



300 S. ADAMS STREET
TALLAHASSEE, FL 32301
www.crtpa.org

TECHNICAL ADVISORY COMMITTEE

9 AM – 11 AM
2nd Floor – Commission Chambers

TALLAHASSEE CITY HALL
300 S. Adams Street
Tallahassee, Fl. 32301

March 7, 2017

1. AGENDA MODIFICATIONS

2. CONSENT

A. Fiscal Year (FY) 2019 - FY 2023 Transportation Alternatives (TA) Priority Project List (PPL)

CRTPA staff is seeking approval of the FY 2019 – FY 2023 Transportation Alternatives (TA) Priority Project Lists (PPL's).

Recommended Action: *Recommend approval of the FY 2019 - FY 2023 TA PPL.*

B. Fiscal Year (FY) 2019 - FY 2023 Transportation Regional Incentive Program (TRIP) Priority Project List (PPL)

CRTPA staff is seeking approval of the FY 2019 – FY 2023 Transportation Regional Incentive Program (TRIP) Priority Project List (PPL).

Recommended Action: *Recommend approval of the FY 2019 - FY 2023 TRIP PPL.*

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/ACTION**A. Quincy Bypass Northern Loop**

The Florida Department of Transportation will provide an update on the Project Development and Environment (PD&E) Study for the Quincy Bypass Northern Loop (SR 12 to SR 267).

Recommended Action: *For committee information.*

B. TAC Bylaw Revisions

CRTPA staff will present proposed bylaw revisions for TAC review and comment. The CRTPA Board will review the proposed TAC bylaw revisions at their March meeting and are scheduled to adopt final bylaws at their following meeting.

Recommended Action: *For committee information and discussion.*

4. OPEN FORUM FOR PUBLIC COMMENT

Citizens are invited to address the committee.

5. INFORMATION

- **March 21, 2017 CRTPA Agenda**
The March 21, 2017 CRTPA Agenda is provided for committee information.

6. ITEMS FROM COMMITTEE MEMBERS OR STAFF



March 7, 2017

Committee AGENDA ITEM 2 A

**CRTPA FISCAL YEAR 2019 – FY 2023 TRANSPORTATION ALTERNATIVES
PRIORITY PROJECT LIST**

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

This item seeks approval of the CRTPA Fiscal Year 2019 – FY 2023 CRTPA Transportation Alternatives (TA) Priority Project List (PPL), provided as *Attachment 1*.

RECOMMENDED ACTION

Option 1: Recommend the CRTPA adopt the CRTPA FY 2019 – FY 2023 Transportation Alternatives (TA) Priority Project List.

HISTORY AND ANALYSIS

The CRTPA Transportation Alternatives Program guides the solicitation and prioritization of approximately \$310,000 of federal TA funding explicitly dedicated annually to the CRTPA region. Consistent with Board direction, the CRTPA actively solicits new projects every two (2) years, with the most recent solicitation occurring last year (2016).

The Draft FY 2019 – FY 2023 TA Priority Project List is comprised of projects previously included on the CRTPA's most recently adopted TA PPLs. This year's list provides an update of last year's list using the following process:

- Projects with existing funded phases were ranked higher on the list in order to ensure project funding completion. As a result, project's #1 & #2 on the draft list are both currently funded for design in the FDOT Work Program and are seeking further (construction) funding.
- Projects with constructability issues (as identified by the FDOT) such as drainage and right-of-way were removed from the draft list. In light of this, this year's TA PPL is comprised of fewer projects than last year's list.

The following projects, included on last year's TA PPL, have received funding in the most recent (FY 2018 – FY 2022) FDOT Work Program subsequent to adoption of last year's TA PPL:

- N. Monroe Street Sidewalk – This was the #1 ranked project on last year's TA PPL; project has been received funding for design and construction in FY 18 & FY 19, respectively. The funding received was Safe Routes to School funding.
- Atlanta Street Sidewalk – This was the #6 ranked project on the TA PPL. The project received design funding in FY 17.

Program Background

The CRTPA Transportation Alternatives Program (TAP) was established in 2013 subsequent to the creation of the Transportation Alternatives Program associated with the July 6, 2012 signing of P.L. 112-141, the Moving Ahead for Progress in the 21st Century Act (MAP-21) by President Obama.

Transportation Alternatives are federally funded programs and projects, including on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, community improvement activities, and environmental mitigation; recreational trail program projects; safe routes to school projects; and projects for the planning, design or construction of boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.

Fifty percent (50%) of the TA funding received by each state is to be distributed by population. For those Metropolitan Planning Organizations with a population greater than 200,000 (Transportation Management Areas, which includes the CRTPA), the agency must run the competitive grant process, necessitating the creation of the CRTPA TAP.

In addition to the approximately \$310,000 of TA funding explicitly dedicated annually to the CRTPA region, other TA funding is available for placement on TA projects within the CRTPA region. This funding, which does not include the annual dedicated amount to the CRTPA, is placed on projects at the discretion of the Florida Department of Transportation.

As noted previously, the CRTPA solicits new projects biennially with the most recent solicitation occurring in 2016. As a result, this year's TA PPL reflects projects that were previously solicited and included on previously CRTPA TA PPL's.

Guiding last year's (2016) solicitation of TA projects was the CRTPA's TA Subcommittee. The subcommittee, comprised of 5 members [2 from the CRTPA's Citizen's Multimodal Advisory Committee (CMAC) and 3 from the Technical Advisory Committee (TAC)], reviewed and recommended a ranking of the TA applications that were received in 2016.

The applications received were reviewed and ranked based upon the CRTPA's TAP Evaluation Criteria (approved at the March 21, 2016 CRTPA):

ADOPTED CRITERIA

EVALUATION CRITERIA		MAXIMUM POINTS
1	Project Constructability (is right-of-way required?)	15
2	Qualifying Activities (how many of the nine (9) TA eligible activities does the application meet?)	15
3	LAP Certification (Is the application sponsor LAP certified or capable of being certified)	15
4	Project improves safety for users (e.g. reduces hazards for pedestrians, cyclists, motorists)	15
5	Project facilitates/improves multimodal transportation linkages	10
6	Project identified in a plan of the region	10
7	Contributes to enhanced mobility options for the transportation disadvantaged	5
8	Project demonstrates leveraging of other funds	5
9	Project has community/public support	5
10	Public benefit versus project cost (To what extent will the project benefit the community or region?)	5

PUBLIC INVOLVEMENT

A public meeting to present the DRAFT FY 2019 – FY 2023 TA Priority Project List (held in conjunction with DRAFT FY 2019 – FY 2023 Transportation Regional Incentive Program Priority Project List) was held on February 27, 2017 in Tallahassee City Hall.

NEXT STEPS

Subsequent to adoption of the CRTPA FY 2019 – FY 2023 TA PPL, the list will be provided to the FDOT for use as the agency proceeds with development of the Draft FY 2019 – FY 2023 State Work Program.

CRTPA solicitation of *new* TA projects (for funding consideration in the FY 2020 – FY 2024 State Work Program) is scheduled to be initiated towards the end of 2017.

ATTACHMENT

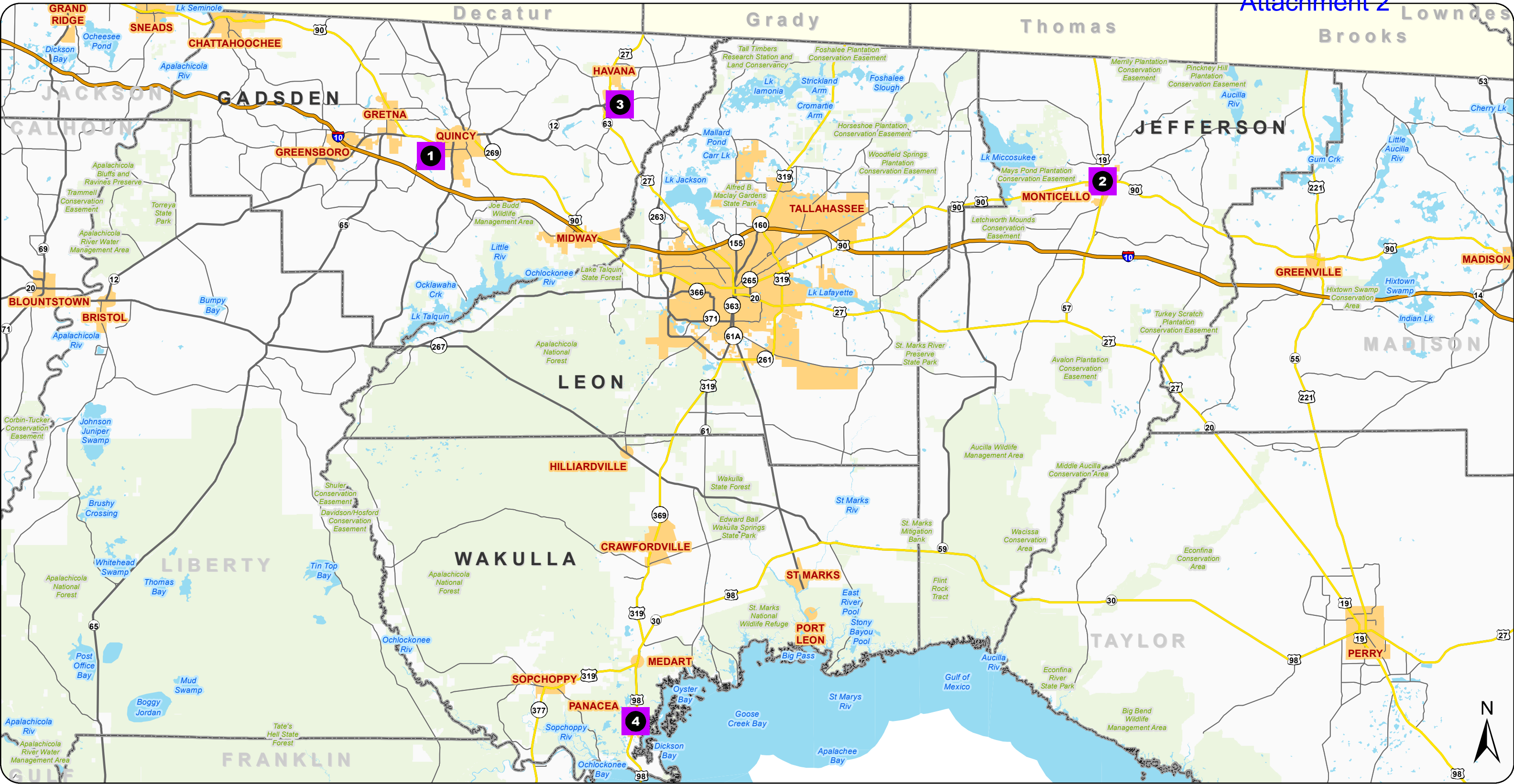
Attachment 1: DRAFT FY 2019 – FY 2023 TA Priority Project List
Attachment 2: TA Projects Map

Capital Region Transportation Planning Agency
DRAFT Transportation Alternatives Priority Project List
 Fiscal Year 2019 - Fiscal Year 2023

Priority	Project	Limits	Notes
1	Havana Middle School Sidewalk (Sponsor: Town of Havana)	11th Ave (4th St to Iron Bridge Rd); Iron Bridge Rd (CR 12A to 11th Ave)	Design funded (FY 18); seeking construction funds
2	Atlanta Street Sidewalk (Sponsor: Gadsden County)	Martin Luther King, Jr. Boulevard to Ben Bostic Road	Design funded (FY 17); seeking construction funds
3	Dogwood Street Pedestrian Crossing (Sponsor: City of Monticello)	US 19/Dogwood Street Intersection	No funded phases
4	Mound Street Sidewalk (Sponsor: Wakulla County)	US 98 to Woolery Park	No funded phases

CRTPA Fiscal Year (FY) 2019 - FY 2023 Draft Transportation Alternatives (TA) Priority Project List (PPL) MAP

Attachment 2



CRTPA TA PPL Projects

1

TA - Atlanta Street Sidewalk

2

TA - Dogwood Street Pedestrian Crossing

3

TA - Havana Middle School Sidewalk

4

TA - Mound Street Sidewalk

0 4.5 9 18 Miles

Map Scale = 1:385,000

Created By: Jason Cox GIS Specialist II | Contact: 860-606-5594 | Date: 02/22/2017

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March 7, 2017

Committee AGENDA ITEM 2 B

**FISCAL YEAR (FY) 2019 - FY 2023
TRANSPORTATION REGIONAL INCENTIVES PROGRAM (TRIP)
PRIORITY PROJECT LIST (PPL)**

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

This item seeks approval of the Fiscal Year (FY) 2019 - FY 2023 Transportation Regional Incentive Program (TRIP) Priority Project List (PPL) provided as *Attachment 1*.

RECOMMENDED ACTION

Option 1: Recommend the CRTPA adopt the FY 2019 - FY 2023 Transportation Regional Incentives Program (TRIP) Priority Project List.

HISTORY AND ANALYSIS

The Transportation Regional Incentive Program PPL identifies projects eligible for receipt of TRIP funding. Pursuant to FDOT TRIP literature:

“The Transportation Regional Incentives Program (TRIP) was created in 2005 as part of major Growth Management legislation enacted during the Florida Legislative Session (SB 360). The program’s purpose is to encourage regional planning by providing state matching funds for improvements to regionally significant transportation facilities identified and prioritized by regional partners.

TRIP funds are to be used to match local or regional funds up to 50% of the total project costs for public transportation projects. In-kind matches such as right of way donations and private funds made available to the regional partners are also allowed. Federal funds attributable to urbanized areas over 200,000 in population may also be used for the local/regional match.”

One of the requirements of TRIP funding eligibility is inclusion on the CRTPA’s Regionally Significant Transportation Map. The CRTPA Regionally Significant Transportation Map was adopted at the September 19, 2016 CRTPA meeting.

The Draft FY 2019 – FY 2023 TA Priority Project List is comprised of projects previously included on the CRTPA’s most recently adopted (FY 2018 – FY 2022) TRIP PPL. The following two (2) projects are included on the TRIP PPL:

- **Weems Road Extension** (Capital Circle, Northeast to US 90): New 2 lane road (seeking construction funding).
- **Welaunee Boulevard Extension** (Fleischmann Rd to South of Shamrock Street): New 4 lane Road (seeking Project Development & Environment Study funding).

PUBLIC INPUT

A public meeting to present the DRAFT FY 2019 – FY 2023 TA Priority Project List (held in conjunction with DRAFT FY 2019 – FY 2023 Transportation Regional Incentive Program Priority Project List) was held on February 27, 2017 in Tallahassee City Hall.

NEXT STEPS

Subsequent to adoption of the CRTPA FY 2019 – FY 2023 TRIP PPL, the list will be provided to the FDOT for use as the agency proceeds with development of the Draft FY 2019 – FY 2023 State Work Program.

ATTACHMENTS

- Attachment 1: FY 2018 - FY 2022 Transportation Regional Incentives Program (TRIP) Priority Project List.
- Attachment 2: Adopted CRTPA Regionally Significant Roadways Map

Attachment 1

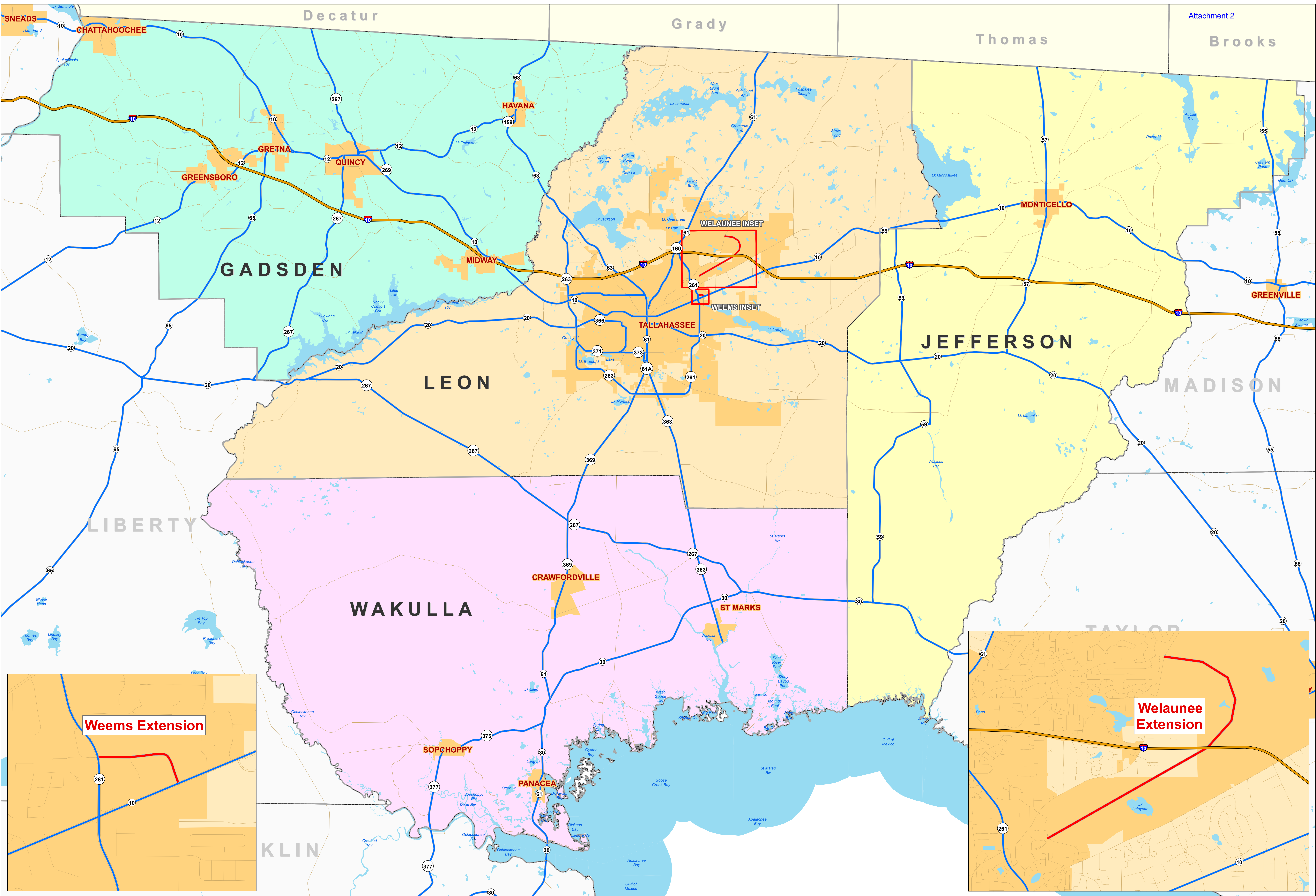
Capital Region Transportation Planning Agency
DRAFT Transportation Regional Incentives Program (TRIP) Priority Project List
Fiscal Year 2019 - Fiscal Year 2023

Priority Rank	Project Name	From	To	Project/Strategy	County	Funding Sought
1	Weems Road Extension	Capital Circle, Northeast	US 90	New 2 land road	Leon	CST
2	Welaunnee Boulevard Extension	Fleischmann Rd	South of Shamrock Street	New 4 lane Road	Leon	PD&E

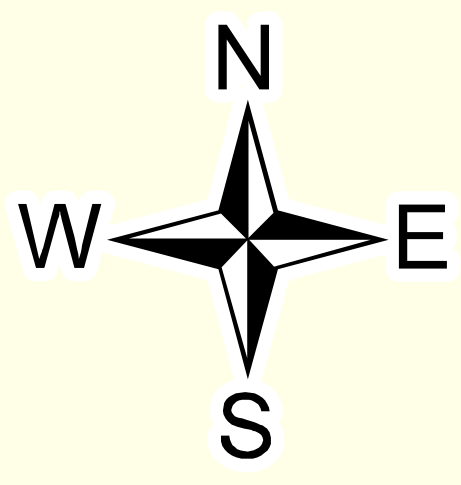
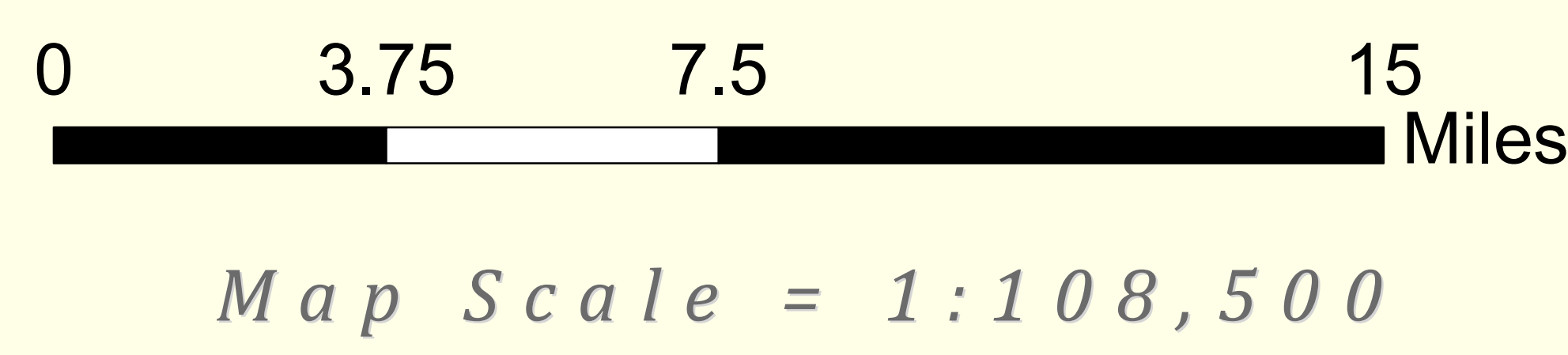
ABBREVIATIONS:

CST= Construction

PD&E = Project Development and Environment Study



CRTPA REGIONALLY SIGNIFICANT ROADS MAP



	Interstate
	Regionally Significant Roads
	Trip Eligible Projects
	County Roads
	Major Waterbodies
	Cities / Towns
	Florida Counties
	Georgia Counties
CRTPA Region	
	County Name GADSDEN
	JEFFERSON
	LEON
	WAKULLA

NOTE: This product has been compiled from the most accurate source data from Leon County, the City of Tallahassee, and the Leon County Property Appraiser's Office. However, this product is for reference purposes only and is not to be construed as a legal document or survey instrument. Any reliance on the information contained herein is at the user's own risk. Leon County, the City of Tallahassee, and the Leon County Property Appraiser's Office assume no responsibility for any use of the information contained herein or any loss resulting therefrom.

Created By: Jason Cox GIS Specialist | Contact: 860-606-5594 | Date: 08/26/16

Document Path: U:\Requests\GIS\Customer Requests\CRTPA\CRTPA Mapping\Regionally Significant Roads\Regionally Significant Roads_MapOnly.mxd





March 7, 2017

AGENDA ITEM 3 A

QUINCY BYPASS NORTHERN LOOP UPDATE

TYPE OF ITEM: No Action Required

STATEMENT OF ISSUE

The Florida Department of Transportation (FDOT) will provide an update on project development activities of the Quincy Bypass Northern Loop in Gadsden County. Project limits are SR 12 to SR 267 (Pat Thomas Parkway) with funding through the project's design phase (both the Project Development & Environment and Design phases were funded in Fiscal Year 2016).

An alternatives public meeting was recently conducted on February 23 in Quincy to present initial engineering and environmental analysis conducted to date concerning the proposed projects. Funding for the project's Project Development and Environment (PD&E) Study is included in the CRTPA's Fiscal Year (FY) 2016 – FY 2020 Transportation Improvement Program in FY 16 (\$825,000).

Pursuant to information provided by the FDOT (***Attachment 1***), the “proposed connection would improve existing conditions by alleviating traffic on S.R. 12 within the Quincy/Gadsden County area and especially through the historical district of Quincy...”

ATTACHMENTS

Attachment 1: FDOT Project Information



Quincy Bypass Northern Loop

Connecting State Road (S.R.) 12 and S.R. 267 in Gadsden County

Financial Project Identification Number 218946-6-22-01

ALTERNATIVES PUBLIC INFORMATION MEETING

The Florida Department of Transportation (FDOT) invites you to attend an alternatives public information meeting concerning the Quincy Bypass Northern Loop connecting S.R. 12 and S.R. 267 Project Development and Environment (PD&E) Study.

The meeting will be held to present the initial engineering and environmental analysis to date and give the public an opportunity to provide comments concerning proposed improvements. The PD&E study will evaluate the "Build" and "No-Build" Alternatives based on the recommendation of the previous completed corridor study which evaluated three distinct corridors. As part of this study, FDOT will evaluate a roundabout at the intersection with S.R. 12/Quincy Bypass, south of the Quincy Municipal Airport. There will be no formal presentation; however, study materials, including maps, project graphics, and a video showing the functionality of roundabouts will be on display. FDOT representatives will be available to answer questions.

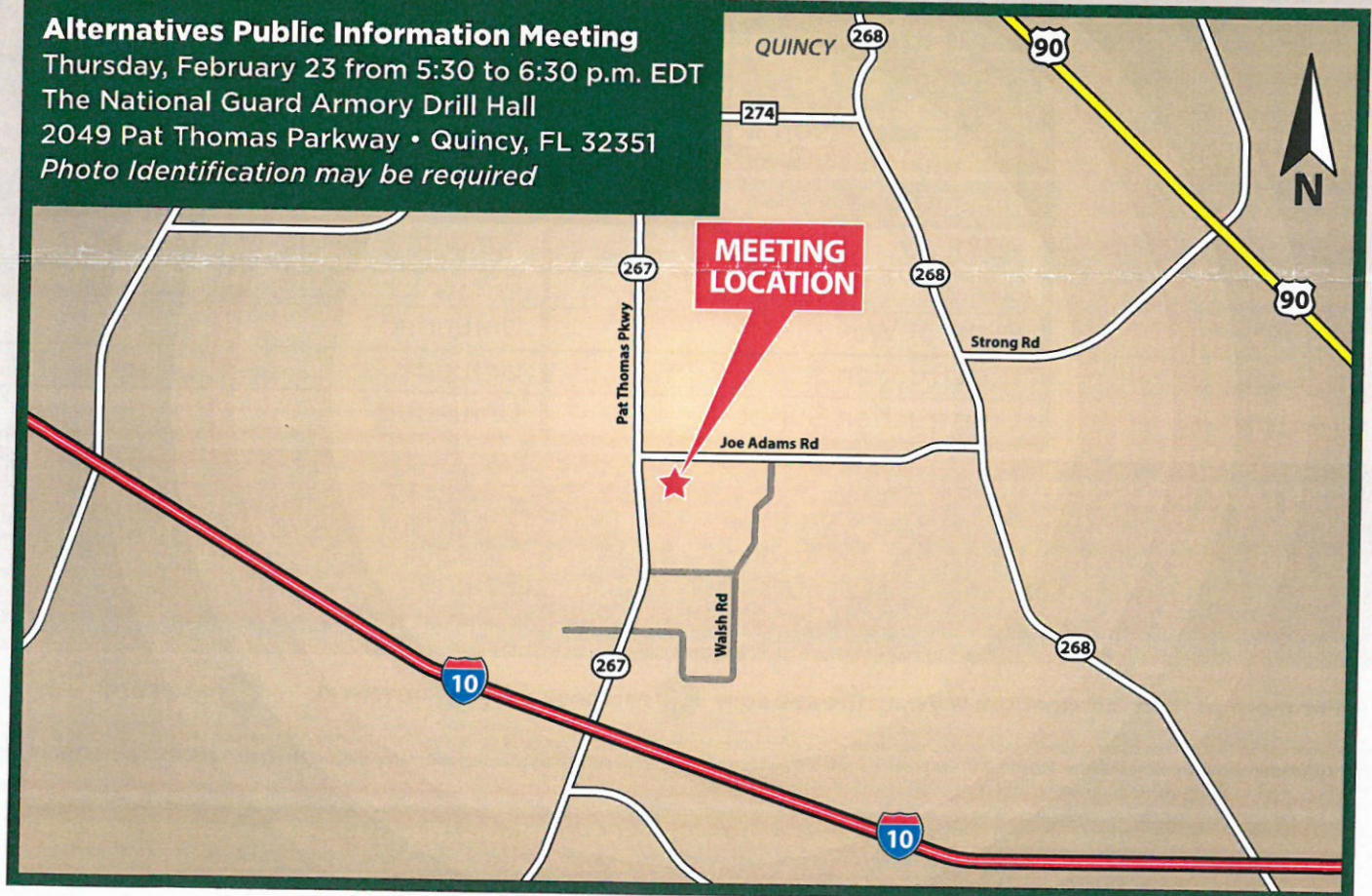
Alternatives Public Information Meeting

Thursday, February 23 from 5:30 to 6:30 p.m. EDT

The National Guard Armory Drill Hall

2049 Pat Thomas Parkway • Quincy, FL 32351

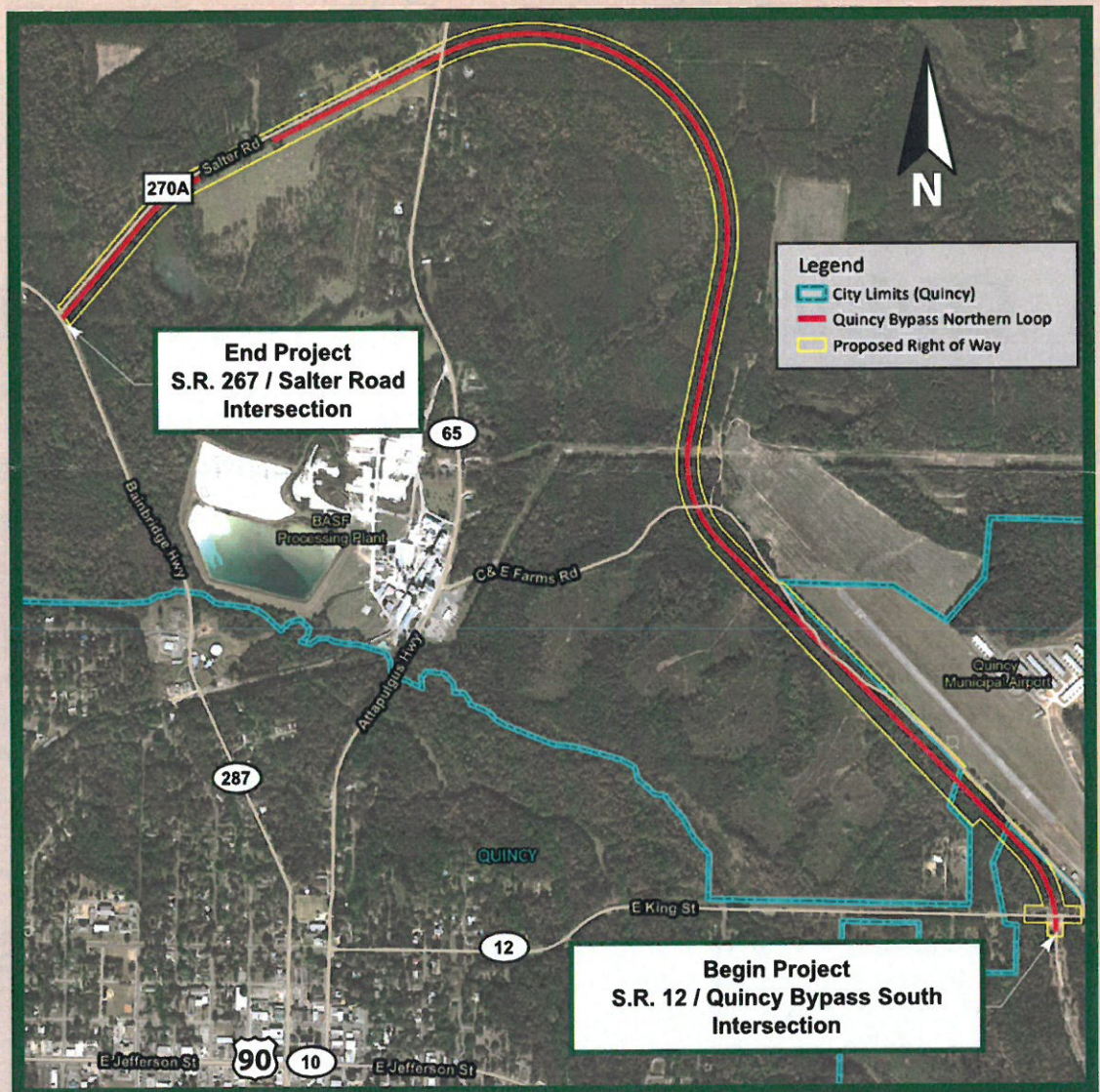
Photo Identification may be required



Quincy Bypass Northern Loop

PROJECT DESCRIPTION

The proposed new roadway will provide an east-west connection between S.R. 267 and S.R. 12, east of Quincy. The proposed connection would improve existing conditions by alleviating traffic on S.R. 12 within the Quincy/Gadsden County area and especially through the historical district of Quincy. This project has been funded through the design phase.



Phase	Funded /Unfunded
PD&E	Funded, FY 2016
Design	Funded, FY 2016
Right of Way	Unfunded
Construction	Unfunded
Construction Support	Unfunded

CONTACT INFORMATION

Sherry Alaghemand, P.E.
District Three Project Manager
(888) 638-0250, ext. 1510
Sherry.Alaghemand@dot.state.fl.us

Ian Satter
District Three Public Information Director
(888) 638-0250, ext. 1205
Ian.Satter@dot.state.fl.us

For more project information: www.nwflroads.com [Facebook.com/MyFDOTNWFL](https://www.facebook.com/MyFDOTNWFL) [@MyFDOT_NWFL](https://twitter.com/MyFDOT_NWFL)

Persons wishing to submit written statements and other exhibits, may do so at the Alternatives Public Information Meeting or by sending them to Sherry Alaghemand at the number or email to the right. All information postmarked no later than March 2, 2017 will become a part of the public meeting record. For additional project information, please contact Ian Satter, FDOT District Three Public Information Director at (888) 638-0250 extension 1205 or via e-mail at Ian.Satter@dot.state.fl.us.

The environmental review, consultation, and other actions required by applicable federal environmental laws for this project are being, or have been, carried out by the Florida Department of Transportation (FDOT) pursuant to 23 U.S.C. §327 and a Memorandum of Understanding dated December 14, 2016 and executed by the Federal Highway Administration and FDOT.

The Florida Department of Transportation does not discriminate on the basis of race, color, national origin, age, sex, religion, disability or family status. For questions or concerns, contact John Smith, District Three Title VI Coordinator, 1074 Highway 90 Chipley, FL 32428, toll free at 1-888-638-0250, extension 1520, or via email at john.smith@dot.state.fl.us.



Florida Department of Transportation

RICK SCOTT
GOVERNOR

1074 Highway 90
Chipley, Florida 32428

JIM BOXOLD
SECRETARY

February 7, 2017

RE: Quincy Bypass Northern Loop from State Road (S.R.) 12 to S.R. 267
Project Development and Environment (PD&E) Study, Gadsden County
Financial Project Identification Number: 218946-6-22-01

Dear Interested Party:

The Florida Department of Transportation (FDOT) invites you to attend an alternatives public information meeting concerning the Quincy Bypass Northern Loop connecting S.R. 12 and S.R. 267. The meeting will be held Thursday, February 23 from 5:30 to 6:30 p.m. EDT at the National Guard Armory Drill Hall, 2049 Pat Thomas Parkway, Quincy.

This meeting is being held to present the initial engineering and environmental analysis to date and give the public an opportunity to provide comments concerning proposed improvements. The PD&E study will evaluate the "Build" and "No-Build" Alternatives based on the recommendation of the previous completed corridor study which evaluated three distinct corridors. As part of this study, FDOT will evaluate a roundabout at the intersection with S.R. 12/Quincy Bypass, south of the Quincy Municipal Airport. There will be no formal presentation; however, study materials, including maps, project graphics, and a video showing the functionality of roundabouts will be on display. FDOT representatives will be available to answer questions.

Enclosed for your review is a copy of the project information flyer to be distributed at the meeting. Your comments are welcomed and appreciated.

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 Sherry Alaghemand, P.E., FDOT Project Manager, toll-free at (888) 638-0250, extension 1510 at least seven days prior to the meeting.

The environmental review, consultation, and other actions required by applicable federal environmental laws for this project are being, or have been, carried out by the Florida Department of Transportation (FDOT) pursuant to 23 U.S.C. §327 and a Memorandum of Understanding dated December 14, 2016 and executed by the Federal Highway Administration and FDOT.

February 7, 2017
Page Two

Should you have questions regarding the project or this meeting, please contact Sherry Alaghemand, P.E., FDOT Project Manager, at the number above or via e-mail at sherry.alaghemand@dot.state.fl.us. You may also contact Ian Satter, District Three Public Information Director, at (888) 638-0250, extension 1205 or via e-mail at ian.satter@dot.state.fl.us.

Sincerely,

A handwritten signature in blue ink, appearing to read "Sherry Alaghemand".

Sherry Alaghemand, P.E.
FDOT Project Manager

Enclosure



March 7, 2017

AGENDA ITEM 3 B

COMMITTEE BYLAW REVISIONS

TYPE OF ITEM: Presentation/Discussion

STATEMENT OF ISSUE

Staff is seeking to amend the CRTPA committee bylaws to update the representation and operations of the committees. The bylaws, attached, will be reviewed by the CRTPA Board in March 2017, and are scheduled to be adopted at their next subsequent meeting.

ATTACHMENT

Attachment 1: Proposed Committee Bylaws

Technical Advisory Committee Bylaws

Amended April 2017

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). 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 REQUIREMENTS

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 2. MEMBERSHIP

The TAC provides for one (1) voting representative and one (1) alternate from the follows organizations identified by technical transportation-related profession:

<u>Aviation</u>
<i>Tallahassee International Airport – 1 voting member & 1 alternate</i>
<u>Engineering & Planning</u>
<i>City of Tallahassee Traffic Management – 1 voting member & 1 alternate</i>
<i>City of Tallahassee, Growth Management – 1 voting member & 1 alternate</i>
<i>Gadsden County Planning & Community Development – 1 voting member & 1 alternate</i>
<i>Jefferson County Planning – 1 voting member & 1 alternate</i>
<i>Leon County Public Works, Development Services – 1 voting member & 1 alternate</i>
<i>Leon County Public Works, Engineering Services – 1 voting member & 1 alternate</i>

<i>PLACE</i> – 1 voting member & 1 alternate
<i>Wakulla County, Planning & Community Development</i> – 1 voting member & 1 alternate
<u>Schools</u>
<i>Gadsden County Superintendent/Representative</i> – 1 voting member & 1 alternate
<i>Jefferson County Superintendent/Representative</i> – 1 voting member & 1 alternate
<i>Leon County Superintendent/Representative</i> – 1 voting member & 1 alternate
<i>Wakulla County Superintendent/Representative</i> – 1 voting member & 1 alternate
<u>Transit</u>
<i>StarMetro</i> – 1 voting member & 1 alternate
<u>Other</u>
<i>Apalachee Regional Planning Council</i> – 1 voting member & 1 alternate
<i>Blueprint IA</i> – 1 voting member & 1 alternate

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. APPOINTMENTS AND ALTERNATES

- a. Voting representatives of the local organizations identified in these bylaws are required by the CRTPA Board to provide a primary and alternate voting member for the TAC.
- b. 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 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. VOTING BY 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

The calculations for determining a quorum of the TAC will consider only occupied voting seats and not seats which are need of a designated voting member. A quorum and the recommendations of the TAC are subject to the following conditions:

- a. A majority vote (50% of the appointed membership plus 1) of the TAC 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

The meeting schedule is designed to complement the meeting schedule of the CRTPA, such that recommendations from the committee can be considered by the CRTPA Board. The regular meeting of the TAC will typically be held on the first Tuesday of each month, with the exception of July and August and such other times as scheduled by the Chairperson. 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, 50 % of scheduled meetings in a one-year period. A request for replacement of any TAC member shall be sent to the applicable Department from which the non-representation is being experienced.

Section 3. MEETING LOCATION

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 seven (7) days before such meeting. Special meetings will provide notice not less than three (3) days before such meeting.
- b. 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 the TAC meetings shall posted on the CRTPA webpage no later than seven (7) days prior to the meeting.

- b. Supplemental materials shall be provided to the TAC members as soon as practicable and no later than the Friday before a scheduled meeting. These materials shall also be posted on the CRTPA webpage on the same date.

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 TAC meeting of the calendar year and terminating at the last 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

The TAC Bylaws may be amended by a majority vote of the CRTPA. A thirty (30) days’ public review period shall be provided prior to final adoption.

ARTICLE IX: PUBLIC PARTICIPATION

Comment will be accepted by individuals during the course of TAC meetings as set forth below:

- a. Members of the public may speak on items on the approved agenda after a motion has been made on that item and the Chairperson calls for public comment.
- b. Members of the public may speak on items which are not on the agenda during the “Public Comment” section of the agenda.
- c. Individuals are encouraged to complete a separate “Request to Speak” card for each item they wish to address. If they are unable to complete the card, or do not wish to, then his/her concerns will be noted by the CRTPA staff.
- d. Individuals will be allowed to speak up to three minutes on each agenda item or “Public Comment” topic for which they have indicated a desire to speak. Additional time may be allotted at the discretion of the TAC Chairperson.
- e. Large groups wishing to speak are encouraged to designate a spokesperson to represent their views. Additional time may be allotted at the discretion of the TAC Chairperson when such a situation arises.