, the Federal Review Team asked the MPO staff if they had any training or technical assistance needs. The CRTPA identified technical assistance requests for the following topical areas: LRTP development in consideration of material costs increases. The MPO is interested in seeing examples of best practices from other MPOs and States. FHWA and FTA will work with the MPO to provide resources in these areas.

#### **E. Conclusion**

Based on the overall findings of the certification review, the FHWA and FTA jointly certify that the transportation planning process of the Tallahassee Transportation Management Area, which is comprised entirely by the Capital Region Transportation Planning Agency, substantially meets the federal planning requirements in 23 CFR 450 Subpart C. This certification will remain in effect until **June 2029**.

## Appendix A. Summary of Risk Assessment

### Florida TMA Certification Review Risk Assessment

MPO:                      CRTPA  
Date of Assessment:      November 2024  
Cert Review Report Date:      June 2025

Topic Area	Selected for additional review?
Organization of MPO/TPO (23 CFR 450.310, 312, 314)	No
Transportation Performance Planning (23 CFR 306(a), 306(d), 314(h), 324(f), 326(c), 326(d))	No
Scope of the Planning Process (23 CFR 450.306) - Transportation Planning Factors	No
Scope of the Planning Process (23 CFR 450.306) - Air Quality	No
Scope of the Planning Process (23 CFR 450.306) - Bicycle and Pedestrian Planning Activities	No
Scope of the Planning Process (23 CFR 450.306) - Transit	Yes
Scope of the Planning Process (23 CFR 450.306) - Intelligent Transportation Systems (ITS)	No
Scope of the Planning Process (23 CFR 450.306) - Freight Planning	No
Scope of the Planning Process (23 CFR 450.306) - Security Considerations in the Planning Process	No
Scope of the Planning Process (23 CFR 450.306) - Safety Considerations in the Planning Process	No
Unified Planning Work Program (23 CFR 450.308)	No
Interested Parties (23 CFR 450.316) - Outreach and Public Participation	No
Interested Parties (23 CFR 450.316) - Tribal Coordination	No
Interested Parties (23 CFR 450.316) - Title VI and Related Requirements	No
Linking Planning and NEPA (23 CFR 450.318, 320, 324(f)(10), 324(g))	No
Congestion Management Process (23 CFR 450.322)	No
Long Range Transportation Plan (23 CFR 450.324)	No
Long Range Transportation Plan (23 CFR 450.324) - Travel Demand Modeling/Data	No
Long Range Transportation Plan (23 CFR 450.324) - Financial Plan/Fiscal Constraint	No
Transportation Improvement Program (23 CFR 450.326, 328, 330, 332, 334)	No

\*Note: With the exception of Transit, if all areas are a "No", then the top 3 areas will be reviewed.

The additional areas are: Interested Parties- Title VI and related requirements, Congestion Management Process, and Long Range Transportation Plan - Financial Plan/Fiscal Constraint

## Appendix B. Site Visit Participants

**CRTPA - Tallahassee Metropolitan Planning Organization  
TMA Certification Review  
February 19, 2025**

Name	Email Address	Phone
Greg Burla	CRTPA	
JODY-Ann OVERSEW	FHWA	
Joseph Sullivan	FHWA	850 553 2218
STEFAN Kulakowski	FDOT	850-284-2977
CAREY Shepherd	FHWA FL/PR	850-553-2206
Dana Knox	dana.knox@dot.gov	
Ariana Webb	ariana.webb@dot.gov <del>ariana.webb@dot.gov</del>	404-865-5489
Sulan Lee	CRTPA	
BRYANT PAULX	FDOT	
Kaylor Collins	FDOT	

### Additional In-Person Attendee

Greg Slay

### Virtual Meeting Attendees

Donna Green, FDOT Statewide MPO Administrator

Romero Dill, FDOT Statewide MPO Coordinator

Amanda Lanphere, FDOT Statewide Federal Grant Coordinator

Dean Rogers, FDOT Statewide SIS Coordinator

Carsherah Jackson, FDOT Office of Work Program and Budget

Aldrin Sanders, Civil Rights Program Manager at Florida Department of Transportation Erika

Thompson, FHWA Transportation Planner

Zach Funkhouser, Urban SDK Client Liaison

CRTPA/FHWA/FTA Quadrennial Certification  
PUBLIC MEETING  
February 19, 2025

Name	Email Address	Phone
Kaizsa Threatt	kaizsa.threatt@madd.org	9046275093
JODY ANN OVESEN	FHWA	—
Dana Knox	FHWA	
Mary Kay Falconer	marykayfalconer39@gmail.com	
Curtis Richardson	curtis.richardson@tal.gov.com	850 508-7752
Joseph Sullivan	Joseph.Sullivan@dot.gov	850 553 2248
Kaylon Collins	kaylon.collins@dot.state.fl.us	850 - 330 - 1488
STEFAN KULAKOWSKI	STEFAN.KULAKOWSKI@DOT.STATE.FL.US	850 - 414 - 4723
Aviance Webb	aviance.webb@dot.gov	404 - 865-5489
Alexander Delgado	alexander.delgado@blueprintia.org	850 - 644 - 7711

Additional In-Person Attendee  
Greg Slay

## Appendix C. TMA Certification Site Visit Agenda

**CRTPA - Tallahassee Metropolitan Planning Organization**  
**TMA Certification Review**  
 February 19, 2025

**CRTPA Quadrennial Certification Meeting**  
**300 South Adams Street**  
**Tallahassee City Hall**  
**Second Floor, Tallahassee Room / Florida Room**  
**Tallahassee, FL 32308**

### AGENDA

	February 19, 2025	
<b>Federal Certification Team Members</b>	<ul style="list-style-type: none"> <li>➤ Joseph Sullivan (FHWA)</li> <li>➤ Dana Knox (FHWA)</li> <li>➤ Aviance Web (FTA)</li> <li>➤ Carey Shepherd (FHWA)</li> </ul>	
<b>Time</b>	<b>Item</b>	<b>Lead</b>
3:30 p.m.	Public Meeting	Federal Team

Wednesday	February 19, 2025	
<b>Time</b>	<b>Item</b>	<b>Lead</b>
9:00 a.m.	Welcome / Introductions <ul style="list-style-type: none"> <li>➤ Roles/Responsibilities/Key Activities of MPO and Transit Agency Staff</li> </ul>	Federal Team, MPO, Transit, FDOT
9:15 a.m.	Site Visit Overview <ul style="list-style-type: none"> <li>➤ Purpose of the Certification Process</li> <li>➤ Discussion of Risk Assessment</li> <li>➤ Review schedule and close-out process</li> </ul>	Federal Team
9:30 a.m.	Discussion of Previous Review Findings <ul style="list-style-type: none"> <li>➤ Federal TMA Certification</li> <li>➤ State/MPO Annual</li> </ul>	Federal Team, MPO, Transit, FDOT
9:45 a.m.	MPO Overview including changes within MPO since last TMA Certification <ul style="list-style-type: none"> <li>➤ Demographics</li> <li>➤ Boundaries</li> <li>➤ Political</li> <li>➤ Process Changes</li> </ul> Share Best Practices and Lessons Learned	Federal Team, MPO, Transit, FDOT



	<p>➤ What is the MPO most proud of over the last four years?</p> <p>What challenges have you encountered and addressed?</p>	
<b>10:00 a.m.</b>	<b>Break</b>	
<b>10:15 a.m.</b>	Technical Topic: Interested Parties, Title VI and Related Requirements	Federal Team, MPO, Transit, FDOT
<b>10:30 a.m.</b>	Technical Topic: Congestion Management Process	Federal Team, MPO, Transit, FDOT
<b>10:45 p.m.</b>	Technical Topic: Financial Plan/Fiscal Constraint	Federal Team, MPO, Transit, FDOT
<b>11:00 p.m.</b>	Technical Topic: Opportunity for FTA or open discussion	Federal Team, MPO, Transit, FDOT
<b>11:45 a.m.</b>	<b>Break for Lunch</b>	
<b>1:00 p.m.</b>	<p>Technical Assistance &amp; Training</p> <p>➤ Future Needs</p> <p>Additional Questions</p> <p>Anything else the MPO would like to share with the Federal Team that hasn't been discussed?</p>	Federal Team, MPO, Transit, FDOT
<b>1:30 p.m.</b>	<b>Break</b>	Federal Team, MPO, Transit, FDOT
<b>2:00 p.m.</b>	Preliminary Findings Discussion Among Federal Team	Federal Team
<b>2:30 p.m.</b>	Preliminary Findings Discussion with MPO staff	Federal Team, MPO, Transit, FDOT
<b>3:00 p.m.</b>	<b>Break – prepare for public meeting</b>	
<b>3:30 p.m.</b>	<b>Public meeting</b>	
<b>4:30 p.m.</b>	<b>Adjourn Site Visit</b>	

## Appendix D. Public Engagement Notice

### Public Meeting on the CRTPA's Planning Process – February 19 at 3:30 p.m.



The CRTPA invites you participate in a public meeting on **Wednesday, February 19, 2025 from 3:30 p.m. to 4:30 p.m. EST** as part of the Quadrennial Certification Review conducted by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). The review is intended to improve the overall quality of the CRTPA's transportation planning process.

Participants wishing to provide feedback to the Federal Review Team can do so starting at 3:30 p.m.

There are four (4) ways for the public to participate:

1. Virtually through Teams at this [Meeting Link](#).
2. In-person at Tallahassee City Hall, Tallahassee Room, 2<sup>nd</sup> Floor, 300 South Adams Street, Tallahassee, FL 32301.
3. Call-in by telephone to provide comments. **Telephone Number +1 850-752-4991** Phone conference ID: **191 757 552#**
4. Email Suzanne Lex at the email address below; or write to the CRTPA at 300 South Adams Street, Mailbox A15, Tallahassee, FL 32308.

We are requesting you join us and please take the opportunity to provide comments to FHWA and FTA regarding the CRTPA planning program and activities over the past four years. As part of the certification the CRTPA will be highlighting our efforts on safety and the key partnerships within our region, including transportation providers, law enforcement, Community Traffic Safety Teams and state and local governments.

PLEASE CONTACT SUZANNE LEX PRIOR TO 5PM MONDAY FEBRUARY 17, 2025 IF YOU HAVE ANY QUESTIONS.

Suzanne K. Lex, AICP  
Desk (850) 891-8627  
[Suzanne.Lex@crtpa.org](mailto:Suzanne.Lex@crtpa.org)

#### Non-discrimination Statement

If you have a disability requiring accommodations, please contact the Capital Region Transportation Planning Agency at (850) 891-8630. The telephone number of the Florida Relay TDD Service is # 711. "Public Participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who require special accommodations under the Americans With Disabilities Act, or persons who require translation services (free of charge) should contact the CRTPA Title VI Coordinator, Suzanne Lex, four days in advance of the meeting at 850-891-8627 ([Suzanne.Lex@crtpa.org](mailto:Suzanne.Lex@crtpa.org)) and for the hearing impaired, telephone 711 or 800-955-8771 (TDD)."






#### Declaración de no discriminación

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

 Public Meeting on the CRTPA's Planning Process – February 19 at 3:30 p.m.

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#### Quick Links

-  [Meetings](#)
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#### Upcoming Meetings

##### [April 15, 2025 CRTPA Meeting](#)

**Meeting Type:** CRTPA Board Meetings

**Date and Time:** April 15, 2025 1:30 pm

**Location:** City Of Tallahassee Commission Chambers

##### [May 6, 2025 TAC Meeting](#)

**Meeting Type:** TAC Meetings

**Date and Time:** May 6, 2025 9:00 am

**Location:** City Of Tallahassee Commission Chambers

##### [May 6, 2025 CMAC Meeting](#)

**Meeting Type:** CMAC Meetings

**Date and Time:** May 6, 2025 11:30 am

**Location:** City of Tallahassee City Hall, Tallahassee Room (2nd Floor)

#### Recent Meetings

##### [April 1, 2025 CMAC Meeting](#)

**Meeting Type:** CMAC Meetings

**Date and Time:** April 1, 2025 11:30 am

**Location:** Renaissance Building

**Documents:** CMAC April 2025

[Agenda Package](#)

##### [April 1, 2025 TAC Meeting](#)

**Meeting Type:** TAC Meetings

**Date and Time:** April 1, 2025 9:00 am

**Location:** Renaissance Building

**Documents:** TAC April 2025

[Agenda Package](#)

##### [March 17, 2025 CRTPA Meeting \(MEETING CANCELLED\)](#)

**Meeting Type:** CRTPA Board Meetings

**Date and Time:** March 17, 2025 1:30 pm

**Location:** City Of Tallahassee Commission Chambers

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Attendee responses: 27 accepted, 7 tentatively accepted, 5 declined.

Send Update

Title

Public Meeting with CRTP, FTA, FHWA and FDOT (In-Person or via Teams)

Required

John.Kostrzewa@crtpa.org

Greg.Slay@crtpa.org

City Hall Tallahassee Room

Burke, Greg

Mitchell, Yolonda

Knox, Dana (FHWA) <Dana.Knox@dot.gov>

Sullivan, Joseph (FHWA) <Joseph.Sullivan@dot.gov>

bryant.paulk@dot.state.fl.us

Optional

Adams, Robert

Kristen.Allen@madd.org

Michael Wallace

Biriel, Elizabeth

Sara Bourdeau

Sally Davis

MaryKay.Falconer39@gmail.com

Fortunas, Jacob

gregory1143@yahoo.com

info@fiteersafedriver.org

Harris, James

Zeke.Hayes@dot.state.fl.us

Hollingsworth, Joshua

PatriciaJefferson-Shaw@flhsmv.gov

JohnsonF@leonschools.net

Kearney, Cassidy

Michael.Lewis@dot.state.fl.us

McNeely, Laura

Dukens Methellus

Chris Muehlmann

+92 others

Start time

Wed 2/19/2025

3:30 PM

Eastern Time (US & Cana)

☐ All day

☒ Time zones

End time

Wed 2/19/2025

4:30 PM

Eastern Time (US & Cana)

[Make Recurring](#)

Location

Microsoft Teams Meeting: 300 South Adams St. Tallahassee City Hall, City Hall Tallahassee Room

[Room Finder](#)

The CRTPA is conducting a public meeting as part of our Federal Quadrennial Certification. We are requesting you join us and please take the opportunity to provide feedback to FHWA and FTA regarding the CRTPA planning program and activities over the past four years. As part of the certification the CRTPA will be highlighting our efforts on safety and the key partnerships within our region, including transportation providers, law enforcement, Community Traffic Safety Teams and state and local governments.

*Please reach out to me if you have any questions. Thank you and we look forward to seeing you on February 19<sup>th</sup>.*

**Kind Regards,**  
**Suzanne**

Suzanne K. Lex, AICP  
Desk (850) 891-8627  
[Suzanne.Lex@crtpa.org](mailto:Suzanne.Lex@crtpa.org)

**CRTPA Vision Statement** *“Create an integrated regional multimodal transportation network that provides the most options for moving people and goods economically, effectively and safely while protecting the environment, promoting economic development and maintaining a*

**From:** [Mitchell, Yulonda](#)  
**Bcc:** [chanson@pewtrusts.org](#); [Realestatepro2008@gmail.com](#); [RogerSunbeam66@yahoo.com](#); [johanyantol@yahoo.com](#); [vantol@magnet.fsu.edu](#); [dimkbikes@hotmail.com](#); [dbeaty@hnhb.com](#); [dunnet@talstar.com](#); [Marcus.thompkins1@gmail.com](#); [Longstreet35@hotmail.com](#); [C.hale@halecontracting.net](#); [esgreenfl@outlook.com](#); [Kearney, Cassidy](#); [kaylor.collins@dot.state.fl.us](#); [Thomas Thompson](#); [tilewis@gadsdencountyfl.gov](#); [Pingree, Ben](#); [Autumn.calden@Blueprintia.org](#); [Megan.Doherty@Blueprintia.org](#); [Shafer, Steve](#); [Justin.Baldwin@FloridaDEP.gov](#); [brocmeier5@leoncountyfl.gov](#); [Burnsed, Keith](#); [Ryan Guffey](#); [KEastberg@theapc.com](#); [Ken Morris](#); [Chris Muehleman](#); [lcruz@mywakulla.com](#); [Bryant.Paulk@dot.state.fl.us](#); [christy.johnson@dot.state.fl.us](#); [Pollard, David](#); [Rosser, Andrea](#); [Shafer, Steve](#); [Charles Wu](#); [Burke, Greg](#); [Slay, Greg](#); [Lex, Suzanne](#); [Kostrzewa, Jack](#); [Houge, Eric](#); [smetty@jeffersoncountyfl.gov](#); [spell@mywakulla.com](#); [keastberg@theapc.com](#); [Hollingsworth, Joshua](#); [Mary O'Brien](#); [Elnemr, Beshoy](#); [Secreast, Allen](#); [Gooch, Eric](#); [jared.kirkland@dot.state.fl.us](#); [mmetcalf@mywakulla.com](#); [Mitchell, Yulonda](#); [jfaris@kjpartners.com](#); [Burke, Greg](#); [Slay, Greg](#); [Kostrzewa, Jack](#); [Lex, Suzanne](#); [Clark, Michael](#); [bryant.paulk@dot.state.fl.us](#); [jared.kirkland@dot.state.fl.us](#); [kaylor.collins@dot.state.fl.us](#); [christy.johnson@dot.state.fl.us](#); [Sullivan, Joseph\(FHWA\)](#); [Thomas, Curlene \(FHWA\)](#); [hugh@theaarons.com](#); [jfaris@kjpartners.com](#)  
**Subject:** FW: CRTPA/FHWA/FTA Quadrennial Certification Review  
**Date:** Thursday, February 13, 2025 4:48:00 PM  
**Attachments:** CRTPAFHWAFTA Quadrennial Certification Review .msq  
[2025 CRTPA MPO Site Visit Agenda\\_Final.pdf](#)

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The information for the CRTPA/FHWA/FTA Quadrennial Certification Review is attached.  
The TEAMS link for the meeting is in the attachment.

### **QUADRENNIAL CERTIFICATION REVIEW**

**9:00 AM TO 3:00 PM**

***The public is welcome to attend the meeting either in-person or via Teams.***

Schedule for the day's events. See attached agenda for details of the Certification Review.

- 8:30 - 9:00 AM: Continental Breakfast
- 9:00 - 11:45 AM: Certification Review
- 11:45 - 1:00 PM: Break for Lunch
- 1:00 - 3:00 PM: Certification Review

3:00 PM Break to set up for Public Meeting at 3:30 PM

Parking is available in Kleman Plaza behind City Hall. Bring your parking ticket for validation.

300 South Adams Street  
City of Tallahassee, City Hall  
Second Floor, Florida Room  
Tallahassee, FL 32308

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***At the Certification Review Public Meeting, scheduled from 3:30 to 4:30 PM, the public will have the opportunity to provide comment/feedback to the Certification Review team.***

***Follow the [link](#) to the CRTPA website for details on the 3:30 PM Certification Review Public Meeting and ways to participate and comment.***

## Appendix E. Summary of Public Feedback

FHWA and FTA would like to thank everyone who participated in and contributed comments for the CRTPA TMA Certification Review. Public comments are a vital element of the certification review, as they allow citizens to provide direct input on the transportation planning process for their transportation planning area. Comments were received through Facebook and the public meeting on February 19, 2025. One “Like” comment was received from Facebook. Comments from the participants at the public meeting included numerous commendations lauding the continued coordination efforts by the MPO staff to meet safety and public needs and staff’s technical support of local government’s transportation efforts. No additional comments were received by FHWA, FTA, or the MPO during the 30-day public comment period following the public meeting. We have reviewed all comments and have taken them into consideration throughout the writing of this report. The public meeting minutes and the public comment received begin below.

### Comments received via February 19, 2025, Public Meeting

#### Attendees

SUMMARY OF ATTENDEES, *AGENCIES, AND COMMENTS FROM CRTPA- FHWA-FTA QUADRENNIAL CERTIFICATION MEETING			
Meeting title: CRTPA Quadrennial Certification Public Meeting			
Attended participants: 27 Virtual and 4 In-Person			
Meeting duration: 1h 32m 22s			
NAME	VIRTUAL PARTICIPANT	ROLE	ADDITIONAL INFORMATION ON PARTICIPANT AND SUMMARY OF COMMENTS
Mitchell, Yulonda	<a href="mailto:Yulonda.Mitchell@talgov.com">Yulonda.Mitchell@talgov.com</a>	Organizer	CRTPA
Green, Donna	<a href="mailto:Donna.Green@dot.state.fl.us">Donna.Green@dot.state.fl.us</a>	Attendee	Florida Department of Transportation (FDOT) Metropolitan Planning Administrator.
Frizzell, Kathryn	<a href="mailto:Kathryn.Frizzell@talgov.com">Kathryn.Frizzell@talgov.com</a>	Attendee	Star Metro Community Involvement Coordinator
Sisk, Joe	<a href="mailto:Joe.Sisk@talgov.com">Joe.Sisk@talgov.com</a>	Attendee	COT Safe Routes to School Coordinator
Brandon Geiger	<a href="mailto:BGeiger@mywakulla.com">BGeiger@mywakulla.com</a>	Attendee	Wakulla County Assistant Planning Director
Lewis, Michael	<a href="mailto:Michael.Lewis@dot.state.fl.us">Michael.Lewis@dot.state.fl.us</a>	Attendee	FDOT D3 Safety Engineer - Comments supportive of CRTPA planning & coordination on safety initiatives & CTST.
TJ Lewis	<a href="mailto:TJLewis@gadsdencountyfl.gov">TJLewis@gadsdencountyfl.gov</a>	Attendee	Gadsden County Economic Director, provided comments related to the CRTPA & grants program.
Mike Wallace, LCSO	<a href="mailto:wallacem@leoncountyfl.gov">wallacem@leoncountyfl.gov</a>	Attendee	CTST representative for the Leon County Sheriff's Office.
Melissa Corbett	<a href="mailto:mcorbett@mywakulla.com">mcorbett@mywakulla.com</a>	Attendee	Wakulla County TAC representative. Comments CRTPA coordination with the local government & planning program.
Webb, Alaina	<a href="mailto:Alaina.Webb@dot.state.fl.us">Alaina.Webb@dot.state.fl.us</a>	Attendee	FDOT Assistant Traffic Operations Engineer
Rosser, Andrea	<a href="mailto:Andrea.Rosser@talgov.com">Andrea.Rosser@talgov.com</a>	Attendee	Star Metro TAC representative. Comments CRTPA coordination with the transit agency. Assisted in joint planning program.
Peoples, Gretchen	<a href="mailto:Gretchen.Peoples@dot.state.fl.us">Gretchen.Peoples@dot.state.fl.us</a>	Attendee	FDOT D3 Safety Office
Dr. Gabrielle K. Gabrielli, PhD, CGMP	<a href="mailto:gabrielle@gabrielleconsulting.com">gabrielle@gabrielleconsulting.com</a>	Attendee	Citizen
Harris, James	<a href="mailto:James.Harris@talgov.com">James.Harris@talgov.com</a>	Attendee	COT Police Department & Urban SDK User

NAME	VIRTUAL PARTICIPANT	ROLE	ADDITIONAL INFORMATION ON PARTICIPANT, *AGENCY AND SUMMARY OF COMMENTS
Mary O'Brien	<a href="mailto:mobrien@arpc.org">mobrien@arpc.org</a>	Attendee	TAC representative for the ARPC. Comments supportive of CRTPA planning efforts
White, Andrew	<a href="mailto:Andrew.White@dot.state.fl.us">Andrew.White@dot.state.fl.us</a>	Attendee	FDOT D3 Safety Office
Toole, Kimberly	<a href="mailto:Kimberly.Toole@dot.state.fl.us">Kimberly.Toole@dot.state.fl.us</a>	Attendee	FDOT D3 Traffic Operations Engineer
Birriel, Elizabeth	<a href="mailto:Elizabeth.Birriel@talgov.com">Elizabeth.Birriel@talgov.com</a>	Attendee	COT Traffic Studies Engineer
Thomas Thompson	<a href="mailto:tthompson@arpc.org">tthompson@arpc.org</a>	Attendee	RideOn Commuter Services Coordinator with the Apalachee Regional Planning Council.
Kwentin Eastberg	<a href="mailto:KEastberg@arpc.org">KEastberg@arpc.org</a>	Attendee	Deputy Director for the Apalachee Regional Planning Council. Comments supportive of CRTPA planning efforts
Thomas Thompson	<a href="mailto:tthompson@arpc.org">tthompson@arpc.org</a>	Attendee	RideOn Coordinator with the Apalachee Regional Planning Council.
Madison Evans	<a href="mailto:EvansMad@leoncountyfl.gov">EvansMad@leoncountyfl.gov</a>	Attendee	Leon County Sheriff's Office Data Analyst & Urban SDK User
Charles Wu	<a href="mailto:WuC@leoncountyfl.gov">WuC@leoncountyfl.gov</a>	Attendee	Dir. Leon Co. Eng. Services, TAC & CTST member of the TAC. Comment on ongoing coordination with Leon Co & on safety initiatives.
Hans van Tol	<a href="mailto:vantol@magnet.fsu.edu">vantol@magnet.fsu.edu</a>	Attendee	Citizen attendee & member of the CRTPA CMAC. Representative for the Capital City Cyclist. Comments in support of safety initiatives.
Lindsay Slautterback	<a href="mailto:Lindsay.Slautterback@kimley-horn.com">Lindsay.Slautterback@kimley-horn.com</a>	Attendee	Citizen Attendee & CRTPA GPC Consultant
Mary Anne Koos	<a href="mailto:mkoosfl@aol.com">mkoosfl@aol.com</a>	Attendee	Citizen Attendee
<b>*Agencies</b> <ul style="list-style-type: none"> <li>+ TAC (CRTPA Technical Advisory Committee)</li> <li>+ CMAC (CRTPA Citizens Multimodal Advisory Committee)</li> <li>+ CTST (Community Traffic Safety Teams)</li> <li>+ FHWA (Federal Highway Administration)</li> <li>+ FTA (Federal Transit Administration)</li> <li>+ FDOT (Florida Department of Transportation)</li> <li>+ ARPC (Apalachee Regional Planning Council)</li> </ul>			

IN-PERSON PARTICIPANTS			
NAME	IN-PERSON PARTICIPANT	ROLE	ADDITIONAL INFORMATION ON PARTICIPANT AND SUMMARY OF COMMENTS
Commissioner Curtis Richardson	<a href="mailto:Curtis.Richardson@talgov.com">Curtis.Richardson@talgov.com</a>	Board	Long-standing Board Member representing the COT. Comments in support of the safety initiatives & implementation of safety projects.
Mary Kay Falconer	<a href="mailto:marykayfalconer39@gmail.com">marykayfalconer39@gmail.com</a>	Attendee	Citizen attendee & CRTPA CMAC member. Represents the cycling community. Commented on the CRTPA's efforts for safety & trails
Kazia Threatt	<a href="mailto:Kaiza.Threatt@madd.org">Kaiza.Threatt@madd.org</a>	Attendee	Mothers Against Drunk Drivers & member of the Community Traffic Safety Team.
Kaylor Collins	<a href="mailto:kaylor.collins@fdot.state.fl.us">kaylor.collins@fdot.state.fl.us</a>	Staff	FDOT D3 Urban Liaison
Carey Shephard	<a href="mailto:Carey.Shepherd@dot.gov">Carey.Shepherd@dot.gov</a>	Staff	FHWA Civil Rights Officer
Dana Knox	<a href="mailto:Dana.Knox@dot.gov">Dana.Knox@dot.gov</a>	Staff	FHWA Transportation Planning Specialist
Joseph Sullivan	<a href="mailto:Joseph.Sullivan@dot.gov">Joseph.Sullivan@dot.gov</a>	Presenter	FHWA Transportation/Environmental Planner--Presentation to participants; provided an overview of the Quadrennial certification process.
Aviance Webb	<a href="mailto:aviance.webb@dot.gov">aviance.webb@dot.gov</a>	Staff	FTA Community Planner
Stefan Kulakowski	<a href="mailto:Stefan.Kulakowski@dot.state.fl.us">Stefan.Kulakowski@dot.state.fl.us</a>	Staff	State Title VI Coordinator
Greg Burke	<a href="mailto:Greg.Burke@crtpa.org">Greg.Burke@crtpa.org</a>	Staff	CRTPA Planning Manager
Greg Slay	<a href="mailto:greg.slay@crtpa.org">greg.slay@crtpa.org</a>	Staff	CRTPA Executive Director,
Jody-Ann Oveson	<a href="mailto:jody-ann.ovesen@dot.gov">jody-ann.ovesen@dot.gov</a>	Staff	FHWA Civil Rights Specialist
Lex, Suzanne	<a href="mailto:Suzanne.Lex@talgov.com">Suzanne.Lex@talgov.com</a>	Organizer	CRTPA Programs Manager-Organized meeting & served as facilitator.
Alexander Delgado	<a href="mailto:Alexander.Delgado@blueprintia.org">Alexander.Delgado@blueprintia.org</a>	Attendee	Transportation Planner
Threatt, Dante	<a href="mailto:Dante.Threatt@talgov.com">Dante.Threatt@talgov.com</a>	Tech	COT technical support for the TEAMS meeting.
Unable to Access the Public Meeting due to Technical Difficulties			
Carolyn Cohen	<a href="mailto:CarolynTCohen@hotmail.com">CarolynTCohen@hotmail.com</a>	Citizen	Citizen & active member of the Tallahassee Senior Center.

## Comments

**T. J. Lewis** – asked, “how does this process tie into the FDOT context classification.” I’ve been involved with this in the past and understand there are different needs for different communities? Shouldn’t there be a guide for context classifications relative to land use? In Gadsden County, when we talk about access to the highway or potential new routes, how do we inform the communities what to expect based on information that’s out there?



**Hans Van Tol** – I'm also a long-time member of the CMAC at this TPA and one of the things [unintelligible] is a level of service for pedestrians and bicyclists. I would like to know now that we are embarking on the new LRTP, what kind of level of service is there for bike and peds similar to that of roadways?

**Melissa Corbett** joining from Wakulla county and want to provide feedback on the CRTPA process for transportation planning efforts. I have been an off again and off again participant for 10 or more than years and the process that they utilize through outreach and advertisement to gain public participation. Feels like there is definitely an opportunity to provide that type of feedback and there is an open dialogue. Staff is very open to discussing issues with us and we truly appreciate their assistance and cooperation.

**Kwentin Eastberg** – with the planning council and finds partnership with CRTPA pretty invaluable. I recently added Greg Slay to our regional board because Tallahassee is the regional economic driver and funneling a lot of workforce through there. Regional cooperation has been great and working with TAC has been great. Over the last four years the partnership with commuter assistance, bike helmet fitting, ebike, etc. It's been a great relationship but they do a significant amount of work and allow people to have a voice.

**Andrea Rosser** from Star Metro – we have a great working relationship with MPO staff. We are part of the regional mobility plan and LRTP and they help us make sure grant funding is on the TIP. Incredible working relationship.

**Mary Kay Faulkner** – I've been on the CMAC for several years and I'm very active. As a rep of the public I know that really trying to have meaningful input is challenging. You have to read the documents and attend the meetings and be willing to prepare yourself to participate. It's hard. We have a lot of opportunity to show the public projects are under way – they are very helpful, but I get concerned that when people attend those meetings they aren't prepared to attend or understand. My interest is ped and bike infrastructure and the challenges with old infrastructure and supporting efforts to at multimodality. New projects always have these built-in but not so much for the existing infrastructure. It would be helpful to explain to the public so they understand why this is the case. I hope we can continue efforts along that line. Want continued SS4A funds and support so they can do just that. One more comment on safety. The CRTPA has done a lot of statistics and presentations on addressing safety and hopefully that will continue. I definitely tried to be a messenger to some of the organizations.

**Mary O'Brien** – I am the transportation planning manager at ARPC and serve on the TAC for the TPO. Great opportunity to coordinate with other members and partners throughout the area and one example of that is wrapping a regional world transportation plan and I was able to speak with the members about looking at how transportation planning crosses over into land use planning. I would also like to call out that the MPO has been very responsive and supportive partner. One example is an opportunity for a board member to further their bike ped leadership the CRTPA put together a letter of recommendation for this opportunity. They did it fast and it was instrumental in getting that done. Just a few examples of ways that CRTPA has really served the region and the neighboring regions like ours.

*Commissioner Richardson – Comm Richardson said, “Speaking to safety focus, the middle school kids were crossing Orange Ave to get to school – just a matter of time before there is an accident unless the MPO did something. Got the signalized equipment, Mike Lewis (D3 safety engineer) got the equipment and FDOT D3 installed it.”*

## Summary of Public Meeting Via CRTPA

### Capital Region Transportation Planning Agency February 19, 2025 TMA Certification Public Meeting

Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) representatives, in cooperation with the CRTPA, held a public meeting as part of the Quadrennial Joint Certification review required for designated Transportation Management Areas. The public meeting was conducted Wednesday, February 19, 2025 at 3:30 p.m. at Tallahassee City Hall in the Tallahassee Room. Additionally, the meeting was conducted virtually using the Microsoft Teams platform.

In advance of the meeting, notices were sent to the CRTPA's Interested Parties Contact List, members of the Technical and Citizen Multimodal Advisory Committees, and Community Traffic Safety Teams. Notice of the meeting was announced on the CRTPA's website "Latest News" page, CRTPA Facebook pages and sent to the outer counties Public Information Officers for posting and distribution. At the January CRTPA Retreat and the February meetings the Executive Director informed the Board and Committees of the upcoming meeting.

The announcement informed the public, interested parties, and partner agencies that FHWA and FTA were soliciting input from the community on the CRTPA's transportation planning process. In addition, the announcement requested public input on the CRTPA's planning program and consideration of public input throughout the process, as well as feedback on the CRTPA's safety initiatives. Lastly, the notice explained how citizens could provide comment, whether in writing via email or postal mail, verbally and/or during the meeting.

Attendees present represented transportation, economic, planning and regional agencies, non-profits, citizens as well as representatives from three of the four member counties. Not including staff, a total of 31 participants, both in-person and via the virtual platform, attended the meeting. After introductions, Federal Highway presented information about the metropolitan transportation planning process, explained the purpose of the certification process and public meeting, and then opened the meeting for public comments.

Comments were received from nine attendees and are noted in the attached list of participants and comments. CRTPA Board member, Commissioner Curtis Richardson, spoke to the CRTPA focus on safety and success in implementing safety improvements. Andrea Rosser, Star Metro Transit, spoke on the excellent coordination and collaboration between Star Metro and the CRTPA. One example mentioned was the agencies partnered on an update to the Transit Development Plan and Comprehensive Operational Analysis. Charles Wu, Leon County Engineering and Public Works, spoke on the coordination between the County and the CRTPA on project development and implementation, as well as on the safety initiatives. Two members from the Apalachee Regional Planning Council, the Deputy Director Kwentin Eastberg and Planning Manager Mary O'Brien, spoke of the excellent coordination between the agencies and support for regional planning efforts. Mike Lewis, P.E. with the FDOT D3 Safety Office also spoke about the ongoing coordination and CRTPA's efforts with safety programs, including the support for the Community Traffic Safety Teams in the Capital Region.

T.J. Lewis, Economic Development Director for Gadsden County, spoke and mentioned possible funding initiatives that may be available. Melissa Corbett, Planner with Wakulla County, recognized the CRTPA's efforts and technical support and input for the local government's transportation projects. Mary Kay Faulkner, a CMAC member, spoke next and recognized the efforts of the CRTPA and success with expanding the regional trail system. Ms. Faulkner also emphasized that participation in the process requires effort and she continuously advocates for community participation. Unfortunately one citizen, Carol Cohen, was unable to access the meeting. Staff has provided her this summary and offered to meet with her if she would like to discuss the CRTPA's role in the transportation planning process. Emails related to this issue have been provided to FHWA and FTA. Hans van Tol, citizen and CRTPA committee member, discussed the CRTPA's efforts with bike safety.

This concluded the public comments. A brief summary of the CRTPA's safety initiatives was then provided. FHWA and the CRTPA staff thanked the audience for attending. Regrettably, no transcript or recording is available as the technical team assisting the CRTPA mistakenly stopped the recording of the meeting.



## Comments Received Via Social Media

The screenshot shows the Facebook profile of the Capital Region Transportation Planning Agency. The profile header includes the agency name, a cover photo, and a profile picture. Below the header, there is a section for contact information: email (yulonda.mitchell@talgov.com), website (crtpa.org), and a status of 'Open now'. A 'Not yet rated (2 Reviews)' badge is also present. To the right of the contact info is a 'Photos' section with a grid of images. The main post is dated February 12 and is titled 'JOIN US IN-PERSON OR VIRTUALLY AT THE CRTPA QUADRENNIUM CERTIFICATION PUBLIC MEETING'. The post text states: 'The CRTPA is hosting a public meeting to provide the community an opportunity to provide feedback to FHWA and FTA regarding the CRTPA planning program and activities over the past four years. We look forward to your participation! Follow the link to the CRTPA website for more details. Thank you and see you on February 19th. If you would like to provide comments in writing, or have any questions, please direct them to Suzanne Lex. Contact information: Suzanne K. Lex, AICP Desk (850) 891-8627 Suzanne.Lex@crtpa.org'. Below the text are interaction buttons for 'Like', 'Comment', 'Send', and 'Share'. A comment by Carl Mikyska is visible. At the bottom of the post, there is another post from the agency dated December 13, 2024, with the text 'It's your last chance to help us build a better transportation system! Whether you...'. The Facebook interface includes a search bar at the top, navigation icons, and a taskbar at the bottom showing the date as 4/24/2024.

Capital Region Transportation Planning Agency

yulonda.mitchell@talgov.com

crtpa.org

Open now

Not yet rated (2 Reviews)

Photos

See all photos

JOIN US IN-PERSON OR VIRTUALLY AT THE CRTPA QUADRENNIUM CERTIFICATION PUBLIC MEETING

The CRTPA is hosting a public meeting to provide the community an opportunity to provide feedback to FHWA and FTA regarding the CRTPA planning program and activities over the past four years. We look forward to your participation! Follow the link to the CRTPA website for more details.

Thank you and see you on February 19th.

If you would like to provide comments in writing, or have any questions, please direct them to Suzanne Lex.

Contact information:  
Suzanne K. Lex, AICP  
Desk (850) 891-8627  
Suzanne.Lex@crtpa.org

Like Comment Send Share

Write a comment...

Capital Region Transportation Planning Agency

December 13, 2024

It's your last chance to help us build a better transportation system! Whether you...

## Appendix F. Status of Previous Certification Findings

The following is a summary of the previous corrective actions and recommendations made by the Federal Review Team to the CRTPA. The MPO's last certification review report was published in 2021.

### A. Corrective Actions

1. **Long-Range Transportation Plan (LRTP) Financial Plan/Fiscal Constraint:** In reviewing the LRTP adopted in November 2020, the Federal Review Team noted a number of critical deficiencies in the document related to fiscal constraint which did not comply with 23 CFR 450.324. Initial observations were conveyed at the site visit and written federal review comments provided to the CRTPA on April 4, 2021. These critical comments included the need for a financial plan that explains how the LRTP can be implemented for the entire planning timeframe, addressing the entire multimodal transportation system network with all revenues and costs consistently identified. **The CRTPA must develop an action plan by July 30, 2021 to demonstrate how the LRTP will be brought into compliance with federal requirements with action time frames agreeable to the federal agencies and implemented accordingly.**

**Update:** The MPO took necessary actions to resolve the corrective action. FHWA/FTA sent formal correspondence on January 19, 2022, confirming that the corrective action had been satisfied.

2. **Transportation Improvement Program (TIP):** In accordance with 23 CFR 450.326(a),(h), and (i) and as emphasized by the 2012 and 2018 LRTP Expectations letters, each project or project phase included in the TIP must be consistent with the metropolitan transportation plan, and those that are not of an appropriate scale for individual identification may be grouped. **The CRTPA must revise the TIP and/or LRTP by September 30, 2021 to demonstrate that the TIP projects are consistent with the LRTP.**

**Update:** The MPO took necessary actions to resolve the corrective action. FHWA/FTA sent formal correspondence on January 19, 2022, confirming that the corrective action had been satisfied.

### B. Recommendations

1. **UPWP:** The 2017 certification report recommended that the CRTPA review, update and approve new versions of the Internal Controls Guidelines and the Administrative Procedures Manual. This Policy governs financial activities for CRTPA's day-to-day operations. The CRTPA has developed a Finance Policy for Board review and approval. The policy has not yet been finalized and adopted. The Federal Review Team recommends that the CRTPA adopt the Finance Policy to update the internal guidelines and procedures for financial activities.

**Update:** At the September 13, 2021 CRTPA Meeting, the Board approved the CRTPA's Fiscal Policies and Procedures and Internal Controls Memorandum. In October 2022 the Board approved minor updates to the Fiscal Policy and Procedures, and Memorandum, further refining procurement processes and internal controls. Additionally, the CRTPA adopted a Travel Policy and updated the Resolution 2022-10-7D governing travel in accordance with the requirements of Florida Statute 112.061(14)(a)5.

The Finance Policy establishes procedures for the expenditure of the CRTPA grant funds and the internal operating processes for handling CRTPA funds and vendor payments. Broken into five sections, the attached Finance Policy covers procedures related to Budget; Purchasing; Payroll and Check Distribution; Tangible Property/Assets; and the CRTPA Executive Director Approval Authority. A review of the Fiscal Policies and Procedures in 2024 did not identify any changes necessary at that time.

2. **Outreach and Public Participation:** The TIP & LRTP amendment processes listed in the CRTPA's Public Involvement Process Plan (PIPP) does not indicate the length of time the public has to comment on TIP or LRTP Amendments. The PIPP points the reader to *FDOT's Program Management Handbook Manual* for details on the public-review timeframe for TIP & LRTP Amendments. The Federal Review Team recommends the MPO update the PIPP to specify the length of time the public has to comment on TIP and LRTP Amendments rather than refer the public to a document of another agency. The PIPP does specify public-comment requirements for the TIP and LRTP development, 14-day public review for the TIP and 30 days for the LRTP.

**Update:** The updated Public Involvement Plan adopted June 2024 includes specific timeframe for the public to comment on amendments to both the TIP and LRTP.

## Appendix G. Acronym List

ADA – Americans with Disabilities Act	NTI – National Transit Institute
AQ – Air Quality	PEA – Planning Emphasis Area
CAAA – Clean Air Act Amendments of 1990	PL – Metropolitan Planning Funds
CFP – Cost Feasible Plan (of the LRTP)	PPP – Public Participation Plan
CFR – Code of Federal Regulations	RA – Regional Administrator
CMAQ – Congestion Mitigation and Air Quality	RTIP – Regional Transportation Implementation Plan
CMP – Congestion Management Process	RTP – Regional Transportation Plan
DA – Division Administrator	SAFETEA-LU – Safe, Accountable, Efficient Transportation Equity Act: A Legacy for Users
DBE – Disadvantaged Business Enterprises	RPC – Regional Planning Commission
DHHS – Department of Health and Human Services	SFY – State Fiscal Year
ETDM – Efficient Transportation Decision Making	SHA – State Highway Administration
EPA – Environmental Protection Agency	SHSP – Strategic Highway Safety Plan
FAST Act – Fixing America’s Surface Transportation Act	SIP – State Implementation Plan
FDOT – Florida Department of Transportation	SOP – Standard Operating Procedures
FHWA – Federal Highway Administration	SOV – Single Occupancy Vehicle
FTA – Federal Transit Administration	SPR – State Planning and Research
FY – Federal Fiscal Year	STIP – Statewide Transportation Improvement Program
GIS – Geographic Information Systems	STP – Surface Transportation Program
HSIP – Highway Safety Improvement Program	TAM – Transit Asset Management
HPMS Reviews – Highway Performance Monitoring System	TAMP – Transportation Asset Management Plan
ISTEA – Intermodal Surface Transportation Efficiency Act	TAZ – Transportation Analysis Zone
ITS – Intelligent Transportation Systems	TCM – Transportation Control Measure
LEP – Limited English Proficiency	TDM – Transportation Demand Management
LRTP – Long Range Transportation Plan	TDP – Transit Development Plan
M&O – Management and Operations	TEA-21 – Transportation Equity Act for the 21 <sup>st</sup> Century
MAP-21 – Moving Ahead for Progress in the 21 <sup>st</sup> Century	TIP – Transportation Improvement Program
MOA – Memorandum of Agreement	Title VI – Title VI of the 1964 Civil Rights Act
MOU – Memorandum of Understanding	TMA – Transportation Management Area
MPA – Metropolitan Planning Area Boundary	TMIP – Travel Model Improvement Program
MPO – Metropolitan Planning Organization	TPA – Transportation Planning Agency
MPOAC – Metropolitan Planning Organization Advisory Council	TPCB – Transportation Planning Capacity Building Program
NAAQS-National Ambient Air Quality Standards	TPM – Transportation Performance Management
NEPA – National Environmental Policy Act	TPO – Transportation Planning Organization
NHI – National Highway Institute	UAB – Urban Area Boundary
NHS – National Highway System	UPWP – Unified Planning Work Plan
	U.S.C. – United States Code
	UZA – Urbanized Areas
	VMT – Vehicle Miles Traveled



September 16, 2025

## AGENDA ITEM 11 A

### FUTURE MEETINGS

TYPE OF ITEM: CRTPA Information

Meeting Date	Meeting Type	Location
Oct 21 (Tuesday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 <sup>nd</sup> Floor, 1:30 pm – 4:00 pm
Nov 17 (Monday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 <sup>nd</sup> Floor, 1:30 pm – 4:00 pm
Dec 16 (Tuesday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 <sup>nd</sup> Floor, 1:30 pm – 4:00 pm

September 16, 2025



## AGENDA ITEM 11 B

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

TYPE OF ITEM: CRTPA Information

#### **STATEMENT OF ISSUE**

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

**TAC and CMAC:** The committees each met on September 2, 2025, and acted on the following:

- **Minutes of the June 3, 2025, Meetings**
  - **TAC Action:** Approved.
  - **CMAC Action:** Approved.
- **Transportation Improvement Plan (TIP) Amendment**
  - **TAC Action:** Recommended adoption.
  - **CMAC Action:** Recommended adoption.
- **2050 Regional Mobility Plan Update**
  - **TAC Action:** Recommended approval.
  - **CMAC Action:** Recommended approval.
- **CRTPA Transportation Alternatives Program Subcommittee**
  - **TAC Action:** Volunteers: Ryan Guffey; Mary O'Brien and Allen Secreast
  - **CMAC Action:** Volunteers: Julie Christensen; Wanda Carter and Chad Hanson

September 16, 2025



AGENDA ITEM 11 C

**BUDGET UTILIZATION**

**JANUARY THROUGH MARCH 2025**

TYPE OF ITEM: Information

With the beginning of the second year of the UPWP contract, any remaining funds from the previous year are rolled into the current year budget. Therefore, the utilization of some line items may reflect a decrease from the previous report.

A status report on the January through March 2025, Unified Planning Work Program budget utilization is provided for the following:

- CRTPA Budget Report PL Funds January through March 2025 (***Attachment 1***)
- CRTPA Budget Report SU Funds January through March 2025 (***Attachment 2***)
- CRTPA Budget Report CM Funds January through March 2025 (***Attachment 3***)

Unified Planning Work Program - Fiscal Years 2024/25 & 2025/26				FPID# 439323-5-14-01		
Contract # G2U25 Invoice #:		PL-3	Invoice Period:	December 1, 2024 through March 31, 2025		
Task 1.0 - Administration						Budget Utilization
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2025 FHWA (PL) Budgeted Amount	FY 2025 FHWA (PL) Previous Payments	FY 2025 FHWA (PL) Current Cost	FY 2025 FHWA (PL) Remaining Balance		
Salaries and Fringe	\$ 356,817.00	\$ 237,742.86	\$ 86,521.19	\$ 32,552.95	91%	
Sub Total:	\$ 356,817.00	\$ 237,742.86	\$ 86,521.19	\$ 32,552.95		
1.7 Professional Services WCOT	\$ 8,000.00	\$ 275.00	\$ 412.50	\$ 7,312.50	9%	
1.12 Professional Services Audit	\$ 30,000.00	\$ -	\$ -	\$ 30,000.00	0%	
1.16 Professional Services Legal	\$ 55,000.00	\$ 7,285.00	\$ 9,012.50	\$ 38,702.50	30%	
Sub Total:	\$ 93,000.00	\$ 7,560.00	\$ 9,425.00	\$ 76,015.00		
Travel/Training	\$ 15,225.00	\$ 3,547.09	\$ 646.69	\$ 11,031.22	28%	
Sub Total:	\$ 15,225.00	\$ 3,547.09	\$ 646.69	\$ 11,031.22		
Operational Expenses (Tel/Ins/Ads/Postage/Profess Fees)	\$ 35,247.00	\$ 22,555.24	\$ 751.58	\$ 11,940.18	66%	
Computer Software	\$ 6,000.00	\$ 1,284.23	\$ 1,836.30	\$ 2,879.47	52%	
Staff Services	\$ 85,674.00	\$ 40,724.32	\$ 20,339.91	\$ 24,609.77	71%	
Sub Total:	\$ 126,921.00	\$ 64,563.79	\$ 22,927.79	\$ 39,429.42		
Office Supplies	\$ 3,250.00	\$ 207.45	\$ 94.57	\$ 2,947.98	9%	
Sub Total:	\$ 3,250.00	\$ 207.45	\$ 94.57	\$ 2,947.98		
Computer Equipment	\$ 5,000.00	\$ 1,600.98	\$ -	\$ 3,399.02	32%	
Sub Total:	\$ 5,000.00	\$ 1,600.98	\$ -	\$ 3,399.02		
Total:	\$ 600,213.00	\$ 315,222.17	\$ 119,615.24	\$ 165,375.59		
Task 2.0 - Data Collection						
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2025 FHWA (PL) Budgeted Amount	FY 2025 FHWA (PL) Previous Payments	FY 2025 FHWA (PL) Current Cost	FY 2025 FHWA (PL) Remaining Balance		
Salaries and Fringe	\$ -		\$ -	\$ -		
Sub Total:	\$ -	\$ -	\$ -	\$ -		
2.0 Contract/Consultant Services	\$ -	\$ -	\$ -	\$ -		
Sub Total:	\$ -	\$ -	\$ -	\$ -		
2.1 Transportation Data Mangement	\$ 75,500.00	\$ 75,500.00	\$ -	\$ -	100%	
Sub Total:	\$ 75,500.00	\$ 75,500.00	\$ -	\$ -		
Total:	\$ 75,500.00	\$ 75,500.00	\$ -	\$ -		
Task 3.0 - Long Range Planning						
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2025 FHWA (PL) Budgeted Amount	FY 2025 FHWA (PL) Previous Payments	FY 2025 FHWA (PL) Current Cost	FY 2025 FHWA (PL) Remaining Balance		
Salaries and Fringe	\$ 155,000.00	\$ 73,524.55	\$ 25,697.78	\$ 55,777.67	64%	
Sub Total:	\$ 155,000.00	\$ 73,524.55	\$ 25,697.78	\$ 55,777.67		
3.0 Contract/Consultant Services	\$ -	\$ -	\$ -	\$ -		
3.5 Connections 2045 RMP	\$ -	\$ -	\$ -	\$ -		
Sub Total:	\$ -	\$ -	\$ -	\$ -		
Total:	\$ 155,000.00	\$ 73,524.55	\$ 25,697.78	\$ 55,777.67		
Task 4.0 - Short-Range Planning						
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2025 FHWA (PL) Budgeted Amount	FY 2025 FHWA (PL) Previous Payments	FY 2025 FHWA (PL) Current Cost	FY 2025 FHWA (PL) Remaining Balance		
Salaries and Fringe	\$ 32,538.00	\$ 12,121.41	\$ 7,046.87	\$ 13,369.72	59%	
Sub Total:	\$ 32,538.00	\$ 12,121.41	\$ 7,046.87	\$ 13,369.72		
4.0 Contract/Consultant Services	\$ -	\$ -	\$ -	\$ -		
Sub Total:	\$ -	\$ -	\$ -	\$ -		
4.4 TIP Software	\$ 13,516.00	\$ -	\$ 13,470.00	\$ 46.00	100%	
Sub Total:	\$ 13,516.00	\$ -	\$ 13,470.00	\$ 46.00		
Total:	\$ 46,054.00	\$ 12,121.41	\$ 20,516.87	\$ 13,415.72		
Page 1 of 2						



Unified Planning Work Program - Fiscal Years 2024/25 & 2025/26		FPID#		439323-5-14-01			
Invoice #:		PL-3		Invoice Period: December 1, 2024 through March 31, 2025			
Task 5.0 - Mobility Planning							
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2025 FHWA (PL) Budgeted Amount	FY 2025 FHWA (PL) Previous Payments	FY 2025 FHWA (PL) Current Cost	FY 2025 FHWA (PL) Remaining Balance	Budget Utilization		
Salaries and Fringe	\$ 66,019.00	\$ 12,770.63	\$ 6,646.80	\$ 46,601.57			
Sub Total:	\$ 66,019.00	\$ 12,770.63	\$ 6,646.80	\$ 46,601.57			
5.0 Consultant Support Task 5 Activities	\$ -	\$ -	\$ -	\$ -			
5.11 Congestion Management Plan Studies	\$ -	\$ -	\$ -	\$ -			
5.21 SR267 Bloxham Cutoff SUP FS	\$ -	\$ -	\$ -	\$ -			
5.22 (Bradfordville Connect) Tville Rd to Wel FS	\$ -	\$ -	\$ -	\$ -			
5.23 US 90 West SUP FS	\$ -	\$ -	\$ -	\$ -			
5.24.1 T2H Feasibility Study Public Involve.	\$ -	\$ -	\$ -	\$ -			
5.24.2 T2H Project Impact Assessment	\$ -	\$ -	\$ -	\$ -			
*5,26 Complete Streets Planning TBD	\$ -	\$ -	\$ -	\$ -			
*Requires an UPWP Amendment	\$ -	\$ -	\$ -	\$ -			
	\$ -	\$ -	\$ -	\$ -			
	\$ -	\$ -	\$ -	\$ -			
Sub Total:	\$ -	\$ -	\$ -	\$ -			
Total:	\$66,019.00	\$12,770.63	\$6,646.80	\$46,601.57			
Task 6.0 - Public Involvement							
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2025 FHWA (PL) Budgeted Amount	FY 2025 FHWA (PL) Previous Payments	FY 2025 FHWA (PL) Current Cost	FY 2025 FHWA (PL) Remaining Balance		Budget Utilization	
Salaries and Fringe	\$ 25,500.00	\$ 9,797.35	\$ 7,509.37	\$ 8,193.28			
Sub Total:	\$ 25,500.00	\$ 9,797.35	\$ 7,509.37	\$ 8,193.28			
6.0 Contract/Consultant Services	\$ -	\$ -	\$ -	\$ -			
6.9 Public Involvement Software	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00			
6.9 Public Involvement Outreach	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00			
Sub Total:	\$ 6,000.00	\$ -	\$ -	\$ 6,000.00			
Total:	\$ 31,500.00	\$ 9,797.35	\$ 7,509.37	\$ 14,193.28			
Task 7.0 - Special Projects							
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2025 FHWA (PL) Budgeted Amount	FY 2025 FHWA (PL) Previous Payments	FY 2025 FHWA (PL) Current Cost	FY 2025 FHWA (PL) Remaining Balance			Budget Utilization
Salaries and Fringe	\$ 68,251.00	\$ 20,309.75	\$ 19,352.34	\$ 28,588.92			
Sub Total:	\$ 68,251.00	\$ 20,309.75	\$ 19,352.34	\$ 28,588.92			
7.0 Consultant Support	\$ -	\$ -	\$ -	\$ -			
7.1 *SS4A Implementation TBD	\$ -	\$ -	\$ -	\$ -			
7.1.1a SS4A Implement. Plan N. Monroe St.	\$ 20,730.00	\$ 20,730.00	\$ -	\$ -			
7.1.1b SS4A Implement. PL Update N Monroe	\$ -	\$ -	\$ -	\$ -			
7.1.1c SS4A Supplemental Analysis N Monroe	\$ -	\$ -	\$ -	\$ -			
7.1.2 SS4 US 90 Tennessee St. SS4A Corridor SAP	\$ -	\$ -	\$ -	\$ -			
7.1 *SS4A Implementation HIN Corridors	\$ -	\$ -	\$ -	\$ -			
7.2 Safe School Access	\$ 24,220.00	\$ 24,220.00	\$ -	\$ -			
*Requires UPWP Modification							
Sub Total:	\$ 44,950.00	\$ 44,950.00	\$ -	\$ -			
Total:	\$ 113,201.00	\$ 65,259.75	\$ 19,352.34	\$ 28,588.92			
G2U25 GRAND TOTAL EXPENDITURE DETAIL :	\$ 1,087,487.00	\$ 564,195.85	\$ 199,338.40	\$ 323,952.74			
Page 2 of 2							

Unified Planning Work Program - Fiscal Years 2024/25 & 2025/26				FPID# 439323-5-14-02	
Contract # G2U25 Invoice #:		SU-3	Invoice Period: January 1, 2024 through March 31, 2025		
Task 1.0 - Administration					Budget Utilization
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2025 FHWA (SU) Budgeted Amount	FY 2025 FHWA (SU) Previous Payments	FY 2025 FHWA (SU) Current Cost	FY 2025 FHWA (SU) Remaining Balance	
Salaries and Fringe	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
Contract/Consultant Services	\$ -	\$ -	\$ -	\$ -	
1.7 Professional Services WCOT	\$ -	\$ -	\$ -	\$ -	
1.12 Professional Services Audit	\$ -	\$ -	\$ -	\$ -	
1.16 Professional Services Legal	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
Travel/Training	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
Operational Expenses (Tel/Ins/Ads/Postage/Profess Fees)	\$ -	\$ -	\$ -	\$ -	
Computer Software	\$ -	\$ -	\$ -	\$ -	
Staff Services	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
Office Supplies	\$ -	\$ -	\$ -	\$ -	
Computer Equipment	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
Total:	\$ -	\$ -	\$ -	\$ -	
Task 2.0 - Data Collection					
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2025 FHWA (SU) Budgeted Amount	FY 2025 FHWA (SU) Previous Payments	FY 2025 FHWA (SU) Current Cost	FY 2025 FHWA (SU) Remaining Balance	
Salaries and Fringe	\$ 81,530.00	\$ 55,357.95	\$ 23,697.31	\$ 2,474.75	97%
Sub Total:	\$ 81,530.00	\$ 55,357.95	\$ 23,697.31	\$ 2,474.75	
2.0 Contract/Consultant Services	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
2.1 Transportation Data Mangement	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
Total:	\$ 81,530.00	\$ 55,357.95	\$ 23,697.31	\$ 2,474.75	
Task 3.0 - Long Range Planning					
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2025 FHWA (SU) Budgeted Amount	FY 2025 FHWA (SU) Previous Payments	FY 2025 FHWA (SU) Current Cost	FY 2025 FHWA (SU) Remaining Balance	
Salaries and Fringe	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
3.0 Contract/Consultant Services	\$ -	\$ -	\$ -	\$ -	
3.5 Connections 2045 RMP	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
Total:	\$ -	\$ -	\$ -	\$ -	
Task 4.0 - Short-Range Planning					
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2025 FHWA (SU) Budgeted Amount	FY 2025 FHWA (SU) Previous Payments	FY 2025 FHWA (SU) Current Cost	FY 2025 FHWA (SU) Remaining Balance	
Salaries and Fringe	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
4.0 Contract/Consultant Services	\$ 21,530.00	\$ -	\$ -	\$ 21,530.00	0%
Sub Total:	\$ 21,530.00	\$ -	\$ -	\$ 21,530.00	
4.4 TIP Software	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
Total:	\$ 21,530.00	\$ -	\$ -	\$ 21,530.00	
Page 1 of 2					

Unified Planning Work Program - Fiscal Years 2024/25 & 2025/26			FPID#	439323-5-14-02	
Invoice #:	SU-3	Invoice Period:	January 1, 2024 through March 31, 2025		
Task 5.0 - Mobility Planning					Budget Utilization
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2025 FHWA (SU) Budgeted Amount	FY 2025 FHWA (SU) Previous Payments	FY 2025 FHWA (SU) Current Cost	FY 2025 FHWA (SU) Remaining Balance	
Salaries and Fringe	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
5.0 Consultant Support Task 5 Activities	\$ 27,490	\$ -	\$ -	\$ 27,490.00	0%
5.11 Congestion Management Plan Studies	\$ 150,000	\$ -	\$ -	\$ 150,000.00	0%
5.21 SR267 Bloxham Cutoff SUP FS	\$ -				
5.22 (Bradford Connect) Tville Rd to Wel FS	\$ -				
5.23 US 90 West SUP FS	\$ -	\$ -	\$ -	\$ -	
5.24.1 T2H Feasibility Study Public Involve.	\$ 10,140	\$ -	\$ -	\$ 10,140.00	0%
5.24.2 T2H Project Impact Assessment	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00	0%
*5.26 Complete Streets Planning TBD	\$ -	\$ -	\$ -	\$ -	
*Requires an UPWP Amendment	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ 212,630.00	\$ -	\$ -	\$ 212,630.00	
Total:	\$ 212,630.00	\$ -	\$ -	\$ 212,630.00	
Task 6.0 - Public Involvement					
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2025 FHWA (SU) Budgeted Amount	FY 2025 FHWA (SU) Previous Payments	FY 2025 FHWA (SU) Current Cost	FY 2025 FHWA (SU) Remaining Balance	
Salaries and Fringe	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
6.0 Contract/Consultant Services	\$ 21,530.00	\$ -	\$ -	\$ 21,530.00	0%
6.0.1 LEPP & Comm. Characteristics	\$ -	\$ -	\$ -	\$ -	
6.9 Public Involvement Software	\$ 15,500.00	\$ -	\$ -	\$ 15,500.00	0%
6.9 Public Involvement Outreach	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ 37,030.00	\$ -	\$ -	\$ 37,030.00	
Total:	\$ 37,030.00	\$ -	\$ -	\$ 37,030.00	
Task 7.0 - Special Projects					
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2025 FHWA (SU) Budgeted Amount	FY 2025 FHWA (SU) Previous Payments	FY 2025 FHWA (SU) Current Cost	FY 2025 FHWA (SU) Remaining Balance	
Salaries and Fringe	\$ 40,730.00	\$ 40,730.00	\$ -	\$ -	100%
Sub Total:	\$ 40,730.00	\$ 40,730.00	\$ -	\$ -	
7.0 Consultant Support Task 7 Activities	\$ 21,530.00	\$ -	\$ -	\$ 21,530.00	0%
7.1 SS4A Implementation TBD	\$ 346,680.00	\$ -	\$ -	\$ 346,680.00	0%
7.1.1a SS4A Implementation Plan N. Monroe St.	\$ 19,270.00	\$ 10,365.00	\$ -	\$ 8,905.00	54%
7.1.1b SS4A Application Update N. Monroe St.	\$ 21,000.00	\$ -	\$ -	\$ 21,000.00	0%
7.1.1c SS4A Supplemental Analysis N. Monroe St.	\$ 200,000.00	\$ -	\$ -	\$ 200,000.00	0%
7.1.2 SS4A US 90 Tennessee St. SS4A Corridor	\$ 14,000.00	\$ 8,198.00	\$ -	\$ 5,802.00	59%
7.1 SS4A Implementation HIN Corridors	\$ 208,320.00	\$ -	\$ -	\$ 208,320.00	0%
7.2 Safe School Access	\$ 50,000.00	\$ 34,871.64	\$ 9,642.84	\$ 5,485.52	89%
Sub Total:	\$ 880,800.00	\$ 53,434.64	\$ 9,642.84	\$ 596,722.52	
Total:	\$ 921,530.00	\$ 94,164.64	\$ 9,642.84	\$ 817,722.52	
G2U25 GRAND TOTAL EXPENDITURE DETAIL :	\$ 1,274,250.00	\$ 149,522.59	\$ 33,340.15	\$ 1,091,387.27	
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Unified Planning Work Program - Fiscal Years 2024/25 & 2025/26				FPID#	439323-5-14-03
Contract # G2U25 Invoice #:		CM-3	Invoice Period:	November 1, 2024 through March 31, 2025	
Task 1.0 - Administration					
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2025 FHWA (CM) Budgeted Amount	FY 2025 FHWA (CM) Previous Payments	FY 2025 FHWA (CM) Current Cost	FY 2025 FHWA (CM) Remaining Balance	
Salaries and Fringe	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
Contract/Consultant Services	\$ -	\$ -	\$ -	\$ -	
1.7 Professional Services WCOT	\$ -	\$ -	\$ -	\$ -	
1.12 Professional Services Audit	\$ -	\$ -	\$ -	\$ -	
1.16 Professional Services Legal	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
Travel/Training	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
Operational Expenses (Tel/Ins/Ads/Postage/Profess Fees)	\$ -	\$ -	\$ -	\$ -	
Computer Software	\$ -	\$ -	\$ -	\$ -	
Staff Services	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
Office Supplies	\$ -	\$ -	\$ -	\$ -	
Computer Equipment	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
Total:	\$ -	\$ -	\$ -	\$ -	
Task 2.0 - Data Collection					
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2025 FHWA (CM) Budgeted Amount	FY 2025 FHWA (CM) Previous Payments	FY 2025 FHWA (CM) Current Cost	FY 2025 FHWA (CM) Remaining Balance	
Salaries and Fringe	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
2.0 Contract/Consultant Services	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
2.1 Transportation Data Mangement	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
Total:	\$ -	\$ -	\$ -	\$ -	
Task 3.0 - Long Range Planning					
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2025 FHWA (CM) Budgeted Amount	FY 2025 FHWA (CM) Previous Payments	FY 2025 FHWA (CM) Current Cost	FY 2025 FHWA (CM) Remaining Balance	
Salaries and Fringe	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
3.0 Contract/Consultant Services	\$ -	\$ -	\$ -	\$ -	
3.5 Connections 2045 RMP	\$ 450,000.00	\$ 55,626.30	\$ 57,744.80	\$ 336,628.90	
Sub Total:	\$ 450,000.00	\$ 55,626.30	\$ 57,744.80	\$ 336,628.90	
Total:	\$ 450,000.00	\$ 55,626.30	\$ 57,744.80	\$ 336,628.90	
Task 4.0 - Short-Range Planning					
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2025 FHWA (CM) Budgeted Amount	FY 2025 FHWA (CM) Previous Payments	FY 2025 FHWA (CM) Current Cost	FY 2025 FHWA (CM) Remaining Balance	
Salaries and Fringe	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
4.0 Contract/Consultant Services	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
4.4 TIP Software	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
Total:	\$ -	\$ -	\$ -	\$ -	
		Page 1 of 2			

25%

Unified Planning Work Program - Fiscal Years 2024/25 & 2025/26				FPID#	439323-5-14-03
Invoice #:		CM-3	Invoice Period:	November 1, 2024 through March 31, 2025	
Task 5.0 - Mobility Planning					
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2025 FHWA (CM) Budgeted Amount	FY 2025 FHWA (CM) Previous Payments	FY 2025 FHWA (CM) Current Cost	FY 2025 FHWA (CM) Remaining Balance	
Salaries and Fringe	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
5.0 Contract/Consultant Services Support Task 5 Activities	\$ -	\$ -	\$ -	\$ -	
5.7 Tallahassee to Havana Trail Feasibility Study	\$ -	\$ -	\$ -	\$ -	
5.11 Congestion Management Plan Update	\$ -	\$ -	\$ -	\$ -	
5.21 SR267 Bloxham Cutoff Trail Feasibility Study	\$ -	\$ -	\$ -	\$ -	
5.22 Thomasville Road to Welaunee Grnwy SUP FS	\$ -	\$ -	\$ -	\$ -	
5.23 US 90 West SUP FS	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
Total:	\$ -	\$ -	\$ -	\$ -	
Task 6.0 - Public Involvement					
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2025 FHWA (CM) Budgeted Amount	FY 2025 FHWA (CM) Previous Payments	FY 2025 FHWA (CM) Current Cost	FY 2025 FHWA (CM) Remaining Balance	
Salaries and Fringe	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
6.0 Contract/Consultant Services	\$ -	\$ -	\$ -	\$ -	
6.9 Public Involvement Software	\$ -	\$ -	\$ -	\$ -	
6.9 Public Involvement Outreach	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
Total:	\$ -	\$ -	\$ -	\$ -	
Task 7.0 - Special Projects					
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2025 FHWA (CM) Budgeted Amount	FY 2025 FHWA (CM) Previous Payments	FY 2025 FHWA (CM) Current Cost	FY 2025 FHWA (CM) Remaining Balance	
Salaries and Fringe	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
7.0 Consultant Support Task 7 Activities	\$ -	\$ -	\$ -	\$ -	
7.1 SS4A Implementation TBD	\$ -	\$ -	\$ -	\$ -	
7.1.1a SS4A Implementation Plan N. Monroe St.	\$ -	\$ -	\$ -	\$ -	
7.1.1b SS4A Application Update N. Monroe St.	\$ -	\$ -	\$ -	\$ -	
7.1.1c SS4A Supplemental Analysis N. Monroe St.	\$ -	\$ -	\$ -	\$ -	
7.1.2 SS4A US 90 Tennessee St. SS4A Corridor	\$ -	\$ -	\$ -	\$ -	
7.1 SS4A Implementation HIN Corridors	\$ -	\$ -	\$ -	\$ -	
7.2 Safe School Access	\$ -	\$ -	\$ -	\$ -	
Sub Total:	\$ -	\$ -	\$ -	\$ -	
Total:	\$ -	\$ -	\$ -	\$ -	
G2U25 GRAND TOTAL EXPENDITURE DETAIL :	\$ 450,000.00	\$ 55,626.30	\$ 57,744.80	\$ 336,628.90	
		Page 2 of 2			

Budget Utilization