



North Florida TPO

Transportation Planning Organization

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Citizens Advisory Committee Agenda Book

2:00 pm
Wednesday, November 4, 2020

North Florida TPO Board Room
980 North Jefferson St.
Jacksonville, FL 32209



Citizens Advisory Committee
Meeting Agenda
Wednesday, November 4, 2020
2 p.m.

Call to Order
 Pledge of Allegiance
 Introductions

Agenda

A. October 7, 2020 Minutes **ACTION ITEM**

These minutes are ready to review and approve.

B. FDOT Requests Amending the FY 2020/21 through FY 2024/25 Transportation Improvement Program (TIP) **ACTION ITEM**

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

Duval County

- **439468-1** – Southside Blvd. (SR 115) at Deerwood Park Intersection Improvement
- **441194-2** – SR A1A at 2nd Avenue North Pedestrian Safety Improvement
- **448462-1** – 5310 Operating – Jacksonville Transportation Authority – Large UZA, Operating for Fixed Route

C. CAC Bylaws Update **POSSIBLE ACTION**

The revised Bylaws are included in Section C.

D. Mobility Week Presentation **Information Only**

Christina Nalsen of FDOT will give a brief presentation on Mobility Week.

E. TPO Website Rollout **Information Only**

Marci Larson will give a brief presentation on the new TPO website.

F. Smart North Florida Update

Information
Only

G. Old Business

- October 8, 2020 North Florida TPO Meeting Report

H. New Business

- North Florida TPO 2021 Meeting Schedule
- December Elections – According to the CAC Bylaws, the Committee will elect a Chair and a Vice Chair at the last meeting of each calendar year.

I. Public Comment

J. Adjournment

The next meeting will be December 2, 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 Marci Larson at 904-306-7513 at least seven days prior to the meeting.

Agenda Item A.

Minutes of October 7, 2020 Meeting

Action Item



CITIZENS ADVISORY COMMITTEE
MEETING SUMMARY

Wednesday, October 7, 2020 - 2 p.m.
VIRTUAL MEETING (via Zoom)

MEMBERS PRESENT:

Austin Chapman, **CHAIRMAN**
Bo Norton, **VICE CHAIRMAN**
Vickie Breedlove
Tyrona Clark-Murray
Branch Davis
Mario Dipola
Bill Fonferek
James Green
Jim Hill
Patrick Keogh
Thomas Martin
Lisa McGlynn
Bernie O'Connor
Charles Pappas
Oksana Spears
Larry Solomon
John Stack
Michael Wallwork
Eugene Yerkes

MEMBERS ABSENT:

Travis Christiansen
Tia Keitt
Candice LeCompte
Kenneth Marsh
Will Messer
Celia Miller
Barney Roberts

OTHERS PRESENT:

Autumn Martinage, FDOT
Jeremy Norsworthy, JTA
Eron Thompson, JTA

Richard Clark, JTA
Suraya Teeple, JTA
Laurie Santana, COJ
Carnell Oliver, Citizen

TPO STAFF PRESENT:

Jeff Sheffield, Executive Director
Denise Bunnewith, Planning Director
Elizabeth De Jesus, Transportation Programs Manager
Wanda Forrest, Transportation Planning Manager
Marci Larson, Public Affairs Manager
Milton Locklear, Transportation Planner/Modeling Specialist
Jennifer Lott, Executive Assistant
Kristen Sedlak, Receptionist
Angela Session, Chief Financial Officer

CALL TO ORDER

Chairman Chapman called the meeting to order at 2:02 p.m. and Mario Dipola led the Pledge of Allegiance. Jennifer Lott read each participant's name for the record.

PUBLIC COMMENT

Mr. Sheffield informed the committee that if anyone has a comment and does not wish to speak to email Marci Larson at mlarson@northfloridatpo.com. Ms. Larson will read the comment for the record during the *Public Comment* portion of the meeting.

Carnell Oliver
8527 Oakleaf Road
Jacksonville, FL

Mr. Oliver expressed his desire to have a regional transit system, as he feels there is a lack of public transit in the individual counties within our region. He suggested a regional sales tax to help fund public transit.

- Chairman Chapman asked Suraya Teeple of JTA to speak about the regional study that was done several years ago.

Suraya Teeple informed the group that the Clay County Council on Aging provided transit services in Clay County until financial issues and staff changes occurred. JTA now provides paratransit and flex services within Clay County.

The Regional Transportation Commission sunset in 2018, as they did not get buy-in from all of the counties within the region. The regional effort continues through the Regional Transit Working Group that consists of Putnam, Clay, Baker, St. Johns, Nassau and Duval counties. The counties work together to coordinate regional transit services. In July, we started express select services in Baker and St. Johns counties and service was restarted in Nassau County. Baker County has not had any ridership on the express select service; therefore, we will be looking at alternatives for that service.

- Bill Fonferek commented that at last month's meeting we were told JTA is considering extending service to the Orange Park Mall. At that time, Mr. Fonferek recommended that JTA consider extending service to the Orange Park Medical Center on Kingsley Avenue. He also recommended that JTA seek funds to reinstate bus service that was eliminated to several of the senior centers within Clay County.

Suraya Teeple informed the group that the BRT Southwest line has been planned for some time to terminate at the Orange Park Mall, which also serves as a transit hub. JTA is aware of the concerns with the Orange Park Medical Center, as well as the Veterans Affairs clinic in the area. We are looking at different routes in Clay County to help supplement those needs.

- Thomas Martin informed the group that JTA's No. 5 route goes to the Orange Park Mall. Mr. Martin feels that it would be very helpful if JTA could get express service and commuter rail in that area.

► **A. APPROVE THE SEPTEMBER 2, 2020 MEETING MINUTES**

Chairman Chapman asked for approval of the minutes of the September Citizens Advisory Committee meeting.

Branch Davis moved to approve the September 2, 2020 minutes; Thomas Martin seconded; motion unanimously carried.

► **B. PROJECT RECOMMENDATIONS FOR SU FUNDING FOR FY 2021/22 THROUGH FY 2025/26**

Jeff Sheffield presented the project recommendations for SU funding for FY 2021/22 through FY 2025/26.

Mr. Sheffield asked for questions.

- Michael Wallwork commented that the project going from Wells Road to Collins Road is already being redesigned, with a great deal of money put

into that project. Mr. Wallwork commented that it is concerning as a taxpayer for a roadway to be built and then to turn around and dig it up within a matter of a few years.

- Bill Fonferek commented that the proposed improvements at Wells Road and Argyle Forest at Blanding Boulevard are extravagant for those intersections, and he is opposed to these two projects. Mr. Fonferek thinks the focus should be on the intersections of Blanding Boulevard at Kingsley Avenue and Collins Road at Blanding Boulevard. He suggests that the FDOT consider these two intersections instead, as he feels there is more of an immediate need in that area.
- Bill Fonferek commented that there is a project on the south side of the Kernan Boulevard project that looks to favor the developer. Mr. Fonferek suggested that the developer pay for the interchange.

Mr. Sheffield responded that particular project is a three-way funding partnership. The developer owns the land and has contributed approximately \$8 million to the project to combine with funding from FDOT and the TPO. The justification for the public funding is that it is providing much needed enhancements to Butler Boulevard, to the weaving movement, and improving the corridor's operation.

- Chairman Chapman wanted to know, as Mr. Fonferek favors SR 21 at Kingsley Avenue over SR 21 at Wells Road what would be his best course of action to recommend that change.

Mr. Sheffield responded that FDOT is currently evaluating the limits of that particular corridor from Knight Boxx Road to Collins Road. They are evaluating every intersection within that corridor, so they can select a project to be considered for funding.

This is not a request from FDOT or the TPO advising the FDOT where to program these funds. These are our recommendations, in partnership with the FDOT, of projects within the Work Program that line up from a funding and scheduling aspect. Mr. Sheffield commented that if we were to remove the funding from the Blanding Boulevard project it will not ensure that another project will be done on Blanding Boulevard or in Clay County.

- Michael Wallwork commented that these innovative intersection designs tend to push traffic to overload the next intersection further down the road.
- Bernie O'Connor commented that the Blanding Boulevard corridor will constantly need work.

- Thomas Martin commented that FHA has a wealth of information about the various kind of turning movements.
- Mario Dipola commented that he supports separating the two Blanding Boulevard intersections.
- Bill Fonferek commented that he would like to see these two projects separated.
- Bo Norton commented that he does not favor separating these two projects. A lot of work has gone into getting these projects on the list, although the timing is not ideal.

Mr. Sheffield responded that in terms of taking action on this item it is either a yes or no on the entirety of the list as presented. Any action taken to remove or separate a project will not affect programming funds on this particular list.

- Chairman Chapman wanted to know if someone wanted to split the projects if they would need to vote “no”.

Mr. Sheffield responded that is correct.

- Mr. Fonferek commented that he does not like being told that this is the only game in town and that he has to either vote “yes” or “no”.

Mr. Sheffield responded that is not correct. The list was provided a month ago and within that time the TCC, CAC and the TPO Board were all given the opportunity to provide comments. Staff did not receive any feedback, which is why this is now before you for action. Given that there was not a unanimous vote, Chairman Chapman has the opportunity to offer the CAC’s reasoning to the TPO Board at tomorrow’s meeting.

- Mr. Fonferek commented that the CAC was given the impression that we would see the design of the two projects and have discussion. We did not have that information after the last meeting, so this was the first time we saw what was proposed.

Mr. Sheffield responded that your comments objected to anything happening at Wells and Argyle Roads. Mr. Sheffield apologized for not providing the graphics in advance. As a CAC member, you have the right to not agree or approve everything that is placed in front of you. That is the point of the committee and the exchange between members.

Bernie O'Connor moved to approve the project recommendations for SU funding for FY 2021/22 through FY 2025/26; Thomas Martin seconded; two opposed; motion carried.

► **C. PROJECT RECOMMENDATIONS FOR CMAQ FUNDING FOR FY 2021/22 THROUGH FY 2025/26**

Jeff Sheffield presented the project recommendations for CMAQ funding for FY 2021/22 through FY 2025/26.

Mr. Sheffield asked for questions.

- Michael Wallwork commented that there should be a plan for each of these projects, and we should ask the agency responsible to provide it.

Mr. Sheffield responded that he takes responsibility for not providing the project visuals prior to the meeting.

- Mr. Wallwork commented that the FDOT has concept plans for every project.

Mr. Sheffield responded that every project on the list that is not in red is preprogrammed and has been for years. The only projects that we are addressing are the projects in red. The other projects are not open for discussion or action, as they have already been acted upon in previous years.

- Michael Wallwork commented that any project that wants to be included in the Work Program should have a plan.
- Bill Fonferek wanted to know if you can go back and look at a project that has been previously approved. Mr. Fonferek wanted to know if the list could be edited once it is approved.

Mr. Sheffield responded that the challenge is to reshuffle or reprioritize a project from year to year provides no direction or the ability for the FDOT to leverage their own funds to deliver projects. One reason that we have been so effective in this region in leveraging funding opportunities is that we have stayed committed to our priorities when we have funded them.

- John Stack commented that he is disappointed that Nassau County is not participating in the opportunity for funding, and thinks that they need to do a better job next year.

Mr. Sheffield responded that in regards to our SU funds we try to operate on a rolling ten-year window that would account for the percentage of

population that each county represents. Clay and Duval have a fifteen percent (15%) goal and Nassau County has roughly five percent. For a five percent goal, it only takes one project in one year to go over their threshold. This would clearly indicate that the TPO needs to place attention on Nassau County next year.

- John Stack commented that a number of projections show the population in Nassau County increasing over the next few years.

Mr. Sheffield responded that the population for each county is updated annually because it is how we determine the counties' assessments. There is growth in Nassau County, but there is growth in the other counties as well. Every ten years, after the census is completed, every MPO within the state goes through an exercise for a new boundary and apportionment plan.

- Mario Dipola wanted to know if there are any calculations that go behind the boundary and apportionment plan.

Mr. Sheffield responded this has been the TPO Board's position and how we have evolved in becoming more effective. In the past, we divided the funds up based on the percentage of representation. We could not deliver anything because all we were funding was the design or some early phase of a project in every county. Now we can deliver a project to completion. We take the entire population of our region and divide it by the four counties to come up with the percentage.

Jim Green moved to approve the project recommendations for CMAQ funding for FY 2021/22 through FY 2025/26; Bernie O'Connor seconded; one opposed; motion carried.

D. RESOLUTION ADOPTING SAFETY PERFORMANCE TARGETS

Denise Bunnewith informed the Board that 23 USC 23 CFR 490 requires the FDOT to adopt targets for *number of fatalities, number of serious injuries, fatality rate, serious injury rate, total number of non-motorized fatalities and serious injuries*. The North Florida TPO is also required to adopt performance targets for these measures and would like to adopt the FDOT's aspirational targets for safety.

Ms. Bunnewith asked for questions.

- Mario Dipola asked about the funding implications if FDOT does not meet the targets.

Ms. Bunnewith responded that if they do not meet the targets in one category they can shift funds among the measures.

- Mario Dipola asked if by adopting these targets, will it impact our future funding flexibility.

Ms. Bunnewith responded that FDOT does not believe so, as they have not altered their course.

- Chairman Chapman commented that a zero goal is meaningless.
- Michael Wallwork commented that a zero goal is unrealistic.
- Chairman Chapman commented that a strategy is needed on how to achieve this target, but no strategies are being shown.

Bernie O'Connor moved to adopt the Safety Performance Targets; Lisa McGlynn seconded; one opposed; motion carried.

E. RESOLUTION ADOPTING THE JACKSONVILLE TRANSPORTATION AUTHORITY'S (JTA) 2021 SAFETY PERFORMANCE TARGETS FOR TRANSIT SERVICES

Denise Bunnewith informed the Board that 49 CFR Part 673 requires the JTA to adopt transit safety performance targets for *number of fatalities, number of fatalities per 100,000 (100k) vehicle road miles (VRM); injuries, injuries per 100k VRM; safety events, safety events per 100k VRM; and system reliability*. The North Florida TPO is also required to adopt annual performance targets for these measures and would like to adopt JTA's annual performance targets for transit services.

Ms. Bunnewith asked for questions.

- Thomas Martin commented that the vehicle road miles, as far as transit is concerned, should be the number of people they carried and not vehicle road miles.
- Bill Fonferek commented that the modes of transit are based on vehicle road miles. Mr. Fonferek wanted to know what the ferry is based on.

Ms. Bunnewith responded that most transit agencies do not operate a ferry. JTA was trying to account for every type of service they have and report it.

Thomas Martin moved to adopt the Safety Performance Targets for transit services; Mario Dipola seconded; motion unanimously carried.

F. RESOLUTION ADOPTING THE SUNSHINE BUS COMPANY'S 2021 SAFETY PERFORMANCE TARGETS

Denise Bunnewith informed the Board that 49 CFR Part 673 requires Sunshine Bus Company to adopt transit safety performance targets for *number of fatalities, number of fatalities per 100,000 (100k) vehicle road miles (VRM); injuries, injuries per 100k VRM; safety events, safety events per 100k VRM; and system reliability*. The North Florida TPO is also required to adopt annual performance targets for these measures and would like to adopt the Sunshine Bus Company's annual performance targets for transit services.

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

Bernie O'Connor moved to adopt the Safety Performance Targets for transit services; Mario Dipola seconded; motion unanimously carried.

G. FDOT REQUESTS AMENDING THE FY 2020/21 THROUGH FY 2024/25 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Autumn Martinage presented the amendment to the Transportation Improvement Program (TIP) for FY 2020/21 through FY 2024/25 for approval.

Ms. Martinage informed the CAC that SR 228 from Yellow Water Road to North of Solomon Road is already in the TIP; therefore, it is being removed.

Duval County

- ~~445540-1~~ – SR 228 from Yellow Water Road to North of Solomon Road Add Left Turn Lane(s)
- **447915 – 1** – Signal Safety Upgrade on Gran Bay Parkway Crossing No. 273260W RRMP:1 – Rail Safety Project
- **447915 – 2** – Signal Safety Upgrade on CR 108 No. 620796K RRMP:607.50 Rail Safety Project

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

Bernie O'Connor moved to approve the FDOT's request to amend the Transportation Improvement Program (TIP) for FY 2020/21 through FY 2024/25; Branch Davis seconded; motion unanimously carried.

H. JTA REQUESTS AMENDING THE FY 2020/21 THROUGH FY 2024/25 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Richard Clark presented the amendment to the Transportation Improvement Program (TIP) for FY 2020/21 through FY 2024/25 for approval.

- **FM#433715-2** – FTA – Bus and Bus Facilities Grant

Mr. Clark asked for questions.

- Tyrone Clark-Murray wanted to know the JTA's plans for the Rosa Parks station.

Mr. Clark responded that the Rosa Parks station is no longer our central hub. The infrastructure will be torn down and the lot seeded. In the long-term, we are focused on TOD and will be working closely with DIA to revitalize the area.

Bernie O'Connor moved to approve the JTA's request to amend the Transportation Improvement Program (TIP) for FY 2020/21 through FY 2024/25; Mario Dipola seconded; motion unanimously carried.

I. COVID-19 PANDEMIC CRASH RATE INVESTIGATION PRESENTATION

Laurie Santana, City of Jacksonville, presented results from the COVID-19 pandemic crash rate investigation.

Ms. Santana asked for questions.

- Chairman Chapman wanted to know if this investigation looked at state and interstate roads in addition to local roads.

Ms. Santana responded that we did not look at interstate roads or state roads, but reviewed COJ owned roads.

- Mario Dipola requested a copy of this presentation.

Mr. Sheffield responded that he will email the presentation to the committees and the Board.

J. SMART NORTH FLORIDA UPDATE

Jeff Sheffield gave the following update.

- The 2.0 version of the dashboard will be out soon. We are moving towards real-time data sets in various demographic areas.
- We maintain four general planning consultant contracts, and are working to standardize their activities. For most of our planning studies, the data collection component is included. The goal is for us to maintain these data sets within the data exchange. We envision providing the data sets to our consultants so they would operate from a continuity standpoint. In

turn, the funding used on data collection could then be used to fund analysis and evaluation efforts.

K. OLD BUSINESS

1. Bylaws Committee Update

Jim Hill informed the group that the Bylaws Committee met and the draft bylaws will be presented to the CAC next month to approve. When the CAC approves the bylaws, it will go to the TPO Board for approval.

2. Virtual Meetings

There is no expectation that the virtual meetings will continue after October; therefore, November's meeting will be a hybrid meeting. We will need between 6-8 in-person participants. The remaining members can vote and participate virtually. An action must be taken at the beginning of the meeting to allow those participating virtually to vote.

3. May 6, 2020 CAC Meeting – Response Needed from Staff/FDOT

- Emergency Preparedness – Identifying and Updating Evacuation Routes, New Kings Road – ***Deferred by Chairman Chapman due to Ms. Miller's absence.***

June 3, 2020 CAC Meeting

Emergency Preparedness – Identifying and Updating Evacuation Routes, New Kings Road

Chairman Chapman asked Celia Miller to clarify the area.

Celia Miller responded that the area is US 1 on the east and Edgewood Avenue on the west along Kings Road.

Mr. Sheffield requested that Ms. Miller reach out to Marci Larson and provide more specific information.

September 2, 2020 CAC Meeting

*To date, Ms. Larson has not received any additional information.

4. June 3, 2020 CAC Meeting – Response Needed from Staff/FDOT

- Mario Dipola requested a one-page summary of the State of Florida's revenue projections that evaluates the impact of the reduced gas tax. Mr. Dipola would also like a brief overview of the Revenue Estimating

Conference. Autumn Martinage will check with Jim Knight. To date, staff is still evaluating the impact of the reduced gas tax.

The Revenue Estimating Conference will be held later this summer.

FDOT is still evaluating the impact of the reduced gas tax and will have this information at a later date. (June 3, 2020)

5. September 2, 2020 CAC Meeting – Response Needed from Staff/FDOT

- Bill Fonferek requested the names, email address, and phone numbers of the participants from the August 18 Comprehensive Plan for Southwest Jacksonville meeting.

Mr. Sheffield responded that he will provide Mr. Fonferek the requested information.

Mr. Sheffield emailed Mr. Fonferek the requested information September 15.

- Jim Green wanted to know if there is any information available from the Revenue Estimating Conference. Mr. Green also would like to know how the revenue stream has been affected by the pandemic (COVID-19).

Ms. Martinage responded that the Revenue Estimating Conference took place in August, and no official report is available to date. There will be a significant revenue reduction. It will not impact the current fiscal year, but will affect the next several fiscal years.

Once the information is available, Ms. Martinage will provide it to the CAC. (September 2, 2020)

L. NEW BUSINESS

M. PUBLIC COMMENT

N. ADJOURNMENT

There being no further business, the meeting was adjourned at 4:20 p.m. The next CAC meeting will be November 4, 2020.

Agenda Item B.

**FDOT Requests Amending the FY 2020/21
through FY 2024/25 Transportation Improvement
Program (TIP)**

Action Item



Florida Department of Transportation

RON DESANTIS
GOVERNOR

2198 Edison Avenue
Jacksonville, FL 32204-2730

KEVIN J. THIBAUT, P.E.
SECRETARY

October 19, 2020

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 2020/21 – 2024/25

Dear Wanda:

The Florida Department of Transportation (FDOT) requests an amendment to the Transportation Improvement Program (TIP) for FY 2020/21 – 2024/2025. Please add the following TIP Amendment requests for action by the TCC, CAC and TPO Board at their November meetings.

DUVAL COUNTY

**439468-1 Southside Blvd (SR115) at Deerwood Park
Intersection Improvement**

<u>Phase</u>	<u>Fund</u>	<u>FY 2021</u>
ROW	SA	\$1,250

**441194-2 SRA1A at 2nd Avenue North
Pedestrian Safety Improvement**

<u>Phase</u>	<u>Fund</u>	<u>FY 2021</u>
ROW	SA	\$1,750


**448462-1 5310 Operating – Jacksonville Transportation Authority – Large UZA
Operating for Fixed Route**

<u>Phase</u>	<u>Fund</u>	<u>FY 2021</u>
RRU	DU	\$253,200
	LF	\$253,200

Approval of these TIP Amendments will not affect the funding or advancement of other projects in the FY 2020/21 – 2024/25 TIP.

Please contact me if you have any questions or need additional information for this request.

Sincerely,

A handwritten signature in black ink, appearing to read "Autumn L Martinage". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Autumn L Martinage
North Florida TPO Liaison

Agenda Item C.

CAC Bylaws Update

Action Item



Oct. 30, 2020

TO: Citizens Advisory Committee

FROM: Jim Hill, Chairman
Bylaws Committee

RE: Update/Changes to the CAC Bylaws

The Bylaws committee that includes Bo Norton, Larry Solomon, Jim Green, Branch Davis, John Stack and myself as chair have been working on changes and updates to the CAC bylaws since late August. Outlined in this memo are the suggested changes. They are also noted in red in the Bylaws attached to the agenda. The Committee MOVES these changes be adopted.

1. Article IV: Membership, Section 1: update and clarify the process by which citizens interested in joining the CAC can do so. See the New Language in red in the Bylaws copy.
2. Article IV: Membership, Section 1: Remove tables 1 and 2
3. Article IV: Membership, Section 1-Duval: Language clarified for the seat from the three Jacksonville beaches.
4. Article IV: Membership, Section 1: Membership for the city of Green Cove Springs, town of Baldwin and town of Callahan will be at large seats for the respective counties because it has been impossible to find citizens interested in filling these seats from these communities. The TPO was fine with this change.
5. Section 3: Terminating Membership, 2: language has been slightly modified
6. Article VI: Meetings, Section 1: a sentence has been added to that section re: virtual platforms

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**North Florida
Transportation Planning Organization**

Bylaws

Citizens Advisory Committee

Approved 1/10/02

Amended 2/12/04

Amended 2/10/05

Amended 12/10/09

Amended 4/11/13

Amended 6/3/15

Amended 5/1/19

Amended _____

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Article I: Preamble

The following sets forth the Bylaws of the Citizens Advisory Committee (CAC) of the North Florida Transportation Planning Organization (North Florida TPO).

Article II: Creation

The North Florida TPO shall appoint a Citizens Advisory Committee, the members of which serve at the pleasure of the North Florida TPO. The membership must reflect a broad cross-section of local residents with an interest in developing an efficient, safe and cost-effective transportation system. The membership must also include representation of communities within the urbanized area, persons with disabilities, women, minorities and persons with low income.

Article III: Purpose and Responsibilities

The Citizens Advisory Committee (CAC) is established to provide citizen comments and views on the metropolitan planning process and to serve in an advisory capacity to the **North Florida TPO** on matters related to transportation planning. Responsibilities of the CAC include:

1. Review and comment on proposed goals and policies for the transportation planning process,
2. Review and comment on developing the long range transportation plan,
3. Review and comment on specific projects and corridor studies,
4. Review and comment on short range transportation planning, and
5. Carry out other tasks as requested by the North Florida TPO.

Article IV: Membership

Section 1: Appointing Members

The CAC shall be composed of no fewer than fifteen (15) and no more than thirty (30) members. Any person residing within the North Florida TPO geographical boundary is eligible for membership unless that person holds elective office or a non-elective position in any unit of state or local government having jurisdiction.

Current Language

Members of the public wishing to serve on the Citizens Advisory Committee should submit a letter of interest and a completed membership application a copy of which is available on-line at www.northfloridatpo.com. Applications are also available at the North Florida TPO offices and can be requested by telephone at 904-306-7500. Completed applications and letters of interest will be forwarded to an elected official/board within the jurisdiction from which the individual resides for endorsement. Endorsed applications will be forwarded to the CAC for the committee's approval and then forwarded to the North Florida TPO for its approval.

New Language

Members of the public wishing to serve on the Citizens Advisory Committee can do so in the following ways:

- Submit a letter of interest and a completed membership application available on the TPO web site at www.northfloridatpo.com or picked up in person at the North Florida TPO offices. The form may also be requested by telephone or email. The Public Affairs Manager is the point of contact. S/he will then facilitate the completed paperwork with the appropriate elected officials from the respective county serving on the TPO board.
- Citizens can also express interest through their respective counties by contacting a member of the Jacksonville City Council or the County Commission in Clay, Nassau and St. Johns Counties. The respective elected bodies then implement their processes and approve the member's application.
- A completed application and letter of interest should be sent to the TPO Public Affairs Manager to continue the facilitation process. If vacancies persist, current CAC members can facilitate/recruit possible candidates from their geographic area following the same processes as outlined above.

Membership applications will be accepted at any time and will be held one year for consideration when a vacancy occurs. Vacancies will be posted on the website. In addition, the local governments in which the vacancy occurs may wish to nominate a member.

Care will be taken to ensure that the membership represents a socio-economic, racial and geographic cross section of the population within the North Florida TPO boundary.

Tables 1 and 2 removed.

Consistent with the apportionment of elected officials on the North Florida TPO Board, and to ensure compliance with **Title VI of the Civil Rights Act**, CAC membership is as follows:

Clay County (Maximum 4)

- At least one (1) member from the Town of Orange Park
- The remaining three (3) members are at large and may include members of civic organizations, environmental groups, community redevelopment authorities, homeowner associations and other similar organizations.

Duval County (Maximum 18)

- At least one (1) member from each Planning District (6)
- One (1) member representing the three Jacksonville Beaches communities (Cities of Atlantic Beach, Neptune Beach and Jacksonville Beach).
- The remaining eleven (11) members are at large and may include members of civic organizations, environmental groups, community redevelopment authorities, homeowner associations and other similar organizations.

Nassau County (Maximum 4)

- At least one (1) member from the Amelia Island/City of Fernandina Beach

- The remaining three (3) members are at-large and may include members of civic organizations, environmental groups, community redevelopment authorities, homeowner associations and other similar organizations.

St. Johns County (Maximum 4)

- At least one (1) member from the City of St. Augustine
- The remaining three (3) members are at large and may represent civic organizations, environmental groups, community redevelopment authorities, homeowner associations and other similar organizations.

To the maximum extent possible no fewer than seven members of the CAC shall be African American and at least one member must be Hispanic/Latino. Persons with disabilities should also be represented.

Section 2: Membership Term

Members shall serve a term of four years. A member may be re-appointed for additional terms and will serve in accordance with these Bylaws.

Section 3: Terminating Membership

A member’s term may be declared vacant by the Citizens Advisory Committee for either of the following causes:

1. The member no longer resides within the geographical boundaries s/he was appointed to represent.
2. Since a CAC member has no alternate there are no excused absences. If a member misses four meetings during the calendar year s/he will be notified by staff via U.S. mail, email or phone advising the member of the absences to determine continued interest and/or availability as a member. A vacancy shall be filled appropriately.

Section 4: Resigning Membership

A member wishing to resign prior to the end of his/her term shall submit a letter of resignation to the CAC Chair stating the effective date of such resignation.

Article V: Electing Officers

Section 1: Electing Officers

Officers of the Citizens Advisory Committee (CAC) are chair and vice

chair. Officers shall serve a one-year term starting January 1 annually with a two-term limit and shall be elected at the last meeting of the calendar year. Whenever possible the officers should be rotated among the counties represented by the North Florida TPO.

1. **Chair:** The Chair shall be elected from the CAC membership and shall preside at all CAC meetings. S/he shall appoint all subcommittee members and subcommittee chairs and shall have the authority to call special CAC meetings or to cancel any regularly scheduled CAC meetings.

2. **Vice Chair:** The Vice Chair, during the absence of the Chair or his/her inability to serve, shall perform the duties as may be assigned by the CAC that are consistent with the Chair's authority. S/he shall appoint all subcommittee members and subcommittee chairmen and shall have the authority to call special CAC meetings or to cancel any regularly scheduled CAC meeting.
3. If for any reason the Chair is unable to complete his/her term, the Vice Chair will serve as Chair until the next regular election. Vacancy of the position as Vice Chair shall be filled by majority vote of the CAC members at the next meeting for the remaining balance of the term.

Section 2: Establishing Committees

1. The Chair may establish committees from time to time on an as-needed basis.
2. The Chair will establish a Bylaws Committee at least every two years on odd-numbered years to review the Bylaws and report their recommendations to the CAC. The Bylaws Committee will be appointed within the first quarter of the odd numbered year. The immediate past chair of the CAC shall chair the Bylaws committee. If the immediate past chair is not available then the current CAC chair will appoint the chair of the Bylaws committee. The Bylaws Committee will include at least three CAC members.

Article VI: Meetings

Section 1: Meetings

Regular meetings shall be held at 2 p.m. monthly the first Wednesday, except January and July. When conflicting with a national, state or local holiday the meeting will move to the following Wednesday or as otherwise agreed to by the CAC by a majority vote. The meetings shall be held in a facility that is readily accessible to all citizens including those with disabilities. (The TPO does not determine the use of virtual platforms for its meetings; the Governor establishes the flexibility.)

Section 2: Meeting Notices

All meetings shall be noticed in accordance with Chapter 285.01, *Florida Statutes*.

Section 3: Special Meetings

The Chair may call special meetings or they may be called by a majority vote of the Committee members.

Section 4: A Quorum of Voting Membership

The CAC membership present shall constitute a quorum.

Section 5: Parliamentary Procedures

All questions or procedures shall be used as a guide from the most current edition of "Robert's Rules of Order," unless superseded by law or these Bylaws.

Article VII: Public Participation in CAC Meetings

Persons attending a CAC meeting have the opportunity to address the committee during a scheduled public hearing and at all regularly scheduled business meetings and when otherwise invited by the Chair. A time limit of three minutes will be allowed for presentation unless extended by the Chair. If the speaker is reading from a prepared text, a copy should be provided for the recording secretary. The following guidelines should be observed when a speaker is addressing the board or committee:

1. When called upon, the speaker should come promptly to the podium (if available), speak clearly into the microphone (if available), and state name and address.
2. The speaker should identify the organization being represented, if any.
3. The speaker must limit remarks to three minutes.
4. The speaker may direct questions to the Chairman only.
5. Members of the audience must refrain from audible comments and/or applause during the meeting. Under no circumstance may any audience member interrupt a speaker or otherwise attempt to intimidate or discourage a speaker from addressing the committee through audible comments or noise making.
6. No speaker may indulge in personal attacks on any committee or staff member. The Chair will revoke the speaker's privilege to address the committee if this rule is violated.
7. Once a public hearing has been closed, no further audience participation is allowed or tolerated. Violating this rule may result in removing the violator from the meeting room.

Article VIII: Administrative Services

All general administrative services shall be provided by the designated North Florida TPO staff member(s).

Article IX: General Information Concerning Agency

Location of Offices

The North Florida TPO office is located at 980 North Jefferson Street, Jacksonville, with telephone number 904-306-7500. The TDD number is 904-306-7502. All North Florida TPO publications, forms and documents are available at this location from 8 a.m. to 5 p.m., Monday through Friday, except holidays.

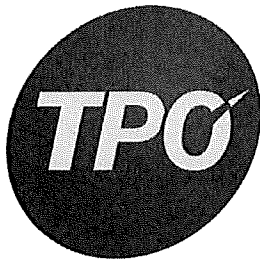
Agenda Item G.

Old Business

- **October 8, 2020 North Florida TPO Meeting Report**

North Florida TPO Meeting Report

North Florida
Transportation Planning Organization
PLAN • FUND • MOBILIZE



Meeting Agenda

Thursday, October 8, 2020
10 a.m.

Call to Order
Invocation
Pledge of Allegiance
Introductions
Public Comment

Consent Agenda

1. North Florida TPO Minutes of September 10, 2020

**UNANIMOUSLY
APPROVED**

These minutes are ready for review and approval.

TPO Agenda

A. Finance Committee Report

Information Only

- August Monthly Financial Statement

B. Project Recommendations for SU Funding for FY 2021/22 through FY 2025/26

ACTION ITEM

A list of projects recommended for SU funding was provided at the September meeting. The list is included in Section B.

C. Project Recommendations for CMAQ for FY 2021/22 through FY 2025/26

ACTION ITEM

A list of projects recommended for CMAQ funding was provided at the September meeting. The list is included in Section C.

D. Resolution Adopting Safety Performance Targets

ACTION ITEM

Resolution is included in Section D.

E. Resolution Adopting the Jacksonville Transportation Authority's (JTA) 2021 Safety Performance Targets for Transit Services **ACTION ITEM**

The targets for JTA are included in Section E.

F. Resolution Adopting the Sunshine Bus Company's 2021 Safety Performance Targets **ACTION ITEM**

The targets for Sunshine Bus Company are included in Section F.

G. FDOT Requests Amending the FY 2020/21 through FY 2024/25 Transportation Improvement Program (TIP) **ACTION ITEM**

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

Duval County

- **445540-1** – SR 228 from Yellow Water Road to North of Solomon Road
Add Left Turn Lane(s)
- **447915-1** – Signal Safety Upgrade on Gran Bay Parkway Crossing
No. 273260W RRMP:1 – Rail Safety Project
- **447915 – 2** – Signal Safety Upgrade on CR 108 No. 620796K RRMP:607.50
Rail Safety Project

H. JTA Requests Amending the FY 2020/21 through FY 2024/25 Transportation Improvement Program (TIP) **ACTION ITEM**

A copy of the request is included in Section H, which includes the following project:

- **FM #433715-2** – FTA – Bus and Bus Facilities Grant

I. Final Federal Certification Review Report Information Only

Teresa Parker with FHWA will present the findings of the report.

J. Smart North Florida Update Information Only

K. Executive Director's Report Information Only

L. Secretary of Transportation's Report Information Only

M. Authority Reports Information Only

N. Old Business

O. New Business

- Bylaws Committee Update
- Legislative Policy Positions

P. Public Comment

Q. Adjourn

Information

- Status Report of FDOT Projects in the North Florida TPO area

The next meeting will be November 12, 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 Marci Larson at 904-306-7513 at least seven days prior to the meeting.

Agenda Item H.

New Business

- **North Florida TPO 2021 Meeting Schedule**

North Florida TPO Meeting Schedule 2021

TPO – 10 a.m. 2 nd Thursday Monthly	TCC – 10 a.m. 1 st Wednesday Monthly	CAC – 2 p.m. 1 st Wednesday Monthly	TD – 9 a.m. 1 st Thursday Quarterly
February 11	February 3	February 3	March 4
March 11	March 3	March 3	May 6
April 15	April 7	April 7	September 2
May 13	May 5	May 5	November 4
June 10	June 2	June 2	
August 12	August 4	August 4	
September 9	September 1	September 1	
October 14	October 6	October 6	
November 11	November 3	November 3	
December 9	December 1	December 1	

THERE ARE NO MEETINGS IN JANUARY AND JULY.