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CRTPA SUBCOMMITTEE AGENDA

Tuesday, June 5, 2012

TECHNICAL ADVISORY COMMITTEE

9:00 AM, 2nd Floor Conference Room

*RENAISSANCE BUILDING
435 North Macomb Street
Tallahassee, Fl. 32301*

CITIZENS ADVISORY COMMITTEE & MULTIMODAL ADVISORY COMMITTEE

12:00 PM, 2nd Floor Conference Room

*RENAISSANCE BUILDING
435 North Macomb Street
Tallahassee, Fl. 32301*

1. AGENDA MODIFICATIONS

2. CONSENT AGENDA

A. Fiscal Year (FY) 2013 – FY 2017 Transportation Improvement Program (TIP)

The CRTPA FY 2013 – FY 2017 TIP has been developed for Board adoption. The TIP contains the projects that received funding in the Florida Department of Transportation's FY 2013-FY 2017 Work Program.

B. Committee Minutes

The minutes from the January, March, and May meetings are prepared for committee review and approval.

If you have a disability requiring accommodations, please contact the Capital Region Transportation Planning Agency at (850) 891-6800. The telephone number of the Florida Relay TDD Service is #711.

3. PRESENTATIONS/DISCUSSION

A. CRTPA Committee Draft Bylaws (Action) (30 minutes)

The proposed DRAFT Bylaws for the subcommittees were reviewed by the subcommittees and legal counsel in May of 2012. Following the committee meetings, legal counsel contacted CRTPA staff to provide more information on the conference call requirements if such a provision remains in the bylaws. Specifically, it was determined that members participating via conference call could NOT be counted toward a quorum, and that the provision of allowing conference calling for members required the same to be provided for the public.

CRTPA staff has determined that providing a conference call option for members would prove problematic at this time and is recommending approval of the bylaws without the provision of conference call ability.

Recommended Action: *Approval of bylaws removing ability to participate via distance participation.*

B. Sixth Avenue Sidewalk Project

Consultant staff for the Sixth Avenue Sidewalk Project will provide an update on the project.

Recommended Action: *For Committee Discussion.*

C. Interstate 10/Welaunee Plantation Interchange

The FDOT is currently conducting an update to the Interstate 10 Master Plan. As part of this effort, CRTPA provided for modeling purposes a data update of the base-year model from 2007 to 2012. The results of the modeling effort indicate that an interchange at Interstate 10 and Welaunee Plantation could have the potential to resolve several transportation issues along interstate 10 as well at the interchanges at Thomasville Road and Mahan Drive. A timeline for the completion of the Interstate 10 Master Plan and future planning efforts will be presented by CRTPA staff.

Recommended Action: *For Committee Discussion.*

4. OPEN FORUM FOR PUBLIC COMMENT

Citizens are invited to address the Committee.

5. INFORMATION

- A. June 25, 2012 CRTPA Agenda
- B. CRTPA Transportation Management Area Certification
- C. Items from Committee Members or CRTPA staff
 - Update on Safe Routes to School Project
 - Update on Capital City to the Sea Project
- D. **Next Meeting Date is Tuesday, September 11, 2012.**

COMMITTEE AGENDA ITEM 2 A
FISCAL YEAR (FY) 2013 – FY 2017
TRANSPORTATION IMPROVEMENT PROGRAM (TIP)
ADOPTION

REQUESTED BY: CRTPA Staff

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

Consistent with state and federal requirements, the Fiscal Year (FY) 2013– FY 2017 Transportation Improvement Program (TIP) has been developed (*Available for review on the CRTPA's website (www.crtpa.org)*) for Capital Region Transportation Planning Agency (CRTPA) adoption.

RECOMMENDED ACTION

Option 1: Recommend the CRTPA Board adopt the FY 2013– FY 2017 Transportation Improvement Program.

HISTORY AND ANALYSIS

The CRTPA Transportation Improvement Program identifies regional transportation projects (roadway, bicycle and pedestrian, transportation systems management, transportation enhancement, public transportation, aviation, resurfacing and bridge projects) that have received funding in the Florida Department of Transportation's (FDOT) Five-Year Work Program. The TIP is developed in accordance with 23 U.S.C. 134(h), 23 CFR 450 and Chapter 339.175(7), F.S., and is one of the annual requirements of the metropolitan transportation planning process for the CRTPA.

The purpose of the TIP is to inform the public and governmental agencies of transportation projects (planning through construction) that have received funding during the next five-year period (FY 2013 – FY 2017) within our region (Gadsden, Jefferson, Leon and Wakulla counties).

Projects contained within the FY 2013 – FY 2017 TIP include those projects that were presented to the CRTPA Board on October 17, 2011 by the FDOT District 3 during their presentation of the FDOT Tentative FY 2013– FY 2017 Five-Year Work Program. The following contains a summary of the new or changed projects that are included in the FY 2013 – FY 2017 TIP:

New Projects (Additions)

Leon County:

- Lafayette Street (CR 2196): CSX Railroad Tunnel to Winchester Drive. **Sidewalk (CST)** in FY 16 (\$519,000) (4080493).
- Capital Circle (SR 261) at US 90 (SR 10). **Traffic Operations** (Add right turn lane (PE, ROW & CST)) in FY 13, FY 14 & FY 16 (\$1,519,000) (4317891).
- Miccosukee Road (CR 347): south of McCracken to Moccasin Gap Road. **Safety Project** (to address lane departures (CST)) in FY 13 (\$376,000) (4296732).
- Magnolia Drive (SR 265) CSX Railroad Bridge. **Bridge Project** (Slope Protection and Repair (CST)) in FY 14 (\$882,000) (4309062).
- US 319 (Crawfordville Road): south of Oak Ridge Road to south of SR 61 (Wakulla Springs Road). **Resurfacing (CST)** in FY 15 (\$1,144,000) (4246161).
- US 90 (Mahan Drive): Magnolia Drive to Capital Circle (US 319). **Resurfacing (CST)** in FY 15 (\$3,065,000) (4269611).
- Apalachee Parkway (US 27): Monroe Street (US 27) to east of Capital Circle (US 319) **Resurfacing (PE & CST)** in FY 13 & FY 15 (\$12,412,000) (4307841).
- Interstate 10 (SR 8) at SR 263 (Capital Circle, NW) & SR 61 (US 319). **Interchange Studies (PD&E/EMO Study)** in FY 14 (\$2,050,000) (2225935).
- Interstate 10 (SR 8): east of SR 261 (Capital Circle, NE) to US 90 (Mahan Drive) **Add lanes and Reconstruct (PD&E Study)** in FY 14 (\$775,000) (4065852).
- Interstate 10 (SR 8) at SR 263 (Capital Circle, NW) & SR 61 (US 319). **Interchange Studies (PD&E/EMO Study)** in FY 14 (\$2,050,000) (2225935).
- Orange Avenue (SR 371): Lake Bradford Road (SR 371) to Capital Circle (SR 263). **Sidewalk (PE & CST)** in FY 15 & 17 (\$1.9 million) (4318751).
- Orchard Pond Greenway: Meridian Road to Old Bainbridge Road. **State Infrastructure Bank (SIB) loan** to construct private five-mile toll road in north Leon County in FY 13 (\$10.5 million) (4320031).
- Monroe Street (US 27): Lakeshore Drive to John Knox Road. **Right of Way** funding added to FY 13 at request of Leon County (\$1 million) (4104091).
- US 319 (Crawfordville Highway): Wakulla County line to the beginning of the 4-lane at Rivers Road. **Project Development and Environment Study** in FY 13 (\$500,000) (2197472).

Gadsden County:

- Brickyard Road: Martin Luther King, Jr. Boulevard (CR 268) to US 90 (SR 10). **Widen/Resurface Existing Lanes** (CST) in FY 16 (\$932,000) (4312271).
- Salem Road (CR 159): SR 12 to Georgia State Line. **Pave Shoulders** (CST) in FY 13 (\$3.7 million) (4296712).
- Shady Rest Road (CR 270): SR 12 to US 27 (SR 63). **Pave Shoulders** in FY 13 (\$2.7 million) (4296722).
- SR 12: north of Yon Creek Bridge to south of US 90 (SR 10). **Resurfacing** in FY 13 & 15 (\$6.5 million) (4288481).
- Interstate 10 (SR 8): west of US 90 to Ochlockonee River Bridge. **Add Lanes & Reconstruct** (PDE) in FY 14 (\$775,000) (2225303).
- Gadsden County CRTPA Bridge Box. **Bridge Funding** (CST) added in FY 17 (\$570,785) (2197938).

Jefferson County:

- Watermill Road: east of Lloyd Creek Road to west of Waukeenah Highway (CR 259). **Resurfacing** (CST) in FY 15 (\$815,000) (4280372).
- North Salt Road/Bassett Dairy Road. **Resurfacing** (CST) in FY 14 (\$1,371,000) (4281822).
- Lloyd Creek Road: US 27 (SR 20) to Old Lloyd Road (CR 158). **Resurfacing** (CST) in FY 14 (\$1.4 million) (4312221).
- Old Lloyd Road (CR 158A): Leon County Line to Gamble Road (SR 59). **Resurfacing** (CST) in FY 15 (\$268,000) (4312381).
- Interstate 10 (SR 8) over Lloyd Creek Bridge. **Bridge Repair/Rehabilitation** (CST) in FY 13 (\$70,000) (4091501).

Wakulla County:

- Wakulla-Arran Road: US 319 (SR 369) to East Ivan Road. **Widen/Resurface Existing Lanes** (CST) in FY 14 (\$49,000) (4310761).
- Bostick Pellt Road: Harvey Mill Road to Arran Road. **Widen/Resurface Existing Lanes** (CST) in FY 15 (\$461,000) (431951).
- Trice Lane: Shadeville Highway (CR 61) to US 319. **Resurfacing** (CST) in FY 14 (\$397,000) (4312261).
- Oclockonee Street. **Resurfacing** (CST) in FY 13 (\$286,000) (4312401).
- Arran Road (CR 368): east of Lura Lane to west of Towles Road. **Sidewalk** in FY 15 (\$306,000) (4317441).
- US 319/98: US 319 to the Leon County line. **Project Development and Environment Study** in FY 13 (\$500,000) (2204962).
- US 319 at Wakulla/Arran Road intersection. **Intersection Construction** in FY 16 (\$622,077) (4319481).

Regional (Gadsden, Jefferson, Leon and Gadsden counties)

- CRTPA Bicycle and Pedestrian Projects. **Funding Set Aside** in FY 17 (\$1,057,000) (4098036).

Changed Projects

Leon County:

- Woodville Highway (SR 363): Capital Circle (US 319) to Paul Russell Road. **Preliminary Engineering for Future Capacity (PE)** deferred from FY 12 to FY 13 (\$1.1 million) (4240093).
- Orange Avenue (SR 373): Lake Bradford Road to Monroe Street (SR 61). **Resurfacing (CST)** advanced from FY 15 to FY 14 (\$2,040,000) (4269651).
- Monroe Street (US 27): Seventh Avenue to Tharpe Street. **Pedestrian Safety Improvement (PLN, PE & CST)** moved funds into new Lake Ella Pedestrian Safety Improvement project (\$1.2 million) (4301481).

Gadsden County:

- Quincy By-Pass Mitigation. **Environmental Permits Acquisition** advanced from FY 14 to FY 13 (\$660,000) (2189463)
- Quincy By-Pass: US 90 East (SR 10) to SR 12. **New Road Construction** project has received State Infrastructure Bank loan (CST) in FY 13 (\$14.7 million) (2189461).
- Interstate 10 (SR 8) Ochlockonee Relief Bridges. **Bridge Painting** advanced from FY 13 to FY 12 (\$279,000) (4284611).
- Cairo Street: Line Street to Martin Luther King, Jr. Boulevard. **Sidewalk (PE)** advanced from FY 14 to FY 13 (\$20,000) (4298591).
- McDonald Street: Main Street (CR 269) to Maple Street. **Sidewalk (PE)** advanced from FY 14 to FY 13 (\$20,000) (4298601).
- US 90 (SR 10): N. of Ellis Circle to Lutten Road (CR 270A). **Sidewalk (PE)** advanced from FY 14 to FY 13; CST remains in FY 16 (\$80,000) (4298611).
- US 90 (SR 10): North Avenue to Lanier Drive. **Sidewalk (PE, CST)** advanced from FY 14 to FY 13; CST remains in FY 16 (\$110,000) (4298631).

Jefferson County:

- Jefferson County Bicycle/Pedestrian Funds. **Bike Lane/Sidewalk project phase changed** from PLN (Planning) to CST (Construction) in FY 13 (\$133,000) (4301501).

Wakulla County:

- Rehwinkel Road: US 98 to Martin Luther King, Junior Memorial Boulevard. **Resurfacing (CST)** advanced from FY 13 to FY 12 (\$1,950,150) (4299721).

* PROJECT PHASES ABBREVIATION KEY:

PLN = Planning; PE = Preliminary Engineering (Design); CST = Construction; ROW = Right of Way; ENV = Environment

TIP Document Format Changes

The project pages of the state and federally funded projects in the FY 2013/FY 2017 TIP include additional information than has been provided in the past. Specifically, the information related to reference to the Regional Mobility Plan for those projects that were identified in the agency's most recent long range transportation plan is included. Additionally, financial information related to what has been spent on the project in the preceding five (5) years as well as those funds dedicated to fully construct the project beyond the five-year TIP period has been included. These changes reflect "Full Project Cost Methodology" guidance recently provided to the Metropolitan Planning Organizations by the FDOT in consultation with the Federal Highway Administration. The additional information has been included on each page of the state and federally funded projects in the TIP.

PUBLIC INPUT

Two public meetings were held to present the FY 2013 – FY 2013 Transportation Improvement Program on May 30 & 31, 2012 in Tallahassee and Quincy, respectively. The meetings provided information regarding the TIP, newly funded projects in the document as well as information about the regional transportation planning process. Information regarding the meeting was advertised in the Tallahassee Democrat and Gadsden County Times, placed on the CRTPA's website (www.crtpa.org) and an e-mail message regarding the meeting was sent to the agency's transportation partners.

NEXT STEP

Subsequent to CRTPA Board adoption of the TIP, staff will transmit the document to the Florida Department of Transportation.

June 5, 2012



COMMITTEE AGENDA ITEM 3 A

SIXTH AVENUE PEDESTRIAN PROJECT

STATEMENT OF ISSUE

Consultant staff will present information regarding the Sixth Avenue pedestrian project which provides funding for the construction of sidewalks on Sixth Avenue in Tallahassee from Monroe Street to Gadsden Street.

RECOMMENDED ACTION

For Committee Discussion.

HISTORY AND ANALYSIS

Over the last few years, the Midtown area of Tallahassee has seen an increasing amount of redevelopment focused along the Monroe Street and Thomasville Road corridors. Associated with this redevelopment has been an increase in pedestrian activity accessing the area's land uses which include restaurants/bars, retail and the park at Lake Ella.

In addition to private redevelopment efforts, governmental initiatives are also occurring along the corridor. Such efforts include the funding of façade improvements along the west side of Monroe (funded by the Frenchtown/Southside Community Redevelopment Agency), initiation of "The Monroe Street Access Management and Lake Ella Implementation Study" by the CRTPA and the "Midtown Sense of Place" initiative funded by the City of Tallahassee.

Furthermore, the CRTPA has recently initiated a project to address pedestrian safety in the Midtown area. Specifically, efforts to construct sidewalks on Sixth Avenue from Monroe Street eastward to Gadsden Street are underway. Funds for this project were first identified in the Fiscal Year (FY) 2012 – FY 2016 Transportation Improvement Program. Specifically, funding for the design, right-of-way and construction in FY 2013, 2014 & 2016, respectively, was identified.

The Sixth Avenue pedestrian project is being designed by one of the CRTPA's general consultants (URS Corporation) and was initiated in early 2012. Subsequent to project initiation, several concepts have been identified for consideration. To that end, a public meeting has been tentatively scheduled for June 14 to present the potential concepts to the public and receive public comment.

Meeting Minutes

TECHNICAL ADVISORY COMMITTEE

January 10, 2012

TAC MEMBERS PRESENT: Sunil Harman, Dwight Arnold, Tony Park, Gabriel Menendez, Charles Wu, Keith McCarron, Kathy Burke

STAFF PRESENT: Harry Reed, *CRTPA*, Lynn Barr, *CRTPA*, Yulonda Mitchell, *CRTPA*, Greg Burke, *CRTPA*, Jack Kostrzewa, *CRTPA*, Bryant Paulk, *FDOT*, Dave Bright, *Blueprint 2000*, Meghan Doherty, *TLCPD*

1. AGENDA MODIFICATIONS: NONE

2. CONSENT AGENDA

A. **Fiscal Year (FY) 2012 - FY 2016 Transportation Improvement Program (TIP) Amendments**

The CRTPA FY 2012 – FY 2016 TIP was proposed to be amended to add the following projects:

- a. Franklin Boulevard (Cascades Park to Tennessee Street (US 90)) (Leon County) (Project #4318991): Add this sidewalk project in FY 2012 and FY 2016 (\$700,000).
- b. StarMetro Veterans Transportation and Community Living Initiative (Leon County) (Project #4302882): Add this Federal Transit Administration funded project in FY 2012 (\$1,364,249).

TAC: The TAC had a quorum with seven (7) members present and unanimously approved the TIP Amendments as presented by staff.

3. PRESENTATIONS/DISCUSSION

A. **Monroe Street Access Management and Lake Ella Implementation Study**

Mr. Greg Burke, CRTPA staff, introduced the kick-off of the Monroe Street Access Management and Lake Ella Implementation study.

For Committee Information only, no action taken.

B. *Moving Tallahassee: Cars Optional* Presentation

Megan Doherty, with the TLCPD, made a presentation on an initiative called, "*Moving Tallahassee: Cars Optional.*"

For Committee Information only, no action taken.

4. OPEN FORUM FOR PUBLIC COMMENT None.

5. INFORMATION

The following informational items were presented. There was no discussion on the items.

- A. January 23, 2012 CRTPA Agenda
- B. Items from Committee Members or CRTPA staff
- C. **Next Meeting Date is Tuesday, March 6, 2012.**

Meeting Adjourned at 9:35 AM.

Meeting Minutes

TECHNICAL ADVISORY COMMITTEE

March 6, 2012

TAC MEMBERS PRESENT: Dwight Arnold, Charles Wu, Charles Main, Ryan Guffey, Keith McCarron, Willie Brown

STAFF PRESENT: Harry Reed, *CRTPA*, Lynn Barr, *CRTPA*, Yulonda Mitchell, *CRTPA*, Greg Burke, *CRTPA*, Jack Kostrzewa, *CRTPA*, Colleen Roland, *CRTPA*, Bryant Paulk, *FDOT*, Dave Bright, *Blueprint 2000*, Richard Barr, *KHA*, Wiatt Bowers, *Atkins*, Greg Vaughn, *Atkins*, Wendy Grey, *Wendy Grey Land Use Planning*, Cory Wilkinson, *HDR*, Meghan Doherty, *TLCPD*

1. AGENDA MODIFICATIONS: NONE

2. CONSENT AGENDA

- A. **Draft Fiscal Year (FY) 2013 – FY 2017 Transportation Improvement Program (TIP)**
- B. **Draft Fiscal Years (FYs) 2013-2014 Unified Planning Work Program (UPWP)**

TAC: The TAC had a quorum with six (6) members present and unanimously approved the *DRAFT* TIP and Draft UPWP concurrently. The motion was made by Ryan Guffey and seconded by Charles Wu.

3. PRESENTATIONS/DISCUSSION

A. **Woodville Highway Project Development and Environment (PD&E) Study**

Kimley-Horn and Associates presented the alternatives that have been developed for the Woodville Highway corridor from Paul Russell Road to Capital Circle, Southeast.

TAC: The TAC had a quorum with six (6) members present and approved the Master Plan and the improvement concepts therein. The motion was made by Charles Wu and seconded by Ryan Guffey.

B. CRTPA Committee Restructuring

Ms. Lynn Barr, CRTPA staff, presented an update on efforts related to the restructuring of the CRTPA's committees, including membership, voting structure, and bylaws.

TAC: The TAC had a quorum with six (6) members present and approved the restructuring as presented by CRTPA staff. They also asked staff to develop proposed bylaws for consideration and approval at the advisory committee's next meeting.

C. Northwest Florida Transportation Corridor Authority (NFTCA) Master Plan (Presentation)

Staff from HDR provided information to the committees about an update to the Northwest Florida Transportation Corridor Authority (NFTCA) Master Plan.

TAC: This item did not have action requested.

D. Moving Tallahassee: Cars Optional Presentation

Megan Doherty, with the PLACE Department, made a brief presentation on an initiative called, "*Moving Tallahassee: Cars Optional.*"

TAC: The TAC approved the Moving Tallahassee initiative, but lost its quorum when the voting member from the Apalachee Regional Planning Council (ARPC) abstained from voting on the initiative. The remaining five (5) members present voted unanimously to approve the initiative.

4. OPEN FORUM FOR PUBLIC COMMENT *None.*

5. INFORMATION

The following informational items were presented. There was no discussion on the items.

- A. March 26, 2012 CRTPA Agenda
- B. Items from Committee Members or CRTPA staff
Greg Burke, CRTPA, provided information on the Lake Ella/Monroe Street Study and upcoming Public Meetings.
- C. **Next Meeting Date is Tuesday, May 8, 2012.**

Meeting Adjourned at 10:35 AM.

Meeting Minutes

TECHNICAL ADVISORY COMMITTEE

May 8, 2012

MEMBERS PRESENT: Dwight Arnold, Ryan Guffey, Charles Wu, Kathy Burke, Keith McCarron, Sunil Harman

STAFF PRESENT: Harry Reed, Lynn Barr, Yulonda Mitchell, Greg Burke, Richard Barr, Greg Vaughn, Colleen Roland, Dave Bright, Richard Barr, Greg Vaughn, Bryant Paulk

1. **AGENDA MODIFICATIONS:** NONE.

2. **CONSENT AGENDA**

A. Fiscal Year (FY) 2012 – FY 2016 Transportation Improvement Program (TIP) Amendments

The CRTPA FY 2012 – FY 2016 TIP was amended to reflect the following:

- Capital Circle NW/SW (north of SR 20 to south of US 90) (Leon County) (Project #4157827): Add supplemental construction funds to this project in FY 2012.
- Capital Circle NW/SW (north of Orange Avenue to north of SR 20) (Leon County) (Project #4157828): Add supplemental construction funds to this project in FY 2012.

TAC: The TAC had a quorum with six (6) members present and unanimously approved the TIP Amendments. Mr. Wu made a motion to approve the consent agenda as presented by staff. Mr. McCarron seconded the motion.

B. FINAL Fiscal Year (FY) 2013-2014 Unified Planning Work Program (UPWP)

TAC: The TAC had a quorum with six (6) members present and unanimously approved the UPWP. Mr. Wu made a motion to approve the consent agenda as presented by staff. Mr. McCarron seconded the motion.

3. PRESENTATIONS/DISCUSSION

A. Woodville Highway Project Development and Environment (PD&E) Alternatives

Kimley-Horn and Associates presented the recommended “build” alternatives for Segment 1 and Segment 2 for the Woodville Highway PD&E Study.

Mr. Dave Bright commented that the construction costs used are not typical of the costs experienced in Tallahassee, and that the estimates are most likely low. Additionally, Mr. Keith McCarron requested that KHA/Atkins depict the changes to the vicinity of the trail with relation to the roadway when the build alternatives are shown to the CRTPA.

TAC: The TAC had a quorum with six (6) members present and unanimously approved the Woodville Highway Project Development and Environment (PD&E) Alternatives as presented. Mr. Wu made the motion to approve and Mr. Harman seconded the motion.

B. CRTPA Committee Draft Bylaws

The proposed DRAFT Bylaws (with changes recommended by legal staff) for the TAC were presented to the committee for approval. Mr. Arnold requested that the bylaws clearly show that public works and engineering are different entities by removing the slash between “public works/engineering” and having it appear in the bylaws as “public works, engineering” under the list of members.

Additional discussions centered around attendance requirements, procedures for removing or replacing members, and inability to view the bylaw recommended changes by legal staff prior to the meeting.

TAC: The TAC had a quorum with six (6) members present and approved the Draft TAC Bylaws as presented by staff. Mr. Guffey made the motion to approve, and Mr. Wu seconded the motion. The motion was passed with Mr. Harman and Mr. McCarron voting in opposition.

C. Monroe Street Access Management and Lake Ella Implementation Study Update

Greg Burke provided an update on the Monroe Street Access Management project.

INFORMATIONAL ITEM, THEREFORE NO ACTION TAKEN.

4. OPEN FORUM FOR PUBLIC COMMENT –None.

5. INFORMATION

- A. May 21, 2012 CRTPA Agenda
- B. Items from Committee Members or CRTPA staff
- C. **Next Meeting Date is Tuesday, June 5, 2012.**

Meeting was adjourned at 10:02 AM

TECHNICAL ADVISORY COMMITTEE

Bylaws



PREAMBLE

The following sets forth the Bylaws that shall serve to guide the proper functioning of the urban transportation planning process for the Technical Advisory Committee (TAC) of the Capital Region Transportation Planning Agency (CRTPA).

ARTICLE I: NAME AND PURPOSE

Section 1. NAME

The name of this committee shall be the Technical Advisory Committee (TAC).

Section 2. PURPOSE

The tasks of this Committee shall include, but not be limited to the following:

- a. Provide technical and professional advice to the CRTPA Board on issues related to the transportation planning processes in the CRTPA region. This includes but is not limited to: the Long Range Transportation Plan, Unified Planning Work Program, Priority Project Lists, Transportation Improvement Program, Public Involvement Plan, and other regionally significant transportation related issues and projects as requested.
- b. Provide technical advice to the CRTPA Board from a balanced mobility perspective considering the needs and safety of all transportation users and modes in the CRTPA region within fiscal and physical constraints.
- c. Promote equity in the regional transportation planning process.
- d. Consider safe access to schools in its review of transportation project priorities, long range transportation plans, and transportation improvement programs. Advise the CRTPA Board on such matters.
- e. Coordinate the actions of the TAC with local school boards and other local programs and organizations within the CRTPA area which participate in school safety activities such as locally established community traffic safety teams.
- f. Any other duties assigned to it by the CRTPA Board, CRTPA staff, or by state and/or federal law.

ARTICLE II: ORGANIZATION

Section 1. AREA

The Committee shall represent and serve the CRTPA area, which encompasses all of Gadsden, Jefferson, Leon, and Wakulla counties.

Section 2. AUTHORITY

Pursuant to 23 USC 134, 49 USC 5303, 23 CFR 450, and Section 339.175 (6)(d), Florida Statutes, the TAC is statutorily formulated. The TAC is governed by the policies and guidelines set forth by the CRTPA.

Section 3. NONDISCRIMINATION

No organization or person shall, on the grounds of race, color, national origin, religion, creed, or handicap, be excluded from participating in, be denied the benefits of, or be subject to discrimination from the TAC.

ARTICLE III: MEMBERSHIP

Section 1. MEMBERSHIP

As designated by the CRTPA Board as of June 25, 2012, and in accordance with the guidelines provided therein, the TAC will consist of seventeen (17) voting representatives as follows:

<u># of Members</u>	<u>Organization</u>
4	Leon County <i>(growth management, public works or engineering, plus 2)</i>
4	City of Tallahassee <i>(StarMetro, the Tallahassee Regional Airport, plus 2 additional members to represent growth management, public works, or engineering)</i>
1	Gadsden County Superintendent of Schools/designee
1	Jefferson County Superintendent of Schools/designee
1	Leon County Superintendent of Schools/designee
1	Wakulla County Superintendent of Schools/designee
1	Gadsden County Planning/Engineering
1	Jefferson County Planning/Engineering
1	Leon County PLACE Department
1	Wakulla County Planning/Engineering
1	Apalachee Regional Planning Council

Section 2. GEOGRAPHICAL AND SPECIAL INTEREST BALANCE

The TAC shall represent and serve the CRTPA area, which encompasses all of Gadsden, Jefferson, Leon, and Wakulla counties. Therefore, the TAC must be made up of a cross-section of professionals throughout the four-county region. Pursuant to section 339.175(6)(d), Florida Statutes, the membership of the TAC must include, whenever possible, planners; engineers; representatives of local aviation authorities, port authorities, and public transit authorities or representatives of aviation departments, seaport departments, and public transportation departments of municipal or county governments, as applicable; the school superintendent of each county within the jurisdiction of the CRTPA or the superintendent’s designee; and other appropriate representatives of affected local governments.

Section 3. TERMS OF MEMBERSHIP

TAC members serve at the pleasure of the CRTPA Board.

- a. The membership and terms of voting members of the TAC will be consistent with their continued employment relationship with the member government. TAC members will not continue in their appointed capacity upon cessation of employment with the member government.
- b. Should the appointee’s terms of employment change in such a way that his/her participation on the TAC is no longer appropriate, the member government will appoint a new member.
- c. A TAC member will cease to be a voting member of the TAC if at such time his/her local governmental department/agency ceases to serve within the planning area of the CRTPA Board.

Section 4. NON-VOTING MEMBERS

In addition to appointed TAC members, the TAC seeks representation from local organizations as non-voting liaisons, if they are not already represented on the TAC. Examples of such organizations include but are not limited to:

Law Enforcement	Emergency Services
Florida Department of Transportation	Colleges and Universities
Special Transportation Initiative Groups (such as Blueprint 2000)	Local Government Planning, Public Works, and Traffic Engineering
Local Government Parks & Recreation	Local Government Economic Development

Section 5. APPOINTMENTS AND ALTERNATES

- a. Voting representatives of the local government organizations identified in these bylaws are required by the CRTPA Board to provide a primary and alternate voting member for the TAC.
- b. Participating local government organizations that are non-voting liaisons shall also designate both a primary TAC Member and an alternate or secondary member, to participate in the absence of the primary member.
- c. TAC members serve at the pleasure of their appointing entity and may be replaced at will. However, Primary and Alternate TAC Member designations may not be changed more frequently than annually, unless the members cease to be employed by the member government or their terms of employment have changed in such a way that their participation on the TAC is no longer appropriate.

ARTICLE IV: VOTING

Section 1. VOTING AUTHORITY

- a. Only the appointed members, or their alternates, are entitled to vote at any meeting of the TAC.
- b. Votes are recorded on official voting sheets and must be signed.

Section 2. VOTING WEIGHT

Each TAC member shall have one vote. Votes shall be weighted equally.

Section 3. ALTERNATES

If a member who represents an organization is unable to attend meeting(s), an alternate may vote in his/her stead on the following conditions:

- a. CRTPA staff must be notified ahead of the meeting that the alternate is attending.
- b. The alternate must be from the same organization as the absent member, and recorded as the official alternate.

Section 4. QUORUM

- a. 50% of the appointed members of the TAC (excluding liaisons), including at least one member from a jurisdiction other than Tallahassee or Leon County shall constitute a quorum. An affirmative vote shall consist of a majority vote of the total quorum present.
- b. In the absence of a quorum at any scheduled meeting, the members present shall function as a full subcommittee, electing an interim chair, if necessary, and the consensus of the group, as determined by a majority vote per item, is forwarded to the CRTPA Board as a recommendation without a quorum.

ARTICLE V: REGULAR AND SPECIAL MEETINGS

Section 1. MEETING SCHEDULE

Regular meetings will be held no less frequently than every two months, or six times a year, based on the meeting schedule of the CRTPA. The regular meeting of the TAC is held no more than three weeks in advance of and no less than one week prior to the CRTPA Meeting of any given month. Meeting dates will be adjusted by the Chairperson or CRTPA Staff to accommodate holidays or other conflicts.

Section 2. MEETING ATTENDANCE

Each member of the TAC is expected to demonstrate interest in the TAC's activities through attendance at the regularly scheduled meetings except for reasons of an unavoidable nature. The CRTPA Executive Director may recommend the removal of any member who fails to attend or arrange for an alternate to attend, three or more meetings in a one-year period. A request for removal and replacement of any TAC member shall be sent to the appointing agency or governmental unit from the CRTPA Executive Director.

Section 3. MEETING LOCATION

Regular meetings of the TAC shall be held at a location agreed to by the members and accessible by the public.

Section 4. SPECIAL MEETINGS

Special meetings may be called by the Chairperson or CRTPA Staff.

Section 5. MEETING NOTIFICATION

- a. Notice of the time, place and purpose of all regular meetings shall be provided to each member of the Committee, not less than five (5) days before such meeting. Special meetings will provide notice not less than three (3) days before such meeting.

- b. Regular TAC meetings shall be advertised on the CRTPA web site at least one week prior to the scheduled meeting date. Special TAC Meetings will provide notice not less than three (3) days before the special meeting date.
- c. Meetings will be open to the public. Any group which so requests in writing will be notified of TAC meetings.

Section 6. MEETING MATERIALS

- a. Agenda materials for TAC meetings shall be distributed no later than seven (7) days prior to the meeting, unless otherwise decided by the Chairperson. Supplemental materials shall be provided to the TAC members as soon as practicable.
- b. Agenda materials are posted on the CRTPA website at least one week prior to the scheduled meeting date.
- c. The TAC Agenda will include sections for consent, discussion, action, and information.
- d. The TAC agenda will be limited to required action items only as determined to provide technical recommendations based on the CRTPA agenda. TAC members are requested to coordinate with the Executive Director on other items that they wish to have considered.

Section 7. MEETING MINUTES

TAC meetings will be recorded and minutes will be prepared. TAC Minutes will be posted on the CRTPA website for public review.

ARTICLE VI: OFFICERS & DUTIES

Section 1. COMMITTEE LEADERSHIP AND SELECTION

The members of the TAC shall elect from their own membership the following officers no later than the last meeting of the calendar year:

- A: Chairperson
- B: Vice-Chairperson

Officers shall be elected by a majority vote of the quorum present. Officers shall represent different member governments.

Section 2. LEADERSHIP TERMS

The terms of office for all officers shall be one year beginning at the first regular TAC meeting of the calendar year and terminating at the last regular TAC meeting of the year, or until their successors are elected at the next regular meeting of the committee. Any officer may be re-elected for the same office. The Chairperson or Vice-Chairperson's term of office shall be consistent with their continued employment relationship with the member government. They will not continue in their appointed capacity upon cessation of employment with the member government. Likewise, should their terms of employment change in such a way that their participation on the TAC is no longer appropriate, new officers shall be elected by a majority vote of the quorum present at the next regular or special meeting of the TAC following the vacancy of the Chairperson or Vice-Chairperson.

Section 3. LEADERSHIP DUTIES:

The Chairperson shall preside at all meetings of the TAC and conduct all meetings of the TAC. In the event of the Chairperson's absence, or at the Chairperson's direction, the Vice-Chairperson shall assume the powers and duties of the Chairperson. In the absence of both a Chairperson and Vice-Chairperson at a regular or special TAC meeting, a temporary Chair shall be elected by majority vote at the meeting to serve as Chairperson of that meeting, for that meeting alone.

ARTICLE VII: RULES OF PROCEDURE

Section 1. MEETING CONDUCT

All meetings of the TAC shall be conducted in accordance with the most current edition of Roberts Rules of Order Revised. The Chairperson (or the Vice Chairperson when serving as Chairperson) shall preside at all meetings and shall either serve as the "parliamentarian" or designate another TAC member to serve as "parliamentarian".

Section 2. CONFLICT OF INTEREST

Whenever a TAC Member has cause to believe that a matter to be discussed would involve him/her to be in a conflict of interest, he/she shall announce the conflict of interest and refrain from voting on any such matter.

ARTICLE VIII: BYLAW AMENDMENTS

Section 1. AMENDMENT BY TAC

These bylaws may be amended by a majority of the quorum present at any regular meeting of the TAC. All such amendments shall be subject to approval by the CRTPA Board.

Section 2. AMENDMENT BY CRTPA

These bylaws may be amended by the CRTPA Board.

Section 3. NOTICING OF AMENDMENTS

Notice of any proposed amendment shall be submitted in writing to all members of the TAC not less than thirty (30) days prior to the meeting at which such amendments are to be considered and voted on.

ARTICLE IX: CITIZEN PARTICIPATION

Section 1. INDIVIDUAL CITIZEN COMMENTS

Citizen comment will be accepted at the beginning of meetings, after a motion on an item has been seconded (but prior to a vote), and at the end of meetings. Citizens shall follow the guidelines below to speak at TAC Meetings.

- a. Citizens may speak on issues related to the approved agenda or any issue for which the CRTPA has the statutory authority to act upon.
- b. Citizens must complete a separate "Request to Speak" card for each item they wish to address. If the citizen is unable to complete the card, he/she will be assisted by the CRTPA staff.
- c. Citizens will be allowed to speak up to three minutes on each topic they have indicated on a "Request to Speak" card. Additional time may be allotted at the discretion of the Chairperson.
- d. Large groups of citizens wishing to speak are encouraged to designate a spokesperson to represent their views. Additional time may be allotted at the discretion of the TAC when such a situation arises.

Section 2. CITIZEN GROUP COMMENTS

Large groups of citizens wishing to speak are encouraged to designate a spokesperson to represent their views. Items a, b, and c, above, under *Section 1. Individual Citizen Comments*, applies to Citizen Group Comments.

Meeting Minutes

CITIZEN'S ADVISORY COMMITTEE MULTIMODAL ADVISORY COMMITTEE

January 10, 2012

CAC MEMBERS PRESENT: Neil Fleckenstein, Pam Hall, Wendy Grey, Craig Diamond, Terry Basham, Dan Beaty, Mark Tancig

MAC MEMBERS PRESENT: Jeff Horton, Megan Doherty, Laurie Thomas, Willie Brown, Jeremy Floyd, Sam Scheib

STAFF PRESENT: Harry Reed, *CRTPA*, Lynn Barr, *CRTPA*, Yulonda Mitchell, *CRTPA*, Greg Burke, *CRTPA*, Jack Kostrzewa, *CRTPA*, Bryant Paulk, *FDOT*, Dave Bright, *Blueprint 2000*, Meghan Doherty, *TLCPD*, Zena Riley, *FDOT*

1. AGENDA MODIFICATIONS: NONE

2. CONSENT AGENDA

A. **Fiscal Year (FY) 2012 – FY 2016 Transportation Improvement Program (TIP) Amendments**

The CRTPA FY 2012 – FY 2016 TIP was proposed to be amended to add the following projects:

- a. Franklin Boulevard (Cascades Park to Tennessee Street (US 90)) (Leon County) (Project #4318991): Add this sidewalk project in FY 2012 and FY 2016 (\$700,000).
- b. StarMetro Veterans Transportation and Community Living Initiative (Leon County) (Project #4302882): Add this Federal Transit Administration funded project in FY 2012 (\$1,364,249).

<p>CAC: The CAC had a quorum with seven (7) members present and unanimously approved the TIP Amendments as presented by staff. The motion was made by Mark Tancig, and seconded by Craig Diamond.</p>
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<p>MAC: The MAC had a quorum with six (6) members present and unanimously approved the TIP Amendments as presented by staff. The motion was made by Jeff Horton and seconded by Jeremy Floyd.</p>
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3. PRESENTATIONS/DISCUSSION

A. Monroe Street Access Management and Lake Ella Implementation Study

Mr. Greg Burke, CRTPA staff, introduced the kick-off of the Monroe Street Access Management and Lake Ella Implementation study.

For Committee Information only, no action taken.

B. Moving Tallahassee: Cars Optional Presentation

Megan Doherty, with the TLCPD, made a presentation on an initiative called, "Moving Tallahassee: Cars Optional."

For Committee Information only, no action taken.

C. 2012 New Chair and Vice-Chair for the MAC

MAC: The MAC elected Jeff Horton as the new Chair, and Willie Brown as the new Vice-Chair of the MAC.

4. OPEN FORUM FOR PUBLIC COMMENT

5. INFORMATION

The following informational items were presented. There was no discussion on the items.

- A. January 23, 2012 CRTPA Agenda
- B. Items from Committee Members or CRTPA staff
- C. **Next Meeting Date is Tuesday, March 6, 2012.**

Meeting Adjourned at 1:05 PM.

Meeting Minutes

MULTIMODAL ADVISORY COMMITTEE CITIZEN'S ADVISORY COMMITTEE

March 6, 2012

CAC MEMBERS PRESENT: Neil Fleckenstein, Pam Hall, Wendy Grey, Craig Diamond, Terry Basham

MAC MEMBERS PRESENT: Jeff Horton, Megan Doherty, Laurie Thomas, Willie Brown, Robin Birdsong, Jeremy Floyd, Sam Scheib

STAFF PRESENT: Harry Reed, Lynn Barr, Yulonda Mitchell, Greg Burke, Jack Kostrzewa, Colleen Roland, Bryant Paulk

1. AGENDA MODIFICATIONS: NONE

2. CONSENT AGENDA

A. **Draft Fiscal Year (FY) 2013 – FY 2017 Transportation Improvement Program (TIP)**

Mr. Greg Burke, CRTPA staff, presented the Draft FY 2013 – FY 2017 TIP for approval. Committee members offered comments about several roadways and/or projects as follows:

- *I-10 and Capital Circle Northwest* – Is there a need for future widening?
- *Orange Avenue and Lake Bradford Road* – The future sidewalk project and roadway resurfacing associated with these roadways and general vicinity should be pursued concurrently to minimize the disturbance in this area.
- *Lafayette Street Project* – Interest in moving the project forward in funding.
- *Orchard Pond Road* – The project is shown as a privately funded toll road project, but the consistency with the comprehensive plan is questioned.

CAC: The CAC had a quorum with five (5) members present and approved the TIP amendment, with the notation that the Orchard Pond Road Greenway project may need to be removed if it is not consistent with the local comprehensive plan. Additionally, the CAC requested that the Orange Avenue projects in Leon County (resurfacing and sidewalk) be coordinated so as to minimize area disruption.

MAC: The MAC had a quorum with seven (7) members present and approved the TIP amendment, with the notation that the Orchard Pond Road Greenway project may need to be removed if it is not consistent with the local comprehensive plan. Additionally, the MAC requested that the Orange Avenue projects in Leon County (resurfacing and sidewalk) be coordinated so as to minimize area disruption.

B. Draft Fiscal Years (FYs) 2013-2014 Unified Planning Work Program (UPWP)

The DRAFT UPWP was presented to the committees by Ms. Colleen Roland, CRTPA staff. Committee discussion on the Draft UPWP centered on the type of data that is collected on bicycle and pedestrian modes of travel. Staff described the limited crash data that is collected as part of the Congestion Management Plan Update and also the number of miles of existing infrastructure as well as gaps to be addressed. Pedestrian and Bicycle counts are not collected except as part of specific projects, such as the Lake Ella Pedestrian Crossing Study, where the movement of people mid-block was counted by FDOT over a specific segment of roadway.

CAC: The CAC had a quorum with five (5) members present and approved the DRAFT UPWP.

MAC: The MAC had a quorum with seven (7) members present and approved the DRAFT UPWP.

3. PRESENTATIONS/DISCUSSION

A. Woodville Highway Project Development and Environment (PD&E) Study

Kimley-Horn and Associates presented the alternatives that have been developed for the Woodville Highway corridor from Paul Russell Road to Capital Circle, Southeast.

CAC: The CAC had a quorum with five (5) members present and approved the Master Plan and the improvement concepts therein. Wendy Grey abstained from voting due to professional conflicts. The remaining four (4) members present unanimously approved the Master Plan, and a quorum was still present.

MAC: The MAC had a quorum with seven (7) members present and approved the Master Plan and the improvement concepts therein. Robin Birdsong abstained from voting due to professional conflicts. The remaining six (6) members present unanimously approved the Master Plan, and a quorum was still present.

B. CRTPA Committee Restructuring

Ms. Lynn Barr, CRTPA staff, presented an update on efforts related to the restructuring of the CRTPA's committees, including membership, voting structure, and bylaws. The committees were asked to vote on a recommended committee membership structure to be in place by June of 2012.

CAC: The CAC had a quorum with five (5) members present and approved the restructuring as presented by CRTPA staff. They also asked staff to develop proposed bylaws for consideration and approval at the advisory committee's next meeting.

MAC: The MAC had a quorum with seven (7) members present and approved the restructuring as presented by CRTPA staff. Robin Birdsong abstained from voting due to professional conflicts. The remaining six (6) members present unanimously approved the advisory committee restructuring, and a quorum was still present. They also asked staff to develop proposed bylaws for consideration and approval at the advisory committee's next meeting.

C. Northwest Florida Transportation Corridor Authority (NFTCA) Master Plan (Presentation)

Staff from HDR provided information to the committees about an update to the Northwest Florida Transportation Corridor Authority (NFTCA) Master Plan.

CAC & MAC Action: This item did not have action requested.

D. Moving Tallahassee: Cars Optional Presentation

Megan Doherty, with the PLACE Department, made a brief presentation on an initiative called, "*Moving Tallahassee: Cars Optional.*"

CAC: The CAC had a quorum with five (5) members present and approved the initiative. Wendy Grey abstained from voting due to professional conflicts. The remaining four (4) members present unanimously approved the initiative, and a quorum was still present.

MAC: The MAC had a quorum with seven (7) members present and approved the initiative.

4. OPEN FORUM FOR PUBLIC COMMENT *None.*

5. INFORMATION

The following informational items were presented. There was no discussion on the items.

- A. March 26, 2012 CRTPA Agenda
- B. Items from Committee Members or CRTPA staff
- C. **Next Meeting Date is Tuesday, May 8, 2012.**

Meeting Adjourned at 1:45 PM.

Meeting Minutes

**CITIZENS ADVISORY COMMITTEE
MULTIMODAL ADVISORY COMMITTEES
May 8, 2012**

CAC MEMBERS PRESENT: Wendy Grey, Craig Diamond, Pamela Hall, Dan Beaty, Neil Fleckenstein, Chad Hanson

MAC MEMBERS PRESENT: Sam Schieb, Jeff Horton, Laurie Thomas, Robin Birdsong, Megan Dougherty

STAFF PRESENT: Harry Reed, Lynn Barr, Yulonda Mitchell, Greg Burke, Colleen Roland, Richard Barr, *KHA*, Ryan Wetherell, *KHA*, Greg Vaughn, *Atkins*, Bryant Paulk, *FDOT*

1. AGENDA MODIFICATIONS –

Mr. Jack Kostrzewa added an action item to approve an administrative amendment of the Regional Mobility Plan to adjust the limits of the two projects listed below:

1. RMP project 131 - Capital Circle, Southwest (US 90 to Airport Entrance) to Capital Circle, Southwest (US 90 to Orange Avenue), and
2. RMP Project 133 – Capital Circle, Southwest (Airport Entrance to Crawfordville Road) to Capital Circle, Southwest (Orange Avenue to Crawfordville Road).

CAC Action: *The CAC had a quorum with six (6) members present. Mr. Dan Beaty made a motion to approve the RMP Amendment as presented by staff. Mr. Craig Diamond seconded the motion. The motion was unanimously passed.*

MAC Action: *The MAC had a quorum with five (5) members present. Ms. Megan Dougherty made a motion to approve the RMP Amendment as presented by staff. Ms. Laurie Thomas seconded the motion. The motion was unanimously passed.*

2. CONSENT AGENDA

A. Fiscal Year (FY) 2012 – FY 2016 Transportation Improvement Program (TIP) Amendments

The CRTPA FY 2012 – FY 2016 TIP was proposed to be amended to reflect the following:

- Capital Circle NW/SW (north of SR 20 to south of US 90) (Leon County) (Project #4157827): Add supplemental construction funds to this project in FY 2012.
- Capital Circle NW/SW (north of Orange Avenue to north of SR 20) (Leon County) (Project #4157828): Add supplemental construction funds to this project in FY 2012.

CAC action: *The CAC had a quorum with six (6) members present. Mr. Craig Diamond made a motion to approve the TIP Amendments as presented by staff. Mr. Dan Beaty seconded the motion. The motion was unanimously passed.*

MAC Action: *The MAC had a quorum with five (5) members present. Ms. Dougherty made a motion to approve the TIP Amendments as presented by staff. Ms. Laurie Thomas seconded the motion. The motion was unanimously passed.*

B. FINAL Fiscal Year (FY) 2013-2014 Unified Planning Work Program (UPWP)

CAC Action: *The CAC had a quorum with six (6) members present. Mr. Dan Beaty made a motion to approve the FINAL Fiscal Year (FY) 2013-2014 Unified Planning Work Program (UPWP) as presented. Mr. Craig Diamond seconded the motion. The motion was unanimously passed.*

MAC Action: *The MAC had a quorum with five (5) members present. Ms. Dougherty made a motion to approve the FINAL Fiscal Year (FY) 2013-2014 Unified Planning Work Program (UPWP) as presented by staff. Ms. Laurie Thomas seconded the motion. The motion was unanimously passed.*

3. PRESENTATIONS/DISCUSSION

A. Woodville Highway Project Development and Environment (PD&E) Alternatives

Kimley-Horn and Associates presented the recommended “build” alternatives for Segment 1 and Segment 2 for the Woodville Highway PD&E Study.

Comments raised by the CAC and MAC were the following:

- There may be a contamination issue (arsenic) when the trail is moved.
- The stormwater treatment needs to take into consideration the stringent requirements for the Wakulla Springs/St. Marks Basin area.

CAC Action: *The CAC had a quorum with six (6) members present. Dr. Hall made a motion to approve the Woodville Highway Project Development and Environment (PD&E) Alternatives as presented by staff. Mr. Diamond seconded the motion. The motion was unanimously passed with Mr. Dan Beauty and Ms. Wendy Grey abstaining from the vote, which did not affect the quorum.*

MAC Action: *The MAC had a quorum with five (5) members present. Ms. Dougherty made a motion to approve the Woodville Highway Project Development and Environment (PD&E) Alternatives as presented by staff. Mr. Sam Schieb seconded the motion. The motion was passed with Ms. Birdsong abstaining from the vote, which did not affect the quorum.*

B. CRTPA Committee Draft Bylaws

The committees were asked to provide comment and approve the proposed DRAFT bylaws for the Citizens Multimodal Advisory Committee (CMAC). The bylaws were under review by CRTPA legal staff at the time of agenda preparation, and so the legal recommendations were presented at the meeting, and were unavailable prior to the meeting.

CAC Action: *The CAC had a quorum with six (6) members present. Ms. Wendy Grey made a motion to approve the CMAC Draft Bylaws with modifications recommended by legal. Mr. Chad Hanson seconded the motion. The motion was unanimously passed.*

MAC Action: *The MAC had a quorum with five (5) members present. Ms. Dougherty made a motion to approve the CMAC Draft Bylaws with modifications recommended by legal. Mr. Schieb seconded the motion. The motion was passed with Ms. Birdsong abstaining from the vote.*

C. Monroe Street Access Management and Lake Ella Implementation Study Update

Greg Burke provided an update on the Monroe Street project and the Lake Ella Study.

INFORMATIONAL ITEM, THEREFORE NO ACTION TAKEN.

4. OPEN FORUM FOR PUBLIC COMMENT – NONE.

5. INFORMATION

- A. May 21, 2012 CRTPA Agenda
- B. Items from Committee Members or CRTPA staff
 - Robin Birdsong updated the committees on the update to the Statewide Vision Maps for Multi-Use Trails.
 - Jeff Horton updated the committee on the Bike Buddy Program.
 - Pam Hall invited the committee members to get involved in the Infrastructure Tax Renewal Meetings. CRTPA staff would try to bring back more information and/or a speaker for the next meeting regarding this issue.
- C. **Next Meeting Date is Tuesday, June 5, 2012.**

Meeting was adjourned at 1:25 PM

CITIZENS MULTIMODAL ADVISORY COMMITTEE

Bylaws



PREAMBLE

The Capital Region Transportation Planning Agency (CRTPA) supports full and timely public participation in the transportation decision-making process of the CRTPA. To ensure that participation is reflective of the cross section of residents and interests within the CRTPA area, it has created a Citizens Multimodal Advisory Committee (CMAC) to advise the CRTPA Board.

The following sets forth the Bylaws that guide the proper functioning of the urban transportation planning process for the CMAC of the CRTPA.

ARTICLE I: NAME AND PURPOSE

Section 1. NAME

The name of this committee shall be the Citizens Multimodal Advisory Committee (CMAC).

Section 2. PURPOSE

This Committee was established by the Capital Region Transportation Planning Agency (CRTPA) in May 2012. The tasks of this Committee shall include, but not be limited to the following:

- a. Provide independent citizen advice to the CRTPA Board on issues related to the transportation planning processes in the CRTPA region. This includes but is not limited to: the Long Range Transportation Plan, Unified Planning Work Program, Priority Project Lists, Transportation Improvement Program, Public Involvement Plan, and other regionally significant transportation related issues and projects as requested.
- b. Provide advice to the CRTPA from a balanced mobility perspective considering the needs and safety of all transportation users and modes of transportation in the CRTPA region within fiscal and physical constraints.
- c. Promote equity in the regional transportation planning process.
- d. Promote public awareness and participation in the regional transportation planning process within the region and from professional and citizen-based organizations and employers.
- e. Review and evaluate CRTPA issues as requested by the CRTPA Board, or CRTPA staff.

ARTICLE II: ORGANIZATION

Section 1. AREA

The Committee shall represent and serve the CRTPA area, which encompasses all of Gadsden, Jefferson, Leon, and Wakulla counties.

Section 2. AUTHORITY

Pursuant to 23 USC 134, 49 USC 5303, 23 CFR 450, and Section 339.175 (6)(e), Florida Statutes, the CMAC is statutorily formulated. The CMAC is also governed by the policies and guidelines set forth by the CRTPA.

Section 3. NONDISCRIMINATION

No organization or person shall, on the grounds of race, color, national origin, religion, creed, or handicap, be excluded from participating in, be denied the benefits of, or be subject to discrimination from the CMAC.

ARTICLE III: MEMBERSHIP

Section 1. MEMBERSHIP

As designated by the CRTPA on March 26, 2012, the CMAC will consist of voting representatives as follows:

- One (1) citizen representatives for each voting CRTPA Board Member
- One (1) member from the Florida Office of Greenways and Trails
- One (1) member from Commuter Services of North Florida
- One (1) member from the Florida Department of Health
- One (1) member per special interest as outlined below, if such representation is not otherwise provided within the CRTPA and organizational appointments.

Minorities	Road Bicyclists
Persons with Disabilities	Off-Road Bicyclists
Seniors	Senior Pedestrians
Transit Riders	Child/Youth Pedestrian Advocates
Student Interests	Transportation Disadvantaged

Section 2. GEOGRAPHICAL AND SPECIAL INTEREST BALANCE

The CMAC shall represent and serve the CRTPA area, which encompasses all of Gadsden, Jefferson, Leon, and Wakulla Counties. The CMAC will be made up of a cross-section of citizens throughout the four-county region. Pursuant to Section 339.175(e), Florida Statutes, the membership on the citizen’s advisory committee must reflect a broad cross-section of local residents with an interest in the development of an efficient, safe, and cost-effective transportation system. Minorities, the elderly, and the handicapped must be adequately represented. The CRTPA Executive Director or his /her designee may appoint up to four (4) members to the CMAC with approval of the CRTPA Board to balance the geographical or special interest/diversity of the committee.

Section 3. TERMS OF MEMBERSHIP AND APPOINTMENT PROCEDURES

Terms of membership are based on the calendar year, and are renewable each January 1 of any given year, regardless of when appointments were made. Further details of term conditions are outlined below.

a. Citizen Appointments

Citizen members of the CMAC shall serve renewable terms at the pleasure of the CRTPA Board Member who appoints them. Terms are reconsidered for renewal at the end of each calendar year, no later than the November CRTPA Meeting, and with new appointments being active in January of the next calendar year. Should an appointing entity no longer serve on the CRTPA, their representative to the CMAC will cease to serve on the CMAC. A new citizen member will be appointed by the new CRTPA Board Member, or the new CRTPA Board Member can choose to reappoint the previous citizen representative if appropriate.

b. Organization Appointments

Members who serve as representatives of specific organizations spelled out in the Bylaws serve continuous terms. Replacements are made by the member organization that provided their participation.

c. Special Interest Appointments

Members who are representing special interests within the CRTPA Region are identified by the CRTPA Executive Director or his/her designee and appointed to the CMAC by the CRTPA Board as a whole. Terms of service are two-year terms from the date they were appointed.

d. Balancing Appointments

The CMAC must reflect a balanced cross-section of interests, population demographics, and geographical areas. Four (4) member positions are available at the discretion of CRTPA Executive Director or his/her designee to appoint interested citizens to serve if they improve a deficiency currently existing on the CMAC, subject to the approval of the

CRTPA Board. Terms are renewable each calendar year.

Section 4. NON-VOTING MEMBERS

In addition to appointed CMAC members, the CMAC seeks representation from local organizations as non-voting liaisons. Examples of such organizations include:

Transit Providers	Emergency Services
School Board Representatives	Colleges and Universities
Law Enforcement	Community Traffic Safety Teams
Local Government Public Works/ Engineering	Florida Department of Transportation
Local Government Planning	Special Transportation Initiative Groups (such as Blueprint 2000)

Section 5. VACANCIES

CRTPA staff collects applications to serve on the CMAC. When vacancies exist, the CRTPA Executive Director or his/her designee will review the current demographics and representation on the committee and advise the appointing entity of any specific representation that is needed. Applications will be forwarded to CRTPA Board Members in consideration of their appointments, but they are not required to select from the pool of applicants. However, anyone serving on the CMAC must have a completed application on file while serving on the committee.

Section 6. REAPPOINTMENTS

CMAC members serve at the pleasure of their appointing entity and may be replaced at any time. However, members who have lost their appointment due to absenteeism may only be reappointed to a vacancy under the following circumstances:

- a. The appointing entity deems circumstances surrounding the absenteeism to be extenuating.
- b. The extenuating circumstances and reappointment request are approved by the CRTPA Board as a whole.
- c. Members who are seeking reappointment, but who lost membership due to absenteeism more than twelve months ago are not subject to the terms of a) or b) above.

Section 7. RESIGNATIONS

CMAC members are expected to send written notice of intent to resign their position to the CRTPA Executive Director, and to their appointing entity as soon as practical, but at least one (1) month prior to their expected resignation from attendance at any meeting, if possible.

Members representing organizations should send a written request to their organization that a replacement should be made. Additionally, they are expected to notify the CRTPA Executive Director that they will no longer be able to serve on the CMAC and have requested a replacement.

ARTICLE IV: VOTING

Section 1. VOTING AUTHORITY

Only the appointed members, or their alternates, are entitled to vote at any meeting of the CMAC.

Section 2. VOTING WEIGHT

Each CMAC member shall have one vote. Votes shall be weighted equally.

Section 3. ALTERNATES

If a member, other than a citizen appointee, is unable to attend meeting(s), an alternate may vote in his/her stead on the following conditions:

- a. The member is representing an organization.
- b. CRTPA staff must be notified ahead of the meeting that the alternate is attending.
- c. The alternate must be from the same organization as the absent member.

Section 4. QUORUM

A majority of the appointed members of the CMAC shall constitute a quorum. In the absence of a quorum at any regularly scheduled meeting, the members present shall function as a full subcommittee, electing an interim chair, if necessary, and the consensus of the group, as determined by a majority vote per item, is forwarded to the CRTPA as a recommendation without a quorum.

- a. 40% of the appointed members of the CMAC (excluding liaisons), including at least one member from a jurisdiction other than Tallahassee or Leon County shall constitute a quorum. An affirmative vote shall consist of a majority vote of the total quorum present.
- b. In the absence of a quorum at any scheduled meeting, the members present shall function as a full subcommittee, electing an interim chair, if necessary, and the consensus of the group, as determined by a majority vote per item, is forwarded to the CRTPA Board as a recommendation without a quorum.

ARTICLE V: REGULAR AND SPECIAL MEETINGS

Section 1. MEETING SCHEDULE

Regular meetings will be held no less frequently than every two months, or six times a year, based on the meeting schedule of the CRTPA. The regular meeting of the CMAC is held no more than three weeks in advance of and no less than one week prior to the CRTPA Meeting of any given month. Meeting dates will be adjusted by the Chairperson or CRTPA Staff to accommodate holidays or other conflicts.

Section 2. MEETING ATTENDANCE

Each member of the CMAC is expected to demonstrate interest in the CMAC's activities through attendance at the regularly scheduled meetings except for reasons of an unavoidable nature. The CRTPA Executive Director may recommend the removal of any member who fails to attend or arrange for an alternate to attend, three or more meetings in a one-year period. A request for removal and replacement of any CMAC member shall be sent to the appointing agency or governmental unit from the CRTPA Executive Director.

Section 3. MEETING LOCATION

Regular meetings of the CMAC shall be held at a location agreed to by the members and accessible by the public.

Section 4. SPECIAL MEETINGS

Special meetings may be called by the Chairperson or CRTPA Staff.

Section 5. MEETING NOTIFICATION

- a. Notice of the time, place and purpose of all regular meetings shall be provided to each member of the Committee, not less than five (5) days before such meeting. Special meetings will provide notice not less than three (3) days before such meeting.
- b. Regular CMAC meetings shall be advertised on the CRTPA web site at least one week prior to the scheduled meeting date. Special CMAC Meetings will provide notice not less than three (3) days before the special meeting date.
- c. Meetings will be open to the public. Any group which so requests in writing will be notified of CMAC meetings.

Section 6. MEETING MATERIALS

- a. Agenda materials for CMAC meetings shall be distributed no later than seven (7) days prior to the meeting, unless otherwise decided by the Chairperson. Supplemental materials shall be provided to the CMAC members as soon as practicable.

- b. Agenda materials are posted on the CRTPA website at least one week prior to the scheduled meeting date.

Section 7. MEETING MINUTES

CMAC meetings will be recorded and minutes will be prepared. CMAC Minutes will be posted on the CRTPA website for public review.

ARTICLE VI: OFFICERS & DUTIES

Section 1. COMMITTEE LEADERSHIP AND SELECTION

The members of the CMAC shall elect from their own membership the following officers no later than the last meeting of the calendar year:

- A: Chairperson
- B: Vice-Chairperson

Officers shall be elected by a majority vote of the quorum present.

Section 2. LEADERSHIP TERMS

The terms of office for all officers shall be one year beginning at the first regular CMAC meeting of the calendar year and terminating at the last regular CMAC meeting of the year, or until their successors are elected at the next regular meeting of the committee. Any officer may be re-elected for the same office.

Section 3. LEADERSHIP DUTIES:

The Chairperson shall preside at all meetings of the CMAC and conduct all meetings of the CMAC. In the event of the Chairperson's absence, or at the Chairperson's direction, the Vice-Chairperson shall assume the powers and duties of the Chairperson. In the absence of both a Chairperson and Vice-Chairperson at a regular or special CMAC meeting, a temporary Chair shall be elected by majority vote at the meeting to serve as Chairperson of that meeting, for that meeting alone.

ARTICLE VII: RULES OF PROCEDURE

Section 1. MEETING CONDUCT

All meetings of the CMAC shall be conducted in accordance with the most current edition of Roberts Rules of Order Revised. The Chairperson (or the Vice Chairperson when serving as Chairperson) shall preside at all meetings and shall either serve as the “parliamentarian” or designate another CMAC member to serve as “parliamentarian”.

Section 2. CONFLICT OF INTEREST

Whenever a CMAC Member has cause to believe that a matter to be discussed would involve him/her to be in a conflict of interest, he/she shall announce the conflict of interest and refrain from voting on any such matter.

ARTICLE VIII: BYLAW AMENDMENTS

Section 1. AMENDMENT BY CMAC

These bylaws may be amended by a majority of the quorum present at any regular meeting of the CMAC. All such amendments shall be subject to approval by the CRTPA Board.

Section 2. AMENDMENT BY CRTPA

These bylaws may be amended by the CRTPA Board.

Section 3. NOTICING OF AMENDMENTS

Notice of any proposed amendment shall be submitted in writing to all members of the CMAC not less than thirty (30) days prior to the meeting at which such amendments are to be considered.

ARTICLE IX: CITIZEN PARTICIPATION

Section 1. INDIVIDUAL CITIZEN COMMENTS

Citizen comment will be accepted at the beginning of meetings, after a motion on an item has been seconded (but prior to a vote), and at the end of meetings. Citizens shall follow the guidelines below to speak at CMAC Meetings.

- a. Citizens may speak on issues related to the approved agenda or any issue for which the CRTPA has the statutory authority to act upon.
- b. Citizens must complete a separate “Request to Speak” card for each item they wish to address. If the citizen is unable to complete the card, he/she will be assisted by the CRTPA staff.
- c. Citizens will be allowed to speak up to three minutes on each topic they have indicated on a “Request to Speak” card. Additional time may be allotted at the discretion of the Chairperson.
- d. Large groups of citizens wishing to speak are encouraged to designate a spokesperson to represent their views. Additional time may be allotted at the discretion of the CMAC when such a situation arises.

Section 2. CITIZEN GROUP COMMENTS

Large groups of citizens wishing to speak are encouraged to designate a spokesperson to represent their views. Items a, b, and c, above, under *Section 1. Individual Citizen Comments*, applies to Citizen Group Comments.