



CRTPA BOARD

MEETING OF TUESDAY, MARCH 19, 2019 AT 1:30 PM

CITY OF TALLAHASSEE COMMISSION CHAMBERS
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. **CITIZEN COMMENT**

This portion of the agenda is provided to allow for citizen input on any general CRTPA issue. Those interested in addressing the CRTPA 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.

4. **CONSENT AGENDA**

A. Minutes of the February 19 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.

5. **CONSENT ITEMS PULLED FOR DISCUSSION**

6. **CRTPA 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 CRTPA.

A. Florida Metropolitan Planning Organization Advisory Council (MPOAC) Update

An update on efforts of the MPOAC, including legislative proposals related to transportation, will be provided by the organization's executive director, Carl Mikyska.

B. Midtown Area Transportation Plan Phase II Kickoff

An update on the initiation of Phase II of the Midtown Area Transportation Plan will be provided.

C. CRTPA Bylaws

Consistent with a request made at the February 19 CRTPA meeting, this item proposes to revise the CRTPA Bylaws to allow for more flexibility in the makeup of the Executive Committee.

7. **FLORIDA DEPARTMENT OF TRANSPORTATION REPORT**

8. **EXECUTIVE DIRECTOR'S REPORT**

9. **CRTPA INFORMATION**

A. Future Meeting Dates

10. **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.

March 19, 2019



AGENDA ITEM 1

CALL TO ORDER AND ROLL CALL



March 19, 2019

AGENDA ITEM 2

AGENDA MODIFICATIONS



March 19, 2019

AGENDA ITEM 3

CITIZEN COMMENT



March 19, 2019

AGENDA ITEM 4 A

MINUTES

TYPE OF ITEM: Consent

The minutes from the February 19, 2019 CRTPA meeting are provided as ***Attachment 1***.

RECOMMENDED ACTION

Option 1: Approve the minutes of the February 19, 2019 CRTPA meeting.

ATTACHMENT

Attachment 1: Minutes of the February 19, 2019 CRTPA meeting.



CRTPA BOARD

MEETING OF TUESDAY, FEBRUARY 19, 2018 AT 1:30 PM

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

Meeting Minutes

Members Present:

Commissioner Anthony Viegbesie, Gadsden County, Chairman
Commissioner Betsy Barfield, Jefferson County
Commissioner Kristin Dozier, Leon County
Commissioner Nick Maddox, Leon County
Commissioner Rick Minor, Leon County
Commissioner Daniel McMillan, Gadsden Cities
Commissioner Jeremy Matlow, City of Tallahassee
Commissioner Dianne Williams-Cox, City of Tallahassee
Commissioner Curtis Richardson, City of Tallahassee

Staff and Others Present: Thornton Williams, CRTPA Attorney; Greg Slay, CRTPA, Greg Burke, CRTPA; Jack Kostrzewa, CRTPA; Yulonda Mitchell, CRTPA; Donna Green, FDOT; Starsky Harrell, FDOT; Bryant Paulk, FDOT; Chris Reitow, ARPC Executive Director; Joe Maleszewski, City of Tallahassee Auditor; Beverly Davis, RS&H

1. **CALL TO ORDER AND ROLL CALL**
The meeting was called to order at 1:34pm.

2. **AGENDA MODIFICATIONS**
None

3. **CITIZEN COMMENT**
None

4. **CONSENT AGENDA**

- A. **Minutes of the December 18 Meeting**
- B. **CRTPA Safety Measures Update**

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

5. **CONSENT ITEMS PULLED FOR DISCUSSION**

6. **CRTPA ACTION**

A. **Regional Mobility Plan Update Consultant Selection**

The Regional Mobility Plan Consultant Selection Committee has reviewed and ranked proposals for the Board's consideration associated with the update of the agency's Regional Mobility Plan.

Mr. Kostrzewa outlined the consultant selection process and presented the recommended consultant. This process included development of the Scope of Services, Request for Proposals (RFP), and creation of the Selection Committee. The Selection Committee reviewed and evaluated proposals which resulted in the selection of the recommended consultant for the Long Range Transportation Plan (also called the Regional Mobility Plan). Associated with this agenda item is the proposal to authorize the Executive Director the ability to negotiate and administer the contract and have the Chair sign contract when completed.

Commissioner Maddox asked about MBE/DBE businesses when considering and selecting a consulting firm. Mr. Slay provided information noting the funding was federal dollars and preference could not be required or given to MBE/DBE businesses as a part of scoring criteria.

Board Action: Commissioner Merritt made a motion to approve options 1 and 2. Commissioner Matlow seconded the motion and the motion was unanimously passed.

B. Executive Director Contract Update

As discussed at the December 18 CRTPA Board Meeting, this item updates the contract of the Executive Director to remove the car allowance as well as items related to parking.

Mr. Slay explained to the board this item related to the Audit from November 2018. He noted that the recommendation was to either have a monthly mileage accountability report or eliminate the car allowance and add it into the Director's base pay. The item's recommendation was to add the car allowance to the base pay.

Board Action: Commissioner Merritt made a motion to approve the revised Executive Director Contract. Commissioner Minor seconded the motion and the motion was unanimously passed.

C. Pensacola Street & Tharpe Street Traffic and Operations Analyses

The project consultant will provide an update on the corridor reports for Pensacola Street and Tharpe Street.

Beverly Davis, RS&H, provided background information and recommendations for Pensacola Street and Tharpe Street based on the analyses. She began with a discussion of Tharpe Street including the roadways existing conditions and noted that portions included industrial and residential components. Identified issues on this approximately four-mile section included transit accessibility including ADA issues. Issues related to spot congestion were noted including the observation that such congestion occurred within the residential section due to bus stops, trash pick-up, turning movements and constraints for traffic to avoid back ups in traffic. Other identified issues included the lack of bicycle and pedestrian facilities as well as Issues with lack of stormwater treatment and flooding. Ms. Davis provided recommendations for improvements that included the addition of sidewalks, curb and gutter, sharrows and bike lanes, pedestrian bridge over central drainage ditch, reconfiguration of Blountstown and Tharpe intersection and the addition of median between Mission and Trimble road with U-turn access. Pensacola Street was next discussed in similar fashion. Issues identified included spot congestion primarily associated with Tallahassee Community College due to traffic spikes entering and existing parking facilities and motorist ignoring traffic restrictions. Ms. Davis provided recommendations for improvements that included widening the railroad bridge and 2-lane section of Pensacola Street to 4-lanes as well as

the inclusion of pedestrian and bicycle facilities Also included was the recommendation to improve signage to deter motorist from making unauthorized U-turns and reconfigure access points to TCC were to address the spot congestion near the College.

Board Action: Commissioner Maddox made a motion to approve option 1. Commissioner Merritt seconded the motion and the motion was unanimously passed.

7. **FLORIDA DEPARTMENT OF TRANSPORTATION REPORT**

Bryan Paulk, FDOT, stated there was one update. He provided information on the upcoming Project Development & Development Study for the interstate. There will be a re-evaluation of the US Highway 90 at Midway (heading East) at the existing 6-lane section; then pick up on the eastern side where the 6-lanes ends (near Mahan). The FDOT is anticipating the kick off for this project in early summer and an update would be provided to the CRTPA.

Commissioner Richardson requested information on a crosswalk in the Liberty Park area to the transit stop at Orange Avenue (northside of Orange Ave). He noted this area is very dangerous because there is a lot of traffic within that area and that children walk to and from Nims Middle School. Mr. Paulk stated he would be looking into this issue, as this was the first time it was mentioned to the current DOT representative. Mr. Slay noted this project could possibly be separated out as an individual project with sidewalks and other improvements.

8. **EXECUTIVE DIRECTOR'S REPORT**

Mr. Slay provided an update on a few items including the recent Executive Committee discussion regarding restructuring the committee. The committee decided to leave the committee as it currently was structured. The Board discussed the possibility of appointing a City of Tallahassee representation for one year by modifying the by-laws. Commissioner Matlow volunteered to serve for a year but that decision would be decided after the by-laws are revised.

Board Action: Commissioner Maddox made a motion to add a City of Tallahassee representative for a term of 1 year to add balance to the Committee's current structure. This term would sunset at the end of this year (2019). The motion was seconded by Commissioner Williams-Cox and the motion was unanimously passed.

9. **CRTPA INFORMATION**

- A. Future Meeting Dates
- B. Committee Actions (Citizen's Multimodal Advisory Committee & Technical Advisory Committee)

10. **ITEMS FROM CRTPA BOARD MEMBERS**

Commissioner Maddox provided an overview of the MPOAC meeting. He stated the Executive Director of MPOAC would provide a legislative agenda update at a future meeting to the CRTPA Board. Also discussed was the need to research alternatives to address gas tax decreases due to the increase more efficient vehicles.

Meeting was adjourned at 2:36pm.

Attest:

Yulonda Mitchell, Recording Secretary

Anthony O. Viegbesie, Chairman



March 19, 2019

AGENDA ITEM 5

CONSENT ITEMS PULLED FOR DISCUSSION



March 19, 2019

AGENDA ITEM 6A

FLORIDA METROPOLITAN PLANNING ORGANIZATION ADVISORY COUNCIL (MPOAC) UPDATE

TYPE OF ITEM: Discussion

STATEMENT OF ISSUE

Consistent with a request by the CRTPA Board, Carl Mikyska, Executive Director of the Florida MPOAC, will provide an update on efforts of the council. Specifically, legislative proposals from this year's legislative session will be discussed including the MPOAC's 2019 Legislative Priorities and Policy Positions (provided as **Attachment 1**). **Attachment 2** provides a letter from the MPOAC to the Florida Senate President, dated February 28, related to support for prioritizing the needs of the existing transportation system.

As a background, the MPOAC represents the collective interests of Florida's 27 MPOs and assists the MPOs in carrying out the urbanized area transportation planning process by serving as the principal forum for collective policy discussion. The MPOAC was created by the Florida Legislature pursuant to Section 339.175, Florida Statutes, to augment and not supplant the role of the individual MPOs in the cooperative transportation planning process.

ATTACHMENTS

Attachment 1: 2019 MPOAC Legislative Priorities & Policy Positions

Attachment 2: MPOAC Letter to Florida Senate President dated February 28

2019

LEGISLATIVE PRIORITIES & POLICY POSITIONS

The MPOAC supports State Legislation that:

- Implements the recommendations from the MPOAC transportation revenue study and other options for expanding transportation revenue sources.
- Regulates distracted driving as a *primary* offense by prohibiting the use of handheld electronic wireless communications devices and other similar distracting devices while operating a moving motor vehicle.
- Restores funding to 2007 levels for the Transportation Regional Incentive Program (TRIP).
- Allows Strategic Intermodal System (SIS) funds to be used on transportation facilities not designated on the SIS if the improvement will enhance mobility or support freight transportation on the SIS.
- Establishes flexible and predictable funding for transit projects (capital and operating) identified through the metropolitan transportation planning process by removing various funding limitations for the State Transportation Trust Fund (STTF).
- Recognizes that federal metropolitan transportation planning funds shall not be regarded as state funds for purposes of expenditure.
- Supports the advancement of innovative transportation mobility solutions and policies that make Florida the national leader in creative approaches to addressing transportation needs, while simultaneously protecting citizens from malicious tampering with such technologies by making tampering a punishable offense.



Florida Metropolitan Planning Organization Advisory Council

MPOAC

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www.mpoac.org

MPOAC

The Florida Metropolitan Planning Organization Advisory Council (MPOAC) represents the collective interests of Florida's 27 MPOs, and assists the MPOs in carrying out the urbanized area transportation planning process by serving as the principal forum for collective policy discussion. The MPOAC was created by the Florida Legislature pursuant to Section 339.175, Florida Statutes, to augment and not supplant the role of the individual MPOs in the cooperative transportation planning process.

The organization is made up of a 27 member Governing Board consisting of local elected officials from each of the MPOs and a Staff Directors' Advisory Committee consisting of the staff directors from each of the MPOs. The MPOAC annually prepares legislative policy positions and develops initiatives to be advanced during Florida's legislative session. The MPOAC actively participates in the activities of the national Association of MPOs (AMPO) and the National Association of Regional Councils (NARC) in Washington DC and works with other stakeholder groups to help shape state and national policy regarding metropolitan transportation issues.

PRIORITY POLICY POSITIONS

The MPOAC Supports State Legislation that:

1. **Implements the recommendations from the MPOAC transportation revenue study and other options for expanding transportation revenue sources.**

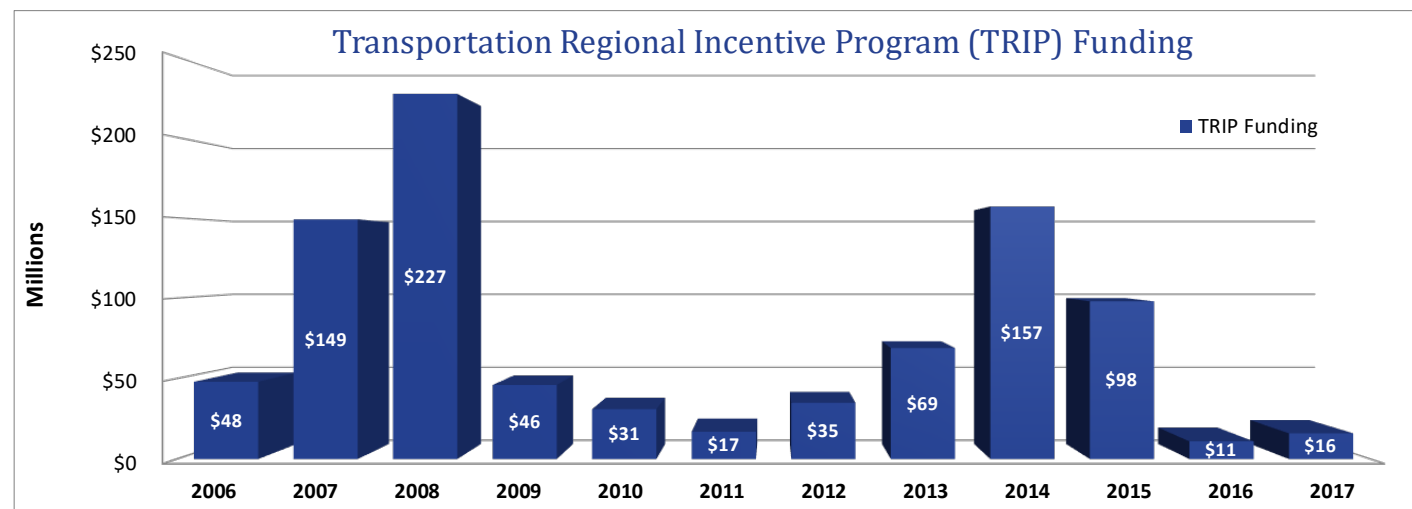
Key Recommendations:

- Expand the Charter County and Regional Transportation System Surtax to allow municipalities over 150,000 in population (or the largest municipality in a county) and all counties located in MPO areas to enact up to a one cent local option surtax by referendum.
- Index local option fuel taxes to the consumer price index in a manner similar to the current indexing of state fuel taxes.
- Identify potential revenue replacement sources for the current motor fuels tax which is no longer able to fully support the current or future needs of the transportation system.
- Charge alternatively fueled vehicles a fee equal to the fuel tax paid by gasoline or diesel fueled vehicles.
- Ban legislative appropriations for individual transportation projects (commonly referred to as earmarks). As an alternative, create a competitive grant program that benefits local projects.

2. **Regulates distracted driving as a primary offense by prohibiting the use of handheld electronic wireless communications devices and other similar distracting devices while operating a moving motor vehicle.**

The 2013 Florida legislature enacted the "Florida Ban on Texting While Driving Law." The law prohibits operation of a moving motor vehicle while manually typing, sending or reading interpersonal communication (texting, e-mailing, instant messaging, etc.) using a wireless communications device, with certain exceptions. The law provides for enforcement of the ban as a secondary offense, meaning a driver would have to be pulled over for some other violation to get a ticket for violating the ban on texting. The 2014, 2015, 2016, 2017, and 2018 Florida Legislatures underscored the severity of distracted driving by considering bills that would have substantially increased the penalty for distracted driving, including making it a primary offense. Additionally, the legislature considered expanding the applicability of the law to include all uses of handheld electronic devices while driving. This legislative proposal would seek to strengthen the enforcement mechanism for the texting while driving ban by making it a primary offense to use handheld electronic wireless devices while driving.

3. **Restores funding to 2007 levels for the Transportation Regional Incentive Program (TRIP).**



ADDITIONAL POLICY POSITIONS

The MPOAC Supports State Legislation that:

4. **Allows Strategic Intermodal System (SIS) funds to be used on transportation facilities not designated on the SIS if the improvement will enhance mobility or support freight transportation on the SIS.**

Current state law does not permit SIS funds to be spent on roads or other transportation facilities that are not part of the SIS, even if proposed improvements would directly benefit users of SIS facilities by enhancing mobility options or supporting freight movement in a SIS corridor. This legislative proposal would broaden the State's ability to improve passenger and freight mobility on SIS corridors by making eligible the expenditure of SIS funds on non-SIS roads and other transportation facilities where the benefit to users of SIS facilities can be demonstrated.

5. **Establishes flexible and predictable funding for transit projects (capital and operating) identified through the metropolitan transportation planning process by removing various funding limitations for the State Transportation Trust Fund (STTF).**

Current state law limits the amount of funding that can be made available from the STTF for transit projects for both capital and operating expenses. These limitations, which are not in place for roadway funding, makes transit funding from the STTF less predictable for the purposes of planning and project implementation and artificially limits the ability of MPOs to implement priority transit projects. This proposal recognizes the critical role transit plays in moving people and goods within and between Florida's metropolitan areas by removing the distinction between transit and highway projects for the purpose of spending funds from the STTF.

6. **Recognizes that federal metropolitan transportation planning funds shall not be regarded as state funds for purposes of expenditure.**

The United States Department of Transportation (USDOT) provides funding to metropolitan planning organizations (MPOs) to carry out their federally required duties. Those federal funds are given to states who in turn distribute them to MPOs based upon a formula agreed upon by the Florida Department of Transportation (FDOT) and the Florida MPOs and then approved by the Federal Highway Administration (FHWA). The Florida Department of Financial Services (DFS) has determined that the expenditure of federal funds by MPOs shall be subject to all state requirements, laws and regulations even where such laws conflict with federal laws, regulations and requirements. This limits the ability of the Florida MPOs to use federal funds for their intended purpose and impinges on their ability to carry out their responsibilities as outlined in federal rule. This proposal would clarify that federal monies passed through the State of Florida to MPOs and the Florida MPO Advisory Council (MPOAC) shall not be regarded as state funds for purposes of expenditure.

7. **Supports the advancement of innovative transportation mobility solutions and policies that make Florida the national leader in creative approaches to addressing transportation needs, while simultaneously protecting citizens from malicious tampering with such technologies by making tampering a punishable offense.**

Transportation technologies have undergone a revolutionary leap forward over the past several years. A variety of transportation technologies are under development including autonomous vehicles and the hyperloop. It is the responsibility of the Florida legislature to ensure that the states laws and funding mechanisms support the development and implementation of these technological advances in the way people and freight will move in in and between our metropolitan areas. At the same time, it is incumbent upon the Florida legislature to ensure that the health and welfare of Florida's citizens and visitors are protected from possible harm presented by these new technologies, including the malicious and intentional interference of the proper functioning of transportation vehicles and systems. This proposal supports legislative efforts to implement innovative mobility solutions and polices while protecting the health and welfare of Florida's citizens and visitors.

Florida Metropolitan Planning Organization Advisory Council

MPOAC

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St. Lucie TPO

Jeff Sheffield
North Florida TPO

Carl Mikyska, MPOAC Executive Director

MPOAC

The Florida Metropolitan Planning Organization Advisory Council

Commissioner Nick Maddox
Chairman

February 28, 2019

Senator Bill Galvano, Senate President
404 South Monroe Street, Suite 409
Tallahassee, FL 32399-1100

Dear Senator Galvano,

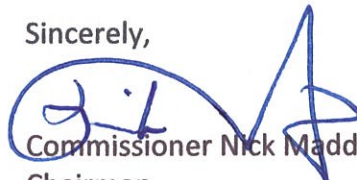
On behalf of the twenty-seven members of the Florida Metropolitan Planning Organization Advisory Council (MPOAC), I want to express our appreciation for your leadership in advocating for innovative approaches to enhancing and funding Florida's infrastructure as expressed in your January 30, 2019 memorandum to members of the Florida Senate.

We agree that transportation improvements can and should be considered within the broader context of the overall infrastructure needs of a corridor, region or state. As representatives of planning agencies, we too recognize that decisions to invest in transportation infrastructure are not made in a vacuum. In order to be successful, we need to plan for and fund infrastructure using a holistic approach, one that takes into account the interconnectedness of traditional transportation elements and other infrastructure resources. The newly formed Committee on Infrastructure and Security will enhance the Florida Senate's ability to address the existing and future needs of our infrastructure systems. While communications, security and other infrastructure are not in our purview, we applaud your vision and recognize how important connected infrastructure is to our future.

That said, we encourage you and the members of the Senate to prioritize the needs of our existing transportation network. Florida's transportation system is in excellent condition due to many years of proper funding of maintenance and a policy of first maintaining our existing assets. We recognize the necessity to plan for and invest in infrastructure expansion that supports the growing needs of our state. We believe that our top priority is to ensure the preservation and enhancement of Florida's existing transportation system. But as you correctly point out in your memorandum, our efforts to ensure the continued effectiveness of the state's existing transportation system should be considered in tandem with the needs of other infrastructure systems. As we look to expanding our infrastructure we ask that you consider ways to insure the new infrastructure is financially self-sustaining so as to allow existing infrastructure to continue to be maintained in a state of good repair.

We look forward to working with you to improve Florida's transportation system to the benefit of Florida's citizens, visitors and businesses.

Sincerely,



Commissioner Nick Maddox
Chairman



March 19, 2019

AGENDA ITEM 6B

MIDTOWN AREA TRANSPORTATION PLAN PHASE II

TYPE OF ITEM: Discussion

STATEMENT OF ISSUE

This item provides an update on the recent initiation of Phase II of the Midtown Area Transportation Plan. Phase II will provide a focus on obtaining input on the transportation needs in Midtown through a series of meetings, surveys, workshops and an Open House with stakeholders and the public. A map of the study area is provided as **Attachment 1**.

HISTORY AND ANALYSIS

The Latest

Phase II of the Midtown Area Transportation Plan has recently been initiated. Through a focus on community input, the phase will include a more detailed analysis on Midtown's bicycle, pedestrian and transit users. Specifically, this phase builds upon the options identified and evaluated in Phase I (provided as **Attachment 2**) through conducting stakeholder meetings, surveys, general public workshops, and an Open House. Upon receiving public input, the study's alternatives will be further refined.

As a background, Phase I of the Midtown Area Transportation Plan provided a traffic operations study that evaluated nine (9) transportation options (many of which are not stand alone and may be implemented in coordination with other identified options). Specifically, the following options were identified:

- **Beard St and North Gadsden St Realignment** - Realignment of Beard Street within existing right-of-way to improve connectivity at this location has been identified.
- **Sidewalk Connectivity** - Missing gaps in the Midtown area are identified (including key missing gaps at N. Gadsden, discussed below).
- **North Gadsden St corridor improvements from 6th Ave to Thomasville Rd** - Identifies construction of missing key sidewalk gaps and road diet in this key location of Midtown.

- **Midtown Boulevard/Complete Street** - by definition, complete streets are streets designed for all users (pedestrian, bicyclists, transit users as well as motorized transportation). Many of the proposed alternatives evaluated can be implemented in a manner that to improve the Midtown area for all users.
- **One-way southbound option of Thomasville Rd from N Gadsden St to N Monroe St** - This alternative improves roadway level of service and could be constructed to use existing right-of-way for complete street improvements. Potential negatives with proposal include reduced access to businesses.
- **One-way southbound option of Thomasville Rd from N Gadsden St to 6th Ave** - This alternative improves roadway level of service and could be constructed to use existing right-of-way for complete street improvements. Potential negatives with proposal include reduced access to businesses.
- **Thomasville, Meridian and N Gadsden Roundabout (includes all existing movements)** - Analysis identifies that this option does not operationally work and will have constructability issues. Additionally, a roundabout at this location creates pedestrian challenges. Study recommendation – Consider not moving forward with further exploration of this option.
- **Thomasville, Meridian and N Gadsden Roundabout (No Gadsden to Meridian movement)** - Analysis identifies constructability issues. Additionally, a roundabout at this location creates pedestrian challenges. Study recommendation – Consider not moving forward with further exploration of this option.
- **6th and 7th Ave Bi-Directional Roadways** - Convert the existing one-way pairs into two-way roadways. Analysis identifies that this change would reduce level-of-service and create additional conflict points at intersections. Study recommendation: Do not move forward with further exploration.

On February 20, 2018, the CRTPA approved Phase 1 of the plan and eliminated the 3 options identified above in blue from further study.

Midtown Area Transportation Plan Background

Building on the recent efforts identified for the Midtown area of Tallahassee, the Midtown Area Transportation Plan was initiated at the June 19, 2017 CRTPA meeting. The plan is being developed in two parts (Phase I and Phase II).

Such recent efforts identified in the Midtown area include:

- The CRTPA’s Connections 2040 Regional Mobility Plan” (adopted on November 16, 2015) which identifies the Thomasville Road/Meridian Road/Seventh Avenue intersection for improvement. This project has been included on the agency’s RMP Roadways Priority Project List (and is on the most recent Roadway PPL scheduled for adoption at today’s meeting).
- Blueprint Intergovernmental Agency Community Enhancement project (“Midtown Placemaking (Thomasville and Monroe Roads)”) that identifies improvements at the five-points intersection of Meridian Road/Thomasville Road/Seventh Avenue as well as streetscaping improvements to Monroe Street (Thomasville Road to Tharpe Street) and

Thomasville Road (Monroe Street to Post Road). This project was included in the November 2014 passage of the Leon County Penny Sales Tax Extension.

- FDOT safety study (“[Thomasville Road \(Midtown\) Safety Study](#)”) was conducted by the FDOT on Thomasville Road (Monroe Street to Betton Road) based upon a request by the CRTPA to evaluate bicycle and pedestrian safety along the corridor. The study, presented to the CRTPA on September 19, 2016, identified potential pedestrian safety improvements along the corridor (some of which are included on the agency’s Transportation Systems Management (TSM) Priority Project List for funding).

As noted above, Phase I of the Plan is complete and provided a technical review analyzing potential changes to the transportation network to gain a better understanding of travel patterns in and around the Midtown area of Tallahassee. This phase provided an evaluation of existing conditions including data collection efforts that have included use of Bluetooth technology to provide a picture of traffic patterns throughout the Midtown area (including traffic traveling both to and through Midtown).

Included within Phase I was the identification of nine (9) options, discussed above, and how each option performs based on both qualitative and quantitative criteria. Due to the technical nature of Phase I of the Plan, coordination efforts focused largely on meetings with the Florida Department of Transportation District 3 and the CRTPA’s local planning partners.

Phase II of the plan involves extensive public and stakeholder input on the plan’s development including the refinement of those options identified in Phase I.

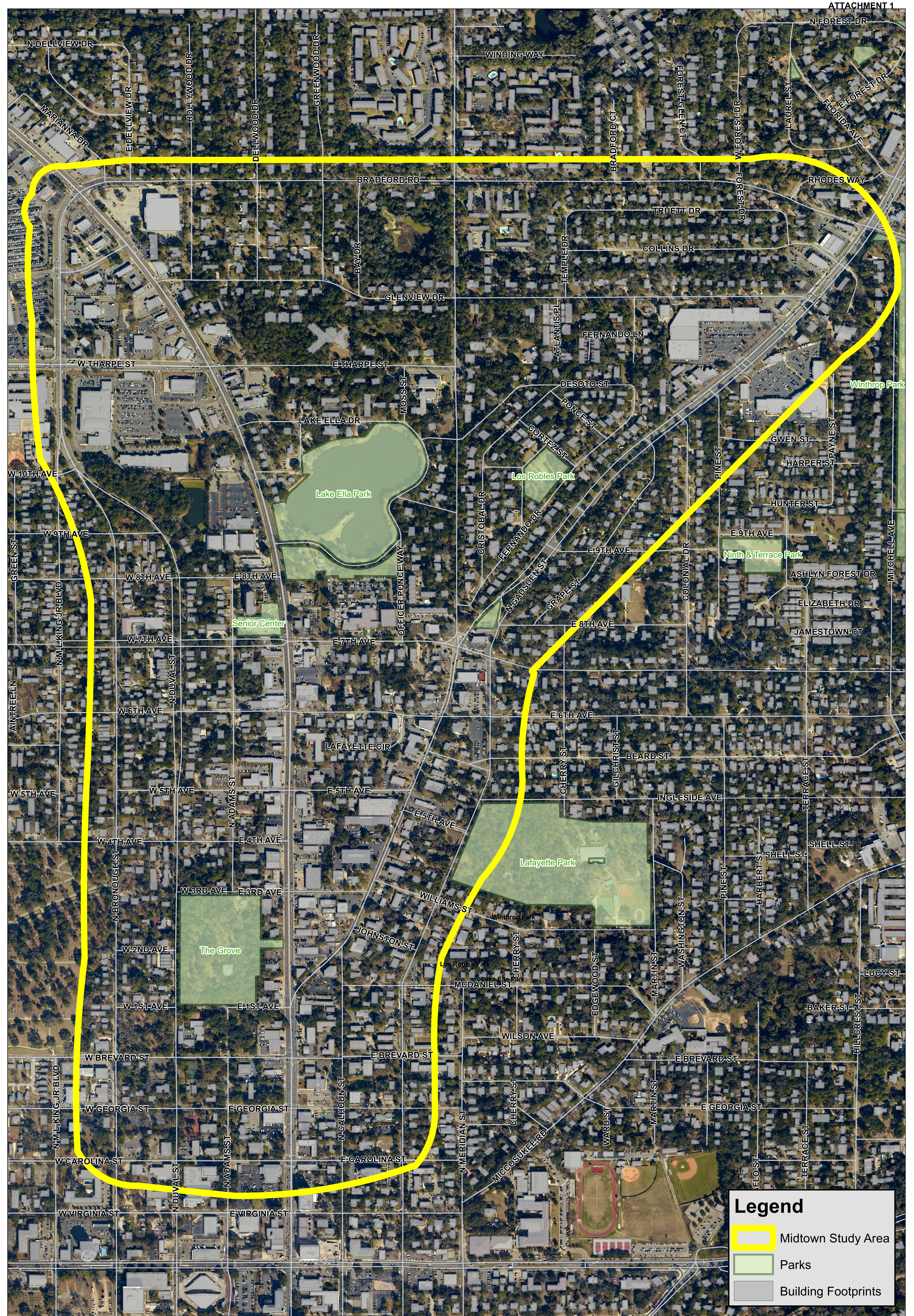
Once scheduled, opportunities for public involvement associated with Phase II will be shared with the Board. Additionally, a project page for the Midtown Area Transportation Plan has been developed on the CRTPA’s website to highlight the project and inform the public of upcoming opportunities for involvement (www.crtpa.org).

ATTACHMENTS


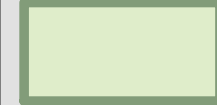
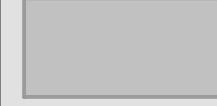
Attachment 1: Project Map

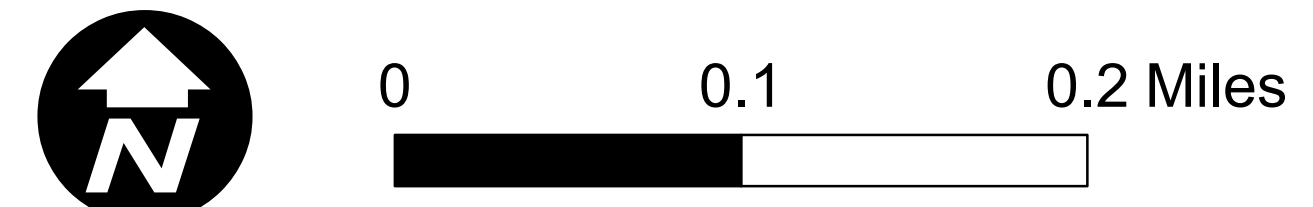
Attachment 2: Potential Improvement Options identified in Phase I

Attachment 3: Draft presentation



Legend

-  Midtown Study Area
-  Parks
-  Building Footprints



Midtown Area Transportation Plan Phase II

Midtown Traffic Study: Potential Improvement Options for Future Study

The matrix below depicts how each alternative performs based on multiple qualitative and quantitative criteria. The alternatives are being evaluated to determine which may be viable to move forward for future, more detailed consideration. The criteria include:

- ✓ Maintain/Improve LOS: Does the alternative either maintain acceptable LOS or improve the LOS, when compared with the existing?
- ✓ Sense of Place: Does the alternative enhance the area by providing a uniqueness that sets it apart from the surrounding area?
- ✓ Traffic Calming: Does the alternative include a traffic calming component?
- ✓ Improves circulation/connectivity: Does the alternative improve access to the Midtown area along with improving access to businesses and amenities within the Midtown area?
- ✓ Opportunity for multi-modal enhancement: Does the alternative provide opportunity for enhancements of bikes and pedestrians, and transit facilities?
- ✓ Potential Need for Additional ROW: What is the estimated need for additional ROW that could be required?
- ✗ Indicates that there is a negative impact.

Alternatives	Maintain/Improve LOS	Opportunity for Sense of Place improvements	Traffic Calming	Improves Circulation/Connectivity	Opportunity for Multi Modal Enhancement	Potential ROW Needs		Relative Cost	Additional Comments
						None/Minor	Major		
Beard St and North Gadsden St Realignment	✓	-	-	✓	✓	✓	-	Low	Realignment could occur within the existing ROW. Coordination with adjacent landowner needed (parking lot in NW quadrant). Aligning the intersection would improve the operations. It would also make it easier to travel along the roadways, improving connectivity and circulation through midtown.
Sidewalk Connectivity	✓	-	-	✓	✓	✓	-	Med	Identification of key gaps.
North Gadsden St Corridor improvements from 6 th Ave to Thomasville Rd	-	-	✓	-	✓	✓	-	Med	Construct sidewalks along entire corridor on both sides of roadway and implement a road diet.
Placemaking/Complete Street	✓	✓	✓	-	✓	✓	-	Med	Creates a sense of place and traffic calming. Could be done with existing geometry but access management would need to be evaluated on a driveway by driveway basis. Parallel facilities could handle diverted traffic that may occur with reduced speeds. Additional midblock pedestrian crossings are possible.
One-way southbound of Thomasville Rd from N Gadsden St to 6 th Ave	✓	✓	*-	✗	✓	✓	-	Low	Improves LOS. Access to businesses could be negatively impacted. *Recommended that additional features be included to ensure friction is provided along the roadway to reduce speeds and provide traffic calming.
One-way southbound of Thomasville Rd from N Gadsden St to N Monroe St	✓	✓	*-	✗	✓	✓	-	Low	Improves LOS. Access to businesses could be negatively impacted. *Recommended that additional features be included to ensure friction is provided along the roadway to reduce speeds and provide traffic calming.
NOT MOVING FORWARD TO PHASE II									
Thomasville, Meridian and N Gadsden Roundabout (includes all existing movements)	✗	✓	✓	-	✗	-	✓	High	FDOT Safety study, Blueprint Midtown Placemaking, and the 2040 Regional Mobility Plan include this potential roundabout. Operationally this does not work. Additional concerns with grade change and extensive ROW needed. A roundabout would provide a unique characteristic to the midtown area.
Thomasville, Meridian and N Gadsden Roundabout (No Gadsden to Meridian movement)	✓	✓	✓	✗	✗	-	✓	High	The operations of the roundabout could work if the movement from 7 th Ave to Meridian would be removed. Additional concerns with grade change and extensive ROW needed. A roundabout would provide a unique characteristic to the midtown area.
6 th and 7 th Ave Bi-Directional Roadways	✗	-	✓	✓	-	✓	-	Low	Though bi-directional roadways cause additional friction, the LOS is degraded and it creates additional conflict points at the intersections. This would result in a need for operational improvements that are not warranted under current conditions and could result in larger intersection that create undesirable pedestrian conditions at crossings.



MIDTOWN AREA

Transportation Plan Phase II

CRTPA Board Meeting – March 19, 2019

Midtown Area Transportation Plan

Two Phase Project

- Phase I → Technical analysis and identification of viable improvements (completed and presented to CRTPA in March 2018)
- Phase II → Public and stakeholder input (kickoff March 2019)

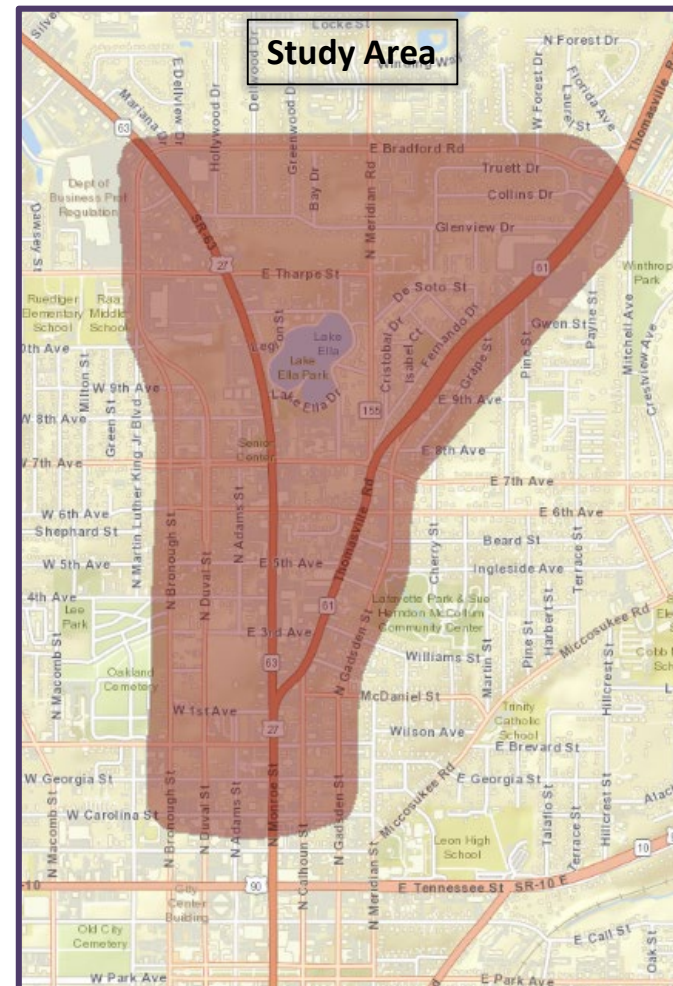
Project Limits

- North Boundary - Bradford/Betton Rd
- East Boundary - N. Gadsden Street
- South Boundary - E. Virginia Street
- West Boundary - N. Bronough Street



Phase I - Complete

- Analyzed traffic trends and patterns
- Identified network deficiencies in the Midtown area
- Evaluated potential transportation improvement alternatives



Phase I Activities

Phase I identified viable alternatives for further study and stakeholder input

- Review of previous studies in the Midtown area
- Data collection
- Traffic analysis



Phase I Recommendations moving into Phase II

The matrix below depicts how each alternative performs based on multiple qualitative and quantitative criteria. The alternatives are being evaluated to determine which may be viable to move forward for future, more detailed consideration. The criteria include:

- ✓ Maintain/Improve LOS: Does the alternative either maintain acceptable LOS or improve the LOS, when compared with the existing?
- ✓ Sense of Place: Does the alternative enhance the area by providing a uniqueness that sets it apart from the surrounding area?
- ✓ Traffic Calming: Does the alternative include a traffic calming component?
- ✓ Improves circulation/connectivity: Does the alternative improve access to the Midtown area along with improving access to businesses and amenities within the Midtown area?
- ✓ Opportunity for multi-modal enhancement: Does the alternative provide opportunity for enhancements of bikes and pedestrians, and transit facilities?
- ✓ Potential Need for Additional ROW: What is the estimated need for additional ROW that could be required?
- ✗ Indicates that there is a negative impact.

Alternatives	Maintain/Improve LOS	Opportunity for Sense of Place improvements	Traffic Calming	Improves Circulation/Connectivity	Opportunity for Multi Modal Enhancement	Potential ROW Needs		Relative Cost	Additional Comments
						None/Minor	Major		
Beard St and North Gadsden St Realignment	✓	-	-	✓	✓	✓	-	Low	Realignment could occur within the existing ROW. Coordination with adjacent landowner needed (parking lot in NW quadrant). Aligning the intersection would improve the operations. It would also make it easier to travel along the roadways, improving connectivity and circulation through midtown.
Sidewalk Connectivity	✓	-	-	✓	✓	✓	-	Med	Identification of key gaps.
North Gadsden St Corridor improvements from 6 th Ave to Thomasville Rd	-	-	✓	-	✓	✓	-	Med	Construct sidewalks along entire corridor on both sides of roadway and implement a road diet.
Placemaking/Complete Street	✓	✓	✓	-	✓	✓	-	Med	Creates a sense of place and traffic calming. Could be done with existing geometry but access management would need to be evaluated on a driveway by driveway basis. Parallel facilities could handle diverted traffic that may occur with reduced speeds. Additional midblock pedestrian crossings are possible.
One-way southbound of Thomasville Rd from N Gadsden St to 6 th Ave	✓	✓	*-	✗	✓	✓	-	Low	Improves LOS. Access to businesses could be negatively impacted. *Recommended that additional features be included to ensure friction is provided along the roadway to reduce speeds and provide traffic calming.
One-way southbound of Thomasville Rd from N Gadsden St to N Monroe St	✓	✓	*-	✗	✓	✓	-	Low	Improves LOS. Access to businesses could be negatively impacted. *Recommended that additional features be included to ensure friction is provided along the roadway to reduce speeds and provide traffic calming.

NOT MOVING FORWARD TO PHASE II

Thomasville, Meridian and N Gadsden Roundabout (includes all existing movements)	✗	✓	✓	-	✗	-	✓	High	FDOT Safety study, Blueprint Midtown Placemaking, and the 2040 Regional Mobility Plan include this potential roundabout. Operationally this does not work. Additional concerns with grade change and extensive ROW needed. A roundabout would provide a unique characteristic to the midtown area.
Thomasville, Meridian and N Gadsden Roundabout (No Gadsden to Meridian movement)	✓	✓	✓	✗	✗	-	✓	High	The operations of the roundabout could work if the movement from 7 th Ave to Meridian would be removed. Additional concerns with grade change and extensive ROW needed. A roundabout would provide a unique characteristic to the midtown area.
6 th and 7 th Ave Bi-Directional Roadways	✗	-	✓	✓	-	✓	-	Low	Though bi-directional roadways cause additional friction, the LOS is degraded and it creates additional conflict points at the intersections. This would result in a need for operational improvements that are not warranted under current conditions and could result in larger intersections that create undesirable pedestrian conditions at crossings.

Phase II – Project Kick Off

- Phase II will build on the alternatives identified and evaluated in Phase I
- More detailed focus on bicycles, pedestrians, and transit
- Opportunities for public input



Phase II Activities

- Public and Stakeholder Outreach
 - Project Survey
 - Community Events
 - Public Workshops
 - Stakeholder Meetings
- Refine alternatives identified in Phase I
- Develop Midtown Transportation Plan



Next Steps

- Finalize Project Survey and distribute
- Stakeholder Engagement
 - Neighborhood Associations
 - Tallahassee-Leon County Planning working group
- Community Event





March 19, 2019

AGENDA ITEM 6C

REVISION TO CRTPA BYLAWS

TYPE OF ITEM: Discussion

STATEMENT OF ISSUE

During last month's meeting, staff was directed to revise the CRTPA Bylaws to allow for more flexibility in the makeup of the Executive Committee. Currently, the Committee is comprised of the Chair, Vice-Chair and Past Chair. To provide the requested flexibility, staff is proposing the following language be added to the current bylaws:

4. Executive Committee

- a. *The CRTPA shall establish an Executive Committee comprised of the Chair, Vice-Chair and immediate Past-Chair. The Executive Committee shall meet as directed by the Chair for any items not requiring board action. The Executive Committee at meet at least ~~two~~ one weeks prior to a regularly scheduled CRTPA meeting for items that will require Board action at that Board meeting.*
- b. Should the CRTPA determine that the composition of the Executive Committee, as provided for in section a, above, does not adequately provide the level of representation that the CRTPA desires, the CRTPA may expand the Executive Committee to include additional members, as the CRTPA determines is appropriate. The addition of any other members will only be for the term of the present Executive Committee. Any additional members appointed shall have the appointment automatically terminated upon the election of new officers for the CRTPA. The appointment of additional members shall be by simple majority as provided herein.
- c. The duties of the Executive Committee shall include:
 - Advise and provide direction to the Executive Director on critical issues as they arise
 - An annual evaluation of the Executive Director
 - Review of the annual CRTPA Budget and Unified Planning Work

Program (UPWP)

- Development of annual legislative priorities in consultation with the designated MPOAC representative.
 - Review of legislative issues during session
 - Establishment of CRTPA personnel policies and procedures
 - Review of contracts
 - Emergency approval of time-sensitive items
- d.* The Board shall have the authority to delegate additional duties to the Executive Committee.
- e.* As needed, the above duties of the Executive Committee shall be provided to the full board.

RECOMMENDED ACTION

Option 1: Adopt proposed changes

Option 2: As desired by the Board

ATTACHMENT

Attachment 1: CRTPA Bylaws with proposed revisions

**CAPITAL REGION TRANSPORTATION PLANNING AGENCY
REVISED BYLAWS, POLICIES
AND PROCEDURES**

~~*Revised March 21, 2017*~~

Revised March 19, 2019

- I. Organization Name**
- II. Preamble**
- III. Purpose**
- IV. CRTPA Bylaws**
- V. CRTPA General Policies**
- VI. CRTPA Specific Policies**
- VII. CRTPA Long-Range Transportation Plan Amendment**
- VIII. Funding**
- IX. Notices**

I. Organization Name

The name for the Metropolitan Planning Organization (MPO) is the Capital Region Transportation Planning Agency (CRTPA).

II. Preamble

The following sets forth the Bylaws, Policies and Procedures that shall serve to guide the proper functioning of the urban transportation planning process by the CRTPA. The intent is to provide policies and procedures for the CRTPA and its Standing Committees for fulfilling the requirements of the Interlocal Agreement that creates the CRTPA; the applicable provisions of federal law; and the applicable provisions of Chapter 339.175, Florida Statutes. Any interpretations of the Interlocal Agreement by these bylaws shall be the preferred interpretation for the CRTPA unless there is a direct and express conflict with the Interlocal Agreement. Furthermore, all provisions contained in these Bylaws shall be interpreted to be consistent with all applicable state and federal law.

III. Purpose

Pursuant to Section 339.175, Florida Statutes, the purpose of the CRTPA is:

- A. To assist in the safe and efficient management, operation, and development of surface transportation systems embracing various modes of transportation in a manner that will serve the mobility needs of people and freight and foster economic growth and development within and through urbanized areas of this state while minimizing transportation-related fuel consumption, air pollution, and greenhouse gas emissions through metropolitan transportation planning processes;
- B. To develop, in cooperation with the state and public transit operators, transportation plans and programs for metropolitan areas. The plans and programs for each metropolitan area must provide for the development and integrated management and operation of transportation systems and facilities, including pedestrian walkways and bicycle transportation facilities that will function as an intermodal transportation system for the metropolitan area, based upon the prevailing principles provided in s. 334.046(1);
- C. To ensure that the process is integrated with the statewide planning process the CRTPA shall implement and ensure a continuing, cooperative, and comprehensive transportation planning process that considers all modes of transportation based on the complexity of the transportation problems to be addresses and results in coordinated plans and programs consistent with the comprehensively planned development of this affected metropolitan area in cooperation with the Florida Department of Transportation (“Department”);
- D. To ensure that the process is integrated with the statewide planning process the CRTPA shall develop plans and programs that identify transportation facilities that should function as an integrated metropolitan transportation system, giving emphasis to facilities that serve important national, state and regional transportation functions. For the purpose of this section, those facilities on the Strategic Intermodal System designated under s. 339.63 and facilities for which projects have been identified pursuant to s. 339.2819(4).

IV. CRTPA Bylaws

A. Membership and Board Membership

- 1. As designated by the Governor of the State of Florida, and as reflected in Article 4, Section 4.01(a) of the 2014, Interlocal Agreement, the CRTPA shall consist of voting representatives from Leon County, Gadsden County, Jefferson County, and Wakulla County; the City of Tallahassee, the City of Midway, the City of Quincy, the City of Chattahoochee, the City of

Greensboro, the City of Gretna, and the Town of Havana; the Leon County School Board; and one non-voting representative from the Department of Transportation.

The weighted vote of the voting members is as follows:

Governmental Entity	Number of Members	Voting Points
Leon County School Board	1	1
Jefferson County ¹	1	4
Gadsden Cities ²	1	5
Wakulla County ³	1	8
Gadsden County	1	8
Leon County ⁴	-	37
City of Tallahassee ⁵	-	37
Total		100

¹The County Representative will also represent the City of Monticello.

²The Cities of Chattahoochee, Greensboro, Gretna, Havana, Midway and Quincy will consolidate their membership and weighted vote into one membership.

³The County Representative will also represent the Cities of St. Marks and Sopchoppy.

⁴The number of voting members is determined by the Leon County.

⁵The number of voting members is determined by the City of Tallahassee.

As provided in Section 4.01(a)(1) of the Interlocal Agreement, for Leon County and the City of Tallahassee, the number of voting points is determined by the number of voting members as agreed upon by the Leon County Board of County Commissioners and the City of Tallahassee respectively.

2. The City of Tallahassee and Leon County commissions may change the number of their members to serve as members of the CRTPA Board no more than once annually. Similarly, Cities consolidating their memberships and weighted vote may reverse such consolidation no more than once annually. Should any membership adjustments be made pursuant to this section, the governmental entity shall notify the Executive Director of the CRTPA in writing of such change. The written notice shall specifically reference this section as the basis for the change.

3. Board members from participating governments which have one voting member may designate an alternative member of that government to vote in the absence of the appointed member. Such designation may be changed no more frequently than annually, unless the alternate leaves office. A

participating governmental entity that selects an alternative member shall notify the CRTPA in writing of that selection. No Board Member may vote by proxy.

4. As provided by Section 6.04 of the Interlocal Agreement, the Board may delegate authority to one or more of its members to act on behalf of the Board and may delegate certain duties to the Executive Director.
 - a. Delegation to one or more Board Members shall be pursuant to a majority vote of the Board, which shall identify the member(s) to whom authority is delegated, specify the scope (and time period if appropriate) for the delegation, and whether action of the Board member(s) shall be subject to Board ratification or approval. Any such delegation shall be subject to the requirements of the Sunshine Law, when applicable. The scope and time period of the delegation shall be appropriate for the intended purpose, and shall be limited as necessary to comply with law. When practicable, the action of the Board members shall be subject to Board ratification or approval.
 - b. Delegation to the Executive Director shall be pursuant to a majority vote of the Board, which shall specify the scope, direction and purpose for the delegation and whether the action of the Executive Director shall be subject to ratification or approval of the Board, Board members or the Chairperson. Delegation to the Executive Director shall be subject to such limitations in scope, direction and supervision by the Board as appropriate for the intended purpose and as necessary to comply with law.

B. Membership Term of Office

1. The membership and terms of elected officials as voting members of the CRTPA Board shall be as prescribed in Section 339.175(3) and (4), Florida Statutes, and Sections 4.01 and 4.02 of the Interlocal Agreement. Board members from participating governments which have one voting member may appoint a substitute member to serve as a member of the CRTPA Board no more frequently than once annually, unless the member leaves office.
2. The term of office of members of the CRTPA shall be four years. The membership of a member who is a public official automatically terminates upon said official leaving the elective or appointive office for any reason or may be terminated by a majority vote of the total membership of the governmental entity represented by the member. A vacancy shall be filled by the original appointing entity. A member may be appointed for one or more additional four-year terms. Where Counties and Cities have elected to

consolidate their memberships and weighted vote, the term of the representative member or members shall be no less than one year from the date of designation by the consolidated entity represented by the member.

3. Any governmental entity performing any actions under this section shall notify the CRTPA in writing of such actions.

4. The CRTPA may also provide for other non-voting advisors as needed.

C. Officers and Duties

1. The CRTPA Board shall hold an annual organizational meeting no later than the last Board meeting of the calendar year for the purpose of electing the following officers from its voting membership:
 - Chairperson
 - Vice-Chairperson
 - Representative to the Florida Metropolitan Planning Organization Advisory Council
 - Alternate representative to the Florida Metropolitan Planning Organization Advisory Council

The Chairperson and Vice-Chairperson shall be members of different member governments.

2. Officers shall be elected by a majority of the votes of members present at the organizational meeting. The Chairperson and Vice-Chairperson shall serve a term of one year. The representative and alternate to the Florida Metropolitan Planning Organization Advisory Council shall serve a term of three years.

3. The Chairperson shall preside at all meetings and shall sign official documents of the CRTPA. In the event of the Chairperson's absence, or at the Chairperson's direction, the Vice-Chairperson shall assume the powers and duties of the Chairperson. In the absence of both a Chairperson and Vice-Chairperson at a regular or special Board meeting, a temporary Chair shall be elected by majority vote at said meeting to serve as Chairman of the meeting, for this meeting alone. The Chairperson shall:
 - a. Sign, on behalf of the CRTPA, resolutions, contracts, deeds, certifications, vouchers and all other instruments whether relating to real or personal property or otherwise;

- b. Appoint subcommittees as needed;
 - c. Approve or revise the final agenda presented by the Executive Director;
 - d. Accept agenda items from other CRTPA members with advice of the Executive Director to ensure that the addition is submitted on a timeline that allows them to be fully staffed and distributed with the regular agenda materials;
 - e. Draft the annual performance evaluation of the Executive Director, distribute it to CRTPA membership for comments, and develop the final evaluation for CRTPA approval;
 - f. Have authority to approve CRTPA expenditures of greater than \$5,000, but no greater than \$25,000;
 - g. Have authority to approve certain personnel actions, such as salary adjustments, disciplinary actions, and final approval of staff evaluations completed by the Executive Director;
 - h. Perform other duties as, from time to time, may be assigned by the Board.
4. If the chair is unable to serve the remainder of the chair's term, the vice-chair shall automatically become the chair and the CRTPA shall elect a new vice-chair. In the event of the permanent inability of the Chairperson or Vice-Chairperson of the CRTPA to serve, a new officer(s) will be elected from the membership at the next meeting.

D. Administration

The administration of the CRTPA shall be as set forth in Sections 6.01 through 6.05 of the Interlocal Agreement. The Chairperson shall serve as the principle administrative officer of the Board. The Executive Director shall serve as the principal administrator of the CRTPA's operations and staff and shall have responsibility for advising the Board regarding official CRTPA business and administration.

- 1. 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 not to exceed \$5,000;
 - b. Approve routine staff travel;
 - c. Hire, fire, assign duties to, and evaluate CRTPA staff, subject to review and concurrence of the Chairperson; and
 - 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.
2. The Executive Director, or designee, is responsible for the CRTPA meeting minutes and all notices and agendas for future meetings. The Executive Director shall also perform such other and additional duties as are necessary to carry out the objectives and functions of the CRTPA and the directives from the CRTPA membership.
 3. The CRTPA General Counsel shall be under a legal services contract, the term of which is not to exceed thirty-six (36) months and shall serve at the pleasure of the Board and shall perform such duties assigned by the Board, the Chairperson or the Executive Director.
 4. Executive Committee
 - a. The CRTPA shall establish an Executive Committee comprised of the Chair, Vice-Chair and immediate Past-Chair. The Executive Committee shall meet as directed by the Chair for any items not requiring board action. The Executive Committee shall meet at least ~~two~~ one weeks prior to a regularly scheduled CRTPA meeting for items that will require Board action at that Board meeting.
 - b. Should the CRTPA determine that the composition of the Executive Committee, as provided for in section a, above, does not adequately provide the level of representation that the CRTPA desires, the CRTPA may expand the Executive Committee to include additional members, as the CRTPA determines is appropriate. The addition of any other members will only be for the term of the present Executive Committee. Any additional members appointed shall have the appointment automatically terminated upon the election of new

officers for the CRTPA. The appointment of additional members shall be by simple majority as provided herein.

- c. ~~b.~~ The duties of the Executive Committee shall include:
- Advise and provide direction to the Executive Director on critical issues as they arise
 - An annual evaluation of the Executive Director
 - Review of the annual CRTPA Budget and Unified Planning Work Program (UPWP)
 - Development of annual legislative priorities in consultation with the designated MPOAC representative.
 - Review of legislative issues during session
 - Establishment of CRTPA personnel policies and procedures
 - Review of contracts
 - Emergency approval of time-sensitive items
- d. ~~c.~~ The Board shall have the authority to delegate additional duties to the Executive Committee.
- e. ~~d.~~ As needed, the above duties of the Executive Committee shall be provided to the full board

E. Meetings

1. Regular meetings of the CRTPA shall be held as needed in the Tallahassee City Commission Chambers or other locations designated by the Chairperson.
2. Meetings will be held on the third Tuesday of each month, with the exception of July and August and such other times as scheduled by the Chairperson. Meeting dates will be adjusted by the Chairperson to accommodate holidays or other conflicts.
3. Special meetings of the CRTPA may be called by the Chairperson, or in the absence of the chair, by the vice-chair. Special meetings may also be called on the initiative of four (4) or more voting members petitioning the chair.
4. There  must be majority representation to constitute a quorum for the transaction of business. A quorum is defined as 51% of the voting interest of the CRTPA. An affirmative vote shall consist of a majority vote of the total quorum present. A quorum must be present for any matters to be voted on at any duly called CRTPA meeting.
5. Agenda materials for the CRTPA meetings shall be distributed to Board

Members no later than seven days prior to the meeting, unless otherwise decided by the Chairperson. Supplemental materials shall be provided to the Board Members as soon as practicable.

6. Meetings will be open to the public. Citizen comments and suggestions are welcomed. Any group which requests in writing will be notified of CRTPA meetings. Members of the public are allowed to speak on any items not on the Agenda during the Public Comment period, with established time limits, and by providing a Speaker Card at the CRTPA meeting as set out in section F.

Members of the public are allowed to comment on items on the agenda at the appropriate time following the same established rules for time limits and providing speaker cards.

7. The CRTPA may choose to hold workshops from time to time. A quorum shall not be necessary for conducting a workshop; however, all workshops shall be noticed in the same manner as regular meetings of the CRTPA.
8. The most current edition of Roberts Rules of Order Revised is the adopted rule of meeting procedure. The Chairperson (or the Vice Chairperson when serving as Chairperson) shall preside at all meetings.
9. The General Counsel or his designee shall serve as the “parliamentarian. The CRTPA General Counsel shall advise the Chairperson and the Board at the direction of the Chairperson.
10. CRTPA meetings will be recorded and minutes will be prepared.
11. Where a Super-Majority Vote is required by the Interlocal Agreement or CRTPA Bylaws, such Super-Majority Vote shall be defined as two-thirds of the vote of the Board members in attendance and no less than 67 points, regardless of the number of members in attendance.
12. The Executive Director shall serve as the clerk of the CRTPA.
13. As necessary, subcommittees and the chair of subcommittees shall be designated by the chair to investigate and report on specific subject areas of interest to the CRTPA. A subcommittee shall consist of at least three members.

F. Citizen Participation at Board Meetings

1. Citizen comments will be accepted during the meeting during the public comment portion of an action item or the designated Citizen Comment

section of the meeting agenda.

2. Citizens may speak on issues related to the approved agenda or any issue for which the CRTPA has the statutory authority to act upon.
3. In order to maintain an orderly flow of public comment, citizens will be asked to complete a Request to Speak card. If the citizen is unable to complete the card, s/he will be assisted by the CRTPA staff.
4. Citizens will be allowed to speak for three minutes.
5. Large groups of citizens wishing to speak are encouraged to designate a spokesperson to represent their views.

G. Bylaw Amendments

The CRTPA Bylaws may be amended by a majority vote of the CRTPA. The CRTPA Board may adopt resolutions as necessary to implement, supplement or clarify the CRTPA Bylaws, but shall not substantively alter the policies or procedures contained in the Bylaws except upon a Super-Majority Vote. No less often than annually, the Board shall consider amendments to the Bylaws to incorporate prior resolutions issued by the Board, as appropriate.

H. Creation of Committees

The following committees have been created by the CRTPA, are ratified herein and shall serve as standing committees, with membership subject to appointment by the CRTPA Board:

1. The Technical Advisory Committee (TAC), which shall function as provided in Section 339.175(6)(d) and (8)(b), Florida Statutes, and as otherwise directed by the CRTPA Board. The TAC serves at the pleasure of the Board.
 - a. The TAC serves in an advisory capacity to the CRTPA on matters related to coordinating transportation planning and programming including, but not limited to, review of CRTPA related transportation studies, reports, plans and programs. The TAC shall assist the CRTPA by providing technical resources and recommendations as requested.
 - b. The membership of the TAC must include, whenever possible, planners; engineers; representatives of local aviation authorities, port authorities, and public transit authorities or representatives of aviation departments, seaport departments, and public transit departments of

municipal or county governments, as applicable; the school superintendent of each county within the jurisdiction of the CRTPA or the superintendent's designee; and other appropriate representatives of affected local governments.

- c. In addition to any other duties assigned to it by the CRTPA or by state or federal law, the TAC is responsible for considering safe access to schools in its review of transportation project priorities, long-range transportation plans, and transportation improvement programs, and shall advise the CRTPA on such matters.
 - d. In addition, the TAC shall coordinate its actions with local school boards and other local programs and organizations within the metropolitan area which participate in school safety activities, such as locally established community traffic safety teams. Local school boards must provide the CRTPA with information concerning future school sites and in the coordination of transportation service.
 - e. The TAC shall have additional advisory (non-voting) members as the CRTPA deems advisable.
 - f. Each member of the TAC is expected to demonstrate interest in the technical advisory committee's activities through attendance at the regularly scheduled meetings except for reasons of an unavoidable nature. A majority of the TAC may recommend the removal of any member who fails to attend, or arrange for an alternate to attend, three or more meetings in a one-year period. Such recommendations shall be forwarded to the appointing agency or governmental unit through the CRTPA Executive Director.
2. The Citizens Advisory Committee (known as the Citizens Multimodal Advisory Committee) (CMAC), which shall function as provided in Section 339.175(6)(e)1 and (8)(b), Florida Statutes, and as otherwise directed by the CRTPA Board. The CMAC serves at the pleasure of the Board. The membership on the CMAC must reflect a broad cross-section of local residents with an interest in the development of an efficient, safe, and cost-effective multimodal transportation system. Minorities, the elderly, and the handicapped must be adequately represented as well as representatives and users of various transportation modes.
- a. The community at large shall be represented in the transportation planning process by the CMAC. The CMAC serves in an advisory capacity to the CRTPA for the purpose of assisting in the formulation of the CRTPA's goals and objectives, seeking reaction to planning proposals and providing comment with respect to the concerns of

various segments of the population regarding their transportation needs.

- b. Notwithstanding the above provisions, the CRTPA may, with the approval of the department and the applicable federal governmental agency, adopt an alternative program or mechanism to ensure citizen involvement in the transportation planning process.

V. CRTPA General Policies

- A. The CRTPA agenda will be limited to required items only as determined by the Chairperson. Board Members are requested to coordinate with the Executive Director on those items that they wish to have considered, so that they can be adequately staffed prior to being heard by the Board.
- B. The Executive Director is directed to assist the Chairperson in scheduling important matters for Board consideration, where practicable, for at least one discussion meeting prior to scheduling the matter for Board action at a subsequent meeting. Notwithstanding the foregoing, unless otherwise provided by law, Board action shall not be delayed nor subject to challenge simply because it was acted upon at the same meeting at which it was first discussed by the Board. Workshops, retreats and delegated subcommittees of Board Members shall also be considered as methods of exchanging information and opinions on and focusing the analysis of important matters that may later come before the Board for action.

VI. CRTPA Specific Policies

- A. Any policy that affects planning efforts and not administration nor procedural policies of the CRTPA shall be adopted solely by resolution and not become part of these bylaws. Examples of this are resolutions that promote bicycle and pedestrian transportation, preservation of right-of-way, and consideration of the needs of the Transportation Disadvantaged in plan development. All resolutions will be kept in a separate section of each member's agenda book for reference purposes.
- B. A majority vote will be required by the CRTPA when amending, adding, or deleting projects from the Transportation Improvement Program (TIP), the Priority Project List, any Project Development and Environment Study, and any intersection improvement study requiring the approval of the CRTPA. Per Chapter 339.175(13) Florida Statutes, any amendment that affects projects in the first three years of the TIP must be approved on a recorded roll-call vote or hand-counted vote of a majority of the membership present.

VII. Modifications to the Long-Range Transportation Plan

- A. A request to amend the Long-Range Transportation Plan (LRTP) will be reviewed by the TAC to determine the technical applicability of the proposal for plan inclusion or removal and the CMAC recommendation, CRTPA Staff recommendation, and the recommendation of the TAC will be forwarded to the CRTPA Board.
- B. If the CRTPA Board determines that the proposed amendment should be considered, the CRTPA Board may initiate the established plan amendment process in compliance and consistent with procedures established in Chapter 339 Florida Statutes and all applicable federal code. Per Chapter 339.175, Florida Statutes, any amendment that affects projects in the first three years of the LRTP must be approved on a recorded roll-call vote or hand-counted vote of a majority of the membership present.
- C. In addition to the required public notification and public hearing of the plan amendment(s), efforts to communicate the plan amendment to the traditionally underserved (populations protected by Title VI of the Civil Rights Act of 1964) will be made and documented.

VIII. Funding of the CRTPA

- A. Each member government shall pay a proportional share of the operating costs of the CRTPA, over and above the amount annually provided by federal and state sources. Proportional costs are based on population. To the extent that funding allocated for CRTPA operations is exceeded by expenses, the balance shall be funded by the members, with the exception of the Leon County School Board, in proportion to their weighted vote without consideration of the weighted vote of the Leon County School Board. The Leon County School Board shall provide in-kind services in lieu of direct funding for CRTPA operations. Unless otherwise agreed by the parties hereto, any change in the weighted voting occurring during the CRTPA's fiscal year shall result in a proration of financial responsibility of the members.
- B. The CRTPA staff will perform only those services required by applicable Federal Code and State Statute. If tasks are requested by the CRTPA that are not part of the statutory duty of the CRTPA staff, additional funding will be provided by the member governments.
- C. An estimate of the amount will be made known in the annual Unified Planning Work Program, prior to July 1. Concurrent with the adoption of the Final Unified Planning Work Program the CRTPA will adopt its budget. The Unified Planning Work Program is the de facto budget of the CRTPA.
- D. Payment of funds by participating governments will be made to the CRTPA no later than December 31.

IX. Notices.

All notices, demands and correspondence required or provided for under this Agreement shall be in writing and delivered in person or dispatched by certified mail, postage prepaid, return receipt requested. Notice required to be given shall be as follows, addressed to the current incumbent:

City of Tallahassee

Mayor
300 South Adams Street
Tallahassee, FL 32301

City Attorney
300 South Adams Street
Tallahassee, FL 32301

Leon County Board of County Commissioners

Chairperson
301 S. Monroe Street, 5th Floor
Tallahassee, Florida 32301

County Attorney
301 S. Monroe Street, Suite 202
Tallahassee, Florida 32301

Gadsden County Board of Commissioners

Chairperson
9-B East Jefferson Street
Post Office Box 1799
Quincy, Florida 32353-1799

Jefferson County Board of County Commissioners

Chairperson
1 Courthouse Circle
Monticello, FL 32344

Wakulla County Board of County Commissioners

Chairperson
3093 Crawfordville Highway
Post Office Box 1263
Crawfordville, FL 32326

Gadsden County Municipalities

Mayor
City of Chattahoochee
P.O. Box 188
Chattahoochee, FL 32324

City Manager
City of Chattahoochee
P.O. Box 188
Chattahoochee, FL 32324

Mayor
Town of Greensboro
150 E 11th Street
Greensboro, FL 32330

Town Manager
Town of Greensboro
150 E 11th Street
Greensboro, FL 32330

Mayor
City of Gretna
Post Office Drawer 220
Gretna, Florida 32332

City Manager
City of Gretna
Post Office Drawer 220
Gretna, Florida 32332

Mayor
Town of Havana
P. O. Box 1068
Havana, FL 32333-1068

Town Manager
Town of Havana
P.O. Box 1068
Havana, FL 32333-1068

Mayor
City of Midway
50 M.L. King Blvd.
Midway, FL 32343

City Manager
City of Midway
50 M.L. King Blvd.
Midway, FL 32343

Mayor
City of Quincy
404 W. Jefferson Street
Quincy, Florida 32351-2328

City Manager
City of Quincy
404 W. Jefferson Street
Quincy, Florida 32351-2328

Leon County School Board
Chairperson
2757 W. Pensacola Street
Tallahassee, Florida 32304

Florida Department of Transportation
District III Secretary
1074 Highway 90
Chipley, Florida 32428

Capital Region Transportation Planning Agency
Executive Director
300 S. Adams Street, Mail Stop A-19
Tallahassee, FL 32301

General Counsel
300 S. Adams Street, Mail Stop A-19
Tallahassee, FL 32301

A party may unilaterally change its address or addressee by giving notice in writing to the other parties as provided in this section. Thereafter, notices, demands and other pertinent correspondence shall be addressed and transmitted to the new address and addressee.

March 19, 2019



AGENDA ITEM 7

FLORIDA DEPARTMENT OF TRANSPORTATION REPORT

TYPE OF ITEM: Information

A status report on the activities of the Florida Department of Transportation will be discussed.

March 19, 2019



AGENDA ITEM 8

EXECUTIVE DIRECTOR'S REPORT

TYPE OF ITEM: Information

A status report on the activities of the Capital Region Transportation Planning Agency (CRTPA) will be provided. **Attachment 1** provides an update on CRTPA projects



PROJECT STATUS REPORT MARCH 2019

PLANNING ROJECTS

Southwest Area Transportation Plan

- Met with the South Lake Bradford Road neighborhood association on February 14
- Draft Orange Avenue Recommendations Report completed (April CRTPA meeting).
- Final Orange Avenue Report May/June 2019
- Area-wide meeting in May 2019.
- Draft Springhill Road, North Lake Bradford Road and South Lake Bradford Road in June 2019.

Leon County Bicycle and Pedestrian Master Plan (BPMP)

- Data Collection – Completed
- Looking to add public input opportunities during local Bike Month events (March)
- Community Open House – April/May 2019
- Draft BPMP – June 2019

CRTPA 2045 Regional Mobility Plan (RMP)

- Consultant Selection - February 2019
- Contract Executed – April 2019
- Kick-off at CRTPA meeting – June 2019

Midtown Phase II

- Initiated in October 2018
- Project initiated in Public involvement phase of Midtown effort
- Extensive coordination with all efforts on-going in Midtown area
- Held local agency stakeholder meeting on February 25
- Kick-off at March 2019 CRTPA Meeting
- Projected Completion – March 2020

US 27 Assessment – Downtown Havana (US 27)

- Project initiated in December 2018
- Evaluating “road diet” opportunity in Havana along US 27 between 5th Avenue and 9th Avenue
- Coordination with the Town of Havana and FDOT

- Draft Report – March 2019
- Final Recommendations – Fall 2019

Jefferson County Trail

- Initiated in October 2018
- Determining location of potential linkage between Jefferson County Middle/High School and existing trail
- Project Completion – Fall 2019

Corridor Reviews

Pensacola Street (Capital Circle, SW to Appleyard Drive)

- Initiated in January 2018
- Operational Analysis to determine capacity constraints and opportunities.
- Presented at February 2019 CRTPA meeting
- Prepared for incorporation into 2045 LRTP

Tharpe Street (Capital Circle, NW to Ocala Road)

- Initiated in January 2018
- Operational Analysis to determine capacity constraints and opportunities.
- Presented at February 2019 CRTPA meeting
- Forwarded in Blueprint Intergovernmental Agency

South Adams Street (Orange Avenue to Bronough/Duval)

- Initiated in January 2019
- Operational Analysis to determine capacity constraints and opportunities.
- Completion – January 2020

Bannerman Road (N. Meridian to Thomasville Road)

- Initiated in December 2018
- Operational Analysis to determine capacity constraints and opportunities.
- Completion – August 2019

MAJOR CONSTRUCTION PROJECTS

Capital Circle, SW (Orange Avenue to Springhill Road)

- Widen to six lanes
- Construction Scheduled for FY 2022 (Deferred one year due to allocation adjustments - \$55M)

Capital Circle, SW (Springhill Road to Crawfordville Road)

- Widen to six lanes.
- Right of Way scheduled for FY 19 (\$4.75M) and FY 20 (\$3M)
- Construction scheduled for FY 24 (Deferred two years due to allocation adjustments - \$34M)

Crawfordville Road (East Ivan to SR 267)

- Widen to four lanes
- Right of Way acquisition scheduled for FY 19 (\$5.7M)
- Construction scheduled for FY 20 (\$37M)

Coastal Trail (Surf Road to Tower Road)

- Design - Completed
- No right of way needed
- Construction scheduled for FY 20 (\$6.3M)

Coastal Trail (Tower Road to Crawfordville Road)

- Design - Completed
- Right of way scheduled for FY 20 (\$1M)
- Construction scheduled for FY 22 (\$9.0M)

Coastal Trail (St. Marks Trail to Lighthouse Road)

- Design - Completed
- No right of way needed
- Construction in Draft Work Program for FY 24 (\$3.6M)



March 19, 2019

AGENDA ITEM 9 A

FUTURE MEETINGS

TYPE OF ITEM: Information

The Capital Region Transportation Planning Agency will meet on the following remaining dates, times and locations in 2019**:

Meeting Date	Meeting Type	Location
April 16	Retreat/Workshop Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:30 pm
May 21	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:30 pm
June 17*	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:30 pm
September 17	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:30 pm
October 14*	Retreat/Workshop	TBA 9:00 AM-1:00 PM
November 19	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:30 pm
December 17	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:30 pm

* Indicates Monday Meeting



March 19, 2019

AGENDA ITEM 10

ITEMS FROM MEMBERS