



CRTPA EXECUTIVE COMMITTEE

MEETING OF WEDNESDAY, SEPTEMBER 29, 2021 AT 1:00 PM

TALLAHASSEE CITY HALL
TALLAHASSEE ROOM (2nd FLOOR)
300 S. ADAMS STREET
TALLAHASSEE, FL 32301

MISSION STATEMENT

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

FINAL AGENDA

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

2. **AGENDA MODIFICATIONS**

3. **CONSENT AGENDA**

A. Minutes of the August 24 Executive Committee Meeting

4. **CRTPA EXECUTIVE COMMITTEE ACTION**

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

A. Supplemental Services

This item seeks Executive Committee approval to increase the task work order amount of Phase II of the Thomasville Road Multi-Use Path Feasibility Study. This increase is related to additional project efforts including expanded public outreach as well as a safety review requested by the Board at the September 13 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. Executive Director Expenditure Approval

This item seeks Executive Committee direction related to increasing the threshold of expenditures for which the Executive Director has approval authority as contained within the CRTPA's Bylaws.

5. CRTPA CITIZEN COMMENT

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

6. EXECUTIVE DIRECTOR'S REPORT

7. ITEMS FROM CRTPA EXECUTIVE COMMITTEE MEMBERS

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



CRTPA EXECUTIVE COMMITTEE

MEETING OF TUESDAY, AUGUST 24, 2021 AT 2:00 PM

TALLAHASSEE CITY HALL
TALLAHASSEE ROOM (2nd FLOOR)
300 S. ADAMS STREET
TALLAHASSEE, FL 32301

Meeting Minutes

Members Present: Mayor Pro-Tem Jeremy Matlow, City of Tallahassee, Chair; Commissioner Dozier, Leon County, Vice-Chair; Commissioner Randy Merritt, Wakulla County, Past Chair

Staff Present: Greg Slay, Executive Director, Jack Kostrzewa, CRTPA, Greg Burke, CRTPA; Suzanne Lex, CRTPA; Yulonda Mitchell, CRTPA; Wayne Durrett, James Moore and Company, Andrew Ferguson, James Moore and Company, Roberta McManus, Grants Management, Patrick Twyman, Accounting Services

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 2:00 pm with a roll call.

2. AGENDA MODIFICATIONS

3. CRTPA EXECUTIVE COMMITTEE ACTION

A. CRTPA Annual Audit – Fiscal Year 2020 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 were on hand for questions related to the FY 2020 Financial Statements.

Ms. Lex noted a few highlights from the 2020 Audit. She noted this was the second year with the James Moore and Company Audit Firm. Ms. Lex stated the audit was submitted on time and there were no findings in the audit. Also, Ms. Lex indicated that after this year, the CRTPA would no longer be in a high-risk category because there have been two consecutive audits submitted on time.

Wayne Durrett, James Moore & Co., provided information related to the Annual Single Audit Report and specifically on the FY 2020 Audit Reports and the Financial Statements. He noted the CRTPA was in compliance with all requirements and there were no major concerns.

Mr. Slay noted the Audit Agenda Item would be presented to the full CRTPA Board on September 13, 2021.

B. 2022 CRTPA Budget

The CRTPA's budget for Fiscal Year 2022 has been developed for Executive Committee discussion.

Ms. Lex provided a presentation on the CRTPA FY 2022 budget. She noted the City of Tallahassee would begin to charge the CRTPA a rental cost for the office space next year. She noted that number was not in the document and would be added later once the final total has been provided by the City. She commented that the final cost for the leased space should be confirmed by the City before the September 13, 2021 CRTPA meeting, and if available would be included at that time.

Mr. Slay noted the FY 2022 CRTPA Budget Agenda Item would be presented to the full CRTPA Board on September 13, 2021.

C. CRTPA Fiscal Policies and Procedures

This item seeks approval of the CRTPA Fiscal Policy.

Mr. Slay noted, this was a result of the Office of Inspector General (OIG) Audit. He noted this was a recommendation to have a written Fiscal Policy and Procedures. Ms. Lex stated the Finance Policy would be revisited as a part of the Unified Planning Work Program (UPWP) every two years and could be updated, if necessary.

She briefly noted the internal controls were developed last year and CRTPA staff worked with OIG staff to refine the Fiscal Policies and Procedures this year. She noted this policy provides more checks and balances to our Fiscal Procedures independent of the City of Tallahassee.

Ms. Lex noted the CRTPA Fiscal Policies and Procedures Agenda Item would be presented to the full CRTPA Board on September 13, 2021.

D. Citizens Multimodal Advisory Committee (CMAC) Membership

This item provides a discussion regarding the make-up of the CRTPA's Citizens Multimodal Advisory Committee.

Mr. Slay provided some general information on the Citizens Multimodal Advisory Committee (CMAC) Membership. He noted there were vacancies on the committee and discussed the process for appointing members to the vacancies. He stated he wanted to gather feedback from the committee, and the goal is to have a balance of geographic representation and professions (planners, engineers, etc.) being appointed to the committee. He wanted to establish parameters for the appointees to the CMAC in an attempt to eliminate potential conflicts of interest.

Commissioner Dozier stated there should be a balance with the surrounding counties as well as professions. She noted there should be representation from all four counties in the region. She commented there could be professions that may be adjacent to the industry but not involved with a Request for Proposal (RFP). Mr. Slay stated this was not an immediate issue but should be addressed and have a policy in place should the occasion arise. Commissioner Dozier suggested adding a question on the application relating to possible conflicts of interest, due to profession or other reasons. Mr. Slay responded this change will be implemented

E. CRTPA Fiscal Years 2021-2025 Transportation Improvement Program (TIP) Amendment

This item is in response to the Florida Department of Transportation request that the CRTPA approve a time sensitive amendment to an existing project in Gadsden County (CR 159 Salem Road over Swamp Creek Bridge No. 500032).

Mr. Slay informed the Committee noted this was an action item. Item adds 2 million dollars to a Gadsden County project (CR 159 Salem Road over Swamp Creek Bridge No. 500032). He noted this item needed a voice vote and would be on the September 13, 2021 Agenda as a consent item.

Committee Action: Commissioner Merritt made a motion to accept the CRTPA Fiscal Years 2021-2025 Transportation Improvement Program (TIP) Amendment as presented. Commissioner Dozier seconded the motion. A roll call vote was taken, and the motion was unanimously passed.

F. CRTPA Attorney Contract

This item sought direction related to the contract of the CRTPA attorney.

Mr. Slay provided information on the contract for the Attorney and sought direction from the Executive Committee. He noted the 2018 Legal Services contract ended in June of this year and Mr. Williams has continued to work for CRTPA. Mr. Slay stated two options would be forwarded to the Board. Option 1: Negotiate a new contract with Williams Law Group or Option 2: Develop a Request for Proposals (RFP) and solicit for legal services.

Committee Action: Commissioner Merritt made a motion to negotiate a new contract with the Williams Law Group. Commissioner Dozier seconded the motion, and the motion was unanimously passed.

Mr. Slay stated staff would begin negotiations and present the contract to the full board at a later Board Meeting.

G. Annual Evaluation of the Executive Director

The annual evaluation of the Executive Director was discussed.

Committee briefly discussed the Executive Director and the completed evaluations.

4. CRTPA CITIZEN COMMENT

Dr. Tom Haney discussed the Thomasville Road Path. He stated as a physician, he recommends exercise. He also noted there were many auto accidents along Thomasville Road. He expressed concerns with capacity, safety, low visibility in certain areas along the proposed path. He noted this proposed path has the potential to be dangerous on Thomasville Road. Dr. Haney also provided materials from the American Association of State Highways and Transportation Officials (AASHTO). He noted with the National Standards within the Guide, Thomasville Road would not meet the requirements for the proposed Thomasville Road Multiuse Path and provided a handout (attached).

5. EXECUTIVE DIRECTOR'S REPORT

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7. ADJOURNMENT

The meeting was adjourned at 3:35 PM

Attested:

Yulonda Mitchell, Recording Secretary

Jeremy Matlow, CRTPA Chairman

AMERICAN ASSOCIATION OF STATE HIGHWAYS and
TRANSPORTATION OFFICIALS

AASHTO – THE OFFICIAL GUIDE FOR DEVELOPMENT of
BICYCLE FACILITIES: THE NATIONAL STANDARD FOR BIKEWAY DESIGN

THE THOMASVILLE ROAD PLAN STARTING
AT BETTON ROAD WOULD NOT BE
ACCEPTABLE ACCORDING TO THESE STANDARDS.

5.2.2 Shared Use Paths Adjacent to Roadways (Sidepaths)

While it is generally preferable to select path alignments in independent rights-of-way, there are situations where existing roads provide the only corridors available. Sidepaths are a specific type of shared use path that run adjacent to the roadway, where right-of-way and other physical constraints dictate. Children often prefer and/or are encouraged to ride on sidepaths because they provide an element of separation from motor vehicles. As stated in Chapter 2, provision of a pathway adjacent to the road is not a substitute for the provision of on-road accommodation such as paved shoulders or bike lanes, but may be considered in some locations in addition to on-road bicycle facilities. A sidepath should satisfy the same design criteria as shared use paths in independent rights-of-way.

The discussion in this section refers to two-way sidepaths. Additional design considerations for sidepaths are provided in Section 5.3.4. Utilizing or providing a sidewalk as a shared use path is undesirable. Section 3.4.2 highlights the reasons sidewalks generally are not acceptable for bicycling. It is especially inappropriate to sign a sidewalk as a shared use path if doing so would prohibit bicyclists from using an alternate facility that might better serve their needs. In general, the guiding principle for designing sidewalks should be that sidewalks intended for use by bicyclists should be designed as sidepaths, and sidewalks not intended for use by bicyclists should be designed according to the AASHTO *Guide for the Planning, Design, and Operation of Pedestrian Facilities* (2).

Paths can function along highways for short sections, or for longer sections where there are few street and/or driveway crossings, given appropriate separation between facilities and attention to reducing crashes at junctions. However before committing to this option for longer distances on urban and suburban streets with many driveways and street crossings, practitioners should be aware that two-way sidepaths can create operational concerns. See Figure 5-4 for examples of potential conflicts associated with sidepaths. These conflicts include:

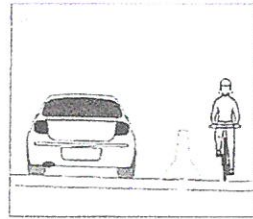
1. At intersections and driveways, motorists entering or crossing the roadway often will not notice bicyclists approaching from their right, as they do not expect wheeled traffic from this direction. Motorists turning from the roadway onto the cross street may likewise fail to notice bicyclists traveling the opposite direction from the norm.
2. Bicyclists traveling on sidepaths are apt to cross intersections and driveways at unexpected speeds (i.e., speeds that are significantly faster than pedestrian speeds). This may increase the likelihood of crashes, especially where sight distance is limited.
3. Motorists waiting to enter the roadway from a driveway or side street may block the sidepath crossing, as drivers pull forward to get an unobstructed view of traffic (this is the case at many sidewalk crossings, as well).
4. Attempts to require bicyclists to yield or stop at each cross-street or driveway are inappropriate and are typically not effective.
5. Where the sidepath ends, bicyclists traveling in the direction opposed to roadway traffic may continue on the wrong side of the roadway. Similarly, bicyclists approaching a path may travel on the wrong side of the roadway to access the path. Wrong-way travel by bicyclists is a common factor in bicycle-automobile crashes.

Chapter 5: Design of Shared Use Paths

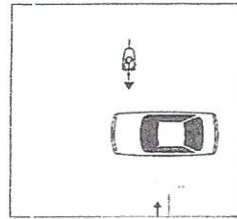
6. Depending upon the bicyclist's specific origin and destination, a two-way sidepath on one side of the road may need additional road crossings (and therefore increase exposure); however, the sidepath may also reduce the number of road crossings for some bicyclists.
7. Signs posted for roadway users are backwards for contra-flow riders, who cannot see the sign information. The same applies to traffic signal faces that are not oriented to contra-flow riders.
8. Because of proximity of roadway traffic to opposing path traffic, barriers or railings are sometimes needed to keep traffic on the roadway or path from inappropriately encountering the other. These barriers can represent an obstruction to bicyclists and motorists, impair visibility between road and path users, and can complicate path maintenance.
9. Sidepath width is sometimes constrained by fixed objects (such as utility poles, trash cans, mailboxes, and etc.).
10. Some bicyclists will use the roadway instead of the sidepath because of the operational issues described above. Bicyclists using the roadway may be harassed by motorists who believe bicyclists should use the sidepath. In addition, there are some states that prohibit bicyclists from using the adjacent roadway when a sidepath is present.
11. Bicyclists using a sidepath can only make a pedestrian-style left turn, which generally involves yielding to cross traffic twice instead of only once, and thus induces unnecessary delay.
12. Bicyclists on the sidepath, even those going in the same direction, are not within the normal scanning area of drivers turning right or left from the adjacent roadway into a side road or driveway.
13. Even if the number of intersection and driveway crossings is reduced, bicycle-motor vehicle crashes may still occur at the remaining crossings located along the sidepath.
14. Traffic control devices such as signs and markings have not been shown effective at changing road or path user behavior at sidepath intersections or in reducing crashes and conflicts.

For these reasons, other types of bikeways may be better suited to accommodate bicycle traffic along some roadways.

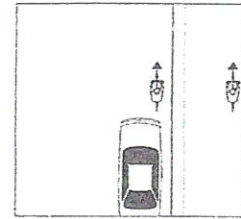
Guide to Bicycle Facilities, 4th Edition



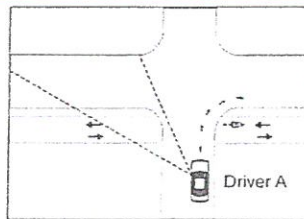
Barriers, while needed in tight spaces, can narrow both roadway and path, and create hazards.



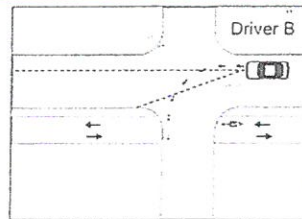
Stopped motor vehicles on side streets or driveways may block the path.



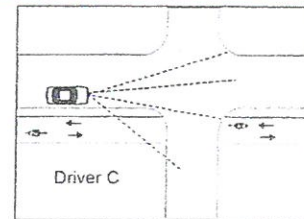
Some bicyclists may find the road cleaner, safer, and more convenient. Motorists may believe bicyclists should use a sidepath.



Right turning Driver A is looking for traffic on the left. A contraflow bicyclist is not in the driver's main field of vision.



Left turning Driver B is looking for traffic ahead. A contraflow bicyclist is not in the driver's main field of vision.



Right turning Driver C is looking for left turning traffic on the main road and traffic on the minor road. A bicyclist riding with traffic is not in the driver's main field of vision.

Figure 5-4. Sidepath Conflicts

Shared use paths in road medians are generally not recommended. These facilities result in multiple conflicting turning movements by motorists and bicyclists at intersections. Therefore, shared use paths in medians should be considered only where these turning conflicts can be avoided or mitigated through signalization or other techniques.

Guidelines for Sidepaths

Although paths in independent rights-of-way are preferred, sidepaths may be considered where one or more of the following conditions exist:

- The adjacent roadway has relatively high-volume and high-speed motor vehicle traffic that might discourage many bicyclists from riding on the roadway, potentially increasing sidewalk riding, and there are no practical alternatives for either improving the roadway or accommodating bicyclists on nearby parallel streets.
- The sidepath is used for a short distance to provide continuity between sections of path in independent rights-of-way, or to connect local streets that are used as bicycle routes.
- The sidepath can be built with few roadway and driveway crossings.
- The sidepath can be terminated at each end onto streets that accommodate bicyclists, onto another path, or in a location that is otherwise bicycle compatible.

August 24, 2021



EXECUTIVE COMMITTEE AGENDA ITEM 4 A

SUPPLEMENTAL SERVICES

TYPE OF ITEM: Action

STATEMENT OF ISSUE

CRTPA staff is seeking supplemental funds to complete additional services requested of Kimley-Horn and Associates regarding the Thomasville Road Multi-Use Path.

RECOMMENDED ACTION

Option 1: Approve Supplemental Funds for the Thomasville Road Multi-Use Path

BACKGROUND

At the September 19, 2021 CRTPA Board meeting, the Project Team, (CRTPA staff and Kimley-Horn And Associates staff [KHA]), presented the Thomasville Road Multi-Use Path Existing Conditions Report and “alternatives” for the path. During the discussion by Board members, it was noted that several additional items should be included to further enhance the Public Engagement outreach as well as provide a “safety review” of the corridor.

Since these services go beyond the original scope of services for the project, CRTPA staff requested that KHA provide an amendment that outlines the cost of these additional services, shown as ***Attachment 1***.

In summary, the requested services would include provide the following:

- A larger geographic area to distribute notices regarding the project (300 feet to 1,000 feet). This will increase the number of notices from 350 to 5,000.
- KHA will be attending up to eight (8) additional neighborhood association meetings.
- Materials and services for two (2) “Pop-Up” events.
- Additional renderings of improvements along the corridor.
- Additional meetings with CRTPA staff and any special requests for information.
- A Safety Review and Comparison of similar paths.

NEXT STEPS

Upon approval, the Project Team will initiate all of the bulleted items to meet the demands of increased public engagement and prepare the safety review and comparisons for the October 19, 2021 CRTPA Retreat.

ATTACHMENTS

Attachment 1: Scope of Additional Services

Task Order 2020-02 | Amendment
THOMASVILLE ROAD MULTI-USE PATH FEASIBILITY STUDY
Scope of Additional Services

TASK – ADDITIONAL MAILOUTS

- *Trescott Drive Development and Distribution*
 - Kimley-Horn created a location specific postcard including map for distribution to residents adjacent to Trescott Drive up until the entrance of McCord Park (51 residences)
- *Additional Addresses for Public Meeting Notice*
 - Kimley-Horn will generate a new mailing spreadsheet based on GIS buffer analysis from the originally scoped 300 ft to approximately 1,000+ feet in each direction of the project area
 - Approximately 350 notices to 5,000 notices

TASK – ADDITIONAL ENGAGEMENT

- *Neighborhood Association Meetings*
 - Kimley-Horn will prepare for and attend up to eight (8) additional neighborhood association meetings
- *Pop-Up Events*
 - Kimley-Horn will prepare for and attend up to two (2) pop-up events along the project corridor. Includes printing of previously developed materials and maps.

TASK – ADDITIONAL RENDERINGS

- *Trescott Drive Rendering*
 - Kimley-Horn developed a rendering along Trescott Drive for previously completed neighborhood association meeting
- *Additional Renderings*
 - Kimley-Horn will develop up to four (4) additional renderings in Lumion at the following locations within the project area:
 - Post Road facing north
 - Rabbit Hill Road facing north
 - Additional work within Lumion required for this location due to existing slope in this area
 - Waverly Road facing north
 - Peacefield Place
 - Additional work within Lumion require for this location due to purpose of showing site distance improvement

TASK - ADDITIONAL PROJECT COORDINATION

- Includes ongoing meetings with CRTPA as well as additional efforts based on public requests.

TASK – SAFETY REVIEW AND COMPARISONS

- *Matrix Development*
 - Kimley-Horn will review and compare locations similar to Thomasville Road based on a set of criteria developed by the project team
 - Kimley-Horn will develop a matrix with locations, criteria, and data sources/collected information to show safety comparison
- *Memorandum*
 - Kimley-Horn will develop a memorandum summarizing the approach and results of the safety review and comparison.

Attachments: Fee Estimate

Task Order # 2020-02 - Additional Services

Feasibility Study | Thomasville Road Multi-Use Path

Staff Hours and Fee Estimate



Staff Classification & Hourly Rates:	Project Manager	Senior Engineer/ Senior Planner	Project Planner	Project Engineer	Designer	Administrative/ Clerical Support	Expenses	Status	Total Lump Sum Task Fee
Task Description	\$290.00	\$212.00	\$135.00	\$163.00	\$157.00	\$100.00			
Additional Mailouts									
Trescott Drive - Development and Distribution			4.0			2.0		Completed	\$740.00
Additional Addresses for Public Meeting Notices		1.0	5.0			10.0	\$2,900.00	Upcoming	\$4,787.00
Additional Engagement									
Neighborhood Association Meetings		9.0						Ongoing	\$1,908.00
Pop-Up Events		1.0	15.0					Ongoing	\$2,237.00
Additional Renderings									
Trescott Drive		1.0	1.0		5.0			Completed	\$1,132.00
Up to four (4) additional renderings		5.0	5.0	5.0	40.0			Upcoming	\$8,830.00
Additional Project Coordination									
Staff meetings and public request support		20.0	40.0					Ongoing	\$9,640.00
Safety Review and Comparisons									
Matrix Development	5.0	10.0	40.0	40.0		2.0		Upcoming	\$15,690.00
Memorandum	5.0	5.0	15.0	10.0		2.0		Upcoming	\$6,365.00
Total Hours:	10.0	52.0	125.0	55.0	45.0	16.0			\$51,329.00

September 29, 2021



EXECUTIVE COMMITTEE AGENDA ITEM 4 B

INCREASE OF EXECUTIVE DIRECTOR'S PURCHASING AUTHORITY

TYPE OF ITEM: Action

STATEMENT OF ISSUE

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

Proposed bylaw changes:

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

- a. Approve expenditures for the normal operations of staff and planning projects not to exceed ~~\$5,000~~ \$25,000 as long as those expenditures are consistent with the adopted Unified Planning Work Program (UPWP). Any item over this amount requires approval by the Executive Committee or the CRTPA Board.
- b. Approve routine staff travel.
- c. Hire, fire, assign duties to, and evaluate CRTPA staff, subject to review and concurrence of the Chairperson.
- d. Sign invoices, grant applications, and routine communications with local, state and federal agencies, except in those instances when the signature of the chair is required.

RECOMMENDED ACTION

As desired by the Executive Committee.