



Technical Advisory Committee
Agenda Book

10:00 am
Wednesday, October 4, 2023

North Florida TPO Board Room
980 North Jefferson Street
Jacksonville, FL 32209



**Technical Advisory Committee
Meeting Agenda
Wednesday, October 4, 2023
10 a.m.**

**Call to Order
Introductions
Public Comment**

Agenda

A. August 2, 2023 Minutes

ACTION ITEM

These minutes are ready to review and approve.

B. Amendment of the TAC Bylaws

ACTION ITEM

Amendment of the TAC Bylaws to include the St. Johns River Water Management District as a member.

C. FDOT Requests Amending the FY 2023/24 – FY 2027/28 Transportation Improvement Program (TIP)

ACTION ITEM

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

- **209443-5** – SR 129 (US 17) McDuff Ave. at SR 228 (Post St.)
RR Crossing #621216V – Rail Safety Project – Duval County
- **209443-6** – SR 228 (Post St.) at SR 129 (US 17) McDuff Ave.
RR Crossing #621215N – Rail Safety Project – Duval County
- **433112-5** – SR 139 (US 23) Kings Rd. at Union St., Brady St., and Whitner St.
Pedestrian Safety Improvement – Duval County
- **443614-2** – JTA – St. Johns Ferry Expanded Service Hours – Transit Service
Demonstration – Duval County
- **428801-2** – SR 16 at RR Crossing #271844H in St. Augustine; RRMP: 34.93
Railroad Crossing – St. Johns County
- **429931-2** – SR A-1-A (Costal Hwy.) from South of Beachcomber Way to Sand
Castle Lane - Bike Path/Trail – St. Johns County
- **428271-2** – SR 5A from Bridge of Lions to Charlotte Street
Drainage Improvements – St. Johns County

Projects with Description Changes

- **422938-8** – SR 23 (First Coast Expressway) from East of CR 2209 to East of
CR 16A – New Road Construction – St. Johns County

Previous Project Description – First Coast Expressway (SR 23) from I-95 (SR 9) to East of CR 16A Spur

D. DRAFT Boundary and Apportionment Plan

**ACTION
REQUESTED**

Clark Letter will present the updated draft Boundary and Apportionment Plan.

E. Bicycle and Pedestrian Master Plan Update

Information
Only

Rebecca Dennis of Atkins will give an update on the Bicycle and Pedestrian Master Plan.

F. Smart North Florida

G. Old Business

- September 14, 2023 North Florida TPO Meeting Report

H. New Business

- Long Range Transportation Plan (LRTP) Update

I. Public Comment

J. Adjournment

The next meeting will be November 1, 2023.

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 Marci Larson at 904-306-7513 at least seven days prior to the meeting.

Agenda Item A.

Minutes of August 2, 2023 Meeting

Action Item



TECHNICAL ADVISORY COMMITTEE
MEETING SUMMARY

Wednesday, August 2, 2023 - 10 a.m.

MEMBERS PRESENT:

Bill Killingsworth, COJ Planning and Development Dept., **CHAIRMAN**
Elizabeth Backe, Nassau County Planning Dept.
Noel Comeaux, Northeast Florida Regional Council (for Elizabeth Payne)
Rodney Cooper, St. Johns County Public Works Dept.
Mike Daniels, City of Green Cove Springs Planning Dept.
Dick D'Souza, St. Johns County Planning Dept.
Reuben Franklin, City of St. Augustine
Victoria Kutney, Florida Department of Transportation
Chris LeDew, COJ Public Works Dept.
Dave McKee, JEA
Colin Moore, City of Neptune Beach
Jeremy Norsworthy, JTA
Sean Rush, CareerSource
Lynn Rutkowski, City of Keystone Heights
Lauren Scott, JAA
Dodie Selig, Clay County Planning Dept. (for Ed Lehman)
Richard Smith, Clay County Engineering & Public Works Dept.
Steve Smith, Town of Orange Park
Jason Sparks, City of St. Augustine Beach

MEMBERS ABSENT:

Taylor Abernathy, Clay County Engineering Dept.
Amanda Askew, City of Atlantic Beach
Robert Companion, Nassau County Planning Dept., **VICE CHAIR**
Kevin Harvey, St. Johns County/St. Augustine Airport
Heather Ireland, Jacksonville Beach Planning Dept.
Sean Lynch, Mayor - Town of Baldwin
Mark McManus, U.S. Navy
Justin Ryan, JAXPORT
Justin Taylor, Nassau County Ocean Hwy. & Port Authority

OTHERS PRESENT:

Laurie Santana, CoJ Planning and Development Dept.
Terry Shaw, Kimley-Horn
Achaia Brown, FDOT
Wiley Page, Atkins
Clint Lynch, St. Johns County

Garreth Cox, City of Keystone Heights
Phil Shad, Atkins
Ashley Shorter, JAA
April Bacchus, ETM
Clayton Levins, SNF
Victoria Kutney, FDOT

TPO STAFF PRESENT:

Jeff Sheffield, Executive Director
Marci Larson, Public Affairs Manager
Milton Locklear, Transportation Planner/Modeling Specialist
Jennifer Lott, Executive Assistant

CALL TO ORDER

Chairman Killingsworth welcomed everyone and called the Technical Advisory Committee meeting to order at 10:07 a.m. Introductions were made around the room.

PUBLIC COMMENT

None at this time.

► **A. APPROVE THE JUNE 7, 2023 MEETING MINUTES**

Chairman Killingsworth asked that the June Technical Advisory Committee meeting minutes be approved.

Reuban Franklin moved to approve the June 7, 2023 meeting minutes; Rodney Cooper seconded; motion unanimously carried.

► **B. FDOT REQUESTS AMENDING THE FY 2022/23 – FY 2026/27 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

Victoria Kutney presented the following amendments to the Transportation Improvement Program for FY 2022/23 through FY 2026/27.

The following deletions/additions have been made to the amendment.

- Projects #452553-1 and #446049-1 have been deleted.
- **Project #446049-1** – I-95 (SR 9) from Airport Road to Owens Road – Resurfacing – Duval County has been added.

- **208200-5** – SR 16 from SR 21 to SR 15 (US 17) – Resurfacing – Clay County
- **452163-1** – Clay County Flood Sensors – PD&E/Emo-Study – Clay County
- **451148-1** – 5310 Capital – Jacksonville UZA – Basca – Capital for Fixed Route Clay County

- **452553-1** – 5310 Capital – Jacksonville UZA – JTA – Clay County – Capital for Fixed Route – Clay County
- **209448-6** – SR 228 (Normandy Blvd.) from Normandy Village Parkway to SR 103 (Lane Avenue) Resurfacing – Duval County
- **209542-2** – SR A1A from SR 116 (Wonderwood) to Coast Guard Station Road Reconstruction 2-Lane – Duval County
- **209568-2** – SR 10 (US 90) Beaver Street at SR 23 (FCE) Intersection Truck Parking and EV Hub – Parking Facility – Duval County
- **452163-4** – Duval County Flood Sensors – PD&E/Emo Study – Duval County
- **451149-1** – 5310 Capital – Jacksonville UZA – Beaches Council on Aging Inc. Capital for Fixed Route – Duval County
- **451150-1** – 5310 Capital – Jacksonville UZA – JTA – Capital for Fixed Route Duval County
- **210679-2** – SR A1A (Atlantic Avenue) from Center Street to South Fletcher Resurfacing – Nassau County
- **210711-5** – SR A1A (SR 200) from O’Neil Scott Road to Amelia River Resurfacing – Nassau County
- **452163-3** – Nassau County Flood Sensors – PD&E/Emo Study – Nassau County
- **210221-6** – SR 16 from SR 13 to CR 16A – Resurfacing – St. Johns County
- **430897-4** – SR A1A (Avenida Menendez) from Charlotte Street to W. End of Bridge of Lions – Intersection Improvement – St. Johns County
- **452163-2** – St. Johns County Flood Sensors – PD&E/Emo Study St. Johns County
- **445430-1** – SR 10 from Kernan Overpass to Mayport Road – Resurfacing Duval County
- **446049-1** – I-95 (SR 9) from Airport Road to Owens Road – Resurfacing Duval County

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

Reuban Franklin moved to approve the FDOT’s request to amend the FY 2022/23 through FY 2026/27 Transportation Improvement Program (TIP); Dick D’Souza seconded; motion unanimously carried.

C. ANNUAL MOBILITY REPORT

Terry Shaw of Kimley-Horn gave a brief update on the Annual Mobility Report.

Mr. Shaw asked for questions. There were no questions at this time.

D. URBAN BOUNDARY UPDATE

Jeff Sheffield gave a brief update on the urban boundary update.

Mr. Sheffield asked for questions. There were no questions at this time.

E. SMART NORTH FLORIDA UPDATE

Clayton Levins gave the following update.

- The City of St. Augustine has entered into a partnership with Modi. Modi is a web-based application that will create a digital twin of the city's parking assets and their availability. It will show real-time occupancy in the parking garage and the availability of on-street parking. The City has also launched the Star Circulator that will serve the downtown area. Those bus stops are reflected on the application. In the coming months, geo tags will show you the bus location.
- Reuben Franklin commented that it has been a great partnership with Modi. They did all the data collection and presented us with a digital asset that we could utilize. We have seen the hospitality industry utilize the link to Modi for visitors to our city.
- Jason Sparks asked if Mr. Levins has seen the digital twin applied in any other infrastructure.

Mr. Levins responded absolutely. It would not necessarily be this platform, but there are other digital twin solutions out there that deal with asset management, storm water drainage, etc.

F. OLD BUSINESS

G. NEW BUSINESS

H. PUBLIC COMMENT

None at this time.

I. ADJOURNMENT

There being no further business, the meeting was adjourned at 10:46 a.m. The next TAC meeting will be September 6, 2023.

Agenda Item C.

**FDOT Requests Amending the FY 2023/24 –
FY 2027/28 Transportation Improvement
Program (TIP)**

Action Item



Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.
SECRETARY

September 25, 2023

Elizabeth DeJesus
Transportation Planning Manager
North Florida TPO
980 North Jefferson Street
Jacksonville, FL 32209

Re: FDOT Amendment request for the North Florida TPO Transportation Improvement Program (TIP) for FY 2023/24 – FY 2027/28

Dear Elizabeth:

The Florida Department of Transportation (FDOT) requests Board approval for an amendment to the Transportation Improvement Program (TIP) for FY 2023/24 through FY 2027/28. Please add the following TIP Amendment requests for action by the TPO Board at their October meeting.

Please include the amounts listed for the total project in the TIP amendment report.

The following are new individual projects added to the current STIP:

209443-5 SR129 (US17) McDuff Ave At SR228 (Post St.) RR Crossing #621216V

Rail Safety Project- Duval County

NON-SIS

<u>Fund</u>	<u>Phase</u>	<u>FY 2024</u>
ACSA	CST	\$1,001
RRH	RRU	\$450,000

209443-6 SR228 (Post St.) At SR129 (US17) McDuff Ave RR Crossing #621215N

Rail Safety Project- Duval County

NON-SIS

<u>Fund</u>	<u>Phase</u>	<u>FY 2024</u>
RRH	RRU	\$450,000

**433112-5 SR 139 (US 23) Kings Rd. At Union St., Brady St., and Whitner St.
Pedestrian Safety Improvement- Duval County *NON-SIS***

<u>Fund</u>	<u>Phase</u>	<u>FY 2024</u>
ACSS	ROW	\$93,100

**443614-2 JTA- St. Johns Ferry Expanded Service Hours
Transit Service Demonstration- Duval County *NON-SIS***

<u>Fund</u>	<u>Phase</u>	<u>FY 2024</u>
DPTO	OPS	\$285,000

**428801-2 SR16 At RR Crossing 271844H In St. Augustine; RRMP: 34.93
Railroad Crossing- St. Johns County *NON-SIS***

<u>Fund</u>	<u>Phase</u>	<u>FY 2024</u>
SA	CST	\$5,000
SA	RRU	\$131,000

**429931-2 SRA1A (Costal Hwy) From South of Beachcomber Way to Sand Castle Lane
Bike Path/Trail- St. Johns County *NON-SIS***

<u>Fund</u>	<u>Phase</u>	<u>FY 2024</u>
TALU	PE	\$1,425,000

**428271-2 SR5A From: Bridge of Lions To: Charlotte St.
Drainage Improvements- St. Johns County *NON-SIS***

<u>Fund</u>	<u>Phase</u>	<u>FY 2024</u>
ACSA	ROW	\$45,515

The following are projects with description changes:

**422938-8 SR23 (First Coast Expressway) From East of CR 2209 To East of CR16A
New Road Construction- St. Johns County *SIS***

Previous Project Description: First Coast Expressway (SR23) From I-95 (SR9) to East of CR16A Spur

If you have any questions about this project or this amendment request, please call me at (904) 360.5668.

Sincerely,

Victoria Kutney

Victoria Kutney
North Florida TPO Liaison
FDOT District Two

cc: Achaia Brown

Agenda Item D.

DRAFT Boundary and Apportionment Plan

ACTION REQUESTED



DRAFT
BOUNDARY AND
APPORTIONMENT
PLAN

September
2023

North Florida Transportation Planning Organization
980 N. Jefferson Street Jacksonville, FL 32209
Tel 904.306.7500
www.northfloridatpo.com

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Introduction

Federal laws and regulations require metropolitan planning organizations (MPOs) to be designated for each urban area with a population greater than 50,000 people [23 CFR 450.310(a), 23 USC 134(d)]. This designation is accomplished by agreement between the Governor and the affected units of local government. The federal rules allow the states and units of local government to largely determine the specific composition of the MPOs. In Florida, Section 339.175, Florida Statutes, provides the requirements for MPO membership composition and apportionment of the voting membership.

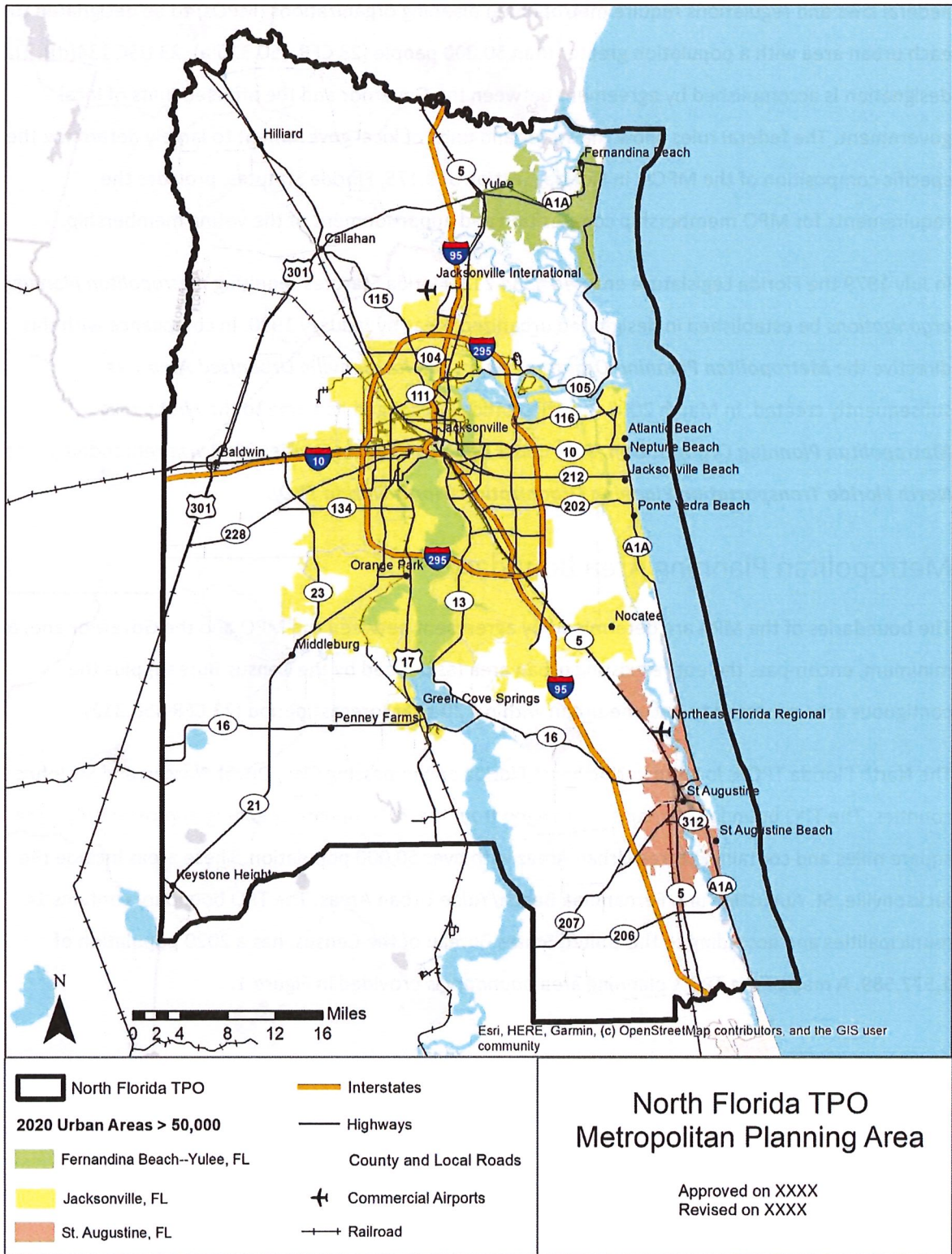
In July 1979 the Florida Legislature enacted §334.214, Florida Statutes requiring *metropolitan planning organizations* be established in designated urbanized areas by January 1980. In compliance with this directive the ***Metropolitan Planning Organization for the Jacksonville Urbanized Area*** was subsequently created. In March 2000 the MPO officially changed its name to the ***First Coast Metropolitan Planning Organization (First Coast MPO)***, and in September 2008 was rebranded as the ***North Florida Transportation Planning Organization (North Florida TPO)***.

Metropolitan Planning Area Boundary

The boundaries of the MPA are determined by agreement between the MPO and the Governor and, at minimum, encompass the entire existing urban area (as defined by the Census Bureau) plus the contiguous area expected to become urban within a 20-year forecast period (23 CFR 450.312).

The North Florida TPO is located in Northeast Florida encompassing Clay, Duval, Nassau and St. Johns counties. The TPO boundary remains unchanged from the 2010 update spanning approximately 3,000 square miles and containing three Urban Areas with over 50,000 population. These areas include the Jacksonville, St. Augustine and Fernandina Beach/Yulee Urban Areas. The TPO boundary contains 14 municipalities and according to the United States Bureau of the Census, has a 2020 population of 1,577,589. A map of the TPO's planning area boundary is provided in Figure 1.

Figure 1: North Florida TPO Metropolitan Planning Area Boundary Map



MPO Population

The table below show changes in population in the North Florida TPO area between the 2010 Census and the 2020 Census.

Table 1: North Florida TPO MPA (MPO Area) Population

	2010 Population	2020 Population	Increase (2010 – 2020)	Percent Increase
Clay	190,865	218,245	27,380	14
Duval	864,263	995,567	131,304	15
Nassau	73,314	90,352	17,038	23
St. Johns	190,039	273,425	83,386	44
Total	1,318,481	1,577,589	259,108	20

Current & Proposed MPO Membership

Currently, the North Florida TPO board is comprised of 18 members (15 voting), as shown in Table 2. These members represent the counties of Clay, Duval, Nassau and St. Johns, the incorporated cities of Atlantic Beach, Neptune Beach, Jacksonville Beach, St. Augustine, St. Augustine Beach, Fernandina Beach, Green Cove Springs, Keystone Heights and the towns of Baldwin, Callahan, Hilliard, Orange Park and Penney Farms. The voting membership also includes five authority members and three non-voting members from the Florida Department of Transportation, the United States Navy and Baker County. The composition was agreed to by the MPO members in a membership apportionment plan approved by the TPO board in 2010 and affirmed by the Governor in 2012. There are no proposed changes to the North Florida TPO membership or voting structure from the 2010 adopted apportionment plan.

Table 2: Current & Proposed MPO Membership

Jurisdiction/Agency/Entity	Current and Proposed Membership		
	Number of Voting Members	Number of Non-Voting Members	Percent of Total Votes
Clay County Commissioners	2		10.5
Jacksonville Mayor or Designee ¹	1		10.5
Jacksonville City Council Members ¹	3		31.6
Beaches Mayor (Atlantic Beach, Jacksonville Beach or Neptune Beach rotating at their convenience)	1		5.3
Nassau County Commissioner	1		5.3
St. Augustine Mayor or Designee	1		5.3
St. Johns County Commissioner	1		5.3
Jacksonville Aviation Authority	1		5.3
Jacksonville Port Authority	1		5.3
Jacksonville Transportation Authority	1		5.3
Nassau County Ocean Highway and Port Authority	1		5.3

¹ Double weighted votes

Current and Proposed Membership			
Jurisdiction/Agency/Entity	Number of Voting Members	Number of Non-Voting Members	Percent of Total Votes
St. Augustine-St. Johns County Airport Authority	1		5.3
FDOT District 2 Secretary or Designee		1	
Highest Ranking Member of the United States Navy or Designee		1	
Baker County		1	
Total	15	3	100²

² Due to rounding percentages do not sum to exactly 100%

Appendix A

TPO Resolution 2023 – Adoption of the
MPO Member Apportionment Plan



RESOLUTION NO. 2023-6

**A RESOLUTION OF THE NORTH FLORIDA TPO
SUPPORTING THE ADOPTION OF THE MPO
MEMBERSHIP APPORTIONMENT PLAN.**

WHEREAS, the North Florida TPO is the agency designated to conduct a continuing, coordinated, and comprehensive transportation planning process for the Jacksonville, St. Augustine and Fernandina Urban Areas; and

WHEREAS, Section 134 Title 23 of the United States Code requires the designation of MPOs in urban areas, as defined by the United Census Bureau of the Census; and

WHEREAS, Section 134 of Title 23 of the United State Code sets forth membership requirements for MPOs designated for transportation management areas with a population of 200,000 or more residents; and

WHEREAS, the North Florida TPO met on October 12, 2023 to review its voting composition and agreed on the composition presented herein; and

WHEREAS, Section 339.175(4)(a), Florida Statutes, requires the Governor to review the composition of the Metropolitan Planning Organizations membership in conjunction with the decennial census; and

WHEREAS, there are no changes to the North Florida TPO's boundary or board composition; No changes are required to the Interlocal Agreement adopted on April 12, 2012; and

NOW, THEREFORE, BE IT RESOLVED, that the North Florida TPO approves the submittal of a MPO Membership Apportionment Plan to the Governor's Office and retains the Interlocal Agreement adopted April 12, 2012.

PASSED and DULY ADOPTED by the North Florida TPO on October 12, 2023

Attest:

The Honorable Mike Cole, Chairman

Jeff Sheffield, Executive Director

Appendix B

Methodology for Apportionment of Membership

Chapter 339.175 (4), Florida Statutes outlines how the Governor will apportion membership of individual MPOs. The Chapter specifies that “the Governor shall, with the agreement of the affected units of general purpose local government as required by federal rules and regulations, apportion the membership of the applicable TPO/MPO among the various governmental entities within the area. TPO/MPO members shall serve 4-year terms. A member who is a public official automatically terminates upon the member's leaving his or her elective or appointive office for any reason, or may be terminated by a majority vote of the total membership of the entity's governing board.” These provisions are further elaborated upon in the North Florida TPOs Rules of Procedure and Bylaws.

The MPO voting membership, as reflected in the Membership Apportionment Plan, must consist of between 5 and 25 apportioned members; the exact number is to be determined on an equitable geographic-population ratio basis by the Governor, based on an agreement among the affected units of general purpose local government, as required by Federal rules and regulations. [s.339.175(3)(a), F.S.] Section 134 of Title 23, U.S. Code of Federal Regulation (CFR) further specifies that in areas designated as “transportation management areas” all public agencies that administer or operate a major mode of transportation within the metropolitan area be represented.

Currently, five independent transportation authorities are within the expanded boundary of the North Florida TPO and include the following:

- The Jacksonville Aviation Authority
- The Jacksonville Port Authority
- The Jacksonville Transportation Authority
- The Nassau County Ocean, Highway and Port Authority
- The St. Augustine-St. Johns County Airport Authority

Additionally, the voting membership of any MPO, whose geographical boundaries include any “county” as defined in s.125.011(1), F.S., [a county chartered under Subsection 6(e) Article VIII of the Constitution of the State of Florida (Duval County)], must include an additional voting member appointed by that city’s governing body for each city with a population of 50,000 or more residents. [s.339.176, F.S.]. The only City that meets this criteria in the North Florida TPO boundary is Jacksonville. This additional membership is applied after the equitable geographic population ratio.

Tables 1 and 2 show the population of each County as a percentage of total TPO population for a Policy Board with 13 elected officials (19 less the representatives of the five authorities plus one additional City of Jacksonville member).

Table 1				
Apportionment Based on 2010 Population				
County	2010 Population	% of Total	Representation (Unadjusted)	Representation (Adjusted)
Clay	190,865	14%	1.88	2
Duval	864,263	66%	8.52	8 ³
Nassau	73,314	6%	0.72	1
St Johns	190,039	14%	1.87	2
Total	1,318,481	100%	13.00	13

Table 2				
Apportionment Based on 2020 Population				
County	2020 Population	% of Total	Representation (Unadjusted)	Representation (Adjusted)
Clay	218,245	14%	1.80	2
Duval	995,567	63%	8.20	8
Nassau	90,352	6%	0.74	1
St Johns	273,425	17%	2.25	2
Total	1,577,589	100%	13.00	13

As demonstrated by Tables 1 and 2, the difference in 2010 and 2020 population does not affect apportionment of membership on the TPO Policy Board.

To reduce the number of individuals at the table, the representatives of the City of Jacksonville consisting of the Mayor and three member of the Jacksonville City Council will have double-weighted votes. The additional City of Jacksonville vote is given to a representative of the three beaches communities consisting of Atlantic Beach, Jacksonville Beach or Neptune Beach rotating at their convenience

The voting membership of the North Florida TPO is outlined in Table 3.

³ Rounded down

Table 3		
North Florida Transportation Planning Organization		
VOTING MEMBERSHIP		
County	Representation	Number of Votes
Clay	Clay County Commissioners	2
Duval	Jacksonville Mayor or Designee	1 <i>double weighted</i>
	Jacksonville City Council Members	3 <i>double weighted</i>
	Beaches Mayor (Atlantic Beach, Jacksonville Beach or Neptune Beach rotating at their convenience)	1
Nassau	Nassau County Commissioner	1
St Johns	St. Augustine Mayor or Designee	1
	St. Johns County Commissioner	1
Total Elected Officials		10
Jacksonville Aviation Authority		1
Jacksonville Port Authority		1
Jacksonville Transportation Authority		1
Nassau County Ocean Highway and Port Authority		1
St. Augustine-St. Johns County Airport Authority		1
Total Authority Representatives		5
TOTAL POLICY BOARD MEMBERS		15

In addition to these members, the FDOT District 2 Secretary or designee and highest ranking member of the United States Navy (or designee) are ex officio members. The North Florida TPO also offers non-voting membership to one member of the Baker and Putnam County Commissions.

As specified in both Florida Statute and in the Rules and Procedures and Bylaws of the North Florida TPO all members have Alternate Members. If the voting membership is increased to 16 members further revisions will be needed to address the possibility of tied votes and how they will be handled.

Appendix C

North Florida TPO Interlocal Agreement

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**INTERLOCAL AGREEMENT FOR CREATION OF THE
METROPOLITAN PLANNING ORGANIZATION**

THIS INTERLOCAL AGREEMENT ("Agreement") is made and entered into this ____ day of April, 2012, by and between the FLORIDA DEPARTMENT OF TRANSPORTATION; the COUNTY(IES) of Clay, Duval, Nassau and St. Johns; the CITY(IES) of Jacksonville and St. Augustine; Jacksonville Aviation Authority, Jacksonville Port Authority, Jacksonville Transportation Authority, Nassau County Ocean Highway and Port Authority, and St. Augustine—St. Johns County Airport Authority, collectively "the parties."

RECITALS

WHEREAS, the federal government, under the authority of 23 United States Code 134 and 49 United States Code 5303, requires each metropolitan area, as a condition to the receipt of federal capital or operating assistance, to have a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs consistent with the comprehensively planned development of the metropolitan area, and further requires the State Transportation Agency and the Metropolitan Planning Organization (MPO) to enter into an agreement clearly identifying the responsibilities of each party for cooperatively carrying out such transportation planning;

WHEREAS, the parties to this Agreement desire to participate cooperatively in the performance, on a continuing basis, of a coordinated, comprehensive transportation planning process to assure that highway facilities, mass transit, rail systems, air transportation and other facilities will be properly located and developed in relation to the overall plan of community development;

WHEREAS, 23 United States Code 134, as amended by the Intermodal Surface Transportation Efficiency Act of 1991, the Transportation Equity Act for the Twenty-first Century (Public Law 105-178, 112 Stat. 107), 49 United States Code 5303-5307, 23 Code of Federal Regulations 450.306, superseded in October 2005 by the adoption of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) which updated the same sections of the United States Code (USC) and Code of Federal Regulations (CFR), and Section 339.175, Florida Statutes, provide for the creation of Metropolitan Planning Organizations to develop transportation plans and programs for metropolitan areas;

WHEREAS, pursuant to 23 USC 134(b), 49 USC 5303, 23 CFR 450.310(b), and Section 339.175, Florida Statutes, a determination has been made by the Governor and units of general purpose local government representing at least 75% of the affected population (including the largest incorporated city, based on population as named by the Bureau of the Census) in the metropolitan area to designate a Metropolitan Planning Organization;

WHEREAS, since the inception of the state laws calling for creation of Metropolitan Planning Organizations in urbanized areas there has been created a Metropolitan Planning Organization for the Jacksonville Urbanized Area, which boundaries have expanded over time;

WHEREAS, pursuant to this Agreement, the parties wish to collectively participate in the metropolitan planning process as the North Florida Transportation Planning Organization. Further, the parties approved by unanimous vote an apportionment and boundary plan for presentation to the Governor on October 14, 2010;

WHEREAS, pursuant to Section 339.175, Florida Statutes, the Governor, by letter dated September 6, 2011, approved the apportionment and boundary plan submitted by the North Florida Transportation Planning

Organization;

WHEREAS, pursuant to 23 CFR 450.314, and Section 339.175(10), Florida Statutes, an agreement must be entered into by the members of the MPO, Department, governmental entities and public transportation operators;

WHEREAS, this Agreement is intended to reflect the renaming of the First Coast Metropolitan Planning Organization as the North Florida Transportation Planning Organization (NFTPO) and delineate the provisions for operation of the NFTPO;

WHEREAS, the undersigned parties have determined that this Agreement is consistent with Section 339.175(10), Florida Statutes;

WHEREAS, the undersigned parties have determined that this Agreement is consistent with the requirements of Section 163.01, Florida Statutes.

NOW, THEREFORE, in consideration of the mutual covenants, promises, and representation herein, the parties desiring to be legally bound, do agree as follows:

ARTICLE 1 RECITALS; DEFINITIONS

Section 1.01. Recitals. Each and all of the foregoing recitals are incorporated herein and acknowledged to be true and correct to the best of the parties' knowledge. Failure of any of the foregoing recitals to be true and correct shall not operate to invalidate this Agreement.

Section 1.02. Definitions. The following words when used in this Agreement (unless the context shall clearly indicate the contrary) shall have the following meanings:

Agreement means and refers to this instrument, as amended from time to time.

Department shall mean and refer to the Florida Department of Transportation, an agency of the State of Florida created pursuant to Section 20.23, Florida Statutes.

FHWA means and refers to the Federal Highway Administration.

FTA means and refers to the Federal Transit Administration.

Long-Range Transportation Plan is the 20-year plan which: identifies transportation facilities; identifies a financial plan that demonstrates how the plan can be implemented and assesses capital improvements necessary to preserve the existing metropolitan transportation system and make efficient use of existing transportation facilities, indicates proposed transportation enhancement activities; and in ozone/carbon monoxide nonattainment areas, is coordinated with the State Implementation Plan, all as required by 23 USC Section 134(c) and (g), 23 CFR Section 450.322, Section 339.175(7), Florida Statutes.

Metropolitan Area means and refers to the planning area as delineated by the NFTPO for the urbanized area containing at least a population of 50,000 as described in 23 USC 134(b)(1), 49 USC Section 5303(c)(1), and Section 339.175, Florida Statutes, which shall be subject to the NFTPO planning authority.

MPO means and refers to the NFTPO formed pursuant to this Agreement.

Transportation Improvement Program (TIP) is the staged multi-year program of transportation improvement projects developed by the NFTPO consistent with the Long-Range Transportation Plan and developed pursuant to Title 23 USC 134(j), 49 USC 5303, 49 USC 5304, 23 CFR 450.324 and Section 339.175, Florida Statutes.

Unified Planning Work Program (UPWP) is the annual program developed in cooperation with the Department and public transportation providers, that lists all planning tasks to be undertaken during a program year, together with a complete description thereof and an estimated budget, all as required by 23 CFR 450.308 and Section 339.175(9), Florida Statutes.

ARTICLE 2 PURPOSE

Section 2.01. General Purpose. The purpose of this Agreement is to establish the NFTPO and recognize the boundary expansion and apportionment approved by the Governor. This Agreement shall serve:

- (a) To assist in the development of transportation systems embracing various modes of transportation in a manner that will maximize the mobility of people and goods within and through this metropolitan area of this state and minimize, to the maximum extent feasible for transportation-related fuel consumption and air pollution;
- (b) To develop transportation plans and programs, in cooperation with the Department, which plans and programs provide for the development of transportation facilities that will function as multi-modal and an intermodal transportation system for the metropolitan area;
- (c) To implement and ensure a continuing, cooperative, and comprehensive transportation planning process that results in coordinated plans and programs consistent with the comprehensively planned development of this affected metropolitan area in cooperation with the Department;
- (d) To assure eligibility for the receipt of federal capital and operating assistance pursuant to 23 USC 34 and 49 USC 5303 - 5307, 5309, and 5339; and
- (e) To carry out the metropolitan transportation planning process, in cooperation with the Department, as required by 23 USC 134 and 49 USC 5301 *et. seq.*; 23 CFR 420 and 450, and 49 CFR Part 613, Subpart A; and consistent with Chapter 339.175, Florida Statutes, and other applicable state and local laws.

Section 2.02. Major MPO Responsibilities. The MPO is intended to be a forum for cooperative decision making by officials of the governmental entities which are party to this Agreement in the development of transportation-related plans and programs, including but not limited to:

- (a) The Long-Range Transportation Plan;
- (b) The Transportation Improvement Program;
- (c) The Unified Planning Work Program;
- (d) A congestion management system for the metropolitan area and coordinated development of all other transportation management systems required by state or federal law;

- (c) Assisting the Department in mapping transportation planning boundaries required by state or federal law;
- (f) Assisting the Department in performing its duties relating to access management, functional classification of roads, and data collection; and
- (g) Performing such other tasks required by state or federal law.

Section 2.03. Coordination with the Department and Consistency with Comprehensive Plans. Chapter 334, Florida Statutes, grants the broad authority for the Department's role in transportation. Section 334.044, Florida Statutes, shows the legislative intent that the Department shall be responsible for coordinating the planning of a safe, viable and balanced state transportation system serving all regions of the State. Section 339.155, Florida Statutes, requires the Department to develop a statewide transportation plan, which considers, to the maximum extent feasible, strategic regional policy plans, MPO plans, and approved local government comprehensive plans. Section 339.175, Florida Statutes, specifies the authority and responsibility of the MPO and the Department in the management of a continuing, cooperative, and comprehensive transportation planning process for the metropolitan area.

In fulfillment of this purpose and in the exercise of the various powers granted by Chapters 334 and 339, Florida Statutes, the parties to this Agreement acknowledge that decisions made by the MPO will be coordinated with the Department. All parties to this Agreement acknowledge that the provisions of the Local Government Comprehensive Planning and Land Development Regulation Act, Sections 163.3161-3215, Florida Statutes, are applicable to this Agreement and further acknowledge that their actions taken pursuant to this agreement will be consistent with local government comprehensive plans.

ARTICLE 3 MPO ORGANIZATION AND CREATION

Section 3.01. Establishment of MPO. The MPO for the metropolitan area as described in the membership apportionment plan approved by the Governor is hereby created and established pursuant to the Agreement to carry out the purposes and functions set forth in Articles 2 and 5. The legal name of this Metropolitan Planning Organization shall be the North Florida Transportation Planning Organization.

Section 3.02. MPO to operate pursuant to law. In the event that any election, referendum, approval, permit, notice, other proceeding or authorization is required under applicable law to undertake any power, duty, or responsibility hereunder, or to observe, assume, or carry out any of the provisions of this Agreement, the MPO will, to the extent of its legal capacity, comply with all applicable laws and requirements.

Section 3.03. Governing board to act as policy-making body of MPO. The governing board established pursuant to Section 4.01 of this Agreement shall act as the policy-making body for the MPO, be responsible for coordinating cooperative decision-making of MPO actions, and take required approval action as the MPO.

Section 3.04. Requests Made Pursuant to Chapter 119, Florida Statutes. Subject to the right to claim an exemption from the Florida Public Records Law, Chapter 119, Florida Statutes, the parties shall submit to each other such data, reports, records, contracts, and other documents relating to its performance as a metropolitan planning organization as is requested. Charges are to be in accordance with Chapter 119, Florida Statutes.

Section 3.05. Rights of review. All parties to this Agreement and the affected federal funding agency (i.e., FHWA, FTA, and FAA) shall have the rights of technical review and comment on MPO projects.

**ARTICLE 4
 COMPOSITION; MEMBERSHIP; TERMS OF OFFICE**

Section 4.01. Composition and membership of governing board.

(a) The membership of the MPO shall consist of 15 voting representatives and 1 non-voting representative. The names of the member local governmental entities and the voting apportionment of the governing board as approved by the Governor shall be as follows:

ELECTED OFFICIALS

County	Representation	Votes
Clay	County Commissioners	2
Duval	Jacksonville Mayor or his/her designee	1 <i>double-weighted</i>
	Jacksonville City Council	3 <i>double-weighted</i>
	Beaches Mayor	1
Nassau	County Commissioner	1
St. Johns	St. Augustine Mayor or his/her designee	1
	St. Johns County Commissioner	1

AUTHORITIES

Jacksonville Aviation Authority	1
Jacksonville Port Authority	1
Jacksonville Transportation Authority	1
Nassau County Ocean Highway and Port Authority	1
St. Augustine—St. Johns County Airport Authority	1

NON-VOTING MEMBERS

Florida Department of Transportation District 2 Secretary or designee

Section 4.02. Terms. The term of office of members of the MPO 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.

**ARTICLE 5
 AUTHORITIES, POWERS, DUTIES AND RESPONSIBILITIES**

Section 5.01. General authority. The MPO shall have all authorities, powers and duties, enjoy all rights, privileges, and immunities, exercise all responsibilities and perform all obligations necessary or appropriate to managing a continuing, cooperative, and comprehensive transportation planning process as specified in Section 339.175(5) and (6), Florida Statutes.

Section 5.02. Specific authority and powers. The MPO shall have the following powers and authority:

(a) As provided in Section 339.175(6)(g), Florida Statutes, the MPO may employ personnel and/or may enter into contracts with local or state agencies and private planning or engineering firms;

(b) As provided in Section 163.01(14), Florida Statutes, the MPO may enter into contracts for the performance of service functions of public agencies;

(c) As provided in Section 163.01(5)(j), Florida Statutes, the MPO may acquire, own, operate, maintain, sell, or lease real and personal property;

(d) As provided in Section 163.01(5)(m), Florida Statutes, the MPO may accept funds, grants, assistance, gifts or bequests from local, State, and Federal resources;

(e) The MPO shall establish a budget which shall operate on a fiscal year basis consistent with any requirements of the Unified Planning Work Program, the MPO may assess member local governmental entities a fee to provide funds to operate the MPO, and may promulgate rules to govern the assessment and amount of said fees, but in no case may said assessment exceed one dollar (\$1.00) per capita of the population served by any entity;

(f) The MPO may promulgate rules to effectuate its powers, responsibilities, and obligations enumerated herein; provided, that said rules do not supersede or conflict with applicable local and state laws, rules and regulations; and

(g) The MPO shall have such powers and authority as specifically provided in Sections 163.01 and 339.175, Florida Statutes, and as may otherwise be provided by federal or state law.

Section 5.03. Duties and responsibilities. In addition to those duties and responsibilities set forth in Article 2, the MPO shall have the following duties and responsibilities:

(a) As provided in Section 339.175(6)(d), Florida Statutes, the MPO shall create and appoint a technical advisory committee;

(b) As provided in Section 339.175(6)(e), Florida Statutes, the MPO shall create and appoint a citizens' advisory committee;

(c) As provided in Section 163.01(5)(o), Florida Statutes, the MPO membership shall be jointly and severally liable for liabilities, and the MPO may respond to such liabilities through the purchase of insurance or bonds, the retention of legal counsel, and, as appropriate, the approval of settlements of claims by its governing board. The indemnification provided herein shall be subject to and within the limitations set forth in Section 768.28, Florida Statutes, and to any other limitations, restrictions and prohibitions that may be provided by law, and shall not be deemed to operate as a waiver of the indemnifying party's sovereign immunity;

(d) As provided in Section 339.175(9), Florida Statutes, the MPO shall establish an estimated budget which shall operate on a fiscal year basis consistent with any requirements of the UPWP;

(e) The MPO, in cooperation with the Department, shall carry out the metropolitan transportation planning

process as required by 23 CFR Parts 420 and 450, and 49 CFR Part 613, Subpart A, and consistent with Chapter 339, Florida Statutes, and other applicable state and local laws;

(f) As provided in Section 339.175(10), Florida Statutes, the MPO shall enter into agreements with the Department, operators of public transportation systems and the metropolitan and regional intergovernmental coordination and review agencies serving the metropolitan area. These agreements will prescribe the cooperative manner in which the transportation planning process will be coordinated and included in the comprehensively planned development of the area;

(g) Perform such other tasks presently or hereafter required by state or federal law;

(h) Execute certifications and agreements necessary to comply with state or federal law; and

(i) Adopt operating rules and procedures.

ARTICLE 6 FUNDING; INVENTORY REPORT; RECORD-KEEPING

Section 6.01. Funding. The Department shall allocate to the MPO for its performance of its transportation planning and programming duties, an appropriate amount of federal transportation planning funds.

Section 6.02. Inventory report. The MPO agrees to inventory, to maintain records of and to insure proper use, control, and disposal of all nonexpendable tangible property acquired pursuant to funding under this Agreement. This shall be done in accordance with the requirements of 23 CFR Part 420, Subpart A, 49 CFR Part 18, Subpart C, and all other applicable federal regulations.

Section 6.03. Record-keeping and document retention. The Department and the MPO shall prepare and retain all records in accordance with the federal and state requirements, including but not limited to 23 CFR Part 420, Subpart A, 49 CFR Part 18, Subpart C, 49 CFR 18.42, and Chapter 119, Florida Statutes.

ARTICLE 7 MISCELLANEOUS PROVISIONS

Section 7.01. Constitutional or statutory duties and responsibilities of parties. This Agreement shall not be construed to authorize the delegation of the constitutional or statutory duties of any of the parties. In addition, this Agreement does not relieve any of the parties of an obligation or responsibility imposed upon them by law, except to the extent of actual and timely performance thereof by one or more of the parties to this Agreement or any legal or administrative entity created or authorized by this Agreement, in which case this performance may be offered in satisfaction of the obligation or responsibility.

Section 7.02. Amendment of Agreement. Amendments or modifications of this Agreement may only be made by written agreement signed by all parties hereto with the same formalities as the original Agreement. No amendment may alter the apportionment or jurisdictional boundaries of the MPO without approval by the Governor.

Section 7.03. Duration; withdrawal procedure.

(a) Duration. This Agreement shall remain in effect until terminated by the parties to this Agreement, but shall be reviewed by the parties every five years and updated as necessary.

(b) Withdrawal procedure. Any party, except the Florida Department of Transportation, Jacksonville Transportation Authority, St. Johns County Commission (as the Transit Agency for the St. Augustine UA), Jacksonville Aviation Authority, St. Augustine-St. Johns County Airport Authority and the United States Bureau of the Census designated center cities (Jacksonville and St. Augustine), may withdraw from this Agreement after presenting in written form a notice of intent to withdraw to the other parties to this Agreement and the MPO, at least 90 days prior to the intended date of withdrawal. Upon receipt of the intended notice of withdrawal:

(1) The withdrawing member and the MPO shall execute a memorandum reflecting the withdrawal of the member and alteration of the list of member governments that are signatories to this Agreement. The memorandum shall be filed in the Office of the Clerk of the Circuit Court of each county in which a party hereto is located; and

(2) The Office of the Governor shall be contacted, and the Governor, with the agreement of the remaining members of the MPO, shall determine whether any reapportionment of the membership is appropriate. The Governor and the MPO shall review the previous MPO designation, applicable Florida and local law, and MPO rules for appropriate revision. In the event that another entity is to be afforded membership in the place of the member withdrawing from the MPO, the parties acknowledge that pursuant to 23 CFR 450.310, adding membership to the MPO does not automatically require redesignation of the MPO. In the event that a party who is not a signatory to this Agreement is afforded membership in the MPO, membership shall not become effective until this Agreement is amended to reflect that the new member has joined the MPO.

Section 7.04. 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 addressed as follows:

ADDRESS OF RECORD

Clay County Commission
477 Houston Street
Green Cove Springs, Florida 32047

City of Jacksonville
Office of the Mayor/City Council
417 West Duval Street
Jacksonville, 32202

City of St. Augustine
75 King Street
St. Augustine, Florida 32084

Nassau County Commission
96135 Nassau Place, Suite 1
Yulee, Florida 32097

St. Johns County Board of County Commissioners
500 San Sebastian View
St. Augustine, Florida 32084

Florida Department of Transportation
District 2, Jacksonville, Urban Office

Jacksonville Aviation Authority
13365 Aeronautical Circle
Jacksonville, Florida 32221-8105

Jacksonville Port Authority
2831 Talleyrand Avenue
Jacksonville, Florida 32206-0005

Jacksonville Transportation Authority
100 North Myrtle Avenue
Jacksonville, Florida 32204

Nassau County Ocean Highway and Port Authority
86130 License Road, Suite 9
Fernandina Beach, Florida 32034

St. Augustine—St. Johns Airport Authority
4730 Casa Cola Way
St. Augustine, Florida 32095

Florida Department of Transportation
District 2 Office

21968 Edison Avenue
Jacksonville, Florida 32204

1109 South Marion Avenue
Lake City, Florida 32025-5874

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.

Section 7.05. Interpretation.

(a) Drafters of Agreement. The Department and the members of the MPO were each represented by or afforded the opportunity for representation by legal counsel and participated in the drafting of this Agreement and in choice of wording. Consequently, no provision should be more strongly construed against any party as drafter of this Agreement.

(b) Severability. Invalidation of any one of the provisions of this Agreement or any part, clause or word, or the application thereof in specific circumstances, by judgment, court order, or administrative hearing or order shall not affect any other provisions or applications in other circumstances, all of which shall remain in full force and effect; provided, that such remainder would then continue to conform to the terms and requirements of applicable law.

(c) Rules of construction. In interpreting this Agreement, the following rules of construction shall apply unless the context indicates otherwise:

- (1) The singular of any word or term includes the plural;
- (2) The masculine gender includes the feminine gender; and
- (3) The word "shall" is mandatory, and "may" is permissive.

Section 7.06. Enforcement by parties hereto. In the event of any judicial or administrative action to enforce or interpret this Agreement by any party hereto, each party shall bear its own attorney's fees in connection with such proceeding.

Section 7.07. Agreement execution; Use of counterpart signature pages. This Agreement, and any amendments hereto, may be simultaneously executed in several counterparts, each of which so executed shall be deemed to be an original, and such counterparts together shall constitute one and the same instrument.

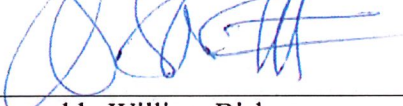
Section 7.08. Effective date; Cost of recordation.

(a) Effective date. This Agreement shall become effective upon its filing in the Office of the Clerk of the Circuit Court of each county in which a party hereto is located. Any amendment hereto shall become effective only upon its filing in the Office of the Clerk of the Circuit Court for each county in which a party hereto is located.

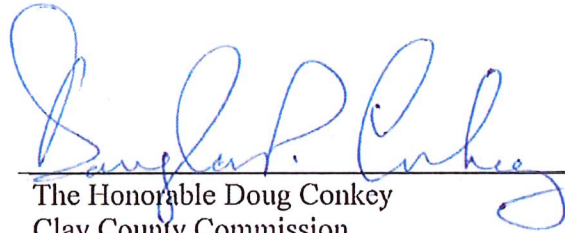
(b) Recordation. The North Florida Transportation Planning Organization hereby agrees to pay for any costs of recordation or filing of this Agreement in the Office of the Circuit Court for each county in which a party is hereto located. The recorded or filed original hereof, or any amendment, shall be returned to the MPO for filing in its records.

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement on behalf of the referenced legal entities and hereby establish the above designated MPO.

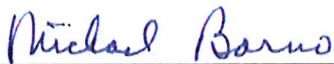
Signed, Sealed and Delivered in the presence of:



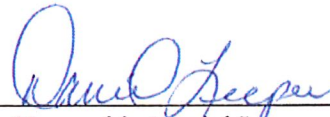
The Honorable William Bishop
Jacksonville City Council



The Honorable Doug Conkey
Clay County Commission



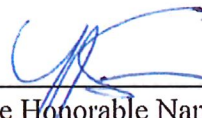
The Honorable Michael Borno
Atlantic Beach Mayor



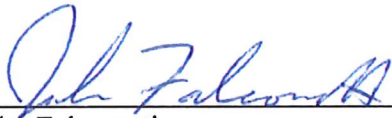
The Honorable Daniel Leeper
Nassau County Commission



The Honorable Alvin Brown
Jacksonville Mayor



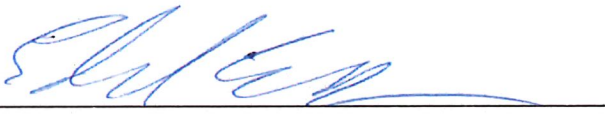
The Honorable Nancy Sikes-Kline
St. Augustine City Commission



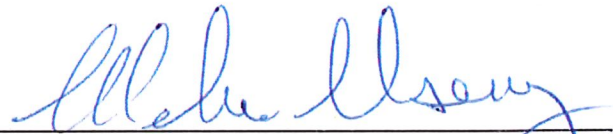
John Falconetti
Jacksonville Port Authority



The Honorable Mark P. Miner
St. Johns County Board of County Commissioners



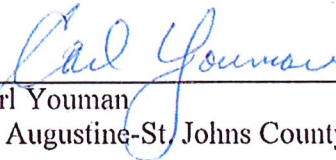
Edward E. Burr
Jacksonville Transportation Authority



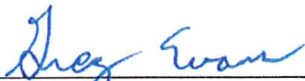
The Honorable Melvin Usery
Nassau County Ocean Highway and Port Authority



Teresa H. Davlantes
Jacksonville Aviation Authority



Carl Youman
St. Augustine-St. Johns County Airport Authority



Gregory Evans
Florida Department of Transportation, District 2
Secretary

Melissa K. Blackwell 10.16.12

Agenda Item G.

Old Business

- September 14, 2023 TPO Meeting Report**

North Florida TPO Meeting Report



Meeting Agenda

Thursday, September 14, 2023

10 a.m.

Call to Order

Pledge of Allegiance

Introductions

Public Comment

Consent Agenda

1. North Florida TPO Minutes of June 8, 2023

APPROVED

These minutes are ready for review and approval.

TPO Agenda

A. Finance Committee Report

Information
Only

- May Monthly Financial Statement
- June Monthly Financial Statement

B. Amendment of the Unified Planning Work Program (UPWP) for FY 2022/23 through FY 2023/24

APPROVED

Clark Letter will present the amendment to the UPWP for FY 2022/23 through FY 2023/24.

C. DRAFT Boundary and Apportionment Plan

Information
Only

Clark Letter will present the draft Boundary and Apportionment Plan.

D. Annual Mobility Report Presentation

Information
Only

Terry Shaw of Kimley-Horn will present the Annual Mobility Report.

E. Long Range Transportation Plan Update Information Only

Wiley Page of Atkins will give a brief update on the Long Range Transportation Plan (LRTP).

F. Smart North Florida Update Information Only

G. Executive Director's Report Information Only

H. Secretary of Transportation's Report Information Only

I. Authority Reports Information Only

J. Old Business

K. New Business

L. Public Comment

M. Adjourn

N. Information

- Status report of FDOT projects in the North Florida TPO area

The next meeting will be October 12, 2023.

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 Marci Larson at 904-306-7513 at least seven days prior to the meeting.