This memo is in response to your request for the design and implementation of a procedure that can minimize citizen opposition to transportation projects within the City of Tallahassee and more specifically the Tharpe Street widening project. This project will involve the taking of right-of-ways in order to widen the road. Homeowners and business owners will be compensated for the taking of their property, but as has been the case with countless other such projects, the main issue may not be money. Some of the most contentious problems can be the intangible ones like quality of life issues. These can include the loss of green space, safety, and the preservation of neighborhood character.

As you know, transportation projects no matter how small can and usually become very controversial. Residents and business interests in the affected areas are usually very suspicious of the City’s motives. This suspicion if not dealt with as early as possible in the process can spiral out of control and can lead to expensive litigation. The history of the City is filled with these horror stories of transportation projects litigated to the bitter and expensive end.

The process outlined in this memo would involve citizens in the affected areas in the design phase of the project. This could be done with a Citizen Advisory Committee made up of representatives from the affected areas. The CAC would provide input to the City and its consultants on specific design items related to the project.

Enclosed you will find an outline the proposed process. It includes the purpose, structure, time frame, and anticipated outcomes of the process.
Process Design

Purpose:

- To develop a process to involve stakeholders in the Tharpe Street widening project
- To minimize the possibility of litigation associated with transportation projects by building support for the project
- To gain consensus for the final design recommendations

Stakeholders:

A number of parties need to be involved in this process. They include:

- Residents and business interests in the affected areas
- City of Tallahassee (Planning Dept., Public Works, and consultants)

Process:

The process should last approximately four months. Three facilitated workshops would be scheduled. The facilitator could be chosen from either the Florida Conflict Resolution Consortium or the Dept. of Community Affairs. The facilitator would have to be paid by the City of Tallahassee. Following is a time line of the events to take place:

- Month 1: Announcement and selection Citizen of Advisory Committee
  - City Commission announces formulation of Advisory Committee through media and internet outlets
  - CAC applications sent to stakeholders
  - City Commission selects nine member CAC from completed applications
- Month 2: First Meeting of CAC
  - Organization: role of CAC and City defined by the facilitator
  - Decision-making and conflict resolution hierarchy outlined
  - Consultant presents initial design of Tharpe Street widening project
CAC outlines issues and develops priorities
Matrix developed of specific design elements and CAC’s priorities
City staff records and prepares minutes of workshop
Notes from 1st meeting made available on the City’s website and on demand at City Hall

• Month 3: Second Meeting of CAC
  City staff provides notes from previous meeting
  Consultant provides revised design per CAC priorities
  Facilitator attempts to get consensus on the revised design
  CAC reaches consensus

• Month 4: Third Meeting of CAC
  Final design document presented to CAC by the Consultant
  Facilitator asks that all CAC members sign final document

• Month 4: City Commission Meeting:
  City Commission accepts/rejects CAC recommendations
  Press release announcing acceptance/rejection of CAC recommendations
Meeting 1 Agenda

9:00 a.m.   Continental Breakfast

9:30 a.m.   Start of Meeting
            Introductions and Welcome by Facilitator

9:45 a.m.   Facilitator defines his role, the CAC’s role, and that of the City
            Facilitator explains how decisions will be made and how conflicts will be
            resolved

10:00 a.m.  Facilitator asks CAC to list its design issues and priorities

11:00 a.m.  Break

11:15 a.m.  Consultant presents first draft of design elements for CAC’s consideration

12:00 p.m.  Lunch

12:30 p.m.  Rank design priorities

1:30 p.m.   Develop a design element analysis matrix

3:30 p.m.   Set time and agenda for Meeting 2

4:00 p.m.   Meeting adjourned