



November 21, 2017

AGENDA ITEM 3 A

**MINUTES**

TYPE OF ITEM: Consent

The minutes from the September 19, 2017 CRTPA meeting are provided as ***Attachment 1***.

**RECOMMENDED ACTION**

Option 1: Approve the minutes of the September 19, 2017 CRTPA meeting.

**ATTACHMENT**

Attachment 1: Minutes of the September 19, 2017 CRTPA meeting.



300 S. ADAMS STREET TALLAHASSEE, FL 32301  
[www.crtpa.org](http://www.crtpa.org)

## **CRTPA BOARD**

MEETING OF TUESDAY, SEPTEMBER 19, 2017 AT 1:30 PM

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

### **MEETING MINUTES**

#### **MEMBERS PRESENT**

Commissioner Curtis Richardson, City of Tallahassee, Chair  
Commissioner Nancy Miller, City of Tallahassee  
Commissioner Scott Maddox, City of Tallahassee  
Commissioner Kristin Dozier, Leon County  
Commissioner Nick Maddox, Leon County  
Commissioner John Daily, Leon County  
Commissioner Randy Merritt, Wakulla County  
Commissioner Betsy Barfield, Jefferson County  
Commissioner Daniel McMillian, Gadsden Cities

**Staff Present:** Thornton Williams, CRTPA Attorney; Greg Slay, CRTPA; Greg Burke, CRTPA; Colleen Roland, CRTPA; Lynn Barr, CRTPA; Jack Kostrzewa, CRTPA; Yulonda Mitchell, CRTPA; Suzanne Lex, FDOT

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

The meeting was called to order at 1:36PM and was placed in recess until a quorum was present. Meeting was called back into order at 1:39PM.

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

**Agenda Item 3D was pulled from the consent agenda to be discussed. Pulled to clarify the item.**

#### **3. CONSENT AGENDA**

##### **A. Minutes of the June 19, 2017 CRTPA Board Meeting**

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

**B. 2018 CRTPA Budget****C. Updated FY 2019 – FY 2023 Tallahassee International Airport Priority Project List**

**Board Action:** Commissioner Miller made a motion to accept the consent agenda as presented by staff. Commissioner Merritt seconded the motion and the motion was unanimously passed.

**4. CONSENT ITEMS PULLED FOR DISCUSSION****3.D Title VI and Related Federal Requirements Language Update to CRTPA Contracts**

Mr. Slay stated the recommended action was to authorize the Executive Director to execute a contract addendum to include Amendment 1 to the General Planning Consultant (GPC) contracts with Kimley-Horn and Associates (KHA) and RS&H to reflect the Title VI and related Federal requirements, needed to be corrected to state: *...to authorize the CRTPA Chairman to execute a contract addendum to include Amendment 1 to the General Planning Consultant (GPC) contracts...*

**Board Action:** Commissioner Daily made a motion to accept the recommended action, as modified, to state: *to authorize the CRTPA Chairman to execute a contract addendum to include Amendment 1 to the General Planning Consultant (GPC) contracts with Kimley-Horn and Associates (KHA) and RS&H to reflect the Title VI and related Federal requirements.* Commissioner Dozier seconded the motion and the motion was unanimously passed.

**5. ROLL CALL VOTE AGENDA ITEMS****A. Fiscal Year (FY) 2018 – FY 2022 Transportation Improvement Program (TIP) Amendment**

The CRTPA FY 2018 – FY 2022 TIP is proposed to be amended to reflect the following:

- 11<sup>th</sup> Avenue (3<sup>rd</sup> Street to 5<sup>th</sup> Street Sidewalk) (Project #4381272): Add design funding in FY 2018 for the Havana Middle School sidewalk project (Gadsden County)

Mr. Burke stated the amendment would reflect design funding for the sidewalk project at the Havana Middle School (Gadsden County).

**Board Action:** Commissioner Merritt made a motion to accept the Fiscal Year (FY) 2018 – FY 2022 Transportation Improvement Program (TIP) Amendment, as presented by staff. Commissioner N. Maddox seconded the motion and a roll call vote was taken. The motion was passed unanimously.

**6. CRTPA ACTION****A. 2017 Transportation Management Area Certification Report**

Staff from the Federal Highway Administration will discuss the CRTPA's recent federal certification.

Ms. Danielle Blackshear presented the Certification Review findings. She outlined the review process. This included a site visit and a public meeting. She outlined the 2 noteworthy practices, 6 corrective actions and 11 recommendations.

Commissioner Dozier noted the recommendations were currently being addressed. Ms. Blackshear noted the CRTPA put forth great efforts to make for a stronger planning process. Mr. Slay outlined the processes that CRTPA staff was working through to respond to the corrective actions presented by Federal Highway Administration. Ms. Blackshear stated these will be reviewed and formal correspondence will be sent to state the issue has been resolved.

**Board Action: This was an informational item; therefore, no action was taken.**

### **B. Executive Director Annual Evaluation**

This annual evaluation of the Executive Director was discussed.

Commissioner Richardson outlined the process that was followed by the CRTPA Executive Committee. The Executive Committee consisted of Commissioners Barfield (past Chair), Maddox (Vice-Chair), and Richardson (Chair). Commissioner Maddox discussed Greg's ability to work with the Planning Departments and Blueprint to ensure funding available are used for the things in each respective governments. Commissioner Barfield stated this was the first time the CRTPA has conducted an evaluation for the Executive Director. Stating there is always room to growth. She discussed the good job Mr. Slay does overall. Noting the coordination with Florida Department of Transportation, handling staff and recommendations that have been brought forward. Encouraged Mr. Slay to continue the good work and would assist in any way. Commissioner Richardson stated he agreed and stated he was a great choice in selecting Mr. Slay. He noted Mr. Slay was well respected around the state.

**Board Action: This was an informational item; therefore, no action was taken.**

### **C. South Monroe Complete Streets Update**

Staff from the Tallahassee-Leon County Planning Department will provide on update on coordination efforts related to development of a Complete Streets corridor plan for South Monroe Street (Gaile Avenue to Tennessee Street).

Mr. Slay stated provided background information on the South Monroe Street Corridor. He stated the PLACE Department and CRTPA staff have worked on this project since March, 2017. Mr. Artie White, Tallahassee-Leon County Planning Department, provided an update on the South Monroe Complete Streets efforts. He stated staff has worked with CRTPA, FDOT to develop a corridor plan. The boundaries are from Gaile Avenue (South Boundary) to Tennessee Street (North Boundary).

The purpose has been to develop a plan that recognizes context, accommodates all roadway users and includes design elements from the draft Florida Design Manual. Mr. White discussed

the investments that have taken place within the South Monroe corridor and the efforts to create a public policy framework to address and guide future development. Mr. White provided information on the context classification zones, design standards and the characteristics and how they match the context classification zones and determine where changes and enhancements should be made. Mr. White provided information on the next steps. Staff will meet with FDOT, CRTPA and Blueprint to discuss context classifications and typical sections. Next will be the refinement of the typical sections and develop a corridor plan then finalize the corridor plan for necessary approvals (City Commission and CRTPA).

Commissioner Richardson questioned the timelines for future development and funding sources. Mr. White explained staff was currently working with FDOT staff to determine the resurfacing schedule for South Monroe. Once that is determined staff can begin to work with developers to address building. Funding sources for this project come from various sources. Mr. White stated Brownfield Grants, CRA, FDOT, PLACE and general funds are all sources of funds for this process. Commissioner Miller discussed the need for vegetation to provide shade. She noted it was not desirable to walk down the sidewalk within the Florida heat. She stated this issue needs to be considered and addressed.

## **7. FLORIDA DEPARTMENT OF TRANSPORTATION REPORT**

- FDOT Complete Streets Update

Suzanne Lex provided the FDOT Complete Streets Update. She noted this was not a “one-size fits all” document. She stated the Complete Streets policy was adopted in 2014. She provided information on the background and the processes the policy has been through. April, External Draft of Context Classification Document was distributed; May, Deadline for comments on draft document; Summer, Final version FDOT Context Classification Document and Fall, District Three Workshop on the Handbook was held. She further noted, this policy promotes safety, quality of life, economic development by using a context sensitive Classification system of “Complete Streets” to serve the needs of all system users of all ages and abilities. She noted this was not funding program, but a philosophy. Projects will be programmed the same way there are currently and will now include context classification as well as increased emphasis on partnerships and assembling funding packages. Mrs. Lex noted local governments can program projects through the LRTP to support Complete Streets, TPOs/TPAs can prioritize projects to support Complete Streets; capacity projects will automatically be context-based. Any enhancements beyond FDOT standards still require local finding participation and the commitment to maintain those additional enhancements. More information will be provided in November, 2017. The workshop will cover Context Classification, the FDOT Context Classification Document structure and District Coordination.

## **8. EXECUTIVE DIRECTOR’S REPORT**

Mr. Slay provided the Executive Director’s Report. He noted the CAFR (Financial Report) would be on the next agenda for review. Mr. Slay outlined the topics of discussion for the retreat on

---

October 17, 2017. Mr. Slay asked members to provide additional topics, they felt a topic needed to be addressed.

9. **CRTPA INFORMATION**

- A. Florida MPOAC Agenda
- B. TIP Administrative Amendments
- C. Correspondence
- D. Future Meeting Dates (Next meeting: October 17 (Retreat))

10. **CRTPA CITIZEN COMMENT**

None

11. **ITEMS FROM CRTPA BOARD MEMBERS**

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

**Attested:**

\_\_\_\_\_  
Yulonda Mitchell, Recording Secretary

\_\_\_\_\_  
Curtis Richardson, Chair