

December 2, 2024



## EXECUTIVE COMMITTEE AGENDA ITEM 3 A

### MINUTES

TYPE OF ITEM: Action

#### **STATEMENT OF ISSUE**

The minutes from the September 5, 2024, Executive Committee Meeting are provided as ***Attachment 1***.

#### **RECOMMENDED ACTION**

Option 1: Approve the minutes of the September 5, 2024, Executive Committee Meeting.

#### **ATTACHMENTS**

Attachment 1 – September 5, 2024, Meeting Minutes



## **CRTPA EXECUTIVE COMMITTEE**

MEETING OF THURSDAY, SEPTEMBER 5, 2024, AT 10:00 AM

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

### **Meeting Minutes**

**MEMBERS PRESENT:** Commissioner Quincee Messersmith, Chair; Commissioner Dianne Williams-Cox, Vice-Chair and Commissioner Rick Minor, Past Chair

**STAFF PRESENT:** Greg Slay, CRTPA; Jack Kostrzewa, CRTPA; Greg Burke, CRTPA; Suzanne Lex, CRTPA; Yulonda Mitchell, CRTPA; Ben Clark, James Moore & Co.; Christie Battles, James Moore & Co.; Roberta McManus, Director of Grants & Enterprise Resources; Vanessa Williams, Grants & Enterprise Resources; Linda Caines, Finance & Accounting Department; Rita Stevens, Finance & Accounting Department

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

The meeting was called to order at 10:15 AM, with a quorum present.

**2. AGENDA MODIFICATIONS**

There were no agenda modifications.

**3. CONSENT AGENDA**

**A. Minutes of the January 4, 2024, Executive Committee Meeting**

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

#### 4. CRTPA EXECUTIVE COMMITTEE ACTION

##### A. CRTPA Annual Audit – Fiscal Year 2023 Financial Statements

This item provided information related to the Annual Single Audit Report. Staff from James Moore and Company, and City of Tallahassee Financial Services and Grants Departments will be on hand for questions related to the FY 2023 Annual Financial Statements.

Mr. Ben Clark introduced his Audit Team, Christie Battles, Zach Chalford. Mr. Clark outlined the required communications, the auditor's responsibilities and the significant estimates and disclosures. He noted there were no audit adjustments or corrections and there were no difficulties or disagreements with management for this year's audit.

Mr. Clark discussed the Audit Reports. He stated there are 5 reports and briefly discussed the reports. He stated the audit received an unmodified opinion and explained that meant all numbers were materially correct and all accounting practices were followed proper accounting standards. Next, Mr. Clark discussed the Report on Internal Controls and Compliance, and noted there were no items identified in the report and noted there were proper internal controls, and the controls are functioning properly. Next, Mr. Clark discussed the Federal Single Audit and noted this report was required due to the CRTPA's receipt of grant funds. Mr. Clark noted there were no issues were identified in the single audit. Finally, he outlined the Revenues and Total Fund Balances and explained the negative balance shown in the governmental activities-unrestricted deficit was due to the Net Pension Liability.

**Committee Action: Commissioner Williams Cox made a motion to recommend approval of the CRTPA Annual Audit-Fiscal Year 2023 Financial Statements. Commissioner Minor seconded the motion, and the motion was unanimously passed.**

##### B. Fiscal Year 2025 CRTPA Budget

The CRTPA's budget for Fiscal Year 2025 was developed for Executive Committee discussion and approval.

Ms. Lex presented information on the Fiscal Year 2025 CRTPA Budget. She noted there was a decrease of 2.37% in the overall budget and that employee health insurance coverage has decreased due to family plans being reduced to employee +1 or employee only plans. Ms. Lex noted there was also a cost-of-living adjustment of 4.2% instead of 5%, as in previous years.

**Committee Action: Commissioner Minor made a motion to recommend approval of the CRTPA Fiscal Year 2025 Budget. Commissioner Williams-Cox seconded the motion, and the motion was unanimously passed.**

##### C. CRTPA Attorney Contract

This item provided a discussion on the proposed one-year extension of the CRTPA's legal contract with the Williams Law Group, P.A.

Mr. Slay introduced the CRTPA Attorney Contract. He stated the Attorney's new rate will be \$350.00 per hour.

**Committee Action: Commissioner Williams-Cox made a motion to recommend approval of the CRTPA Attorney Contract. Commissioner Minor seconded the motion, and the motion was unanimously passed.**

**D. Annual Evaluation of the Executive Director**

The annual evaluation of the Executive Director was discussed.

Mr. Slay introduced the Annual Evaluation of the Executive Director item. There was a strong consensus among Executive Committee members that Mr. Slay does an excellent job and was well connected to members and the public as it relates to projects. It was also noted that Mr. Slay does a good job with showing patience when dealing with passionate members of the public.

**Committee Action: This item was for discussion only, and no action was taken on the item.**

**5. CRTPA CITIZEN COMMENT**

**6. EXECUTIVE DIRECTOR'S REPORT**

Mr. Slay provided information on the awarding of approximately \$200,000 in grant funds for the North Monroe Street Safe Streets and Roadways for All (SS4A) application. He noted the total amount of funding requested in the application was \$21 million dollars and expressed disappointment with the partial award. Mr. Slay also noted the City of Tallahassee was awarded \$9.6 million dollars for sidewalk projects.

**Committee Action: This item was for informational only, and no action was taken on the item.**

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

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

**8. ADJOURNMENT**