



Citizens Advisory Committee  
Agenda Book

2:00 pm  
Wednesday, June 5, 2024

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



**Citizens Advisory Committee  
Meeting Agenda  
Wednesday, June 5, 2024  
2 p.m.**

**Call to Order  
Pledge of Allegiance  
Introductions  
Public Comment**

**Agenda**

**A. May 1, 2024 Minutes**

**ACTION ITEM**

These minutes are ready to review and approve.

**B. Approval of the Transportation Improvement Program (TIP) for  
FY 2024/25 through FY 2028/29**

**ACTION ITEM**

Previously, staff posted the draft of the TIP on the TPO website for review at the May meetings. A PowerPoint presentation was given at the May meetings.

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

**ACTION ITEM**

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

- **209697-5** – SR 13 (Hendricks Ave) from San Marco Blvd. to Prudential Dr.  
Resurfacing/FDOT/Duval County
- **426964-2** – SR 15 (US 1) New Kings Road from Trout River Blvd. to SR 104  
Resurfacing/FDOT/Duval County
- **210447-4** – SR 16 from CR 13A (International Golf Parkway) to Toms Road  
Resurfacing/FDOT/St. Johns County
- **439484-4** – I-295 (SR 9A) at Pritchard Road Interchange  
Landscaping/FDOT/Duval County

**D. JTA Requests Amending the FY 2023/24 through FY 2027/28  
Transportation Improvement Program (TIP)** **ACTION ITEM**

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

- 2023 Reconnecting Communities and Neighborhoods (RCN) Grant Program

**E. Revised CAC Bylaws** **ACTION ITEM**

The revised CAC bylaws were reviewed by the Bylaws Committee and are included in Section E for review.

**F. Long Range Transportation Plan (LRTP) Update** Information  
Only

Wiley Page of Atkins Realis will give a brief update on the LRTP.

**G. Smart North Florida Update** Information  
Only

**H. Old Business**

- May 9, 2024 North Florida TPO Meeting Report

**I. New Business**

**J. CAC Comment**

**K. Public Comment**

**L. Adjournment**

**The next meeting will be August 7, 2024.**

**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 May 1, 2024 Meeting**

***Action Item***



**CITIZENS ADVISORY COMMITTEE**  
**MEETING SUMMARY**

Wednesday, May 1, 2024 - 2 p.m.  
980 North Jefferson Street  
Jacksonville, FL 32209

**MEMBERS PRESENT:**

Mario Dipola, St. Johns County - **CHAIRMAN**  
Roy Buncome, Duval County  
Scott Cowitt, Duval County  
Branch Davis, Duval County  
David Duckworth, Duval County  
James Green, Duval County  
Joanne Kazmierski, Duval County  
Patrick Keogh, Nassau County  
Nichole Mobley, Duval County  
Bernie O'Connor, Duval County  
Charles Pappas, St. Johns County  
Oksana Spears, Nassau County  
John Stack, Nassau County  
Joe Trottie, Duval County  
Eugene Yerkes, Duval County

**MEMBERS ABSENT:**

Austin Chapman, St. Johns County  
Doug Conkey, Clay County  
Chip Dobson, Clay County  
Jim Hill, Duval County  
Walter Kloss, Clay County – **VICE CHAIRMAN**  
Lisa McGlynn, St. Johns County  
Barney Roberts, Duval County

**OTHERS PRESENT:**

Victoria Kutney, FDOT  
Wiley Page, Atkins Realis  
Eric Houston, JTA

**TPO STAFF PRESENT:**

Jeff Sheffield, Executive Director  
Elizabeth De Jesus, Transportation Programs Manager  
Thalia Fuste, Transportation Planner  
Marci Larson, Public Affairs Manager

Clark Letter, Director Planning and Analytics  
Jennifer Lott, Executive Assistant

### **CALL TO ORDER**

Chairman Mario Dipola called the meeting to order at 2 p.m. and led the Pledge of Allegiance.

### **PUBLIC COMMENT**

None.

#### **▶ A. APPROVE THE MARCH 6, 2024 MEETING MINUTES**

Chairman Mario Dipola asked for approval of the minutes of the March Citizens Advisory Committee meeting.

**Branch Davis moved to approve the March 6, 2024 minutes; Bernie O'Connor seconded; motion unanimously carried.**

#### **▶ B. FDOT REQUESTS AMENDING THE FY 2023/24 THROUGH FY 2027/28 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

Victoria Kutney presented the following amendment to the Transportation Improvement Program (TIP) for FY 2023/24 through FY 2027/28.

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

- **446031-3** – ITS WWD Safety Initiatives  
Traffic Control Devices/System/FDOT/Duval County
- **449842-1** – SR A1A (US 90A) 3<sup>rd</sup> St. at 7<sup>th</sup> Ave. N. and 3<sup>rd</sup> Ave. S.  
Pedestrian Safety Improvement/FDOT/Duval County
- **422938-8** – SR 23 (First Coast Expressway) from East of CR 2209  
to East of CR 16A Spur – New Road Construction/FDOT/St. Johns County

Ms. Kutney asked for questions.

- Nichole Mobley asked what the SR A1A project entails.

Ms. Kutney responded this is a new project currently not in the TIP or STIP to construct two mid-block crossings and pedestrian beacons.

**Branch Davis moved to approve the FDOT's request to amend the FY 2023/24 through FY 2027/28 Transportation Improvement Program (TIP); Scott Cowitt seconded; motion unanimously carried.**

► C. APPROVAL OF THE FY 2024/25 THROUGH FY 2025/26 UNIFIED PLANNING WORK PROGRAM (UPWP)

Clark Letter informed the group the draft UPWP was presented in March for their review. Comments were accepted until April 15. Adjustments were made based on comments from committee members, FDOT, FHWA and TPO staff.

Since the last draft, JTA has made the following adjustments to the budget allocated to specific subtasks.

- 7.6 - \$137,500 was shifted from consultant services to personnel services for both FY 25 and FY 26
- 7.8 - \$5,000 was shifted from consultant services to personnel services for both FY 25 and FY 26
- 7.9 - \$7,500 was shifted from consultant services to personnel services for both FY 25 and FY 26
- 7.11 – Task added based on identified grant award to FY 26 of \$1.5 million (NEW)  
This task is for TOD planning for the First Coast Flyer Green Line.

Mr. Letter asked for questions.

- Branch Davis commented the memo states the draft was presented in May.

Mr. Letter responded the change will be made to reflect the draft was presented in March.

- Nichole Mobley asked for an explanation of the shift from consultant services to personnel services.

Mr. Letter responded JTA plans to utilize internal staff instead of consultant services to perform the work for those tasks.

- Bernie O'Connor asked for a description of the First Coast Flyer Green Line.

Mr. Letter responded he will get a response from JTA and report back.

**Bernie O'Connor moved to approve the FY 2024/25 through FY 2025/26 Unified Planning Work Program (UPWP) with the changes as presented; Branch Davis seconded; motion unanimously carried.**

► D. PROJECT RECOMMENDATIONS FOR SU FUNDING FOR FY 2024/25 THROUGH FY 2028/29

Jeff Sheffield presented the project recommendations for SU funding for FY 2024/25 through FY 2028/29.

Mr. Sheffield asked for questions.

- Chairman Mario Dipola commented relative to the widening of A-1-A he hopes we are not continuing to add lanes to intersections.
- Chairman Mario Dipola commented the community is extremely supportive of what is not feasible relative to the road connecting CR 210 to JTB. There is an alternate route with US 1; however, that would burden A-1-A with more motorists, and it would be used as a through route. Chairman Dipola commented he is not sure the community would support that alternative.

**Branch Davis moved to approve the project recommendations for SU funding for FY 2024/25 through FY 2028/29; Bernie O'Connor seconded; motion unanimously carried.**

► **E. PROJECT RECOMMENDATIONS FOR CMAQ FUNDING FOR FY 2024/25 THROUGH FY 2028/29**

Jeff Sheffield presented the project recommendations for CMAQ funding for FY 2024/25 through FY 2028/29.

Mr. Sheffield asked for questions.

- Chairman Dipola asked if "RAB" is short for roundabout.

Mr. Sheffield responded that is correct.

- Chairman Dipola commented the Governor has made a statement about carbon, and he would like to know if CMAQ funding is still good. Also, does that discussion have anything to do with FY 2028 through FY 2030.

Mr. Sheffield responded the state prefers all five years of the work program be programmed out. Keeping the out years free gives us the ability to program a project two years out instead of five.

- Bernie O'Connor wanted to know if the \$3.2 million in funding is available each year.

Mr. Sheffield responded the average tends to be \$1.3 to \$1.5 million per year.

**Branch Davis moved to approve the project recommendations for CMAQ funding for FY 2024/25 through FY 2028/29; Bernie O'Connor seconded; motion unanimously carried.**



**F. STAFF PRESENTATION ON THE DRAFT FY 2025/26 THROUGH FY 2028/29 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

Elizabeth De Jesus informed the group every year, as part of the TIP approval process, it is our goal to provide the Board and Committee members a first draft in April for review. In May, we would present a refined draft with approval in June. This schedule is dependent on receipt of project information from FDOT in February/March each year. Unfortunately, FDOT experienced a statewide delay in providing the TIP data to all MPOs, creating a need to adjust our schedule. This month we are presenting a complete draft of the TIP with approval being requested in June.

The following projects from the FY 2024 through FY 2028 TIP that are not included in the draft FY 2025 through FY 2029 TIP are listed below.

- **2132601** – I-295 (SR 9A) from North of New Kings Road to South of I-95 North Interchange
- **2132611** – I-295 (SR 9A) from North of Commonwealth to North of New Kings Road
- **4461291** – Hilliard Airpark Hangar Development

Ms. De Jesus asked for questions.

- John Stack complimented Ms. De Jesus on the presentation being informative, clear and concise.
- Bernie O'Connor commented he loved the map feature of the new tool. Using this tool, he saw on I-295 to the east side of town and those projects on I-95 through the center of Duval County are no longer in the work program.

Mr. Sheffield responded the Governor's statewide initiative "Moving Florida Forward" has a \$3 billion shortfall. Each district has been asked to contribute funding to make up for the shortfall. FDOT's District 2 has moved out and/or delayed phases of the I-95 project as our contribution to this initiative. Other shifts are a result of 40 percent cost increases for construction and reduced funding levels.

- Bernie O'Connor wanted to know what "Moving Florida Forward" entails.

Mr. Sheffield responded it is an initiative highlighting significant state projects to be accelerated in advance. Our district does not have any projects within this initiative.

- Jim Green commented this puts more onus on FDOT to get their project descriptions accurate.

- Jim Green asked if staff has a preference for how comments are submitted regarding the TIP.

Mr. Sheffield responded there is no preference.

- Joe Trottie commented several projects that should be done that were delayed could change with a new administration.

Mr. Sheffield commented that is correct. There are also cost issues that exist regardless of those decisions. Priorities can shift within the counties.

- Bernie O'Connor commented between I-295 to the east (a four-lane freeway) and I-95 through the center (six-lanes) the most needed improvement is the east side.
- Chairman Dipola asked if there is an equation/formula applied for each district's contribution.

Mr. Sheffield responded there was no formula applied. There were also 30 percent cuts in maintenance programs, and federal funding formulated to this district was pulled back to Central Office.

#### **G. LONG RANGE TRANSPORTATION PLAN (LRTP) UPDATE**

Wiley Page gave a brief update on the LRTP.

Mr. Page asked for questions.

- Scott Cowitt commented the survey was very challenging and it really made you think.

#### **H. SMART NORTH FLORIDA UPDATE – DEFERRED**

#### **I. OLD BUSINESS**

- April 11, 2024 North Florida TPO Meeting Report
- Federal Certification Update - Tomorrow is our federal certification with a public meeting via Zoom at 3:30 p.m.

#### **J. NEW BUSINESS**

- 2024 TIP Presentation Schedule
- Marci Larson informed the group we have two surveys underway. These projects are included in the UPWP.

- Trails study in partnership with the City of Jacksonville from downtown to the Beaches connecting with the Greenways trails.
- Interchange study at CR210

**MAY 1, 2024 CAC Meeting – Response Needed from Staff/FDOT**

- Bernie O'Connor asked for a description of the First Coast Flyer Green Line.

***Mr. Letter responded he will get a response from JTA and report back.***

**K. CAC COMMENT**

- Chairman Dipola asked how many CAC members there are and what constitutes a quorum.

Ms. Lott responded we have 22 members with 12 needed for a quorum.

- Chairman Dipola commented it is important that we attend the meetings.
- Jim Green asked if the quorum is based on state law.

Mr. Sheffield responded the quorum is based on state law. The bylaws state a quorum constitutes the number of active seats. Vacant seats are not counted. This helps us to achieve a quorum on a consistent basis.

**L. PUBLIC COMMENT**

**M. ADJOURNMENT**

There being no further business, the meeting was adjourned at 3:24 p.m. The next CAC meeting will be June 5, 2024.

# **Agenda Item B.**

**Approval of the Transportation Improvement Program (TIP) for FY 2025/26 through FY 2028/29**

***Action Item***



## **MEMORANDUM**

TO: Technical Advisory Committee  
Citizens Advisory Committee  
North Florida TPO Board

FROM: Elizabeth De Jesus  
Transportation Programs Manager

SUBJECT: Request to Approve Transportation Improvement Program FY 2024/25 –  
2028/29

DATE: May 31, 2024

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TPO staff requests approval of the Transportation Improvement Program (TIP) for FY 2024/25 – 2028/29 at the June meetings.

At the May meetings, the TIP draft was presented as well as a TIP presentation that featured the new TIP Interactive tool. The first draft was posted online on April 25 and the complete final draft was posted on May 3. County-specific PowerPoint virtual presentations were delivered for Clay, Duval Nassau and St Johns County during the month of May. In addition, a Regional TIP Virtual public meeting was held May 23. Recordings of the presentations are posted online.

In addition to sharing the TIP meeting information with TPO Committees and county / city contacts, our public involvement efforts included promoting the virtual presentations through the TPO's e-newsletter, local newspaper advertising, TPO's social media, as well as with *Jacksonville Today* (JaxToday.org), a daily email publication by WJCT with a 20,000-person audience. Finally, a web-based public involvement tool was used to gather input.

Please send your questions to Jennifer Lott at [jlott@northfloridatpo.com](mailto:jlott@northfloridatpo.com)

# **Agenda Item C.**

**FDOT Requests Amending the FY 2023/24  
through 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

May 16, 2024

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 June 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:

**209697-5 SR13 (Hendricks Ave) From San Marco Blvd To Prudential Dr  
Resurfacing//FDOT// Duval County** \*NON-SIS\*  
\*N/A\*

<u>Fund</u>	<u>Phase</u>	<u>FY 2025</u>
DDR	PE	\$217,124
DIH	PE	\$36,187
SA	PE	\$1,013,245

**426964-2 SR15 (US1) New Kings Road From Trout River Boulevard To SR104  
Resurfacing//FDOT// Duval County** \*NON-SIS\*  
\*N/A\*

<u>Fund</u>	<u>Phase</u>	<u>FY 2025</u>
ACNP	PE	\$1,162,998
DDR	PE	\$249,214
DIH	PE	\$41,536

**210447-4 SR16 From CR13A (International Golf Parkway) To Toms Road  
Resurfacing/ /FDOT// St. Johns County**

**\*NON-SIS\***

**\*N/A\***

<u>Fund</u>	<u>Phase</u>	<u>FY 2025</u>
ACNP	PE	\$1,690,233
DDR	PE	\$362,193
DIH	PE	\$60,365

The following are projects are scope changes:

**439484-4 I-295 (SR9A) At Pritchard Road Interchange  
Landscaping/ /FDOT// Duval County**

**\*SIS\***

**\*Non-Safety\***

<u>Fund</u>	<u>Phase</u>	<u>&lt;FY 2024</u>	<u>FY2024</u>	<u>FY2025</u>
DDR	PE	\$0	\$300,195	\$0
DIH	PE	\$669	\$34,331	\$0
DS	PE	\$13,030	\$0	\$0
DDR	CST	\$0	\$0	\$1,008,614
DIH	CST	\$0	\$0	\$21,156

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.**

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

***Action Item***



**JACKSONVILLE  
TRANSPORTATION  
AUTHORITY**

**Board of Directors**

Debbie Buckland  
*Chair*

G. Ray Driver, Jr.  
*Vice Chair*

Aundra Wallace  
*Secretary*

Patricia Gillum Sams  
*Treasurer*

Ari Jolly  
*Immediate Past Chair*

Greg Evans  
*Board Member*

Megan Hayward  
*Board Member*

**Chief Executive Officer**

Nathaniel P. Ford Sr.

May 29, 2024

Mr. Jeff Sheffield  
Executive Director  
North Florida Transportation Planning Organization  
980 North Jefferson Street  
Jacksonville, FL 32209

Re: Jacksonville Transportation Authority (JTA) amendment request for the North Florida TPO Transportation Improvement Program (TIP) for FY 2023/24 – 2027/28

Dear Mr. Sheffield:

The JTA requests placement on the agendas of the June meetings of the Technical Advisory Committee, Citizens Advisory Committee, and the Board of Directors of the North Florida Transportation Planning Organization (North Florida TPO), to consider the following amendment to add funding to the Transportation Improvement Program (TIP) for FY 2024/25 and State Transportation Improvement Program (STIP) for FY 2024/25.

2023 Reconnecting Communities and Neighborhoods (RCN) Grant Program

1) FM #	#####
FTA Grant	\$147,089,058
JTA Match	\$36,772,264
Total	\$183,861,322

Should you have any questions, please call me at 904-632-5501.

Sincerely,

Alexander Traversa  
Director of Planning and Sustainability

**Administration**

Jacksonville Regional  
Transportation Center  
at LaVilla  
100 LaVilla Center Drive  
Jacksonville, FL 32204

**Operations**

P.O. Drawer "0"  
100 N. Myrtle Avenue  
Jacksonville, FL 32203

Main (904) 630-3181  
Fax (904) 630-3166  
[www.jtafla.com](http://www.jtafla.com)



# **Agenda Item E.**

Revised CAC Bylaws

***Action Item***



# Citizens Advisory Committee Bylaws

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 12/10/20

Amended 4/6/22

Amended \_\_\_\_\_, 2024

# Table of Contents

ARTICLE I: PREAMBLE .....	1
ARTICLE II: CREATION .....	1
ARTICLE III: PURPOSE AND RESPONSIBILITIES.....	1
ARTICLE IV: MEMBERSHIP.....	1
SECTION 1: APPOINTING MEMBERS .....	1
SECTION 2: MEMBERSHIP TERM.....	3
SECTION 3: TERMINATING MEMBERSHIP .....	3
SECTION 4: RESIGNING MEMBERSHIP.....	3
ARTICLE V: ELECTING OFFICERS.....	3
SECTION 1: ELECTING OFFICERS .....	3
SECTION 2: ESTABLISHING COMMITTEES .....	4
ARTICLE VI: MEETINGS .....	4
SECTION 1: MEETINGS.....	4
SECTION 2: MEETING NOTICES .....	4
SECTION 3: SPECIAL MEETINGS .....	4
SECTION 4: A QUORUM OF VOTING MEMBERSHIP.....	4
ARTICLE VII: PUBLIC PARTICIPATION IN CAC MEETINGS .....	4
ARTICLE VIII: ADMINISTRATIVE SERVICES.....	5
ARTICLE IX: GENERAL INFORMATION CONCERNING AGENCY .....	5
LOCATION OF OFFICES.....	5

## 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~~ minorities, and persons with low income.

## Article III: Purpose and Responsibilities

The Citizens Advisory Committee (CAC) provides citizen comments and views on the metropolitan planning process and serves 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-Long range-Range transportation~~ Transportation planPlan (LRTP),
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.

### Section 2:

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 website at [www.northfloridatpo.com](http://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 TPO's Executive Assistant 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's Executive Assistant 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.
- An interested candidate must attend at least one CAC meeting, preferably two so s/he fully understands the CAC's work. The TPO's Executive Assistant is the point of contact to answer questions.
- Once the candidate has met all the requirements, the application will be submitted to the CAC for their approval and then to the TPO for final approval.

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

Every effort is made to ensure that the membership represents a socio-economic, ~~racial~~ racial, and geographic cross section of the population within the North Florida TPO boundary.

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)

- The members ~~are At-large and~~ may represent civic organizations, environmental groups, community redevelopment authorities, homeowner associations and other similar organizations.

#### Duval County (Maximum 18)

- One (1) member representing the three Jacksonville Beaches communities (Cities of Atlantic Beach, Neptune ~~Beach~~ Beach, and Jacksonville Beach).
- ~~The remaining members are At-large and~~ may include members of civic organizations, environmental groups, community redevelopment authorities, homeowner associations and other similar organizations. Every effort is made to ensure at least one (1) member from each Planning District (6). ~~If Planning Districts cannot fill a vacancy, then the TPO shall fill it with an At-large representative.~~

- Nassau County (Maximum 4)

- The members ~~are At-large and~~ may represent 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.

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**Section 2: Membership Term**

Members shall serve a term of four years, can be reappointed for additional terms and serve in accordance with these Bylaws.

**Section 3: Terminating Membership**

The Citizens Advisory Committee declares a member's term vacant 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~~three 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 will 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 and/or the TPO's Executive Assistant stating the effective date of such resignation.

**Article V: Electing Officers**

**Section 1: Electing Officers**

Officers of the Citizens Advisory Committee (CAC) are ~~C~~chair and ~~vice~~Vice chairChair. Officers shall serve a one-year term starting January 1 annually with a two-term limit and be elected at the last meeting of the calendar year. The Chair and Vice Chair shall represent Clay, Duval, Nassau and St. Johns counties on a rotational basis according to the schedule set forth in the table below. Whenever possible the officers shall rotate among the counties represented by the North Florida TPO.

	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>	<u>2032</u>	<u>2033</u>
<u>COUNTY</u>									
<u>CLAY</u>	<u>C</u>			<u>VC</u>	<u>C</u>			<u>VC</u>	<u>C</u>
<u>DUVAL</u>	<u>VC</u>	<u>C</u>			<u>VC</u>	<u>C</u>			<u>VC</u>
<u>NASSAU</u>		<u>VC</u>	<u>C</u>			<u>VC</u>	<u>C</u>		
<u>ST. JOHNS</u>			<u>VC</u>	<u>C</u>			<u>VC</u>	<u>C</u>	

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**Chair:** The Chair is 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.

1. **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.

2. 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 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 ~~ed~~even-numbered years to review the ~~b~~Bylaws and report their recommendations to the CAC. The Bylaws Committee will be appointed within the first quarter of the ~~odd~~even 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 are at 2 p.m. monthly the first Wednesday, except January and July. When conflicting with a national, ~~state~~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 are 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~~meetings, or a majority of the Committee members may call a meeting.

#### **Section 4: A Quorum of Voting Membership**

A quorum shall consist of the majority of those members entitled to vote. (Committee vacant seats will not be counted as eligible votes until filled).

#### **Section 5: Parliamentary Procedures**

The CAC will follow 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, at all regularly scheduled business meetings and when otherwise invited by the Chair. A time limit of three minutes is allowed for presentation unless extended by the Chair. If the speaker is reading from a prepared text, a copy is provided for the recording secretary. The following guidelines are followed 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 s/he represents, if any.
3. The speaker must limit remarks to three minutes.
4. The speaker may direct questions to the Chair~~man~~ 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 is closed, no further audience participation is allowed. Violating this rule may result in removing the violator from the meeting room.

#### **Article VIII: Administrative Services**

Designated North Florida TPO staff will provide all general administrative services.

#### **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 H.**

**Old Business**

- **May 9, 2024 TPO Meeting Report**

# North Florida TPO Meeting Report



## Meeting Agenda

Thursday, May 9, 2024

10 a.m.

- Call to Order
- Pledge of Allegiance
- Introductions
- Public Comment

### 1. North Florida TPO Minutes of April 11, 2024

*APPROVED*

## TPO Agenda

### A. Finance Committee Report

Information  
Only

- March Monthly Financial Statement

### B. FDOT Requests Amending the FY 2023/24 through FY 2027/28 Transportation Improvement Program (TIP) – Board Approved

**ACTION ITEM**  
**TAC and CAC**  
**Approved**

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

- **446031-3** – ITS WWD Safety Initiatives  
Traffic Control Devices/System/FDOT/Duval County
- **449842-1** – SR A1A (US 90A) 3<sup>rd</sup> St. at 7<sup>th</sup> Ave. N. and 3<sup>rd</sup> Ave. S.  
Pedestrian Safety Improvement/FDOT/Duval County
- **422938-8** – SR 23 (First Coast Expressway) from East of CR 2209  
to East of CR 16A Spur – New Road Construction/FDOT/St. Johns County

### C. Approval of the FY 2024/25 through FY 2025/26 Unified Planning Work Program (UPWP) – Board Approved

**ACTION ITEM**  
**TAC and CAC**  
**Approved**

The draft FY 2024/25 through FY 2025/26 UPWP was presented in April.

### D. Project Recommendations for SU Funding for FY 2024/25 through FY 2028/29 – Board Approved

**ACTION ITEM**  
**TAC and CAC**  
**Approved**

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

- |  |   |
|--|---|
| <b>E. Project Recommendations for CMAQ Funding for FY 2024/25 through FY 2028/29 – Board Approved</b>                        | <b>ACTION ITEM<br/>TAC and CAC<br/>Approved</b> |
| <p>A list of projects recommended for CMAQ funding was provided at the April meeting. The list is included in Section E.</p> |   |
| <b>F. Staff Presentation on the DRAFT FY 2025/26 through FY 2028/29 Transportation Improvement Program (TIP)</b>             | Information<br>Only                             |
| <p>Approval will be requested at the June meeting.</p>   |   |
| <b>G. Long Range Transportation Plan (LRTP) Update</b>   | Information<br>Only                             |
| <p>Wiley Page of Atkins Realis will give a brief update on the LRTP.</p>   |   |
| <b>H. Smart North Florida</b>  | Information<br>Only                             |
| <b>I. Executive Director’s Report</b>  | Information<br>Only                             |
| <b>J. Secretary of Transportation’s Report</b>   | Information<br>Only                             |
| <b>K. Authority Reports</b>  | Information<br>Only                             |
| <b>L. Old Business</b>   |   |
| <b>M. New Business</b>   |   |
| <ul style="list-style-type: none"> <li>• 2024 TIP Presentation Schedule</li> </ul>   |   |
| <b>N. Public Comment</b>   |   |
| <b>O. Adjourn</b>  |   |
| <b>P. Information</b>  |   |
| <ul style="list-style-type: none"> <li>• Status Report of FDOT Projects in the North Florida TPO area</li> </ul>             |   |

**The next meeting will be June 13, 2024**

**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.