

February 18, 2025



AGENDA ITEM 4 A

MINUTES

TYPE OF ITEM: Consent

The minutes from the September 16, 2024, CRTPA Meeting are provided as ***Attachment 1***.

RECOMMENDED ACTION

Option 1: Approve the minutes of the September 16, 2024, CRTPA Meeting.

ATTACHMENT

Attachment 1: Minutes of the September 16, 2024, CRTPA Meeting



CRTPA BOARD

MEETING OF MONDAY, SEPTEMBER 16, 2024, AT 1:30 PM

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

Meeting Minutes

Members Present:

Commissioner Quincee Messersmith, Chair, Wakulla County
Commissioner Diane Williams-Cox, Vice Chair, City of Tallahassee
Commissioner Kimblin Nesmith, Gadsden County
Commissioner Austin Hosford, Jefferson County
Commissioner Nick Maddox, Leon County
Commissioner Rick Minor, Leon County
Commissioner David O'Keefe, Leon County
Commissioner Jeremy Matlow, City of Tallahassee
Commissioner Curtis Richardson, City of Tallahassee

Staff Present: Greg Slay, CRTPA; Jack Kostrzewa, CRTPA; Greg Burke, CRTPA; Suzanne Lex, CRTPA; Yulonda Mitchell, CRTPA; Bryant Paulk, FDOT; Kaylor Collins, FDOT; Andrea Rosser, StarMetro; Casey Johns, FDOT; Mark Brock, FDOT; Brian Powers, RS&H; Zach Chalifour, CPA, James Moore & Company; Franco Saraceno, Kittelson & Associates; Tyrone Scorsone, Kittelson & Associates; Casey Johns, Florida Department of Transportation, District 3

1. CALL TO ORDER AND ROLL CALL

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

2. AGENDA MODIFICATIONS

There were no modifications to the agenda.

3. PUBLIC COMMENT ON ITEMS NOT APPEARING ON THE AGENDA

There were no public comments provided.

4. CONSENT AGENDA

- A. Minutes of the June 17, 2024, CRTPA Meeting**
- B. Executive Director's Evaluation**
- C. Executive Director's Timesheet Approval (April-June)**
- D. CRTPA Attorney Contract**

Board Action: Commissioner Williams-Cox made a motion to approve the consent agenda as presented. Commissioner Richardson seconded the motion, and the motion was unanimously passed.

5. CONSENT ITEMS PULLED FOR DISCUSSION

There were no agenda items pulled from consent.

6. CRTPA ACTION**A. Florida Transportation Plan (FTP) Update**

The Florida Department of Transportation provided an update on the development of the 2055 FTP.

Ms. Casey Johns, Florida Department of Transportation, District 3, outlined the schedule for the update to the FTP and the opportunities for engagement. She stated there will be a steering committee consisting of key partners and stakeholders that will provide input and guidance on the FTP update. Ms. Johns also stated there will be focus groups, state webinars, regional workshops, and virtual open houses to receive public engagement and feedback. She noted that the plan will be developed over the next 18 months and will be completed in November 2025. Lastly, Ms. Johns stated more information may be found at the website: www.floridaftp.com to learn more about the plan and how to participate.

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

B. CRTPA Fiscal Year (FY) 2023 Financial Statements

A presentation on the findings of the annual audit of the CRTPA was provided.

Ms. Lex introduced the CRTPA FY 2023 Financial Statements and the auditing consultant. She noted this was the fifth year with no findings in the audit. Ms. Lex stated there was a recommendation from last year to provide ongoing reconciliation and noted the issue has been addressed by staff. Lastly, she noted there were no additional recommendations for this fiscal year.

Mr. Zach Chalifour, CPA, James Moore & Company, provided information on the CRTPA Annual Audit – FY 2023 Financial Statements. Mr. Chalifour provided an overview of the audit process and explained the required communications in relationship to the Financial Statements. He discussed the Auditor's

responsibilities stating the primary objective is to review the financial statements and provide an opinion on the CRTPA's internal controls. Continuing, he stated there were no audit corrections or adjustments and there were no issues with performing the FY 2023 Audit.

Mr. Chalifour discussed the Audit Reports and the Audit Opinion on Financials Statements. He noted an unmodified opinion was issued, which indicated financial statements were fairly presented in all material respects. With respect to the report on Internal Controls and Compliance there were no items identified. He next discussed the Federal Single Audit and noted this report is required, due to the CRTPA's receipt of grant funding and that no issues of non-compliance were identified in the single audit. Finally, Mr. Chalifour outlined the Revenues and Total Fund Balances and noted the negative balance in the governmental activities-unrestricted deficit was due to the Net Pension Liability.

Board Action: Commissioner Minor made a motion to approve the CRTPA Fiscal Year (FY) 2023 Financial Statements. Commissioner Williams-Cox seconded the motion, and the motion was unanimously passed.

A. CRTPA Fiscal Year (FY) 2025 Budget

The CRTPA's budget for Fiscal Year 2025 was developed for discussion and approval. This discussion included the proportional share payments.

Ms. Lex provided information on the CRTPA Fiscal Year FY 2025 Budget, stating overall the CRTPA's increase in the operating budget was up 2.7% due to the decrease in personnel costs and the COLA pay increase of 4.2%, versus last year's 5% COLA. She outlined the budget for the annual operating expenses noting increases in food expense and in unclassified supplies for promotional materials for the Long Range Transportation Plan (LRTP) public engagement. Ms. Lex discussed the increase in the Internal Services Expense, explaining the increase to Accounting Services for services provided by the Finance and Grants Departments, working together on the oversight of the CRTPA's finances. Lastly, she provided an overview of the budget for the projects for the upcoming year noting a total project budget of \$1,685,445 for the upcoming year.

Board Action: Commissioner Maddox made a motion to approve the CRTPA Fiscal Year (FY) 2025 Budget. Commissioner Minor seconded the motion, and the motion was unanimously passed.

B. CRTPA Year 2050 Long Range Transportation Plan (LRTP) Kickoff

The initiation of the development of the CRTPA's long range transportation plan was discussed.

Mr. Kostrzewa introduced the CRTPA Year 2050 Long Range Transportation Plan (LRTP) Kickoff and the LRTP Consultant. Additionally, he noted this project started in August (2024) with the first phase being a massive data collection and public engagement effort. In terms of public engagement, Mr. Kostrzewa stated that there will be plenty of opportunities for public input throughout the project.

Mr. Franco Saraceno with Kittelson & Associates provided an overview of the process for the 2050 LRTP. He introduced the project management team: Franco Saraceno, Project Manager, Kittelson and Associates; Tyrone Scorsone, Deputy Project Manager, Kittelson and Associates and Elle Tedder, Public Engagement Professional, BowStern; and outlined their duties as relating to the LRTP.

Mr. Saraceno provided information on the project approach for the LRTP. He noted that one goal of the plan was to maximize public engagement by utilizing community workshops, community events and online surveys. Next, he discussed the needs assessment and noted this would be a performance-based process. From a financial perspective he noted that the Cost Feasible Plan was a federal requirement that has to be cost /revenue balanced. Lastly, he briefly discussed the guiding principles, plan development, and cost feasible plan tasks of the project and that the LRTP would be adopted in November 2025.

Commissioner Richardson asked if the plan would identify projects. Mr. Saraceno noted the federal requirement for LRTPs included the identification of projects and revenue projections that would ultimately lead to a cost feasible plan.

Mr. Slay noted this would be the first time where there will be less revenue for the update than the previous update and noted less funding would create additional challenges. He also noted staff would be meeting with FDOT several times during the development of the plan.

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

C. N. Monroe Street Safety Implementation Plan

The North Monroe Street Safety Implementation Plan was developed for CRTPA approval. The plan was developed to identify potential safety improvements along the N. Monroe corridor and included development of a federal grant application.

Mr. Slay stated the CRTPA applied for a Safe Streets for All (SS4A) Grant for N. Monroe and noted the CRTPA received a partial award of \$198,000 which was about 1% of the actual total of the submitted SS4A application. Mr. Burke introduced the N. Monroe Street Safety Implementation Plan and introduced the consultant Mr. Brian Powers, RS&H.

Mr. Brian Powers, RS&H, provided information on the N. Monroe Street Safety Implementation Plan and stated that the purpose was to improve safety along the corridor of Monroe Street (Tharpe to

Capital Circle, NW) including identifying strategies to improve safety. He noted the corridor was identified in the SS4A Safety Action Plan as being on the High Injury Network and that the corridor included businesses, historically disadvantaged populations, and unhoused populations in the area. Mr. Powers outlined the tasks which included a review of past efforts, safety analysis, walking safety audit, camera count analysis, grant development, potential improvements and planning level costs and potential improvements and costs.

Commissioner Minor stated the City of Tallahassee applied for SS4A funding and received \$9.6 million dollars for the Jake Gaither Neighborhood. He noted the CRTPA only received a portion of the total in the grant application and noted that a meeting has been scheduled with the USDOT to receive feedback on the application. Commissioner Minor requested the information be provided at the next CRTPA Board Meeting and noted the ability to reapply for the SS4A grant. He noted that the City of Tallahassee's project received the grant award after a second attempt. Finally, he stated he would work with Blueprint Intergovernmental Agency related to the application's match if the project is resubmitted for funding consideration.

Board Action: Commissioner Minor made a motion to approve the N. Monroe Street Safety Implementation Plan. Commissioner Maddox seconded the motion, and the motion was unanimously passed.

Mr. Slay stated the meeting with USDOT regarding the N Monroe grant was scheduled for September 25, 2024. Commissioner Williams-Cox asked if today's presentation could be provided to USDOT to improve the possibility of receiving additional grant funds. Mr. Slay stated that there wasn't a way to present to USDOT as a part of the grant process. Commissioner Williams-Cox discussed using the media, including social media, to spread the word and highlight the importance of the project.

7. FLORIDA DEPARTMENT OF TRANSPORTATION REPORT

A status report on FDOT activities was provided. Mr. Paulk introduced the new FDOT District 3 Urban Liaison Kaylor Collins. He discussed two projects that are scheduled for bidding. First, Mr. Paulk discussed the Pensacola Street resurfacing project (from the Railroad Overpass to Stadium Drive) scheduled for construction bids in the fall of this year. He next discussed the second project which involves construction of a sidewalk on the west side of N. Monroe (John Knox Road to Lakeshore Drive) with bids for constructions occurring in the December of this year. Mr. Paulk stated more information on these projects may be found at the website: www.nwflroads.com.

Commissioner Richardson stated the City of Tallahassee was also completing improvements on Pensacola Street. Commissioner Williams-Cox stated there was a public meeting called by a developer in the Pensacola Street area and noted this would be welcomed news. She discussed pedestrian safety in the Cactus Street and Dupree Street area. Mr. Slay noted mid-block crossings and additional lighting will be included in the Pensacola Street project and were an outcome of the roadway safety audit conducted a few years ago.

8. EXECUTIVE DIRECTOR'S REPORT

A status report on CRTPA activities was provided including information related to the CRTPA's Apportionment Plan. Mr. Slay noted, as a part of the agenda item 10 D, a letter from the Governor's office accepting the CRTPA's apportionment plan has been included. He also noted the CRTPA was working with City of Tallahassee and Leon County staff aimed at updating the adopted SS4A Plan with the goal of assisting local governments in developing SS4A grant applications. Lastly, he noted the First Bike Day was scheduled for October 5, 2024, 10:00 a.m. -1:00 p.m. at the St. Marks Trailhead.

10. CRTPA INFORMATION

A. Future Meeting Dates (Next Board Meeting Tuesday, October 15, 2024)

B. CRTPA Committee Actions

C. Utilization Report

D. Correspondence

Mr. Slay noted the October meeting date was likely to be cancelled but staff would let the board know in a couple weeks if the meeting is cancelled.

11. ITEMS FROM CRTPA BOARD MEMBERS

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

Commissioner O'Keefe discussed crashes occurring on Interstate 10 in Leon County and requested information on this issue. Mr. Paulk stated that crashes on I-10 were regular occurrences in the entire panhandle on I-10 and noted planned I-10 widening improvements scheduled for Leon, Gadsden, and Jefferson counties. Mr. Slay noted that such improvements were several years away for construction.

12. ADJOURNMENT

The meeting was adjourned at 2:45 p.m.