Technical Coordinating Committee
Agenda Book

10:00 am
Wednesday, February 5, 2020

North Florida TPO Board Room
980 North Jefferson St.
Jacksonville, FL 32209
Call to Order
Introductions
Public Comment

Agenda

A. December 4, 2019 Minutes
These minutes are ready to review and approve.

B. FDOT Requests Amending the FY 2019/20 – FY 2023/24 Transportation Improvement Program (TIP)
A copy of the request is included in Section B, which includes the following projects:

Duval County
- 428489-1 – US 1 (SR 5) @ Prudential Drive Bridge No. 720087 Bridge – Painting
- 447067-1 – JAXPORT International Cargo Terminal Modernization Seaport Capacity Project

Clay County
- 446154-1 – US 17 from Ball Road to Black Creek Trail Bike Path/Trail

C. Amendment of the Unified Planning Work Program (UPWP) for FY 2018/19 through FY 2019/20
A summary of the amendment is included in Section C.

D. DRAFT 2020 List of Priority Projects (LOPP)
A complete draft will be provided at the meeting and approval will be requested at the March meeting.
E. Requested Studies for FY 2020/21 Unified Planning Work Program (UPWP)

Denise Bunnewith will discuss the list of requested studies, which will be provided at the meeting.

F. FDOT Complete Streets Policy

Mari Schwabacher of FDOT will present their Complete Streets Policy.

G. Strategic Intermodal System (SIS) Update

Autumn Martinage of FDOT will present an update on the Strategic Intermodal System (SIS).

H. Smart North Florida Update

I. Old Business

• December 12, 2019 North Florida TPO Meeting Report

J. New Business

• North Florida TPO Certification 2020

K. Public Comment

L. Adjournment

The next meeting will be March 4, 2020.

NOTICE
In accordance with Section 286.01105, Florida Statutes, any person wishing to appeal a decision reached at this meeting will need a record of the proceedings. He may need to ensure that a verbatim record of the proceedings be made, which record would include the testimony and evidence upon which the appeal is to be made.

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact Marc Larson at 904-306-7513 at least seven days prior to the meeting.
Agenda Item A.
Minutes of December 4, 2019 Meeting

Action Item
TECHNICAL COORDINATING COMMITTEE
MEETING SUMMARY

Wednesday, December 4, 2019 – 10 a.m.
980 North Jefferson Street
Jacksonville, FL 32209

MEMBERS PRESENT:
Bill Killingsworth, COJ Planning and Development Dept., CHAIRMAN
Robert Companion, Nassau County
Mike Daniels, City of Green Cove Springs Planning Dept.
Daniel Eisman, Clay County Engineering Dept.
Reuben Franklin, City of St. Augustine
Chris LeDew, COJ Public Works Dept.
Ed Lehman, Clay County Planning Dept.
Autumn Martinage, Florida Dept. of Transportation
Colin Moore, City of Neptune Beach
Phong Nguyen, St. Johns County Planning Dept.
Kailey Saver, Nassau County Planning Dept. (for Taco Pope)
Suraya Teeple, JTA

MEMBERS ABSENT:
Jerry Box, CareerSource
Rodney Cooper, St. Johns County
Shane Corbin, City of Atlantic Beach
Scott Hanna, Ocean Highway & Port Authority – Nassau County
Scott Kornegay, City of Keystone Heights
Sean Lynch, Mayor, Town of Baldwin
Bill Mann, Jacksonville Beach Planning Dept.
Tom Morris, Clay County Utility Authority
Elizabeth Payne, Northeast Florida Regional Council
James Richardson, Jacksonville Environmental Protection Board
Carol Saviak, St. Johns County/St. Augustine Airport
Matt Schellhorn, U.S. Navy
Ashley Shorter, Jacksonville Airport Authority
Dale Smith, Clay County Public Works
Steve Smith, Town of Orange Park
Bryan Spell, JEA
William Tredik, City of St. Augustine Beach
Brad Underhill, Nassau County Schools Transportation, VICE CHAIRMAN
OTHERS PRESENT:
April Bacchus, ETM
Wiley Page, Atkins
Nelson Anderson, Clay BCC
Soliman Salem, COJ
Laurie Santana, COJ
David Kaufman, Haskell
Mark Manwell, ETM
Terry Shaw, HNTB
Eron Thompson, JTA
Jason Sparks, St. Johns County Public Works Dept.

TPO STAFF PRESENT:
Jeff Sheffield, Executive Director
Denise Bunnewith, Planning Director
Wanda Forrest, Transportation Planning Manager
Marci Larson, Public Affairs Manager
Milton Locklear, Transportation Modeling Specialist
Jennifer Lott, Executive Assistant

CALL TO ORDER

Chairman Killingsworth welcomed everyone and called the Technical Coordinating Committee meeting to order at 10:06 a.m. Introductions were made around the room.

PUBLIC COMMENT

None at this time.

►A. APPROVE THE NOVEMBER 6, 2019 MEETING MINUTES

Chairman Killingsworth asked for review and approval of the November Technical Coordinating Committee meeting minutes.

Autumn Martinage moved to approve the November 6, 2019 meeting minutes; Phong Nguyen seconded; motion unanimously carried.

►B. ELECTING OFFICERS

Chairman Killingsworth stated that according to the Technical Coordinating Committee (TCC) bylaws, the Committee will elect a Chairman and a Vice Chairman at the last meeting of each year. This year the Chairman should be from Nassau County and the Vice Chairman from St. Johns County.
Chairman Killingsworth opened the floor for nominations for Chairman. Kailey Saver nominated Robert Companion, who accepted the nomination. The Chair asked for any other nominations. Seeing none, Kailey Saver moved to close the nominations for Chairman; seconded by Ed Lehman; motion unanimously carried. Robert Companion will be the 2020 TCC Chairman.

Chairman Killingsworth opened the floor for nominations for Vice Chairman. Autumn Martinage nominated Reuben Franklin, who accepted the nomination. The Chair asked for any other nominations. Seeing none, Autumn Martinage moved to close the nominations for Vice Chairman; seconded by Phong Nguyen; motion unanimously carried. Reuben Franklin will be the 2020 TCC Vice Chairman.

C. FDOT REQUESTS AMENDING THE FY 2019/20 – FY 2023/24 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Autumn Martinage presented the amendment to the Transportation Improvement Program for FY 2019/20 through FY 2023/24.

Duval County

- 438084-1 – US 1/US 17/ SR 211/ CR 211 (Talleyrand Avenue) ITS Surveillance System
- 427256-2 – Duval County Fed Sect 5311 Rural Express Service Operating Assistance

Ms. Martinage asked for questions. There were no questions at this time.

Ed Lehman moved to approve the FDOT’s request to amend the Transportation Improvement Program (TIP) for FY 2019/20 through FY 2023/24; Robert Companion seconded; motion unanimously carried.

D. FDOT TENTATIVE WORK PROGRAM FOR FY 2020/21 – FY 2024/25


Ms. Martinage asked for questions.

- Phong Nguyen commented that on SR 313 the project map is incorrect. Mr. Nguyen also commented that on I-95 from International Golf Parkway to the First Coast Expressway the project description is incorrect.

- Chris LeDew wanted to know if I-10 and to I-95 to the south of the river will be under construction at the same time.
Ms. Martinage responded that the I-95 project is scheduled for completion in 2022 and the I-10 project is scheduled for completion in 2023. For a brief period they will overlap.

► E. SMART NORTH FLORIDA UPDATE

Jeff Shefield gave an update on the following initiative within the Smart North Florida realm.

- A Tech and Beer Event is scheduled at 5:30 p.m. December 12 at Champion Brands. We will be kicking off a four-week IDEA fest that will focus on the six areas that will generate use cases within our community. From that we will develop a polling system that will derive the top three or four that will become the 2020 quarterly challenges.

► F. OLD BUSINESS

► G. NEW BUSINESS

- Denise Bunnewith reminded everyone to start thinking about projects they want on the List of Priority Projects and the Unified Planning Work Program for their respective counties.

- Marci Larson asked the group to review and comment on the Public Involvement Plan, which will be on February’s agenda.

► H. PUBLIC COMMENT

None at this time.

► I. ADJOURNMENT

There being no further business, the meeting was adjourned at 10:33 a.m. The next TCC meeting will be February 5, 2020.
Agenda Item B.

FDOT Requests Amending the FY 2019/20 –
FY 2023/24 Transportation Improvement
Program (TIP)

Action Item
January 29, 2020

Ms. Wanda Forrest
Transportation Planning Manager
North Florida TPO
980 North Jefferson Street
Jacksonville, FL 32209

Re: FDOT Request: Amendments to the North Florida TPO Transportation Improvement Program (TIP) FY 2019/20 – 2023/24

Dear Wanda:

The Florida Department of Transportation (FDOT) requests an amendment to the Transportation Improvement Program (TIP) for FY 2019/20 – 2023/2024. Please add the following TIP Amendment request for action by the TCC, CAC and TPO Board at their October meetings.

DUVAL COUNTY

428489-1  US1 (SR5) @ Prudential Drive Bridge No. 720087
Bridge – Painting

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447067-1  JAXPORT International Cargo Terminal Modernization
Seaport Capacity Project

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CLAY COUNTY

446154-1  US 17 from Ball Road to Black Creek Trail
Bike Path/Trail

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<th>Fund</th>
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<th>FY 2020</th>
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<tr>
<td>SA</td>
<td>PE</td>
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www.fdot.gov
Approval of this TIP Amendment will not affect the funding or advancement of other projects in the FY 2019/20 – 2023/24 TIP.

Please contact me if you have any questions or need additional information for these requests.

Sincerely,

[Signature]

Autumn L. Martinage
North Florida TPO Liaison
FDOT District Two
Agenda Item C.
Amendment of the Unified Planning Work Program (UPWP) for FY 2018/19 through FY 2019/20

Action Item
RESOLUTION No. 2020-1

AMENDING THE UNIFIED PLANNING WORK PROGRAM FOR
FISCAL YEARS 2018/19 THROUGH 2019/20

WHEREAS, the North Florida Transportation Planning Organization is the designated and constituted body responsible for the urban transportation planning and programming process for the Jacksonville and St. Augustine Urbanized Areas; and

WHEREAS, the North Florida Transportation Planning Organization has in accordance with 23 CFR Section 450.108 (c) and Section 339.175(9)(a)(2), Florida Statutes, developed a Unified Planning Work Program for Fiscal Years 2018/19 through 2019/20;

WHEREAS, Task 5.36—SMART St. Augustine/IDE Integration must be postponed until Fiscal Year 2020/21 funding will be re-programmed for new Task 5.37—North Florida TPO Project Inventory System;

NOW, THEREFORE, BE IT RESOLVED that the North Florida Transportation Planning Organization approves and endorses this amendment of the Unified Planning Work Program for Fiscal Years 2018/19 through 2019/20.

Adopted by the North Florida Transportation Planning Organization in regular meeting assembled in the City of Jacksonville the 13th day of February 2020.

Attest:

___________________________________________
The Honorable James Johns, Chairman

___________________________________________
Jeff Sheffield, Executive Director
MEMORANDUM

To: North Florida TPO Board and Committees
From: Denise Bunnewith, Planning Director
Subject: Unified Planning Work Program Amendment
Date: January 30, 2020

Staff is requesting amendment of the Unified Work Program for Fiscal Years 2018/19 through 2019/20. Task 5.36—SMART St. Augustine/IDE Integration will be postponed until Fiscal Year 2020/21. The City of St. Augustine has applied for a grant that will assist this effort. If successful, these funds will not be available until the new fiscal year. Funding for this task in FY 2019/20 will be re-programmed for new Task 5.37—North Florida TPO Project Inventory System. This task will update the interactive map developed for the 2040 Long Range Transportation Plan for the 2045 LRTP, collect shapefiles, reports, brochures and other materials for UPWP studies undertaken in the last five years and link them to the map. Data will be stored in the Integrated Data Exchange. The map will be accessible from the North Florida TPO website www.northfloridatpo.com.
Task 5.36—SMART St. Augustine/IDE Integration

Responsible Agency
North Florida Transportation Planning Organization

Purpose
This effort will make the Nation's Oldest City the Nation's premier Smart City.

Previous Work
In the previous fiscal year a new and innovative parking and mobility payment system was introduced in the City.

Required Tasks

- Configure real-time access to the IDE
- Connect multiple mobility, parking and digital services to permit data inoperability and allow interagency access
- Provide access to advanced mobility, parking and payment analytics
- Develop and deploy St. Augustine "Smart City" mobile app for residents and visitors with:
  - Available parking
  - Citizen notifications
  - Chamber of Commerce information
  - Payments
  - Calendar of Events
  - Points of interest map

Delayed: Will be included in FY 20/21
Funding reprogrammed for Task 5.37

End Product Completion Date

- Integration and interoperability March 2020
- App June 30, 2020
Task 5.36—SMART St. Augustine/IDE Integration Estimated Budget Detail

Responsible Agency
North Florida Transportation Planning Organization

**FISCAL YEAR 2019/20**

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<tr>
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</table>
Task 5.37—North Florida TPO Project Inventory System
Responsible Agency
North Florida Transportation Planning Organization

Purpose
Develop a web-based map interface to access and retrieve all shapefiles and documents from the past five-years. The map will allow the user to filter regional projects and select areas of interest to view and download project information.

Previous Work
The interface will be built upon the 2040 Long Range Transportation Plan Interactive Tool.

Required Activities
- Update 2040 Long Range Transportation Plan (LRTP) Interactive Tool for 2045 LRTP
- Collect shapefiles, reports, brochures and any other relevant information from the past 5-years of Unfired Planning Work Program work task
- Add metadata and geometry information in the Integrated Data Exchange (IDE)
- Store project information in the IDE
- Display information in graphical interface with required filters and allow user download of selected information
- Present draft product and documentation to stakeholders/Technical Coordinating Committee
- Present draft product to Citizens Advisory Committee and at a Public Meeting

End Product
- Web-based map interface with documentation

Completion Date
June 2020
**Task 5.37—North Florida TPO Project Inventory System**

**Responsible Agency**

North Florida Transportation Planning Organization

**FISCAL YEAR 2019/20**

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Agenda Item I.

Old Business
  - December 12, 2019 North Florida TPO Meeting Report
North Florida TPO Meeting Report

Meeting Agenda
Thursday, December 12, 2019
10 a.m.

Call to Order
Invocation
Pledge of Allegiance
Introductions
Public Comment

Consent Agenda

1. North Florida TPO Minutes of November 14, 2019

   These minutes are ready for review and approval.

UNANIMOUSLY APPROVED

Agenda

A. Electing Officers

   According to the TPO Bylaws, officers shall be elected at the December meeting by
   majority vote of the voting members present, and their terms become effective at the
   first meeting of the new calendar year.

UNANIMOUSLY APPROVED

B. Finance Committee Report

   October Monthly Financial Statement

ACTION ITEM

C. FDOT Requests Amending the FY 2019/20 – FY 2023/24 Transportation Improvement Program

   A copy of the request is included in Section C, which includes the following projects:

   Duval County
   - 438084-1 – US 1/US 17/ SR 211/ CR 211 (Talleyrand Avenue)
     ITS Surveillance System
   - 427256-2 – Duval County Fed Sect 5311 Rural Express Service Operating Assistance

   TCC and CAC Approved
D. **FDOT Tentative Work Program for FY 2020/21 – FY 2024/25**  
Autumn Martinage of FDOT will highlight the major projects within the Work Program.

E. **Northeast Florida Coordinated Mobility Plan Update**  
Liz Peak (Regional Mobility Group) and April Bacchus (ETM) will present an update on the Northeast Florida Coordinated Mobility Plan.

F. **Smart North Florida Update**

G. **Executive Director’s Report**

H. **Secretary of Transportation’s Report**

I. **Authority Reports**

J. **Old Business**

K. **New Business**
   - List of Priority Projects (LOPP)
   - Unified Planning Work Program (UPWP)

L. **Public Comment**

M. **Adjourn**
   Information
   - Status Report of FDOT Projects in the North Florida TPO area

**The next meeting will be February 13, 2020.**

**NOTICE**

In accordance with Section 286.01105, *Florida Statutes*, any person wishing to appeal a decision reached at this meeting will need a record of the proceedings. He may need to ensure that a verbatim record of the proceedings be made, which record would include the testimony and evidence upon which the appeal is to be made.

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Agenda Item J.

New Business
- North Florida TPO Certification 2020
Commissioner Danny Leeper  
2645 Pirates Bay Drive  
Fernandina Beach, FL 32034

Dear Commissioner Leeper:

Federal law requires the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) to jointly certify each Transportation Management Area’s (TMA) planning process at least every four years. TMAs are urbanized areas with 200,000 or more in population. Plans are underway to schedule and conduct a site visit for the TMA Certification Review for the Jacksonville Transportation Management Area, more commonly known as the North Florida Transportation Planning Organization (TPO).

As agreed upon through recent conversations with staff from the MPO, the Florida Department of Transportation (FDOT) and members of the Federal Review Team, the site visit portion of the FHWA/FTA Certification Review will be conducted on May 5, 2020. Please note that this site visit may be reduced in length once the desk audit and review portion of the certification has been completed. This site review will include meetings with MPO staff, MPO Board members, and transportation partners of the North Florida TPO, as well as an opportunity for the public to provide comments on the transportation planning process. In general, the upcoming review will further focus on the TMA’s various approaches, activities, and issues associated with conducting the “3-C” (coordinated, continuing and comprehensive) metropolitan transportation planning process. As part of the TMA Certification Review, the site visit will also consist of a follow-up of any “corrective actions” and/or “recommendations” from prior certification reviews.

In addition to assessing the MPO’s current level of effort in addressing statutory and regulatory requirements, the review is intended to offer input and examples from other States and MPOs in improving the overall quality of the area’s metropolitan transportation planning process. Three primary activities will comprise the site visit: (a) staff-level discussions with representatives from the MPO, FDOT, and other planning agencies within the TMA; (b) discussions with local elected and/or appointed officials; and (c) discussions with the general public. To maximize participation by local elected officials and the general public, we will rely upon the MPO planning staff in defining the specific mechanisms for providing comment opportunities. This should be done in a manner consistent with the MPO’s adopted public participation process, as well as our statewide public involvement guidelines for certification reviews.

At the conclusion of the upcoming site visit, an informal closeout session will be held with the North Florida TPO and planning partners to discuss preliminary review findings. A TMA Certification Review Report that summarizes the site visit, provides specific review findings, and issues the FHWA/FTA certification action, will be prepared after the site visit. Subsequently, a
formal presentation of the review findings will be made by our office at the next North Florida TPO Board Meeting following the transmittal of the TMA Certification Review Report (to the extent practicable).

Over the next several weeks, our office will be coordinating with staff to finalize the site visit agenda. If you have any questions regarding the upcoming certification review, please do not hesitate to contact Ms. Teresa Parker at (407) 867-6415 or email Teresa.parker@dot.gov

Sincerely,

[Signature]

FOR: James Christian, P.E.
Division Administrator

cc: Mr. Jeff Sheffield, North Florida TPO
Ms. Denise Bunnewith, North Florida TPO
Ms. Teresa Parker, FHWA
Mr. Luis Lopez, FHWA
Mr. Carey Shepherd, FHWA
Ms. Karen Brunelle, FHWA
Ms. Cathy Kendall, FHWA
Ms. Brittany Lavender, FTA, Region 4
Ms. Karen Taulbee, FDOT, District 2
Ms. Autumn Martinage, FDOT, District 2
Mr. Mark Reichert, FDOT
Ms. Erika Thompson, FDOT
Mr. Carl Mikyska, MPOAC