



June 3, 2025

COMMITTEE AGENDA ITEM 3A

MINUTES

TYPE OF ITEM: Consent

The minutes from the April 1, 2025, TAC meeting is provided as ***Attachment 1***.

RECOMMENDED ACTION

Option 1: Approve the minutes of the April 1, 2025, TAC meeting.

ATTACHMENT

Attachment 1: April 1, 2025, TAC Minutes



TECHNICAL ADVISORY COMMITTEE (TAC)

MEETING OF TUESDAY, APRIL 1, 2025
(9 AM - 11 PM)

RENAISSANCE BUILDING
2ND FLOOR CONFERENCE ROOM
435 N MACOMB STREET
TALLAHASSEE, FL. 32301

Meeting Minutes

Members Present: Melissa Corbett, Wakulla County Administration; Allen Secreast, City of Tallahassee Traffic Management; Charles Wu, Leon County Public Works, Transportation; Kate Daniel, City of Tallahassee Growth Management; Mike Alfano, Tallahassee- Leon County Planning Department; Tom Thompson, Ride on Commuter Services; Mary O'Brien, Apalachee Regional Planning Council; Autum Calder; Blueprint IA; Ryan Guffey, Leon County Development Support and Environmental Management; Ben Pingree, Tallahassee Airport; Josh Hollingsworth, COT Traffic Ops

Staff and Others Present: Greg Slay, Executive Director; Jack Kostrzewa, CRTPA; Greg Burke, CRTPA; Suzanne Lex; CRTPA Kaylor Collins, FDOT; Lindsay Slautterback, KHA; Chris Muehlemann, Leon County Public Works

1. **AGENDA MODIFICATIONS**
2. **PUBLIC COMMENT ON ITEMS NOT APPEARING ON THE AGENDA**
3. **CONSENT AGENDA**
 - A. Minutes of the February 4, 2025, TAC Meeting
 - B. CRTPA Performance Measures Update Resolution Ratification (PM2 & PM3)
 - C. CRTPA Transportation Alternatives (TA) Project Priority List Adoption
 - D. Unified Planning Work Program (UPWP)

Committee Action: Mr. Wu made a motion to approve the consent agenda. Mr. Gooch seconded the motion, and the motion was unanimously passed.

4. **CONSENT ITEMS PULLED FOR DISCUSSION**

5. PRESENTATION/DISCUSSION/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 Committee.

A. CRTPA School Safety Study

This item seeks approval of the CRTPA's School Safety Study ("Take the Safe Route - Safe Access to School Study").

RECOMMENDED ACTION: Recommend the CRTPA approve the Take the Safe Route - Safe Access to School Study.

Mr. Burke introduced the study and stated the plan was initiated in late 2023 and provided a focused school safety study to determine which schools in the region would benefit from enhancements to the bicycle and pedestrian safety. He noted the study would be on the agenda at the April Board meeting for approval.

Ms. Slautterback, Kimley-Horn and Associates introduced the Take the Safe Route study. She explained the process included an evaluation of the existing conditions and infrastructure at the schools in the region. Ms. Slautterback noted that the evaluation identified the schools with the most need. She noted that following school identification site visits were conducted, and staff developed recommendations that could be submitted to local governments and grant applications to request funding for improvements. She noted the purpose of the study was to encourage a culture of walking and biking and making sure there are safe routes for the students.

Ms. Slautterback outlined the first phase of the study which involved data collection and analysis. She this phase consisted of narrowing down the number of schools from a total of 80 schools within the region to the ultimate selected twelve schools. Next, Ms. Slautterback explained phase two, which consisted of site visits during school arrival and departure times, and the development of practical recommendations related to infrastructure, behavioral and programmatic recommendations. Lastly, she discussed other components of the study including the student and parent surveys, stakeholder engagement and the development of the draft plan.

Ms. Slautterback outlined the draft plan and noted it was currently on the CRTPA's website for review and that comments may be provided before the Board meeting on April 15, 2025. She discussed stakeholder engagement that included the provision of technical input from over 20 stakeholder agencies. She noted the Safe Routes to School Program requires surveys to be completed and stated that there were 17 classrooms that participated for a total of 327 students and 165 parent surveys. Results from the surveys identified that most kids were driven in the family vehicle and that the survey data was in the plan's appendix. Ms. Slautterback noted parents' major concerns identified in the surveys included distance to walk/bike to the school, speeding, traffic volumes, and concerns related to children crossing at intersections. She next noted that recommendations have been developed for each of the schools in the plan and outlined the grant funding matrix. Ms. Slautterback explained that the

potential identified grants match up with the recommendations and this can be a useful tool for the partners to implement the recommendations.

Mr. Secreast asked for the deadline and was Leon County Schools involved in the review of the draft Plan. Ms. Slaughterback stated the deadline would be April 14, 2025, before the Board meeting. She stated the Leon County Schools, Transportation Coordinator was one of the stakeholders representing the schools as a part of the process and LCS has reviewed the draft plan. Mr. Burke added Ms. Laurie Cox, CRTPA representative for the School Board assisted with outreach to the schools. Mr. Burke stated most of the recommendations would require implementing agencies to pursue further and there could be additional improvements that could be made at the schools. Mr. Secreast suggested the staff include information on the new school speed cameras to the board at the April 15, 2025, meeting. Mr. Alfano asked if the surveys were evenly distributed with all schools. Ms. Slaughterback stated Leon High School and Ruediger Elementary School had good participation in the student travel tallies. She explained the parent surveys were completed by parents who may have had kids at multiple schools and discussed the difficulty of getting responses. Ms. O'Brien asked for the location of the draft plan for review. Mr. Burke stated the draft plan was available on the CRTPA website and noted there was a link in the project page. Ms. O'Brien asked about the SS4A new funding. Mr. Slay stated the SS4A program availability of funding was announced recently, and the program was now opened for application submittals. He noted there was an accelerated timeline of June 26, 2025, for the deadline for applications. Mr. Wu asked for clarification relating to the buffers in the plan for each Elementary School .5-mile; Middle School 1-mile and High School 1.5-miles. He noted the Leon County Schools bus routes for the schools was a 2-mile radius and asked why the plan shows a different radius. Ms. Slaughterback explained the at the national level, there have been studies conducted by the safe routes to school foundation and the foundation has established those numbers based on the distance kids are willing to walk. Mr. Gooch asked if there was a recommendation to bus kids that are less than 2-miles. Mr. Slay noted the School Board has a process in which parents can request transportation for kids who may need transportation within the 2-mile radius.

Committee Action: Mr. Guffey made a motion to recommend approval the School Safety Study. Ms. Corbett seconded the motion was unanimously passed.

B. CRTPA Title VI Policy

This item seeks approval of the CRTPA's Title VI Plan outlining processes for handling grievances related to alleged violations of Title VI of the Civil Rights Act of 1964 and other nondiscrimination statutes, regulations, and authorities has been developed for CRTPA approval.

RECOMMENDED ACTION: Recommend the CRTPA adopt Title VI Plan.

Ms. Lex stated this was a minor update for the CRTPA Title VI Policy. She explained the policy statement remains the same. She noted the Florida Civil Rights Act was a little different from the Federal Civil Rights Act includes pregnancy. She outlined the responsibilities of the Title VI coordinator. She explained the difference between verbal and non-written complaints. She noted if a verbal complaint. The coordinator was responsible for asking if the citizen wanted to file a written complaint. Informal complaints are handled by the CRTPA, FDOT and FHWA receive a copy. Written complaints

are forwarded to the district immediately, to district, Central office and FHWA. Recommendation was to approve the minor update to the policy.

Committee Action: Mr. Pingree made a motion to recommend approval of the CRTPA Title VI Policy. Mr. Wu seconded the motion, and the motion was unanimously passed.

A. High Injury Network (HIN) Update

This item provides information related to efforts associated with the CRTPA's HIN update.

RECOMMENDED ACTION: Information Only

Mr. Kostrzewa discussed the High Injury Network (HIN) Update. He stated the development HIN was developed from the Congestion Management Plan (CMP) and the Safe Streets and Roads For All Safety Action Plan. Mr. Kostrzewa stated this network of roadways and intersections that are safety related with serious injuries and fatalities. He discussed the West Tennessee Vulnerable User project corridor from Aeon Church to Junco Court noting this area had 7 serious injuries and fatalities. Additionally, Mr. Kostrzewa stated there will be a project sheet for each corridor to provide information on crash history, locations, severity, common issues, countermeasures that can be implemented to improve safety at the locations with recommendations broken into short term and long-term projects. Mr. Kostrzewa stated additional project sheets were being developed and requested any comments should be forwarded directly to the CRTPA and that this information would be presented to the board. Lastly, he noted the network included city, county and state roadways to provide the opportunity for the respective jurisdiction to apply for SS4A grant funds, excluding FDOT. Mr. Kostrzewa stated the countermeasures would be discussed with the local governments and those measures are based on crash data and that the countermeasures were under development and would be compiled and available on the website and distributed to the committee for feedback.

Mr. Gooch asked if the draft countermeasures could be distributed to the committee as those are completed instead of compiling all then distributing later. Mr. Slay noted they would be presented at the next meeting, and they could be distributed as they are completed. Mr. Secreast asked if Gadsden Street limits could be extended, near the Carlton Building. Mr. Slay noted if there were specifics for an area, provide the information and it would be considered.

Ms. O'Brien asked if there was a recommendation to have car free areas around schools. Ms. Slaughterback noted there wasn't a recommendation for a car free and noted the current recommendations were inline with current guidelines of the local and state governments. She noted a car free area would be aspirational but was not recommended. Ms. O'Brien asked if there were any recommendation to repurpose lanes. Mr. Slay noted with the last session, the legislature has put guidelines in place that have made repurposing of lanes more difficult to accomplish but noted there wasn't any opportunity to do a repurpose in the plans.

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

6. INFORMATION

A. Future Meeting Dates

Mr. Slay noted the May meeting could potentially be cancelled, and the next meeting would be in June. Ms. Lex stated the Project Priority List (PPLs) and the Transportation Improvement Program (TIP) would be presented at the June meeting.

7. ITEMS FROM COMMITTEE MEMBERS OR STAFF

Mr. Kostrzewa provided a brief update on the Regional Mobility Plan (RMP). He noted staff was working on developing the revenue projections, projects list, and a needs assessment plan. He noted there would be a presentation to the board at the June meeting to update the Board on the RMP. Mr. Kostrzewa explained next, projects would be matched with revenue to determine which projects can be moved forward for funding requests. Mr. Slay noted the revenue for this year are almost half of previous years funding. Mr. Kostrzewa noted the draft cost feasible plan would be approved in September with the final plan adoption in November.

Mr. Alfano discussed the Woodville Rural Community sense of place plan and noted the plan would be shared with the Committee. He discussed the public engagement for the Pensacola Street Corridor, Meeting at Disc Village relating to issues related to homeless. The meeting was scheduled for April 2, 2025, at 6:00 p.m.

Mr. Slay noted the state returned funds back to the federal government. The total was 45 million statewide and rejected the carbon reduction funds. He noted this decision has affected between \$6-\$8 million dollars locally for the City and Leon County. Mr. Slay noted the district was currently working to determine ways to fill that gap in funding.

8. ADJOURNMENT

The meeting was adjourned at 10:00 a.m.